

**TRUE NORTH ROCHESTER PREPARATORY  
CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2018**

**(With Comparative Totals for 2017)**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
True North Rochester Preparatory Charter School

**Report on the Financial Statements**

We have audited the accompanying statement of financial position of True North Rochester Preparatory Charter School as of June 30, 2018, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year 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.

**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 of material misstatement.

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of True North Rochester Preparatory Charter School as of June 30, 2018, and changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited True North Rochester Preparatory Charter School's June 30, 2017 financial statements, and we expressed an unmodified opinion on those financial statements in our report dated October 20, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statement from which they are derived.

**Other Report Required by Governmental Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 27, 2018 on our consideration of True North Rochester Preparatory Charter 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 to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
November 27, 2018

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018

(With Comparative Totals for 2017)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2018</u>	<u>2017</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 4,698,428	\$ 3,408,303
Grants and contracts receivable	1,961,262	2,390,012
Accounts receivable	3,470,654	1,498,658
Prepaid expenses and other current assets	449,719	138,809
TOTAL CURRENT ASSETS	<u>10,580,063</u>	<u>7,435,782</u>
<u>PROPERTY AND EQUIPMENT</u> , net of accumulated depreciation of \$4,058,226 and \$3,764,117, respectively	3,693,453	3,629,228
<u>ESCROW ACCOUNT</u>	<u>238,257</u>	<u>238,206</u>
TOTAL ASSETS	<u>\$ 14,511,773</u>	<u>\$ 11,303,216</u>
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 1,699,834	\$ 1,704,315
Deferred revenue	-	57,710
TOTAL CURRENT LIABILITIES	<u>1,699,834</u>	<u>1,762,025</u>
<u>NET ASSETS, unrestricted</u>	<u>12,811,939</u>	<u>9,541,191</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 14,511,773</u>	<u>\$ 11,303,216</u>

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

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2018  
(With Comparative Totals for 2017)

	<u>Year ended June 30,</u>	
	<u>2018</u>	<u>2017</u>
Revenue, gains and other support:		
Public school district		
Resident student enrollment	\$ 26,698,740	\$ 23,685,625
Students with disabilities	845,891	757,969
Grants and contracts:		
State and Local	391,895	396,012
Federal - Title and IDEA	1,541,577	1,032,044
Federal - Other	1,002,270	836,669
Food service/child nutrition program	<u>2,031,872</u>	<u>1,760,616</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT	32,512,245	28,468,935
Expenses:		
Program services:		
Regular education	25,341,696	22,608,331
Special education	<u>783,762</u>	<u>699,227</u>
TOTAL PROGRAM SERVICES	26,125,458	23,307,558
General and administrative	<u>3,430,144</u>	<u>3,148,977</u>
TOTAL OPERATING EXPENSES	<u>29,555,602</u>	<u>26,456,535</u>
SURPLUS FROM SCHOOL OPERATIONS	2,956,643	2,012,400
Support and other revenue:		
Contributions:		
Foundations	206,853	303,790
Individuals	65,156	55,000
Miscellaneous income	<u>42,096</u>	<u>45,150</u>
TOTAL SUPPORT AND OTHER REVENUE	<u>314,105</u>	<u>403,940</u>
CHANGE IN NET ASSETS	3,270,748	2,416,340
Unrestricted net assets at beginning of year	<u>9,541,191</u>	<u>7,124,851</u>
UNRESTRICTED NET ASSETS AT END OF YEAR	<u>\$ 12,811,939</u>	<u>\$ 9,541,191</u>

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

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2018  
(With Comparative Totals for 2017)

	No. of Positions	June 30,					2017 Total
		2018			2017		
		Regular education	Special education	Total	Support Services Management and General	Total	
Personnel services costs:							
Administrative staff personnel	48	\$ 2,839,570	\$ 87,822	\$ 2,927,392	\$ 1,311,630	\$ 4,239,022	\$ 3,878,674
Instructional personnel	185	8,661,635	267,886	8,929,521	-	8,929,521	8,245,670
Non-instructional personnel	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>121,113</u>	<u>121,113</u>	<u>112,722</u>
Total salaries and staff	236	11,501,205	355,708	11,856,913	1,432,743	13,289,656	12,237,066
Fringe benefits and payroll taxes		2,085,481	64,499	2,149,980	287,917	2,437,897	2,209,601
Retirement		281,629	8,710	290,339	-	290,339	277,841
Management fees		2,064,118	63,839	2,127,957	375,521	2,503,478	2,226,669
Legal service		-	-	-	35,519	35,519	14,282
Accounting and audit services		-	-	-	44,564	44,564	37,685
Other professional and consulting services		801,176	24,779	825,955	72,778	898,733	607,866
Building and land rent		1,030,821	31,881	1,062,702	-	1,062,702	1,068,686
Repairs and maintenance		938,228	29,017	967,245	-	967,245	782,411
Insurance		-	-	-	364,940	364,940	272,493
Utilities		295,952	9,153	305,105	135,428	440,533	493,736
Supplies and materials		462,145	14,293	476,438	-	476,438	452,865
Equipment/Furnishings		25,128	777	25,905	37,826	63,731	73,251
Professional development		955,237	29,543	984,780	-	984,780	885,497
Marketing and recruitment		95,777	2,962	98,739	-	98,739	86,517
Technology		427,875	13,233	441,108	149,938	591,046	489,204
Food service		1,630,519	50,428	1,680,947	-	1,680,947	1,421,315
Student services		1,271,276	39,318	1,310,594	-	1,310,594	1,086,720
Office expense		401,454	12,416	413,870	424,884	838,754	704,951
Depreciation and amortization		1,073,675	33,206	1,106,881	10,198	1,117,079	910,774
Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>57,888</u>	<u>57,888</u>	<u>117,105</u>
		<u>\$ 25,341,696</u>	<u>\$ 783,762</u>	<u>\$ 26,125,458</u>	<u>\$ 3,430,144</u>	<u>\$ 29,555,602</u>	<u>\$ 26,456,535</u>

