



**MARCO ISLAND CHARTER  
MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF  
COLLIER COUNTY, FLORIDA**

**FINANCIAL STATEMENTS  
WITH INDEPENDENT AUDITOR'S REPORTS THEREON**

**JUNE 30, 2009**



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## MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the annual financial report of Marco Island Charter Middle School, Inc. (the "School") presents management's discussion and analysis of the School's financial performance during the fiscal year ended June 30, 2009. Please read it in conjunction with the School's financial statements, which follow this section.

### FINANCIAL HIGHLIGHTS

- The School's total net assets increased compared to the prior year.
- For the fiscal year ended June 30, 2009, the School's revenues exceeded expenses by \$59,792, which is a decrease from the prior year when revenues exceeded expenses by \$292,701.
- Overall, revenues and other sources decreased by approximately \$267,000, which was a 9% decrease from the prior year.
- Total expenses decreased by approximately \$34,000, which was a 1% decrease from the prior year.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts – management's discussion and analysis (this section), the basic financial statements and required supplementary information. The basic financial statements include two kinds of statements that present different views of the School:

- The first two statements are *government-wide financial statements* that provide both long-term and short-term information about the School's overall financial status.
- The remaining statements are *fund financial statements* that focus on individual parts of the School, reporting the School's operations in more detail than the government-wide statements.
  - The *governmental funds* financial statements tell how general school services were financed in the short term, as well as what remains for future spending.

The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements.

This document also includes the independent auditor's report on compliance and internal control required by *Government Auditing Standards*, as well as the management letter required by the Rules of the Florida Auditor General, Chapter 10.850, *Audits of Charter Schools and Similar Entities*.

The following table summarizes the major features of the School's financial statements, including the portion of the School they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

	Fund Statements	
	Government-wide Statements	Governmental Funds
Scope	Entire School	The activities of the School that are not proprietary or fiduciary
Required financial statements	Statement of net assets Statement of activities	Balance sheet Statement of revenues, expenditures and changes in fund balances
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

## Government-wide Financial Statements

The government-wide financial statements report information about the School as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of when cash is received or paid.

The two government-wide financial statements report the School's net assets and how they have changed. Net assets – the difference between the School's assets and liabilities – is one way to measure the School's financial health or position. Over time, increases or decreases in the School's net assets are an indicator of whether its financial condition is improving or deteriorating, respectively. To assess the overall financial condition of the School, one needs to consider additional nonfinancial factors such as changes in the School's student base.

The government-wide financial statements of the School are generally divided into three categories:

- *Governmental activities* – most of the School's basic services are included here, such as instruction and school administration. Funds received through the Florida Education Finance Program (FEFP) and state and federal grants finance most of these activities.
- *Business-type activities* – in certain instances, the School may charge fees to help it cover the costs of certain services it provides. The School currently has no business-type activities.
- *Component units* – there currently are no component units included within the reporting entity of the School.

## Fund Financial Statements

The fund financial statements provide more detailed information about the School's most significant funds, not the School as a whole. A fund is a self-balancing set of accounts which the School uses to keep track of specific sources of funding and spending for particular purposes. Some funds are required by state law, and the School may establish other funds to control and manage money for particular purposes, such as for federal grants.

The School has one type of fund:

- *Governmental funds* – most of the School's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps one determine whether there are more or fewer financial resources that can be spent in the near future to finance the School's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information on the subsequent page that explains the differences between them.

## FINANCIAL ANALYSIS OF THE SCHOOL AS A WHOLE

### Net Assets

The School's total net assets increased from fiscal years 2008 to 2009 (see table below).

	<u>Governmental Activities</u>		<u>Increase (Decrease)</u>
	<u>2008</u>	<u>2009</u>	
Current and other assets	\$ 2,014,675	\$2,014,661	0%
Capital assets, net	96,076	70,972	-26%
Total assets	<u>2,110,751</u>	<u>2,085,633</u>	<u>-1%</u>
Current and other liabilities	<u>144,048</u>	<u>59,138</u>	<u>-59%</u>
Total liabilities	<u>144,048</u>	<u>59,138</u>	<u>-59%</u>
Net assets:			
Invested in capital assets	96,076	70,972	-26%
Restricted	398,221	471,519	18%
Unrestricted	<u>1,472,406</u>	<u>1,484,004</u>	<u>1%</u>
Total net assets	<u>\$ 1,966,703</u>	<u>\$2,026,495</u>	<u>3%</u>

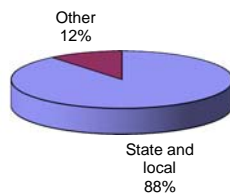
Net capital assets decreased due to depreciation expense in excess of capital asset purchases. Current and other liabilities decreased due to the School being released from an amount due associated with removal of the portables in the prior year. The fluctuation in total net assets from the prior fiscal year was due to the current year operating surplus.

