

**CHAUTAUQUA  
CHARTER SCHOOL, INC.**

A Charter School and Component Unit of the  
District School Board of Bay County, Florida

INDEPENDENT AUDITOR'S REPORT

*for the fiscal year ended JUNE 30, 2019*

***King & Walker, CPAs, PL***

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*Certified Public Accountants*

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# CHAUTAUQUA CHARTER SCHOOL, INC.

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## **Independent Auditor's Report**

To the Board of Directors of the Chautauqua Charter School, Inc.,  
a Charter School and Component Unit of the  
District School Board of Bay County, Florida

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

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Chautauqua Charter School, Inc. ("School"), a charter school and component unit of the District School Board of Bay County, Florida, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School'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 *Governmental 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 School'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 School'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.

### ***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 School, as of June 30, 2019, and the respective changes in financial position thereof for the year 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 the Required Supplementary Information, as listed 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 historic 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 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 Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2019 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Respectfully submitted,

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, professional style.

September 27, 2019  
Tampa, Florida

# **CHAUTAUQUA CHARTER SCHOOL, INC.**

*A Charter School and Component Unit of the District School Board of Bay County, Florida*

## **MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)**

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The Management's Discussion and Analysis (MD&A) section of the annual financial report of the Chautauqua Charter School, Inc. ("School") provides an overview of the School's activities for the fiscal year ended June 30, 2019.

Because the information contained in the MD&A is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School's financial statements and notes to financial statements as listed in the table of contents.

### **FINANCIAL HIGHLIGHTS**

- For the fiscal year ended June 30, 2019, the School's expenses exceeded revenue as shown on the School's statement of activities by \$46,546.
- As shown on the statement of net position, the School reported an unrestricted net position balance of \$398,714, which included accounting for reporting the unfunded pension liabilities.
- The School reported an unassigned fund balance of \$590,909 on the balance sheet – governmental funds.

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

The basic financial statements consist of three components:

- ✓ Government-wide financial statements
- ✓ Fund financial statements
- ✓ Notes to financial statements

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

The government-wide financial statements provide both short-term and long-term information about the School's overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of net position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of net position provides information about the government's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the School. The statement of activities presents information about the change in the School's net position and the results of operations, during the fiscal year. An increase or decrease in net position is an indication of whether the School's financial health is improving or deteriorating. To assess the overall financial position of the School, one needs to consider additional non-financial factors such as changes in the School student base funding level.

# CHAUTAUQUA CHARTER SCHOOL, INC.

*A Charter School and Component Unit of the District School Board of Bay County, Florida*

## MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)

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### **Fund Financial Statements**

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide more detailed information about the School's financial activities, focusing on its most significant funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide financial statements.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund financial statements to provide information on near-term inflows and outflows of spendable resources as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund financial statements provide a detailed short-term view that may be used to evaluate the School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental fund to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the School's most significant funds. The School operates the following funds; a General Fund to account for its general operations and internal account activities, a Capital Projects Fund to account for charter school capital outlay funding to be used for rent or construction of school facilities, and a Special Revenue Fund to account for Federal grant programs. The School has elected to show each fund as a major fund.

The School adopts an annual budget for its governmental funds. A budgetary comparison schedule, as required, has been provided for the General Fund and Major Special Revenue Fund to demonstrate compliance with the budget.

### **Notes to Financial Statements**

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

# CHAUTAUQUA CHARTER SCHOOL, INC.

A Charter School and Component Unit of the District School Board of Bay County, Florida

## MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of the School's current year and prior year net position:

	Net Position, End of Year		
	Governmental Activities		
	6-30-18	6-30-19	Increase (Decrease)
<b>ASSETS</b>			
Current and Other Assets	\$ 667,129	\$ 642,328	\$ (24,801)
Capital Assets, Net	42,249	111,264	69,015
Total Assets	<u>709,378</u>	<u>753,592</u>	<u>44,214</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred Outflow Related to Pensions	111,199	136,088	24,889
Total Deferred Outflows of Resources	<u>111,199</u>	<u>136,088</u>	<u>24,889</u>
<b>LIABILITIES</b>			
Current Liabilities	39,477	42,999	3,522
Noncurrent Liabilities	254,267	363,012	108,745
Total Liabilities	<u>293,744</u>	<u>406,011</u>	<u>112,267</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred Inflow Related to Pensions	46,349	49,731	3,382
Total Deferred Inflows of Resources	<u>46,349</u>	<u>49,731</u>	<u>3,382</u>
<b>NET ASSETS</b>			
Net Investment in Capital Assets	42,249	35,224	(7,025)
Unrestricted	438,235	398,714	(39,521)
Total Net Position	<u>\$ 480,484</u>	<u>\$ 433,938</u>	<u>\$ (46,546)</u>

Current assets are primarily comprised of cash & cash equivalents and amounts due from other agencies. Current liabilities consist of vendor accounts payable. Deferred outflows and inflows and the associated net pension liability relate to the School's participation in the Florida Retirement System (FRS) to report the employer's proportional share of the net pension liability of the plans. The amount of the net pension liability, a long-term debt, related to the FRS participation as of June 30, 2019 amounts to \$286,972.



