

**North Bay Haven Charter Elementary  
School (A Component Unit of Bay  
County District School Board)**

**Financial Statements**

**June 30, 2019**



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# North Bay Haven Charter Elementary School

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## **INDEPENDENT AUDITORS' REPORT**

Board of Directors  
Bay Haven Charter Academy, Inc.  
Panama City, Florida

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

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, and the major fund of North Bay Haven Charter Elementary School (School), as of and for the year ended June 30, 2019, and the related notes to 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.

### ***Auditors' Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' 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 auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, and the major fund of the School, as of June 30, 2019, and the respective changes in financial position and the budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Emphasis of Matter***

As discussed in note 1 of the financial statements, the financial statements present only North Bay Haven Charter Elementary School and do not purport to, and do not present the financial position of Bay Haven Charter Academy, Inc. or Bay County District School Board as of June 30, 2019, the changes in their financial position, or, where applicable, their cash flows and respective budgetary comparison for the major funds for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion on pages 4 through 9, the schedule of the School's proportionate share of the net pension liability – Florida Retirement System on page 40, the schedule of the School's contributions – Florida Retirement System on page 41, the schedule of the School's proportionate share of the net pension liability – Health Insurance Subsidy Program on page 42, and the schedule of the School's contributions – Health Insurance Subsidy Program on page 43 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School's basic financial statements. The schedule of revenues and expenditures – general fund (management format) on page 44 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. This schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other

records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of revenues and expenditures – general fund (management format) is fairly stated in all material respects in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated November 21, 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School’s internal control over financial reporting and compliance.

*Carr, Riggs & Ingram, L.L.C.*

Certified Public Accountants  
Panama City Beach, Florida  
November 21, 2019

## Management's Discussion and Analysis

Management's discussion and analysis provides an easily readable analysis of North Bay Haven Charter Elementary School's (School) financial activities. The analysis provides summary financial information for the School and should be read in conjunction with the School's financial statements.

### Financial Highlights

- Total assets and deferred outflows of resources of the School exceeded total liabilities and deferred inflows of resources by \$4,185,081 (total net position). Of this amount, \$861,003 is unrestricted net position for governmental activities. Total net position includes \$2,750,497 net investment in capital assets in the governmental activities.
- Total net position increased by \$914,598 during the year ended June 30, 2019.
- As of June 30, 2019, the general fund unassigned fund balance was \$2,535,351 or 44% of total general fund expenditures for the year.
- Governmental activities' revenues increased 4% to \$6,272,112, while governmental activities' expenses decreased less than 1% to \$5,339,537.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the School's basic financial statements. The School's basic financial statements are comprised of three components: 1) *government-wide financial statements*, 2) *fund financial statements*, and 3) *notes to financial statements*. The *government-wide financial statements* present an overall picture of the School's financial position and results of operations. The *fund financial statements* present financial information for the School's major fund. The *notes to financial statements* provide additional information concerning the School's finances that may not otherwise be disclosed in the government-wide or fund financial statements.

### Government-wide Financial Statements

The *government-wide financial statements* include the *statement of net position* and *statement of activities*. These statements are designed to provide readers with a broad overview of the School's financial position in a manner similar to that of private-sector companies. Emphasis is placed on the net position of governmental activities as well as the change in net position. Governmental activities are the activities where most of the School's programs and services are reported including, but not limited to, instruction, operation and maintenance of plants and facilities, pupil transportation, extracurricular activities and other support services. The School does not have any business-type activities.

The *statement of net position* presents information on all assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the School and the Preschool at the North Bay Haven campus, with the difference between them reported as *net position*. Increases or decreases in net position over time may serve as a useful indicator of the School's improving or declining financial position.

The *statement of activities* presents information on all revenues and expenses of the School and the Preschool and the change in net position for the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement of activities for some items that will result in cash flows in future fiscal periods (e.g., uncollected fees).

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

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific purposes or objectives. Individual funds have been established by the School to account for revenues that are restricted to certain uses or to comply with legal requirements. The major categories of funds found in the School's *fund financial statements* include: governmental funds.

*Fund financial statements* provide financial information for the School's major fund and more detailed information about the School's activities along with detailed information about the Preschool. Governmental fund financial statements provide information on the *current* assets and liabilities of the funds, changes in *current* financial resources (revenues and expenditures), and *current* available resources.

*Fund financial statements* for the governmental fund includes a balance sheet and a statement of revenues, expenditures and changes in fund balance. The School's general fund includes a statement of revenues and expenditures - budget and actual.

The *government-wide financial statements* and the *fund financial statements* provide different presentations of the School's financial position. Categorized by governmental activities and component units, the government-wide financial statements provide an overall picture of the School's financial standing. The government-wide financial statements, which are comparable to private-sector companies, provide a good understanding of the School's overall financial health and present the means used to pay for various activities, or functions provided by the School. All assets and deferred outflows of resources of the School, including buildings and land are reported in the statement of net position, as well as all liabilities and deferred inflows of resources, including outstanding principal on bonds and other long-term debt. The statement of activities includes depreciation on all long lived assets of the School. The *fund financial statements* provide a presentation of the School's major fund. In the case of governmental funds, outlays for long lived assets are reported as expenditures and long-term liabilities, such as revenue bonds, are included as other financing sources in the fund financial statements in the year the liabilities are incurred. To facilitate a comparison between the *fund financial statements* and the *government-wide financial statements*, a reconciliation is provided.

*Notes to financial statements* provide additional detail concerning the financial activities and financial balances of the School and the Preschool. Additional information about the accounting practices of the School, investments of the School, and long-term debt are just a few of the items included in the notes to financial statements.

## Financial Analysis of the School

The following schedule provides a summary of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the School. At the end of the fiscal year 2019, the School is able to report positive balances in all categories of net position, and for the government as a whole.

### Net Position Governmental Activities

<i>June 30,</i>	<b>2019</b>	<b>2018</b>
Current and other assets	\$ 3,963,735	\$ 2,986,192
Capital assets, net	7,820,158	7,853,748
Total assets	11,783,893	10,839,940
Deferred outflows of resources	1,245,897	1,313,376
Current liabilities	429,816	485,065
Noncurrent liabilities	8,122,993	8,204,043
Total liabilities	8,552,809	8,689,108
Deferred inflows of resources	291,900	193,725
Net position		
Net investment in capital assets	2,750,497	2,731,916
Restricted	573,581	149,069
Unrestricted	861,003	389,498
Total net position	\$ 4,185,081	\$ 3,270,483

Net investment in capital assets (e.g., land, buildings, and equipment), represents 66% of the School's net position. These capital assets are used to provide services to citizens; consequently, they are not available for future spending. It should be noted, that although the School's investment in its capital assets is reported net of related debt, the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

A portion of the School's net position, \$573,581 (14%), represents resources that are subject to restrictions on how they may be used. The balance of *unrestricted net position*, \$861,003, may be used to help meet the School's ongoing obligations to citizens and creditors.



The following schedule provides a summary of the changes in net position.

**Changes in Net Position  
Governmental Activities**

<i>Year Ended June 30,</i>	<b>2019</b>	<b>2018</b>
<b>Revenues</b>		
Intergovernmental	\$ 5,554,468	\$ 5,265,739
Charges for services	308,987	290,889
Before and aftercare fees	263,117	209,427
Lunchroom fees	68,282	107,576
Other revenue from local sources	4,898	36,985
Donations	33,617	100,583
Interest	14,027	10,867
Miscellaneous	24,716	10,605
Total revenues	6,272,112	6,032,671
<b>Expenses</b>		
Instructional		
Regular instruction	2,720,678	2,830,243
Exceptional instruction	337,477	362,113
Support services		
Pupil services	135,475	127,055
Instructional services	3,014	-
Instructional staff training services	25,873	15,786
Instructional related technology	15,423	27,345
Board services	25,569	26,287
General administrative services	293,372	318,541
School administrative services	424,328	409,226
Facilities acquisition and construction	56,138	-
Fiscal services	5,616	6,306
Food services	166,985	141,574
Pupil transportation services	74,248	77,448
Plant operations	308,661	346,097
Maintenance services	89,116	64,845
Community services	161,975	132,971
Depreciation	244,419	218,962
Interest	251,170	258,430
Total expenses	5,339,537	5,363,229
Increase in net position before extraordinary item	932,575	669,442
Extraordinary item	(17,977)	-
<b>Increase in net position</b>	<b>\$ 914,598</b>	<b>\$ 669,442</b>

For the year ended June 30, 2019, governmental activities' revenues and extraordinary item exceeded expenses by \$914,598. Total revenues increased \$239,441 over the previous year. Revenues increased

primarily as a result of an increase in revenue from Bay County District School Board and the Child Nutrition Cluster grant. Total expenses decreased \$23,692 from the previous year.

