

Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)

Hialeah, Florida

Financial Statements And  
Independent Auditors' Report

June 30, 2011

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Mater Gardens Academy

9010 NW 178 Lane  
Hialeah, FL 33018

2010-2011

Board of Directors

Roberto Blanch, Chairman (effective August 31, 2010)  
Antonio L. Roca, Chairman (through August 31, 2010)  
Shannie Sadesky  
Cesar Christian Crousillat  
Juan Garcia  
Elizabeth Nuevo

School Administration

Lourdes Marrero, Principal

Other Non-voting Corporate Officers

Antonio L. Roca, President (effective August 31, 2010)



CERTIFIED PUBLIC ACCOUNTANTS INDEPENDENT AUDITORS' REPORT

Board of Directors  
Mater Gardens Academy  
Hialeah, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of Mater Gardens Academy (the "School"), a charter school under Mater Academy, Inc., which is a component unit of the District School Board of Miami-Dade County, as of, and for the year ended June 30, 2011, which collectively comprises the School's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the School's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the 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.

As described in Note 1, the accompanying financial statements referred to above present only the financial position of Mater Gardens Academy at June 30, 2011, and the respective changes in financial position for the year then ended. These financial statements do not purport to and do not present fairly the financial position of Mater Academy, Inc. as of June 30, 2011 and its changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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 Mater Gardens Academy, as of June 30, 2011, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 29, 2011, 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 26 through 27 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.

*HLB Gravia, CP*

CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida  
August 29, 2011

**Management's Discussion and Analysis**  
Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)  
June 30, 2011

The corporate officers of Mater Gardens Academy have prepared this narrative overview and analysis of the school's financial activities for the fiscal ended June 30, 2011.

**Financial Highlights**

1. The assets of the School exceeded its liabilities at June 30, 2011 by \$686,266 (net assets).
2. At year-end, the School had current assets on hand of \$686,956.
3. The net assets of the School increased by \$ 20,999 during the year.
4. The unassigned fund balance at year end was \$16,920.

**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, 2011 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 - 25 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 \$686,266 at the close of the fiscal year. A summary of the School’s net assets as of June 30, 2011 follows:

	2011	2010
Cash	\$ 589,406	\$ 457,903
Due from other governmental agencies	14,585	50,365
Due from other schools	-	38,441
Prepaid expenses	56,888	27,834
Deposits receivable	26,077	26,077
Capital assets	360,949	345,714
Total Assets	<u>\$ 1,047,905</u>	<u>\$ 946,334</u>
Accounts payable and accrued liabilities	331,786	242,093
Due to other schools	29,853	38,974
Total Liabilities	<u>\$ 361,639</u>	<u>\$ 281,067</u>
Invested in capital Assets, net	\$ 360,949	\$ 345,714
Restricted	225,432	175,821
Unrestricted	99,885	143,732
Total Net Assets	<u>\$ 686,266</u>	<u>\$ 665,267</u>

At the end of the fiscal year, the School is able to report continued positive balances in the categories of net assets with a net increase for the year. The same situation held true for the prior fiscal year.

A summary and analysis of the School's revenues and expenses for the years ended June 30, 2011 and 2010 follows.

	<u>2011</u>	<u>2010</u>
<b>REVENUES</b>		
Program Revenues		
Capital outlay	\$ 310,964	\$ 212,919
Federal sources	79,927	32,498
Lunch program	227,389	142,137
Charges for services	406,441	239,218
General Revenues		
Government Grants Not Restricted to Specific Programs	3,481,361	2,876,027
Other	2,559	13,621
Total Revenues	<u>\$ 4,508,641</u>	<u>\$ 3,516,420</u>
<b>EXPENSES</b>		
Component Unit Activities:		
Instruction	\$ 1,961,611	1,520,542
Instructional staff training services	6,757	2,963
Board	53,281	13,146
School administration	509,599	516,261
Facilities acquisition	604	604
Fiscal services	81,825	65,150
Central services	85,092	65,043
Food services	258,909	132,387
Community services	246,195	149,770
Maintenance of plant	86,146	58,242
Operation of plant	1,197,623	774,566
Total Expenses	<u>4,487,642</u>	<u>3,298,674</u>
Increase in Net Assets	20,999	217,746
Net Assets at Beginning of Year	<u>665,267</u>	<u>447,521</u>
Net Assets at End of Year	<u>\$ 686,266</u>	<u>\$ 665,267</u>

The School's revenue and expenditures increased by \$992,221 and \$1,188,968, respectively, as a result of an increase in student enrollment, which significantly impacted FTE, lunch and after-care revenues. The School had an increase in its net assets of \$20,999 for the year.



