

INTERNATIONAL STUDIES CHARTER  
MIDDLE SCHOOL  
(A charter school under International Studies Charter  
High School, Inc.)  
(A Component Unit of the  
School Board of Miami Dade County, Florida)

Miami, Florida

FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT  
JUNE 30, 2013

## TABLE OF CONTENTS

General Information . . . . .	1
Independent Auditors' Report. . . . .	2-3
Management's Discussion and Analysis (Required Supplementary Information) . . . . .	4-8
<b>Basic Financial Statements:</b>	
<i>Government-wide Financial Statement:</i>	
Statement of Net Assets . . . . .	9
Statement of Activities. . . . .	10
<i>Fund Financial Statements:</i>	
Balance Sheet - Governmental Funds. . . . .	11
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets. . . . .	12
Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds. . . . .	13
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities. . . . .	14
Statement of Net Assets – Fiduciary Funds	15
Notes to the Basic Financial Statements . . . . .	16-28
<b>Required Supplementary Information:</b>	
Budgetary comparison schedules. . . . .	29-30
<b>Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Performed in Accordance with <i>Government Auditing Standards</i></b>	
	31-32
<b>Management Letter</b> . . . . .	33-35
<b>Management Letter Response.</b> . . . . .	36

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

W/L #: 6045

2480 SW 8th Street  
Miami, FL 33135

2012-2013

BOARD OF DIRECTORS

Clair Francoulon, Chair and President  
Susana Vargas, Vice Chair  
Sophie Jamet  
Miriam Rodriguez  
Francis Rodriguez

SCHOOL ADMINISTRATOR AND CORPORATE OFFICER (NON-VOTING)

Victor Rodriguez, Principal

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
International Studies Charter Middle School  
Miami, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of International Studies Charter Middle School (the "School"), a charter school under International Studies Charter High School, Inc., which is a component unit of the District School Board of Miami-Dade County, as of, and for the year ended June 30, 2013, which collectively comprises the School's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

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

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

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

## 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 International Studies Charter Middle School at June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Other Information*

As described in Note 1, the accompanying financial statements referred to above present only the financial position of International Studies Charter Middle School at June 30, 2013, and the respective changes in financial position for the year then ended, and is not intended to be a complete presentation of International Studies Charter High School, Inc. These financial statements do not purport to and do not present fairly the financial position of International Studies Charter High School, Inc. as of June 30, 2013 and its changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### *Required Supplementary Information*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 30, 2013, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 8 and 29 through 30 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida  
August 30, 2013

**Management's Discussion and Analysis**  
International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)  
June 30, 2013

The corporate officers of International Studies Charter Middle School (the "School") have prepared this narrative overview and analysis of the School's financial activities for the period ended June 30, 2013.

**Financial Highlights**

1. The assets of the School exceeded its liabilities at June 30, 2013 by \$604,358 (net assets).
2. At year-end, the School had current assets on hand of \$92,829.
3. The net assets of the School increased by \$134,503 during the year.
4. The unassigned fund balance at year end was \$52,451.

**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the School's basic financial statements. The School's financial statements for the year ended June 30, 2013 are presented in accordance with GASB Codification Section 2200. The financial statements have three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

*Government-Wide Financial Statements*

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

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

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

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

Fund Financial Statements

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

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

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

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

Notes to Financial Statements

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

The notes to the financial statements can be found on pages 16 – 28 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net assets may serve over time as a useful indicator of a charter school’s financial position. In the case of the School, assets exceeded liabilities by \$604,358 at the close of the fiscal year. A summary of the School’s net assets as of June 30, 2013 and 20122012 follows:

	2013	20122012
Cash and cash equivalents	\$ 60,714	\$ 134,951
Due from government agencies	3,836	-
Due from other charter schools	27,026	-
Due from other charter schools, long-term	140,000	-
Prepaid expenses	1,253	1,491
Capital assets	428,748	490,934
Total Assets	<u>\$ 661,577</u>	<u>\$ 627,376</u>
Salaries and wages payable	39,125	72,489
Leasehold improvements payable	18,094	85,032
Total Liabilities	<u>\$ 57,219</u>	<u>\$ 157,521</u>
Invested in Capital assets, net of related debt	410,654	405,902
Unrestricted	193,704	63,953
Total Net Assets	<u>\$ 604,358</u>	<u>\$ 469,855</u>

At the end of the fiscal year, the School is able to report positive balances in total net assets.