Intergovernmental receipts generated 89% of the revenues of the governmental activities. Most of the governmental resources were expensed for regular and exceptional instruction (57%), plant operations and maintenance (7%), general and school administrative services (13%), depreciation (5%), and interest expense (5%).

## Financial Analysis of the School's Fund

### Governmental Fund

#### General Fund

The main operating fund of the School is the general fund. As of June 30, 2019, total assets were \$3,963,735 and total liabilities were \$355,335. At the end of fiscal year 2019, unassigned fund balance was \$2,535,351.

#### Analysis of General Fund Budget Variations

For the year ended June 30, 2019, the general fund expenditures exceeded the final budget by approximately 5% due to unbudgeted increases in capital outlay. Revenues, including other financing sources, exceeded the final budget by 18% mainly due to insurance recoveries related to hurricane repairs and an unanticipated increase in intergovernmental revenues.

#### Capital Assets Activity

The following schedule provides a summary of the School's capital assets. The School's total investment in capital assets as of June 30, 2019, was \$7,820,158 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings, improvements, computers, and furniture, fixtures and equipment.

**Capital Assets  
(Net of Accumulated Depreciation)  
Governmental Activities**

June 30,	2019	2018
Land	\$ 545,454	\$ 545,454
Construction in progress	106,746	27,215
Buildings	6,478,230	7,081,169
Improvements	435,637	12,772
Computers	82,101	47,067
Furniture, fixtures and equipment	171,990	140,071
<b>Total</b>	<b>\$ 7,820,158</b>	<b>\$ 7,853,748</b>

Additional information about the School’s capital assets can be found in note 5 – capital assets of the notes to financial statements.

**Debt Management**

At the end of fiscal year 2019, the School had total bond debt outstanding in the amount of \$5,436,201 which is shown on the financial statements net of \$27,233 in premiums and discounts.

**Outstanding Bond Debt Payable  
Governmental Activities**

June 30,	2019	2018
Revenue bonds payable	\$ 5,463,434	\$ 5,551,301

More detail on the School’s liabilities is presented in notes 6, 7, and 8 of the notes to financial statements.

**Economic Factors and Next Year’s Budget**

In setting the budget for FY 2020, the School considered a number of issues, among them:

- Continued curriculum content development and related IT support
- Increased salary and benefit costs due to higher salaries and rising insurance rates
- Increased capital expenditures following Hurricane Michael to include buildings and furniture, fixtures and equipment
- Increased plant operations and maintenance due to Hurricane Michael

**Contacting the School’s Finance Department**

This financial report is designed to provide a general overview of North Bay Haven Charter Elementary School’s finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Bay Haven Charter Academy, Inc.’s Finance Department, 2501 Hawks Landing Blvd, Panama City, Florida 32405. You may visit the School’s website at <http://www.bayhaven.org>.

**North Bay Haven Charter Elementary School**  
**Statement of Net Position and Governmental Fund**  
**Balance Sheet**  
**June 30, 2019**

	General Fund	Adjustments (Note 2)	Statement of Net Position	Component Unit
<b>Assets</b>				
Cash and cash equivalents	\$ 3,166,642	\$ -	\$ 3,166,642	\$ 58,200
Investments	233,583	-	233,583	-
Restricted investments	514,484	-	514,484	-
Accounts receivable, net	32,704	-	32,704	-
Prepays	16,322	-	16,322	-
Capital assets, net	-	7,820,158	7,820,158	-
Total assets	3,963,735	7,820,158	11,783,893	58,200
<b>Deferred outflows of resources - pensions</b>	-	1,245,897	1,245,897	-
Total assets and deferred outflows of resources	<u>\$ 3,963,735</u>	<u>9,066,055</u>	<u>13,029,790</u>	<u>58,200</u>
<b>Liabilities</b>				
Accounts payable and accrued expenses	\$ 212,323	-	212,323	-
Accrued salaries and benefits	8,442	-	8,442	-
Due to other schools	107,319	-	107,319	-
Unearned revenue	17,830	-	17,830	-
Interest payable	-	83,902	83,902	-
Long-term liabilities				
Due within one year				
Accrued compensated absences, current portion	9,421	-	9,421	-
Revenue bonds, current portion	-	86,800	86,800	-
Due in more than one year				
Accrued compensated absences, net of current portion	-	22,385	22,385	-
Net pension liability	-	2,627,753	2,627,753	-
Revenue bonds, net of current portion and discount/premium	-	5,376,634	5,376,634	-
Total liabilities	<u>355,335</u>	<u>8,197,474</u>	<u>8,552,809</u>	<u>-</u>
<b>Deferred inflows of resources - pensions</b>	-	291,900	291,900	-

(Continued)

*The accompanying notes are an integral part of these financial statements*

**North Bay Haven Charter Elementary School  
Statement of Net Position and Governmental Fund  
Balance Sheet (Continued)  
June 30, 2019**

	<b>General Fund</b>	<b>Adjustments (Note 2)</b>	<b>Statement of Net Position</b>	<b>Component Unit</b>
<b>Fund balance/net position</b>				
Fund balance				
Nonspendable	\$ 16,322	\$ (16,322)	\$ -	\$ -
Restricted	1,051,256	(1,051,256)	-	-
Assigned	5,471	(5,471)	-	-
Unassigned	2,535,351	(2,535,351)	-	-
Total fund balance	<u>3,608,400</u>	<u>(3,608,400)</u>	-	-
Total liabilities, deferred inflows of resources, and fund balance	<u>\$ 3,963,735</u>	4,880,974	8,844,709	-
Net position				
Net investment in capital assets		2,750,497	2,750,497	-
Restricted		573,581	573,581	58,200
Unrestricted		861,003	861,003	-
Total net position		<u>\$ 4,185,081</u>	<u>\$ 4,185,081</u>	<u>\$ 58,200</u>

*The accompanying notes are an integral part of these financial statements*

**North Bay Haven Charter Elementary School**  
**Statement of Activities and Governmental Fund Revenues,**  
**Expenditures and Changes in Fund Balance**  
**Year Ended June 30, 2019**

	General Fund	Adjustments (Note 2)	Statement of Activities	Component Unit
<b>Revenues</b>				
Intergovernmental	\$ 5,554,468	\$ -	\$ 5,554,468	\$ -
Charges for services	308,987	-	308,987	-
Before and aftercare fees	263,117	-	263,117	-
Lunchroom fees	68,282	-	68,282	-
Other revenue from local sources	4,898	-	4,898	-
Donations	33,617	-	33,617	3,541
Interest	14,027	-	14,027	32
Miscellaneous	24,716	-	24,716	-
Total revenues	6,272,112	-	6,272,112	3,573
<b>Expenditures/Expenses</b>				
Instructional				
Regular instruction	2,612,883	107,795	2,720,678	-
Exceptional instruction	323,856	13,621	337,477	-
Support services				
Pupil services	129,015	6,460	135,475	-
Instructional media services	2,886	128	3,014	-
Instructional staff training services	25,873	-	25,873	-
Instructional related technology	15,423	-	15,423	-
Board services	25,569	-	25,569	-
General administrative services	278,936	14,436	293,372	-
Facilities acquisition and construction	56,138	-	56,138	-
School administrative services	412,038	12,290	424,328	-
Fiscal services	5,616	-	5,616	-
Food services	163,394	3,591	166,985	-
Pupil transportation services	71,085	3,163	74,248	-
Plant operations	308,661	-	308,661	-
Maintenance services	86,759	2,357	89,116	-
Community services	155,800	6,175	161,975	-
Foundation	-	-	-	17,613
Capital outlay				
Site, building and equipment	772,989	(772,989)	-	-
Depreciation - unallocated	-	244,419	244,419	-

(Continued)

*The accompanying notes are an integral part of these financial statements*

**North Bay Haven Charter Elementary School  
Statement of Activities and Governmental Fund Revenues,  
Expenditures and Changes in Fund Balance (Continued)  
Year Ended June 30, 2019**

	<b>General Fund</b>	<b>Adjustments (Note 2)</b>	<b>Statement of Activities</b>	<b>Component Unit</b>
Debt service				
Principal and interest	\$ 340,100	\$ (88,930)	\$ 251,170	\$ -
Total expenditures/expenses	5,787,021	(447,484)	5,339,537	17,613
<b>Excess (deficit) of revenues over (under) expenditures/change in net position</b>	485,091	447,484	932,575	(14,040)
<b>Other financing sources/extraordinary item</b>				
Insurance recoveries/extraordinary item	544,183	(562,160)	(17,977)	-
<b>Total other financing sources/extraordinary item</b>	544,183	(562,160)	(17,977)	-
<b>Net change in fund balance/net position</b>	1,029,274	(114,676)	914,598	(14,040)
<b>Fund balance/net position - beginning of year</b>	2,579,126	691,357	3,270,483	72,240
<b>Fund balance/net position - end of year</b>	\$ 3,608,400	\$ 576,681	\$ 4,185,081	\$ 58,200

