SPECIAL PURPOSE FINANCIAL STATEMENTS
FISCAL YEARS ENDED JUNE 30, 2005 AND 2004

CABALLERO & CASTELLANOS, P.L. CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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| TABLE OF CONTENTS | PAGE |
|--|----------------|
| INDEPENDENT AUDITORS' REPORT | 1 |
| SPECIAL PURPOSE FINANCIAL STATEMENTS | |
| Combined Statements of Financial Position | 3 |
| Combined Statements of Activities | 4 |
| Combined Statements of Cash Flows | 5 |
| Notes to Special Purpose Financial Statements | 6 |
| COMBINING SPECIAL PURPOSE FINANCIAL STATEMENTS | |
| Combining Statement of Financial Position Combining Statement of Activities Combining Statement of Cash Flows | 12 14 16 |
| INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS | 18 |
| MANAGEMENT LETTER IN ACCORDANCE WITH THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA | 19 |

SCHEDULE OF RECOMMENDATIONS

21

CABALLERO & CASTELLANOS, P.L.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors and Officers of ASPIRA of Florida, Inc. Miami, Florida

We have audited the accompanying special purpose financial statements of ASPIRA North, South and Eugenio Maria De Hostos Youth Leadership Charter Schools (the "Schools") as of and for the fiscal year ended June 30, 2005 as listed in the table of contents. These special purpose financial statements are the responsibility of the Schools' management. Our responsibility is to express an opinion on these special purpose financial statements based on our audit. The special purpose financial statements of ASPIRA North, South and Eugenio Maria De Hostos Youth Leadership Charter Schools as of June 30, 2004, were audited by other auditors whose report dated September 20, 2004, expressed an unqualified opinion on those statements.

We conducted our audits 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 special purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the special purpose 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.

As explained in Note 1 to the special purpose financial statements, the financial statements being presented are only for the three schools referred to above, which are programs of ASPIRA of Florida, Inc. The special purpose financial statements do not include the statement of financial position, activities and cash flows of ASPIRA of Florida, Inc. (a not-for-profit organization). Accordingly, the accompanying special purpose financial statements are not intended to present the financial position of ASPIRA of Florida, Inc. as of June 30, 2005 and 2004 or its results of operations and cash flows for the fiscal years then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the special purpose financial statements referred to above present fairly, in all material respects, the financial position of the Schools as of June 30, 2005, and the results of their operations and cash flows for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

To the Board of Directors and Officers of ASPIRA of Florida, Inc.

In accordance with Government Auditing Standards, we have also issued a report dated August 15, 2005 on our consideration of the Schools' internal control over financial reporting and our tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Our audits were performed for the purpose of forming an opinion on the special purpose financial statements taken as a whole. The accompanying combining special purpose financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the special purpose financial statements. Such information has been subjected to the auditing procedures applied in the audits of the special purpose financial statements and in our opinion, is fairly stated in all material respects in relation to the special purpose financial statements taken as a whole.

Caballero & Castellanos, P.L.

Miami, Florida August 15, 2005

COMBINED STATEMENTS OF FINANCIAL POSITION JUNE 30, 2005 AND 2004

| | | <u>2005</u> | • | 2004 |
|---|---|-----------------|----|------------------|
| <u>ASSETS</u> | | | | |
| Current assets: Due from the Miami-Dade County School Board | | | | |
| -State of Florida Capital Outlay Distribution | | \$ 700,466 | \$ | 725,384 |
| Due from ASPIRA of Florida, Inc. | | 1,685,629 | | 815,146 |
| Total current assets | | 2,386,095 | | <u>1,540,530</u> |
| Fixed Assets, Net | | 391,605 | | 462,723 |
| Total assets | | \$ 2,777,700 | \$ | 2,003,253 |
| | 8 | | | |
| LIABILITIES AND NET ASSETS | | | | |
| Current liabilities: | | | | |
| Due to ASPIRA of Florida, Inc. | | \$ - | \$ | 324,224 |
| Net Assets: | | | | |
| Temporarily restricted | | 1,089,377 | | 725,384 |
| Unrestricted | | 1,688,323 | | 953,645 |
| Total net assets | | 2,777,700 | | 1,679,029 |
| Total liabilities and net assets | | \$ 2,777,700 | \$ | 2,003,253 |