## **Accomplishments**

Mater Gardens Academy completed its fifth year of operations in 2011. The School earned a letter grade of "B," based on the points it received under the State of Florida Accountability Program. Mater Gardens Academy was the 8th highest performing Miami-Dade County Public Elementary School in the area of Science, and the 7th highest performing in achieving Learning Gains in Math for the lowest 25% of its student population. The school also scored among the top 25% in overall Learning Gains in Math and Science.

Throughout the year, Mater Gardens students participated in and received notable recognition for their extracurricular activities and community service projects, including Third Place Award for the Chess Club in the K-8 team's participation in the M-DCPS Chess Competition and M-DCPS District Winner for the Fundraising Campaign.

The mission of Mater Gardens Academy is to provide students with the skills, strategies, technology, and resources that will enable them to further their education and make a positive difference in their community. The school is accredited by the Southern Association of Colleges and Schools (SACS).

## **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. 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 \$325,317. The fund balance unassigned and available for spending at the School's discretion is \$16,920. 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, 2011 amounts to \$360,949 (net of accumulated depreciation). This investment in capital assets includes building and improvements and furniture, equipment, and textbooks. The School has no outstanding debt associated to 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 fund to demonstrate compliance with the School's budget.

	Governmental Funds		
	Original Budget	Final Budget	Actual
<b>REVENUES</b>			
Program Revenues			
Capital Outlay Funding	\$ 270,144	\$ 311,000	\$ 310,964
Federal Sources	65,000	80,000	79,927
Lunch program	240,000	230,000	227,389
Charges for services	400,000	405,000	406,441
General Revenues			
FTE Nonspecific Revenues	3,269,600	3,401,193	3,481,361
Other Revenues	-	-	2,559
Total Revenues	\$ 4,244,744	\$ 4,427,193	\$ 4,508,641
<b>CURRENT EXPENDITURES</b>			
Instruction	\$ 1,765,000	\$ 1,890,000	\$ 1,875,957
Instructional staff training services	10,000	10,000	6,757
Board	50,000	55,000	53,281
School administration	425,000	515,000	509,431
Fiscal services	80,000	85,000	81,825
Food services	240,000	250,000	249,823
Central services	80,000	90,000	85,092
Operation of plant	1,173,403	1,191,000	1,183,253
Maintenance of plant	50,000	55,000	53,000
Community Services	255,000	260,000	246,195
Total Current Expenditures	\$ 4,128,403	\$ 4,401,000	\$ 4,344,614

## 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.

Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)

Statement of Net Assets  
June 30, 2011

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**Assets**

Current Assets:

Cash	\$	589,406
Due from other government agencies		14,585
Prepaid expenses		56,888
Deposits receivable		26,077
		<u>686,956</u>

Capital assets, depreciable		735,051
Less accumulated depreciation		(374,102)
		<u>360,949</u>

Total Assets \$ 1,047,905

**Liabilities and Net Assets**

Current Liabilities:

Accounts payable	\$	151,377
Due to other charter schools		29,853
Accrued payroll liabilities		180,409
Total Liabilities		<u>361,639</u>

Net Assets:

Invested in capital assets, net of related debt		360,949
Restricted		225,432
Unrestricted		99,885
Total Net Assets		<u>686,266</u>
Total Liabilities and Net Assets	\$	<u>1,047,905</u>

See accompanying notes to the basic financial statements

Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)

Statement of Activities  
For the year ended June 30, 2011

FUNCTIONS	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities:</b>					
Instruction	\$ 1,961,611	\$154,127	\$ 79,927	\$ -	\$ (1,727,557)
Instructional staff training services	6,757	-	-	-	(6,757)
Board	53,281	-	-	-	(53,281)
School administration	509,599	-	-	-	(509,599)
Facilities acquisition and construction	604	-	-	-	(604)
Fiscal services	81,825	-	-	-	(81,825)
Food services	258,909	58,041	169,348	-	(31,520)
Central services	85,092	-	-	-	(85,092)
Community services	246,195	252,314	-	-	6,119
Maintenance of plant	86,146	-	-	-	(86,146)
Operation of Plant	1,197,623	-	-	310,964	(886,659)
<b>Total Governmental Activities</b>	<u>4,487,642</u>	<u>464,482</u>	<u>249,275</u>	<u>310,964</u>	<u>(3,462,921)</u>