# CHAUTAUQUA CHARTER SCHOOL, INC.

A Charter School and Component Unit of the District School Board of Bay County, Florida

## MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)

The following is a summary of the School's change in net position for the current year and prior year:

### Operating Results for the Year

	Governmental Activities		
	6-30-18	6-30-19	Increase (Decrease)
<b>Revenues:</b>			
Federal Through State and Local	\$ 60,358	\$ 65,066	\$ 4,708
State Sources	735,595	855,327	119,732
Local and Other	179,523	115,771	(63,752)
Total Revenues	<u>975,476</u>	<u>1,036,164</u>	<u>60,688</u>
<b>Expenses:</b>			
Instruction	648,577	754,104	105,527
Pupil Personnel Services	69,083	69,358	275
Instruction & Curriculum Development		810	810
Instructional Staff Training		500	500
Instruction Related Technology	149	850	701
Board	60,114	46,326	(13,788)
School Administration	47,563	39,694	(7,869)
Facilities Acq. & Construction	21,000	7,000	(14,000)
Fiscal Services	26,338	26,419	81
Pupil Transportation	22,725	3,618	(19,107)
Operation of Plant	26,342	59,256	32,914
Maintenance of Plant	2,803	65,762	62,959
Community Service	1,680	1,020	(660)
Debt Service - Interest		351	351
Unallocated Depreciation	5,206	7,642	2,436
Total Expenses	<u>931,580</u>	<u>1,082,710</u>	<u>151,130</u>
<b>Increase/(Decrease) in Net Position</b>	<u>\$ 43,896</u>	<u>\$ (46,546)</u>	<u>\$ (90,442)</u>

The School received funding primarily from the State of Florida (83%) and Federal grants (6%). Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula and Charter School Capital Outlay funds. Both sources utilize student enrollment data to determine the funds available for the School. Federal funding was received through a grant from Department of Transportation and grants through the Department of Education.

During the fiscal year ended June 30, 2019, the largest concentration of expenses were for instruction related functions (76%).

# **CHAUTAUQUA CHARTER SCHOOL, INC.**

*A Charter School and Component Unit of the District School Board of Bay County, Florida*

## **MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)**

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### **FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS**

#### **Governmental Funds**

As the School completed the year, its governmental funds reported a combined fund balance of \$599,329.

### **GENERAL FUND BUDGETARY HIGHLIGHTS**

The general fund budget for the fiscal year ended June 30, 2019, was developed based on the School's anticipated revenues and expenditures and the expected student population for the school year. For the year ended June 30, 2019, actual expenditures were equal to the final budgeted amounts. Refer to the Budgetary Comparison Schedule for additional reference.

### **CAPITAL ASSETS**

The School's investment in capital assets as of June 30, 2019, amounts to \$111,264, net of accumulated depreciation. This investment in capital assets includes buildings, vehicles, software, and furniture, fixtures, and equipment. Additional information about the School's capital assets is presented in the Notes to the financial statements.

### **LONG-TERM LIABILITIES**

At June 30, 2019, the School had \$76,040 outstanding as a result of a mortgage on the School's educational facilities. The School also reported a liability of \$286,972 for its proportionate share of the net pension liability. Additional information about the School's long-term liabilities are presented in the notes to the financial statements.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

Facts, decisions, or conditions that are expected to have a significant effect on the financial position or results of operations for the School in fiscal year 2020 include:

- Enrollment continues to be consistent.
- The School continues to enjoy strong community support.
- The School expects fund balance to continue to grow.

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the School's, finances and to demonstrate the School's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the School Financial Services, Inc., Post Office Box 250, Bonifay, Florida 34425.

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

**STATEMENT OF NET POSITION**  
*June 30, 2019*

	Governmental Activities
<b>ASSETS</b>	
Cash & Cash Equivalents	\$ 597,839
Due From Other Agencies	36,069
Prepaid Expenses	8,420
Capital Assets:	
Buildings, Net	95,965
Furniture, Fixtures & Equipment, Net	719
Vehicles, Net	14,580
Total Capital Assets, Net	111,264
Total Assets	753,592
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred Outflow Related to Pensions	136,088
Total Deferred Outflows of Resources	136,088
<b>LIABILITIES</b>	
Accounts Payable	42,999
Long Term Liabilities:	
Note Payable, due within one year	7,625
Note Payable, due after one year	68,415
Net Pension Liability	286,972
Total Liabilities	406,011
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Inflow Related to Pensions	49,731
Total Deferred Inflows of Resources	49,731
<b>NET POSITION</b>	
Net Investment in Capital Assets	35,224
Unrestricted	398,714
Total Net Position	\$ 433,938

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

**CHAUTAQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

**STATEMENT OF ACTIVITIES**  
*For the Fiscal Year Ended June 30, 2019*

		Program Revenues			Net (Expenses) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
Instruction	\$ 754,104	\$ -	\$ 65,066	\$ -	\$ (689,038)
Pupil Personnel Services	69,358				(69,358)
Instruction & Curriculum Development	810				(810)
Instructional Staff Training	500				(500)
Instruction Related Technology	850				(850)
Board	46,326				(46,326)
School Administration	39,694				(39,694)
Facilities Acquisition & Construction	7,000			7,000	-
Fiscal Services	26,419				(26,419)
Pupil Transportation	3,618				(3,618)
Operation of Plant	59,256			12,131	(47,125)
Maintenance of Plant	65,762			15,570	(50,192)
Community Service	1,020				(1,020)
Debt Service - Interest	351				(351)
Unallocated Depreciation	7,642				(7,642)
Total Governmental Activities	\$ 1,082,710	\$ -	\$ 65,066	\$ 34,701	(982,943)
General Revenues:					
State Sources					820,626
Local and Other					115,771
Total General Revenues					936,397
Change in Net Position					(46,546)
Net Position - July 1, 2018					480,484
Net Position - June 30, 2019					\$ 433,938

