

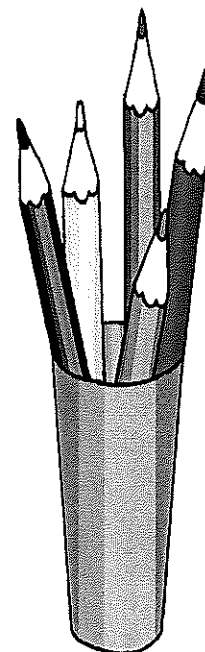
St. Augustine Public Montessori School

An Elementary School Program of
St. Augustine Montessori Community, Inc.

A Component Unit of St. Johns County District School Board

Financial Statements
And
Independent Auditors' Reports

June 30, 2019



KATTELL AND COMPANY, P.L.
Certified Public Accountants serving the Nonprofit Community.

**808-B NW 16th Avenue
Gainesville, Florida 32601**

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Financial Statements and Independent Auditors' Reports

June 30, 2019

St. Augustine Public Montessori School

A Component Unit of the St. Johns County District School Board

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
St. Augustine Montessori Community, Inc.

August 21, 2019

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of St. Augustine Public Montessori School (the School), a component unit of the St. Johns County District School Board, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements. Management is responsible for the preparation and fair presentation of these financial statements in accordance with the 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 the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards required 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 auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement 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 and each major fund of the School as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters - Required Supplementary Information. Accounting principles generally accepted in the United States of America require that management's discussion and analysis and the budgetary comparison schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or 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 Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 21, 2019, on our consideration of the School's internal control over financial reporting (internal control) 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 and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance.

Kattell and Company, P.L.

Management's Discussion and Analysis

June 30, 2019

St. Augustine Public Montessori School

A Component Unit of the St. Johns County District School Board

This discussion and analysis of the School's financial performance provides an overview of the School's financial activities for the period ended June 30, 2019. Please read it in conjunction with the School's financial statements, which follow this section.

The following are various financial highlights for the year ending June 30, 2019:

- The School's overall net position decreased by approximately \$21,000, which is about 29%.
- The School's ending unrestricted net position was approximately \$41,000.
- The School had total expenses for the period of about \$1,301,000, compared to revenues of about \$1,280,000.
- The School educated 138 students in grades 1 through 6 in 2019, and 121 students in grades 1 through 6 in 2018.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This annual report contains government-wide financial statements that report on the School's activities as a whole and fund financial statements that report on the School's individual funds.

Government-wide Financial Statements

The first financial statement is the Statement of Net Position. This statement includes all of the School's assets and liabilities using the accrual basis of accounting. Accrual accounting is similar to the accounting used by most private-sector companies. All of the current period revenues and expenses are recorded, regardless of when cash is received or paid. Net position – the difference between assets and liabilities – can be used to measure the School's financial position.

The second financial statement is the Statement of Activities. This statement is also shown using the accrual basis of accounting. It shows the increases and decreases in net position during the period. Over time, the increases or decreases in net position are useful indicators of whether the School's financial health is improving or deteriorating. However, other non-financial factors, such as enrollment levels or changes in state funding, must also be considered when assessing the overall health of the School.

In these statements, all of the School's activities are considered to be governmental activities. The School has no business-type activities, which are generally financed in whole or in part by fees charged to external parties for goods or services.

Fund Financial Statements

Following the government-wide financial statements are the fund financial statements. They provide more detailed information about the School's funds.

The School maintains one individual governmental fund, the General Fund.

Governmental funds are accounted for using modified accrual accounting. Modified accrual accounting focuses on available cash and other financial assets that can readily be converted to cash. This provides a shorter-term view of the fund's financial position. A reconciliation is provided with these statements, which helps to explain the differences between the fund financial statements and the government-wide financial statements.

Management's Discussion and Analysis
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

CONDENSED FINANCIAL INFORMATION

The following table presents condensed, government-wide current year data about net position and changes in net position.