General revenues:	
FTE nonspecific revenues	3,481,361
Fundraising, net and other revenue	<u>2,559</u>
Change in net assets	20,999
Net assets, beginning	<u>665,267</u>
Net assets, ending	<u>\$ 686,266</u>

See accompanying notes to the basic financial statements

Mater Gardens Academy  
 (A charter school under Mater Academy, Inc.)

Balance Sheet - Governmental Funds  
 June 30, 2011

	General Fund	Special Revenue Fund	Total Governmental Funds
<b><u>Assets</u></b>			
Cash	\$ 589,406	\$ -	\$ 589,406
Due from other government agencies	-	14,585	14,585
Due from other funds	14,585	-	14,585
Other current assets	82,965	-	82,965
Total Assets	<u>\$ 686,956</u>	<u>\$ 14,585</u>	<u>\$ 701,541</u>
<b><u>Liabilities</u></b>			
Accounts payable	\$ 151,377	\$ -	\$ 151,377
Accrued liabilities	180,409	-	180,409
Due to other charter schools	29,853	-	29,853
Due to other funds	-	14,585	14,585
Total Liabilities	<u>361,639</u>	<u>14,585</u>	<u>376,224</u>
<b><u>Fund balance</u></b>			
Nonspendable, not in spendable form	82,965	-	82,965
Restricted	225,432	-	225,432
Unassigned	16,920	-	16,920
	<u>325,317</u>	<u>-</u>	<u>325,317</u>
Total Liabilities and Fund Balance	<u>\$ 686,956</u>	<u>\$ 14,585</u>	<u>\$ 701,541</u>

See accompanying notes to the basic financial statements

Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets  
For the year ended June 30, 2011

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Total Fund Balance - Governmental Funds \$ 325,317

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

Capital assets of \$735,051 net of accumulated depreciation of \$374,102 used in governmental activities are not financial resources and therefore are not reported in the fund. 360,949

Total Net Assets - Governmental Activities \$ 686,266

See accompanying notes to the basic financial statements

Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)

Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds  
For the year ended June 30, 2011

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>Revenues:</b>			
State passed through local	\$ 3,481,361	\$ -	\$ 3,481,361
State capital outlay funding	-	310,964	310,964
Federal grants	-	79,927	79,927
Federal lunch program	-	169,348	169,348
Local preschool, child care and lunch fees	409,000	58,041	467,041
Total Revenues	3,890,361	618,280	4,508,641
<b>Expenditures:</b>			
<b>Current</b>			
Instruction	1,817,707	58,250	1,875,957
Instructional staff training services	6,757	-	6,757
Board	53,281	-	53,281
School administration	509,431	-	509,431
Fiscal services	81,825	-	81,825
Food services	-	249,823	249,823
Central services	85,092	-	85,092
Maintenance of plant	53,000	-	53,000
Operation of Plant	872,289	310,964	1,183,253
Community services	246,195	-	246,195
<b>Capital outlay:</b>			
Other capital outlay	136,586	21,677	158,263
Debt service - redemption of principal	-	-	-
Total Expenditures	3,862,163	640,714	4,502,877
Excess (deficit) of Revenues Over Expenditures	28,198	(22,434)	5,764
<b>Other financing sources</b>			
Transfers in and (out)	(22,434)	22,434	-
Net change in fund balance	5,764	-	5,764
Fund Balance at beginning of year	319,553	-	319,553
Fund Balance at end of year	\$ 325,317	\$ -	\$ 325,317

See accompanying notes to the basic financial statements

Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance  
of Governmental Funds to the Statement of Activities  
For the year ended June 30, 2011

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Change in Fund Balance - Governmental Funds \$ 5,764

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

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays, net of retirements of \$158,263 differed from depreciation expense of \$143,028.