A summary and analysis of the School's revenues and expenses for the years ended June 30, 2013 and 2012 follows:

	2013	2012
<b>REVENUES</b>		
Program Revenues		
Operating Grants	\$ 46,943	\$ 127,028
Capital Outlay	73,559	86,088
Charges for Services	9,407	9,750
Lunch Program	80,235	57,559
General Revenues		
FTE nonspecific Revenues	1,405,528	1,161,478
Contributions and Other Revenue	20,927	14,034
Total Revenues	<u>\$ 1,636,599</u>	<u>\$ 1,455,936</u>
<b>EXPENSES</b>		
Component Unit Activities:		
Instruction	\$ 678,901	\$ 678,648
Instructional Staff Training Services	5,499	5,237
Board	12,835	12,385
School Administration	271,574	292,565
Facilities Acquisition	11,573	10,673
Fiscal Services	38,625	33,075
Food Services	103,734	75,548
Central Services	45,411	43,775
Operation of Plant	319,044	216,171
Pupil Transportation Services	28	
Maintenance of Plant	14,872	13,357
Total Expenses	<u>1,502,096</u>	<u>1,381,434</u>
Increase in Net Assets	134,503	74,502
Net Assets at Beginning of Year	<u>469,855</u>	<u>395,353</u>
Net Assets at End of Year	<u>\$ 604,358</u>	<u>\$ 469,855</u>

### **Operation**

International Studies Charter Middle School's total revenue and expenses increased by \$180,663 and \$120,662, respectively, as a result of an increase in student enrollment in the current period. Also, the School has an increase in its net assets of \$ 134,503 for the year.

### **Lease of Facility**

The school leases a facility at 2480 SW 8<sup>th</sup> Street, Miami, Florida.

### **Capital Improvement Requirements**

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



## **Accomplishments**

In 2013, International Studies Charter Middle School completed its fourth year of operation in the heart of the historic Calle Ocho near downtown Miami. The School earned a letter grade of “A” for the second consecutive year, ranking 5th among the top public middle schools in Miami-Dade County, and 9th in the State of Florida, based on the points achieved under the State of Florida Accountability Program. Most impressively, International Studies Charter Middle School was the only Title I school to rank among the top 40 highest performing middle schools in the State of Florida.

ISCMS has an articulation agreement with International Studies Charter High School (ISCHS), which opened in 2004 in partnership with the Spanish, Italian, and French Embassies. The school offers a rigorous academic program for students interested in pursuing an International Studies education in Spanish, French, or Italian.

International Studies Charter Middle School is fully accredited by AdvancED under the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS-CASI) division.

## **FINANCIAL ANALYSIS OF THE GOVERNMENT’S FUND**

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

### **Governmental Funds**

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

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

At the end of the fiscal year, the School’s governmental general fund reported ending fund balance of \$53,704. The fund balance unassigned and available for spending at the School’s discretion is \$52,451. These funds will be available for the School’s future ongoing operations.

### **Capital Assets**

The School’s investment in capital assets as of June 30, 2013 amounts to \$428,748 (net of accumulated depreciation). This investment in capital assets includes improvements, textbooks and materials, and furniture, fixtures and equipment. As of June 30, 2013, the School had long-term debt totaling \$18,094 associated to its capital assets.

## Governmental Fund Budget Analysis and Highlights

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

	Original Budget	Final Budget	Actual
<b>REVENUES</b>			
Program Revenues			
Federal Grants	\$ 26,000	\$ 47,000	\$ 46,943
Capital Outlay	90,000	74,000	73,559
Student Lunch Fees and Other Revenue	15,000	20,000	20,927
Lunch Program	80,000	89,500	89,642
General Revenues			
FTE nonspecific revenues	1,170,000	1,389,750	1,405,528
Total Revenues	<u>\$ 1,381,000</u>	<u>\$ 1,620,250</u>	<u>\$ 1,636,599</u>
<b>CURRENT EXPENDITURES</b>			
Component Unit Activities:			
Instruction	\$ 526,000	\$ 582,000	\$ 579,035
Instructional Staff Training Services	5,500	5,500	5,499
Board	15,000	15,000	12,835
School Administration	215,000	275,000	271,453
Fiscal Services	25,000	40,000	38,625
Food Services	80,000	104,000	103,734
Pupil Transportation Services	-	250	28
Central Services	25,000	46,000	45,411
Operation of Plant	248,000	310,500	309,632
Maintenance of Plant	20,000	16,000	14,872
Total Current Expenditures	<u>\$ 1,159,500</u>	<u>\$ 1,394,250</u>	<u>\$ 1,381,124</u>

## Requests for Information

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

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Statement of Net Assets  
June 30, 2013

---

**Assets**

Current assets:	
Cash and cash equivalents	\$ 60,714
Due from other charter schools	27,026
Due from other government agencies	3,836
Prepaid expenses	1,253
Total Current Assets	<u>92,829</u>
Capital assets, depreciable	754,091
Less: accumulated depreciation	<u>(325,343)</u>
	<u>428,748</u>
Due from other charter schools, long-term	<u>140,000</u>
Total Assets	<u><u>\$ 661,577</u></u>

**Liabilities and Net assets**

Current liabilities:	
Salaries and wages payable	\$ 39,125
Current portion of leasehold improvements payable	18,094
	<u>57,219</u>
Net assets:	
Invested in capital assets, net of related debt	410,654
Unrestricted	193,704
Total Net Assets	<u>604,358</u>
Total Liabilities and Net Assets	<u><u>\$ 661,577</u></u>

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

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Statement of Activities  
For the Year Ended June 30, 2013