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

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2018  
(With Comparative Totals for 2017)

	June 30,	
	<u>2018</u>	<u>2017</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 3,270,748	\$ 2,416,340
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	1,117,079	910,774
Bad debt expense	5,388	18,300
Changes in certain assets and liabilities affecting operations:		
State and local per pupil receivable	(1,977,384)	(989,545)
Grants and other receivables	428,750	(805,935)
Prepaid expenses and other current assets	(310,910)	118,601
Accounts payable and accrued expenses	171,693	116,759
Deferred revenue	<u>(57,710)</u>	<u>57,710</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	2,647,654	1,843,004
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(1,357,478)	(2,061,954)
(Increase) decrease in escrow account	<u>(51)</u>	<u>1,128</u>
NET CASH USED FOR INVESTING ACTIVITIES	(1,357,529)	(2,060,826)
NET INCREASE (DECREASE) IN CASH	1,290,125	(217,822)
Cash at beginning of year	<u>3,408,303</u>	<u>3,626,125</u>
CASH AT END OF YEAR	<u>\$ 4,698,428</u>	<u>\$ 3,408,303</u>
<u>NON-CASH INVESTING ACTIVITIES</u>		
Purchases of property and equipment in accounts payable	<u>\$ 391,895</u>	<u>\$ 568,069</u>

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



TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

(With Comparative Totals for 2017)

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

The Charter School

True North Rochester Preparatory Charter School (the “Charter School”), is an educational corporation operating as a charter school in Rochester, New York. On June 27, 2006, 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. On January 10, 2011, the Charter School was granted a five year charter renewal good through June 27, 2016. On February 18, 2014, the Charter School entered into an amended and restated renewal charter agreement which included the addition of Rochester Prep Charter School 3 through July 31, 2019. On January 26, 2016 the Charter School was granted a five year renewal for both True North Rochester Preparatory School (TNRP) and TNRP – West Campus through July 31, 2021.

The Charter School’s mission is to prepare all students to enter and succeed in college through effort, achievement and the content of their character.

West Campus Merger

Effective July 1, 2013, True North Rochester Preparatory Charter School and True North Rochester Preparatory Charter School – West Campus merged in accordance with the approval of the Charter School’s Board of Trustees and the New York State Board of Regents.

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 June 30, 2018 or 2017.

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 June 30, 2018 or 2017.

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.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

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

Cont'd

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.

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 a financial institution located in New York and are insured by the FDIC up to \$250,000. In the normal course of business, the cash 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 significant risk in cash.

Receivables

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, 2018 or 2017.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization 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.

Construction in progress is stated at cost. No provision for depreciation is made on construction in progress until such time as the relevant assets are completed and put into use.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

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

Cont'd

Escrow account

The Charter School maintains cash in an escrow account in accordance with the terms of their charter agreement. The escrow is restricted to fund legal and other costs in the event of dissolution of the Charter School.

Tax exempt status

The Charter School 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 Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2015 through June 30, 2018 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. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed. In addition, the Charter School received donated transportation services from certain local school districts. The Charter School was unable to determine a value for these services.

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.

