

Harlem Link Charter School

Financial Statements

June 30, 2021 and 2020

Independent Auditors' Report

Board of Trustees
Harlem Link Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Harlem Link Charter School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 auditors' 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended 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, 2021, 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, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the School's 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.

PKF O'Connor Davies, LLP

Harrison, New York
October 27, 2021

Harlem Link Charter School

Statements of Financial Position

	June 30,	
	<u>2021</u>	<u>2020</u>
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 4,174,457	\$ 2,653,916
Grants and contracts receivable	247,957	307,991
Prepaid expenses and other current assets	<u>13,139</u>	<u>14,438</u>
Total Current Assets	4,435,553	2,976,345
Property and equipment, net	510,820	503,340
Restricted cash	<u>75,297</u>	<u>75,290</u>
	<u>\$ 5,021,670</u>	<u>\$ 3,554,975</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 165,479	\$ 88,287
Accrued payroll and payroll taxes	<u>663,204</u>	<u>552,461</u>
Total Current Liabilities	828,683	640,748
Paycheck Protection Program loan payable	<u>1,132,500</u>	<u>-</u>
Total Liabilities	1,961,183	640,748
Net assets, without donor restrictions	<u>3,060,487</u>	<u>2,914,227</u>
	<u>\$ 5,021,670</u>	<u>\$ 3,554,975</u>

See notes to financial statements

Harlem Link Charter School

Statements of Activities

	Year Ended June 30,	
	2021	2020
OPERATING REVENUE		
Public School District		
Regular student enrollment	\$ 6,909,802	\$ 6,890,937
Students with disabilities	1,664,494	1,663,757
Universal pre-kindergarten	385,948	372,914
Grants and Contracts		
Federal	480,881	395,462
State	33,028	27,422
Total Operating Revenue	9,474,153	9,350,492
EXPENSES		
Program Services		
Regular education	6,311,120	5,663,164
Special education	1,975,773	1,797,871
Total Program Services	8,286,893	7,461,035
Supporting Services		
Management and general	986,639	1,162,086
Fundraising	203,299	98,812
Total Expenses	9,476,831	8,721,933
(Deficit) Surplus from Operations	(2,678)	628,559
SUPPORT AND OTHER REVENUE		
Contributions		
Foundations	50,000	75,000
Individuals	98,134	81,281
Other income	804	7,651
Total Support and Other Revenue	148,938	163,932
Change in Net Assets	146,260	792,491
NET ASSETS		
Beginning of year	2,914,227	2,121,736
End of year	\$ 3,060,487	\$ 2,914,227

See notes to financial statements

Harlem Link Charter School

Statement of Functional Expenses Year Ended June 30, 2021

	No. of Positions	Program Services			Supporting Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Services Costs							
Administrative staff personnel	39	\$ 1,453,685	\$ 406,880	\$ 1,860,565	\$ 680,100	\$ 151,667	\$ 2,692,332
Instructional personnel	60	3,191,903	1,042,459	4,234,362	-	-	4,234,362
Non-Instructional personnel	-	-	-	-	-	-	-
Total Salaries and Staff	99	4,645,588	1,449,339	6,094,927	680,100	151,667	6,926,694
Fringe benefits and payroll taxes		1,001,210	312,359	1,313,569	146,574	32,687	1,492,830
Retirement		78,252	24,413	102,665	11,456	2,555	116,676
Legal services		-	-	-	1,877	-	1,877
Accounting/audit services		-	-	-	49,500	-	49,500
Other purchased/professional/consulting services		110,454	34,460	144,914	16,170	3,606	164,690
Insurance		47,632	14,860	62,492	6,973	1,555	71,020
Instructional materials		35,716	11,665	47,381	-	-	47,381
Classroom and office supplies		127,239	39,696	166,935	18,627	4,154	189,716
Non-capitalized equipment/technology		22,421	6,995	29,416	3,282	732	33,430
Professional development		28,637	8,934	37,571	4,192	935	42,698
Marketing and recruitment		43,686	19,322	63,008	21,003	-	84,011
Telephone and internet		12,594	3,929	16,523	1,844	411	18,778
Staff lunches and team building		23,517	7,337	30,854	3,443	768	35,065
Postage, printing, and shipping		4,637	2,051	6,688	2,230	-	8,918
Travel and conference		8,841	2,758	11,599	1,294	289	13,182
Maintenance and repairs		8,619	2,689	11,308	1,262	281	12,851
Depreciation and amortization		112,077	34,966	147,043	16,408	3,659	167,110
Miscellaneous		-	-	-	404	-	404
Total Expenses		\$ 6,311,120	\$ 1,975,773	\$ 8,286,893	\$ 986,639	\$ 203,299	\$ 9,476,831