## Change in Net Assets

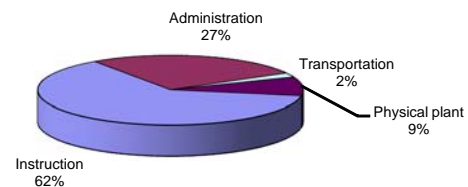
The School's total revenues decreased by 9% to \$2,829,930, and the total cost of all programs and services decreased by 1% to \$2,770,138 (see table below).

	<b>Governmental Activities</b>		<b>Increase (Decrease)</b>
	<b>2008</b>	<b>2009</b>	
<b>Revenues and other sources:</b>			
State and local sources	\$ 2,818,475	\$ 2,488,742	-12%
Contributions and other revenue	278,170	303,474	9%
Operating transfer	-	37,714	100%
<b>Total revenues and other sources</b>	<b>3,096,645</b>	<b>2,829,930</b>	<b>-9%</b>
<b>Expenses:</b>			
Instruction and instruction-related services	1,831,609	1,732,399	-5%
School administration	656,656	737,351	12%
Pupil transportation services	43,817	56,230	28%
Operation and maintenance of plant	271,862	244,158	-10%
<b>Total expenses</b>	<b>2,803,944</b>	<b>2,770,138</b>	<b>-1%</b>
<b>Change in net assets</b>	<b>\$ 292,701</b>	<b>\$ 59,792</b>	<b>-80%</b>

**2009 Revenues**



**2009 Expenses**



Revenues from state and local sources constitute 88% of total revenues. FEFP funding revenue decreased from the prior year amount due to the decrease in student enrollment from 393 students in fiscal 2008 to 370 students in fiscal 2009, as well as a reduction in the FEFP base student allocation. Contributions and other revenue increased due to more successful fund raising efforts.

Instruction and instruction-related services expenses decreased from fiscal 2008 to fiscal 2009, primarily as a result of a reduction in instructional staff. School administration expenses increased due to additional expenses related to support staff and the increase in the cost of supplies. Transportation expenses increased due to an increase in fuel cost which is calculated based on prior year actual cost. Operation and maintenance of plant expenses decreased due to lower utilities expenses and property insurance premiums.

## FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

As the School completed the year, its governmental funds reported a combined fund balance of \$1,955,523, which was above the prior year. Both revenues and expenditures decreased overall for the same reasons described above.

### General Fund Budgetary Highlights

Over the course of the year, the School did not revise its budget. Budget amendments, when necessary, generally fall into three categories:

- Amendments and supplemental appropriations approved shortly after the beginning of the year to reflect the actual beginning account balances.
- Changes made to account for variations in student enrollment.
- Increases in appropriations to prevent certain budget overruns.

Actual revenues were approximately \$86,000 below final budget amounts, primarily due to decreased FEFP funding due to state budget cuts. Actual expenditures were approximately \$100,000 below final budget amounts, primarily due to the School replacing higher paid instructional staff with lower pay grade employees and lower than expected expenditures associated with the operation and maintenance of the new facility. The School always makes a conscious effort to control expenses and remain within its operating budget.

### CAPITAL ASSETS

At the end of fiscal 2009, the School had invested \$228,827 in a broad range of capital assets, including furniture, fixtures and equipment (see table below). This represents a net increase of \$15,716, or 7%, over last year. This increase is due to the additional capital assets purchased during fiscal 2009.

	<u>Governmental Activities</u>		<u>Increase</u>
	<u>2008</u>	<u>2009</u>	<u>(Decrease)</u>
Furniture, fixtures and equipment	<u>\$ 213,111</u>	<u>\$ 228,827</u>	<u>7%</u>
Total capital assets	<u><u>\$ 213,111</u></u>	<u><u>\$ 228,827</u></u>	<u><u>7%</u></u>

This year's major capital asset additions included the following:

- Voyager Barcode Scanner - \$8,130

There were no capital asset disposals in the current year.

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

The following economic factors were taken into account when adopting the general fund budget for fiscal year 2010:

- Decrease in the number of students.
- Projected salary increases.

