

Financial Statements,
Independent Auditor's Report Thereon,
and Independent Auditor's Report on
Compliance and Internal Controls
JUNE 30, 2007

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# EXCEL ACADEMY LIBERTY CITY, FLORIDA JUNE 30, 2007

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# HARVEY, COVINGTON & THOMAS, LC

### Certified Public Accountants & Consultants

# **Independent Auditor's Report**

To the Board of Directors of EXcel Academy Liberty City, Florida

We have audited the accompanying basic financial statements of the governmental activities and each major fund of EXcel Academy (the "School"), which is a component unit of the School Board of Miami-Dade County as of and for the year ended June 30, 2007, as listed in the table of contents. These basic financial statements are the responsibility of EXcel Academy's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards 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 opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of EXcel Academy as of June 30, 2007, and the results of its operations 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 a report dated August 31, 2007 on our consideration of EXcel Academy's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Management's discussion and analysis and the budgetary comparison schedules 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 inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Marvey, Corregton & Thomas, L.L.C.

Hollywood, Florida August 31, 2007

This discussion and analysis of the School's financial performance provides an overview of the School's financial activities for the fiscal year ended June 30, 2007. Please read it in conjunction with the School's financial statements, which follow this section.

The following are various financial highlights for fiscal year 2007

The School's total net assets were approximately \$2,893.

Total ending unrestricted nets assets were approximately \$2,893.

The School had total expenses for the year of about \$241,000 compared to revenue of approximately \$244,000.

The School remained within the budget set by the Board of Directors for the fiscal year ended June 30, 2007.

#### OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

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

#### **Government-wide Financial Statements**

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

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

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

#### **Fund Financial Statements**

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

Governmental Funds – These funds are accounted for using modified accrual accounting. Modified accrual accounting focuses on available cash and other financial assets that can be readily converted to cash. This provides a short-term view of the governmental fund's financial position to help determine whether there are more or fewer financial resources that can be spent in the near term to finance the School's programs. Given that this information does not encompass the additional long-term focus of the government-wide statements, additional information is provided with these statements. This information helps to explain the difference between the fund financial statements and the government-wide financial statements.

The School maintains one major fund. The General Fund is considered to be major fund. General Fund – All financial resources except those required to be reported in another fund, which are not restricted to expenditures for specified purposes.

# CONDENSED FINANCIAL INFORMATION

The following tables present condensed financial information derived from the government-wide financial statements.

# **Excel Academy's Net Assets**

	Total Governmental Activities 2007			
Non-Capital Assets Capital Assets, Net	\$	60,149 11,818		
<b>Total Assets</b>	\$	71,967		
Current Liabilities	\$	80,892		
<b>Total Liabilities</b>	*****	80,892		
Net Assets Invested in capital assets,				
net of related debt Unrestricted		(8,925)		
Total net assets	\$	(8,925)		

Total

		Total
	Gov	ernmental
	$\mathbf{A}$	ctivities
		2007
Revenues		
State Source FTE	\$	-
Title I Grant		222,185
Capital Outlay		-
Gift, Grants and Bequests		-
Other Miscellaneous Income		22,119
<b>Total Revenues</b>		244,304
Expenses		
Basic Instruction		143,826
School Administration		26,840
Fiscal Services		5,526
Food Services		14,244
Pupil Transportation Services		3,858
Operation of Plant		47,122
<b>Total Expenses</b>		241,416
Change in Net Assets		2,888
Beginning Net Assets		5
Ending Net Assets	\$	2,893
	of the formation of the party of the last	

As noted earlier, net assets may serve over time as a useful indicator of the School's financial position. The School's net assets totaled \$2,893 as of June 30, 2007. Of this amount, approximately \$11,818 (net of related debt) has been invested in capital assets. The School uses the capital assets to provide services to the students. The remaining balance of unrestricted net assets may be used to meet the School's ongoing obligations to students.

The increase in the School's net assets of approximately \$2,888 is attributable to management controlling the amount of expenditures incurred during the fiscal year and increasing enrollment through active recruitment during the non-school session.

### OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS

#### **Governmental Activities**

The governmental activities generated \$244,000 in general revenues and incurred \$241,000 of program expenses. This resulted in a \$2,888 increase in net assets.

#### THE SCHOOL'S INDIVIDUAL FUNDS

#### **General Fund**

The General Fund's fund balance was \$2,893. The School generated more *revenue* through State Source FTE (Full Time Equivalent) funds in the current year. The School incurred \$241,000 in expenses due to operations of the School.

#### **BUDGETARY HIGHLIGHTS**

#### **General Fund**

There were no changes between the original and final budgets for the General Fund.

Revenues received in the General Fund were granted by the Dade County School Board for the fiscal year, therefore, there were no variances.

Total Governmental Fund expenditures were above the budgeted amounts. This was generally due to the fact that this is the first fiscal year of operations for the school.

#### CAPITAL ASSETS AND DEBT ADMINISTRATION

#### **Capital Assets**

There was no significant capital assets activity during 2007. Please refer to Note 2 for more detailed information about the School's capital asset activity.

#### **Debt Administration**

The School did not enter into any debt agreement during the fiscal period.

#### **ECONOMIC FACTORS**

Economic factors affecting the School's operations included operational changes, limited classroom space, and the State's base student allocation.

# CONTACTING THE SCHOOL'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the School's finances and to show the School's accountability for the money it receives. If you have any questions about this report or need additional information, contact Valerie Kinnon, 3575 Northwest 60<sup>th</sup> Street, Liberty City, Florida 33142.

# EXCEL ACADEMY STATEMENT OF NET ASSETS JUNE 30, 2007

	Primary Government						
		ernmental ctivities	Total				
ASSETS							
Cash and cash equivalents	\$	11,967	\$	11,967			
Accounts Receivable		-		-			
Other Assets		60,000		60,000			
<b>Total Current Assets</b>		71,967		71,967			
Capital assets:							
Furniture, Fixtures & Equipment		15,318		15,318			
Less Accumulated Depreciation		(3,500)	-	(3,500)			
<b>Total Fixed Assets</b>		11,818	<del></del>	11,818			
Total Assets	\$	83,785	\$	83,785			
LIABILITIES AND NET ASSETS Liabilities							
Accounts Payable	\$	80,892	\$	80,892			
Total Current Liabilities		80,892		80,892			
NET ASSETS							
Invested in Capital Assets, Net of Related Debt		-		-			
Unrestricted		2,893		2,893			
Total net assets		2,893		2,893			