FUNCTIONS	Program Revenues				Net (Expense) Revenue and Changes in Net Assets
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental activities:</b>					
Instruction	\$ 678,901	\$ -	\$ 46,943	\$ -	\$ (631,958)
Instructional staff training	5,499	-	-	-	(5,499)
Board	12,835	-	-	-	(12,835)
School administration	271,574	-	-	-	(271,574)
Facilities acquisition	11,573	-	-	-	(11,573)
Fiscal services	38,625	-	-	-	(38,625)
Food services	103,734	9,407	80,235	-	(14,092)
Central services	45,411	-	-	-	(45,411)
Pupil transportation services	28	-	-	-	(28)
Operation of plant	319,044	-	-	73,559	(245,485)
Maintenance of plant	14,872	-	-	-	(14,872)
<b>Total governmental activities</b>	<b>1,502,096</b>	<b>9,407</b>	<b>127,178</b>	<b>73,559</b>	<b>(1,291,952)</b>
General revenues:					
FTE nonspecific revenues					1,405,528
Contributions and other revenue					20,927
Change in net assets					134,503
Net assets, beginning					469,855
Net assets, ending					<u>\$ 604,358</u>

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

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Balance Sheet - Governmental Funds  
June 30, 2013

	General Fund	Special Revenue Fund	Total Governmental Funds
<b><u>Assets</u></b>			
Cash and cash equivalents	\$ 60,714	\$ -	\$ 60,714
Due to other charter schools	27,026	-	27,026
Due from government agencies	-	3,836	3,836
Prepaid expenses	1,253	-	1,253
Due from funds	3,836	-	3,836
Total Assets	<u>\$ 92,829</u>	<u>\$ 3,836</u>	<u>\$ 96,665</u>
<b><u>Liabilities</u></b>			
Salaries and wages payable	\$ 39,125	\$ -	\$ 39,125
Due to other funds		3,836	3,836
Total Liabilities	<u>39,125</u>	<u>3,836</u>	<u>42,961</u>
<b><u>Fund balance</u></b>			
Nonspendable, not in spendable form	1,253	-	1,253
Unassigned	52,451	-	52,451
	<u>53,704</u>	<u>-</u>	<u>53,704</u>
Total Liabilities and Fund Balance	<u>\$ 92,829</u>	<u>\$ 3,836</u>	<u>\$ 96,665</u>

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

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets to the  
Statement of Net Assets  
For the Year Ended June 30, 2013

---

Total Fund Balance - Governmental Funds	\$ 53,704
Amounts reported for governmental activities in the statement of net assets are different because:	
Long term liabilities of \$18,094 were not due and payable in the current period and, therefore, are not reported in the funds.	(18,094)
Long term receivables from other charter schools in governmental activities are not financial resources and therefore are not reported in the governmental funds.	140,000
Capital assets of \$754,091 net of accumulated depreciation of \$325,343 used in governmental activities are not financial resources and therefore are not reported in the fund.	<u>428,748</u>
Total Net Assets - Governmental Activities	<u>\$ 604,358</u>

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

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds  
For the Year Ended June 30, 2013

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>Revenues:</b>			
State passed through local	\$ 1,405,528	\$ -	\$ 1,405,528
State capital outlay funding	-	73,559	73,559
Student lunch fees and other revenue	20,927	9,407	30,334
Federal lunch program	-	80,235	80,235
Federal grants	-	46,943	46,943
<b>Total Revenues</b>	<b>1,426,455</b>	<b>210,144</b>	<b>1,636,599</b>
<b>Expenditures:</b>			
<b>Current</b>			
Instruction	537,058	41,977	579,035
Instructional staff training services	5,499	-	5,499
Board	12,835	-	12,835
School administration	271,453	-	271,453
Fiscal services	38,625	-	38,625
Food services	-	103,734	103,734
Central services	45,411	-	45,411
Pupil transportation services	28	-	28
Operation of plant	236,073	73,559	309,632
Maintenance of plant	14,872	-	14,872
<b>Capital Outlay:</b>			
Other capital outlay	51,912	6,876	58,788
<b>Debt Service:</b>			
Repayment of leasehold improvements	66,936	-	66,936
<b>Total Expenditures</b>	<b>1,280,702</b>	<b>226,146</b>	<b>1,506,848</b>
<b>Excess (deficit) of revenues over expenditures</b>	<b>145,753</b>	<b>(16,002)</b>	<b>129,751</b>
<b>Other financing sources</b>			
Transfers in and (out)	(16,002)	16,002	-
Advances to other charter schools	(140,000)	-	(140,000)
<b>Net change in fund balance</b>	<b>(10,249)</b>	<b>-</b>	<b>(10,249)</b>
<b>Fund Balance at beginning of year</b>	<b>63,953</b>	<b>-</b>	<b>63,953</b>
<b>Fund Balance at end of year</b>	<b>\$ 53,704</b>	<b>\$ -</b>	<b>\$ 53,704</b>

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

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2013

---

Net Change in Fund Balance - Governmental Funds \$ (10,249)