Comparatives for year ended June 30, 2017

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2017, from which the summarized information was derived.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through November 27, 2018, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted except as disclosed in Notes B and I.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE B: RELATED PARTY TRANSACTIONS

Uncommon Schools, Inc. (“USI”), a not-for-profit organization dedicated to helping start and run charter schools, provides management and other administrative support services to the Charter School. The Charter School entered into a five year agreement with USI, dated September 26, 2006 which was renewed for an additional five years effective July 1, 2011 and was revised July 1, 2014 and again effective July 1, 2018 for an additional five years, under which the Charter School pays USI a service fee of a set percentage of the average number of students enrolled at the Charter School during the school year multiplied by the approved per pupil tuition for the school year, and a percentage of all other public entitlement funding receivable during the fiscal year, excluding in-kind contributions and funds from competitive public grants. This percentage was fixed at 8% for Rochester Prep and 10% for West Campus for the 2014 year and is fixed for the fiscal years 2015 through 2023 for each of the schools ranging from 8% to 10% as outlined in the agreement. In addition, during the year ended June 30, 2017, the Charter School paid USI a 10% service fee for Rochester Prep 3 Elementary School based upon an agreement approved at the September 2016 Board meeting but not signed. Rochester Prep 3 Elementary School was included in an agreement signed subsequent to year end, with an effective date of July 1, 2018. Rochester Prep 3 Elementary School’s fee ranges from 8.5% to 10% through 2023. The fee incurred for the years ended June 30, 2018 and 2017 was \$2,503,478 and \$2,226,669, respectively. At June 30, 2018 and 2017, approximately \$131,000 and \$30,200, respectively, was included in accounts receivable relating to USI, primarily from grants passed through USI. At June 30, 2018 and 2017, approximately \$385,700 and \$574,100, respectively, was included in accounts payable relating to USI.

The Charter School leases its Rochester Prep Middle School facilities from True North Rochester Real Estate LLC, a wholly-owned subsidiary of USI (Brooks Avenue location). The lease agreement expired in July 2011 and is renewable in four successive periods of five years. Rent for this lease is calculated based on a formula of certain expenses of the landlord. The Charter School is currently leasing the property on a month to month basis. At June 30, 2018, no amount was due from True North Rochester Real Estate LLC. At June 30, 2017, approximately \$171,600 was included in accounts receivable from True North Rochester Real Estate LLC related to this agreement.

The Charter School leases its Rochester Prep Elementary School facilities from True North Rochester Real Estate Ames Street, LLC, a wholly-owned subsidiary of USI (Jay Street location). A new lease agreement was negotiated in March 2016. The lease agreement expires in August 2022, but will terminate if the Charter School’s charter is not renewed. Rent for this lease was initially approximately \$28,300 per month for the initial four months and then decreased to a monthly rate of \$23,268 until the termination of the lease. The Charter School is also responsible for all other expenses relating to the property and must remain in compliance with a certain financial covenant. The lease contains a purchase option whereby the Charter School can purchase the property at any time during the lease term at a purchase price equal to the aggregate outstanding principal amount, and accrued and unpaid interest on all security documents as of the date the Charter School sends the election notice to the landlord.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE B: RELATED PARTY TRANSACTIONS, Cont'd

Effective February 18, 2016, the Charter School began leasing space for its Rochester Prep – West Campus Middle School from Rochester Chili Avenue, LLC, a wholly-owned subsidiary of USI. The agreement requires the School remain in compliance with a financial covenant and expires in August 2022. The Charter School is responsible for all other expenses related to the property. Required monthly payments under the agreement were \$32,894 beginning on May 1, 2016 through June 30, 2016 and then decreased to \$20,394 for the remaining term. The lease contains a purchase option whereby the Charter School can purchase the property at any time during the lease term at a purchase price equal to the aggregate outstanding principal amount, and accrued and unpaid interest on all security documents as of the date the Charter School sends the election notice to the landlord.

Effective July 1, 2016, the Charter School began leasing space for its second Rochester Prep Elementary School and its Rochester Prep – West Campus Elementary School from True North St. Jacob Street, LLC, a wholly-owned subsidiary of USI. The agreement will require the School remain in compliance with a financial covenant and expires in July 2021. The Charter School is responsible for all other expenses related to the property. Required payments vary over the term of the lease ranging from \$10,238 to \$11,190. The lease contains a purchase option whereby the Charter School can purchase the property at any time during the lease term at a purchase price equal to the aggregate outstanding principal amount, and accrued and unpaid interest on all security documents as of the date the Charter School sends the election notice to the landlord.

Effective October 1, 2016, the Charter School began leasing space for a future location of its West Campus Elementary School from True North Andrews Street, LLC, a wholly owned subsidiary of USI. The agreement requires the School remain in compliance with a financial covenant and expires in July 1, 2021. The Charter School is responsible for all other expenses related to the property. Payments under the agreement are \$10,033 from October 1, 2016 through June 1, 2017 then decreasing to monthly payments ranging from \$7,684 to \$8,396 through July 1, 2021. The lease contains a purchase option whereby the Charter School can purchase the property at any time during the lease term at a purchase price equal to the aggregate outstanding principal amount, and accrued and unpaid interest on all security documents as of the date the Charter School sends the election notice to the landlord.

At June 30, 2018 and 2017, the Charter School was in compliance with its financial covenants referred to above.