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

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

**BALANCE SHEET - GOVERNMENTAL FUNDS**  
*June 30, 2019*

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash & Cash Equivalents	\$ 597,839	\$ -	\$ -	\$ 597,839
Due From Other Agencies		36,069		36,069
Due From Other Fund	36,069			36,069
Prepaid Expenses	8,420			8,420
Total Assets	\$ 642,328	\$ 36,069	\$ -	\$ 678,397
 <b>LIABILITIES</b>				
Accounts Payable	\$ 42,999	\$ -	\$ -	\$ 42,999
Due To Other Fund		36,069		36,069
Total Liabilities	42,999	36,069	-	79,068
 <b>FUND BALANCES</b>				
Nonspendable	8,420	-		8,420
Unassigned	590,909	-	-	590,909
Total Fund Balances	599,329	-	-	599,329
Total Liabilities and Fund Balances	\$ 642,328	\$ 36,069	\$ -	\$ 678,397

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

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
*June 30, 2019*

<b>Total Fund Balances - Governmental Funds</b>	\$ 599,329
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.	111,264
Deferred Outflows and Inflows of Resources are not available in the current period and not reported in the governmental funds and, therefore, are not reported as liabilities in the governmental funds.	86,357
Long-term liabilities are not reported in the governmental funds. Long-term liabilities at year end consist of:	
Note Payable	(76,040)
Net Pension Liability	<u>(286,972)</u>
<b>Total Net Position - Governmental Activities</b>	<u><u>\$ 433,938</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
*For the Fiscal Year Ended June 30, 2019*

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
<b>Revenues</b>				
Intergovernmental:				
Federal Through State and Local	\$ -	\$ 65,066	\$ -	\$ 65,066
State Sources	820,626		34,701	855,327
Local and Other	115,771		-	115,771
Total Revenues	936,397	65,066	34,701	1,036,164
<b>Expenditures</b>				
Current - Education:				
Instruction	689,038	65,066		754,104
Pupil Personnel Services	69,358			69,358
Instruction & Curriculum Development	810			810
Instructional Staff Training	500			500
Instruction Related Technology	850			850
Board	46,326			46,326
School Administration	28,496			28,496
Facilities Acquisition & Construction			7,000	7,000
Fiscal Services	26,419			26,419
Pupil Transportation	3,618			3,618
Operation of Plant	47,125		12,131	59,256
Maintenance of Plant	50,192		15,570	65,762
Community Service	1,020			1,020
Fixed Capital Outlay:				
Facilities Acquisition & Construction	76,657			76,657
Debt Service:				
Principal	617			617
Interest	351			351
Total Expenditures	1,041,377	65,066	34,701	1,141,144
Excess (Deficiency) of Revenues Over	(104,980)	-	-	(104,980)
Other Financing Sources (Uses):				
Proceeds from Loan	76,657			76,657
Total Other Financing Sources (Uses)	76,657	-	-	76,657
Net Change in Fund Balances	(28,323)	-		(28,323)
Fund Balances, July 1, 2018	627,652	-	-	627,652
Fund Balances, June 30, 2019	\$ 599,329	\$ -	\$ -	\$ 599,329

The accompanying notes to financial statements are an integral part of this statement.

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**TO THE STATEMENT OF ACTIVITIES**  
*For the Fiscal Year Ended June 30, 2019*

<b>Net Change in Fund Balances - Governmental Funds</b>	\$ (28,323)
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Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital outlay expense (\$76,657) in excess of depreciation expense (\$7,642) in the current period.	69,015
Repayment of debt principal is an expenditure in the governmental funds, but the payment reduces long-term liabilities in the statement of net position.	617
The inception of a long-term note proceeds provides current financial resources to governmental funds but issuing debt increases long-term liabilities in the Statement of Net Position	(76,657)
Net effect of various transactions in the statement of activities that do not require the use of current financial resources are not reported in the governmental funds:	
Pension Expense (calculated for net pension liability) (34,678)	
Pension contributions made subsequent to the pension liability measurement date of 6/30/18 23,480	(11,198)
<b>Change in Net Position - Governmental Activities</b>	<b>\$ (46,546)</b>

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



# CHAUTAUQUA CHARTER SCHOOL, INC.

A Charter School and Component Unit of the District School Board of Bay County, Florida

## NOTES TO FINANCIAL STATEMENTS

June 30, 2019

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### ➤ **Reporting Entity**

The Chautauqua Charter School, Inc. (“School”) is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, and the Florida Not-For-Profit Corporation Act. The governing body of the School is the not-for-profit corporation Board of Directors, which is comprised of not less than three members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the District School Board of Bay County, Florida, (“District”). The current charter is effective until June 30, 2029, and may be renewed by mutual 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 this 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; and meets the definition of a governmental entity under the *Audit and Accounting Guide – State and Local Governments* issued by the American Institute of Certified Public Accountants; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

Criteria for determining if other entities are potential component units which should be reported within the School's basic financial statements are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. The application of these criteria provides for identification of any entities for which the School is financially accountable and other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the School's basic financial statements to be misleading or incomplete. Based on these criteria, no component units are included within the reporting entity of the School.

#### ➤ **Basis of Presentation**

The School’s financial statements have been prepared in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board. Accordingly, both government-wide and fund financial statements are presented.

Government-wide Financial Statements - Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between

# CHAUTAUQUA CHARTER SCHOOL, INC.

A Charter School and Component Unit of the District School Board of Bay County, Florida

## NOTES TO FINANCIAL STATEMENTS

June 30, 2019

direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements - Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School's major governmental funds are as follows:

- General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.
- Special Revenue Fund – To account for certain Federal grant program resources.
- Capital Projects Fund – to account for all resources for the acquisition of capital and related items purchased by the School with capital outlay funds.

➤ **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are prepared using the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough

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thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

### ➤ Cash and Cash Equivalents

Cash and cash equivalents are defined as demand deposits, money market accounts, and short term investments with original maturities of eight months or less from date of acquisition. The School considers all demand accounts and money market funds which are not subjected to withdrawal restrictions to be cash and cash equivalents.