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

The proceeds from debt issuance provide current financial resources to governmental funds, but issuing debt increases long term liabilities in the statement of net assets. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. This is the amount by which repayments of \$66,936 exceeded proceeds of \$0. 66,936

Issuance of long term receivables represents a financial expenditure to governmental funds, but increases long-term assets in the statement of net assets. Increase in long term receivables is an expenditure in the governmental funds, but a decrease or collections of such receivables reduces long-term assets in the statement of net assets. This is the amount by which collection of \$0 exceeded increase in long-term receivables of \$140,000 in the current period. 140,000

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays of \$58,788 differed from depreciation expense of \$120,972. (62,184)

Change in Net Assets of Governmental Activities \$ 134,503

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



INTERNATIONAL STUDIES CHARTER MIDDLE SCHOOL  
(A charter school under International Studies Charter High School, Inc.)

Statement of Net Assets - Fiduciary Funds  
June 30, 2013

---

	<u>Agency Funds</u>
<b><u>Assets</u></b>	
Cash	\$ 33,531
Total Assets	<u>\$ 33,531</u>
<b><u>Liabilities</u></b>	
Due to students and clubs	\$ 33,531
Total Liabilities	\$ 33,531
<b><u>Net assets</u></b>	<u>\$ -</u>

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

## **Note 1 – Summary of Significant Accounting Policies**

### Reporting Entity

International Studies Charter Middle School (the "School"), is a component unit of the School Board of Miami-Dade County, Florida (the "District"). The Schools charter is held by International Studies Charter High School, Inc., a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the board of directors of International Studies Charter High School, Inc., which is composed of five members and also governs another charter school.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter granted by the sponsoring district, the School Board of Miami-Dade County, Florida. The current charter expires on June 30, 2019 and is renewable for an additional term pursuant to law and/or by a mutual written agreement between the School and the District. At the end of the term of the charter, the District may choose not to renew the charter under the 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 charters expiration. During the term of the charter, the District may terminate the charter if good cause is shown.

The School is located in Miami, Florida for students from six through ninth grade. These financial statements are for the year ended June 30, 2013, when on average 258 students were enrolled for the school year.

### Basis of Presentation

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

### Government-wide and Fund Financial Statements

#### *Government-wide Financial Statements*

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

## **Note 1 – Summary of Significant Accounting Policies**

### Reporting Entity

International Studies Charter Middle School (the "School"), is a component unit of the School Board of Miami-Dade County, Florida (the "District"). The Schools charter is held by International Studies Charter High School, Inc., a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the board of directors of International Studies Charter High School, Inc., which is composed of five members and also governs another charter school.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter granted by the sponsoring district, the School Board of Miami-Dade County, Florida. The current charter expires on June 30, 2019 and is renewable for an additional term pursuant to law and/or by a mutual written agreement between the School and the District. At the end of the term of the charter, the District may choose not to renew the charter under the 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 charters expiration. During the term of the charter, the District may terminate the charter if good cause is shown.

The School is located in Miami, Florida for students from six through ninth grade. These financial statements are for the year ended June 30, 2013, when on average 258 students were enrolled for the school year.

### Basis of Presentation

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

### Government-wide and Fund Financial Statements

#### *Government-wide Financial Statements*

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

**Note 1 – Summary of Significant Accounting Policies (continued)**

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services, such as food service and student activity fees; (2) operating grants such as the National School Lunch Program, Federal grants, and other state allocations; and (3) capital grants specific to capital outlay. Other revenue sources not included with program revenues are reported as general revenues.

*Fund Financial Statements*

Fund financial statements are provided for governmental and fiduciary funds, even though the fiduciary funds are not included in the government-wide financial statements. The operations of the funds are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. Major individual governmental funds are reported as separate columns in the fund financial statements:

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

*Special Revenue Fund* - accounts for specific revenue, such as capital outlay funding and federal lunch program that are legally restricted to expenditures for particular purposes.

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

Measurement Focus and Basis of Accounting

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

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

**Note 1 – Summary of Significant Accounting Policies (continued)**

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

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. “Measurable” means the amount of the transaction can be determined. Available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Florida Education Finance Program (FEFP) revenues are recognized when received. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Charges for services and fees are recognized when cash is collected as amounts are not measurable. When grant terms provide that the expenditure of funds is the prime factor for determining eligibility for federal, state, and other grant funds, revenue is recognized at the time the expenditure is made. Expenditures are recorded when the related fund liability is incurred, except for long-term debt principal and interest which are reported as expenditures in the year due.

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

Budgets and Budgetary Accounting

In compliance with Florida Statutes, the Board of Directors adopts an annual budget using the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g. salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g. instruction, pupil personnel services and school administration). Revisions to the annual budget are approved by the Board.

**Note 1 – Summary of Significant Accounting Policies (continued)**

Deposits and Investments

All deposits are held in major banks and high grade investments. The School has not adopted a formal investment policy; however the School invests excess deposit funds in collateralized repurchase agreements. Cash and cash equivalents include all highly liquid investments with a maturity of three months or less. All deposits and investments in repurchase agreements are carried at cost plus accrued interest.