Amounts available for appropriation in the general fund are \$2,643,061, a decrease of 7% over the final 2009 budget of \$2,829,419. FEFP revenue (resulting from state budget cuts) is expected to lead this decrease.

Budget expenditures are expected to decrease to \$2,643,061, a decrease of 7% over the final 2009 budget of \$2,829,419. The largest increments are decreased wages based on lower staffing levels to accommodate state budget cuts, as well as expected savings in utility cost. The School has added no major new programs to the fiscal 2010 general fund budget.

If these estimates are realized, the School's budgetary general fund balance is expected to remain unchanged by the close of fiscal 2010.

## **CONTACTING THE SCHOOL'S FINANCIAL MANAGEMENT**

This financial report is designed to provide interested parties with a general overview of the School's finances and to demonstrate the School's accountability for the money it receives. Should additional information be required, please contact the School's administrative offices at 1401 Trinidad Avenue, Marco Island, Florida 34145.



## **Report of Independent Auditors on Basic Financial Statements and Supplementary Information**

To the Board of Directors of Marco Island Middle School Inc., a Charter School  
and Component Unit of the District School Board of Collier County, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of Marco Island Middle School Inc. (the "School"), a charter school and component unit of the District School Board of Collier County, Florida, as of and for the year ended June 30, 2009, which collectively comprise the School's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the School's management. 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our 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 Marco Island Charter Middle School, Inc. as of June 30, 2009, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 14, 2009 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



The management's discussion and analysis on pages 1-7 and the budgetary comparison schedule on page 27 are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

*BKHM, P.A.*

Winter Park, Florida  
August 14, 2009

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**STATEMENT OF NET ASSETS**

**JUNE 30, 2009**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,503,382
Restricted cash	471,519
Other assets	39,760
Capital assets:	
Furniture, fixtures and equipment	228,827
Less accumulated depreciation	<u>(157,855)</u>
Total capital assets, net	<u>70,972</u>
Total assets	<u><u>\$ 2,085,633</u></u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	<u>\$ 59,138</u>
Total liabilities	<u>59,138</u>
<b>NET ASSETS</b>	
Invested in capital assets	70,972
Restricted for:	
Capital projects	431,215
Purchase of instructional materials	40,304
Unrestricted	<u>1,484,004</u>
Total net assets	<u>2,026,495</u>
Total liabilities and net assets	<u><u>\$ 2,085,633</u></u>

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

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED JUNE 30, 2009**

	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Total
Governmental activities:						
Instruction and instruction-related services	\$ 1,732,399	\$ -	\$ -	\$ -	\$ (1,732,399)	\$ (1,732,399)
School administration	737,351	-	-	-	(737,351)	(737,351)
Pupil transportation services	56,230	-	-	-	(56,230)	(56,230)
Operation and maintenance of plant	244,158	-	-	-	(244,158)	(244,158)
Total primary government	\$ 2,770,138	\$ -	\$ -	\$ -	(2,770,138)	(2,770,138)
General revenues:						
State and local sources					2,488,742	2,488,742
Contributions and other revenue					303,474	303,474
Total general revenues					2,792,216	2,792,216
Operating transfer (see Note 8)					37,714	37,714
Change in net assets					59,792	59,792
Net assets at beginning of year					1,966,703	1,966,703
Net assets at end of year					\$ 2,026,495	\$ 2,026,495

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

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**BALANCE SHEET - GOVERNMENTAL FUNDS**

**JUNE 30, 2009**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,503,382	\$ -	\$ 1,503,382
Restricted cash	40,304	431,215	471,519
Other assets	39,760	-	39,760
	<u>\$ 1,583,446</u>	<u>\$ 431,215</u>	<u>\$ 2,014,661</u>
 <b>LIABILITIES AND FUND BALANCES</b>			
Accounts payable and accrued expenses	\$ 59,138	\$ -	\$ 59,138
	<u>59,138</u>	<u>-</u>	<u>59,138</u>
 Fund balances:			
Reserved for:			
Capital projects	-	431,215	431,215
Purchase of instructional materials	40,304	-	40,304
Unreserved:			
Designated for School-based student activity groups	79,846	-	79,846
Undesignated	1,404,158	-	1,404,158
	<u>1,524,308</u>	<u>431,215</u>	<u>1,955,523</u>
Total fund balances	<u>1,524,308</u>	<u>431,215</u>	<u>1,955,523</u>
Total liabilities and fund balances	<u>\$ 1,583,446</u>	<u>\$ 431,215</u>	<u>\$ 2,014,661</u>

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

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET ASSETS**

**JUNE 30, 2009**

<b>Total fund balances - governmental funds</b>	\$ 1,955,523
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Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The cost of the assets is \$228,827, and the accumulated depreciation is \$157,855.