The School's deposits are placed with banks and savings and loans which are qualified as public depositories, prior to receipt of public monies, under Chapter 280, Florida statutes and the School's policy. The School maintains its cash accounts with one qualified public depository. The accounts routinely exceed the federally insured limit of \$250,000. Monies deposited in amounts greater than the insurance coverage are secured by the bank's pledging securities with the state treasurer in the collateral pool. The School has not experienced any losses in such accounts and does not believe it is exposed to any significant credit or custodial risk.

### ➤ Capital Assets and Depreciation

Expenditures for capital assets acquired or constructed for general School purposes are reported in the governmental fund that financed the acquisition or construction. The capital assets so acquired are reported at cost in the government-wide statement of net position but are not reported in the governmental fund financial statements. Donated capital assets are recorded at fair value at the date of donation. Capital assets are defined by the School as those costing more than \$750. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings	15 years
Furniture, Fixtures and Equipment	5 - 10 years
Software	5 years
Vehicles	5 years

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➤ **Noncurrent Liabilities**

Long-term obligations that will be financed by resources to be received in the future by the general fund are reported in the government-wide financial statements, not in the general fund. Capital improvement debt is reported net of unamortized discount. The School amortizes debt discounts over the life of the debt using the straight-line method. Current-year information relative to changes in long-term debt is described in subsequent notes.

➤ **Net Pension Liability**

As a participating employer in the Florida Retirement System, the School recognizes its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple-employer defined benefit plans. As of June 30, 2019, the School's proportionate share of the net pension liabilities totaled \$286,972.

The School's retirement plans and related amounts are described in a subsequent note.

➤ **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until then.

➤ **Net Position and Fund Balance Classification**

*Government-wide Financial Statements*

Net Position are classified and reported in three components:

- **Net Investment in Capital Assets** – consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributed to the acquisition or improvement of those assets.
- **Restricted Net Position** – consists of net position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- **Unrestricted Net Position** – all other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

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### *Fund Financial Statements*

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions*, defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be reported within one of the following fund balance categories:

- Nonspendable – fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned). All nonspendable fund balances at year end relate to assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the School’s Board of Governance.
- Assigned – fund balance that is intended to be used by the School’s management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount for the School’s general fund and includes all spendable amounts not contained in the other classifications.

### ➤ **Order of Fund Balance Spending Policy**

The School’s policy is to apply expenditures against nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First, nonspendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including nonspendable amounts). Any remaining fund balance amounts for the non-general funds are to be classified as restricted fund balance. It is possible for the non-general funds to be classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the amount of restricted fund balances for specific purposes exceed the positive fund balance for non-general fund.

### ➤ **Revenue Sources**

Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School’s charter. As such, the School’s revenue stream is largely dependent upon the general state of the economy and the amounts allotted to the Florida Department of Education (FDOE) by the state legislature. In accordance with the funding provisions of the charter and Section 1002.33(18), Florida Statutes, the School reports the number of full-time equivalent students and related data to the District.

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Under provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent students and related data to the FDOE for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent (FTE) students reported by the School during designated full-time equivalent student survey periods. The Department may also adjust subsequent fiscal period allocations based upon an audit of the School's compliance in determining and reporting FTE and related data. Normally, such adjustments are treated as reductions or additions of revenue in the year when the adjustments are made. The District receives a 5% administrative fee from the School, which is reflected in the accompanying statement of activities and statement of revenues, expenditures and change in fund balances – governmental funds.

The basic amount of funding through the FEFP under Section 1011.62 is the product of the (1) unweighted FTE, multiplied by (2) the cost factor for each program, multiplied by (3) the base student allocation established by the legislature. Additional funds for exceptional students who do not have a matrix of services are provided through the guaranteed allocation designated in Section 1011.62(1)(e)2., Florida Statutes. For the fiscal year ended June 30, 2019, the School reported 47.5 unweighted and 107.6846 weighted FTE.

FEFP funding may also be adjusted as a result of subsequent FTE audits conducted by the Florida Auditor General pursuant to Section 1010.305, Florida Statutes, and Rule 6A-1.0453, Florida Administrative Code (FAC). Schools are required to maintain the following documentation for three years or until the completion of an FTE audit:

- Attendance and membership documentation (Rule 6A-1.044, FAC).
- Teacher certificates and other certification documentation (Rule 6A-1.0503, FAC).
- Documentation for instructors teaching out-of-field (Rule 6A-1.0503, FAC).
- Procedural safeguards for weighted programs (Rule 6A-6.03411, FAC).
- Evaluation and planning documents for weighted programs (Section 1010.305, Florida Statutes, and Rule 6A-6.03411, FAC).

The School receives federal or state awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For federal or state awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred.

The School also receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. The amounts received under this program are based on the School's actual and projected student enrollment during the fiscal year. Funds received under this program may

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only be used for lawful capital outlay expenditures and, as such are reflected as restricted/reserved fund balance in the accompanying statement of net position and balance sheet – governmental funds to the extent that they remain unexpended.

The School also receives funding through donations and fundraising efforts, school lunch sales and local property tax collections.

The School follows the policy of applying restricted resources prior to applying unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

A schedule of revenue sources for the current year is presented in a subsequent note.

### ➤ **Recently Issued Accounting Principles**

Governmental Accounting Standards Board Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements was effective for fiscal years beginning after June 15, 2018. The School's notes related to debt reflect all required disclosures.

Governmental Accounting Standards Board Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions was effective for fiscal years beginning after June 15, 2017. The net pension liability for the FRS Pension Plan at July 1, 2017 has been increased due to the restatement of the fund's beginning net position as a result of the implementation of GASB 75. The School's proportionate share of the net pension liability increased \$52 and is reported in the Statement of Net Position and Statement of Activities.

