

**Audited Financial Statements**

# **KEYS Grace Academy**

Madison Heights, Michigan

**June 30, 2019**

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## INDEPENDENT AUDITOR'S REPORT

### To the Board of Directors of KEYS Grace Academy

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of KEYS Grace Academy as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise KEYS Grace Academy's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

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

### *Auditor's Responsibility*

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

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

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

### *Opinions*

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

## **Other Matters**

### *Required Supplementary Information*

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

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the KEYS Grace Academy's basic financial statements. The combining and individual nonmajor fund financial statements, and schedules of revenues and expenditures, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements, and schedules of revenues and expenditures, are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements, and schedules of revenues and expenditures, are fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2019, on our consideration of the KEYS Grace Academy'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 KEYS Grace Academy'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 KEYS Grace Academy's internal control over financial reporting and compliance.



Croskey Lanni, PC

Rochester, Michigan  
October 30, 2019



**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***

**To the Board of Directors  
of KEYS Grace Academy**

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 the governmental activities, each major fund, and the aggregate remaining fund information of KEYS Grace Academy, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise KEYS Grace Academy's basic financial statements, and have issued our report thereon dated October 30, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered KEYS Grace Academy's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of KEYS Grace Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of KEYS Grace Academy'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. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2019-001 that we consider to be significant deficiencies.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether KEYS Grace Academy'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 responses as item 2019-001.

## **KEYS Grace Academy's Response to Findings**

KEYS Grace Academy's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. KEYS Grace Academy'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.



Croskey Lanni, PC

Rochester, Michigan  
October 30, 2019

## **MANAGEMENT’S DISCUSSION AND ANALYSIS**

This section of KEYS Grace Academy’s, “KEYS”, annual financial report presents our discussion and analysis of the School’s financial performance during the fiscal year that ended on June 30, 2019. Please read it in conjunction with the School’s financial statements, which immediately follow this section.

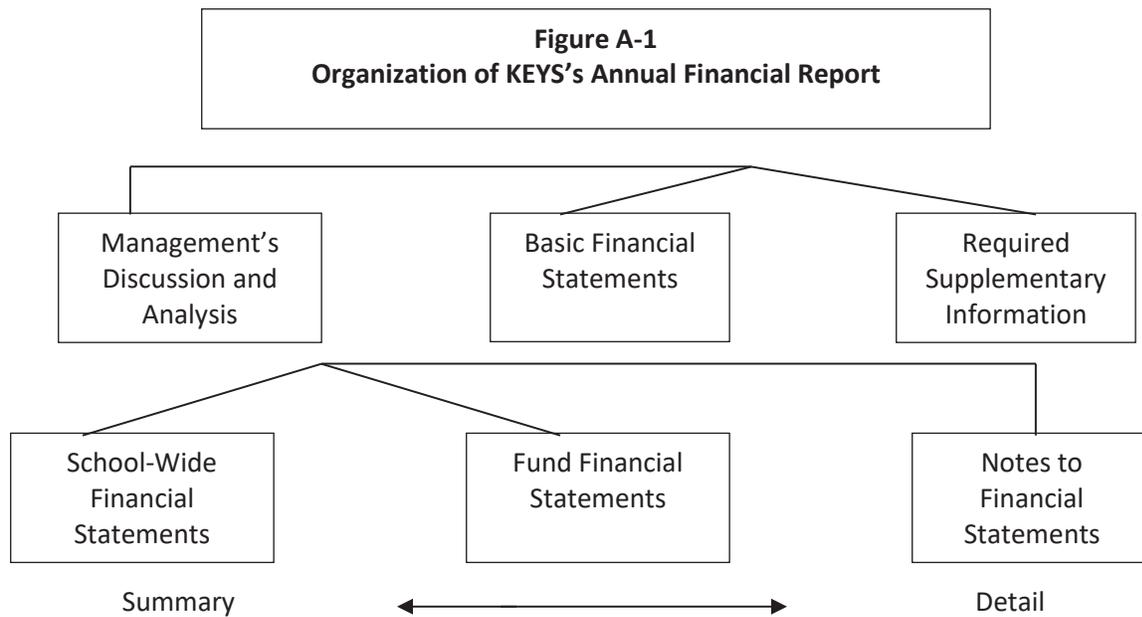
### **FINANCIAL HIGHLIGHTS**

- ❖ The School’s general fund balance is positive after the School’s third year of operations.
- ❖ The total cost of basic programs was \$1,036,886.
- ❖ Revenues were at \$4,625,007 while expenditures were \$4,710,464 in the General Fund.
  - Blended enrollment used for state aid purposes was 469.21.
- ❖ The school has a fund balance in the General Fund of \$219,394.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of three parts – management’s discussion and analysis (this section), the basic financial statements, and required supplementary information. The financial statements include two kinds of statements that present different views of the school:

- The first two statements are school-wide financial statements that provide both short-term and long-term information about the school’s overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the school, reporting the school’s operations in more detail.
- The governmental fund statements tell how basic services like regular and special education were financed.
- Fiduciary funds statements provide information about the financial relationships in which the school acts solely as a trustee or agent for the benefit of others. These consist of student activity funds held by the school on behalf of the student group.