<u>70,972</u>
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<b>Total net assets - governmental activities</b>	<u><u>\$ 2,026,495</u></u>
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The accompanying notes to financial statements are an integral part of this statement.

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**

**FOR THE YEAR ENDED JUNE 30, 2009**

	General Fund	Capital Projects Fund	Total Governmental Funds
	<u>          </u>	<u>          </u>	<u>          </u>
<b>REVENUES</b>			
State and local sources	\$ 2,488,742	\$ -	\$ 2,488,742
Contributions and other revenue	<u>254,476</u>	<u>48,998</u>	<u>303,474</u>
Total revenues	<u>2,743,218</u>	<u>48,998</u>	<u>2,792,216</u>
<b>EXPENDITURES</b>			
Current:			
Instruction and instruction-related services	1,701,784	-	1,701,784
School administration	727,146	-	727,146
Pupil transportation services	56,230	-	56,230
Operation and maintenance of plant	243,320	838	244,158
Capital outlay	<u>550</u>	<u>15,166</u>	<u>15,716</u>
Total expenditures	<u>2,729,030</u>	<u>16,004</u>	<u>2,745,034</u>
Excess of revenues over expenditures	14,188	32,994	47,182
<b>OTHER FINANCING SOURCES</b>			
Operating transfer (see Note 8)	<u>37,714</u>	-	<u>37,714</u>
Net changes in fund balances	51,902	32,994	84,896
Fund balances at beginning of year	<u>1,472,406</u>	<u>398,221</u>	<u>1,870,627</u>
Fund balances at end of year	<u><u>\$ 1,524,308</u></u>	<u><u>\$ 431,215</u></u>	<u><u>\$ 1,955,523</u></u>

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

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED JUNE 30, 2009**

<b>Net changes in fund balances - total governmental funds</b>	<b>\$ 84,896</b>
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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 capital assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense (\$40,820) exceeds capital outlays (\$15,716) in the current period.

(25,104)

<b>Change in net assets of governmental activities</b>	<b><u>\$ 59,792</u></b>
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The accompanying notes to financial statements are an integral part of this statement.

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**STATEMENT OF FIDUCIARY NET ASSETS**

**JUNE 30, 2009**

	<u>Agency Fund</u>
<b>ASSETS</b>	
Restricted cash	<u>\$ -</u>
Total assets	<u><u>\$ -</u></u>
<b>LIABILITIES</b>	
Due to student groups	<u>\$ -</u>
Total liabilities	<u><u>\$ -</u></u>

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

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2009**

**1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

Marco Island Charter Middle School, Inc. (the "School") 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 governing body of the School is the not-for-profit corporation Board of Directors, which is composed of eight members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the District School Board of Collier County, Florida (the "School Board"). The current charter is effective until June 30, 2011 and may be renewed by mutual written agreement between the School and the School Board. At the end of the term of the charter, the School Board may choose not to renew the charter under grounds specified in the charter. In this case, the School Board is required to notify the School in writing at least 90 days prior to the charter's expiration. During the term of the charter, the School Board may also terminate the charter if good cause is shown. In the event of termination of the charter, any property purchased by the School with public funds and any unencumbered public funds, except capital outlay funds, revert back to the School Board. Any unencumbered capital outlay funds revert back to the Florida Department of Education to be redistributed among eligible charter schools. The School is considered a component unit of the School Board and meets the definition of a governmental entity under the *Audit and Accounting Guide – State and Local Governments* issued by the American Institute of Certified Public Accountants; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

Criteria for determining if other entities are potential component units 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 provides for identification of any entities for which the School is financially accountable and other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the School's basic financial statements to be misleading or incomplete. Based on these criteria, no component units are included within the reporting entity of the School.

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**Basis of presentation**

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

The government-wide financial statements report information about the School as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the School's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The government-wide financial statements of the School are generally divided into three categories:

- *Governmental activities* – most of the School's basic services are included here, such as instruction and school administration. Funds received through the Florida Education Finance Program (FEFP) and state and federal grants finance most of these activities.
- *Business-type activities* – in certain instances, the School may charge fees to help it cover the costs of certain services it provides. The School currently has no business-type activities.
- *Component units* – there currently are no component units included within the reporting entity of the School.