### ➤ **Income Taxes**

The School is exempt from Federal tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements. Additionally, no uncertain tax positions have been made requiring disclosure in the related note to financial statements. The School's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

### ➤ **Use of Estimates**

In preparing the financial statements in conformity with generally accepted accounting principles in the United States (GAAP) management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the statement of net position and affect revenues and expenditures for the period presented. Actual results could differ from those estimates.

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### ➤ Subsequent Events

Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

### 2. CASH DEPOSITS

*Custodial Credit Risk – Deposits.* In the case of deposits, this is the risk that in the event of a bank failure, the School's deposits may not be returned to the School. The School does not have a custodial credit risk policy. All cash deposits are held in banks that qualify as public depositories under Florida law. All such deposits are insured by federal depository insurance and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

### 3. DUE FROM OTHER AGENCIES

Amounts due from other agencies included in the accompanying statement of net position and balance sheet – governmental funds represent grant expenditures awaiting reimbursement by the Bay County School District and other State grant agencies. This receivable is considered to be fully collectible and therefore, no allowance for uncollectible accounts has been established.

### 4. CHANGES IN CAPITAL ASSETS

Changes in capital assets are presented in the table below:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
<u>GOVERNMENTAL ACTIVITIES</u>				
Capital Assets Being Depreciated:				
Buildings	\$ 116,788	\$ 76,657	\$ -	\$ 193,445
Furniture, Fixtures, and Equipment	109,162			109,162
Software	17,748			17,748
Vehicles	36,106		-	36,106
Total Capital Assets Being Depreciated	<u>279,804</u>	<u>76,657</u>	<u>-</u>	<u>356,461</u>
Less Accumulated Depreciation for:				
Buildings	(94,207)	(3,273)		(97,480)
Furniture, Fixtures, and Equipment	(108,143)	(300)		(108,443)
Software	(17,748)			(17,748)
Vehicles	(17,457)	(4,069)		(21,526)
Total Accumulated Depreciation	<u>(237,555)</u>	<u>(7,642)</u>	<u>-</u>	<u>(245,197)</u>
Governmental Activities Capital Assets, Net	<u>\$ 42,249</u>	<u>\$ 69,015</u>	<u>\$ -</u>	<u>\$ 111,264</u>

All depreciation expense is shown as unallocated on the Statement of Activities.



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**5. INTERFUND RECEIVABLES AND PAYABLES**

At June 30, 2019, the General Fund was due \$36,069 from the Special Revenue Fund for expenditures awaiting reimbursement from other agencies. The amounts of interfund receivables and payables are netted together and not reported on the statement of net position.

**6. NOTE PAYABLE**

The School in June 2019 signed a promissory note with Hancock Whitney Bank for the purchase through the assumption of the mortgage of its educational facility. Payments will be made on a monthly basis of \$968 for 38 months with a balloon payment due August 18, 2022 of \$51,353. The mortgage carries an annual interest rate of 5.5 percent.

In case of default for non-payment, the lender has the option to cause all payments to be due and payable or foreclose on the property

The annual requirements amortize the note payable outstanding at June 30, 2019 follows:

Fiscal Year Ending June 30:	Total	Principal	Interest
2020	\$ 11,617	\$ 7,625	\$ 3,992
2021	11,618	8,056	3,562
2022	11,617	8,510	3,107
2023	52,321	51,849	472
<b>Total</b>	<b>\$ 87,173</b>	<b>\$ 76,040</b>	<b>\$ 11,133</b>

**7. CHANGES IN LONG-TERM LIABILITIES**

The following is a summary of changes in long-term liabilities:

	Beginning Balance	Additions	Deductions	Ending Balance	Due in One Year
GOVERNMENTAL ACTIVITIES:					
Note Payable	\$ -	\$ 76,657	\$ 617	\$ 76,040	\$ 7,625
Net Pension Liability	262,276	24,696		286,972	-
<b>Total Governmental Activities</b>	<b>\$ 262,276</b>	<b>\$ 101,353</b>	<b>\$ 617</b>	<b>\$ 363,012</b>	<b>\$ 7,625</b>

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**8. SCHEDULE OF STATE REVENUE SOURCES**

The following is a schedule of the School’s State revenue:

Source	Amount
Florida Education Finance Program	\$ 447,048
ESE Guaranteed Allocation	133,927
Class Size Reduction	94,112
Vocational Rehab Summer Grant	68,000
Discretionary Local Effort	46,393
Charter School Capital Outlay	34,701
Supplementary Academic Instruction	13,563
Reading Allocation	4,512
Instructional Materials	3,797
Safe Schools Allocation	3,081
Miscellaneous	2,194
Digital Classroom Allocation	1,519
Mental Health Assistance	1,236
FI Classroom Teacher Supply Assistance	912
Lottery Allocation	332
Total State Revenue	<u>\$ 855,327</u>

As provided in the charter school contract, the District has charged the School an administrative fee in the amount of \$20,987.

**9. FLORIDA RETIREMENT SYSTEM (FRS) – Defined Benefit Pension Plans**

**General Information about the Florida Retirement System (FRS)**

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the HIS Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the School are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined

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benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The School's FRS and HIS pension expense totaled \$34,678 for the fiscal year ended June 30, 2019.

### **FRS Pension Plan**

*Plan Description.* The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

*Benefits Provided.* Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

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<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>% Value</u>
<b>Regular Class members initially enrolled before July 1, 2011</b>	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
<b>Regular Class members initially enrolled on or after July 1, 2011</b>	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2018-19 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Salary</u>	
	<u>Employee</u>	<u>Employer (1)</u>
FRS, Regular	3.00	8.26
FRS, Reemployed Retiree	(2)	(2)

Notes: (1) Employer rates include 1.66 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

(2) Contribution rates are dependent upon retirement class in which reemployed.