The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the school's budget for the year. Figure A-1 shows how the various parts of this annual report are arranged and related to one another.

**Figure A-2  
Major Features of School-Wide and Fund Financial Statements**

	School-Wide Statements	Government Funds	Fiduciary Funds
Scope	Entire school (except fiduciary funds)	The activities of the school that are not proprietary or fiduciary, such as special education and building maintenance.	Instances in which the school administers resources on behalf of someone else, such as scholarship programs and student activities monies
Required Financial Statements	*Statement of net position *Statement of activities	*Balance sheet *Statement of revenues, expenditures and changes in fund balances	*Statement of fiduciary net position *Statement of changes in fiduciary net position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities both financial and capital, short-term and long-term	Generally assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets or long-term liabilities included	All assets and liabilities, both short-term and long-term
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and the related liability is due and payable	All additions and deductions during the year, regardless of when cash is received or paid

Figure A-2 summarizes the major features of the school's financial statements, including the portion of the school's activities they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis highlights the structure and contents of each of the statements.

## **SCHOOL-WIDE STATEMENTS**

The school-wide statements report information about the school as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the school's assets, deferred outflows, liabilities, and deferred inflows. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two school-wide statements report the school's net position and how it has changed. Net position – the difference between the school's assets, deferred outflows, liabilities, and deferred inflows – are one way to measure the school's financial health or position.

- ❖ Over time, increases or decreases in the school's position is an indicator of whether its financial position is improving or deteriorating, respectively.
- ❖ To assess the overall health of the school, you need to consider additional non-financial factors such as changes in the school's enrollment and the condition of school buildings and other facilities.

## **FUND FINANCIAL STATEMENTS**

The fund financial statements provide more detailed information about the school's funds, focusing on its most significant or "major" funds – not the school as a whole. Funds are accounting devices the school uses to keep track of specific sources of funding and spending on particular programs:

- ❖ *Governmental activities* – Most of the school's basic services are included in the general fund, such as regular and special education and administration. State foundation aid finances most of these activities.
- ❖ The school establishes other funds to control and manage money for particular purposes (like repaying its long-term debts) or to show that it is properly using certain revenues.

The school has two kinds of funds:

- ❖ *Governmental funds* – Most of the school's basic services are included in governmental funds, which generally focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the school's programs. Because this information does not encompass the additional long-term focus of the school-wide statements, we provide additional information with governmental funds statements that explains the relationship (or differences) between them.
- ❖ *Fiduciary funds* – The school is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong. We exclude these activities from the school-wide financial statements because the school cannot use these assets to finance its operations.

## **FINANCIAL ANALYSIS OF THE SCHOOL AS A WHOLE**

The school's financial position is the product of many factors. The fiscal year ended June 30, 2019 was the school's fourth year of operations. Award and receipt of grant funds as well as a generous local contribution resulted in an overall positive net position.

### **School Governmental**

The stability of the school's finances is a result of the following measures:

- ❖ Although KEYS ended the year with a positive net position, maintaining a positive cash flow continues to be a challenge due to timing differences in receipt of revenues and incurring of expenditures.
- ❖ Enrollment at KEYS has grown which will assist in maintaining a balanced budget in future fiscal years.

### **General Fund Budgetary Analysis**

Over the course of the year, the school reviewed the annual operating budget several times and amended it once. The following operational changes were made:

- ❖ Significant changes were made in the fourth quarter to account for final enrollment counts, and changes in assumptions since the original budget was adopted.

### **Financial Outlook**

KEYS Grace Academy's financial forecast is cautiously optimistic heading into the 2019/2020 school year. This is partly due to the following:

- ❖ Enrollment is trending upwards.
- ❖ A stable Administration is now in place.