The fund financial statements provide more detailed information about the School's most significant funds, not the School as a whole. A fund is an accounting entity having a self-balancing set of accounts for recording assets, liabilities, fund balance, revenues, expenditures and other financing sources and uses. Resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The funds in the financial statements of this report are as follows:

Governmental Funds:

- General Fund - to account for all financial resources not required to be accounted for in another fund.
- Capital Projects Fund - to account for all resources for the acquisition of capital items by the School purchased with capital outlay funds.

For purposes of these statements, the general and capital projects funds constitute major funds. There are no other governmental funds.

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
A CHARTER SCHOOL AND COMPONENT UNIT OF  
THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**Basis of accounting**

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

The government-wide financial statements are presented using the accrual basis of accounting and an economic resources focus. Under the accrual basis of accounting, revenues and expenses are recognized when they occur.

The modified accrual basis of accounting and current financial resources focus is followed by the governmental funds. Under the modified accrual basis, revenues are recognized when they become measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The School considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred. The principal exceptions to this general rule are: (1) interest on general long-term debt is recognized when due and (2) expenditures related to liabilities reported as general long-term debt are recognized when due.

**Budgetary basis accounting**

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries, purchased services and capital outlay).

**Deposits and investments**

Cash deposits are held by banks qualified as public depositories under Florida law. The School deposits are insured by federal depository insurance and collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes. In addition, the School has deposits in an institution that is not considered a qualified public depository. These funds are collateralized in excess of the federal depository insurance limits by pledged securities in the name of the School. The School's cash consists primarily of demand deposits and certificates of deposit with financial institutions.

Restricted cash in the statement of net assets includes \$431,215 and \$40,304 in funds to be used for lawful capital outlay expenditures and instructional materials, respectively. This represents capital outlay funds which have not been expended. Funds received under this program may only be used for lawful capital outlay expenditures.

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**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**Capital assets and depreciation**

Expenditures for capital assets acquired for general School purposes are reported in the governmental fund that financed the acquisition. Purchased capital assets are reported at cost, net of accumulated depreciation, in the government-wide financial statements. Donated assets are recorded at fair value at the date of donation.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which range as follows:

	<u>Years</u>
Furniture, fixtures and equipment	3 - 5

Information relative to changes in capital assets is described in Note 2.

**Long-term debt**

Long-term debt that will be financed by resources to be received in the future by the general fund are reported in the government-wide financial statements, not in the general fund. There was no long-term debt activity during the current fiscal year.

**Reserved fund balance**

Reserved fund balance in the capital projects fund as of June 30, 2009 represents the unspent portion of capital outlay funds. Capital outlay funds may only be used for lawful capital outlay expenditures. Reserved fund balance in the general fund as of June 30, 2009 represents funds that must be spent for the purchase of instructional materials.

**Revenue sources**

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

Under the provisions of Section 1011.62, Florida Statutes, the School Board reports the number of full-time equivalent students and related data to the FDOE for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect

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**NOTES TO FINANCIAL STATEMENTS  
(continued)**

the revised calculations by the FDOE under the Florida Education 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 Board receives a 2% administrative fee from the School, which is reflected as a school administration expense/expenditure in the accompanying statement of activities and statement of revenues, expenditures and changes in fund balances - governmental funds.

The School may receive federal awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For federal 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.

**Use of estimates**

In preparing the financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the balance sheet and affect revenues and expenses/expenditures for the period presented. Actual results could differ significantly from those estimates.

**2 CHANGES IN CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2009 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Furniture, fixtures and equipment	\$ 213,111	\$ 15,716	-	\$ 228,827
Total capital assets at historical cost	<u>213,111</u>	<u>15,716</u>	<u>-</u>	<u>228,827</u>
Less accumulated depreciation for:				
Furniture, fixtures and equipment	<u>(117,035)</u>	<u>(40,820)</u>	<u>-</u>	<u>(157,855)</u>
Total accumulated depreciation	<u>(117,035)</u>	<u>(40,820)</u>	<u>-</u>	<u>(157,855)</u>
Governmental activities capital assets, net	<u>\$ 96,076</u>	<u>\$ (25,104)</u>	<u>\$ -</u>	<u>\$ 70,972</u>

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
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**NOTES TO FINANCIAL STATEMENTS  
(continued)**

Depreciation expense was charged to functions as follows:

Governmental activities:	
Instruction and instruction-related services	\$ 30,615
School administration	<u>10,205</u>
Total governmental activities depreciation expense	<u><u>\$ 40,820</u></u>

**3 SCHOOL FACILITY**

The School Board completed the construction of a permanent School facility as of June 30, 2007. The School received its certificate of occupancy on June 12, 2007 for the main building and on July 3, 2007 for the gymnasium. Along with the construction of the new facility, the School Board purchased the related capital assets, including but not limited to student desks, workstations, audio visual equipment and lockers, which will remain the property of the School Board.