*The accompanying notes are an integral part of these financial statements*

**North Bay Haven Charter Elementary School**  
**Statement of Revenues and Expenditures – Budget and Actual – General Fund**  
**Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental	\$ 5,112,821	\$ 5,138,838	\$ 5,554,468	\$ 415,630
Charges for services	293,798	293,798	308,987	15,189
Before and aftercare fees	232,073	232,073	263,117	31,044
Lunchroom fees	102,800	102,800	68,282	(34,518)
Other revenue from local sources	11,238	11,238	4,898	(6,340)
Donations	559	559	33,617	33,058
Interest	627	627	14,027	13,400
Miscellaneous	-	-	24,716	24,716
Total revenues	5,753,916	5,779,933	6,272,112	492,179
<b>Expenditures</b>				
Instructional				
Regular instruction	2,754,506	2,754,506	2,612,883	141,623
Exceptional instruction	339,037	339,037	323,856	15,181
Support services				
Pupil services	129,519	129,519	129,015	504
Instructional media services	1,600	1,600	2,886	(1,286)
Instructional staff training services	12,641	12,641	25,873	(13,232)
Instructional related technology	34,388	34,388	15,423	18,965
Board services	24,503	24,503	25,569	(1,066)
General administrative services	277,130	277,130	278,936	(1,806)
Facilities acquisition and construction	-	-	56,138	(56,138)
School administrative services	420,393	470,893	412,038	58,855
Fiscal services	6,165	6,165	5,616	549
Food services	127,097	127,097	163,394	(36,297)
Pupil transportation services	70,891	70,891	71,085	(194)
Plant operations	301,451	301,451	308,661	(7,210)
Maintenance services	81,543	81,543	86,759	(5,216)
Community services	161,528	161,527	155,800	5,727
Capital outlay				
Site, building and equipment	355,317	355,317	772,989	(417,672)
Debt service				
Principal and interest	339,037	339,037	340,100	(1,063)
Total expenditures	5,436,746	5,487,245	5,787,021	(299,776)
<b>Excess of revenues over expenditures</b>	317,170	292,688	485,091	192,403
<b>Other financing sources (uses)</b>				
Insurance recoveries	-	-	544,183	544,183
Total other financing sources (uses)	-	-	544,183	544,183
<b>Net change in fund balance</b>	\$ 317,170	\$ 292,688	\$ 1,029,274	\$ 736,586

*The accompanying notes are an integral part of these financial statements*



## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### ***Nature of operations***

North Bay Haven Charter Elementary School (School), a component unit of Bay County District School Board (District), was organized in May 2010 as a Florida nonprofit corporation. The School was granted a charter from the District to operate a public school, grades kindergarten through 5<sup>th</sup> within the school district. The charter expires March 5, 2029. The District has the option to terminate the Charter before its expiration based on circumstances, as defined in the agreement.

#### ***Financial reporting entity***

North Bay Haven Charter Elementary School is one of five schools under the parent company, Bay Haven Charter Academy, Inc. Bay Haven Charter Academy Elementary School, Bay Haven Charter Academy Middle School, North Bay Haven Charter Elementary School, North Bay Haven Charter Middle School and North Bay Haven Charter Career Academy all have a common board of directors and common management under Bay Haven Charter Academy, Inc.

These financial statements include only the balances and activity of North Bay Haven Charter Elementary School. They have been prepared for the purpose of complying with Section 10.850, *Rules of the Auditor General for Audits of Charter Schools and Similar Entities, Florida Virtual School, and Virtual Instruction Program Providers*, and are not intended to be a complete presentation of the financial position or the changes in financial position of Bay Haven Charter Academy, Inc. or of Bay County District School Board in conformity with accounting principles generally accepted in the United States of America (GAAP). The accounting policies of the School conform to GAAP, as applicable to charter schools.

#### ***Component unit – Bay Haven Charter Academy Foundation, Inc.***

This report includes financial statements of the funds of the School. The reporting entity for the School consists of the primary government, organizations for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. A legally separate organization should be reported as a component unit if the elected officials of the primary government are financially accountable to the organization. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. A legally separate tax exempt organization should be reported as a component unit of a reporting entity if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; (2) the primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization; and, (3) the economic resources received or held by an individual

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

organization that the specific primary government, or its component units, are entitled to, or have the ability to otherwise access, are significant to that primary government. Blended component units, although legally separate entities, are, in substance, part of the government's operations and are reported with similar funds of the primary government. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the primary government. The School has one component unit as defined by GASB Statement No. 61, *The Financial Reporting Entity: Omnibus – an Amendment of GASB Statements No. 14 and No. 34* or in publications cited in the State of Florida, Office of the Auditor General Rules, Rule 10.553, which is required to be included in these financial statements.

The Bay Haven Charter Academy Foundation, Inc. (Foundation) was formed as an educational support organization to solicit tax deductible contributions for construction of the school building and subsequent capital outlay projects for Bay Haven Charter Academy, Inc. The Foundation is operated solely for the benefit of the Schools. The Foundation is presented as a governmental fund type with fiscal year end of June 30. Due to the nature and significance of the Foundation's relationship with the School, exclusion of the Foundation's financial operations would render the School's financial statements incomplete or misleading. The Foundation's current activity is primarily associated with the new construction at the North Bay Haven campus, therefore the activity has been allocated among the three North Bay Haven Charter schools. The Foundation is disclosed using the discrete presentation method to emphasize that it is a legally separate entity from the School.

#### ***Basis of presentation***

Based on the guidance provided in the American Institute of Certified Public Accountants, *Audit and Accounting Guide - Not-for-Profit Organizations*, and the provisions of Section 218.39(e), Florida Statutes, each charter school established under Florida Statutes 1002.33 is a governmental organization for financial reporting purposes. The accompanying financial statements of the School have been prepared in conformity with GAAP as prescribed by the Governmental Accounting Standards Board (GASB). GASB is the accepted standard setting body for governmental accounting and financial reporting.

The financial statements are prepared from the accounts of the School and are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts.

The governmental fund is used to account for the School's general government activities, including the collection and disbursement of specific or legally restricted monies, the acquisition and construction of capital assets, and the servicing of general long-term debt.

#### ***Measurement focus and basis of accounting***

The basic financial statements of the School are composed of the following:

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

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### ***Government-wide financial statements***

Government-wide financial statements display information about the reporting entity as a whole, except for its fiduciary activities. Governmental activities are normally supported by taxes and intergovernmental revenues, as opposed to business-type activities, which rely to a significant extent on fees and charges for support. The School has no business-type activities.

Government-wide financial statements are reported using the flow of economic resources measurement focus and the accrual basis of accounting, as are proprietary fund and agency fund financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 - *Accounting and Financial Reporting for Nonexchange Transactions*.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as other financial sources. Amounts paid to reduce long-term indebtedness of the reporting government are reported as reductions of the related liabilities, rather than as expenditures. Grants, entitlements, and similar items are recognized as revenue as soon as all eligibility requirements imposed by the grantor have been met.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect expenses not allocated to functions are reported separately. Interest on general long-term debt is considered such an indirect expense. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and entitlement revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not reported as program revenues are reported as general revenues.

When both restricted and unrestricted resources are available for use, it is the School's policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned – in order as needed.

#### ***Fund financial statements***

Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Flow of current financial resources measurement focus generally means that only current assets and current liabilities are included on the balance sheet. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

liabilities of the current period. The School considers grants, entitlements and other revenues (other than insurance recoveries) available if collected within 60 days after year-end. The School considers insurance recoveries available if collected within one year after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured principle and interest on general long-term debt which are recognized when due.

#### ***Encumbrances***

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is used in the governmental funds. However, all encumbrances lapse at year-end and, accordingly, a reserve for encumbrances is not reported in the accompanying financial statements. Encumbrances are reestablished at the beginning of the fiscal year if funds are appropriated in the annual budget. Encumbrances do not constitute expenditures or liabilities.

#### ***Cash and cash equivalents***

The School considers demand accounts and money market funds which are not subject to withdrawal restrictions to be cash and cash equivalents.

#### ***Investments***

Investments are reported at fair value unless otherwise disclosed.