The Charter School, in connection with the above agreements, have committed to advancing \$200,000 to Rochester Chili Avenue, LLC and \$650,000 to True North St. Jacob Street, LLC to fund construction at the sites in preparation for the occupancy by the Charter School. As of June 30, 2017, the full amount of these payments have been made and they are currently included as leasehold improvements in Note D.

Effective June 1, 2017, the Charter School amended its leases with True North St. Jacob Street, LLC and True North Andrews Street, LLC to include a commitment to advance \$374,089 and \$475,000, to each of the sites respectively. These commitments will be used to fund construction at the sites in preparation for the occupancy by the Charter School. As of June 30, 2017, the full amount of these payments had been made or accrued and they were included in part as construction in progress and as of June 30, 2018, the amounts are included as leasehold improvements in Note D.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE B: RELATED PARTY TRANSACTIONS, Cont'd

Effective August 24, 2018, the Charter School amended its leases with True North St. Jacob Street, LLC and True North Andrews Street, LLC to include additional commitments to advance \$200,000 and \$191,895, to each of the sites respectively. These commitments will be used to fund continued construction and renovations at the sites. As of June 30, 2018, the full amount of these payments have been made or accrued and they are currently included in construction in progress in Note D.

Including certain expenses, rent expense incurred for the years ended June 30, 2018 and 2017 relating to the above leases was approximately \$794,000 and \$786,000, respectively.

The future minimum lease payments for the Charter School to related parties are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2019	\$ 745,500
2020	752,100
2021	759,000
2022	543,900
2023	<u>87,300</u>
	<u>\$ 2,887,800</u>

NOTE C: SCHOOL FACILITY

In addition to the related party leased facilities described in Note B, the Charter School leased a facility from an unrelated third party for its West Campus programs (Maple Street location). The lease was renewed at a monthly payment of \$33,333 through August 31, 2016. Rent expense incurred for the year ended June 30, 2016 related to this lease was approximately \$400,800. The Charter School did not renew this lease agreement past August 31, 2016. Rent expense for the year ended June 30, 2017 was approximately \$51,667.

The Charter School also leased space from the Rochester City School District for its high school (Martin Street location). The lease was renewable in one year extensions through June 2019. Rent expense was \$231,250 for the year ended June 30, 2017 which was payable in monthly installments of \$19,271. Rent expense was \$96,534 for the year ended June 30, 2018, due to the Charter School terminating the lease in December 2017.

Effective December 21, 2017, the Charter School leases space from 1001 Lake Ave LLC for its high school. The lease term is from January 1, 2018 through June 30, 2019. Rent expense was \$171,945 for the year ended June 30, 2018, which was payable in monthly installments of \$28,658. The agreement results in future minimum lease payments of approximately \$344,000.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>Year Ended June 30,</u>	
	<u>2018</u>	<u>2017</u>
Furniture and fixtures	\$ 516,638	\$ 471,562
Computer equipment and software	2,687,518	2,987,821
Leasehold improvements	3,604,031	2,941,391
Construction in process	<u>943,492</u>	<u>992,571</u>
	7,751,679	7,393,345
Less accumulated depreciation and amortization	<u>4,058,226</u>	<u>3,764,117</u>
	<u>\$ 3,693,453</u>	<u>\$ 3,629,228</u>

Construction in progress as of June 30, 2017 consists of costs related to two new locations that the Charter School moved into during the 2018 fiscal year and the amounts were transferred to leasehold improvements. No depreciation was taken on these assets until they were placed into service. See Note B for additional comments regarding these costs and future commitments related to the construction at the leased locations. Construction in progress at June 30, 2018 consists of costs related to two future locations for the Charter School. No depreciation will be taken until these assets are placed in service.

NOTE E: COMMITMENTS

The Charter School leases office equipment under non-cancelable lease agreements expiring at various dates through November 2023. The approximate future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2019	\$ 351,000
2020	281,000
2021	217,000
2022	149,000
2023	31,000
Thereafter	<u>4,000</u>
	<u>\$ 1,033,000</u>

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE F: RETIREMENT PLAN

The Charter School sponsors a defined contribution 403(b) plan covering most employees. The Charter School matches employees' contributions up to the lesser of 3% of gross payroll or \$3,500. Effective July 1, 2012, for employees who have 3 years of service or more the Charter School will match up to the lesser of 4% of gross payroll or \$4,000. Effective July 1, 2013, for employees who have 4 years of service or more the Charter School will match up to the lesser of 5% of gross payroll or \$5,000. The Charter School's total contribution to the Plan for the years ended June 30, 2018 and 2017 approximated \$290,000 and \$278,000, respectively.

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 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 H: CONCENTRATIONS

At June 30, 2018 and 2017, approximately 36% and 68%, respectively, of receivables are due from New York State, and 34% and 26%, respectively, of accounts receivable are due from the Rochester City School District.