Title to the school building and facilities remains with the School Board. No rental or leasing fee is being charged by the School Board to the School. Administrators of the School and School Board believe that considerable uncertainty exists regarding the valuation of facilities utilized by the School. Consequently, the financial statements reflect no such charges of expense.

In management's opinion, the value of facilities utilized by the School is significant; therefore, any substantial changes in this arrangement with the School Board could have a material effect on the School's operations.

**4 RISK MANAGEMENT PROGRAM**

Workers' compensation coverage, health and hospitalization, general liability, professional liability and property coverages are being provided through purchased commercial insurance with minimum deductibles for each line of coverage. Settled claims resulting from these risks have not exceeded commercial coverage.

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**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**5 SCHEDULE OF STATE AND LOCAL REVENUE SOURCES**

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

District School Board of Collier County, Florida:	
Florida Education Finance Program	\$ 1,514,463
Class size reduction	352,055
Discretionary millage funds	344,702
ESE guaranteed allocation	105,048
Supplemental academic instruction	79,482
Instructional materials	33,981
"A" school recognition	33,490
Safe schools	8,447
Summer reading programs	8,000
Teacher lead	5,850
Discretionary lottery funds	<u>3,224</u>
Total	<u><u>\$ 2,488,742</u></u>

The administration fee paid to the School Board during the year ended June 30, 2009 totaled approximately \$49,000, which is reflected as a school administration expense/expenditure in the accompanying statement of activities and statement of revenues, expenditures and changes in fund balances - governmental funds.

**6 COMMITMENTS AND CONTINGENT LIABILITIES**

**Grants**

The School participates in state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable as of June 30, 2009 may be impaired.

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**NOTES TO FINANCIAL STATEMENTS  
(continued)**

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

**Legal matters**

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

**7 RETIREMENT PROGRAM**

**Defined benefit plan**

All regular employees of the School are covered by the Florida Retirement System (FRS). The FRS is primarily a State-administered, cost-sharing, multiple-employer, defined benefit retirement plan (Plan). Plan provisions are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and Florida Retirement System Rules, Chapter 60S, Florida Administrative Code, wherein eligibility, contributions and benefits are defined and described in detail. Essentially all regular employees of participating employers are eligible and must enroll as members of the FRS. Benefits in the Plan vest at six years of service. The Plan also includes an early retirement provision, but imposes a penalty for each year a member retires before the specified retirement age. The Plan provides retirement, disability and death benefits and annual cost-of-living adjustments, as well as supplements for certain employees to cover social security benefits lost by virtue of retirement system membership.

A Deferred Retirement Option Program (DROP) subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with a FRS employer. An employee may participate in the DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust and accrue interest. The School had no DROP participants during fiscal 2009.

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**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**Funding policy**

The contribution rates for members are established, and may be amended, by the State of Florida. During the 2009 fiscal year, contribution rates were as follows:

<u>Class or Plan</u>	<u>Percent of Gross Salary</u>	
	<u>Employee</u>	<u>Employer (A)</u>
Florida Retirement System, Regular	0%	9.85%
Florida Retirement System, Reemployed Retiree	(B)	(B)

- (A) Employer rates include 1.11% for the post-employment health insurance supplement and 0.05% for administrative costs of the Public Employee Optional Retirement Program.
- (B) Contribution rates are dependent upon the retirement class in which reemployed.

The School's liability for participation in the Plan is limited to the payment of the required contribution at the rates and frequencies established by law on future payrolls of the School. The School's contribution to the Plan for the year ended June 30, 2009 totaled \$150,968, which was equal to the required contributions for the fiscal year.

**Defined contribution plan**

Effective July 1, 2002, the Public Employee Optional Retirement Program (PEORP) was implemented as a defined contribution plan alternative available to all FRS members in lieu of the defined benefit plan. Employer contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The PEORP is funded by employer contributions that are based on salary and membership class (i.e.: regular class, reemployed retiree, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. The School had no PEORP participants during fiscal 2009.

