

*Audited Financial Statements*

**UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of  
Central Florida, Inc.)**

**June 30, 2018**

**UCP DOWNTOWN CHARTER SCHOOL**  
**(A Division of United Cerebral Palsy of Central Florida, Inc.)**

**Audited Financial Statements**

**June 30, 2018**

**(With Independent Auditor's Report Thereon)**

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Table of Contents**

Independent Auditor’s Report.....	1
Financial Statements:	
Statement of Financial Position .....	3
Statement of Activities.....	4
Statement of Cash Flows .....	5
Notes to Financial Statements.....	6
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 <i>Government Auditing Standards</i> .....	12
Management Letter .....	14
Independent Auditor’s Report on Supplementary Information .....	16
Schedule 1	
Statement of Activities by Fund Type .....	17

# SCHAFFER, TSCHOPP, WHITCOMB, MITCHELL & SHERIDAN, LLP

*Certified Public Accountants*

Michael R. Schafer, CPA  
Thomas R. Tschopp, CPA  
Tom V. Whitcomb, CPA

541 S. Orlando Avenue, Suite 312  
Maitland, Florida 32751  
(407) 875-2760

Joseph P. Mitchell, CPA  
Steven J. Sheridan, CPA  
Daniel M. Hinson, CPA

## **Independent Auditor's Report**

To Board of Directors  
UCP Downtown Charter School  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

### **Report on the Financial Statements**

We have audited the accompanying financial statements of UCP Downtown Charter School, (A Division of United Cerebral Palsy of Central Florida, Inc.) which comprise the Statement of Financial Position as of June 30, 2018, and the related statements of activities, 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 *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 UCP Downtown Charter School (A Division of United Cerebral Palsy of Central Florida, Inc.) as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated September 19, 2018 on our consideration of the UCP Downtown Charter School (A Division of United Cerebral Palsy of Central Florida, Inc.)'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants 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* in considering UCP Downtown Charter School (A Division of United Cerebral Palsy of Central Florida, Inc.)'s internal control over financial reporting and compliance.

*Schaefer, Tschanz, Whitcomb, Mitchell & Shuilen, LLP*

Maitland, Florida  
September 19, 2018

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Statement of Financial Position**

June 30, 2018

**Assets**

Assets:

Accounts receivable	\$ 7,677
Due from UCP	1,377,418
Property and equipment, net (note 2)	<u>4,514</u>
Total assets	<u><u>\$ 1,389,609</u></u>

**Liabilities and Net Assets**

Liabilities:

Accounts payable and accrued liabilities	<u>\$ 147,379</u>
Total liabilities	<u>147,379</u>

Net assets:

Unrestricted net assets	<u>1,242,230</u>
Total liabilities and net assets	<u><u>\$ 1,389,609</u></u>

See accompanying notes to financial statements.

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Statement of Activities**

Year ended June 30, 2018

Revenue (note 3):	
FTE revenue	\$ 2,256,442
National School Lunch Program	145,427
Title I Part A	16,207
Contributions and grants	67,613
IDEA grant	74,792
Florida's Best and Brightest Scholarship Program	18,400
Other revenue	25,972
	<hr/>
Total revenue	2,604,853
	<hr/>
Expenses:	
Program expenses	1,813,033
General and administration	657,820
	<hr/>
Total expenses	2,470,853
	<hr/>
Change in net assets	134,000
Net assets, June 30, 2017, as originally reported	3,166,143
	<hr/>
Prior period adjustment (note 4)	(2,057,913)
	<hr/>
Net assets, June 30, 2017, as adjusted	1,108,230
	<hr/>
Net assets, June 30, 2018	\$ 1,242,230
	<hr/> <hr/>

See accompanying notes to financial statements.