**Table A-3  
KEYS' Net Position**

	<u>2019</u>	<u>2018</u>
Current and other assets	\$ 1,143,276	\$ 1,051,917
Other liabilities	<u>698,209</u>	<u>741,520</u>
Net position:		
Unrestricted	<u>\$ 445,067</u>	<u>\$ 310,397</u>

**Table A-4**  
**Changes in KEYS' Net Position**

	<b>2019</b>	<b>2018</b>
Revenues:		
Program revenues:		
Federal and State operating grants	\$ 741,548	\$ 633,096
General Revenues:		
State aid-unrestricted	3,865,110	3,994,788
Miscellaneous	12,803	5,614
Total revenues	4,619,461	4,633,498
Expenses:		
Instruction	1,785,845	1,620,635
Support services	2,677,155	2,848,614
Interest on debt	15,464	6,535
Unallocated depreciation	6,327	-
Total expenses	4,484,791	4,475,784
Change in net position	\$ 134,670	\$ 157,714

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

As of June 30, 2019, KEYS had invested \$232,000 in capital assets, for building improvements. See Table A-5 below for a listing of capital assets, and the accumulated depreciation. Further information can be found in Note 5 of the financial statements.

**Table A-5**  
**KEYS' Capital Assets**

	<b>Balance June 30, 2019</b>	<b>Balance June 30, 2018</b>
Building improvements	\$ 232,000	\$ -
Less: accumulated depreciation	6,327	-
Net book value of assets	\$ 225,673	\$ -

**Long-Term Debt**

At year end the school did not have any long term debt outstanding.

## **FACTORS BEARING ON THE SCHOOL'S FUTURE**

- ❖ Improvement of enrollment trends
- ❖ State aid foundation stabilized with federal funds
- ❖ Stabilized staffing
- ❖ Renewed school purpose

## **CONTACTING THE SCHOOL'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our students, parents and creditors with a general overview of the school's finances and to demonstrate the school's accountability for the money it receives. If you have questions about this report or need additional information, contact the school's office at:

KEYS Grace Academy, 27321 Hampden Street, Madison Heights, MI 48071

## KEYS GRACE ACADEMY

### STATEMENT OF NET POSITION

JUNE 30, 2019

#### ASSETS AND DEFERRED OUTFLOWS

##### Current Assets

Cash and cash equivalents	\$	79,913
Accounts receivable		20,250
Due from other governmental units		808,442
Prepaid expenses		8,998
		<hr/>
Total current assets		917,603

##### Capital Assets - Net of Accumulated Depreciation

225,673

Total assets and deferred outflows

\$ 1,143,276

#### LIABILITIES, DEFERRED INFLOWS, AND NET POSITION

##### Current Liabilities

Accounts payable	\$	197,288
Notes payable		146,862
Unearned revenue		17,454
Other accrued expenses		336,605
		<hr/>
Total current liabilities		698,209

##### Net Position

Net investment in capital assets		225,673
Unrestricted		219,394
		<hr/>
Total net position		445,067
		<hr/>
Total liabilities, deferred inflows and net position	\$	<u>1,143,276</u>

See accompanying notes to financial statements

## KEYS GRACE ACADEMY

### STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2019

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues Operating Grants</u>	<u>Net (Expense) Revenues and Changes in Net Position Government Type Activities</u>
<b>Functions</b>				
Instruction				
Basic programs	\$ 1,036,886	\$ -	\$ 113,451	\$ (923,435)
Added needs	748,959	-	345,251	(403,708)
Support services				
Pupil support services	68,613	-	73,202	4,589
Instructional staff support services	200,845	-	133,879	(66,966)
General administration	833,489	-	34,754	(798,735)
School administration	68,554	-	-	(68,554)
Operations and maintenance	524,600	-	-	(524,600)
Pupil transportation services	931,353	-	29,011	(902,342)
Central support services	25,701	-	-	(25,701)
Community services	24,000	-	12,000	(12,000)
Unallocated depreciation	6,327	-	-	(6,327)
Unallocated interest	15,464	-	-	(15,464)
	<u>\$ 4,484,791</u>	<u>\$ -</u>	<u>\$ 741,548</u>	<u>(3,743,243)</u>
<b>General Purpose Revenues</b>				
State school aid - unrestricted				3,865,110
Miscellaneous revenues				<u>12,803</u>
Total general purpose revenues				<u>3,877,913</u>
Change in net position				134,670
Net position - July 1, 2018				<u>310,397</u>
Net position - June 30, 2019				<u>\$ 445,067</u>

See accompanying notes to financial statements

## KEYS GRACE ACADEMY

### COMBINED BALANCE SHEET – ALL GOVERNMENTAL FUNDS JUNE 30, 2019

#### ASSETS AND DEFERRED OUTFLOWS

Cash and cash equivalents	\$	79,913
Accounts receivable		20,250
Due from other governmental units		808,442
Prepaid expenses		8,998
		<hr/>
Total assets and deferred outflows	\$	917,603
		<hr/> <hr/>