The School's contributions to the Plan totaled \$17,894 for the fiscal year ended June 30, 2019.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2019, the School reported a liability of \$176,436 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018. The School's proportionate share of the net pension liability was based on the

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School's 2017-18 fiscal year contributions relative to the total 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the School's proportionate share was .0005857680 percent, which was an increase of .0000741520 percent from its proportionate share measured as of June 30, 2017.

For the fiscal year ended June 30, 2019, the School recognized pension expense of \$27,589. In addition, the School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 14,947	\$ 542
Change of assumptions	57,651	-
Net difference between projected and actual earnings on FRS Plan investments	-	13,632
Changes in proportion and differences between School FRS contributions and proportionate share of contributions	12,303	10,467
School FRS contributions subsequent to the measurement date	17,894	-
<b>Total</b>	<u>\$ 102,795</u>	<u>\$ 24,641</u>

The deferred outflows of resources related to pensions totaling \$17,894, resulting from School contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2020	\$ 22,636
2021	15,448
2022	2,154
2023	10,286
2024	6,878
Thereafter	1,022

*Actuarial Assumptions.* The total pension liability in the July 1, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	7.00 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The actuarial assumptions used in the July 1, 2018, valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

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The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1%	2.9%	2.9%	1.8%
Fixed Income	18%	4.4%	4.3%	4.0%
Global Equity	54%	7.6%	6.3%	17.0%
Real Estate (Property)	11%	6.6%	6.0%	11.3%
Private Equity	10%	10.7%	7.8%	26.5%
Strategic Investments	6%	6.0%	5.7%	8.6%
<b>Total</b>	<u>100%</u>			
Assumed inflation - Mean			2.6%	1.9%

Note: (1) As outlined in the Plan's investment policy.

Discount Rate. The discount rate used to measure the total pension liability was 7.00 percent. The Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2018 valuation was updated from 7.1 percent to 7.0 percent.

Sensitivity of the School’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the School’s proportionate share of the net pension liability calculated using the discount rate of 7.0 percent, as well as what the School’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.0 percent) or 1 percentage point higher (8.0 percent) than the current rate:

	<u>1% Decrease (6.0%)</u>	<u>Current Discount Rate (7.0%)</u>	<u>1% Increase (8.0%)</u>
School's proportionate share of the net pension liability	\$ 322,004	\$ 176,436	\$ 55,534

Pension Plan Fiduciary Net Position. Detailed information about the Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

# CHAUTAUQUA CHARTER SCHOOL, INC.

A Charter School and Component Unit of the District School Board of Bay County, Florida

## NOTES TO FINANCIAL STATEMENTS

June 30, 2019

### **HIS Pension Plan**

*Plan Description.* The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

*Benefits Provided.* For the fiscal year ended June 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

*Contributions.* The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2019, the contribution rate was 1.66 percent of payroll pursuant to Section 112.363, Florida Statutes. The School contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The School's contributions to the HIS Plan totaled \$5,586 for the fiscal year ended June 30, 2019.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At June 30, 2019, the School reported a net pension liability of \$110,536 for its proportionate share of the net pension liability. The current portion of the net pension liability is the School's proportionate share of benefit payments expected to be paid within one year, net of the School's proportionate share of the HIS Plan's fiduciary net position available to pay that amount. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018. The School's proportionate share of the net pension liability was based on the School's 2017-18 fiscal year contributions relative to the total 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the School's proportionate share was .0010443570 percent, which was an increase of .00008168 percent from its proportionate share measured as of June 30, 2017.

For the fiscal year ended June 30, 2019, the School recognized pension expense of \$7,089. In addition, the School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**CHAUTAUQUA CHARTER SCHOOL, INC.**

A Charter School and Component Unit of the District School Board of Bay County, Florida

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 1,692	\$ 188
Change of assumptions	12,293	11,687
Net difference between projected and actual earnings on HIS Plan investments	67	-
Changes in proportion and differences between School HIS contributions and proportionate share of contributions	13,655	13,215
School HIS contributions subsequent to the measurement date	5,586	-
<b>Total</b>	<u>\$ 33,293</u>	<u>\$ 25,090</u>

The deferred outflows of resources totaling \$5,586, resulting from School contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2020	\$ 1,521
2021	1,515
2022	1,061
2023	238
2024	(1,480)
Thereafter	(678)

Actuarial Assumptions. The total pension liability in the July 1, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary increases	3.25 percent, average, including inflation
Municipal bond rate	3.87 percent

Mortality rates were based on the Generational RP-2000 with Projected Scale BB.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

Discount Rate. The discount rate used to measure the total pension liability was 3.87 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate



**CHAUTAUQUA CHARTER SCHOOL, INC.**

A Charter School and Component Unit of the District School Board of Bay County, Florida

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

*Sensitivity of the School's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.* The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 3.87 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current rate:

	<b>1% Decrease █ (2.87%)</b>	<b>Current Discount Rate █ (3.87%)</b>	<b>1% Increase █ (4.87%)</b>
School's proportionate share of the net pension liability	\$ 125,894	\$ 110,536	\$ 97,734

*Pension Plan Fiduciary Net Position.* Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

**10. FRS – Defined Contribution Pension Plans**

The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. School employees already participating in the State School System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member's account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions rates, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2018-19 fiscal year were as follows:

<u><b>Class</b></u>	<u><b>Percent of Gross Compensation</b></u>
FRS, Regular	6.30

# CHAUTAUQUA CHARTER SCHOOL, INC.

A Charter School and Component Unit of the District School Board of Bay County, Florida

## NOTES TO FINANCIAL STATEMENTS

June 30, 2019

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5 year period, the employee will regain control over their account. If the employee does not return within the 5 year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2019, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the School.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

### 11. SCHOOL FOOD SERVICE AGREEMENT

The School's students' lunches are provided at Bay County High School, at no cost. In exchange for lunch, the students assist with the cleanup of the cafeteria. No revenues or expenditures are reflected in these financial statements for transactions related to the provision of meals.