15,235

Change in Net Assets of Governmental Activities \$ 20,999

See accompanying notes to the basic financial statements



Mater Gardens Academy  
(A charter school under Mater Academy, Inc.)  
Statement of Net Assets - Fiduciary Funds  
June 30, 2011

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	<u>Agency Funds</u>
<b><u>Assets</u></b>	
Cash	\$ 1,864
Total Assets	<u>\$ 1,864</u>
<b><u>Liabilities</u></b>	
Due to students and clubs	\$ 1,864
Total Liabilities	\$ 1,864
<b><u>Net assets</u></b>	<u>\$ -</u>

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

## **Note 1 – Organization and Operations**

Mater Gardens Academy (the "School"), is a charter school under Mater Academy, Inc., a not-for-profit corporation organized in the State of Florida. The governing body of the School is the board of directors of Mater Academy, Inc., which also governs other various charter schools. The School operates under a charter granted by the sponsoring district, the District School Board of Miami-Dade County (the "District"). The current charter expires on June 30, 2016 and is renewable for an additional 15 years by a mutual written agreement between the School and the District. During the term of the charter, the District may terminate the charter if good cause is shown. The School is considered a component unit of such District. The School is located in Hialeah, Florida serving children from kindergarten through fifth grade and is funded by the District.

These financial statements are for the year ended June 30, 2011, when approximately 546 students were enrolled for the school year.

## **Note 2 – Summary of Significant Accounting Policies**

### Basis of presentation

Based on the guidance provided in the American Institute of Certified Public Accountants Audit and Accounting Guide – *Audits for States and Local Governments* and provisions of Florida Statutes, the School is presented as a governmental organization for financial statement reporting purposes.

### 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 for the School as a whole. Both statements report only governmental activities as the School does not engage in any business type activities. These statements also do not include fiduciary funds.

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 which report 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 properly included with program revenues are reported as general revenues.

## Note 2 – Summary of Significant Accounting Policies (continued)

### *Fund Financial Statements*

Fund financial statements are provided for governmental funds. 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 federal grants and capital outlay grants 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. Revenues from non-exchange transactions are reported according to GASB Codification Section 1600.111 and Section N50 *Accounting and Financial Reporting for Non-Exchange Transactions*. On the accrual basis, revenues from grants and donations are recognized 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 current liabilities. 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. 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.

**Note 2 – Summary of Significant Accounting Policies (continued)**

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.

Cash

Cash and cash equivalents include all highly liquid investments with a maturity of three months or less.

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 - 20 years
Furniture, equipment, and computers	5 Years
Textbooks	3 Years

Revenue Sources

Revenues for operations will be 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.

**Note 2 – Summary of Significant Accounting Policies (continued)**

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 an annual allocation of charter school capital outlay funds for leasing 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.

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.

## Note 2 – Summary of Significant Accounting Policies (continued)

### Income Taxes

Mater Academy, 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.

### 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 29, 2011, which is the date the financial statements were available to be issued.

### 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. Restricted net assets of the School relate to reserves required by the landlord for property maintenance and repairs.
- 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*

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions*, 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 - 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). All nonspendable fund balances at year end relate to not in spendable form assets.
- b) Restricted - fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. Restricted fund balance of the School relate to reserves required by the landlord for property maintenance and repairs.

**Note 2 – Summary of Significant Accounting Policies (continued)**

- 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 - fund balance is the residual classification for the School's general fund and includes all spendable amounts not contained in the other classifications.

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.

**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, 2011:

	Balance 07/01/10	Additions	Retirements	Balance 06/30/11
<b>Capital Assets</b>				
Building and improvements	\$ 130,026	\$ 54,880	\$ -	\$ 184,906
Furniture, equipment and textbooks	427,406	73,708	(60,541)	440,573
Computer equipment	51,752	29,675	-	81,427
Audiovisual equipment	28,145	-	-	28,145
<b>Total Capital Assets</b>	<u>637,329</u>	<u>158,263</u>	<u>(60,541)</u>	<u>735,051</u>
<b>Less Accumulated</b>				
Depreciation				
Building and improvements	(12,892)	(30,883)	-	(43,775)
Furniture, equipment and textbooks	(240,864)	(93,269)	60,541	(273,592)
Computer equipment	(23,726)	(13,247)		(36,973)
Audiovisual equipment	(14,133)	( 5,629)		(19,762)
<b>Total Accumulated Depreciation</b>	<u>(291,615)</u>	<u>(143,028)</u>	<u>60,541</u>	<u>(374,102)</u>
<b>Capital Assets, net</b>	<u>\$ 345,714</u>	<u>\$ 15,235</u>	<u>\$ -</u>	<u>\$ 360,949</u>

For the fiscal year ended June 30, 2011, depreciation expense is allocated in the Statement of Activities by function as follows:

Instruction	\$ 85,654
School administration	169
Facilities acquisition	604
Food services	9,085
Operation of plant	14,370
Maintenance of plant	33,146
<b>Total Depreciation Expense</b>	<u>\$ 143,028</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.