	2019 Governmental Activities	2018 Governmental Activities
Net Position		
Assets:		
Non-capital Assets	\$ 130,865	\$ 98,674
Capital Assets	9,792	--
Total Assets	<u>140,657</u>	<u>98,674</u>
Liabilities:		
Current Liabilities	89,928	26,500
Total Liabilities	<u>89,928</u>	<u>26,500</u>
Net Position:		
Net Investment in Capital Assets	9,792	--
Unrestricted	40,937	72,174
Total Net Position	<u>\$ 50,729</u>	<u>\$ 72,174</u>
Change in Net Position		
Program Revenues:		
Charges for Services	\$ 78,960	\$ 12,437
Capital Outlay	64,960	80,886
General Revenues:		
Florida Education Finance Program	926,969	822,439
Other State Revenue	55,489	11,780
Other Local Revenues	153,200	78,036
Total Revenues	<u>1,279,578</u>	<u>1,005,578</u>
Program Expenses:		
Instruction	816,998	545,682
Instructional Support Services	7,610	14,186
General Support	338,373	361,778
Community Service	55,168	22,709
Maintenance of Plant	64,336	26,570
Interest	18,538	--
Total Expenses	<u>1,301,023</u>	<u>970,925</u>
Change in Net Position	<u>(21,445)</u>	<u>34,653</u>
Beginning Net Position	<u>72,174</u>	<u>37,521</u>
Ending Net Position	<u>\$ 50,729</u>	<u>\$ 72,174</u>

Management's Discussion and Analysis
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS

Governmental Activities. The governmental activities generated \$1,135,658 of general revenues and \$143,920 of program revenues and incurred \$1,301,023 of program expenses. This resulted in a \$21,445 decrease in net position.

THE SCHOOL'S INDIVIDUAL FUNDS

General Fund. The fund balance of the General Fund has decreased by \$31,237 from \$72,174 to \$40,937.

BUDGETARY HIGHLIGHTS

General Fund. There were no significant differences between the original and final budget. There were no differences between the final budget and actual amounts.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets. The School had no significant capital asset activity for the year. Please refer to a note to the accompanying financial statements entitled *Capital Assets and Depreciation* for more detailed information about the School's capital asset activity.

Debt Administration. The School had no long-term debt at the beginning of the year and issued no new debt during the year.

ECONOMIC FACTORS

The School currently is not aware of any conditions that are expected to have a significant effect on the School's financial position or results of operations.

CONTACTING THE SCHOOL'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the School's finances and to show the School's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact deAnne DeLeon, Director, St. Augustine Public Montessori School, 7-A Williams Street, St. Augustine, FL 32084.

Statement of Net Position
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

	Governmental Activities
Assets	
Cash	\$ 113,896
Accounts receivable	3,342
Prepaid Expenses	11,167
Deposits	2,460
Capital Assets:	
Depreciable Capital Assets, Net	9,792
Total Assets	140,657
Liabilities	
Payroll Payables	29,264
Accounts Payable	664
Notes Payable	60,000
Total Liabilities	89,928
Net Position	
Net Investment in Capital Assets	9,792
Unrestricted	40,937
Total Net Position	\$ 50,729

See accompanying notes.

Statement of Activities
For the Year Ended June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

Functions/Programs:	Program Revenues			Net (Expense) Revenue and Change in Net Position	
	Expenses	Charges for Services	Operating Grants and Contributions		Capital Grants and Contributions
Governmental Activities:					
Instruction	\$ (816,998)	\$ 66,773	\$ --	\$ --	\$ (750,225)
Instructional Support Services	(7,610)	--	--	--	(7,610)
General Support	(338,373)	--	--	64,960	(273,413)
Community Service	(55,168)	12,187	--	--	(42,981)
Maintenance of Plant	(64,336)	--	--	--	(64,336)
Interest	(18,538)	--	--	--	(18,538)
Total	<u>\$ (1,301,023)</u>	<u>\$ 78,960</u>	<u>\$ --</u>	<u>\$ 64,960</u>	<u>\$ (1,157,103)</u>

General Revenues:

State Revenue:	
Florida Education Finance Program	926,969
Other State Revenue	55,489
Unrestricted Grants and Contributions	<u>153,200</u>
Total General Revenues	<u>1,135,658</u>
Change in Net Position	<u>(21,445)</u>
Net Position – Beginning	<u>72,174</u>
Net Position – End	<u><u>\$ 50,729</u></u>

See accompanying notes.