#### LIABILITIES DEFERRED INFLOWS AND FUND BALANCE

##### Liabilities

Accounts payable	\$	197,288
Notes payable		146,862
Unearned revenue		17,454
Other accrued expenses		336,605
		<hr/>
Total liabilities		698,209

##### Fund Balance

Nonspendable		8,998
Unassigned		210,396
		<hr/>
Total fund balance		219,394
		<hr/>
Total liabilities, deferred inflows, and fund balance	\$	917,603
		<hr/> <hr/>

See accompanying notes to financial statements

## KEYS GRACE ACADEMY

### RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE TO NET POSITION OF GOVERNMENTAL ACTIVITIES JUNE 30, 2019

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

<b>Total Governmental Fund Balances</b>	\$ 219,394
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. The cost of the assets is \$232,000 and the accumulated depreciation is \$6,327.	<u>225,673</u>
<b>Net Position of Governmental Activities</b>	<u><u>\$ 445,067</u></u>

See accompanying notes to financial statements

## KEYS GRACE ACADEMY

### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE – ALL GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2019

#### Revenues

Local sources	\$	12,803
State sources		4,161,478
Federal sources		<u>450,726</u>
Total governmental fund revenues		4,625,007

#### Expenditures

Instruction		
Basic programs		1,036,886
Added needs		748,959
Support services		
Pupil support services		68,613
Instructional staff support services		200,845
General administration		833,489
School administration		68,554
Operations and maintenance		524,600
Pupil transportation services		931,353
Central support services		25,701
Community services		24,000
Capital outlay		232,000
Debt principal and interest		<u>15,464</u>
Total governmental fund expenditures		<u>4,710,464</u>

Excess of revenues over expenditures (85,457)

Fund balance - July 1, 2018 304,851

Fund balance - June 30, 2019 \$ 219,394

See accompanying notes to financial statements

## KEYS GRACE ACADEMY

### RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2019

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

<b>Net Change in Fund Balances - Total Governmental Funds</b>	\$	(85,457)
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Governmental funds report capital outlays as expenditures. However, in the statement of activities, assets are capitalized and the cost is allocated over their estimated useful lives and reported as depreciation and amortization expense. This is the amount by which capital outlays exceeded depreciation and amortization in the current period

Capital outlay	\$	232,000	
Depreciation and amortization expense		<u>(6,327)</u>	225,673

Revenue is reported in the statement of activities when earned, but not reported in the funds until collected or collectible within 60 days	<u>(5,546)</u>
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<b>Change in Net Position of Governmental Activities</b>	<u>\$</u>	<u>134,670</u>
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## KEYS GRACE ACADEMY

### NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2019

#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of KEYS Grace Academy (the “Academy”) conform to generally accepted accounting principles applicable to public school academies. The following is a summary of the significant accounting policies:

##### **Reporting Entity**

KEYS Grace Academy was formed as a public school academy pursuant to the Michigan School Code of 1976, as amended by Act No. 362 of the Public Acts of 1993 and Act No. 416 of the Public Acts of 1994. The Academy filed articles of incorporation as a nonprofit corporation pursuant to the provisions of the Michigan Nonprofit Corporation Act of 1982, as amended, on June 8, 2015 and began operation in September 2015.

In July 2015, the Academy entered into a five-year contract with the Madison District Public Schools Board of Education to charter a public school academy. The contract requires the Academy to act exclusively as a governmental agency and not undertake any action inconsistent with its status as an entity authorized to receive state school aid funds pursuant to the State constitution. The District’s Board of Education is the fiscal agent for the Academy and is responsible for overseeing the Academy’s compliance with the contract and all applicable laws. The Academy pays the Madison District Public Schools Board of Education three percent of state aid as administrative fees. Total administrative fees paid for the year ended June 30, 2019 were approximately \$114,500.

In July 2015, the Academy entered into a five-year agreement with Kalasho Empowerment of Young Scholars, LLC (KEYS). Under the terms of this agreement, KEYS provides a variety of services including financial management, educational programs and consulting, as well as teacher training. The Academy is obligated to pay KEYS ten (10) percent of the Academy’s gross revenues. The gross revenues include all receipts of the Academy, excluding any proceeds from borrowings undertaken by the Academy. The total paid for these services amounted to approximately \$459,600 for the year ended June 30, 2019.

The accompanying financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. These criteria include significant operational or financial relationships with the public school academy. Based on application of criteria, the Academy does not contain component units.

