



Key West Collegiate School

(A charter school under Key West Independent Education, Inc.)

W/L #0382

(A Charter School and Component Unit
of the School Board of Monroe County, Florida)

Key West, Florida

Financial Statements and
Independent Auditors' Report

June 30, 2019

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Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)
W/L# 0382
5901 College Road
Key West, FL 33040

2018-2019

BOARD OF DIRECTORS

Todd German, Board Chair & President
Lourdes Isla
Ana Diaz

SCHOOL ADMINISTRATION

Thomas Rompella, Principal



INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Key West Collegiate School
Key West, Florida

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Key West Collegiate School (the "School"), a charter school under Key West Independent Education, Inc., which is a component unit of the District School Board of Monroe County, 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 *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

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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 Key West Collegiate School as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

As described in Note 1, the accompanying financial statements referred to above present only the financial position of Key West Collegiate School as of June 30, 2019, and the respective changes in financial position for the year then ended, and is not intended to be a complete presentation of Key West Independent Education, Inc. These financial statements do not purport to and do not present fairly the financial position of Key West Independent Education, Inc. as of June 30, 2019 and its changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 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, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 8 and 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
October 25, 2019

Management's Discussion and Analysis
Key West Collegiate School
(A Charter school Under Key West Independent Education, Inc.)
June 30, 2019

The corporate officers of Key West Collegiate School have prepared this narrative overview and analysis of the School's financial activities for the fiscal year ended June 30, 2019.

Financial Highlights

1. The net position of the School as of June 30, 2019 was \$249,523.
2. At year-end, the School had current assets on hand of \$248,677.
3. The net position of the School decreased by \$(187,203) during the year.
4. The unassigned fund balance at year end was \$172,422.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the School's basic financial statements. The School's financial statements for the year ended June 30, 2019 are presented in accordance with GASB Codification Section 2200. The financial statements have three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the School's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all of the School's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. The difference between the four is reported as *net position*. Over time increases or decreases in net position may serve as an indicator of whether the financial position of the School is improving or deteriorating.

The *Statement of Activities* presents information on how the School's net position changed during the fiscal year. All changes in net position are reported when the underlying event occurs without regard to the timing of related cash flows. Accordingly, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements can be found on pages 9 - 10 of this report.

Fund Financial Statements

A "fund" is a collection of related accounts grouped to maintain control over resources that have been segregated for specific activities, projects, or objectives. The School like other state and local governments uses fund accounting to ensure and report compliance with finance-related legal requirements.

All of the funds of the School are governmental funds. *Government Funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Government Fund financial statements, however, focus on *near-term* inflows and outflows of spendable resources, as well as on the balances of spendable resources which are available at the end of the fiscal year. Such information may be used to evaluate a government's requirements for near-term financing.

The Board of the School adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with the School's budget.

The basic governmental fund financial statements can be found on pages 11 - 15 of this report.

Notes to Financial Statements

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

The notes to the financial statements can be found on pages 16 - 26 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position was \$249,523 at the close of the fiscal year. As noted earlier, net position may serve over time as a useful indicator of a charter school's financial position. A summary of the School's net position as of June 30, 2019 and 2018 is as follows:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 18,585	\$ 9,090
Investments	204,000	416,000
Due from other agencies	-	1,065
Prepaid expenses and other current assets	26,092	14,570
Capital Assets, net	<u>51,009</u>	<u>27,092</u>
Total Assets	<u>299,686</u>	<u>467,817</u>
Deferred outflows of resources	-	-
Accounts payable and accrued liabilities	<u>50,163</u>	<u>31,091</u>
Total Liabilities	<u>50,163</u>	<u>31,091</u>
Deferred inflows of resources	-	-
Net Position:		
Net investment in capital assets	51,009	27,092
Unrestricted	<u>198,514</u>	<u>409,634</u>
Total Net Position	<u>\$ 249,523</u>	<u>\$ 436,726</u>

At the end of both fiscal years, the School is able to report positive balances in total net position.