See notes to financial statements

Harlem Link Charter School

Statement of Functional Expenses Year Ended June 30, 2020

	No. of Positions	Program Services			Supporting Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Services Costs							
Administrative staff personnel	34	\$ 1,259,584	\$ 362,011	\$ 1,621,595	\$ 778,770	\$ 71,794	\$ 2,472,159
Instructional personnel	55	2,756,944	906,455	3,663,399	-	-	3,663,399
Non-Instructional personnel	2	20,846	6,854	27,700	-	-	27,700
Total Salaries and Staff	<u>91</u>	<u>4,037,374</u>	<u>1,275,320</u>	<u>5,312,694</u>	<u>778,770</u>	<u>71,794</u>	<u>6,163,258</u>
Fringe benefits and payroll taxes		823,935	260,263	1,084,198	158,929	14,652	1,257,779
Retirement		57,771	18,249	76,020	11,143	1,027	88,190
Legal services		-	-	-	19,885	-	19,885
Accounting/audit services		-	-	-	33,801	-	33,801
Other purchased/professional/consulting services		129,266	40,832	170,098	24,934	2,299	197,331
Insurance		40,335	12,741	53,076	7,780	717	61,573
Instructional materials		39,207	12,891	52,098	-	-	52,098
Classroom and office supplies		203,709	64,347	268,056	39,293	3,622	310,971
Non-capitalized equipment/technology		19,408	6,130	25,538	3,744	345	29,627
Professional development		78,830	24,901	103,731	15,206	1,402	120,339
Marketing and recruitment		54,375	24,050	78,425	26,142	-	104,567
Telephone and internet		7,974	2,519	10,493	1,538	142	12,173
Staff lunches and team building		48,806	15,417	64,223	9,414	868	74,505
Postage, printing, and shipping		12,810	5,666	18,476	6,159	-	24,635
Travel and conference		7,168	2,264	9,432	1,383	127	10,942
Maintenance and repairs		7,709	2,435	10,144	1,487	137	11,768
Depreciation and amortization		94,487	29,846	124,333	18,226	1,680	144,239
Miscellaneous		-	-	-	4,252	-	4,252
Total Expenses		<u>\$ 5,663,164</u>	<u>\$ 1,797,871</u>	<u>\$ 7,461,035</u>	<u>\$ 1,162,086</u>	<u>\$ 98,812</u>	<u>\$ 8,721,933</u>

See notes to financial statements

Harlem Link Charter School

Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 146,260	\$ 792,491
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	167,110	144,239
Changes in operating assets and liabilities		
Grants and contracts receivable	60,034	(153,637)
Prepaid expenses and other current assets	1,299	8,022
Accounts payable and accrued expenses	77,192	(74,401)
Accrued payroll and payroll taxes	110,743	79,621
Net Cash from Operating Activities	562,638	796,335
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(174,590)	(295,658)
CASH FLOWS FROM FINANCING ACTIVITY		
Proceeds from Paycheck Protection Program loan	1,132,500	-
Net Change in Cash, Cash Equivalents and Restricted Cash	1,520,548	500,677
CASH, CASH EQUIVALENTS AND RESTRICTED CASH		
Beginning of year	2,729,206	2,228,529
End of year	\$ 4,249,754	\$ 2,729,206

See notes to financial statements

Harlem Link Charter School

Notes to Financial Statements
June 30, 2021 and 2020

1. Organization and Tax Status

Harlem Link Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on September 10, 2004 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on September 10, 2004, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents approved and issued several renewals to the School's charter expiring on July 31, 2023. The School's mission is to provide its students with a solid foundation for academic success. The School provided education to approximately 428 students in kindergarten through fifth grade in the 2020-2021 academic year.

Beginning in July 2015, the School was awarded a contract with the New York City Department of Education to operate a universal pre-kindergarten program. The initial contract commenced July 1, 2015 and has been renewed through June 30, 2023. The School provided education to approximately 37 students in the 2020-2021 academic year.

The School shares space with a New York City public school beginning in May 2005. The School is not responsible for rent, utilities, custodial services, maintenance and school safety services other than security related to the School's programs that take place outside the district's school day. The School was unable to determine a value for the contributed space and related services and did not record any value for the use of donated facilities or services.

The New York City Department of Education provides free lunches and transportation directly to some of the School's students. Such costs are not included in these financial statements. The School covers a portion of the cost of lunches for children not entitled to the free lunches.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which 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 revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Harlem Link Charter School

Notes to Financial Statements
June 30, 2021 and 2020

2. Summary of Significant Accounting Policies (*continued*)

Net Asset Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Net assets without donor restrictions - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions as of June 30, 2021 and 2020.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances held in bank accounts and highly liquid financial instruments with maturities of three months or less at the time of purchase.