**Note 4 – Management Agreement (continued)**

The agreement is for a period of five years, through June 30, 2016, and unless terminated by the board shall be renewed along with any renewals to the charter agreement. During the year ended June 30, 2011, the School incurred approximately \$245,000 in management fees of which \$133,000 was included in accounts payable at year end.

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

Fernando Zulueta, President

Ignacio Zulueta, Vice President

Magdalena Fresen, Vice President and Treasurer

Collette Papa, Secretary

**Note 5 – Related Party Transactions**

The School's facility is shared with Mater Gardens Academy Middle School (a charter school under Mater Academy, 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 and staff to these schools and other schools operated by Mater Academy, Inc. Reimbursements received from Mater Gardens Academy Middle School during 2011 totaled \$32,900. In addition, Mater Gardens Academy Middle School's student activities account is recorded in the School's books.

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

Effective 2011, Mater Academy, Inc. started charging all its affiliated schools an assessment for shared corporate costs and accreditation expenses. Mater Gardens Academy paid Mater Academy, Inc. \$7,423 in connection with these charges during the year.

Pursuant to the Charter School contract with the School District, the District withholds an administrative fee of 5% of the qualifying revenues of the School. For the year ended June 30, 2011, administrative fees withheld by the School District totaled \$80,566.

Finally, during the previous fiscal year the School also shared its facility with Mater Academy Lakes High School, however for the 2010 – 2011 school year, Mater Lakes High moved to its current location. As a result, the School reimbursed \$29,853 to Mater Lakes High for rent paid directly to the landlord for the months of July and August 2009; this amount is included in due to other charter schools as of June 30, 2011.

#### **Note 6 – Deposits Policy and Credit Risk**

It is the School's policy to maintain its cash and cash equivalents in major banks and in high grade investments. As of June 30, 2011, the carrying amount of the School's deposits was \$589,406 and the respective bank balances totaled \$637,629.

Under the Dodd-Frank Act, non-interest bearing deposits at FDIC-insured institutions are fully insured through December 31, 2012. Bank balances held by the School in non-interest bearing and therefore fully insured by the FDIC as of June 30, 2011 totaled \$346,353. Amounts held in interest bearing accounts in excess of the standard \$250,000 FDIC coverage and therefore subject to credit risk were \$44,775.

#### **Note 7 – Commitments and Contingencies**

The School entered into a lease and security agreement with Northwestern Grant, LLC for its 51,246 square feet facility including all ancillary facilities, outdoor areas and other improvements. Presently, members of the landlord are also stockholders of the entity which is the sole owner of Academica Dade, LLC, the School's management company (see Note 4). This facility is shared with Mater Gardens Academy Middle School (a charter school under Mater Academy, Inc.).

Initial fixed annual payments under this agreement (based on \$23.75 per square foot) are approximately \$1,211,300 adjusted annually based on the Consumer Price Index (CPI) plus additional property costs including repairs, maintenance and insurance. The agreement continues through August 1, 2026 with an option to renew for an additional five-year term.

Under the agreement, the School must meet certain covenants and requirements, including a "Lease Payment Coverage Ratio" of not less than 1.10 to 1.00. In addition, the School is required under the terms of the lease agreements to maintain a reserve for property expenses such as repairs, maintenance, taxes and insurance equal to 5% of their gross revenues for the fiscal year. As of June 30, 2011, the required reserve was \$225,432, and is reflected as a restricted on the statement of net assets. Finally, under this agreement the School has granted a first lien on its pledged revenues, which include all revenues collected by the school from the Florida Department of Education, the District, and all other sources.

Lease payments are allocated among the two schools (charter schools under Mater Academy, Inc.) based on enrollment and usage of facility. The allocation used for 2011, was approximately 75% for the School and 25% for Mater Gardens Academy Middle School.