#### ***Capital assets***

Capital assets are recorded as expenditures in the general fund at the time of purchase, and are capitalized at historical cost in the statement of net position. Capital assets are defined typically as assets with an initial, individual cost of \$750 or more and an estimated useful life of more than one operating cycle. Items below the individual cost of \$750, which were purchased with the intended purpose of being used together, that exceed \$750 in total are capitalized as well. Donated assets are recorded at estimated fair market value on the date received. Estimated useful life is management's estimate of how long the assets are expected to meet service demands, and ranges typically from three to ten years for computers, furniture, fixtures, and equipment and from ten to forty years for buildings and improvements. Amortization expense on capitalized leased assets is included in depreciation expense.

#### ***Revenue sources***

Revenues for current operations are received primarily from the State of Florida 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(17), Florida Statutes, the School reports the number of full-time equivalent students and related data to the District.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Under provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent students and related data to the Florida Department of Education (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 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.

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)

State revenue funding is recorded as intergovernmental revenue. An administrative fee retained by the District is recorded as other school administrative expense. This funding is received on a pro rata basis over a twelve month period and is adjusted for changes in full-time equivalent (FTE) student population. Revenue that is earned but not available is reported as deferred inflows of resources until such time as the revenue becomes available.

The School 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.

#### ***Accounts receivable***

Receivables at June 30, 2019 are net of allowance for uncollectable accounts. There was no allowance for uncollectible amounts considered necessary at June 30, 2019.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### ***Amortization***

Bond discounts and premiums are being amortized over the life of the bond using the straight-line method. Amortization of bond discounts and premiums are reported with interest expense.

#### ***Income taxes***

Bay Haven Charter Academy, Inc. (Company) is responsible for the income taxes of the schools under its control, including North Bay Haven Charter Elementary School. The Company is a nonprofit corporation whose revenue is derived primarily from its five charter schools. The Company is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in these financial statements. The Company has no unrelated business income for the year ended June 30, 2019. The Company's federal income tax returns for 2016, 2017, and 2018 are subject to examination by the Internal Revenue Service. Tax returns are generally subject to examination for three years after they are filed.

#### ***Use of estimates***

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from these estimates.

#### ***Pensions***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) Pension Plan (Plan) and the Retirees' Health Insurance Subsidy Program (HIS) and additions to/deductions from their fiduciary net position have been determined on the same basis as they are reported by the plans. The financial statements for the plans are prepared using the flow of economic resources measurement focus and the accrual basis of accounting and are prepared in accordance with GAAP. Contributions are recognized as revenue when due, pursuant to the statutory and contractual requirements.

#### ***Fund balance***

The School follows GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, employing the following terminology and classifications for fund balance.

Nonspendable – This category includes the resources that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. The balance as of June 30, 2019 of \$16,322 is from prepaids which are not in spendable form.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Restricted – This category includes resources restricted by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions, or enabling legislation. The balance as of June 30, 2019 of \$1,051,256 is restricted by creditors for repayment of debt and federal regulation for food service. The balance as of June 30, 2019 of \$303,189 is restricted by enabling legislation.

Committed – This category includes resources that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority, which is the Board of Directors. There is no committed fund balance at June 30, 2019.

Assigned – This category includes resources that are intended to be used for specific purposes, but are neither restricted nor committed. These are resources that have been set aside for specific purposes by an authorized government body or official. The balance as of June 30, 2019 is \$5,471.

Unassigned – This category is the residual classification for the School's fund balance. The balance as of June 30, 2019 is \$2,535,351.

#### ***Deferred outflows of resources, deferred inflows of resources, and net position***

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources and this standard renames the components of net position which were previously considered net assets.

Net position is classified in three categories. The general meaning of each is as follows:

Net investment in capital assets – represents the cost of capital assets, less accumulated depreciation reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets.

Restricted – This category includes resources restricted by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions, or enabling legislation.

Unrestricted – indicates that portion of net position that is available for future periods.

GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources and deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources and inflows of resources, certain items that were previously reported as assets and liabilities.

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 represents a consumption of net position that applies to a future period and so will not be recognized as outflows of resources (expenses) until then.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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 represents an acquisition of net position that applies to a future period and so will not be recognized as inflows of resources (revenues) until that time.

#### ***Budget***

An operating budget is adopted and maintained by the governing board of the School pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in the preparation of the fund financial statements.

#### ***Subsequent events***

Management of the School has evaluated subsequent events through November 21, 2019, the date the financial statements were available to be issued.

#### ***Recently issued accounting pronouncements***

The following accounting standards have been issued by the Governmental Accounting Standards Board (GASB) that may have an effect on the School. Management has not yet determined the effect these statements will have on the School's financial statements.

GASB Statement No. 84, *Fiduciary Activities*, was issued with the objective of improving guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements of this statement are effective for reporting periods beginning after December 15, 2018.

GASB Statement No. 87, *Leases*, increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the lease. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this statement are effective for reporting periods beginning after December 15, 2019.

GASB Statement No. 89 *Accounting for Interest Cost Incurred Before the End of a Construction Period*, was issued to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period. The requirements of this statement are effective for reporting periods beginning after December 15, 2019.



## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The following is an explanation of differences between the general fund balance sheet and statement of net position.

The total fund balance of the School's general fund (\$3,608,400) on the governmental funds balance sheet differs from the net position of governmental activities (\$4,185,081) reported in the statement of net position. This difference results primarily from the long-term economic focus of the statement of net position versus the current financial resources focus of the governmental funds balance sheet. Details of this difference are as follows:

#### ***Capital related items***

When capital assets that are to be used in governmental activities are purchased or constructed, the costs of those assets are reported as expenditures in governmental funds. However, the statement of net position includes those capital assets of the School.

Cost of capital assets	\$ 8,447,930
Accumulated depreciation	(627,772)
Capital assets, net of accumulated depreciation	\$ 7,820,158

#### ***Long-term debt***

Long-term liabilities applicable to the School's governmental activities are not reported as fund liabilities. All liabilities are reported in the statement of net position.

Revenue bonds payable	\$ 5,436,201
Premium/discount on bonds payable	27,233
Net pension liability	2,627,753
Accrued compensated absences, net of current portion	22,385
Total long-term liabilities	\$ 8,113,572

#### ***Interest on long-term liabilities***

Interest due on long-term liabilities applicable to the School's governmental activities are not reported as fund liabilities. All liabilities are reported in the statement of net position.

Interest payable	\$ 83,902
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## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

#### *Deferred inflows and outflows for the pension liability*

Deferred inflows and outflows of resources related to the net pension liability applicable to the School's governmental activities are not reported in the fund financial statements. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources are reported in the statement of net position.

Deferred outflows of resources	\$ 1,245,897
Deferred inflows of resources	(291,900)
Deferred inflows and outflows of resources - pensions	\$ 953,997

The following is an explanation of differences between the governmental funds statement of revenues, expenditures and changes in fund balance and the government-wide statement of activities.

The statement of activities and governmental fund revenues, expenditures and changes in fund balance includes a reconciliation between net change in fund balance - total governmental funds and change in net position of governmental activities as reported in the government-wide statement of activities. One element of that reconciliation is governmental funds report capital outlays as expenditures. However, in the statement of activities the costs of these assets are allocated over their estimated useful lives and reported as depreciation expense. The details of this difference are as follows:

Capital outlays	\$ 772,989
Depreciation	(244,419)
Net adjustment to increase net change in fund balance - total governmental funds to arrive at change in net position of governmental activities	\$ 528,570

Another element of that reconciliation is some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. The details of this difference are as follows:

Compensated absences	\$ 4,604
Pension expense	165,412
Net adjustment to decrease net change in fund balance - total governmental funds to arrive at change in net position of governmental activities	\$ 170,016

Another element of that reconciliation is the net effect of miscellaneous noncash transactions involving capital assets (e.g. sales, trade-ins, adjustments, donations, and impairments) that do not effect current financial resources is not reported in the governmental funds. The details of this difference are as follows:

Impairment of capital assets	\$ 562,160
Net adjustment to decrease net change in fund balance - total governmental funds to arrive at change in net position of governmental activities	\$ 562,160

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

Another element of that reconciliation is the issuance of long-term debt (i.e., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, the statement of net position reports interest accrued on long-term debt, whereas only the current interest expense is reported in the general fund. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. The details of this difference are as follows:

Principal payments	\$	86,800
Amortization of bond premium/discount		1,067
Change in accrued interest		1,063
Net adjustment to increase net change in fund balance - total governmental funds to arrive at changes in net position of governmental activities	\$	88,930

### NOTE 3 – CASH AND INVESTMENTS

#### *Deposits*

The School considers cash on hand, demand deposits (not subject to withdrawal restrictions), and short-term highly liquid debt instruments with original maturities of three months or less from the date of acquisition to be cash and cash equivalents.