During the years ended June 30, 2018 and 2017, 84% and 86%, respectively, of total revenue, gains and other support came from per-pupil funding provided by New York State through the school districts in which the students reside. The per-pupil rate is set annually by the state based on the school district in which the Charter School's students are located.

NOTE I: SUBSEQUENT EVENT

In August 2018, the New York State Education Department (NYSED) notified the Charter School that it had over-allocated approximately \$153,000 in Title IIA funding to the Charter School for the year ended June 30, 2018. NYSED will reduce the Charter School's Title IIA funding for a period of up to five years to recoup the over-allocated funding. The Charter School has not accounted for this over-allocated funding as a liability as of June 30, 2018.



**TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
True North Rochester Preparatory Charter School

We have audited the financial statements of True North Rochester Preparatory Charter School as of and for the year ended June 30, 2018, and we have issued our report thereon dated November 27, 2018, which expressed an unmodified opinion on those financial statements. Our audit was performed 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 for the year ended June 30, 2018, as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
November 27, 2018

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF ROCHESTER PREP AND WEST CAMPUS ACTIVITIES

YEAR ENDED JUNE 30, 2018

	<u>Rochester Prep</u>	<u>West Campus</u>	<u>Rochester Prep School 3</u>	<u>Total</u>
Revenue, gains and other support:				
Public school district				
Resident student enrollment	\$ 14,116,179	\$ 10,290,996	\$ 2,291,565	\$ 26,698,740
Students with disabilities	484,194	354,207	7,490	845,891
Grants and contracts				
State and Local	-	191,895	200,000	391,895
Federal - Title and IDEA	792,342	553,310	195,925	1,541,577
Federal - Other	801,223	149,746	51,301	1,002,270
Food service/child nutrition program	<u>1,117,937</u>	<u>817,015</u>	<u>96,920</u>	<u>2,031,872</u>
TOTAL REVENUE, GAINS, AND OTHER SUPPORT	17,311,875	12,357,169	2,843,201	32,512,245
Personnel services costs:				
Administrative staff personnel	2,299,126	1,460,261	479,635	4,239,022
Instructional personnel	4,671,076	3,488,966	769,479	8,929,521
Non-instructional personnel	<u>36,396</u>	<u>79,595</u>	<u>5,122</u>	<u>121,113</u>
TOTAL STAFF AND SALARIES	7,006,598	5,028,822	1,254,236	13,289,656
Fringe benefits and payroll taxes	1,252,370	1,009,659	175,868	2,437,897
Retirement	150,337	111,739	28,263	290,339
Management fees	1,290,845	963,157	249,476	2,503,478
Legal service	21,010	9,884	4,625	35,519
Accounting and audit services	22,457	15,236	6,871	44,564
Other professional and consulting services	624,008	202,672	72,053	898,733
Building and land rent	542,549	425,504	94,649	1,062,702
Repairs and maintenance	527,629	283,655	155,961	967,245
Insurance	167,924	141,046	55,970	364,940
Utilities	236,027	170,598	33,908	440,533
Supplies and materials	198,137	192,600	85,701	476,438
Equipment/Furnishings	21,551	30,696	11,484	63,731
Professional development	537,242	352,357	95,181	984,780
Marketing and recruitment	45,202	35,316	18,221	98,739
Technology	370,343	156,218	64,485	591,046
Food service	882,315	650,652	147,980	1,680,947
Student services	834,530	427,673	48,391	1,310,594
Office expense	507,169	254,608	76,981	838,758
Depreciation and amortization	519,485	297,855	299,739	1,117,079
Other	<u>50,080</u>	<u>6,502</u>	<u>1,302</u>	<u>57,884</u>
TOTAL EXPENSES	<u>15,807,808</u>	<u>10,766,449</u>	<u>2,981,345</u>	<u>29,555,602</u>
SURPLUS (DEFICIT) FROM SCHOOL OPERATIONS	<u>1,504,067</u>	<u>1,590,720</u>	<u>(138,144)</u>	<u>2,956,643</u>
Support and other revenue:				
Contributions:				
Foundations	181,106	25,747	-	206,853
Corporations	65,000	-	156	65,156
Miscellaneous income	<u>6,347</u>	<u>35,106</u>	<u>643</u>	<u>42,096</u>
TOTAL SUPPORT AND OTHER REVENUE	<u>252,453</u>	<u>60,853</u>	<u>799</u>	<u>314,105</u>
CHANGE IN NET ASSETS	<u>\$ 1,756,520</u>	<u>\$ 1,651,573</u>	<u>\$ (137,345)</u>	<u>\$ 3,270,748</u>