COMBINED STATEMENTS OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2005 AND 2004

| | | June 3 2005 | • | 2004 |
|---|----|----------------|----|-----------|
| Changes in Unrestricted Net Assets | | , | | |
| Support and revenue | | | | |
| Local | \$ | 4,905,771 | \$ | 4,002,743 |
| State | | - | | 167,353 |
| Federal grants | | 384,813 | | 94,836 |
| Local grants | | 525,355 | | - |
| Other | | 69,512 | | 57,820 |
| Total revenues | | 5,885,451 | | 4,322,752 |
| | | | | |
| Net assets released from restrictions | | | | |
| Satisfaction of program restrictions | - | 534,538 | | 734,814 |
| Total net assets released from restrictions | | 534,538 | | 734,814 |
| | | 6,419,989 | | 5,057,566 |
| Expenses: | | | | |
| Instruction (Teachers) | | 2,896,512 | | 1,851,568 |
| Pupil personnel services | | 246,536 | | 311,434 |
| Instructional media service | | 66,799 | | 56,563 |
| Instructional and curriculum development services | | 13,260 | | 7,669 |
| Instructional staff training services | | 16,876 | | 67,999 |
| General administration | | 20,967 | | 101,022 |
| School administration | | 489,183 | | 418,643 |
| Fiscal services | | 24,999 | | 24,539 |
| Student transportation services | | 456,000 | | 400,248 |
| Operation of plant | | 644,138 | | 540,551 |
| Maintenance of the plant | | 286,048 | | 177,610 |
| Food services | | 402,758 | | 276,813 |
| Community services | | 47,626 | | 76,355 |
| Depreciation | | 73,609 | | 56,742 |
| Total expenses | | 5,685,311 | | 4,367,756 |
| Increase in unrestricted net assets | | 734,678 | | 689,810 |
| Changes in Tomporarily Postriated Not Assats | | | | |
| Changes in Temporarily Restricted Net Assets | | 000 524 | | 202 556 |
| Contributions and grants | | 898,531 | | 393,556 |
| Net assets released from restrictions | | (534,538) | | (734,814) |
| Increase in temporarily restricted net assets | | 363,993 | - | (341,258) |
| | | | | |
| Increase in net assets | | 1,098,671 | | 348,552 |
| Net assets, beginning | | 1,679,029 | | 1,330,477 |
| Net assets, ending | \$ | 2,777,700 | \$ | 1,679,029 |

COMBINED STATEMENTS OF CASH FLOWS FISCAL YEAR ENDED JUNE 30, 2005 AND 2004

| | | June 30, | | | | | | |
|---|---|-------------------------------|------------|--|--|--|--|--|
| | | <u>2005</u> | 2004 | | | | | |
| CASH FLOWS FROM OPERATING ACTIVITIES Increase in net assets Adjustments to reconcile increase in net assets to | | \$ 1,098,671 | \$ 348,552 | | | | | |
| net cash provided by operating activities Depreciation (Increase) decrease in: | | 73,609 | 56,742 | | | | | |
| Due from School Board of Miami-Dade County -State of Florida Capital Outlay Distribution Due to/from ASPIRA of Florida, Inc., net NET CASH PROVIDED BY OPERATING ACTIVITIES | - | 24,918 (1,194,707 2,491 | (746,552) | | | | | |
| CASH FLOWS FROM INVESTING ACTIVITIES Purchases of property and equipment NET CASH (USED IN) INVESTING ACTIVITIES | - | (2,491 (2,491 | | | | | | |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | | | | | | | | |
| BEGINNING CASH AND CASH EQUIVALENTS | · . - | - | | | | | | |
| ENDING CASH AND CASH EQUIVALENTS | · • • • • • • • • • • • • • • • • • • • | - | \$ - | | | | | |

NOTES TO SPECIAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 2005 AND 2004

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

١.