A summary and analysis of the School's revenues and expenses for the years ended June 30, 2019 and 2018 is as follows:

	<u>2019</u>	<u>2018</u>
REVENUES		
Program Revenues		
Operating Grants and Contributions	\$ 4,923	\$ -
Capital Outlay Grants and Contributions	24,613	85,003
General Revenues		
Local Sources (FTE and other non specific)	403,479	727,588
Other Revenues	<u>19,537</u>	<u>6,162</u>
Total Revenues	<u>\$ 452,552</u>	<u>\$ 818,753</u>
EXPENSES		
Component Unit Activities:		
Instruction	\$ 305,663	\$ 268,677
Instructional staff training	11,588	2,770
Board	9,361	9,300
School administration	164,516	193,304
Fiscal services	6,000	11,250
Pupil transportation services	2,442	6,562
Central services	11,087	27,543
Operation of plant	127,438	111,787
Maintenance of plant	1,660	-
Total Expenses	<u>639,755</u>	<u>631,193</u>
Increase (decrease) in Net Position	<u>(187,203)</u>	<u>187,560</u>
Net Position at Beginning of Year	<u>436,726</u>	<u>249,166</u>
Net Position at End of Year	<u><u>\$ 249,523</u></u>	<u><u>\$ 436,726</u></u>

During the year, the School's revenues decreased by \$366,201, as a result of decrease in student enrollment. Expenses increased by \$8,562. The School had a decrease in its net position of \$(187,203) for the year.

School Location and Lease of Facility

During 2018-2019, the School leased a facility located at 5901 College Road, Key West, Florida 33040. During 2019-2020 the School moved to a new facility located at 1908 Flagler Avenue, Key West, Florida 33040.

Capital Improvement Requirements

The School maintains a continuous capital improvements program to enhance facilities and update fixtures and equipment as required.

Accomplishments

Key West Collegiate Academy (KWCA) completed its 8th year of operation, enrolling 40 students in grades 9 through 12.

KWCA offers a college preparatory program, which includes Advanced Placement courses, as well as a Dual Enrollment program on campus in partnership with Florida Keys Community College where students may earn tuition-free college credits while attending high school. The

small school setting at KWCA offers students personalized services, including individual assistance with the college application process. Additionally, KWCA encourages parental and community involvement and participation throughout the year to further enrich their curriculum and school offerings.

Students at KWCA also participate in various extracurricular activities, clubs and organizations including:

- National Honor Society
- Gaming Club
- Engineering/Coding/Robotics Club
- Art Club
- Student Government
- Key Club
- Character Development and Career Skills

KWCA is an affiliate of the Somerset Academy network of high quality charter schools, and is fully accredited by AdvancED under the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS-CASI) division. As with all the schools within the network, the school places high expectations for student learning and offers multiple opportunities for all students to acquire requisite knowledge, skills, and attitudes in a safe and nurturing environment. Key to achieving successful learning for all students is the school's implementation of research-based instructional strategies by a highly qualified instructional staff, and the use of innovative resources in a technology-rich setting.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUND

As noted earlier, the School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the School's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the School's financing requirements. In particular, the *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

Most of the School's operations are funded in the General Fund. The majority of the General Fund revenues are distributed to the School by the District through the Florida Education Finance Program (FEFP), which uses formulas to distribute state funds and an amount of local property taxes (i.e., required local effort) established each year by the Florida Legislature.

At the end of the fiscal year, the School's governmental general fund reported ending fund balance of \$198,514. The fund balance unassigned and available for spending at the School's discretion is \$172,422. These funds will be available for the School's future ongoing operations.

Capital Assets

The School's investment in capital assets as of June 30, 2019 amounts to \$51,009 (net of accumulated depreciation). This investment in capital assets includes furniture, equipment, textbooks, computer equipment and software. The School has no outstanding debt associated to Capital Assets.

Governmental Fund Budget Analysis and Highlights

Prior to the start of the School's fiscal year, the Board of the Charter School adopted an annual budget. A budgetary comparison statement has been provided for the governmental funds to demonstrate compliance with the School's budget.

	Governmental Fund		
	Original Budget	Final Budget	Actual
REVENUES			
Program Revenues			
Capital outlay grants and contributions	\$ 35,000	\$ 25,000	\$ 24,613
Federal sources	-	5,000	4,923
General Revenues			
FTE and other nonspecific revenues	734,000	401,760	403,479
Charges and other revenues	18,844	17,495	19,537
Total Revenues	<u>787,844</u>	<u>449,255</u>	<u>452,552</u>
CURRENT EXPENDITURES			
Component Unit Activities			
Instruction	349,410	292,336	289,424
Instructional staff training	6,760	11,900	11,588
Board	14,250	10,500	9,361
School administration	168,680	167,594	164,122
Fiscal services	12,000	6,000	6,000
Pupil transportation services	13,200	2,550	2,442
Central services	33,000	13,000	11,087
Operation of plant	126,348	126,764	125,476
Maintenance of plant	5,000	2,500	1,660
Total Current Expenditures	<u>\$ 728,648</u>	<u>\$ 633,144</u>	<u>\$ 621,160</u>

Requests for Information

This financial report is intended to provide a general overview of the finances of the Charter School. Requests for additional information may be addressed to Ms. Ana Martinez at Academica Broward, LLC, 6340 Sunset Drive, Miami, Florida, 33143.