Inter-fund Transfers

Outstanding balances between funds are reported as “due to/from other funds. Inter-fund transfers are made to move any excess or shortage of funds derived from the National School Lunch Program from the Special Revenue Fund to the General Fund.

Due from Other Governments or Agencies

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

Capital Assets

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

Building and improvements	5-9 Years
Furniture, fixtures and equipment	5 Years
Textbooks	3 Years

**Note 1 – Summary of Significant Accounting Policies (continued)**

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 Section 1002.33, Florida Statutes, the School will report the number of full-time equivalent (FTE) students and related data to the District. Under the provisions of Section 1011.62, Florida Statutes, the District reports the number of the full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the FEFP. Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent students reported by the School during the designated full-time equivalent student survey periods. After review and verification of FTE reports and supporting documentation, the FDOE may adjust subsequent fiscal period allocations of FEFP funding for prior year errors disclosed by its review as well as to prevent statewide allocations from exceeding the amount authorized by the Legislature. Normally, such adjustments are treated as reductions of revenue in the year the adjustment is made.

In addition, the School receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based on a capital outlay plan submitted to the District and are to be used for lease of school facilities.

Finally, the School also receives Federal awards for the enhancement of various educational programs. Federal awards are generally received based on applications submitted to and approved by various granting agencies. For Federal awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred. Any excess amounts are recorded as deferred revenues until expended. Additionally, other revenues may be derived from various fundraising activities and certain other programs.

**Note 1 – Summary of Significant Accounting Policies (continued)**

Compensated Absences

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

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

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

Income Taxes

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



**Note 1 – Summary of Significant Accounting Policies (continued)**

Net assets and Fund balance classifications

*Government-wide financial statements*

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

- a) Invested in capital assets, net of related debt - consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition or improvement of those assets.
- b) Restricted net assets - consists of net assets with constraints placed on their use either by external groups such as creditors, grantors, contributors or laws or regulations of other governments. There are no restricted net assets at year end.
- c) Unrestricted net assets - all other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

*Fund financial statements*

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

- a) Nonspendable – includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Consists of fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned).
- b) Restricted - this classification includes fund balance category amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. There are no restricted fund balances at year end.
- c) Committed - fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the School's Board of Directors. There are no committed fund balances at year end.
- d) Assigned - fund balance classification are intended to be used by the School's management for specific purposes but do not meet the criteria to be classified as restricted or committed. There are no assigned fund balances at year end.
- e) Unassigned - portion of the fund balance that has not been restricted, committed or assigned for a specific purpose. This is the residual classification for the School's general fund.

**Note 1 – Summary of Significant Accounting Policies (continued)**

Order of Fund Balance Spending Policy

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

Use of Estimates

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

Subsequent Events

In accordance with GASB Codification Section 2250.106, the School has evaluated subsequent events and transactions for potential recognition or disclosure through August 30, 2013, which is the date the financial statements were available to be issued.

**Note 2 – Deposits and Investments**

Deposits

The School maintains its cash and cash equivalents in major banks and in high grade investments. As of June 30, 2013, the School's deposits and investments was \$408,904; of which \$258,904 consisted of bank balances and \$150,000 was fully collateralized under a repurchase agreement with Regions Bank (the "Bank").

Deposits at FDIC-insured institutions are insured up to \$250,000 per depositor, per financial institution. The School is a charter school under International Studies Charter High School, Inc., which also operates another charter school. All bank accounts are opened under the account ownership of International Studies Charter High School, Inc., therefore, bank balances at times may potentially be in excess of FDIC coverage. As of June 30, 2013, bank balances in excess of FDIC coverage totaled \$21,927.

**Note 2 – Deposits and Investments (continued)**

Investments and Credit Risk

Custodial credit risk for deposits is the risk that in the event of a failure of a depository financial institution, the School will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. For an investment, custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, the School will not be able to recover the value of investments or collateral securities that are in the possession of an outside party. At June 30, 2013, all of the School’s investments in repurchase agreements were held as part of the Bank’s investment portfolio.

The School has not formally approved an investment policy regarding custodial credit risk; however it mitigates its credit risk by maintaining excess funds available in overnight repurchase agreements. Amounts invested in repurchase agreements are secured obligations collateralized by securities that include: non-callable U.S. Government and Agency Securities; Callable and Structured Agency Securities; Agency Mortgage-Backed Securities guaranteed by a federal agency, Bonds issued by government sponsored enterprises, Freddie Mac and Fannie Mae. Amounts invested in repurchase agreements are not insured by the FDIC and are subject to investment risks, including possible loss of principal invested, and if the Bank fails the School will become a secured creditor and may become an unsecured general creditor to the extent the market value of the securities used as collateral falls below the outstanding amount of repurchase obligations to the School.