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF ELEMENTARY SCHOOL, MIDDLE SCHOOL, AND HIGH SCHOOL ACTIVITIES

YEAR ENDED JUNE 30, 2018

	West Campus			Rochester Prep				Rochester Prep School 3	
	Middle School	Elementary School	Total	High School	Middle School	Elementary School	Total	Elementary School	Total
Revenue, gains and other support									
Public school district									
Resident student enrollment	\$ 4,462,957	\$ 5,828,039	\$ 10,290,996	\$ 3,898,382	\$ 4,444,159	\$ 5,773,638	\$ 14,116,179	\$ 2,291,565	\$ 26,698,740
Students with disabilities	233,483	120,724	354,207	122,605	268,135	93,454	484,194	7,490	845,891
Grants and contracts									
State and Local	-	191,895	191,895	-	-	-	-	200,000	391,895
Federal - Title and IDEA	-	553,310	553,310	14,623	119,124	658,595	792,342	195,925	1,541,577
Federal - Other	109,599	40,147	149,746	404,620	301,016	95,587	801,223	51,301	1,002,270
Food service/child nutrition program	389,103	427,912	817,015	228,586	402,514	486,837	1,117,937	96,920	2,031,872
TOTAL REVENUE, GAINS AND OTHER SUPPORT	5,195,142	7,162,027	12,357,169	4,668,816	5,534,948	7,108,111	17,311,875	2,843,201	32,512,245
Personnel services costs:									
Administrative staff personnel	668,446	791,815	1,460,261	762,019	656,267	880,840	2,299,126	479,635	4,239,022
Instructional personnel	1,419,720	2,069,246	3,488,966	1,383,960	1,324,006	1,963,110	4,671,076	769,479	8,929,521
Non-instructional personnel	37,426	42,169	79,595	-	36,396	-	36,396	5,122	121,113
TOTAL STAFF AND SALARIES	2,125,592	2,903,230	5,028,822	2,145,979	2,016,669	2,843,950	7,006,598	1,254,236	13,289,656
Fringe benefits and payroll taxes	423,384	586,275	1,009,659	348,291	323,003	581,076	1,252,370	175,868	2,437,897
Retirement	39,668	72,071	111,739	42,014	33,403	74,920	150,337	28,263	290,339
Management fees	377,872	585,285	963,157	383,383	386,513	520,949	1,290,845	249,476	2,503,478
Legal service	4,627	5,257	9,884	10,631	4,627	5,752	21,010	4,625	35,519
Accounting and audit services	7,410	7,826	15,236	7,284	7,410	7,763	22,457	6,871	44,564
Other professional and consulting services	99,534	103,138	202,672	425,954	90,396	107,658	624,008	72,053	898,733
Building and land rent	188,521	236,983	425,504	153,817	169,036	219,696	542,549	94,649	1,062,702
Repairs and maintenance	106,163	177,492	283,655	114,441	181,563	231,625	527,629	155,961	967,245
Insurance	55,977	85,069	141,046	55,970	55,977	55,977	167,924	55,970	364,940
Utilities	60,205	110,393	170,598	84,480	99,646	51,901	236,027	33,908	440,533
Supplies and materials	96,831	95,769	192,600	65,074	58,285	74,778	198,137	85,701	476,438
Equipment/Furnishings	12,922	17,774	30,696	7,009	4,309	10,233	21,551	11,484	63,731
Professional development	187,822	164,535	352,357	171,943	138,367	226,932	537,242	95,181	984,780
Marketing and recruitment	16,314	19,002	35,316	17,309	10,266	17,627	45,202	18,221	98,739
Technology	77,310	78,908	156,218	219,314	41,703	109,326	370,343	64,485	591,046
Food service	282,185	368,467	650,652	208,046	308,527	365,742	882,315	147,980	1,680,947
Student services	271,320	156,353	427,673	309,236	378,575	146,719	834,530	48,391	1,310,594
Office expense	118,516	136,092	254,608	110,633	167,765	228,771	507,169	76,981	838,758
Depreciation and amortization	135,625	162,230	297,855	102,714	219,904	196,867	519,485	299,739	1,117,079
Other	3,784	2,718	6,502	35,474	6,446	8,160	50,080	1,302	57,884
TOTAL EXPENSES	4,691,582	6,074,867	10,766,449	5,018,996	4,702,390	6,086,422	15,807,808	2,981,345	29,555,602
SURPLUS (DEFICIT) FROM SCHOOL OPERATIONS	503,560	1,087,160	1,590,720	(350,180)	832,558	1,021,689	1,504,067	(138,144)	2,956,643
Support and other revenue:									
Contributions:									
Foundations	25,582	165	25,747	124,369	21,570	35,167	181,106	-	206,853
Corporations	-	-	-	65,000	-	-	65,000	156	65,156
Miscellaneous income	3,396	31,710	35,106	33	1,295	5,019	6,347	643	42,096
TOTAL SUPPORT AND OTHER REVENUE	28,978	31,875	60,853	189,402	22,865	40,186	252,453	799	314,105
CHANGE IN NET ASSETS	\$ 532,538	\$ 1,119,035	\$ 1,651,573	\$ (160,778)	\$ 855,423	\$ 1,061,875	\$ 1,756,520	\$ (137,345)	\$ 3,270,748

**TRUE NORTH ROCHESTER PREPARATORY  
CHARTER SCHOOL**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2018**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

November 27, 2018

The Finance Committee  
True North Rochester Preparatory Charter School

We have audited the financial statements of True North Rochester Preparatory Charter School as of and for the year ended June 30, 2018, and have issued our report thereon dated November 27, 2018. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated May 30, 2018, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the internal control of True North Rochester Preparatory Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding a material weakness and other matters noted during our audit in a separate letter to you dated November 27, 2018.

**Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate and our firm have complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by True North Rochester Preparatory Charter School is included in Note A to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2018. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the collectability of grants receivable, as well as the allocation of costs for the statement of functional expenses. We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting True North Rochester Preparatory Charter School's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

## **Identified or Suspected Fraud**

We have not identified or obtained information that indicates that fraud may have occurred.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements. A listing of all significant corrected misstatements is attached to this letter.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to True North Rochester Preparatory Charter School's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with True North Rochester Preparatory Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as True North Rochester Preparatory Charter School's auditors.



## Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

\* \* \* \* \*

Should you desire further information concerning these matters, Ray Jacobi or Ryan Snyder will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Finance Committee, the Board of Trustees, and management of True North Rochester Preparatory Charter School and is not intended to be and should not be used by anyone other than these specified parties, unless this report becomes a matter of public record.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL**

**SUMMARY OF SIGNIFICANT CORRECTED MISSTATEMENTS**

**YEAR ENDED DECEMBER 31, 2018**

		<u>Increase (Decrease) in net Earnings</u>
1	To record adjustment to Rochester City School District receivable.	\$ (268,727)
2	To record adjustment to East Irondequoit School District receivable.	(18,527)
3	To record adjustment to management fees related to adjustments made to receivables from school districts.	<u>33,294</u>
		<u>\$ (253,960)</u>

**TRUE NORTH ROCHESTER PREPARATORY  
CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**SCHEDULES REQUIRED BY GOVERNMENT  
AUDITING STANDARDS AND THE UNIFORM  
GUIDANCE**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2018**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

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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  
True North Rochester Preparatory Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of True North Rochester Preparatory Charter School, which comprise the statement of financial position as of June 30, 2018 and the related statements of activities and changes in net assets, 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 November 27, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered True North Rochester Preparatory Charter Schools' 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 True North Rochester Preparatory Charter Schools' internal control. Accordingly, we do not express an opinion on the effectiveness of True North Rochester Preparatory Charter School's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be a material weakness.

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. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as item 2018-001 to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether True North Rochester Preparatory Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and questioned costs as item 2018-002.

### **True North Rochester Preparatory Charter School's Response to Findings**

True North Rochester Preparatory Charter School's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. True North Rochester Preparatory Charter School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of This Report**

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

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
November 27, 2018



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF  
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees  
True North Rochester Preparatory Charter School

**Report on Compliance for Each Major Federal Program**

We have audited True North Rochester Preparatory Charter School's compliance with the compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of True North Rochester Preparatory Charter School's major federal programs for the year ended June 30, 2018. True North Rochester Preparatory Charter School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of True North Rochester Preparatory Charter School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about True North Rochester Preparatory Charter School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of True North Rochester Preparatory Charter School's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, True North Rochester Preparatory Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

### **Other Matters**

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2018-002. Our opinion on each major federal program is not modified with respect to these matters.

True North Rochester Preparatory Charter School's response to the noncompliance findings identified in our audit are described in the accompanying corrective action plan. True North Rochester Preparatory Charter School's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control over Compliance**

Management of True North Rochester Preparatory Charter School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered True North Rochester Preparatory Charter School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of True North Rochester Preparatory Charter School's internal control over compliance.

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



Our consideration of internal control over compliance 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 compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2018-002, that we consider to be a significant deficiency.

True North Rochester Preparatory Charter School's responses to the internal control over compliance findings identified in our audit are described in the accompanying corrective action plan. True North Rochester Preparatory Charter School's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Purpose of the Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of True North Rochester Preparatory Charter School as of and for the year ended June 30, 2018, and have issued our report thereon dated November 27, 2018, 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 accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance) 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 schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
November 27, 2018

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2018

	<u>Federal CFDA Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Agriculture:			
<u>Passed through New York State Education Department:</u>			
School Breakfast Program	10.553	1000004543	\$ 647,484
National School Lunch Program	10.555	1000004543	<u>1,333,127</u>
Total U.S. Department of Agriculture			1,980,611
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	1,063,541
Title IIA - Improving Teacher Quality	84.367	0147	354,324
2013-2016 NY Charter School Dissemination Program	84.282A	1000004543	229,803
<u>Passed through Uncommon Schools, Inc.:</u>			
CSP - Uncommon 2021	84.282M	U282M160015	<u>320,000</u>
Total U.S. Department of Education			<u>1,967,668</u>
TOTAL ALL PROGRAMS			<u>\$ 3,948,279</u>