Key West Collegiate School
 (A charter school under Key West Independent Education, Inc.)

Statement of Net Position
 June 30, 2019

	<u>Governmental Activities</u>
<u>Assets</u>	
Current assets:	
Cash and cash equivalents	\$ 18,585
Investments	204,000
Prepaid expenses and other current assets	<u>26,092</u>
	248,677
Capital assets	122,929
Less: accumulated depreciation	<u>(71,920)</u>
	<u>51,009</u>
Total Assets	<u>299,686</u>
<u>Deferred Outflows of Resources</u>	
	<u>-</u>
<u>Liabilities</u>	
Current liabilities:	
Salaries and wages payable	24,331
Accounts payable	<u>25,832</u>
Total Liabilities	50,163
<u>Deferred Inflows of Resources</u>	
	<u>-</u>
<u>Net Position</u>	
Net investment in capital assets	51,009
Unrestricted	<u>198,514</u>
Total Net Position	<u>\$ 249,523</u>

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

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)

Statement of Activities
For the year ended June 30, 2019

FUNCTIONS	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Instruction	\$ 305,663	\$ -	\$ -	\$ -	\$ (305,663)
Instructional staff training	11,588	-	-	-	(11,588)
Board	9,361	-	-	-	(9,361)
School administration	164,516	-	-	-	(164,516)
Fiscal services	6,000	-	-	-	(6,000)
Pupil transportation services	2,442	-	-	-	(2,442)
Central services	11,087	-	-	-	(11,087)
Operation of plant	127,438	-	-	24,613	(102,825)
Maintenance of plant	1,660	-	4,923	-	3,263
Total governmental activities	639,755	-	4,923	24,613	(610,219)
General revenues:					
FTE and other nonspecific revenues					403,479
Interest and other revenue					19,537
Change in net position					(187,203)
Net position, beginning					436,726
Net position, ending					<u>\$ 249,523</u>

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

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)

Balance Sheet - Governmental Funds
June 30, 2019

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
<u>Assets</u>			
Cash and cash equivalents	\$ 18,585	\$ -	\$ 18,585
Investments	204,000	-	204,000
Prepaid expenses and other current assets	26,092	-	26,092
Total Assets	<u>248,677</u>	<u>-</u>	<u>248,677</u>
<u>Deferred Outflows of Resources</u>			
	<u>-</u>	<u>-</u>	<u>-</u>
<u>Liabilities</u>			
Salaries and wages payable	24,331	-	24,331
Accounts payable	25,832	-	25,832
Total Liabilities	<u>50,163</u>	<u>-</u>	<u>50,163</u>
<u>Deferred Inflows of Resources</u>			
	<u>-</u>	<u>-</u>	<u>-</u>
<u>Fund balance</u>			
Nonspendable, not in spendable form	26,092	-	26,092
Unassigned	172,422	-	172,422
	<u>198,514</u>	<u>-</u>	<u>198,514</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 248,677</u>	<u>\$ -</u>	<u>\$ 248,677</u>

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

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position
June 30, 2019

Total Fund Balance - Governmental Funds \$ 198,514

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

Capital assets of \$122,929 net of accumulated depreciation of \$71,920 used in governmental activities are not financial resources and therefore are not reported in the fund. 51,009

Total Net Position - Governmental Activities \$ 249,523

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

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the year ended June 30, 2019

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:			
State capital outlay funding	\$ -	\$ 24,613	\$ 24,613
State passed through local	403,479	-	403,479
Federal sources	-	4,923	4,923
Charges and other revenue	19,537	-	19,537
Total Revenues	423,016	29,536	452,552
Expenditures:			
Current			
Instruction	289,424	-	289,424
Instructional staff training	11,588	-	11,588
Board	9,361	-	9,361
School administration	164,122	-	164,122
Fiscal services	6,000	-	6,000
Pupil transportation services	2,442	-	2,442
Central services	11,087	-	11,087
Operation of plant	100,863	24,613	125,476
Maintenance of plant	1,660	-	1,660
Capital Outlay:			
Other capital outlay	42,512	-	42,512
Total Expenditures	639,059	24,613	663,672
Excess (deficit) of revenues over expenditures	(216,043)	4,923	(211,120)
Other financing sources (uses)			
Transfers in (out)	4,923	(4,923)	-
Net change in fund balance	(211,120)	-	(211,120)
Fund Balance at beginning of year	409,634	-	409,634
Fund Balance at end of year	\$ 198,514	\$ -	\$ 198,514

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

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance
of Governmental Funds to the Statement of Activities
For the year ended June 30, 2019

Net Change in Fund Balance - Governmental Funds \$ (211,120)

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

Governmental funds report capital outlays 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 by which capital outlays of \$42,512 differed from depreciation expense of \$18,595.