##### **Fund Financial Statements**

Fund financial statements report detailed information about the Academy. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column.

## KEYS GRACE ACADEMY

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

#### Basis of Presentation – Fund Accounting

The accounts of the Academy are organized on the basis of funds. The operations of a fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenue and expenditures. Government resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the combined financial statements in this report, into generic fund types in two broad fund categories.

#### Governmental Funds

A governmental fund is a fund through which most Academy functions typically are financed. The acquisition, use and balances of the Academy's expendable financial resources and the related current liabilities are accounted for through a governmental fund.

**General Fund** - The general fund is used to record the general operations of the Academy pertaining to education and those operations not provided for in other funds. Included are all transactions related to the approved current operating budget.

**Special Revenue Fund** - The special revenue fund, which the Academy does not currently maintain, is used to account for the food service program operations. The special revenue fund is a subsidiary operation and is an obligation of the general fund. Therefore any shortfall in the special revenue fund will be covered by an operating transfer from the general fund. The special revenue fund does not maintain its own assets and liabilities; accordingly, no balance sheet is presented for this fund.

**Debt Service Fund** - The debt service fund, which the Academy does not currently maintain, is used to record certain revenue and the payment of interest, principal and other expenditures on long-term debt.

**Capital Projects Fund** - The capital projects fund, which the Academy does not currently maintain, accounts for financial resources to be used for the acquisition, construction, or improvement of capital facilities.

**Fiduciary Fund** - The fiduciary fund, which the Academy does not currently maintain, is used to account for assets held by the Academy in a trustee capacity or as an agent. The agency fund is custodial in nature and does not involve the measurement of results of operations.

Governmental and agency funds utilize the modified accrual basis of accounting. Modifications in such method from the accrual basis are as follows:

## **KEYS GRACE ACADEMY**

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

- a. Revenue that is both measurable and available for use to finance operations is recorded as revenue when earned. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Academy considers revenues to be available if they are collected within sixty days of the end of the current fiscal period.
- b. Payments for inventorial types of supplies, which are not significant at year end, are recorded as expenditures at the time of purchase.
- c. Principal and interest of general long-term debt are not recorded as expenditures until their due dates.
- d. The State of Michigan utilizes a foundation allowance funding approach, which provides for specific annual amount of revenue per student based on a state-wide formula. The foundation allowance is funded from a combination of state and local sources. Revenue from state sources is primarily governed by the School Aid Act and the School Code of Michigan. The state portion of the foundation is provided from the State's School Aid Fund and is recognized as revenue in accordance with state law. A major portion of the Academy's revenue is derived from this state aid. As such, the Academy is considered to be economically dependent on this aid. The Academy's existence is dependent upon qualification for such aid.

#### **Government-Wide Financial Statements**

The government-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government. The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This approach differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include reconciliations with brief explanations to better identify the relationships between the government-wide statements and the statements for governmental funds.

The government-wide Statement of Activities presents a comparison between expenses and program revenues for each segment of the business-type activities of the Academy and for each governmental program. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. The Academy does not allocate indirect expenses to programs. In creating the government-wide financial statements the Academy has eliminated inter-fund transactions. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or function is self-financing or draws from the general revenues of the Academy.

## **KEYS GRACE ACADEMY**

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Net position should be reported as restricted when constraints placed on net position use are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The Academy first utilizes restricted resources to finance qualifying activities.

#### **Cash and Cash Equivalents**

The Academy's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with maturities of three months or less from the date of acquisition. The Academy reports its investments in accordance with GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools and GASB No. 40, Deposit and Investment Risk Disclosures. Under these standards, certain investments are valued at fair value as determined by quoted market prices or by estimated fair values when quoted market prices are not available. The standards also provide that certain investments are valued at cost (or amortized cost) when they are of a short-term duration, the rate of return is fixed, and the Academy intends to hold the investment until maturity. The Academy held no investments during the year ended June 30, 2019. State statutes authorize the Academy to invest in bonds and other direct and certain indirect obligations of the U.S. Treasury; certificates of deposit, saving accounts, deposit accounts, and or depository receipts of a bank, savings and loan association, or credit union, which is a member of the Federal Deposit Insurance Corporation, Federal Savings and Loan Corporation or National Credit Union Administration, respectively; in commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase. The Academy is also authorized to invest in U.S. Government or Federal agency obligation repurchase agreements, bankers' acceptances of U.S. banks, and mutual funds composed of investments as outlined above.

#### **Receivables**

Receivables at June 30, 2019 consist primarily of state school aid due from the State of Michigan and the federal government. All receivables are expected to be fully collected in July and August of 2019 and are considered current for the purposes of these financial statements.