Balance Sheet – Governmental Funds
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

	General Fund
ASSETS	
Cash	\$ 113,896
Accounts Receivable	3,342
Prepaid Expenses	13,627
Total Assets	\$ 130,865
LIABILITIES AND FUND BALANCES	
Liabilities:	
Salaries Payable	\$ 29,264
Accounts Payable	664
Notes Payable	60,000
Total Liabilities	89,928
Fund Balances:	
Non-spendable – Prepaid Expenses	13,627
Unassigned	27,310
Total Fund Balances	40,937
Total Liabilities and Fund Balances	\$ 130,865

See accompanying notes.

**Reconciliation of the Balance Sheet to the Statement of Net Position -
Governmental Funds**

June 30, 2019

St. Augustine Public Montessori School

A Component Unit of the St. Johns County District School Board

Fund Balances -- Total Governmental Funds	\$ 40,937
--	------------------

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

Capital assets used in governmental activities are not reported in the governmental funds.

Capital Assets -- Net of Accumulated Depreciation	9,792
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Net Position of Governmental Activities	<u>\$ 50,729</u>
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See accompanying notes.

**Statement of Revenues, Expenditures and Changes in Fund Balances –
Governmental Funds**

For the Year Ended June 30, 2019

St. Augustine Public Montessori School

A Component Unit of the St. Johns County District School Board

	General Fund
<hr/>	
Revenues	
State Revenue:	
Florida Education Finance Program	\$ 926,969
Capital Outlay	64,960
Other State Revenue	55,489
Local Revenue:	
Fundraising and Gifts	148,311
Other Local Revenues	83,849
	<hr/>
Total Revenues	1,279,578
	<hr/>
Expenditures and Changes in Fund Balances	
Expenditures:	
Current:	
Instruction	826,898
Instructional Support Services	7,610
General Support	334,065
Community Service	55,168
Maintenance of Plant	68,536
Interest	18,538
	<hr/>
Total Expenditures	1,310,815
	<hr/>
Excess of Revenues Over Expenditures	(31,237)
	<hr/>
Fund Balances, July 1, 2018	72,174
	<hr/>
Fund Balances, June 30, 2019	\$ 40,937
	<hr/>

See accompanying notes.

**Reconciliation of the Statement of Revenues, Expenditures and Changes in
Fund Balance to the Statement of Activities - Governmental Funds**
For the Year Ended June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

Excess of Revenues over Expenditures – Total Governmental Funds \$ (31,237)

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

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.

Current Period Expenditures for Capital Assets	14,100
Current Period Depreciation Expense	(4,308)

Change in Net Position of Governmental Activities	\$ (21,445)
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Notes to the Financial Statements
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of St. Augustine Public Montessori School conform to generally accepted accounting principles as applicable to governments. The more significant accounting policies are described below to enhance the usefulness of the financial statements to the reader.

Reporting Entity

St. Augustine Montessori Community, Inc. is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not For Profit Corporation Act, and Section 1002.33, Florida Statutes. The not-for-profit corporation conducts business as St. Augustine Public Montessori School (the “School”). The governing body of the School is the not-for-profit corporation’s Board of Directors.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the St. Johns County District School Board (the “District”). The current charter is effective until June 30, 2021 and may be renewed provided that a program review demonstrates that certain criteria addressed in Section 1002.33(7), Florida Statutes, have been successfully accomplished. At the end of the term of the charter, the District may choose not to renew the charter under grounds specified in the charter, in which case the District is required to notify the School in writing at least 90 days prior to the charter’s expiration. Pursuant to Section 1002.33(8)(e), Florida Statutes, the charter school contract provides that in the event the School is dissolved or terminated, any unencumbered funds and all School property purchased with public funds automatically revert to the District. During the term of the charter, the District may also terminate the charter if good cause is shown. The School is considered a component unit of the District.