On April 14, 1999, February 9, 2000 and April 14, 2001, the Miami-Dade County School Board approved the applications submitted by the Board of Directors of ASPIRA of Florida, Inc. for the creation of the ASPIRA North Youth Leadership Charter School (ASPIRA North), the ASPIRA South Youth Leadership Charter School (ASPIRA Wynwood); respectively. The three schools will be referred to collectively as the Schools in these special purpose financial statements. ASPIRA of Florida, Inc. (the Organization) is a non-profit organization incorporated under the laws of Florida to provide community development, and promote special programs and events including operating charter schools organized pursuant to Section 228.056 of the Florida Statutes (2001). The Schools are accounted for as programs of the Organization. The governing body of the Schools is the Organization's Board of Directors.

The Schools operate under a charter of the sponsoring school district, the Miami-Dade County School Board (the School Board). The ASPIRA North Youth Leadership Charter School's charter was approved by the Board of Directors on June 24, 1999 and is effective until June 30, 2017. The ASPIRA South Youth Leadership Charter School's charter was approved by the Board of Directors on May 18, 2000 and is effective until June 30, 2010. The Eugenio Maria De Hostos Youth Leadership Charter School's charter was approved by the Board of Directors on April 14, 2001 and is effective until June 30, 2006. All three charters may be renewed for up to an additional five (5) years by mutual written agreement between the Schools and the School Board. At the end of the term of the charters, the School Board may choose not to renew the charters under grounds specified in the charter in which case the School Board is required to notify the Schools in writing at least 90 days prior to the charter's termination. Pursuant to Section 228.056(11)(e), Florida Statutes (2001), the charter school contract provides that in the event the Schools are dissolved or terminated, any unencumbered funds and all school property purchased with public funds automatically revert to the School Board. During the term of the charter, the School Board may also terminate the charter if good cause is shown.

Enrollment and Grade Configuration

| Schools Name and Addresses | Location <u>No</u> . | Grades | Enroll- ment | School |
|--|-------------------------|---|-----------------|----------------|
| ASPIRA North Youth Leadership Charter School 13300 Memorial Highway North Miami, FL 33161 | 6020 | 6 th , 7 th , and 8 th | 320 | lleana D. Pena |
| ASPIRA South Youth Leadership Charter School 14412 S.W. 288 Street, Leisure City, FL 33033 | 6060 | 6 th , 7 th , and 8 th | 209 | Kevin Moore |
| Eugenio Maria De Hostos Youth Leadership Charter School 1910 N.E. Miami Court, Miami, FL 33132 | 6070 | 6 th , 7 th , and 8 th | 375 | Fernando Lopez |

Board of Directors (Executive Committee)

The Board of Directors of ASPIRA of Florida, Inc. consists of the following members:

| Mirieam Sierra Frank Otero | Chairperson Vice-Chair Fund Raising |
|-------------------------------|-------------------------------------|
| Angelo Gonzalez | Immediate Past Chairperson |
| Suzanne Salichs | Vice-Chair Programs and Planning |
| Laura R. H. Cory | Secretary |
| Jose M. Iglesias, CPA | Treasurer |
| Raul A. Martinez | President and CEO |

Charter School Advisory Council

Mirieam Sierra Raul A. Martinez Elson Muniz

Suzanne Salichs Frank Otero Laura R. H. Cory

Basis of Presentation

The accounts of the Schools are maintained in accordance with the principles of fund accounting. Under fund accounting, resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purpose. Separate accounts are maintained for each fund; however, in the accompanying special purpose financial statements, funds from the Schools' programs have been combined and presented in accordance with the provisions of Statement of Financial Accounting Standards No. 117, "Financial Statements of Not-for-Profit Organizations."