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Statement of Cash Flows**

Year ended June 30, 2018

Cash flows from operating activities:	
Change in net assets	\$ 134,000
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	1,129
Net change in cash flows from changes in:	
Accounts receivable	23,833
Accounts payable and accrued liabilities	(25,882)
Net cash provided by operating activities	<u>133,080</u>
Cash flows from financing activities:	
Net borrowings from (advances to) UCP	<u>(133,080)</u>
Net cash used in financing activities	<u>(133,080)</u>
Net increase in cash and cash equivalents	-
Cash and cash equivalents at beginning of year	<u>-</u>
Cash and cash equivalents at end of year	<u><u>\$ -</u></u>

See accompanying notes to financial statements.



UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Notes to Financial Statements**

June 30, 2018

**(1) Organization and Summary of Significant Accounting Policies**

**(a) Organization and Purpose**

UCP Downtown Charter School (the “School” or “Organization”) is a division of United Cerebral Palsy of Central Florida, Inc. (UCP), a Florida not-for-profit corporation. The School was organized under Section 228.056, Florida Statutes.

The general operating authority of the School is contained in Section 228.056, Florida Statutes. The School operates under a charter of the sponsoring school district, the Downtown County District School Board (the “District”). The current charter was issued on April 24, 2012, commenced July 1, 2012, and is effective until June 30, 2027, and may be renewed by mutual consent and written agreement between the School and the District. At the end of the term of the charter, the District may choose not to renew the charter under grounds specified in the charter in which case the District is required to notify the School in writing at least 90 days prior to the charter’s expiration. During the term of the charter, the District may also terminate the charter if good cause is shown. The School is considered a component unit of the District.

The accounting policies of the School conform to generally accepted accounting principles. The following is a summary of the more significant policies.

**(b) Basis of Accounting**

The accompanying financial statements are presented on the accrual basis and represent the financial position and results of operations of the School.

The financial statements are prepared on an entity wide basis, focusing on the organization as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. This has been accomplished by aggregating all funds into one set of financial statements and classifying fund balances and transactions into three classes of net assets – permanently restricted, temporarily restricted or unrestricted as follows:

(Continued)

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Notes to Financial Statements**

**(1) Organization and Summary of Significant Accounting Policies (Continued)**

**(b) Basis of Accounting (Continued)**

**Permanently restricted net assets** - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. There were no permanently restricted net assets as of or for the year ended June 30, 2018.

**Temporarily restricted net assets** - Net assets subject to donor-imposed stipulations that may or will be met by actions of the Organization and/or the passage of time. There were no temporarily restricted net assets as of or for the year ended June 30, 2018.

**Unrestricted net assets** - Net assets not subject to donor-imposed stipulations. The Organization reports donor-restricted contributions whose restrictions are met in the same reporting period as unrestricted support.

Contributions are generally recognized as revenue when the gift is made and are recorded as unrestricted, temporarily restricted or permanently restricted, depending on the presence or absence and type of donor imposed restrictions or conditions.

**(c) Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers highly liquid investments in demand deposit and money market accounts to be cash equivalents.

**(d) Contributions**

The Organization reports gifts of cash and other assets 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 time restriction ends or the purpose of the restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Donor restricted contributions, whose restrictions are met in the same reporting period, are reported as unrestricted support.

(Continued)

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Notes to Financial Statements**

**(1) Organization and Summary of Significant Accounting Policies (Continued)**

**(d) Contributions (Continued)**

The Organization reports gifts of land, building and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

**(e) Property and Equipment**

Property and equipment acquisitions in excess of \$1,000 are capitalized at cost when purchased or at the fair value at the date of gift when donated. Depreciation of building improvements and equipment is calculated using the straight-line method over the estimated useful lives of the assets, generally 5 to 39 years. Expenditures for repairs and maintenance are expensed as incurred.

**(f) Income Taxes**

The Organization as a division of UCP, is exempt from Federal income tax under provisions of Section 501(c)(3) of the Internal Revenue Code. In addition, UCP has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Code. Consequently, no provision for income taxes has been included in the accompanying financial statements.