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

Government-wide Financial Statements

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the activities of the School. Governmental activities are reported separately from business-type activities, which rely on fees charged to external parties as their primary revenues. The School has no business-type activities.

Any internal interfund activity has been eliminated from the government-wide financial statements.

The Statement of Net Position reports the School’s financial position as of the end of the fiscal period. In this statement, the School’s net position is reported in three categories: net investment in capital assets; restricted net position; and unrestricted net position.

Notes to the Financial Statements
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Government-wide Financial Statements (concluded)

The Statement of Activities is displayed using a net-cost format and reports the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges for services that are directly related to a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements

The financial transactions of the School are reported in individual funds in the fund financial statements. The governmental fund statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The following governmental fund is used by the School:

General Fund – The General Fund is the general operating fund of the School; it is used to account for all financial resources.

In the accompanying fund financial statements, the General Fund is considered to be a major fund. The School has no nonmajor funds.

Measurement Focus and Basis of Accounting

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the School considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when the related fund liability is incurred. However, debt service expenditures are recorded only when payment is due. Most revenues are considered to be susceptible to accrual and have been measured in the current fiscal period. Certain other revenue items are considered to be measurable and available only when cash is received.

Cash and Cash Equivalents

Cash consists of deposits in financial institutions. At times, such deposits may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit. At June 30, 2019 there were no amounts exceeding FDIC insurance coverage. The School has no policy regarding deposit custodial credit risk.

Prepays

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid assets are reported as “non-spendable” in the fund financial statements to indicate that prepaids do not represent available expendable resources.

Notes to the Financial Statements
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets and Depreciation

Capital assets are defined by the School as assets with an initial, individual cost of \$2,000 or more and an estimated useful life of more than one year. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated fair value on the date of donation. Depreciable capital assets consist of leasehold improvements which are depreciated using the straight-line method over estimated useful lives of three years.

Revenue Sources

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

The School also receives other financial assistance. This assistance is generally based on applications submitted to and approved by the granting agency.

Compensated Absences

Any unused leave does not carry over from one year to the next. Therefore, no liability for compensated absences is recorded.

Long-term Liabilities

Long-term debt and other long-term obligations are reported in the government-wide financial statements. Long-term liabilities are not reported in the governmental funds because governmental funds use the current financial resources measurement focus. The School had no long-term liabilities at June 30, 2019.

Net Position

Net position represents the difference between assets and liabilities and is reported in three categories as hereafter described. *Net investment in capital assets* represents capital assets, net of accumulated depreciation and any outstanding debt related to those assets. Net position is reported as *restricted* when there are legal limitations imposed on their use by legislation, or external restrictions imposed by other governments, creditors, or grantors. *Unrestricted* net position is net position that does not meet the definition of the classifications previously described. When both restricted and unrestricted resources are available for use, it is the School's policy to use restricted resources first, and then unrestricted resources as they are needed.

Notes to the Financial Statements
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Balance Classifications

Governmental funds report separate classifications of fund balance.

Non-Spendable. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted. The restricted fund balance is defined as having restrictions (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed. Committed fund balance is defined as amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the School's Board of Directors.

Assigned. Assigned fund balance is defined as amounts that are constrained by the intent of the School's Board of Directors to be used for specific purposes, but are neither restricted nor committed. The School has given the authority to assign fund balance to the School's Executive Director. Assigned fund balance includes spendable fund balance amounts established by the Executive Director that are intended to be used for specific purposes that are neither considered restricted or committed. Assignment of fund balance may be (a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or (b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues. Assigned fund balance shall reflect management's intended use of resources as set forth each year by the Executive Director. Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

Unassigned. Unassigned fund balance is the residual classification for the general fund.