#### *Custodial credit risk*

Custodial credit risk on deposits is the risk that in the event of failure of the depository financial institution, the School will not be able to recover their deposits. All cash resources of the School are placed in banks that are qualified public depositories, as required by law (Florida Security for Public Deposits Act). Every qualified public depository is required by this law to deposit with the State Treasurer eligible collateral equal to, or in excess of, an amount determined by the State Treasurer. The State Treasurer is required to ensure that customer deposits are entirely collateralized throughout the fiscal year. In the event of failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default. When other qualified public depositories are assessed additional amounts, they are assessed on a pro rata basis.

Custodial credit risk on investments is the risk that, in the event of the failure of a counterparty to a transaction, the School will not be able to recover the value of an investment or collateralized securities in the possession of an outside party. The School's investments are held by a Securities Investor Protection Corporation (SIPC) member which insures balances up to \$500,000 with a \$250,000 limit on cash. The Company has invested \$5,823,845 with one brokerage firm. Of this amount, 13% is attributed to the School and \$683,843 of that portion is uninsured.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 3 – CASH AND INVESTMENTS (CONTINUED)

#### *Investments*

The School does not have an investment policy. Florida Statutes, Section 218.415, authorizes the School to invest surplus funds in the following:

- The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, as provided in Section 163.01
- Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency
- Interest bearing time deposits or savings accounts in qualified public depositories, as defined in Section 280.02
- Direct obligations of the U.S. Treasury

As of June 30, 2019, the School's investment balance was \$748,067 which consists of investments in government money market funds as defined by Rule 2a-7. The investments consist of shares owned in the fund rather than in the underlying investments. In accordance with GASB Statement No. 72, *Fair Value Measurement and Application*, these amounts are reported at amortized cost. The credit rating of the investments is AAAM with a weighted average maturity of 34 days.

#### *Interest rate risk*

At June 30, 2019, the School did not hold any investments that were considered to have an interest rate risk.

#### *Credit risk*

At June 30, 2019, the School did not hold any investments that were considered to be a credit risk.

#### *Concentration of credit risk*

As of June 30, 2019, the School had investments of \$683,843 which were uninsured. All cash deposits were collateralized through Florida's multiple institution collateralized pool.

#### *Restricted investments*

At June 30, 2019, the School had \$514,484 in restricted investments for sinking fund and reserve requirements related to their outstanding debt.

### NOTE 4 – RELATED PARTY RECEIVABLE AND PAYABLE AND TRANSFERS

The District has granted charters for five schools that operate under the parent company, Bay Haven Charter Academy, Inc. During the year, the schools are operated together using intercompany payables, receivables and transfers as needed. At June 30, 2019, \$107,319 was due from North Bay Haven Charter Elementary School to the other schools for operating purposes. During the year ended June 30, 2019, no amounts were transferred into the School from other schools and no amounts were transferred from North Bay Haven Charter Elementary School to other schools.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 5 – CAPITAL ASSETS

Capital assets balances and activity for the year ended June 30, 2019 are as follows:

	Balance June 30, 2018	Additions	Impairments/ Deletions	Transfers	Balance June 30, 2019
Buildings	\$ 7,247,506	\$ 104,921	\$ (556,460)	\$ 7,118	\$ 6,803,085
Land	545,454	-	-	-	545,454
Improvements	33,924	431,537	(25,900)	20,097	459,658
Computers	199,139	64,019	(2,000)	-	261,158
Furniture, fixtures and equipment	206,063	65,766	-	-	271,829
Construction in process	27,215	106,746	-	(27,215)	106,746
Total capital assets	<u>8,259,301</u>	<u>772,989</u>	<u>(584,360)</u>	<u>-</u>	<u>8,447,930</u>
Less accumulated depreciation					
Buildings	(166,337)	(172,517)	13,999	-	(324,855)
Improvements other than building:	(21,152)	(8,530)	6,201	(540)	(24,021)
Computers	(152,072)	(28,985)	2,000	-	(179,057)
Furniture, fixtures and equipment	(65,992)	(34,387)	-	540	(99,839)
Total accumulated depreciation	<u>(405,553)</u>	<u>(244,419)</u>	<u>22,200</u>	<u>-</u>	<u>(627,772)</u>
Capital assets, net of accumulated depreciation	<u>\$ 7,853,748</u>	<u>\$ 528,570</u>	<u>\$ (562,160)</u>	<u>\$ -</u>	<u>\$ 7,820,158</u>

Depreciation expense of \$244,419 was charged to governmental activities. Depreciation expense was not allocated to specific functions as their capital assets essentially serve all functions.

See note 15 for further information on impairments during the year.

### NOTE 6 – SHORT-TERM DEBT

At June 30, 2019, Bay Haven Charter Academy, Inc. has two lines of credit for a total of \$750,000. Both lines have variable interest rates. The first line of credit which matures in August 2021, has an interest rate of LIBOR plus 2.75%, which was 5.19% at June 30, 2019. The second line of credit, which matures in May 2021 has an interest rate 1% above the lender's prime rate, which was 6.5% at June 30, 2019, and is secured by a money market account with a balance of \$251,125. During the year, there were no proceeds or repayments on the lines of credit and the balance outstanding at June 30, 2019 was \$0.

### NOTE 7 – LONG-TERM DEBT

On April 17, 2013, Bay County issued \$19,800,000 Educational Facilities Revenue Bonds, series 2013A and \$465,000 Taxable Educational Facilities Revenue Bonds, series 2013B for Bay Haven Charter Academy, Inc. The bonds were issued in order to: (i) finance, acquire and construct new facilities for the North Bay Haven Charter Middle School and the North Bay Haven Charter Career Academy (the "North Bay Haven Relocation Project"), (ii) refund the outstanding principal amount of a taxable land loan incurred by the Company with Branch Banking and Trust Company for purposes of financing the related land acquisition, (iii) fund general working capital needs of the Company, (iv) fund the reserve requirement to the reserve account in the bond

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 7 – LONG-TERM DEBT (CONTINUED)

fund, (v) fund capitalized interest with respect to the Series 2013 Bonds, and (vi) pay a portion of certain expenses incurred. The bonds bear interest at a rate of 5% for the 2013A series and 5% on the 2013B series and the bonds are set to mature starting September 1, 2033 and the last bonds will mature September 1, 2048. Of the total bond, \$607,951 was allocated to North Bay Haven Charter Elementary School for their portion of the costs related to the purchase of land. The bonds are secured by a lien on the land on which the schools sit and all assets thereon and a pledge of all capital funds and charter school operating funds appropriated each year to the District for operation of the School and any additional revenues generated by the operation of the School or leasing of the School. The remaining principal and interest payments on the School's portion of this debt as of June 30, 2019 total \$1,302,314. For the year ended June 30, 2019, principal and interest payments on the bond required less than 1% of pledged revenues. Principal and interest payments paid and pledged revenues for the year were \$31,978 and \$6,272,112, respectively.

Debt service requirements to maturity on revenue bonds payable at June 30, 2019 are as follows:

Year ending June 30,	Principal	Interest	Amortization of Discounts	Total
2020	\$ 1,800	\$ 30,072	\$ (505)	\$ 31,367
2021	1,950	29,961	(505)	31,406
2022	2,100	29,842	(505)	31,437
2023	2,250	29,717	(505)	31,462
2024	2,400	29,655	(505)	31,550
2025-2029	28,350	144,718	(2,525)	170,543
2030-2034	43,200	135,390	(2,525)	176,065
2035-2039	54,750	123,221	(2,525)	175,446
2040-2044	150,000	101,805	(2,525)	249,280
2045-2049	314,401	46,732	(2,518)	358,615
<b>Total</b>	<b>\$ 601,201</b>	<b>\$ 701,113</b>	<b>\$ (15,143)</b>	<b>\$ 1,287,171</b>

On October 1, 2016, Bay County issued \$5,000,000 Educational Facilities Revenue Bonds, series 2016 for Bay Haven Charter Academy, Inc. The bonds were issued in order to: (i) finance, acquire and construct new facilities for the relocation of the North Bay Haven Charter Elementary School to the North Bay Haven Elementary Relocation Site (the "North Bay Haven Elementary Relocation Project"), and (ii) fund a required deposit to the Reserve Account in the Bond Fund. The bonds bear interest at varying rates from 3.625% to 5% and the bonds are set to mature starting September 1, 2026 and the last bonds will mature September 1, 2046. The bonds are in parity with the Company's other bonds and are secured by a lien on the land on which the schools sit and all assets thereon and a pledge of all capital funds and charter school operating funds appropriated each year to the District for operation of the School and any additional revenues generated by the operation of the School or leasing of the School. The remaining principal and interest payments on this debt as of June 30, 2019 total \$8,871,772. For the year ended June 30, 2019, principal and interest payments on the bond were 5% of pledged revenues. Principal and interest payments paid and pledged revenues for the year were \$308,121 and \$6,272,112, respectively.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 7 – LONG-TERM DEBT (CONTINUED)