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of True North Rochester Preparatory Charter School and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

True North Rochester Preparatory Charter School has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2018

SUMMARY OF AUDITOR'S RESULTS

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Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified?   x   yes        no
- Significant deficiency(ies) identified that are not considered to be material weaknesses?        yes   x   none reported

Noncompliance material to financial statements noted?        yes   x   no

Federal Awards

Internal control over major programs:

- Material weakness (es) identified?        yes   x   no
- Significant deficiency(ies) identified that are not considered to be material weaknesses?   x   yes        none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?   x   yes        no

Identification of major program:

<i>CFDA Number:</i>	<i>Name of Federal Program or Cluster:</i>
10.553	School Breakfast Program
10.555	National School Lunch Program

Dollar threshold used to distinguish between type A and type B programs:   \$750,000  

Auditee qualified as low-risk auditee?   x   yes        no

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2018

FINDINGS – FINANCIAL STATEMENT AUDIT

Finding 2018-001:

Criteria: Financial reporting in accordance with GAAP requires recognition of receivables and revenue in the period in which they are earned.

Condition and Context: As part of our audit procedures, on a test basis, we prepared confirmations of core aid receivables with applicable school districts to confirm receivables recorded at June 30, 2018. During the confirmation process, we began to identify discrepancies between the core aid revenue and related receivables recorded by the Charter School and the receivables being confirmed by the school districts. Upon further discussions with management it became apparent that the reconciliation process in place in previous years underwent a number of changes in the current year due to the turnover of a key management positions. Management had difficulty reconciling the differences between the financial statements' core aid revenue and those being confirmed by the school districts until late in the audit process. The Charter School's internal control environment did not allow for the timely identification of errors which can be material to the financial statements.

Cause: Due to turnover in key management positions, the reconciliation and claiming processes for core aid were delayed.

Effect or Potential Effect: Timely identification of material misstatements is not ensured with current processes.

Recommendation: We recommend the Charter School review their current policies and procedures to ensure that material errors are discovered and reconciled with applicable school districts on a timely basis. Such a procedure is necessary to ensure funds owed are fully collected and revenues are recorded in proper period.

Responsible Official's Response:

True North Rochester Preparatory Charter School (Rochester Prep) has implemented procedures to ensure timely billing and resolution of disputed issues with school districts. Procedures include:

- Centralizing creation of district enrollment lists by Rochester Prep regional staff with copies of invoices sent to Home Office accounting staff.
- Centralizing the collection of funds and reconciliation against invoices by Rochester Prep regional staff.
- Formalizing follow-up procedures with districts regarding delinquent payments involving both Rochester Prep regional staff and Home Office accounting and finance staff and escalating dispute resolution at Home Office if and when necessary.
- Utilizing billing and collection information to support quarterly P&Ls that are shared with the Board and its Finance Committee.

Further, Uncommon Schools, Inc. has retained consulting assistance to establish procedures to ensure that Rochester Prep has accurate residency information to support its invoices. Verification of residency will also be requested of parents at the beginning of each term.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2018

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

Finding 2018-002:

Criteria: In accordance with 7 CFR 210.8, the Charter School is required to establish internal controls which ensures the accuracy of meal counts prior to the submission of the monthly reimbursement claims.

Condition and Context: Internal controls over compliance are not designed and implemented in a manner which ensures accurate reporting of meals served. The months of December 2017 and May 2018 were selected for testing the underlying support for meals served compared to the meals submitted for reimbursement. In both of these months there were discrepancies in the various categories, Breakfast, Lunch and Snack, compared to what the Charter School submitted for reimbursement. The error rates approached five percent for some of these categories. Further, for the month of December 2017 the Charter School submitted for reimbursement more meals than their records supported, while in May the School submitted for reimbursement less than their records supported, the net difference was less than \$1,000.

Cause: Due to turnover in the Charter School's operational staffing, the procedures became decentralized leading to errors in the accumulation phase of the count records.

Effect or Potential Effect: Errors were made in claiming process and went undetected by the Charter School.

Recommendation: The Charter School needs to examine their current processes and make the necessary adjustments to become in compliance with 7 CFR 210.8. They should also ensure that this supporting documentation is maintained for a period of three years following the final submission for reimbursement for each fiscal year as required by 7 CFR 210.23(c). Properly designed and implemented procedures will ensure that the Charter School remains in compliance with program requirements and is appropriately reimbursed.

Responsible Official's Response:

Rochester Prep is implementing procedures to ensure accurate and timely submission of federal nutrition claims. Specifically:

- Spreadsheets used in each school by teachers to record information on a daily basis have been revised to ensure greater accuracy
- Monthly input from teachers will be reviewed by each school's Director of Operations and audited monthly by Associate COO on a monthly basis.

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None.