#### **Prepaid Assets**

Payments made to vendors for services that will benefit periods beyond June 30, 2019, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expenditure is reported in the year in which services are consumed.

## KEYS GRACE ACADEMY

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

#### Capital Assets and Depreciation

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions or retirements during the year. The Academy follows the policy of not capitalizing assets with a useful life of less than one year. The Academy does not possess any infrastructure assets.

All reported capital assets, with the exception of land, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

Building and improvements	10 – 50 years
Furniture and equipment	5 – 15 years
Computers and software	3 – 10 years

#### Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements. In general, payables and accrued liabilities that will be paid from governmental funds are reported on the governmental fund financial statements regardless of whether they will be liquidated with current resources. However, the non-current portion of capital leases that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they will be paid with current, expendable, available financial resources. In general, payments made within sixty days after year-end are considered to have been made with current available financial resources. Other long-term obligations that will be paid from governmental funds are not recognized as a liability in the fund financial statements until due.

#### Net Position

Net position represents the difference between assets, deferred outflows and liabilities and deferred inflows. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the Academy or through external restrictions imposed by creditors, grantors or laws of regulations of other governments.

#### Fund Equity

The Academy has adopted GASB 54 as part of its fiscal year reporting. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Academy's financial statements. The reporting standard establishes a hierarchy for fund balance classifications and the constraints imposed on those resources.

## KEYS GRACE ACADEMY

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

#### Fund Equity

GASB 54 provides for two major types of fund balances, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. This category typically includes prepaid items and inventories.

In addition to nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- a. *Restricted fund balance* – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- b. *Committed fund balance* – amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- c. *Assigned fund balance* – amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- d. *Unassigned fund balance* – amounts that are available for any purpose; these amounts are reported only in the general fund.

The Academy follows the policy that restricted, committed, or assigned amounts will be considered to have been spent when an expenditure is incurred for purposes for which both unassigned and restricted, committed, or assigned fund balances are available. There are no governmental funds with a deficit.

#### Estimates

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 amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

### NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Annual budgets are adopted on a consistent basis with accounting principles generally accepted in the United States of America and state law for the general fund. All annual appropriations lapse at fiscal year end and encumbrances are not formally recorded.

## **KEYS GRACE ACADEMY**

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### **NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY - Continued**

The budget document presents information by fund and function. The legal level of budgetary control adopted by the governing body is the function level. State law requires the Academy to have its budget in place by July 1. Expenditures in excess of amounts budgeted is a violation of Michigan Law. The Academy is required by law to adopt general and school service fund budgets. During the year ended June 30, 2019 the budget was amended in a legally permissible manner. The Academy had expenditures in certain budgetary functions that were in excess of the amounts appropriated for the year ended June 30, 2019 as detailed on page 18 and the related finding on page 22.

### **NOTE 3 - DEPOSITS AND INVESTMENTS**

#### **Interest Rate Risk**

In accordance with its investment policy, the Academy will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and, investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the Academy's cash requirements.

#### **Credit Risk**

State law limits investments in commercial paper and corporate bonds to a prime or better rating issued by nationally recognized statistical rating organizations (NRSROs). As of June 30, 2019, the Academy did not hold any investments.

#### **Concentration of Credit Risk**

The Academy will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the Academy's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

#### **Custodial Credit Risk - Deposits**

In the case of deposits, this is the risk that in the event of a bank failure, the Academy's deposits may not be returned to it. As of June 30, 2019, none of the Academy's cash was exposed to custodial credit risk because it was uninsured. All cash balances were uncollateralized as of June 30, 2019.

#### **Custodial Credit Risk - Investments**

For an investment, this is the risk that, in the event of the failure of the counter party, the Academy will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

## KEYS GRACE ACADEMY

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### NOTE 3 - DEPOSITS AND INVESTMENTS – Continued

The Academy will minimize custodial credit risk, which is the risk of loss due to the failure of the security issuer or backer, by; limiting investments to the types of securities allowed by law; and pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Academy will do business.

#### Foreign Currency Risk

The Academy is not authorized to invest in investments which have this type of risk.

#### Fair Value

Generally accepted accounting principles define fair value, establish a framework for measuring fair value, and establish a fair value hierarchy that prioritizes the inputs to valuation techniques. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value measurement assumes that the transaction to sell the asset or transfer the liability occurs in the principal market for the asset or liability or, in the absence of a principal market, the most advantageous market. Valuation techniques that are consistent with the market, income or cost approach are used to measure fair value.