It is the policy of the School that they will use restricted resources to the extent which they are available, then committed resources, followed by assigned resources. Once these are consumed the School will then use unassigned resources. The School does not have a formal policy requiring a minimum fund balance.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates.

Notes to the Financial Statements
June 30, 2019
St. Augustine Public Montessori School
A Component Unit of the St. Johns County District School Board

NOTE 2 – RISK MANAGEMENT

The School is exposed to various risks of loss, including general liability, personal injury, workers compensation, and errors and omissions. To manage its risks, the School has purchased commercial insurance. Settled claims resulting from these risks have not exceeded commercial coverage in the current year.

NOTE 3 – CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for the year ended June 30, 2019, was as follows:

	Balance July 1, 2018	Additions	Deletions	Balance June 30, 2019
Capital Assets Being Depreciated:				
Leasehold Improvements	\$ 29,030	\$ 4,200	\$ --	\$ 33,230
Improvements other than Buildings	--	9,900	--	9,900
Total Capital Assets	<u>29,030</u>	<u>14,100</u>	<u>--</u>	<u>43,130</u>
Accumulated Depreciation:				
Leasehold Improvements	29,030	1,283	--	30,313
Improvement other than Buildings	--	3,025	--	3,025
Total Accumulated Depreciation	<u>29,030</u>	<u>4,308</u>	<u>--</u>	<u>33,338</u>
Net Capital Assets	<u>\$ --</u>	<u>\$ 9,792</u>	<u>\$ --</u>	<u>\$ 9,792</u>
Depreciation was charged to functions/programs as follows:				
Instruction		\$ --		
General Support		4,308		
Total Depreciation Expense		<u>\$ 4,308</u>		

NOTE 4 – LEASES

The School has three lease agreements for facilities:

- The School has a lease agreement for the school's main campus. The lease runs through June 30, 2021. Future minimum lease payments are \$90,000 annually for the remaining two years for a total commitment of \$180,000.
- The School has a lease for an additional classroom building. The lease has a bilateral option to renew annually through June 2021.
- The School has a month-to-month lease for a modular unit. Upon termination, the School must pay a onetime cost of \$3,500 for the return of the unit.

NOTE 5 – LOANS

During the year ended June 30, 2019, the Board approved a loan from a family member of a student in the amount of \$60,000. The amount was for the purpose of providing temporary funding. The amount is to be repaid without interest by April 2020. The payments include a July 2019 payment of \$15,000 and monthly payments of \$7,500 each from November 2019 through April 2020. In addition, the School borrowed and repaid \$400,000 from a financial institution for purposes of funding operations. The related fees and interest paid were \$18,538.

Budgetary Comparison Schedule – General Fund

For the Year Ended June 30, 2019

St. Augustine Public Montessori School

A Component Unit of the St. Johns County District School Board

	<u>BUDGETED AMOUNTS</u>		Actual Amounts	Variance with Final Budget
	<u>Original</u>	<u>Final</u>		
Revenues				
State Revenue:				
Florida Education Finance Program	\$ 1,107,366	\$ 926,969	\$ 926,969	\$ --
Capital Outlay	35,000	64,960	64,960	--
Other State Revenue	149,200	55,489	55,489	--
Local Revenue:				
Other Local Revenues	<u>81,000</u>	<u>232,160</u>	<u>232,160</u>	<u>--</u>
Total Revenues	<u>1,372,566</u>	<u>1,279,578</u>	<u>1,279,578</u>	<u>--</u>
Expenditures and Changes in Fund Balances				
Expenditures:				
Current:				
Instruction	790,101	826,898	826,898	--
Instructional Support Services	20,000	7,610	7,610	--
General Support	388,769	334,065	334,065	--
Community Service	4,000	55,168	55,168	--
Maintenance of Plant	56,400	68,536	68,536	--
Interest	<u>--</u>	<u>18,538</u>	<u>18,538</u>	<u>--</u>
Total Expenditures	<u>1,259,270</u>	<u>1,310,815</u>	<u>1,310,815</u>	<u>--</u>
Excess of Revenues Over (Under)Expenditures	113,296	(31,237)	(31,237)	--
Fund Balances, July 1, 2018	<u>--</u>	<u>72,174</u>	<u>72,174</u>	<u>--</u>
Fund Balances, June 30, 2019	<u>\$ 113,296</u>	<u>\$ 40,937</u>	<u>\$ 40,937</u>	<u>\$ --</u>

Note to Schedule:

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

Kattell and Company, P.L.