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash, cash equivalents and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows for the years ended June 30:

	2021	2020
Cash and cash equivalents	\$ 4,174,457	\$ 2,653,916
Restricted cash	75,297	75,290
	<u>\$ 4,249,754</u>	<u>\$ 2,729,206</u>

Harlem Link Charter School

Notes to Financial Statements
June 30, 2021 and 2020

2. Summary of Significant Accounting Policies (continued)

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,500 and a useful life in excess of one year. Leasehold improvements are amortized over the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Furniture and fixtures	7 years
Computers and equipment	3 - 5 years
Software	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2021 and 2020.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status, and based on the number of students enrolled, is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as net assets with donor restrictions if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as net assets without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred. Marketing and recruitment expense for the years ended June 30, 2021 and 2020 was \$84,011 and \$104,567.

Harlem Link Charter School

Notes to Financial Statements
June 30, 2021 and 2020

2. Summary of Significant Accounting Policies (continued)

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2018.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 27, 2021.

On July 12, 2021, the Paycheck Protection Program loan was fully forgiven by the U.S. Small Business Administration.

3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and determined that such allowance is not necessary.

4. Property and Equipment

Property and equipment consisted of the following at June 30:

	2021	2020
Furniture and fixtures	\$ 283,222	\$ 283,222
Computers and equipment	790,339	619,749
Software	29,345	25,345
Leasehold improvements	<u>258,675</u>	<u>258,675</u>
	1,361,581	1,186,991
Accumulated depreciation and amortization	<u>(850,761)</u>	<u>(683,651)</u>
	<u>\$ 510,820</u>	<u>\$ 503,340</u>

Harlem Link Charter School

Notes to Financial Statements
June 30, 2021 and 2020

5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 4,174,457	\$ 2,653,916
Grants and contracts receivable	<u>247,957</u>	<u>307,991</u>
	<u>\$ 4,422,414</u>	<u>\$ 2,961,907</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in money market accounts and other liquid instruments until it is required for operational use.

6. Employee Benefit Plan

The School maintains a pension plan qualified under Internal Revenue Code 403(b), for the benefit of its eligible employees. Under the plan, the School provides matching contributions up to 3% of participants' annual compensation with one year of service. For the years ended June 30, 2021 and 2020, the School provided matching contributions of \$116,676 and \$88,190.

7. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2021 and 2020, approximately \$3,635,000 and \$2,120,000 of cash was maintained with an institution in excess of FDIC limits.

8. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2021 and 2020, the School received approximately 93% and 94% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

9. Commitment

The School leases office copiers under non-cancelable operating leases expiring at various times through April 2022. The future minimum lease payments for the year ending June 30, 2022 is \$24,596.

Harlem Link Charter School

Notes to Financial Statements
June 30, 2021 and 2020

10. Paycheck Protection Program Loan Payable

On July 24, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), from a qualified PPP lender, for an aggregate principal and interest amount of \$1,132,500 (the "PPP Loan"). The PPP Loan bore interest at a fixed rate of 1% per annum, with the first six months of interest deferred, had a term of two years, and was unsecured and guaranteed by the SBA. The principal amount of the PPP Loan was subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds were used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses. On July 12, 2021, the PPP loan was fully forgiven by the SBA.

11. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost 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.

12. Risks and Uncertainties

The School's operations and financial performance may be affected by the recent COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

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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

Independent Auditors' Report

**Board of Trustees
Harlem Link Charter School**

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 Harlem Link Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2021.

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) as a basis for designing 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 a 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 financial statements. 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*.

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

PKF O'Connor Davies, LLP

Harrison, New York
October 27, 2021

Harlem Link Charter School

Schedule of Findings and Responses Year Ended June 30, 2021

Section I – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2021.

Section II – Compliance Findings

During our audit, we noted no material instances of noncompliance for the year ended June 30, 2021.

Section III – Status of Prior Year Findings

2020-001- Credit Card Transactions

Condition

A substantial portion of charges were missing receipts and approvals.

Current year Status

This condition was corrected during the year ended June 30, 2021.

2020-002 – Maintenance of Student Records

Condition

The following exceptions were identified during our test of 13 student files:

- Three files were missing copies of birth certificates
- Two files were missing home language identification forms
- Nine files were missing ethnicity identification forms
- Four files were missing proof of residency
- One file was missing medical forms

Current year Status

This condition was corrected during the year ended June 30, 2021.