EXCEL ACADEMY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2007

Net (Expense) Revenue and

FUNCTIONS         Expenses         Activities         Total           rimary Governments         \$ 143,826         \$ (143,826)         \$ (143,826)           Basic Instruction         \$ 5,526         \$ (143,826)         \$ (143,826)           School Administration         \$ 5,526         \$ (143,826)         \$ (26,840)           Fiscal Services         14,244         (14,244)         \$ (358)           Instructional Staff Training         358         (358)         (358)           Operation of Plant         47,122         (47,122)         (47,122)           Total governmental activities         241,416         (241,416)         (241,416)					Changes in Net Assets	Net Asset	S
Governmental         Total           Expenses         Activities         Total           S         143,826         \$ (143,826)         \$ (144,826)           26,840         (26,840)         (26,840)         (26,840)         (26,840)         (26,840)         (26,840)         (26,840)         (26,840)         (24,244)         (24,244)         (24,244)         (24,244)         (24,244)         (24,122)         (24,122)         (24,121)					Primary G	overnmen	ıt
Expenses Activities Total  S 143,826 S (143,826) S (144,244)  ming A7,122 A7,122 A7,122 A7,122 A1,416 A2,1416 A2,1416  Expense A7,124 A2,1416 A2,1416 A2,1416				G	vernmental		
### 143,826	FUNCTIONS		Expenses	Ŧ	Activities		Total
rities:       \$ 143,826       \$ (143,826)       \$ (144,826)         trion       26,840       (26,840)       (26,840)       (26,840)       (26,840)       (26,840)       (26,826)       (26,826)       (26,826)       (26,826)       (26,826)       (26,826)       (26,826)       (24,244)       (24,244)       (24,244)       (24,244)       (24,244)       (24,122)       (24,122)       (24,126)       (24	Primary Government:	•					
stration         \$ 143,826         \$ (143,826)         \$ (144,826)           stration         26,840         (26,840)         (2           5,526         (5,526)         (1         (1           taff Training         358         (14,244)         (44,244)           lant         47,122         (47,122)         (4           epreciation Expense         3,500         (3,500)         (24           nmental activities         241,416         (241,416)         (24	Governmental Activities:						
stration     26,840     (26,840)     (2       5,526     (5,526)     (       14,244     (14,244)     (       lant     47,122     (47,122)     (47,122)       epreciation Expense     3,500     (3,500)     (       nmental activities     241,416     (241,416)     (241,416)	Basic Instruction	<del>\$</del>	143,826	↔	(143,826)	↔	(143,826)
5,526       (5,526)       (         14,244       (14,244)         lant       358       (358)         epreciation Expense       3,500       (3,500)         nmental activities       241,416       (241,416)	chool Administration		26,840		(26,840)		(26,840)
laff Training     14,244     (14,244)       lant     358     (358)       spreciation Expense     47,122     (47,122)     (4       spreciation Expense     3,500     (3,500)     (24,1416)       nmental activities     241,416     (241,416)     (24	iscal Services		5,526		(5,526)		(5,526)
taff Training       358       (358)         lant       47,122       (47,122)       (4         epreciation Expense       3,500       (3,500)       (24,500)	ood Services		14,244		(14,244)		
ciation Expense $\frac{47,122}{3,500}$ $\frac{(47,122)}{(3,500)}$ ental activities $241,416$ $(241,416)$	taff		358		(358)		(358)
sciation Expense       3,500       (3,500)         ental activities       241,416       (241,416)	peration of Plant		47,122		(47,122)		(47,122)
241,416 (241,416)	nallocated Depreciation Expense		3,500		(3,500)		(3,500)
	Total governmental activities		241,416		(241,416)		(241,416)

# General Revenues:

State Source FTE 222,185 Other Income 22,119	Total General Revenues, Special Items and Transfers 244,304	.ssets 2,888	inning of Vear
Other Income	ral Revenues, Special Items and	Change in Net Assets	Net A scete - Reginning of Vear

See Accompanying Notes to the Financial Statements

# EXCEL ACADEMY BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2007

	GF	ENERAL	GOVER	OTAL INMENTAL UNDS
<u>ASSETS</u>				
Cash Other Assets	\$	11,967 60,000	\$	11,967 60,000
TOTAL ASSETS	\$	71,967	\$	71,967
LIABILITIES & FUND EQUITY				
Liabilities Accounts Payable	·····	80,892		80,892
TOTAL LIABILITIES	\$	80,892	\$	80,892
Fund Equity Fund Balances: Unreserved, Undesignated		(8,925)		(8,925)
TOTAL FUND EQUITY		(8,925)		(8,925)
TOTAL LIABILITIES AND FUND EQUITY	\$	71,967	\$	71,967
Reconciliation of the governmental funds for the year ended June 30, 2007	Balance S	heet to the Statement of	Net Assets	
Total fund balances - governmental fund Amounts reported for governmental active different because:		e Statement of Net Asset	s are	(8,925)
Capital assets used in government and therefore are not reported a of the assets is \$15,318, and the	s assets in	governmental funds. Th	ne cost	11,818
Net Assets of Governmental Activities			\$	2,893

#### EXCEL ACADEMY

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS

# FOR THE YEAR ENDED JUNE 30, 2005

	(	GENERAL	TOTAL GOVERNMENTAL FUNDS
REVENUES			
State Source FTE	\$	222,185	\$ 222,185
Miscellaneous Income		22,119	22,119
TOTAL REVENUES		244,304	244,304
EXPENDITURES			
Basic Instruction		143,826	143,826
School Administration		26,840	26,840
Fiscal Services		5,526	5,526
Food Services		14,244	14,244
Instructional Staff Training		358	358
Operation of Plant		62,440	62,440
TOTAL EXPENDITURES	****	253,234	253,234
EXCESS OF REVENUES			(0.000)
OVER EXPENDITURES		(8,930)	(8,930)
FUND BALANCE, July 1, 2006		5	5
FUND BALANCE, June 30, 2007	\$	(8,925)	\$ (8,925)
Reconciliation of the Statement of Revenues, Exp in Fund Balances to the Statement of Activities	enditures,	and Changes	
Total net change in fund balances - government Amounts reported for governmental activities in tare different because:		ent of Activities	(8,930)
Capital outlays \$15,318 are reported in government. However, in the statement of activities, the cost of			
over their estimated useful lives as depreciation e			11,818
Change in net assets of governmental activities	6		2,888

# NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

EXcel Academy, Inc. is a not-for-profit corporation organized in July 2006 pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act, and Section 228.056, Florida Statues. The not-for-profit corporation conducts business as EXcel Academy (the "School"). The governing body of the School is the not for profit corporation's Board of Directors which is composed of three voting members.

The general operating authority of the School is contained in Section 228.056, Florida Statues. The School operates under a charter of the sponsoring school district, the School Board of Miami-Dade County (the "District"). The current charter is effective until June 30, 2012. At the end of the term of the charter, the District may choose not to renew the charter under grounds specified in the charter, in which case the District is required to notify the School in writing at least 90 days prior to the charter's expiration. Pursuant to Section 228.056(10)(e), Florida Statues, the charter school contract provides that in the event the school is dissolved or terminated, any unencumbered funds and all school property purchased with public funds automatically revert to the District. During the term of the charter, the District may also terminate the charter if good cause is shown. This School is considered a component unit of the District.

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

#### Basis of Presentation

The financial transactions of the School are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements. Statement #34 set forth minimum criteria for the determination of major funds. The school has one major funds.

#### **GOVERNMENTAL FUND TYPES**

The measurement focus of the Governmental Funds is upon determination of financial position and changes in financial position rather than upon net income. The following is a description of the Governmental Funds of the School:

General Fund – to account for all financial resources not required to be accounted for in another fund. The General fund serves as the primary operating unit of the School.

Special Revenue Fund – to account for financial resources associated with grants that are restricted for specific uses.

Capital Projects Fund – to account for all financial resources that are specifically restricted to expenditure for capital projects.

In the accompanying fund financial statements, the General Fund, Special Revenue Fund, and Capital Projects Fund are all considered to be significant funds and, therefore, are separately stated. The School has no non-major funds.

# NON-CURRENT GOVERNMENTAL ASSETS/LIABILITIES

GASB Statement #34 eliminates the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental column in the government-wide Statement of Net Assets.

# Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The Government-wide Financial Statements are presented on an accrual basis of accounting. The Fund financial statements are presented on a modified accrual basis.

All governmental fund types are accounted for using the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred.

### **Budgetary Basis of Accounting**

Budgets are presented on the modified accrual basis of accounting, consistent with generally accepted accounting principles.

### Revenue Sources

Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Florida Statues, the School reports the number of full time equivalent (FTE) students and related data to the District. Under the provision of Florida Statues, the District reports the number of FTE students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program. Funding for the School is adjusted during the year to reflect the revised calculation 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 students survey periods.

# Fixed Assets and Depreciation

Expenditures for fixed assets acquired for utilization at the School are reported in the governmental fund type that financed the acquisition. Donated Assets are recorded at fair value at the date of donation. The school's capitalization levels are \$600 on tangible personal property. Depreciation on all assets is provided on the straight-line basis over the estimated useful life. The depreciation of general fixed assets is recorded in the Government-wide financial statements.

# Compensated Absences

The School does not pay employees for unused sick and vacation time. Unused hours expire at the end of the school year. Therefore, no compensated absences are recorded.

#### Income Taxes

The School is exempt from federal income taxes under Section 501(C)(3) of the Internal Revenue Code. Therefore, no provision for federal income taxes has been made in the accompanying financial statements.