23,917

Change in Net Position of Governmental Activities \$ (187,203)

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

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)

Statement of Net Position - Fiduciary Funds
June 30, 2019

	<u>Agency Funds</u>
<u>Assets</u>	
Cash	<u>\$ 627</u>
Total Assets	<u>627</u>
<u>Deferred Outflows of Resources</u>	<u>-</u>
<u>Liabilities</u>	
Due to students and clubs	<u>627</u>
Total Liabilities	<u>627</u>
<u>Deferred Inflows of Resources</u>	<u>-</u>
<u>Net Position</u>	<u>\$ -</u>

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

Note 1 – Summary of Significant Accounting Policies

Reporting Entity

Key West Collegiate School (the "School"), is a component unit of the School Board of Monroe County, Florida (the "District"). The Schools' charter is held by Key West Independent Education, Inc., a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the board of directors of Key West Collegiate School, which is composed of three members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter granted by the sponsoring district, the School Board of Monroe County, Florida. The current charter expires on June 15, 2021 and it can be renewed in accordance with law. A charter can also be terminated before its date of expiration for reasons set forth in the charter and Section 1002.33 of the Florida Statutes.

The School's location is in Key West, Florida for children from ninth through twelfth grades and is funded by the District. These financial statements are for the year ended June 30, 2019, when on average 40 students were enrolled for the school year.

The board of directors of Key West Independent Education, Inc. requested that the charter school agreement be assigned to Somerset Academy, Inc. effective July 1, 2019 and that the School name change to "Somerset Island Preparatory". This was approved by the District at their September 24, 2019 board meeting. The Assignment and Amendment to the Charter School Agreement is still in the process of being finalized and executed.

Basis of presentation

The School's accounting policies conform to accounting principles generally accepted in the United States as applicable to state and local governments. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Government-wide and Fund Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities. These statements report information about the School as a whole. Any internal interfund activity has been eliminated from these financial statements. Both statements report only governmental activities as the School does not engage in any business type activities. These statements also do not include fiduciary funds.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity.

Note 1 – Summary of Significant Accounting Policies (continued)

Program revenues include: (1) charges for services which report fees; (2) operating grants such as Federal grants, and other state allocations; and (3) capital grants specific to capital outlay. Other revenue sources not properly included with program revenues are reported as general revenues.

Fund Financial Statements

Fund financial statements are provided for governmental and fiduciary funds. The operations of the funds are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, and liabilities, deferred inflows of resources, equity, revenues and expenditures. The School reports the following major governmental funds with any non-major funds aggregated in a single column in the fund financial statements:

General Fund - is the School's primary operating fund. It accounts for all financial resources of the School, except those required to be accounted for in another fund.

Additionally, the School reports separately the following fiduciary fund types:

Agency Fund –accounts for resources of the Schools' Internal Fund which is used to administer monies collected at the schools in connection with school, student activities, class, and club activities.

Measurement Focus and Basis of Accounting

The financial statements of the School are prepared in accordance with generally accepted accounting principles (GAAP). The School's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) *Codification of Accounting and Financial Reporting Guidance*.

The government-wide statements report using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The School recognizes assets of non-exchange transactions in the period when the underlying transaction occurs, when an enforceable legal claim has arisen, or when all eligibility requirements are met. Revenues are recognized, on the modified accrual basis, when they are measurable and available. Non-exchange transactions occur when the school provides (or receives) value to (from) another party without receiving (or giving) equal or nearly equal value in return. Most donations are examples of non-exchange transactions. Revenues from grants and donations are recognized on the accrual basis, in the fiscal year in which all eligibility requirements have been satisfied.

Note 1 – Summary of Significant Accounting Policies (continued)

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. “Measurable” means the amount of the transaction can be determined. Available means collectible within the current period or soon enough 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 fiscal year. Florida Education Finance Program (FEFP) revenues are recognized when received. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Charges for services and fees are recognized when cash is collected as amounts are not measurable. When grant terms provide that the expenditure of funds is the prime factor for determining eligibility for federal, state, and other grant funds, revenue is recognized at the time the expenditure is made. Expenditures are recorded when the related fund liability is incurred, except for long-term debt principal and interest which are reported as expenditures in the year due.