In accordance with “Income Taxes” FASB Accounting Standards Codification Topic 740 (Topic 740), all entities are required to evaluate and disclose income tax risks. Topic 740 clarifies the accounting for uncertainty in tax positions and prescribes guidance related to the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. The tax benefit from an uncertain tax position is only recognized in the statements of financial position if the tax position is more likely than not to be sustained upon an examination, based on the technical merits of the position. Interest and penalties, if any, are included in expenses in the statements of activities. As of June 30, 2018, the Organization had no uncertain tax positions that qualify for recognition or disclosure in the financial statements.

(Continued)

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Notes to Financial Statements**

**(1) Organization and Summary of Significant Accounting Policies (Continued)**

**(g) Donated Services, Materials and Facilities**

A substantial number of unpaid volunteers have donated significant amounts of their time to the Organization's program and administrative services. However, due primarily to the nature of the services provided, the value of such services has not been reflected in the accompanying financial statements. Donated materials that the Organization would be required to purchase to operate programs are reflected in the financial statements at their estimated fair values at date of their receipt.

**(h) Use of 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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**(i) Revenue Sources**

Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 228.056(13), Florida Statutes, the School reports the number of full-time equivalent (FTE) students and related data to the District. Under provisions of Section 236.081, Florida Statutes, the District reports the number of FTE students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program. Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE and the actual weighted FTE students reported by the School during the designated FTE student survey period.

**(j) Subsequent Events**

In preparing these financial statements, the School has evaluated subsequent events and transactions for potential recognition and disclosure through September 19, 2018, which is the date the financial statements were available to be issued.

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Notes to Financial Statements**

**(2) Property and Equipment**

Property and equipment consist of the following at June 30, 2018:

Equipment	\$ 11,574
Leasehold improvements	1,698
	<u>13,272</u>
Less accumulated depreciation	(8,758)
	<u>\$ 4,514</u>

**(3) Schedule of Local Revenue Sources**

The following is a schedule of local revenue sources and amounts:

Orange County District School Board:	
Florida Education Finance Program	\$ 1,646,849
Discretionary millage funds	110,392
Special millage	97,331
Class size reduction	334,812
Instructional materials	12,575
Safe schools	3,802
Supplemental academic instruction	33,269
Compression adjustment	4,003
Reading allocation	10,588
Digital classroom allocation	2,821
	<u>\$ 2,256,442</u>
Total	
Title I Part A	<u>\$ 16,207</u>
IDEA grant	<u>\$ 74,792</u>
Florida's Best and Brightest Scholarship Program	<u>\$ 18,400</u>
National School Lunch Program	<u>\$ 145,427</u>

UCP DOWNTOWN CHARTER SCHOOL  
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**Notes to Financial Statements**

**(4) Prior Period Adjustment**

During the year ended June 30, 2018, management determined that certain capital expenditures and other overhead expenses had not been allocated to the School. Accordingly, an adjustment has been made to beginning net assets to reflect these allocations.

# SCHAFFER, TSCHOPP, WHITCOMB, MITCHELL & SHERIDAN, LLP

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Michael R. Schafer, CPA  
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541 S. Orlando Avenue, Suite 312  
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## **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  
UCP Downtown Charter School  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

We have audited the financial statements of UCP Downtown Charter School (the "School") (A Division of United Cerebral Palsy of Central Florida, Inc.) as of and for the year ended June 30, 2018, and have issued our report thereon dated September 19, 2018. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **Internal Control over Financial Reporting**

Management of UCP Downtown Charter School is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management, the Orange County District School Board, and the State of Florida Office of the Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Schaefer, Tschoy, Whitcomb, Mitchell & Shuilen, LLP*

Maitland, Florida  
September 19, 2018



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## Management Letter

To the Board of Directors  
UCP Downtown Charter School  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

### Compliance

We have audited the financial statements of UCP Downtown Charter School (the "School") (A Division of United Cerebral Palsy of Central Florida, Inc.) as of and for the year ended June 30, 2018 and have issued our report thereon dated September 19, 2018.