For 2011, rent expense totaled \$986,448, of which approximately \$979,000 was related to the facility lease. Future minimum payments for the full lease (to be shared with Mater Gardens Academy Middle School) are as follows:

**Note 7 – Commitments and Contingencies (continued)**

<u>Year</u>	
2012	\$1,305,525
2013	\$1,305,525
2014	\$1,305,525
2015	\$1,305,525
2016	\$1,305,525
2017-2021	\$6,527,627 (Total for five-year period)
2022-2026	\$6,527,627 (Total for five-year period)

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.

**Note 8 – 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 in the past. In addition, there were no reductions in insurance coverage from those in the prior year.

**Note 9 - Defined Contribution Retirement Plan**

The School's personnel, which 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 \$11,347 for the year ended June 30, 2011. The School does not exercise any control or fiduciary responsibility over the Plans' assets, which are administered by MassMutual Financial Group.

REQUIRED SUPPLEMENTARY INFORMATION

Mater Academy Gardens  
(A charter school under Mater Academy, Inc)

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For the year ended June 30, 2011

	General Fund		
	Original Budget	Final Budget	Actual
<b>REVENUES</b>			
State passed through local	\$ 3,269,600	\$ 3,401,193	\$ 3,481,361
Local preschool and child care	400,000	405,000	409,000
Total Revenues	<u>3,669,600</u>	<u>3,806,193</u>	<u>3,890,361</u>
<b>EXPENDITURES</b>			
Current:			
Instruction	1,700,000	1,810,000	1,817,707
Instructional staff training services	10,000	10,000	6,757
Board	50,000	55,000	53,281
School Administration	425,000	515,000	509,431
Fiscal Services	80,000	85,000	81,825
Central Services	80,000	90,000	85,092
Operation of Plant	903,259	880,000	872,289
Maintenance of Plant	50,000	55,000	53,000
Community Services	255,000	260,000	246,195
Total Current Expenditures	<u>3,553,259</u>	<u>3,760,000</u>	<u>3,725,577</u>
Excess of Revenues Over Current Expenditures	<u>116,341</u>	<u>46,193</u>	<u>164,784</u>
Debt Service:			
Redemption of Principal	-	-	-
Capital Outlay:			
Other Capital Outlay	100,000	146,295	136,586
Total Expenditures	<u>3,653,259</u>	<u>3,906,295</u>	<u>3,862,163</u>
Excess of Revenues Over Expenditures	16,341	(100,102)	28,198
Other financing sources			
Transfers in	-	(20,000)	(22,434)
Net change in fund balance	16,341	(120,102)	5,764
Fund Balance at beginning of year	<u>319,553</u>	<u>319,553</u>	<u>319,553</u>
Fund Balance at end of year	<u>\$ 335,894</u>	<u>\$ 199,451</u>	<u>\$ 325,317</u>

Mater Academy Gardens  
(A charter school under Mater Academy, Inc)

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For the year ended June 30, 2011

	Special Revenue Fund		
	Original Budget	Final Budget	Actual
<b>REVENUES</b>			
State capital outlay funding	\$ 270,144	\$ 311,000	\$ 310,964
Federal grants	65,000	80,000	79,927
Federal lunch program	200,000	170,000	169,348
Lunch fees	40,000	60,000	58,041
Total Revenues	<u>575,144</u>	<u>621,000</u>	<u>618,280</u>
<b>EXPENDITURES</b>			
Current:			
Instruction	65,000	80,000	58,250
Food Services	240,000	250,000	249,823
Operation of Plant	270,144	311,000	310,964
	<u>575,144</u>	<u>641,000</u>	<u>619,037</u>
Excess of Revenues Over Current Expenditures	<u>-</u>	<u>(20,000)</u>	<u>(757)</u>
Debt Service:			
Redemption of Principal	-	-	-
Capital Outlay:			
Other Capital Outlay	-	-	21,677
Total Capital Outlay and Debt Service Expenditures	<u>-</u>	<u>-</u>	<u>21,677</u>
Total Expenditures	<u>575,144</u>	<u>641,000</u>	<u>640,714</u>
Excess of revenues over expenditures	-	(20,000)	(22,434)
Other financing sources			
Transfers out		20,000	22,434
Net change in fund balance	-	-	-
Fund Balance at beginning of year	-	-	-
Fund Balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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  
Mater Gardens Academy  
Hialeah, Florida

We have audited the financial statements of the governmental activities and each major fund of Mater Gardens Academy (the "School") as of, and for the year ended June 30, 2011, and have issued our report thereon dated August 29, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

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

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 School's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

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*.