Debt service requirements to maturity on revenue bonds payable at June 30, 2019 are as follows:

Year ending June 30,	Principal	Interest	Amortization of Premiums	Total
2020	\$ 85,000	\$ 220,041	\$ 1,569	\$ 306,610
2021	85,000	216,959	1,569	303,528
2022	95,000	213,697	1,569	310,266
2023	95,000	210,253	1,569	306,822
2024	100,000	206,719	1,569	308,288
2025-2029	560,000	972,753	7,845	1,540,598
2030-2034	690,000	834,500	7,845	1,532,345
2035-2039	880,000	649,575	7,845	1,537,420
2040-2044	1,120,000	412,844	7,845	1,540,689
2045-2047	1,125,000	99,431	3,151	1,227,582
<b>Total</b>	<b>\$ 4,835,000</b>	<b>\$ 4,036,772</b>	<b>\$ 42,376</b>	<b>\$ 8,914,148</b>

### NOTE 8 – ACCRUED COMPENSATED ABSENCES

The School's policy is to grant paid absences for vacation and sick leave. Employees are encouraged to use vacation time in the benefit period in which it is earned. There are two categories of employees, twelve-month employees and ten-month employees.

- Twelve-month employees: All exempt twelve-month employees are able to carryover and accrue up to a maximum of 40 hours of current year vacation time each year. If the employee has been employed by the School at least five years they may sell back their unused vacation time over the maximum allowed rollover hours for that particular benefit period. No employee is permitted to carry over more than 240 accrued hours of vacation to the next benefit period. After five years of service, upon termination of employment, these employees are eligible to receive pay for accrued unused vacation time.
- Ten-month employees: All ten-month employees are able to carryover and accrue to up a maximum of 16 hours of current year personal leave time. All unused personal leave in excess of 16 hours for that benefit period will be paid out at the employee's rate of pay at the end of the contract. No ten-month employee is permitted to carry over more than 22 accrued personal leave days to the next benefit period.

As of June 30, 2019, the School had \$31,806 in accrued in compensated absences, of which \$9,421 was estimated to be current and \$22,385 was long-term.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 9 – DEFINED BENEFIT PENSION PLANS

#### *General information*

The Florida Retirement System (FRS) was created pursuant to Chapter 121, Florida Statutes, in order to provide a defined benefit pension plan for participating public employees. 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 (the FRS Investment Plan) alternative to the defined benefit plan for FRS members. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan, to assist retired members of state-administered retirement systems in paying health insurance costs.

Essentially all regular employees of the School are eligible to enroll as members of the state-administered FRS. Provisions relating to 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. FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of FRS, which includes its financial statements, required supplementary information, actuarial reports, and other relevant information, is available from the Florida Department of Management Services web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

#### *Florida Retirement System 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 – Members of FRS who do not qualify for membership in the other classes
- Drop – Members of FRS who have effectively retired and continue covered employment for up to five years
- Reemployed – Members of FRS who are employed after previous retirement under FRS

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, except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 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, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of 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.



## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)

The DROP program, 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, except that certain instructional personnel may participate for up to 96 months. 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 the retirement 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 table shows the percentage value for each year of service credit earned:

<u>Class, initial enrollment, and retirement age/years of service</u>	<u>Percent Value</u>
<b>Regular 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 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 was initially enrolled in 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 was 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.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)

#### *Health Insurance Subsidy Program*

##### *Plan description*

The Health Insurance Subsidy (HIS) Program 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 Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Federal Medicare.

##### *Contributions*

The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2018-2019 fiscal year were as follows:

	Percentage of Gross Salary	
	Employee	Employer (1)
Regular class	3.00%	8.26%
DROP plan participants	0.00%	14.03%
FRS, reemployed retiree	note (2)	note (2)

##### Notes:

- 1) Employer rates include 1.66 percent for HIS. Employer rates, other than for DROP participants, include 0.06 percent for administrative/educational fees.
- 2) Contribution rates are dependent upon retirement class in which reemployed.

HIS 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. HIS contributions are deposited in a separate trust fund from which payments are authorized. HIS 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 for the year ended June 30, 2019, were \$167,581 to FRS and \$49,108 to HIS.

**North Bay Haven Charter Elementary School  
Notes to Financial Statements**

**NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)**

***Pension liabilities and pension expense***

The School reports a liability for its proportionate share of net pension liabilities. Net pension liabilities were measured as of June 30, 2018, and the total pension liabilities used to calculate the net pension liability were determined by an actuarial valuation dated July 1, 2018. The School's proportions of the net pension liability was based on the School's actuarially determined share of contributions to the pension plans, relative to the contributions of all participating entities.

Year ended June 30, 2019	<b>FRS</b>	<b>HIS</b>
Net pension liability	\$ 1,677,696	\$ 950,057
Proportion at:		
Current measurement date	0.005569943%	0.008976256%
Prior measurement date	0.005617721%	0.009037308%
Pension expense	\$ 312,726	\$ 100,944

***Deferred outflows/inflows of resources related to pensions***

At June 30, 2019, the School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>FRS</b>	
	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Effect of economic/demographic gains or losses (difference between expected and actual experience)	\$ 142,126	\$ 5,159
Effect of assumptions changes or inputs	548,189	-
Net difference between projected and actual investment earnings	-	129,622
Changes in proportion and differences between contributions and proportionate share of contributions	95,025	33,631
Contributions subsequent to the measurement date	167,581	-
Total	\$ 952,921	\$ 168,412

**North Bay Haven Charter Elementary School  
Notes to Financial Statements**

**NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)**

	HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Effect of economic/demographic gains or losses (difference between expected and actual experience)	\$ 14,545	\$ 1,614
Effect of assumptions changes or inputs	105,658	100,448
Net difference between projected and actual investment earnings	573	-
Changes in proportion and differences between contributions and proportionate share of contributions	123,091	21,426
Contributions subsequent to the measurement date	49,109	-
<b>Total</b>	<b>\$ 292,976</b>	<b>\$ 123,488</b>

Deferred outflows of resources related to employer contributions paid subsequent to the measurement date and prior to the employer's fiscal year-end will be recognized as a reduction of the net pension liability in the reporting period ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension expense will be recognized as follows:

Measurement period ending June 30,	FRS Expense	HIS Expense
2018	\$ 239,680	\$ 43,323
2019	169,177	43,275
2020	28,506	33,072
2021	100,996	14,054
2022	68,077	(9,620)
Thereafter	10,492	(3,725)
<b>Total</b>	<b>\$ 616,928</b>	<b>\$ 120,379</b>

***Actuarial assumptions***

The total pension liability for each of the defined benefit plans, measured as of June 30, 2018, was determined by an actuarial valuation dated July 1, 2018, using the individual entry-age normal actuarial cost method and the following significant actuarial assumptions:

	FRS	HIS
Inflation	2.60%	2.60%
Salary increases	3.25%	3.25%
Investment rate of return	7.00%	N/A
Discount rate	7.00%	3.87%

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)

Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB.

For both plans, the actuarial assumptions used in the valuation dated July 1, 2015 were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

The following changes in actuarial assumptions occurred in 2018:

- FRS: The long-term expected rate of return was decreased from 7.1% to 7.00% and the active member mortality assumption was updated.
- HIS: The municipal rate used to determine total pension liability increased from 3.58% to 3.87%.

The long-term expected investment rate of return was not based on historical returns, but instead was based on a forward looking capital market economic model. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. For FRS, the table below summarizes the target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class.

	Target Allocation	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
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%
	<u>100%</u>			

#### ***Discount rate***

The discount rate used to measure the total pension liability for FRS was 7.00%. FRS' 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.

Because HIS is essentially funded on a pay-as-you-go basis, a municipal bond rate of 3.87% was used to determine the total pension liability for the program. The Bond Buyer General Obligation Bond 20-Bond Municipal Bond Index was used as the applicable municipal bond index.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)

#### *Sensitivity analysis*

The following tables demonstrate the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the impact to the School’s proportionate share of the net pension liability if the discount rate was 1% higher or 1% lower than the current discount rate.