### 12. FACILITY LEASE

The School leases facility space under a month to month operating lease. The School purchased the facility in June 2019. (See Note 6 to the financial statements) Lease expense for the year ended June 30, 2019, totaled \$7,000.

### 13. RISK MANAGEMENT PROGRAM

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School carries commercial insurance. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**CHAUTAUQUA CHARTER SCHOOL, INC.**

**A Charter School and Component Unit of the District School Board of Bay County, Florida**

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

**14. COMMITMENTS AND CONTINGENT LIABILITIES**

The School participates in state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies, therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivables at June 30, 2019, may be impaired.

In the opinion of the School, there are no significant liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

**15. FUNDING AND CREDIT RISK CONCENTRATIONS**

The School receives substantially all of its support and revenue from federal, state and local funding sources, passed through the District, in the form of performance and budget based contracts. Continuing operation of the School is greatly dependent upon the continued support of these governmental agencies.

**16. LEGAL MATTERS**

In the normal course of conducting its operations, the School occasionally becomes party to various legal actions and proceedings. In the opinion of management, the ultimate resolution of such legal matters will not have a significant adverse effect on the accompanying financial statements

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND & MAJOR SPECIAL REVENUE FUND - (UNAUDITED)**  
*For the Fiscal Year Ended June 30, 2019*

	<b>General Fund</b>				<b>Major Special Revenue Fund</b>			
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
<b>Revenues:</b>								
Intergovernmental:								
Federal Through State and Local	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 65,066	\$ 65,066	\$ -
State Sources	833,578	820,626	820,626	-	-	-	-	-
Local and Other	111,215	115,771	115,771	-	-	-	-	-
Total Revenues	<u>944,793</u>	<u>936,397</u>	<u>936,397</u>	<u>-</u>	<u>60,000</u>	<u>65,066</u>	<u>65,066</u>	<u>-</u>
<b>Expenditures:</b>								
Current - Education:								
Instruction	630,040	689,038	689,038	-	60,000	65,066	65,066	-
Pupil Personnel Services	73,348	69,358	69,358	-	-	-	-	-
Instruction & Curriculum Development		810	810	-	-	-	-	-
Instructional Staff Training		500	500	-	-	-	-	-
Instruction Related Technology	150	850	850	-	-	-	-	-
Board	61,612	46,326	46,326	-	-	-	-	-
School Administration	48,669	28,496	28,496	-	-	-	-	-
Fiscal Services	27,033	26,419	26,419	-	-	-	-	-
Pupil Transportation	22,953	3,618	3,618	-	-	-	-	-
Operation of Plant	46,606	47,125	47,125	-	-	-	-	-
Maintenance of Plant	2,831	50,192	50,192	-	-	-	-	-
Community Service	1,697	1,020	1,020	-	-	-	-	-
Fixed Capital Outlay:								
Facilities Acquisition & Construction		76,657	76,657	-	-	-	-	-
Debt Service:								
Principal		617	617	-	-	-	-	-
Interest		351	351	-	-	-	-	-
Total Expenditures	<u>914,939</u>	<u>1,041,377</u>	<u>1,041,377</u>	<u>-</u>	<u>60,000</u>	<u>65,066</u>	<u>65,066</u>	<u>-</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>29,854</u>	<u>(104,980)</u>	<u>(104,980)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):								
Proceeds from Loan		76,657	76,657	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>76,657</u>	<u>76,657</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	29,854	(28,323)	(28,323)	-	-	-	-	-
Fund Balances, July 1, 2018	627,652	627,652	627,652	-	-	-	-	-
Fund Balances, June 30, 2019	<u>\$ 657,506</u>	<u>\$ 599,329</u>	<u>\$ 599,329</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Independent Auditor's Report.

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

*Schedule of Proportionate Share of Net Pension Liability*  
*Florida Retirement System*

	<u>as of 6/30/18</u>	<u>as of 6/30/17</u>	<u>as of 6/30/16</u>	<u>as of 6/30/15</u>	<u>as of 6/30/14</u>
Proportion of the net pension liability/(asset)	0.0005857680%	0.0005116160%	0.0005499660%	0.0005346400%	0.0005720610%
Proportionate share of the net pension liability/(asset)	\$ 176,436	\$ 151,333	\$ 138,867	\$ 69,056	\$ 34,904
Covered-employee payroll	\$ 341,104	\$ 271,331	\$ 307,184	\$ 261,978	\$ 222,001
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	52%	56%	45%	26.36%	15.72%
Plan fiduciary net position as a percentage of the total pension liability	84.26%	83.89%	84.88%	92.00%	96.09%

See Independent Auditor's Report.

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

*Schedule of Contributions*  
*Florida Retirement System*

	<u>as of 6/30/19</u>	<u>as of 6/30/18</u>	<u>as of 6/30/17</u>	<u>as of 6/30/16</u>	<u>as of 6/30/15</u>	<u>as of 6/30/14</u>
Contractually required contribution	\$ 17,894	\$ 16,694	\$ 13,319	\$ 13,412	\$ 13,035	\$ 12,531
Contributions in relation to the contractually required contribution	<u>\$ (17,894)</u>	<u>\$ (16,694)</u>	<u>\$ (13,319)</u>	<u>\$ (13,412)</u>	<u>\$ (13,035)</u>	<u>\$ (12,531)</u>
Contribution deficiency/(excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered-employee payroll	\$ 336,413	\$ 341,104	\$ 271,331	\$ 307,184	\$ 261,978	\$ 222,001
Contributions as a percentage of covered-employee payroll	5.32%	4.89%	4.91%	4.37%	4.98%	5.64%

See Independent Auditor's Report.