**Pension reporting**

The financial statements and other supplemental information of the FRS are included in the comprehensive annual financial report of the State of Florida, which may be obtained by contacting the Florida Department of Financial Services in Tallahassee, Florida. Also, an annual report on the FRS, which includes its financial statements, required supplemental information, actuarial report and other relevant information, may be obtained from the State of Florida, Division of Retirement in Tallahassee, Florida.

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**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**8 STATEMENT OF CHANGES IN ASSETS AND LIABILITIES - AGENCY FUND**

Following is a summary of changes in assets and liabilities for the School's agency fund:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Student Activity Fund:				
Assets - restricted cash	<u>\$ 37,714</u>	<u>\$ -</u>	<u>\$ (37,714)</u>	<u>\$ -</u>
Liabilities - due to student groups	<u>\$ 37,714</u>	<u>\$ -</u>	<u>\$ (37,714)</u>	<u>\$ -</u>

During the year ended June 30, 2009, the School's agency fund was transferred to the general fund. The transfer was recorded as an operating transfer as of the beginning of the year, and the revenues and expenditures of the Student Activity Fund are reflected in the current year activity of the general fund.

**MARCO ISLAND CHARTER MIDDLE SCHOOL, INC.  
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**REQUIRED SUPPLEMENTARY INFORMATION**

**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND**

**FOR THE YEAR ENDED JUNE 30, 2009**

	Budgeted Amounts		Actual	Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
State and local sources	\$ 2,573,551	\$ 2,573,551	\$ 2,488,742	\$ (84,809)
Contributions and other revenue	255,868	255,868	254,476	(1,392)
Total revenues	<u>2,829,419</u>	<u>2,829,419</u>	<u>2,743,218</u>	<u>(86,201)</u>
<b>EXPENDITURES</b>				
Current:				
Instruction and instruction-related services	1,805,872	1,805,872	1,701,784	104,088
School administration	653,440	653,440	727,146	(73,706)
Pupil transportation services	60,000	60,000	56,230	3,770
Operation and maintenance of plant	310,107	310,107	243,320	66,787
Capital outlay	-	-	550	(550)
Total expenditures	<u>2,829,419</u>	<u>2,829,419</u>	<u>2,729,030</u>	<u>100,389</u>
Excess of revenues over expenditures	-	-	14,188	14,188
<b>OTHER FINANCING SOURCES</b>				
Operating transfer	-	-	37,714	37,714
Net changes in fund balance	-	-	51,902	51,902
Fund balance at beginning of year	<u>1,472,406</u>	<u>1,472,406</u>	<u>1,472,406</u>	<u>-</u>
Fund balance at end of year	<u><u>\$ 1,472,406</u></u>	<u><u>\$ 1,472,406</u></u>	<u><u>\$ 1,524,308</u></u>	<u><u>\$ 51,902</u></u>

See report of independent auditors.



**Report of Independent Auditors on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

To the Board of Directors of , a Charter School  
and Component Unit of the District School Board of Collier County, Florida

We have audited the financial statements of the governmental activities and each major fund of (the "School"), a charter school and component unit of the District School Board of Collier County, Florida, as of and for the year ended , which collectively comprise the School's basic financial statements and have issued our report thereon dated August 14, 2009. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the School's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the School's financial statements that is more than inconsequential will not be prevented or detected by the School's internal control. We consider the deficiency described below to be a significant deficiency in internal control over financial reporting.

Segregation of Duties: Our evaluation of the internal control disclosed that one person has the primary responsibility for most of the accounting duties. As a result, most of those aspects of the internal control which rely upon an



adequate segregation of duties are, for all practical purposes, missing in the School. Management has represented that detailed review of financial transactions and reconciliations are performed on a regular basis; however, the documentation of this procedure and policy was not provided. Management and the board of directors should develop policies and procedures to document the review of financial reports and reconciliations in order to mitigate the risk created by the lack of segregation of duties.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, we believe that the significant deficiency described above is not a material weakness.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is described as follows:

2009-1: Professional Misconduct: Florida Statutes, Section 1006.061(2), state that each school must post the policies and procedures for reporting alleged misconduct by an employee on the school's website. During our audit procedures, it was noted that this requirement has not been met. We recommend that the School include the sample poster from the Department of Education on the School's website.