FRS Net Pension Liability			HIS Net Pension Liability		
Current			Current		
1 % Decrease	Discount Rate	1 % Increase	1 % Decrease	Discount Rate	1 % Increase
6.00%	7.00%	8.00%	2.87%	3.87%	4.87%
\$ 3,061,865	\$ 1,677,696	\$ 528,061	\$ 1,082,059	\$ 950,057	\$ 840,026

#### *Pension plans’ fiduciary net position*

Detailed information about the pension plans’ fiduciary net position is available in the State’s separately issued financial reports.

#### *Payables to the pension plan*

As of June 30, 2019, the School reported no payable to either pension plan.

### NOTE 10 – DEFINED CONTRIBUTION PLAN

The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The Investment Plan is reported in the SBA’s annual financial statements and in the State of Florida’s 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. District employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member’s accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Retirement benefits are based upon the value of the member’s account upon retirement. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates, based on salary and membership class, 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 2018-2019 fiscal year were as follows:

## North Bay Haven Charter Elementary School Notes to Financial Statements

### NOTE 10 – DEFINED CONTRIBUTION PLAN (CONTINUED)

	Percentage of Gross Salary	
	Employee	Employer
FRS, Regular	3.00%	3.30%

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.

The School's Investment Plan pension expense totaled \$27,236 for the fiscal year ended June 30, 2019.

### NOTE 11 – FUND BALANCE AND NET POSITION RESTRICTIONS

The statement of net position and governmental fund balance sheet reports a restricted net position and fund balance of \$573,581 and \$1,051,256, respectively. Of these amounts \$303,189 is restricted by enabling legislation. The following is a description of reported restrictions at June 30, 2019.

Restricted debt service – This restriction was established in conjunction with the issuance of debt and funded by initial deposits from the proceeds of such debt and by transfers from operating funds into sinking funds. The amount restricted for debt service for fund balance and net position are \$514,484 and \$36,809, respectively. The difference is \$393,773 of the restricted fund balance related to net investment in capital assets and \$83,902 of accrued interest on the statement of net position.

Restricted insurance proceeds – This restriction was established based on debt agreements which require all insurance proceeds in excess of \$50,000 for encumbered property be paid directly to the Trustee and then paid out similar to the original project proceeds through requisitions. The amount restricted for insurance proceeds is \$233,583.

## North Bay Haven Charter Elementary School Notes to Financial Statements

### **NOTE 11 – FUND BALANCE AND NET POSITION RESTRICTIONS (CONTINUED)**

Restricted food service – This restriction was established based on 7 CFR Section 210.14 which requires that revenues received by food service be used only for the operation or improvement of the food service program. The amount restricted for food service is \$303,189.

### **NOTE 12 – CAPITAL APPROPRIATIONS FUNDING**

The Florida Department of Education has approved a Charter School Capital Outlay (CSCO) award for the School. In each year that funds are appropriated by the State for charter school capital outlay purposes, those funds are allocated among eligible charter schools. The funds for the School's allocation are transferred to the School once a CSCO Plan has been provided to and approved by the sponsoring district. For the year ended June 30, 2019, the School's CSCO award totaled \$336,570. CSCO funds of \$336,570 have been recognized in the accompanying statement of revenues, expenditures and changes in fund balance that relate to various capital expenditures, repairs and maintenance. If the CSCO funds are used to acquire tangible property assets, Bay County District School Board has a reversionary interest in those assets. In the event of nonrenewal, termination, or breach of the Charter School Agreement, ownership of the assets would revert to the District.

### **NOTE 13 – RISK MANAGEMENT**

The School is exposed to various risks of loss related to torts, thefts of, or damage to, and destruction of assets and natural disasters. The School has obtained property insurance from commercial companies. There have been no claims in excess of insurance coverage limits during the past three years.

### **NOTE 14 – RELATED PARTY TRANSACTIONS**

The School was engaged in business with a fencing company owned by one of the School's board members during the year ended June 30, 2019. For the year ended June 30, 2019, \$47,422 was paid to the fencing company by the School. As of June 30, 2019, \$20,927 of that amount was payable to the related party.

### **NOTE 15 – EXTRAORDINARY ITEM**

The School was impacted by Hurricane Michael when it made landfall in October 2018. The School suffered an impairment loss of \$562,160 as a result of the hurricane related damage to its campus and has received, thus far, \$544,183 for insurance recoveries. The insurance recoveries are included in other financing sources in the general fund column of the statement of activities and governmental fund revenues, expenditures and changes in fund balance, and shown as an extraordinary item in the statement of activities column, net of the impairment loss, for a net loss of \$17,977.





## North Bay Haven Charter Elementary School Notes to Financial Statements

### **NOTE 15 – EXTRAORDINARY ITEM (CONTINUED)**

The total amount of damages related to Hurricane Michael has not been determined as of the report date. Thus, the actual costs for hurricane repairs could be higher than estimated at this time. If significant additional costs are incurred the School will request supplemental payments from their insurance carrier above the original estimates.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**North Bay Haven Charter Elementary School**  
**Schedule of the School's Proportionate Share of the Net Pension Liability –**  
**Florida Retirement System**  
**Last 10 Fiscal Years**

<b>June 30,</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013 *</b>	<b>2012 *</b>	<b>2011 *</b>	<b>2010 *</b>	<b>2009 *</b>
School's proportion of the net pension liability	0.0055699%	0.0056177%	0.0055397%	0.0057267%	0.0040177%	N/A	N/A	N/A	N/A	N/A
School's proportionate share of the net pension liability	\$ 1,677,696	\$ 1,661,979	\$ 1,398,791	\$ 724,299	\$ 223,224	N/A	N/A	N/A	N/A	N/A
School's covered payroll	\$ 2,346,748	\$ 2,349,195	\$ 2,298,591	\$ 2,134,296	\$ 1,513,132	N/A	N/A	N/A	N/A	N/A
School's proportionate share of the net pension liability as a percentage of its covered payroll	71.49%	70.75%	60.85%	33.94%	14.75%	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	84.26%	83.89%	84.88%	92.00%	96.09%	N/A	N/A	N/A	N/A	N/A

\* Disclosures for 2009 through 2013 are N/A because comparable information is not available at this time.

*See independent auditors' report*

**North Bay Haven Charter Elementary School**  
**Schedule of the School's Contributions – Florida Retirement System**  
**Last 10 Fiscal Years**

<b>Year ended June 30,</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013 *</b>	<b>2012 *</b>	<b>2011 *</b>	<b>2010 *</b>
Contractually required contribution	\$ 167,581	\$ 162,132	\$ 146,219	\$ 135,096	\$ 136,718	\$ 88,004	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(167,581)	(162,132)	(146,219)	(135,096)	(136,718)	(88,004)	N/A	N/A	N/A	N/A
<b>Contribution deficiency/(excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
School's covered payroll	\$ 2,219,236	\$ 2,346,748	\$ 2,349,195	\$ 2,298,591	\$ 2,134,296	\$ 1,513,132				
Contributions as a percentage of covered payroll	7.55%	6.91%	6.22%	5.88%	6.41%	5.82%	N/A	N/A	N/A	N/A

\* Disclosures for 2010 through 2013 are N/A because comparable information is not available at this time.

*See independent auditors' report*

**North Bay Haven Charter Elementary School**  
**Schedule of the School's Proportionate Share of the Net Pension Liability –**  
**Health Insurance Subsidy Program**  
**Last 10 Fiscal Years**

<b>June 30,</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013 *</b>	<b>2012 *</b>	<b>2011 *</b>	<b>2010 *</b>	<b>2009 *</b>
School's proportion of the net pension liability	0.0089763%	0.0090373%	0.0090568%	0.0084389%	0.0061505%	N/A	N/A	N/A	N/A	N/A
School's proportionate share of the net pension liability	\$ 950,057	\$ 966,311	\$ 1,055,537	\$ 860,635	\$ 569,502	N/A	N/A	N/A	N/A	N/A
School's covered payroll	\$ 2,346,748	\$ 2,349,195	\$ 2,298,591	\$ 2,134,296	\$ 1,513,132	N/A	N/A	N/A	N/A	N/A
School's proportionate share of the net pension liability as a percentage of its covered payroll	40.48%	41.13%	45.92%	40.32%	37.64%	N/A	N/A	N/A	N/A	N/A
Plan fiduciary net position as a percentage of the total pension liability	2.15%	1.64%	0.97%	0.50%	0.99%	N/A	N/A	N/A	N/A	N/A

\* Disclosures for 2009 through 2013 are N/A because comparable information is not available at this time.