Certified Public Accountants Serving the Nonprofit Community

808-B NW 16th Avenue Gainesville, Florida 32601 352-395-6565 www.kattell.com

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

August 21, 2019

To the Board of Directors
St. Augustine Montessori Community, Inc.

We have audited the financial statements of St. Augustine Public Montessori School (the School) for the year ended June 30, 2019 and have issued our report thereon dated August 21, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated July 10, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Accounting Policies. Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in the notes to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no estimates that are particularly sensitive.

Disclosures. There are no disclosures that are particularly sensitive.

Corrected and Uncorrected Misstatements. Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There are no corrected misstatements.

Our Working Relationship with Management

Difficulties Encountered in Performing the Audit. We encountered no difficulties in dealing with management in performing and completing our audit.

Disagreements with Management. For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations. We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants. In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Consultations Prior to Engagement. We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

* * * * *

This information is intended solely for the use of management and the board of Directors of the School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Kattell and Company, P.L.

Kattell and Company, P.L.

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MANAGEMENT LETTER

To the Board of Directors,
St. Augustine Montessori Community, Inc.

August 21, 2019

Report on the Financial Statements. We have audited the financial statements of St. Augustine Public Montessori School, Inc. (the School), as of and for the fiscal year ended June 30, 2019, and have issued our report thereon dated August 21, 2019.

Auditors' Responsibility. 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; and Chapter 10.850, Rules of the Auditor General.

Other Reports and Schedules. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Schedule of Findings. Disclosures in that report and schedule, which are dated August 14, 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. In that regard, finding 2019-001 is similar to finding 2018-001 and finding 2017-001; finding 2019-002 is similar to finding 2018-002 and finding 2017-002 finding 2019-004 is similar to finding 2018-003; finding 2019-005 is similar to 2017-6 and finding 2019-006 is similar to finding 2018-005.

Official Title. Section 10.854(1)(e)5, Rules of the Auditor General, requires the name or official title of the entity. The official title of the entity is St. Augustine Public Montessori School and the school code assigned by the Florida Department of Education is 55-0012.

Financial Condition.

Sections 10.854(1)(e)2., Rules of the Auditor General requires that we report the results of our determination as to whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of 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 the review of financial information provided by same.

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

Other Matters

Section 10.854(1)(e)3, Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. Our recommendations are included in the accompanying Schedule of Findings. In that regard, we have no such recommendations.

Section 10.854(1)(e)4, Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. See Finding 2019-6.

Purpose of this Letter. This management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the local district school board, the Board of Directors and management of the School, and is not intended to be and should not be used by anyone other than these specified parties.

Thank you for the cooperation and courtesies extended to us during the course of the audit. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or any other matters.

Kattell and Company, P.L.

Kattell and Company, P.L.

Certified Public Accountants Serving the Nonprofit Community

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS

To the Board of Directors,
St. Augustine Public Montessori Community, Inc.

August 21, 2019

We have audited, 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, the financial statements of the governmental activities and each major fund of St. Augustine Public Montessori School (the 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 August 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 (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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 were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and another deficiency that we consider to be a significant deficiency.

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 Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings to be material weaknesses.

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. We consider the deficiencies described in the accompanying Schedule of Findings to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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*.

School's Response to Findings

The School's response to the findings identified in our audit are described in the accompanying letter from the School. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

* * * * *

As required by the Rules of the Auditor General of the State of Florida, we noted certain matters that we reported to management of the School in the management letter dated August 21, 2019.