The fair value hierarchy prioritizes the inputs to valuation techniques used to measure fair value into three broad levels:

- a. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities the Academy has the ability to access.
- b. Level 2 inputs are inputs (other than quoted prices included within Level 1) that are observable for the asset or liability, either directly or indirectly.
- c. Level 3 are unobservable inputs for the asset or liability and rely on management's own assumptions about the assumptions that market participants would use in pricing the asset or liability. (The observable inputs should be developed based on the best information available in the circumstances and may include the Academy's own data.)

The Academy does not have any investments that are subject to the fair value measurement.

### NOTE 4 - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units consist of the following:

State sources	\$ 760,091
Federal sources	<u>48,351</u>
Total	<u><u>\$ 808,442</u></u>

## KEYS GRACE ACADEMY

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### NOTE 5 – CAPITAL ASSETS

Capital asset activity of the Academy's governmental activities was as follows:

	<u>Balance July 1, 2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance June 30, 2019</u>
Capital assets subject to depreciation				
Building improvements	\$ -	\$ 232,000	\$ -	\$ 232,000
Accumulated depreciation				
Building improvements	-	6,327	-	6,327
Total net capital assets	<u>\$ -</u>	<u>\$ 225,673</u>	<u>\$ -</u>	<u>\$ 225,673</u>

### NOTE 6 – NOTES PAYABLE

Notes payable as of June 30, 2019 can be summarized as follows:

#### Loan Information

	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Other</u>
SAAN 17/18	4.00%	July, 2018	Paid in full
SAAN 18/19	3.50%	August, 2019	Issued to provide the Academy with funds to finance its operations; secured by future state aid payments

#### Loan Activity

	<u>Balance July 1, 2018</u>	<u>Additions</u>	<u>Retirements and Payments</u>	<u>Balance June 30, 2019</u>
SAAN 17/18	\$ 50,554	\$ -	\$ 50,554	\$ -
SAAN 18/19	-	800,000	653,138	146,862
Total notes payable	<u>\$ 50,554</u>	<u>\$ 800,000</u>	<u>\$ 703,692</u>	<u>\$ 146,862</u>

## KEYS GRACE ACADEMY

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### NOTE 7 – OTHER ACCRUED EXPENSES

Other accrued expenses may be summarized as follows:

Purchased services - payroll and benefits	\$ 243,063
Management fee	72,450
University oversight fee	<u>21,092</u>
Total other accrued expenses	<u>\$ 336,605</u>

### NOTE 8 - OPERATING LEASES

#### Lease Information

	<u>Maturity Date</u>	<u>Approximate Payment</u>	<u>Other</u>
School bus lease	August, 2020	\$950,000 Annually	Related party lease whereas the Academy will pay a reasonable administrative fee which increases on a yearly basis and actual costs for the equipment. Automatically renews on a yearly basis if not terminated by either party within 60 days prior to the applicable term.
Facilities	June, 2025	\$250,000 Annually	Building lease is with the Academy's authorizer. Rent is to increase annually as follows: \$250,000 for 2019-2020; \$265,000 for 2020-2021; \$280,000 for 2021-2022; \$300,000 for 2022-2023; \$310,000 for 2023-2024; and \$320,000 for 2024-2025.

The approximate amount of lease obligations coming due during the next six years are as follows:

2020	\$ 1,200,000
2021	265,000
2022	280,000
2023	300,000
2024	310,000
2025	320,000

Total lease expense for the year ended June 30, 2019 amounted to approximately \$1,156,400.

## **KEYS GRACE ACADEMY**

NOTES TO FINANCIAL STATEMENTS – Continued  
FOR THE YEAR ENDED JUNE 30, 2019

### **NOTE 9 - RISK MANAGEMENT**

The Academy is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries (worker's compensation), as well as medical benefits provided to employees. The Academy has purchased commercial insurance for all claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

### **NOTE 10 – RELATED PARTY TRANSACTIONS**

The Academy has entered into various leases and contracts for services such as but not limited to transportation, marketing and maintenance. These parties are related to the ownership of the management company, Kalasho Empowerment of Young Scholars, LLC (KEYS). Payables to these parties totaled approximately \$4,000 at June 30, 2019. Expenditures of approximately \$1,349,300 were incurred under service and lease agreements with these organizations during the year ended June 30, 2019.