Under SFAS No. 117, the Schools are required to report information regarding their financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Schools are required to present a statement of cash flows.

The Schools follow SFAS No. 116, "Accounting for Contributions Received and Contributions Made." In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. In addition, the Schools recognize only those contributed services, which are provided by individuals possessing "specialized skills".

The special purpose financial statements present the combined financial positions, activities and cash flows for the ASPIRA North, South and Eugenio Maria De Hostos Leadership Charter Schools only and do not include the assets, liabilities, net assets and statements of activities and cash flows of ASPIRA of Florida, Inc.

For financial reporting purposes ASPIRA North, South and Eugenio Maria De Hostos Youth Leadership Charter Schools are programs of ASPIRA of Florida, Inc. and are included in the Organization's annual financial statements.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Schools that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Schools use the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

Restricted and Unrestricted Revenue

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose of the restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Funds provided by the School Board through the State's Charter School Capital Outlay Funding pursuant to Section 228.0561 of the Florida Statutes (2001) are recorded as temporarily restricted support until the Organization submits a Capital Outlay Plan to the School Board and the School Board accepts the Capital Outlay Plan and releases the funds. Funds provided by the School Board for the Organization's School Infrastructure Thrift Program (SIT Funds) are also recorded as temporarily restricted support until the Organization uses the funds for capital outlay expenditures.

Funds received from the Miami-Dade County Public School Board (the "School Board") and the State of Florida for the operation of the Charter Schools are recorded as exchange transactions.

Cash and Cash Equivalents

For purposes of the statement of cash flows, short-term marketable investments purchased with an original maturity date of three months or less are considered to be cash equivalents.

Property and Equipment

Property and equipment consist of buildings, furniture and equipment, are recorded at cost and depreciated using the straight-line method over a three to ten year estimated useful lives. The Schools capitalize assets with cost greater than \$500 and a useful life greater than one year.

Repairs and maintenance are expensed as incurred. Improvements which increase the life of the assets are capitalized. The carrying amount of assets sold are retired and the related accumulated depreciation is eliminated in the year of disposal and the resulting gain or loss is credited or charged to operations.

Due To/From ASPIRA of Florida, Inc.

The Schools are accounted for as programs of ASPIRA of Florida, Inc. under a pooled cash system. All cash is received/paid by the Organization and Due To/From accounts are debited or credited for amounts owed to or due from the Schools.

Revenue Sources

Revenues for current operations are received primarily from the School Board pursuant to the funding provisions included in the Schools' charter. In accordance with the funding provisions of the charter and Section 228.056(13), Florida Statutes (2001), the Schools report the number of full-time equivalent (FTE) students and related data to the School Board. Under the provisions of Section 236.081, Florida Statutes (2001), the School Board reports the number of full-time equivalent students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program. Funding for the Schools is adjusted quarterly during the same fiscal year to reflect the revised calculations by the FDOE under the Florida Education Finance Program and the actual full-time equivalent students reported by the Schools during the designated full-time equivalent student survey periods.

Income Taxes

The Organization; and therefore the Schools; is a not-for-profit organization that is exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as a public supported organization.

Use of Estimates

The preparation of financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States of America. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and revenue and expenses during the period reported. These estimates include assessing the collectibility of receivables, the use and recoverability of inventory, and the useful lives and impairment of tangible assets. Estimates and assumptions are reviewed periodically and the effects of revisions are reflected in the financial statement in the period they are determined to be necessary. Although these estimates are based on management's knowledge of current events and actions it may undertake in the future, they may ultimately differ from actual results.

Reclassifications

Certain amounts in the 2004 financial statement presentation have been reclassified to conform to the 2005 presentation.