Agency fund assets and liabilities are accounted for on the accrual basis of accounting.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net 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 and so will not be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of net 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 and so will not be recognized as an inflow of resources (revenue) until that time. The School does not have any items that qualify for reporting in this category.

Budgets and Budgetary Accounting

In compliance with Florida Statutes, the Board of Directors adopts an annual budget using 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). Revisions to the annual budget are approved by the Board.

Inter-fund Transfers

Inter-fund receivables/payables (“due from/to”) are short-term balances that represent reimbursements between funds for payments made by one fund on behalf of another fund. Inter-fund transfers during the period were to transfer federal funds reimbursements received for prior year expenditures.

Note 1 – Summary of Significant Accounting Policies (continued)

Cash, Cash Equivalents and Investments

Cash and cash equivalents are considered to be cash on hand, demand deposits, non-marketable time deposits with maturities of three months or less when purchased, and money market/savings accounts.

The School has not adopted a formal deposit and investment policy that limits the School's allowable deposits or investments and address specific types of risk; however the School invests excess deposit funds in a government money market mutual fund. The School has adopted GASB Codification Section 3100 *Fair Value Measurement and Application* (see Note 3).

Due from Other Governments or Agencies

Amounts due to the School by other governments or agencies are for grants or programs under which the services have been provided by the School.

Capital Assets

The School's property, plant and equipment with useful lives of more than one year are stated at historical cost and comprehensively reported in the statement of net position in the government-wide financial statements. Donated capital assets are recorded at their estimated fair market value on the date donated. The School generally capitalizes assets with a cost of \$500 or more. Building improvements, additions and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. Estimated useful lives, in years, for depreciable assets are as follows:

Furniture, Equipment and Computers	5 Years
Textbooks and Software	3 Years

Note 1 – Summary of Significant Accounting Policies (continued)

Compensated Absences

The School grants a specific number of sick days. Full time instructional employees are eligible to one day per month to up to ten days of active work during the ten-month period. (a “benefit year”). In the event that available time is not used by the end of the benefit year, employees may “rollover” all unused days for use in future benefit years. There is an opportunity to “cash out” unused sick days however, the employees may only cash out if they have used three days or less of their sick leave in that benefit year. Employees may not cash out more than ten days per school year and are required to always maintain a minimum of twenty-one unused days in order to cash out. The cash out value is eighty percent of their current daily rate. There is no termination payment for accumulated unused sick days.

GASB Codification Section C60, *Accounting for Compensated Absences*, provides that compensated absences that are contingent on a specific event that is outside the control of the employer and employee should be accounted for in the period those events take place. Accordingly, these financial statements do not include an accrual for sick days available to be used in future benefits years.

The School also provides certain days to be used for specific personal matter such as family death and jury duty. Because the use of such days is contingent upon those events taking place and such events are out of the control of both the employer and the employee, there is no accrual for such days.

Revenue Sources

Revenues for current operations are received primarily from the State through the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33, Florida Statutes, the School will report the number of full-time equivalent (FTE) students and related data to the District. Under the provisions of Section 1011.62, Florida Statutes, the District reports the number of the full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the 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 students reported by the School during the designated full-time equivalent student survey periods. After review and verification of FTE reports and supporting documentation, the FDOE may adjust subsequent fiscal period allocations of FEFP funding for prior year errors disclosed by its review as well as to prevent statewide allocations from exceeding the amount authorized by the Legislature. Normally, such adjustments are treated as reductions of revenue in the year the adjustment is made.

The School receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based on a capital outlay plan submitted to the District and are to be used for lease of school facilities. In addition, the School may receive a portion of the local capital improvement ad valorem tax revenues levied by the District.

Note 1 – Summary of Significant Accounting Policies (continued)

Finally, the School also receives Federal awards for the enhancement of various educational programs. Federal awards are generally received based on applications submitted to and approved by various granting agencies. For Federal 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. Any excess amounts are recorded as deferred revenues until expended. Additionally, other revenues may be derived from various fundraising activities and certain other programs.

Net position and Fund balance classifications

Government-wide financial statements

Equity is classified as net position and displayed in three (3) components:

- a) Net investment in capital assets - consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition or improvement of those assets.
- b) Restricted net position - consists of net position with constraints placed on their use either by external groups such as creditors, grantors, contributors or laws or regulations of other governments.
- c) Unrestricted net position - all other net position that do not meet the definition of "restricted" or "net investment in capital assets."