## SUPPLEMENTARY INFORMATION

## KEYS GRACE ACADEMY

### REQUIRED SUPPLEMENTARY INFORMATION BUDGETARY COMPARISON SCHEDULE – GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues</b>				
Local sources	\$ -	\$ -	\$ 12,803	\$ 12,803
State sources	3,985,660	4,178,631	4,161,478	(17,153)
Federal sources	345,000	428,959	450,726	21,767
 Total general fund revenues	 4,330,660	 4,607,590	 4,625,007	 17,417
<b>Expenditures</b>				
Instruction				
Basic programs	1,110,000	940,000	1,036,886	96,886
Added needs	420,262	765,000	748,959	(16,041)
Support services				
Pupil support services	4,500	1,000	68,613	67,613
Instructional staff support services	206,000	228,000	200,845	(27,155)
General administration	520,000	323,000	833,489	510,489
School administration	200,000	80,000	68,554	(11,446)
Business support services	450,000	460,000	-	(460,000)
Operations and maintenance	400,000	640,000	524,600	(115,400)
Pupil transportation services	900,000	980,000	931,353	(48,647)
Central support services	20,000	28,000	25,701	(2,299)
Community services	40,000	23,000	24,000	1,000
Capital outlay	-	-	232,000	232,000
Debt principal and interest	-	-	15,464	15,464
 Total general fund expenditures	 4,270,762	 4,468,000	 4,710,464	 242,464
 Excess (deficiency) of revenues over expenditures	 59,898	 139,590	 (85,457)	 (225,047)
 Fund balance - July 1, 2018	 304,851	 304,851	 304,851	 -
 Fund balance - June 30, 2019	 \$ 364,749	 \$ 444,441	 \$ 219,394	 \$ (225,047)

## KEYS GRACE ACADEMY

### SCHEDULE OF REVENUES – GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2019

#### Local Sources

Other local revenues	\$ 12,803
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#### State Sources

At risk	296,368
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State aid	<u>3,865,110</u>
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Total state sources	4,161,478
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#### Federal Sources

IDEA	36,489
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Title I	270,750
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Title II A	56,951
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Title III	85,757
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Title IV	<u>779</u>
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Total federal sources	<u>450,726</u>
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Total general fund revenues	<u><u>\$ 4,625,007</u></u>
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## KEYS GRACE ACADEMY

### SCHEDULE OF EXPENDITURES – GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2019

#### Basic Programs

Purchased services	\$ 957,299
Rentals	8,295
Supplies and materials	64,870
Non-depreciable capital assets	4,642
Other expenditures	1,780
	<hr/>
Total basic programs	1,036,886

#### Added Needs

Purchased services	688,850
Supplies and materials	433
Other expenditures	59,676
	<hr/>
Total added needs	748,959

#### Pupil Support Services

Psychological services	2,413
Other pupil services	66,200
	<hr/>
Total pupil support services	68,613

#### Instructional Staff Support Services

Purchased services	200,545
Other expenditures	300
	<hr/>
Total instructional staff support services	200,845

#### General Administration

Purchased services	812,274
Supplies and materials	12,310
Other expenditures	8,905
	<hr/>
Total general administration	833,489

## KEYS GRACE ACADEMY

### SCHEDULE OF EXPENDITURES - GENERAL FUND - Continued FOR THE YEAR ENDED JUNE 30, 2019

#### **School Administration**

Purchased services	68,449
Supplies and materials	<u>105</u>
Total school administration	68,554

#### **Operations and Maintenance**

Purchased services	299,600
Rentals	<u>225,000</u>
Total operations and maintenance	524,600

#### **Pupil Transportation Services**

Purchased services	931,353
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#### **Central Support Services**

Purchased services	25,701
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#### **Community Services**

Supplies and materials	24,000
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#### **Capital Outlay**

232,000

#### **Debt Principal and Interest**

15,464

Total general fund expenditures	<u><u>\$ 4,710,464</u></u>
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# KEYS GRACE ACADEMY

## SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2019

### SECTION I – FINANCIAL STATEMENT FINDINGS

**Reference  
Number**

**Findings**

2019-001

**Finding Type** – Noncompliance and Significant Deficiency

**Criteria** – The Michigan Public School Accounting Manual, Section IV, indicates that, when used appropriately, a budget provides the school board and administration with the ability to control and evaluate the use of the Academy’s funds.

**Condition** – Actual expenditures exceeded board approved appropriations by \$225,047.

**Cause / Effect** – The budget while amended during the year, did not accurately reflect actual final expenditures. The effect was a lower final fund balance than anticipated and budgeted for and a violation of state law.

**Recommendation** – The Academy should fully review actual and anticipated expenditures and in response amend the budget accordingly in order to comply with state law.

**Auditee Response** –Actual expenditures differed from the budget as a result of not accounting for a large capital outlay on the appropriate method of accounting. The Academy has reviewed and revised its accounting procedures to ensure actual results are properly and timely reviewed resulting in budget amendments throughout the year.