The School's response to the findings identified in our audit is included in the Written Statement of Explanation or Rebuttal on page 33. We did not audit the School's response and, accordingly, we express no opinion on it.

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

*BKHM, P.A.*

Winter Park, Florida  
August 14, 2009

**ADDITIONAL INFORMATION REQUIRED BY  
RULES OF THE FLORIDA AUDITOR GENERAL,  
CHAPTER 10.850, *AUDITS OF CHARTER SCHOOLS  
AND SIMILAR ENTITIES***



To the Board of Directors of , a Charter School  
and Component Unit of the District School Board of Collier County, Florida

We have audited the financial statements of the governmental activities and each major fund of (the "School") as of and for the year ended , and have issued our report thereon dated August 14, 2009.

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. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Disclosures in that report, which is dated August 14, 2009, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.850, Rules of the Auditor General, which governs the conduct of charter school and similar entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports:

- 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 have been taken to address findings and recommendations made in the preceding financial audit report.
- Section 10.854(1)(e)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.
- Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address violations of laws, regulations, contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.
- Section 10.854(1)(e)5., Rules of the Auditor General, provides that the auditor may, based on professional judgment, report the following matters that are inconsequential to the determination of financial statements amounts, considering both quantitative and qualitative factors: (1) violations of laws, regulations, contracts or grant agreements, or abuse that have occurred, or are likely to have occurred and (2) control deficiencies that are not significant



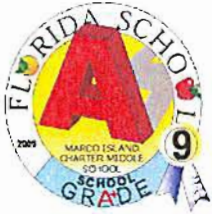
deficiencies, including, but not limited to; (a) improper or inadequate accounting procedures (e.g., the omission of required disclosures from the annual financial statements); (b) failures to properly record financial transactions; and (c) inaccuracies, shortages, defalcations and instances of fraud discovered by, or that come to the attention of, the auditor. In connection with our audit, we did not have any such findings.

- Section 10.854(1)(e)6., Rules of the Auditor General, requires the name or official title of the school. The official title of the School is Marco Island Charter Middle School, Inc.
- Section 10.854(1)(e)2., Rules of the Auditor General, requires a statement be included 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 met. During the course of our audit, nothing came to our attention to indicate that the School had met any of the conditions described in Section 218.503(1), Florida Statutes (“the conditions”). However, in planning and performing our audit, we considered whether the School had met any of the conditions as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion as to whether the School had met any of the conditions. Accordingly, we do not express an opinion as to whether the School had met any of the conditions.
- Pursuant to Sections 10.854(1)(3)7.a. and 10.855(10), Rules of the Auditor General, we applied financial condition assessment procedures as of June 30, 2009, which included calculation and analysis of certain financial indicators we considered relevant to the School. Our financial condition assessment procedures did not include the use of benchmarks. 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 management.

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

*BKHM, P.A.*

Winter Park, Florida  
August 14, 2009



# MARCO ISLAND CHARTER MIDDLE SCHOOL

1401 Trinidad Avenue, Marco Island, Florida 34145

Phone (239) 377-3200 Fax 377-3201

*WHERE CHILDREN LEARN TO SUCCEED*

OFFICE OF THE PRINCIPAL

August 17, 2009

Ms. Tarsha Jacobs, CPA  
BKHM, P.A.  
1560 Orange Avenue, Suite 600  
Winter Park, Florida 32789

Dear Ms. Jacobs:

**"Segregation of Duties" surfaced as a deficiency in our internal control. Our school addressed this in a number of ways.**

**"Purchase Request" forms precede "Purchase Order" forms and both forms are reviewed by the Principal/CEO prior to any purchase being made. Once a purchase is made, the check issued to pay for the purchase is signed by two individuals, neither one of whom is the school's comptroller, who prepares the check. One of the two signatures is of a Board member and the other signature is of the Principal/CEO or another Board member. In addition, we feel that we are not exposed, as our Treasurer reviews the bank statements and deposit slips to insure that deposits are being made correctly, as evidenced by the initialed exceptions in the bank reconciliation.**

**Regarding compliance with Florida statues 1006.061(2) requiring that each school post the policies and procedures for reporting alleged misconduct by an employee, the school has posted notice of this in the faculty lounge, where all other notices particular to employees are posted. We will also, post the notice on the school's website.**

Sincerely,

Handwritten signature of George R. Abounader in blue ink.

George R. Abounader, M.Ed.  
Principal/CEO

Handwritten signature of James Young in blue ink.  
**James Young**  
Treasurer of the School Board