*See independent auditors' report*

**North Bay Haven Charter Elementary School**  
**Schedule of the School's Contributions – Health Insurance Subsidy Program**  
**Last 10 Fiscal Years**

<b>Year ended June 30,</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013 *</b>	<b>2012 *</b>	<b>2011 *</b>	<b>2010 *</b>
Contractually required contribution	\$ 49,108	\$ 49,719	\$ 47,820	\$ 46,422	\$ 32,259	\$ 18,331	N/A	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	(49,108)	(49,719)	(47,820)	(46,422)	(32,259)	(18,331)	N/A	N/A	N/A	N/A
<b>Contribution deficiency/(excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
School's covered payroll	\$ 2,219,236	\$ 2,346,748	\$ 2,349,195	\$ 2,298,591	\$ 2,134,296	\$ 1,513,132				
Contributions as a percentage of covered payroll	2.21%	2.12%	2.04%	2.02%	1.51%	1.21%	N/A	N/A	N/A	N/A

\* Disclosures for 2010 through 2013 are N/A because comparable information is not available at this time.

*See independent auditors' report*

## **SUPPLEMENTARY INFORMATION**

**North Bay Haven Charter Elementary School**  
**Schedule of Revenues and Expenditures – General Fund (Management Format)**  
**Year Ended June 30, 2019**

<b>Revenues</b>	<u>Account</u>								<u>Total</u>
Federal sources	3100								\$ 18,179
Federal sources though state	3200								238,767
State sources	3300								5,297,522
Local sources	3400								717,644
Insurance loss recovery	3700								544,183
Total revenues									<u>6,816,295</u>
		100 Employee	200 Employee	300 Purchased	400 Energy	500 Materials	600 Capital	700 Other	
		Salaries	Benefits	Services	Services	& Supplies	Outlay	Expenditures	
<b>Expenditures</b>									
Regular instruction	5100	\$ 2,045,379	\$ 466,286	\$ 6,305	\$ -	\$ 69,534	\$ -	\$ 25,379	2,612,883
Exceptional instruction	5200	262,812	48,930	6,662	-	5,227	-	225	323,856
Pupil services	6100	99,926	26,371	2,214	-	504	-	-	129,015
Instructional media services	6200	2,137	667	-	-	59	-	23	2,886
Instruction staff training services	6400	-	-	14,367	-	1,000	349	10,506	26,222
Instructional related technology	6500	-	-	-	-	15,423	61,251	-	76,674
Board services	7100	-	-	25,569	-	-	-	-	25,569
General administrative services	7200	198,025	45,020	5,332	-	13,185	1,238	17,374	280,174
School administrative services	7300	236,787	41,851	40,488	-	7,173	8,644	85,739	420,682
Facilities acquisition and construction	7400	-	-	2,367	-	53,771	643,206	-	699,344
Fiscal services	7500	-	-	590	-	5,026	-	-	5,616
Food services	7600	62,101	15,959	1,258	-	83,868	-	208	163,394
Pupil transportation services	7800	43,788	10,391	6,907	7,274	2,000	48,532	725	119,617
Operation of plant	7900	-	-	208,911	91,435	-	8,618	8,315	317,279
Maintenance of plant	8100	37,222	11,148	32,019	-	4,557	1,151	1,813	87,910
Community services	9100	107,558	17,901	20,068	-	9,868	-	405	155,800
Debt service	9200								
Redemption of principal		-	-	-	-	-	-	86,800	86,800
Interest		-	-	-	-	-	-	253,300	253,300
Total expenditures		<u>\$ 3,095,735</u>	<u>\$ 684,524</u>	<u>\$ 373,057</u>	<u>\$ 98,709</u>	<u>\$ 271,195</u>	<u>\$ 772,989</u>	<u>\$ 490,812</u>	<u>5,787,021</u>
<b>Net change in fund balance</b>									<u>\$ 1,029,274</u>

*See independent auditors' report*



## **COMPLIANCE SECTION**

**INDEPENDENT AUDITORS' 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  
Bay Haven Charter Academy, Inc.  
Panama City, 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 and the major fund of North Bay Haven Charter Elementary School (School), as of and for the year ended June 30, 2019, and the related notes to financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated November 21, 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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We consider the deficiencies described below to be significant deficiencies.

**2019-001 – Manual Depreciation Schedule Procedures and Adjustments to Financial Statements for Capital Outlay (Initially reported in 2019)**

Condition: Adjustments were required for the depreciation schedule to tie to the financial statements for the Academy as a whole and by school. In addition, school capital additions did not agree with capital outlays per the trial balance prior to adjustment.

Effect: The depreciation schedule did not agree with the trial balance prior to adjustment.

Cause: The depreciation schedule is maintained on an excel spreadsheet and was not maintained on a timely basis during the year ended June 30, 2019 which management concludes is because of Hurricane Michael.

Criteria: The requirement is for the Company to be able to prepare a depreciation schedule that agrees to the trial balance.

Recommendation: We recommend that the Company consider changing to a fixed asset program. We also recommend that the beginning balances be reconciled to the prior year audited ending balances at the beginning of each year and updated for additions and deletions throughout the year. Additions to capital outlay should be reconciled to the trial balance in total as well as by school allocation.

Views of Responsible Officials and Planned Corrective Action: Management is in the process of converting to the fixed asset module of the accounting software to improve the fixed asset processes. Management will consider implementing a process for updating fixed assets throughout the year and reconciling amounts on the depreciation schedule to the trial balance in total and by school. However, the Company would like to emphasize that Bay Haven Charter Academy, Inc. suffered extensive property damage due to Hurricane Michael. Because of this damage there were numerous fixed asset additions. Given the nature of the event, the Company sees the need for improvement.

**2019-002 – Delays in Deposits (Initially reported in 2019)**

Condition: The School does not always follow its policy of requiring funds be deposited at least every other day.

Effect: Not depositing funds at least every other day is a violation of school policy and increases the possibility of lost deposits and errors in deposits.

Cause: The School neglected to deposit funds received at least every other day.

Criteria: Timely deposits are required by school policy and by sound management practices.

Recommendation: The School should implement controls to ensure that deposits are made in a timely manner at least every other day in accordance with their policy.

Views of Responsible Officials and Planned Corrective Action: Management has stressed the importance of making timely deposits to school staff and have implemented additional internal controls to ensure deposits are made in accordance with school policy in the future.

### **2019-003 – Segregation of Duties (Prior years 2018-003 and 2017-002) (Initially reported in 2017)**

Condition: The School does not have proper segregation of duties in the area of employees' access within the accounting software due to a limited number staff and the need to cross-train staff in the event of absences.

Effect: Not having proper segregation of duties increases the possibility of undetected errors or irregularities.

Cause: The School has a limited number staff available which leads to certain incompatible duties being performed by one person. The School has considered the costs of hiring additional staff to improve segregation of duties, and has determined that the costs would outweigh the derived benefits at this time.

Criteria: Authorization, custody, and record keeping duties should be segregated to provide reasonable assurance that assets and transactions are handled appropriately.

Recommendation: The School should continue to evaluate the cost versus the benefit of hiring additional staff to improve segregation of duties. Incompatible duties should be separated as much as possible and compensating controls should be implemented to reduce the risks caused by the lack of segregation of duties.

Views of Responsible Officials and Planned Corrective Action: This finding relates to areas that may never be fully resolved due to the limited number of staff and resources available. Management believes the resources necessary to eliminate the finding would include hiring additional staff which would be cost prohibitive. Management does not believe the investment required to eliminate this finding would provide sufficient benefit to justify the cost. Mitigating controls have been implemented to reduce risks related to the lack of proper segregation.

#### 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*.

#### Management's Response to Findings

The views of responsible officials and planned corrective actions related to the findings identified in our audit are included above. The views of responsible officials and planned corrective actions were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Cam, Riggs & Ingram, L.L.C.*

Certified Public Accountants  
Panama City Beach, Florida  
November 21, 2019

**INDEPENDENT AUDITORS’ MANAGEMENT LETTER**

Board of Directors  
Bay Haven Charter Academy, Inc.  
Panama City, Florida

Report on the Financial Statements

We have audited the financial statements of North Bay Haven Charter Elementary School (School), a component unit of Bay County District School Board, as of and for the fiscal year ended June 30, 2019, and have issued our report thereon dated November 21, 2019.

Auditors’ 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 Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated November 21, 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. Corrective actions were taken to address the findings made in the preceding annual financial audit report except as follows:

<b>Tabulation of Uncorrected Audit Findings</b>		
<b>Current Year Finding No.</b>	<b>2017-18 FY Finding No.</b>	<b>2016-17 FY Finding No.</b>
2019-003	2018-003	2017-002

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 North Bay Haven Charter Elementary School (0751).

### 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 website the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its website 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 Joint 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 the Bay County District School Board and is not intended to be and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, L.L.C.*

Certified Public Accountants  
Panama City Beach, Florida  
November 21, 2019