Fund financial statements

Under GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Statement 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 properly reported within one of the fund balance categories listed below:

- a) Nonspendable - includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Consists of 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).
- b) Restricted - fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. Restricted fund balance of the School relate to reserves required by the landlord for property maintenance and repairs. There are no restricted balances at year end.
- c) Committed - fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the School's Board of Directors. There are no committed fund balances at year end.

Note 1 – Summary of Significant Accounting Policies (continued)

- d) Assigned - fund balance classification are intended to be used by the School's management for specific purposes but do not meet the criteria to be classified as restricted or committed. There are no assigned fund balances at year end.
- e) Unassigned - portion of the fund balance that has not been restricted, committed or assigned for a specific purpose. This is the residual classification for the School's general fund.

Order of Fund Balance Spending Policy

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

Income Taxes

Key West Independent Education, Inc. qualifies as a tax-exempt organization under Internal Revenue Code Section 501(c)(3), and is, therefore, exempt from income tax. Accordingly, no tax provision has been made in the accompanying financial statements.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Subsequent Events

In accordance with GASB Codification Section 2250.106, the School has evaluated subsequent events and transactions for potential recognition or disclosure through October 25, 2019, which is the date the financial statements were available to be issued. As indicated in Note 1, the board of directors of Key West Independent Education, Inc. requested that effective July 1, 2019, the School's charter agreement be assigned to Somerset Academy, Inc. and change its name to Somerset Island Preparatory. In addition, as indicated in Note 5, the School moved to a new facility located at 1908 Flagler Avenue, Key West, Florida 33040.

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)
Notes to Financial Statements
June 30, 2019

Note 2 –Capital Assets

The following schedule provides a summary of changes in capital assets, acquired substantially with public funds, for the year ended June 30, 2019:

	Balance 07/01/18	Additions	Deletions	Balance 06/30/19
Capital assets, depreciable:				
Computer equipment and software	\$ 67,210	\$ 25,949	\$ -	\$ 93,159
Furniture, equipment and textbooks	13,207	16,563	-	29,770
Total Capital Assets	<u>80,417</u>	<u>42,512</u>	-	<u>122,929</u>
Less Accumulated Depreciation:				
Computer equipment and software	(42,169)	(14,352)	-	(56,521)
Furniture, equipment and textbooks	(11,156)	(4,243)	-	(15,399)
Total Accumulated Depreciation	<u>(53,325)</u>	<u>(18,595)</u>	-	<u>(71,920)</u>
Capital Assets, net	<u>\$ 27,092</u>	<u>\$ 23,917</u>	<u>\$ -</u>	<u>\$ 51,009</u>

For the fiscal year ended June 30, 2019, depreciation expense is allocated in the Statement of Activities by function as follows:

Instruction	\$	16,239
School administration		394
Operation of plant		1,962
Total Depreciation Expense	<u>\$</u>	<u>18,595</u>

Note 3 – Cash, Cash Equivalents and Investments

Deposits

The School maintains its cash and cash equivalents in two financial institutions. As of June 30, 2019, the School’s deposits consisted of cash balances of \$14,801, including fiduciary funds.

Deposits at FDIC-insured institutions are insured up to \$250,000 per depositor, per financial institution. All bank accounts are opened under the account ownership of Key West Independent Education, Inc., therefore, bank balances at times may potentially be in excess of FDIC coverage. As of June 30, 2019, there were no bank balances potentially in excess of FDIC coverage.

Note 3 – Cash, Cash Equivalents and Investments (continued)

Investments

The School categorizes its fair value measurements within the fair value hierarchy established by GASB Codification Section 3100 Fair Value Measurement and Application. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in markets for identical assets; Level 2 inputs are significant other observable inputs (including quoted prices for similar investments, interest rates, credit risk, etc.); Level 3 inputs are significant unobservable inputs.

At June 30, 2019, the School has the following recurring fair value measurements:

- Government money market mutual fund of \$220,000 valued using Level 2 inputs.

The government money market mutual fund values its portfolio securities at amortized cost which approximates fair value. The government money market mutual fund primarily invests in cash, high quality, short-term U.S. government securities and/or repurchase agreements that are collateralized fully by government securities that have been valued by the fund as Level 2. As of July 31, 2019, maturities of the fund's portfolio holdings are approximately 81% within 30 days.

Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of investments in a single issuer. The School manages its exposure to credit risk by limiting investments to highly rated government money market mutual funds. The fund is rated Aaa-mf by Moody's.

Custodial credit risk is the risk that in the event of a failure of a depository financial institution or counterparty that is in possession of investment or collateral securities, the School will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. For an investment, custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, the School will not be able to recover the value of investments or collateral securities that are in the possession of an outside party. At June 30, 2019, all of the School's investments in government money market mutual funds were held in a separate account and designated as assets of the School.

Interest rate risk is the risk that changes in interest rate will adversely affect the fair value of an investment. The School manages its exposure to declines in fair values by limiting all investments to government money market mutual funds that can be redeemed daily.

Note 4 – Education Service and Support Provider

Academica Broward, LLC, an educational service and support provider, offers administrative services to the School including, but not limited to, facility design, staffing recommendations, human resource coordination, regulatory compliance, legal and corporate upkeep, maintenance of the books and records, bookkeeping, budgeting, financial reporting, and virtual education services. The agreement calls for a fee on a per student basis.

The agreement is with Key West Independent Education, Inc. through June 30, 2022, and unless terminated by the board shall be renewed along with any renewals to the charter agreement. During the year ended June 30, 2019, the School incurred \$18,000 in fees.

Note 5 – Commitments, Contingencies, and Concentrations

Key West Independent Education, Inc. entered into a rental agreement with Florida Keys Community College for both office and classroom space in the amount of \$102,000 annually, through July 31, 2019 and was not renewed.

For 2019, rent expense totaled \$102,000.

The School entered into a new facilities lease agreement effective August 1, 2019 for new premises with 1908 Flagler Avenue Corp for a period of one year in the amount of \$96,000 per year. Future minimum payments under the lease agreements are as follows:

Year		
2020	\$	96,500
2021	\$	8,000

Affiliation Cooperation Agreement

The School entered into an affiliation agreement with Somerset Academy, Inc. to become a member of the Somerset Academy district and adopt best practices, standards and procedures. This agreement automatically renews every year and may be terminated at any time upon thirty day written notice. The annual affiliation fee is 1% of the state and local per pupil funding, not to exceed \$30,000 per year. During the year ended June 30, 2019, the School incurred approximately \$4,000 in affiliation fees.

In addition, Somerset Virtual Academy provides virtual instructions services to the School. During 2019, the School incurred approximately \$10,000 in fees related to these services.

Contingencies and Concentrations

The School receives substantially all of its funding from the State through the District under the Florida Education Finance Program (FEFP), which is based in part on a computation of the number of full-time equivalent (FTE) students attending different instructional programs.

Note 5 – Commitments, Contingencies, and Concentrations (continued)

The accuracy of FTE student data submitted by individual schools and used in the FEFP computations is subject to audit by the state and, if found to be in error, could result in refunds to the state or in decreases to future funding allocations.

Additionally, the School receives various forms of federal, state and local funding which are subject to financial and compliance audits. It is the opinion of management that the amount of funding, if any, which may be remitted back to the state due to errors in the FTE student data or the amount of grant expenditures which may be disallowed by grantor agencies would not be material to the financial position of the School.

Pursuant to the Charter School contract with the School District, the District withholds an administrative fee of 5% of the qualifying revenues of the School. For the year ended June 30, 2019, net administrative fees withheld by the School District totaled \$19,603.

Note 6 – Risk Management

The School is exposed to various risks of loss related to torts, thefts of, damage to and destruction of assets, errors and omissions and natural disasters for which the School carries commercial insurance. Settlement amounts have not exceeded insurance coverage for the past years. In addition, there were no reductions in insurance coverage from those in the prior year.

The School has entered into a strategic relationship with ADP TotalSource, Inc., a human resource management firm, typically known as “Professional Employer Organization” (PEO). Under a co-employment agreements, the PEO is the employer of record and is responsible for administering payroll, payroll taxes, provide employee benefits and assist with human resources and risk management. Accordingly, certain human resource related risks are transferred to the PEO. Nevertheless, the School may be subject to risks, including loss, penalties and fines related to employment practices, administrative error and omissions.

Note 7 – Defined Contribution Retirement Plan

The School’s personnel, who are leased through ADP Total Source Group, Inc., are eligible to participate in a defined contribution 401(k) plan sponsored by the leasing company, covering employees who meet certain age and tenure requirements. Under the ADP TotalSource Retirement Savings Plan (the “Plan”), the School provides a 100% match of the employee’s contribution up to 4% of the employee’s compensation. The School contributed \$2,719 to the Plan for the year ended June 30, 2019. The School does not exercise any control or fiduciary responsibility over the Plans’ assets, which are administered by Voya Financial.