II. TEMPORARILY RESTRICTED NET ASSETS

Capital Outlay Funds

During 2005, the School Board received an additional \$509,620 of Section 228.0561, F.S. (2001), Charter Schools Capital Outlay Funding from the State on behalf of the Schools. The funds have been deposited with the School Board and will be distributed once the Schools incur expenses in accordance with approved Capital Outlay Plans by the School Board and follow other guidelines developed by the Florida Department of Education. As of June 30, 2005, the Schools have recorded a receivable from the School Board of \$700,466, and recorded the amount as temporarily restricted support. In 2005, the Organization released \$534,538 from restrictions by incurring expenses in accordance with approved Capital Outlay Plans.

School Improvement Funds

During 2005, ASPIRA South received \$388,911 of Title 1 School Improvement Secondary Initiative funding from the Florida Department of Education (FDOE). These funds must be spent in accordance with the plan filed with the FDOE. As of June 30, 2005, no expenses were incurred under this program and the Schools have recorded these amounts as temporarily restricted support until the programs are implemented and expenses are incurred.

III. PROPERTY AND EQUIPMENT

Property and equipment consists of the following as of June 30, 2005:

| Buildings | \$ 44 2,036 |
|--------------------------------|--------------------|
| Furniture and equipment | <u> 157,570</u> |
| | 599,606 |
| Less: Accumulated depreciation | (208,001) |
| ••• | \$ <u>391,605</u> |

IV. 403 (b) THRIFT RETIREMENT PLAN

Effective July 1, 1997, the Organization established a 403 (b) Thrift Retirement Plan (the Plan) created in accordance with Internal Revenue Service Code Section 403(b) for all full-time employees of the Organization. Employees of the Schools are eligible to participate in the Plan. There are no minimum age or service requirements to contribute to the Plan and employees may contribute up to 16% of their gross salary. Employer contributions equal 100% of the first 2% of the participants' gross salary. To be eligible for employer contributions, the participant must be at least 21 years of age and have provided one year of service. Employer contributions are 100% vested upon the participants 65th birthday, or if earlier, upon completion of a five year vesting period. As of June 30, 2005, there were 31 employees from the Schools participating in the Plan. For the fiscal year ended June 30, 2005, the Schools contributed approximately \$22,000 to the Plan.

The Plan is held in a trust for the exclusive benefit of the participants and their beneficiaries, consequently, the Schools have no fiduciary responsibility therefore the net assets of the Plan are not included in the Schools' special purpose financial statements.