**Note 3 –Capital Assets**

The following schedule provides a summary of changes in capital assets, acquired substantially with public funds, for the year ended June 30, 2013:

	Balance 07/1/12	Additions	Retirements	Balance 06/30/13
Capital Assets:				
Computer equipment	\$ 292,865	\$ -	\$ -	\$ 292,865
Building Improvements	242,207	36,000	-	278,207
Furniture, equipment and textbooks	160,232	22,788	-	183,019
Total Capital Assets	<u>695,304</u>	<u>58,788</u>	<u>-</u>	<u>754,091</u>
Less Accumulated Depreciation:				
Computer equipment	(105,300)	( 66,879)	-	(172,179)
Building Improvements	(27,546)	( 11,707)	-	(39,253)
Furniture, equipment and textbooks	(71,524)	( 42,387)	-	(113,911)
Total Accumulated Depreciation	<u>(204,370)</u>	<u>(120,972)</u>	<u>-</u>	<u>(325,343)</u>
Capital Assets, net	<u>\$ 490,934</u>	<u>\$ ( 62,184)</u>	<u>\$ -</u>	<u>\$ 428,748</u>

**Note 3 –Capital Assets (continued)**

For the fiscal year ended June 30, 2013, depreciation expense is allocated in the Statement of Activities by function as follows:

Instruction	\$	99,867
School administration		120
Facilities acquisition and construction		11,573
Operation of plant		9,412
Total Depreciation Expense	\$	<u>120,972</u>

**Note 4 –Management Agreement**

Academica Dade, LLC, a professional charter school management company, provides management and administrative services to the School including, but not limited to, facility design, staffing recommendations, human resource coordination, regulatory compliance, legal and corporate upkeep, maintenance of the books and records, bookkeeping, budgeting and financial reporting. The agreement between the School and the management company calls for a fee of \$450 per full time equivalent (FTE) student per year. The agreement is with International Studies Charter High School, Inc. for a period of five years, through June 30, 2014, and unless terminated by the board shall be renewed along with any renewals to the charter agreement. During the year ended June 30, 2013, the School incurred approximately \$116,000, in management fees.

Academica Dade, LLC is located at 6340 Sunset Drive, Miami, Florida 33143 and its officers are:

Fernando Zulueta, President  
Magdalena Fresen, Vice President and Treasurer  
Ignacio Zulueta, Vice President  
Collette Papa, Secretary

**Note 5 – Related Party Transactions**

The School's facility is shared with International Studies Charter High School (a charter school under International Studies Charter High School, Inc.). Management allocates a proportionate share of leases, salaries, lunch receipts, food and supplies, and other expenses to each school individually based on student enrollment and usage of facilities. For the year ended June 30, 2013, there was \$27,026 due to International Studies Charter Middle School for rent expense.

**Note 5 – Related Party Transactions (continued)**

The School's lunch program is shared with International Studies Charter High School. Revenues and expenses related to such program have been allocated based on FTE equivalent for purposes of presentation in the financial statements.

Pursuant to the Charter School contract with the School District, the District withholds an administrative fee of 5% or 2%, for high performing schools, of the qualifying revenues of the School. For the year ended June 30, 2013, administrative fees withheld by the School District totaled \$38,059.

**Note 6 – Commitments, Contingencies, and Leasehold Improvements Payable**

The School entered into a sublease with Southwest Eight Property, LLC ("Landlord") for its 27,754 square feet building including all ancillary facilities, outdoor areas and other improvements. The Landlord is an affiliate of the School's management company (See Note 4). This facility is shared with International Studies Charter High School (a charter school under International Studies Charter High School, Inc.). Initial fixed annual payments under this agreement (based on \$22.00 per square foot) are approximately \$610,588 adjusted annually based on the greater of 3% or the Consumer Price Index (CPI) plus additional property costs including repairs, maintenance and insurance. The agreement continues through October 2013 with an option to renew for three additional five-year terms.

Under the agreement, the School will reimburse the landlord for tenant improvements. As of June 30, 2013, the School capitalized approximately \$240,000 of tenant improvements, of which approximately \$18,000 were payable at year end through October 2014.

In addition, under the terms of the lease, the landlord agreed to certain enrollment period discounts. The discount for the year ended June 30, 2013 was approximately \$125,000. The School must also meet certain requirements and covenants under the lease agreement including maintaining a "Lease Payment Coverage Ratio" of not less than 1.10 to 1.00.

Lease payments are allocated among the two schools net of enrollment period discounts based on enrollment and usage of facility. The allocation used for 2013, was approximately 42% for the School and 58% for International Studies Charter High School.

**Note 6 – Commitments, Contingencies, and Leasehold Improvements Payable (continued)**

For 2013, rent expense totaled \$228,670, of which approximately \$228,500 related to the facility lease.