We have issued our Independent Auditors' Report on Compliance and 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 dated September 19, 2018. Disclosures in that report, if any, should be considered in conjunction with this management letter.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with provisions of Chapter 10.850, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida and require that certain items be addressed in this letter.

The Rules of the Auditor General (Section 10.854(1)(e)1.,2.), require disclosure as to whether corrective actions have been taken to address findings and recommendations made in the preceding annual financial report not otherwise addressed in the auditors' report pursuant to Rule 10.856(2)(b)2 and whether or not the Charter School has met one or more of the conditions in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. Pursuant to the Rules of the Auditor General (Sections 10.854(1)(3)7.a. and 10.855(10)) we applied financial condition assessment procedures in determining whether deteriorating financial conditions exist pursuant to Section 218.39(5), Florida Statutes. In connection with our audit, there were no recommendations made in the preceding annual financial audit report for the year ended June 30, 2017, and the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes as of June 30, 2018.

The Rules of the Auditor General (Sections 10.854(1)(e)3., 4., 5., 6., 7.) require disclosure in the management letter of the following matters if not already addressed in the auditors' report on compliance and internal control over financial reporting: recommendations to improve the School's

financial management, accounting procedures, and internal controls; violations of laws, regulations, contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, that have an effect on the determination of financial statement amounts that is less than material but more than inconsequential; illegal acts or improper expenditures that would have an immaterial effect on the financial statements; control deficiencies that are not significant deficiencies, including, but not limited to: improper or inadequate accounting procedures; failures to properly record financial transactions; and other inaccuracies, shortages, defalcations, and instances of fraud discovered by, or come to the attention of, the auditor. Out audit disclosed no such matters required to be disclosed.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing Standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of the Board of Directors, management, the Orange County District School Board and the State of Florida Office of the Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Schatz, Tschoy, Whitcomb, Mitchell & Shuilen, LLP*

Maitland, Florida  
September 19, 2018

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## **Independent Auditor's Report on Supplementary Information**

The Board of Directors  
UCP Downtown Charter School  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

We have audited and reported separately herein on the financial statements of UCP Downtown Charter School (A Division of United Cerebral Palsy of Central Florida, Inc.) as of and for the year ended June 30, 2018.

Our audit was made for the purpose of forming an opinion on the basic financial statements of UCP Downtown Charter School (A Division of United Cerebral Palsy of Central Florida, Inc.) taken as a whole. The supplementary information included in Schedule 1 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as whole.

*Schafer, Tschopp, Whitcomb, Mitchell & Sheridan, LLP*

Maitland, Florida  
September 19, 2018

**Schedule 1**

UCP DOWNTOWN CHARTER SCHOOL  
(A Division of United Cerebral Palsy of Central Florida, Inc.)

**Statement of Activities by Fund Type**

Year ended June 30, 2018

	<u>General</u>	<u>Special Revenue</u>	<u>Total</u>
Revenue:			
FTE Revenue	\$ 2,256,442	-	2,256,442
National School Lunch Program	145,427	-	145,427
Title I Part A	16,207	-	16,207
Contributions and grants	67,613	-	67,613
IDEA grant	-	74,792	74,792
Florida's Best and Brightest Scholarship Program	-	18,400	18,400
Other revenue	25,972	-	25,972
	<u>2,511,661</u>	<u>93,192</u>	<u>2,604,853</u>
Total revenue			
Expenses:			
Program expenses	1,719,841	93,192	1,813,033
General and administration	657,820	-	657,820
	<u>2,377,661</u>	<u>93,192</u>	<u>2,470,853</u>
Total expenses			
Change in net assets	<u>\$ 134,000</u>	<u>-</u>	<u>134,000</u>