### Estimates and Assumptions

The preparation of financial statements in conformity with generally accepted accounting principles 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 statement and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### NOTE 2 - CHANGES IN GENERAL FIXED ASSETS

Changes in general fixed assets are shown below:

	Jul	ance y 1, 006	Addi	tions	_ Dele	tions_	Balance June 30, 2007
Leasehold Improvements Furniture, Fixtures, and Equipment	\$	-	\$	<u>-</u>	\$	-	\$1,018 14,300
Total Accumulated Depreciation		- -	(3	,500)		- -	15,318 (3,500)
Net Fixed Assets	\$	_	<u>(\$3</u>	<u>,500)</u>		_	<u>\$11,818</u>

### NOTE 3 – LEASES AND OTHER OBLIGATIONS

### Operating Leases

During the fiscal year 2006-2007, the School leased commercial space from Church of the Open Door, Inc. The School is renting a commercial space on a year to year basis. The current lease expires August 14, 2008.

Total rent expense for the year ended June 30, 2007 was \$33,000 for the commercial space. The future minimum rental commitment for the lease is as follows:

For the year ending June 30,

2007	\$ 60,000
2008	
2009	
2010	
2011	
Thereafter	
Total	\$ 60,000

# NOTE 4 – ACCOUNTS PAYABLE AND RELATED PARTY TRANSACTIONS

Accounts payable for fiscal year ended June 30, 2007 consist of loans from the Management Company, payroll related taxes, and other accrued expenses. Non-interest bearing loans of \$59,446 are due to a related for-profit corporation (the President of the Organization is also an officer of this for-profit corporation). The related for-profit Corporation has agreed not to request payment of these amounts due until such time Excel Academy is financially able to make such payments. The Organization out-sources some of its payroll functions; however, the payment of payroll taxes is the organization's responsibility. For the fiscal year ending June 30, 2007, unpaid payroll taxes totaled \$20,786. The remaining portion of accounts payable totaled \$657 due to other creditors.

#### **Note 5 – OTHER ASSETS**

Other assets for fiscal year ended June 30, 2007 consist of library books and educational resource materials valued at \$50,000, and prepaid rent for the leased school facility and the administrative office.

#### NOTE 6 – BUDGETARY COMPARISON SCHEDULE

The following budgetary information is presented as part of the required supplementary information as mandated by GASB Statement #34.

# EXCEL ACADEMY REQUIRED SUPPLEMENTARY INFORMATION BUDGETARY COMPARISON SCHEDULE FOR THE YEAR ENDED JUNE 30, 2007

	GENERAL				
	ORIGINA	L BUDGET	AC	ΓUAL	
REVENUES					
State Source FTE	\$	223,000	\$	222,185	
Miscellaneous Income		31,000		22,119	
TOTAL REVENUES	***	254,000		244,304	
EXPENDITURES					
Basic Instruction		144,000		143,826	
School Administration		27,000		26,840	
Fiscal Services		5,500		5,526	
Food Services		14,500		14,244	
Instructional Staff Training		500		358	
Operation of Plant		62,500		62,440	
TOTAL EXPENDITURES		254,000		253,234	
EXCESS OF REVENUES					
OVER EXPENDITURES		-		(8,930)	

# HARVEY, COVINGTON & THOMAS, IIC

# Certified Public Accountants & Consultants

# Independent Accountant's Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards

To the Board of Directors of EXcel Academy

We have audited the basic financial statements of EXcel Academy, as of and for the year ended June 30, 2007, and have issued our report thereon dated August 31, 2007 and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

# Compliance

As part of obtaining reasonable assurance about whether EXcel Academy's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance that are required to be reporting under Government Auditing Standards.

# **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered EXcel Academy's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. We noted a matter involving the internal control over financial reporting and its operations that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that in our judgment, could adversely affect EXcel Academy's ability to record, process, summarize and report data consistent with assertions of management of the financial statements.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal controls over financial reporting would not necessarily disclose all matters in the internal control structure that might be reportable conditions and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use by management, the Board of Directors, Grantor agencies, and the Auditor General of the State of Florida, and is not intended to be and should not be used by anyone other than those specified parties.

Harvey, Covington: Thomas, L.L.C.