On August 30, 2013, the School exercised the option to extend the current lease for an additional five year term commencing on November 1, 2013 and ending on October 31, 2018. Future minimum payments for the full lease net of enrollment period discounts (to be shared with International Studies Charter High School) are as follows:

Year	Base Rent	Discounts	Net
2014	\$687,782	(83,325)	\$604,457
2015	\$708,415	-	\$708,415
2016	\$729,668	-	\$729,668
2017	\$751,558	-	\$751,558
2018	\$774,105	-	\$774,105

Future minimum maturities on leasehold improvements payable based on tenant invoice terms are as follows:

Year	Total
2014	18,094
	<u>\$ 18,094</u>

Contingencies

The School receives substantially all of its funding from the District under the Florida Education Finance Program (FEFP), which is based in part on a computation of the number of full-time equivalent (FTE) students attending different instructional programs. The accuracy of FTE student data submitted by individual schools and used in the FEFP computations is subject to audit by the state and, if found to be in error, could result in refunds to the state or in decreases to future funding allocations. Additionally, the School participates in a number of federal, state and local grants which are subject to financial and compliance audits. It is the opinion of management that the amount of revenue, if any, which may be remitted back to the state due to errors in the FTE student data or the amount of grant expenditures which may be disallowed by grantor agencies would not be material to the financial position of the School.

The School participates in a number of Federal and State grant programs which are subject to audit in accordance with Office of Management and Budget Circular A-133 “Audits of States, Local Governments, and Non-Profit Organizations”. The School expects such expenditures, if any, which may be disallowed by the granting agencies to be immaterial.

**Note 7 – Risk Management**

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

**Note 8 – Defined Contribution Retirement Plan**

The School's personnel, who are leased through ADP TotalSource Group, Inc., are eligible to participate in a defined contribution 401(k) plan sponsored by the leasing company, covering employees who meet certain age and tenure requirements. Under the ADP TotalSource Retirement Savings Plan (the "Plan"), the School provides a match of 50% of the employee's contribution up to 4% of the employee's compensation. The School contributed to the Plan \$3,876 for the year ended June 30, 2013. The School does not exercise any control or fiduciary responsibility over the Plans' assets, which are administered by MassMutual Financial Group.

REQUIRED SUPPLEMENTARY INFORMATION



International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For the Year Ended June 30, 2013

	General Fund		
	Original Budget	Final Budget	Actual
<b>REVENUES</b>			
State passed through local	\$ 1,170,000	\$ 1,389,750	\$ 1,405,528
Interest and other revenues	15,000	20,000	20,927
Total Revenues	<u>1,185,000</u>	<u>1,409,750</u>	<u>1,426,455</u>
<b>EXPENDITURES</b>			
Current:			
Instruction	500,000	540,000	537,058
Instructional Staff Training Services	5,500	5,500	5,499
Board	15,000	15,000	12,835
School Administration	215,000	275,000	271,453
Fiscal Services	25,000	40,000	38,625
Central Services	25,000	46,000	45,411
Pupil Transportation		250	28
Operation of Plant	158,000	236,500	236,073
Maintenance of Plant	20,000	16,000	14,872
Total Current Expenditures	<u>963,500</u>	<u>1,174,250</u>	<u>1,161,854</u>
Excess of Revenues Over Current Expenditures	<u>221,500</u>	<u>235,500</u>	<u>264,601</u>
Debt Service:			
Repayment of leasehold improvements	67,000	67,000	66,936
Capital Outlay:			
Other Capital Outlay	<u>25,000</u>	<u>52,000</u>	<u>51,912</u>
Total Capital Outlay and Debt Service Expenditures	<u>92,000</u>	<u>119,000</u>	<u>118,848</u>
Total Expenditures	<u>1,055,500</u>	<u>1,293,250</u>	<u>1,280,702</u>
Excess of Revenues Over Expenditures	129,500	116,500	145,753
Other financing sources:			
Transfers in and (out)		(16,500)	(16,002)
Advances to other charter schools	<u>(140,000)</u>	<u>(140,000)</u>	<u>(140,000)</u>
Net change in fund balance	(10,500)	(40,000)	(10,249)
Fund Balance at beginning of year	63,953	63,953	63,953
Fund Balance at end of year	<u>\$ 53,453</u>	<u>\$ 23,953</u>	<u>\$ 53,704</u>

Notes to Budgetary Comparison Schedule

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

International Studies Charter Middle School  
(A charter school under International Studies Charter High School, Inc.)

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For the Year Ended June 30, 2013

	Special Revenue Fund		
	Original Budget	Final Budget	Actual
<b>REVENUES</b>			
State capital outlay funding	\$ 90,000	\$ 74,000	\$ 73,559
Student lunch fees and other revenue	5,000	9,500	9,407
Federal lunch program	75,000	80,000	80,235
Federal grants	26,000	47,000	46,943
<b>Total Revenues</b>	<b>\$ 196,000</b>	<b>\$ 210,500</b>	<b>\$ 210,144</b>
<b>EXPENDITURES</b>			
Current:			
Instruction	26,000	42,000	41,977
Food Services	80,000	104,000	103,734
Operation of Plant	90,000	74,000	73,559
<b>Total Current Expenditures</b>	<b>196,000</b>	<b>220,000</b>	<b>219,270</b>
Excess of Revenues Over Current Expenditures	-	(9,500)	(9,126)
Debt Service:			
Capital Outlay:			
Other Capital Outlay		7,000	6,876
<b>Total Capital Outlay and Debt Service Expenditures</b>	<b>-</b>	<b>7,000</b>	<b>6,876</b>
<b>Total Expenditures</b>	<b>196,000</b>	<b>227,000</b>	<b>226,146</b>
Excess of Revenues Over Expenditures	-	(16,500)	(16,002)
Other financing sources:			
Transfer in and (out)	-	16,500	16,002
Fund Balance at beginning of year	-	-	-
Fund Balance at end of year	\$ -	\$ -	\$ -