REQUIRED SUPPLEMENTARY INFORMATION

Key West Collegiate School
(A charter school under Key West Independent Education, Inc.)

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the year ended June 30, 2019

	General Fund		
	Original Budget	Final Budget	Actual
REVENUES			
State passed through local	\$ 734,000	\$ 401,760	\$ 403,479
Charges and other revenue	18,844	17,495	19,537
Total Revenues	<u>752,844</u>	<u>419,255</u>	<u>423,016</u>
EXPENDITURES			
Current:			
Instruction	349,410	292,336	289,424
Instructional Staff Training	6,760	11,900	11,588
Board	14,250	10,500	9,361
School Administration	168,680	167,594	164,122
Fiscal Services	12,000	6,000	6,000
Pupil transportation services	13,200	2,550	2,442
Central Services	33,000	13,000	11,087
Operation of Plant	91,348	101,764	100,863
Maintenance of Plant	5,000	2,500	1,660
Total Current Expenditures	<u>693,648</u>	<u>608,144</u>	<u>596,547</u>
Excess (deficit) of Revenues Over Current Expenditures	<u>59,196</u>	<u>(188,889)</u>	<u>(173,531)</u>
Capital Outlay	<u>39,000</u>	<u>46,543</u>	<u>42,512</u>
Total Expenditures	<u>732,648</u>	<u>654,687</u>	<u>639,059</u>
Excess (deficit) of Revenues Over Expenditures	20,196	(235,432)	(216,043)
Other financing sources (uses):			
Transfers in (out)	<u>-</u>	<u>5,000</u>	<u>4,923</u>
Net change in fund balance	20,196	(230,432)	(211,120)
Fund Balance at beginning of year	<u>409,634</u>	<u>409,634</u>	<u>409,634</u>
Fund Balance at end of year	<u>\$ 429,830</u>	<u>\$ 179,202</u>	<u>\$ 198,514</u>

Notes to Budgetary Comparison Schedule

An annual budget is adopted on the modified accrual basis of accounting, consistent with generally accepted accounting principles. Amendments to the budget can only be made with the approval of the Board of Directors.



INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors of
Key West Collegiate School
Key West, 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 governmental activities, each major fund, and the aggregate remaining fund information of Key West Collegiate School (the “School”) 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 October 25, 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 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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the 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*.

We issued a separate management letter dated October 25, 2019 pursuant to Chapter 10.850, Rules of the Auditor General.

Purpose of this report

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



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
October 25, 2019



MANAGEMENT LETTER

Board of Directors of
Key West Collegiate School
Key West, Florida

Report on the Financial Statements

We have audited the financial statements of Key West Collegiate School as of and for the fiscal year ended June 30, 2019 and have issued our report thereon dated October 25, 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 Auditors' 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 schedules, which are dated October 25, 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 findings and recommendations made in the preceding annual audit report.

Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires 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 is: Key West Collegiate School (W/L# 0382)

Financial Condition and Management

Section 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 Key West Collegiate 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 Key West Collegiate 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 Key West Collegiate School. It is management's responsibility to monitor Key West Collegiate School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendation to improve financial management. In connection with our audit, we have the following recommendation:

ML – 19-01 CAPITAL ASSETS

Criteria: The School is required to maintain an inventory of capital assets purchased with public funds in accordance with local, state and federal regulations.

Condition: We noted that even though this inventory is maintained, the School does not have a formal process for reconciling the capital assets inventory report to the capital assets of the Schools trial balance.

Cause: The condition results from school personnel not consistently performing an inventory of all fixed assets and reconciling to the Schools trial balance.

Effect: Failure to perform the procedures mentioned above could result in a misstated Annual Property Inventory.

**Recom-
mendation:** We recommend that the School perform an annual inventory of all capital assets and reconcile to the capital asset ledgers recorded on the School's books.

**Views of
Responsible
Officials:** Management will adhere to auditor's recommendation. The ESSP is assisting the School with identifying the proper support to ensure schools are in full compliance with inventory requirements.

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 Key West Collegiate 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 Key West Collegiate School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate 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 warrants the attention of those charged with governance. In connection with our audit, we did not note 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 Florida House of Representatives, the Florida Auditor General, School Board of Monroe County, Federal and other granting agencies, the Board of Directors, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in blue ink that reads "HLB Gravier, CPA". The signature is written in a cursive, flowing style.

CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
October 25, 2019