V. REVENUE SOURCES

| | | JUNE 30, 2005 | | | | | | | | |
|-----------------|---------------------------------|---------------|----|-----------|---------|---------------|-------|-----------|----|--------------|
| | | ASPIRA | | ASPIRA | AS | PIRA | | | Ju | ine 30, 2004 |
| | | <u>North</u> | | South | Wyr | wood | | Total | | <u>Total</u> |
| Miami-Dade Coun | ty School Board: | | | | | | | | | |
| Florida Edu | ication Finance Program | \$ 1,341,978 | \$ | 858,392 | \$ 1,4 | 45,380 | \$ 3 | 3,645,750 | \$ | 3,014,186 |
| Instructiona | al materials | 26,988 | | 17,380 | | 28,916 | | 73,284 | | 60,422 |
| Transportat | tion revenue | 37,506 | | 41,783 | | 57,904 | | 137,193 | | 46,434 |
| Supplemen | tal academic instruction | 111,163 | | 71,161 | 1 | 19,735 | | 302,059 | | 248,177 |
| Instruction | technology | 6,068 | | 3,908 | | 6,502 | | 16,478 | | 14,141 |
| ESE guara | nteed allocation | 18,600 | | 16,200 | | 52,800 | | 87,600 | | 53,400 |
| Safe schoo | ls program | 11,112 | | 7,156 | | 11,906 | | 30,174 | | 25,160 |
| Teacher tra | ining allocation | 4,092 | | 2,619 | | 4,407 | | 11,118 | | 9,384 |
| EEC alloca | tion | 3,200 | | 2,060 | | 3,430 | | 8,690 | | 7,242 |
| Class size | reduction program | 114,761 | | 73,403 | 1 | 23,601 | | 311,765 | | 128,030 |
| Teacher lea | ad program | 1,800 | | 800 | | 2,300 | | 4,900 | | 2,900 |
| School reco | ognition program | - | | 17,800 | | 23,801 | | 41,601 | | 15,950 |
| Title I Alloc | ation-Schoolwide | 61,065 | | 71,142 | | 69,960 | | 202,167 | | 409,037 |
| Title I SES | payment | 38,324 | | - | | 30,395 | | 68,719 | | - |
| Title I Alloc | ation-Reading Leader | 62,041 | | 62,041 | | 62,041 | | 186,123 | | - |
| Miscellane | ous | 2,407 | | 34 | | 9,239 | | 11,680 | | 149,551 |
| Sub-total | | 1,841,105 | | 1,245,879 | 2,0 | 52,317 | 5 | 5,139,301 | | 4,184,014 |
| Less: 5% A | dministrative overhead | (83,863) | | (55,633) | (9 | 94,034) | | (233,530) | | (181,271) |
| Total | | \$ 1,757,242 | \$ | 1,190,246 | \$ 1,9 | 58,283 | \$ 4 | 1,905,771 | \$ | 4,002,743 |
| Federal Grants: | | | | | | | | | | |
| National Sc | chool Lunch Program | \$ 168,091.00 | \$ | _ | \$ 216, | 722.00 | \$ 38 | 34,413.00 | \$ | 94,836.00 |
| | | | | | | | | | | |
| Local Grants: | | | | | | | | | | |
| The Childre | en's Trust of Miami-Dade County | \$ - | \$ | - | 3 | 87,168 | | 387,168 | \$ | |
| Miami Dade | e County Public Schools - CSRP | | | _ | 1 | 38,187 | | 138,187 | | |
| Total | | \$ - | \$ | _ | \$ 5 | <u>25,355</u> | \$ | 525,355 | \$ | _ |
| | | | | | | | | | | |

VI. RELATED PARTY TRANSACTIONS

School Facilities Lease - ASPIRA North School

The ASPIRA North School's facilities are leased on a monthly basis from ASPIRA of Florida, Inc. Rent expense paid to ASPIRA of Florida, Inc. totaled \$83,816 for 2005 and is included under "Operation of Plant" in the statement of activities.

VII. COMMITMENTS AND CONTINGENCIES

School Facilities Lease - ASPIRA South and Wynwood Schools

The ASPIRA South and Wynwood Schools lease school facilities under the terms of two operating leases with monthly payments totaling approximately \$14,333 and \$9,102; respectively. The ASPIRA South lease expires on August 31, 2008 and Wynwood School lease expires on June 4, 2007.

The minimum future rentals to be paid by ASPIRA South and Wynwood Schools are as follows:

| <u>June 30,</u> | ASPIRA South | Wynwood Schools |
|-------------------|----------------|-----------------|
| 2006 | \$109,000 | \$172,000 |
| 2007 ⁻ | 109,000 | 158,000 |
| 2008 | 109,000 | - |
| 2009 | <u> 18,000</u> | |
| | \$345,000 | \$330,000 |

Rent expense totaled approximately \$108,000 for the ASPIRA South School and \$228,000 for the ASPIRA Wynwood School during 2005.

Grants

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable Schools. The amount, if any, of expenses which may be disallowed by the grantor cannot be determined at this time although the Schools expect such amounts, if any, to be immaterial.

VIII. RISK MANAGEMENT

Insurance for general liability, automotive liability, and property coverages are being provided through purchased commercial insurance with minimum deductibles for each line of coverage.