Notes to Budgetary Comparison Schedule

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



CERTIFIED PUBLIC ACCOUNTANTS

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

---

Board of Directors of  
International Studies Charter Middle School  
Miami, Florida

We have audited International Studies Charter Middle School, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of International Studies Charter Middle School (the "School") as of, and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated August 30, 2013.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management in a separate management letter dated August 30, 2013 pursuant to Chapter 10.850, Rules of the Auditor General.

## **Purpose of this Report**

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



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida  
August 30, 2013

MANAGEMENT LETTER

To the Board of Directors of  
International Studies Charter Middle School  
Miami, Florida

We have audited the financial statements of the governmental activities and each major fund of International Studies Charter Middle School as of and for the year ended June 30, 2013 and have issued our report thereon dated August 30, 2013.

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 Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosure in those reports, which are dated August 30, 2013, 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 report or schedule:

1. 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 annual financial audit report.

2. 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(s) met.

In connection with our audit, we determined that International Studies Charter Middle School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

3. 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.

## **ML 2013-01 – CAPITAL ASSETS**

### Observation

We noted that the school uses asset manager software to keep track of capital assets and compute depreciation. We noted that there is no procedure to reconcile the capital asset totals in the asset manager to the school's trial balance.

### Recommendation

We recommend that the asset manager total be reconciled to the trial balance at least annually.

## **ML 2013-02 – INTERNAL ACCOUNT**

### Observation

Control over the internal account needs improvement. We noted that activity in the School's internal fund includes both fiduciary activity and general fundraising activity. The accounting treatment is being applied in the same way for both as funds held in the School's internal account are reported as a liability and the activity is not reflected as revenues or expenses. The activity is also recorded in one general ledger account on a cash basis. In addition, we noted instances where recap sheets for deposits were missing required signatures.

### Recommendation

Although generally not material to the financial statements taken as a whole, the activity related to general fundraising should be treated separately from fiduciary type activity. Funds accumulated by fundraising activity should be reflected in the School's net assets as either unrestricted or restricted net assets. In addition, general fundraising revenues and expenses should be reflected in the statement of activities and should be recorded on the accrual basis with reconciliation to the bank statement performed monthly. We recommend that recaps reports be signed by both the preparer and reviewer.

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

In connection with our audit, we did not have any such findings.

5. Section 10.854.(1)(e)5., Rules of the Auditor General, requires the name or official title of the school.

The official title of the school is International Studies Charter Middle School

6. Pursuant to Sections 10.854(1)(e)6.a. and 10.855(11), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor International Studies Charter Middle School 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.

We have applied such procedures and no deteriorating financial condition has been noted.

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

**Status of Prior Year Findings and Recommendations**

ML 2012-01 – Education Jobs Fund – Special Revenue Funds: During the current year audit procedures, we noted that the School implemented our recommendation and properly included all federal funds in the special revenue fund.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida  
August 30, 2013

**International Studies Charter Middle School**

August 29<sup>th</sup>, 2013

HLB Gravier, LLP  
396 Alhambra Circle, 9<sup>th</sup> Floor  
Coral Gables, FL 33134

RE: MANAGEMENT'S RESPONSES TO AUDITOR'S RECOMMENDATION

The following is the response by the School's Board of Directors to your recommendations:

**ML 13-01 – CAPITAL ASSETS**

**Recommendation**

We recommend that the asset manager total be reconciled to the trial balance at least annually.

**Management Response**

While Management does reconcile the asset manager to the trial balance, Management will adhere to auditor's recommendation and reconcile the asset manager to the trial balance, at minimum, annually. Management is also purchasing a new asset manager software.

**ML 13-02 – INTERNAL ACCOUNT**

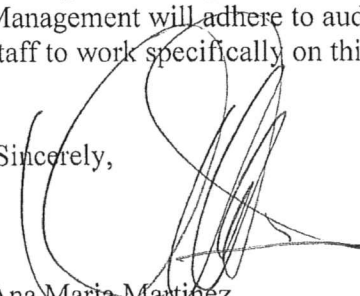
**Recommendation**

Although generally not material to the financial statements taken as a whole, the activity related to general fundraising should be treated separately from fiduciary type activity. Funds accumulated by fundraising activity should be reflected in the School's net assets as either unrestricted or restricted net assets. In addition, general fundraising revenues and expenses should be reflected in the statement of activities and should be recorded on the accrual basis with reconciliation to the bank statements performed monthly. We recommend the recaps reports be signed by both preparer and reviewer.

**Management Responses**

Management will adhere to auditor's recommendation and Management has assigned staff to work specifically on this project.

Sincerely,



Ana Maria Martinez

Authorized Signor for International Studies Charter High School, Inc.