Hollywood, Florida

August 31, 2007

# HARVEY, COVINGTON & THOMAS, LC

# Certified Public Accountants & Consultants

# INDEPENDENT AUDITOR'S LETTER TO MANAGEMENT

Board of Directors EXcel Academy Liberty City, Florida 33142

We have audited the financial statements of EXcel Academy as of and for the year ended June 30, 2007, and have issued our report thereon dated August 31, 2007. We have also issued our report on compliance and internal control over financial reporting. That report should be considered in conjunction with this management letter.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with the provisions of Chapter 10.850, Rules of the Auditor General, which govern the conduct of charter school audits performed in the State of Florida and require that certain items be addressed in this letter.

# Prior Audit Findings

The Rules of the Auditor General require that we comment as to whether or not findings reported in the preceding audit report have been corrected and recommendations made in the preceding audit report have been followed. This is the school's first fiscal year of operations, therefore, there was no prior year Management Letter Comments.

#### Other Matters

Our audit did reveal some matters that involve the internal control structure and other operational matters that are presented for your consideration. We previously reported on EXcel Academy's internal control structure in our report dated August 31, 2007. This letter does not affect our report dated August 31, 2007 on the financial statements of the School.

This management letter is intended solely for the information and use of the management of the School and appropriate audit agencies and is not intended to be and should not be used by anyone other than specified parties.

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of the audit. Please let us know if you have any comments about this letter, our accompanying reports, or any other matter.

Harvey, Chungton 1 Thomas, L.L.C.

Hollywood, Florida August 29, 2007

#### 07-ML-01

### Criteria:

We noted during our audit that the Organization does not perform monthly bank reconciliations for the fiscal year 2007.

### Condition

By not performing monthly bank reconciliations, the Organization cannot effectively determine deficiencies, errors and/or track the monthly operations of the company's cash receipts and disbursements.

### **Recommendation:**

We recommend that the Organization perform monthly bank reconciliations for each existing account and organize the filing of all bank statements.

# **Reason Improvement Needed:**

Monthly bank reconciliations are essential to effectively track the inflows and outflows of the organizations cash. It also serves as a tool to keep track of outstanding disbursements and receipts.

# **Management Response:**

We agree with the Auditor's finding and will seek to implement policies and procedures to address this matter.

#### 07-ML-02

### Criteria:

The employees of the Organization should obtain training on the accounting functions and/or the accounting system.

### Condition:

During the procedures, we encountered several issues that related to an account adjustment and/or system error.

### Recommendation:

We recommend that management take the effective steps in order to obtain the necessary software training for the employees in order to avoid costly errors.

# **Reason Improvement Needed:**

By acquiring the additional training on the accounting software, the Organization can minimize costly errors and provide the Board Members with accurate financial information.

# **Management Response:**

We agree with the Auditor's finding and will seek to implement policies and procedures to address this matter.

### **Reportable Condition**

#### 07-ML-03

### Criteria:

During our audit procedures, we noted that the school did not maintain an accurate and complete recording of transactions in the accounting system. For example, we noted that several expenditures paid for by the Management Company were either not recorded or misclassified.

### **Condition:**

As a result of poor recordkeeping, the Organization is unable to provide an accurate financial picture of its performance to readers of the financial statements.

### **Recommendation:**

We suggest the accounting personnel perform a monthly account reconciliation to ensure all accounting transactions have been posted and compared to the supporting documentation.

# **Reason Improvement Needed:**

It is imperative that the School is able to account for all accounting transactions and fully understand the procedures. It is also important for the organization to correctly classify all expenses and maintain supporting documentation.

# Management Response:

Management agrees to Auditors findings and will implement new procedures during the coming fiscal year.

#### 07-ML-04

### Criteria:

During our audit procedures, we noted the Organization had not filed any payroll related tax forms with the Internal revenue Services and the Florida Department of Revenue for the entire fiscal year. These forms include quarterly Form 941 and UCT-6, annual Form 940 and Form W-3 with employeeW-2 for year ended December 31, 2006. The unpaid payroll taxes for the fiscal year are approximately \$20,800. We noted the general ledger obtained a payroll balances from payroll reports generated by Paychex, a payroll agency. It is the Organization's responsibility to ensure the all related payroll taxes forms are completed, filed, and paid in a timely manner.

### **Condition:**

Excel Academy is not completing, filing, and remitting/paying related payroll taxes.