This report is intended solely for the information and use of management, the audit committee, the Auditor General of the State of Florida and the School Board of Miami-Dade County and is not intended to be and should not be used by anyone other than these specified parties.

*HCB Graven UP*

CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida  
August 29, 2011



## MANAGEMENT LETTER

Board of Directors of  
Mater Gardens Academy  
Hialeah, Florida

We have audited the financial statements of the governmental activities and each major fund of Mater Gardens Academy as of and for the year ended June 30, 2011 and have issued our report thereon dated August 29, 2011.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters. Disclosure in those reports, which are dated August 29, 2011, 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 govern the conduct of charter school 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, as noted below under the heading "Status of Prior Year Findings and Recommendations".

2. Section 10.854(1)(e)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management.

In connection with our audit, we have the following recommendation.

### **2011-01 Internal Fund**

Based on our testing of the internal fund we noted that cash collections (deposits) and disbursements at the School were not substantiated by auditable records as required by the School's internal fund accounting procedures.

We noted the following regarding collections: re-caps were not being consistently prepared and were not signed by the treasurer to document evidence or review; copies of checks received and credit card processing receipts were not kept or documented on the deposit re-cap sheets.

For disbursements we noted that 10 of 25 tested did not have the supporting invoice or documentation on file. Finally, we noted that the internal fund was not properly reconciled on a monthly basis.

### **Recommendation**

We recommend that the School adhere to the recordkeeping procedures outlined in the internal fund accounting procedures manual to ensure that all transactions are being properly substantiated and accounted for. Additionally, the School's treasurer should properly reconcile the internal fund's bank account on a monthly basis.

3. Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address violations of laws, regulations, contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential.

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

4. Section 10.854(1)(e)5., Rules of the Auditor General, provides that the auditor may, based on professional judgment, report the following matters that are inconsequential to the determination of financial statement accounts, considering both quantitative and qualitative factors: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse that have occurred, or are likely to have occurred, and (2) deficiencies in internal control that are not significant deficiencies.

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

5. Section 10854.(1)(e)6., Rules of the Auditor General, requires the name or official title of the school.

The official title of the school is disclosed in the accompanying financial statements.

6. 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, no such conditions were noted.

7. Pursuant to Sections 10.854(1)(3)7.a. and 10.855(10)., Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the 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.

#### **Status of Prior Year Findings and Recommendations**

2010-01 Internal Fund – Implementation of Fundraising Approval Forms: During the current year audit procedures, we noted that the School implemented the use of fundraising approval and closing reports as recommended.

2010-02 Internal Fund – Recordkeeping of Internal Account: During the current year audit procedures, we noted that the School personnel did not fully implement this recommendation. See current year finding 2011-01.

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

*HLB Gowen, LLP*

CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida  
August 29, 2011

**Mater Gardens Academy**

August 28, 2011

HLB Gravier, LLP  
201 Alhambra Circle, Suite 901  
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:

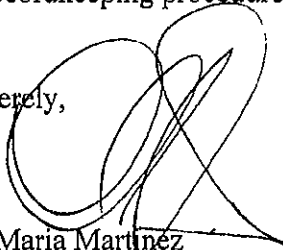
**2011-01 Recommendation –**

We recommend that the School adhere to the recordkeeping procedures outlined in the internal fund accounting procedures manual to ensure that all transactions are being properly substantiated and accounted for. Additionally, the School's treasurer should properly reconcile the internal fund's bank account on a monthly basis.

**Management Response**

This past July, the School contracted external accounting personnel who have vast experience in internal accounting procedures. These individuals will be monitoring the school's internal account on a monthly basis to ensure that all procedures are adhered to on a regular basis. Management will follow the auditor's recommendation and adhere to the recordkeeping procedures in the internal fund accounting procedures manual.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ana Maria Martinez', written over a horizontal line.

Ana Maria Martinez  
Authorized Signor for Mater Academy, Inc.