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

*Schedule of Proportionate Share of Net Pension Liability*  
*Health Insurance Subsidy Program*

	<u>as of 6/30/18</u>	<u>as of 6/30/17</u>	<u>as of 6/30/16</u>	<u>as of 6/30/15</u>	<u>as of 6/30/14</u>
Proportion of the net pension liability/(asset)	0.0010443570%	0.0009626770%	0.0010588860%	0.0009396850%	0.0010051270%
Proportionate share of the net pension liability/(asset)	\$ 110,536	\$ 102,934	\$ 123,409	\$ 95,833	\$ 93,982
Covered-employee payroll	\$ 341,104	\$ 318,054	\$ 343,045	\$ 296,730	\$ 291,509
Proportionate share of the net pension liability/(asset) as a percentage of its covered-employee payroll	32.41%	32.36%	35.97%	32.30%	32.24%
Plan fiduciary net position as a percentage of the total pension liability	2.15%	1.64%	0.97%	0.50%	0.99%

See Independent Auditor's Report.

**CHAUTAUQUA CHARTER SCHOOL, INC.**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE**  
**DISTRICT SCHOOL BOARD OF BAY COUNTY, FLORIDA**

*Schedule of Contributions*  
*Health Insurance Subsidy Program*

	<u>as of 6/30/19</u>	<u>as of 6/30/18</u>	<u>as of 6/30/17</u>	<u>as of 6/30/16</u>	<u>as of 6/30/15</u>	<u>as of 6/30/14</u>
Contractually required contribution	\$ 5,586	\$ 5,664	\$ 5,095	\$ 5,427	\$ 3,443	\$ 3,443
Contributions in relation to the contractually required contribution	<u>\$ (5,586)</u>	<u>\$ (5,664)</u>	<u>\$ (5,095)</u>	<u>\$ (5,427)</u>	<u>\$ (3,443)</u>	<u>\$ (3,443)</u>
Contribution deficiency/(excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered-employee payroll	\$ 336,413	\$ 341,104	\$ 318,054	\$ 343,045	\$ 296,730	\$ 291,509
Contributions as a percentage of covered-employee payroll	1.66%	1.66%	1.60%	1.58%	1.16%	1.18%

See Independent Auditor's Report.



**CHAUTAUQUA CHARTER SCHOOL, INC.**

**A Charter School and Component Unit of the District School Board of Bay County, Florida**

**NOTE TO REQUIRED SUPPLEMENTARY INFORMATION**

**June 30, 2019**

**1. BUDGETARY BASIS OF ACCOUNTING**

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g., instruction, pupil personnel services and school administration). Budgets may be amended by resolution at any Board meeting prior to the date for the annual report.

**2. SCHEDULE OF NET PENSION LIABILITY AND SCHEDULE OF CONTRIBUTIONS –FLORIDA RETIREMENT SYSTEM PENSION PLAN**

*Changes of Assumptions.* The long-term expected rate of return was decreased from 7.1 percent to 7.0 percent, and the active member mortality assumption was updated.

**3. SCHEDULE OF NET PENSION LIABILITY AND SCHEDULE OF CONTRIBUTIONS –HEALTH INSURANCE SUBSIDY PENSION PLAN**

*Changes of Assumptions.* The municipal bond rate used to determine total pension liability was increased from 3.58 percent to 3.87 percent.

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2803 W. Busch Blvd Ste 106  
Tampa, FL 33618  
office (813) 892-4274 fax (813) 932-1913  
www.KingandWalker.com

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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 of the Chautauqua Charter School, Inc.,  
a Charter School and Component Unit of the  
District School Board of Bay County, Florida

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 Chautauqua Charter School, Inc. ("School"), a charter school and component unit of the District School Board of Bay County, Florida, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated September 27, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") 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 the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of 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*.

### **Purpose of this Report**

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

Respectfully submitted,

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, professional style.

September 27, 2019  
Tampa, Florida

Members:  
Florida Institute of CPAs  
American Institute of CPAs  
Government Audit Quality Center

2803 W. Busch Blvd Ste 106  
Tampa, FL 33618  
office (813) 892-4274 fax (813) 932-1913  
www.KingandWalker.com

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**Management Letter as Required by Rules of the Florida Auditor General,  
Chapter 10.850, Florida Statutes, *Charter School Audits***

To the Board of Directors of the Chautauqua Charter School, Inc.,  
a Charter School and Component Unit of the  
District School Board of Bay County, Florida

**Report on the Financial Statements**

We have audited the financial statements of the Chautauqua Charter School, Inc. (“School”), a Charter School and Component Unit of the District School Board of Bay County, Florida, as of and for the fiscal year ended June 30, 2019, and have issued our report thereon dated September 27, 2019.

**Auditor’s Responsibility**

We conducted our audit 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 Chapter 10.850, Rules of the Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedule, which are dated September 27, 2019, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no prior audit findings or recommendations.

**Official Title**

Section 10.854(1)(e)5., Rules of the Auditor General, requires that the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are Chautauqua Charter School, 030781.

## **Financial Condition and Management**

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

## **Transparency**

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

## **Additional Matters**

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

## **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors, applicable management, and District School Board of Bay County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



September 27, 2019  
Tampa, Florida