### **Recommendation:**

We recommend that a quarterly reconciliation is performed to verify payroll is accurately recorded by comparing the completed Quarterly 941 Tax Return to the general ledger. It is imperative that the Organization understands the purpose of the Quarterly 941 Tax Return and UTC-6 form. With an understanding of these reports, the Organization may utilize them to verify the general ledger reflects the accurate salaries and payroll tax liabilities, and remitted the amounts due to the relevant taxing agency accordingly.

Quarterly 941 Tax Form (Employer's Quarterly Federal Tax Return) is utilized to report wages you have paid, tips your employees have reported to you, Federal income tax withheld, social security and Medicare taxes withheld, your share of social security and Medicare taxes, and advance earned income credit payments. A separate Form 941 is filed for each quarter. The first quarter is January through March. The second quarter is April through June. The third quarter is July through September. The fourth quarter is October through December. The UTC-6 form is used to pay State Unemployment taxes to the Florida Department of Revenue for each employee.

# 07-ML-04 (continued)

# **Reason Improvement Needed:**

By completing and filing the payroll tax forms in a timely manner, the School will avoid the unnecessary penalties accessed by the Federal and State Tax Agencies as well as deter any possible legal ramifications.

# **Management Response:**

Management agrees to Auditors findings and will implement new procedures during the coming fiscal year.

#### 07-ML-05

### Criteria:

The organization does not have written accounting procedures manual, which details all policies and procedures, to be followed for all revenue, expenses, assets, liabilities, and net assets transactions. In addition there were accounting functions, which were deficient due to lack of accounting procedures.

### Condition:

The organization must implement an accounting procedure manual for all fiscal activities. The development and dissemination of such a manual would enable all personnel to more fully understand their duties and may potentially reduce errors and eliminate unauthorized banking activities.

### Recommendation:

We recommend that management complete, adopt and implement an accounting procedures manual to assist the organization to achieve better fiscal management.

# Reason Improvement Needed:

The failure to have a signed written accounting procedure manual increases the likelihood of errors, irregularities, and defalcations, within the organization. Personnel may not fully understand their duties. In addition, the loss of key personnel in the absence of this manual could result in significant delays in the daily handling of accounting and operational tasks.

# **Management Response:**

The management team will be implementing accounting policies and procedures consistent with the Board of Director's directives.

#### 07-ML-06

### Criteria:

During our procedures, we noted several invoices were posted to the accounting system with proper approval. In addition, we noted that the organization does not have adequate controls in place to avoid duplicate payments for invoices. We also noted the invoices did not have a 'Received' or 'Paid' date stamp. In many instances, the invoices, copy of the check, and a check request form were files together.

### **Condition:**

It is essential that all payments be approved prior to processing. The individual approving the check requests cannot sign the check or vice versa. A proper check and balance system needs to be in place in order to successfully process checks. All information provided on the check request form should be complete. All forms should include:

- a. Date
- b. Vendor/name
- c. Amount disbursed
- d. Explanation
- e. Approval signature and date
- f. Attach copies of supporting documentation

Completion of this form reflects the approval and validation of processed item. Missing information can result in the processing of incorrect invoices and/or statements. All supporting documentation should be attached to processed checks for research and auditing purposes. The invoices should be stamped to note received, paid dates and notation of the general ledger account charge. It is necessary to maintain good record keeping. Filing a copy of the check along with the invoice serves as a mitigating control to avoid duplicate payments.

# **Recommendation:**

We recommend that the EXcel Academy keep a copy of each processed check along with all supporting documentations. We further recommend that the Organization consider purchasing a "Paid" stamp and stamping all paid invoices with the stamp to avoid duplicating payment for services rendered or goods already received. We recommend that the Organization complete a check request form and ensure that authorized personnel, review supporting documentation to verify accuracy and completeness prior to signing.

# 07-ML-06 (continued)

# **Reason Improvement Needed:**

The Organization will be better suited to effectively review and trace all processed invoices. Stamping the invoices will reduce the risk of duplication.

# **Management Response:**

Management agrees to Auditors findings and will implement new procedures during the coming fiscal year.