Kattell and Company, P.L.

Schedule of Findings
For the Year Ended June 30, 2019
St. Augustine Public Montessori School

A Component Unit of the St. Johns County District School Board

Material Weaknesses

Finding 2019-001 Controls over Disbursements

Conditions. During a portion of the year, only one individual approved bills and issued checks. Although financial reports were provided to the board, there was no timely and detailed review of disbursements by a second individual having direct knowledge of the legitimacy of all disbursements.

Recommendations. Cash disbursements processes and procedures should be reviewed with the goal of reducing any risks of theft. Specifically, at least two individuals who have knowledge of legitimate expenditures of the School should review each disbursement made.

Finding 2019-002 Supporting Documentation

Condition. The School did not have adequate supporting documentation for more than a minimal number of payments to certain providers of personal services. In addition, the School did not have adequate supporting documentation for more than a minimal number of petty cash disbursements.

Recommendation. The School should have adequate supporting documentation for each disbursement. Adequate documentation will vary depending on the circumstances. It often includes one or more of the following: contracts, invoices, statements, receipts and shipping documents. The information should make clear what was purchased, when the goods or services were received by the School, how much was purchased, the unit price of what was purchased, and the total cost.

Finding 2019-003 Controls over Cash Receipts

Condition. During a portion of the year, only one individual was responsible for receipt and deposit of cash receipts. As a result, during that period, the School did not have controls in place that would provide reasonable assurance that all receipts were deposited.

Recommendation. Cash receipt processes and procedures should be reviewed with the goal of reducing any risks of theft. Optimally, the School should consider whether dual control over the receipt of cash can implemented in a cost efficient manner. Generally, the fewer the number of people who has access to cash before it is deposited the fewer controls are needed to provide reasonable assurance that skimming has not occurred.

Significant Deficiencies

Finding 2019-004

Condition. The School withdrew \$3,500 of currency from its bank account in order to pay expenses. Documentation for over \$3,500 of those transactions was not readily available. The use of currency increases the risk of theft.

Recommendation. We recommend that the School reduce, if not eliminate, the number of transactions paid for using currency.

Recommendations to Improve Financial Management

Finding 2019-005

Condition. The School has been paying sales and communications taxes to certain utility providers. The School is exempt from such taxes.

Recommendation. The School should contact the application providers to have the tax removed from future billings and seek a refund for amounts paid

Immaterial Noncompliance

Finding 2019-006

Criteria. Chapter 280, Florida Statutes requires deposits of charter schools to be held in qualified public depositories and be recognized by the financial institution as such.

Condition. The School's cash was held in a qualified public depository, however, the School's financial institution had not identified the School's deposits as public deposits.

Recommendation. The School should notify their financial institution that the School's funds should be identified as public deposits.



St. Augustine Public Montessori School
7 Williams Street
St. Augustine, FL 32084
904-342-5350

August 22, 2019

Kattell and Company, P.L.
808-B NW 16th Avenue
Gainesville, FL 32601

Mr. Kattell,

Our audit team has received and reviewed the Financial Statements and Independent Auditor's Report for St. Augustine Public Montessori School. We have also reviewed your findings to the reports and appreciate all your feedback and recommendations. We understand the school's situation and we are eager to comply with district, state, and federal requirements by expeditiously addressing all the issues. We are motivated to move in the right direction and have already taken the following proactive steps:

- Hiring a new director with an accounting degree and a MBA
- Installation of a new treasurer with an accounting degree with SAMC
- Contracting with a new CPA firm that specializes in charter schools

The audit team continues their diligent work ensuring proper policies, procedures and controls are put in place to prevent the recurrence of such findings. This has been an initial investment in time, but through continuous improvements and commitment to best practices, the return will be well worth the effort. Please reference the school's CAP report for more details on each of these items.

Thank you for your help with meeting our state, federal and district requirements.

Sincerely,

deAnne Deleon
Director, St. Augustine Public Montessori School