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| | COMBININ | IG SPECIAL PURI | POSE FINANCIAL | STATEMENTS | | |
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COMBINING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2005

| <u>ASSETS</u> | No Le | ASPIRA orth Youth eadership arter School | ı | ASPIRA outh Youth eadership arter School | Host | ASPIRA enio Maria De tos Leadership narter School | | <u>Total</u> |
|---|----------|---|----|---|-------------|--|----|---|
| Current assets: | | | | | | | | |
| Due from the Miami-Dade County School Board | \$ | 487,421 | \$ | 158,683 | \$ | 54,362 | \$ | 700,466 |
| -State of Florida Capital Outlay Distribution | Φ. | 708.053 | Ψ | 947,514 | Ψ | 30,062 | Ψ | 1,685,629 |
| Due from ASPIRA of Florida, Inc. | | 1,195,474 | | 1,106,197 | | 84,424 | | 2,386,095 |
| Total current assets | | 1,195,474 | | 1,100,197 | | 04,424 | | 2,000,000 |
| Fixed Assets, Net | | 330,916 | | 18,988 | | 41,701 | | 391,605 |
| Total assets | \$ | 1,526,390 | \$ | 1,125,185 | \$ | 126,125 | \$ | 2,777,700 |
| | | | | - | | | | |
| NET ASSETS | | | | | | | | |
| Net Assets | | | | | - | | | |
| | | 487,421 | | 547,594 | | 54,362 | | 1,089,377 |
| Temporarily restricted | | 1.038,969 | | 577,591 | | 71,763 | | 1,688,323 |
| Unrestricted | • | 1,526,390 | \$ | 1,125,185 | \$ | 126,125 | \$ | 2,777,700 |
| Total net assets | Ψ | 1,020,030 | Ψ | 1, 120, 100 | Ψ | 120,120 | Ψ | _,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |

COMBINING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2004

| <u>ASSETS</u> | No Le | ASPIRA orth Youth eadership arter School | ASPIRA South Youth Leadership harter School | Euge Hoste | ASPIRA enio Maria De os Leadership arter School | | <u>Total</u> |
|--|----------|---|--|---------------|--|-----|----------------------|
| Current assets: | | | | | | | |
| Due from the Miami-Dade County School Board -State of Florida Capital Outlay Distribution Due from ASPIRA of Florida, Inc. | \$ | 418,062 482,611 | \$ 168,802 332,535 | \$ | 138,520 | \$ | 725,384 815,146 |
| Total current assets | | 900,673 | 501,337 | | 138,520 | | 1,540,530 |
| Fixed Assets, Net Total assets | \$ | 386,352 1,287,025 | \$ 23,735 525,072 | \$ | 52,636 191,156 | \$ | 462,723 2,003,253 |
| | | | | | | | • |
| LIABILITIES AND NET ASSETS | | | | | | | |
| Current liabilities: | | | | | | | |
| Due to ASPIRA of Florida, Inc. | \$ | 143,995 | \$ - | \$ | 180,229 | \$_ | 324,224 |
| Net Assets | | | | | | | |
| Temporarily restricted | | 418,062 | 168,802 | | 138,520 | | 725,384 |
| Unrestricted | | 724,968 | 356,270 | | (127,593) | | 953,645 |
| Total net assets | | 1,143,030 | 525,072 | | 10,927 | | 1,679,029 |
| Total liabilities and net assets | \$ | 1,287,025 | \$ 525,072 | \$ | 191,156 | \$ | 2,003,253 |

COMBINING STATEMENT OF ACTIVITIES FISCAL YEAR ENDED JUNE 30, 2005

| | ASPIRA North Youth Leadership <u>Charter School</u> | ASPIRA South Youth Leadership Charter School | ASPIRA Eugenio Maria De Hostos Leadership Charter School | <u>Total</u> |
|--|--|---|--|-------------------------|
| Changes in Unrestricted Net Assets | | | | |
| Support and revenue | | | 4 050 202 | \$ 4,905,771 |
| Local-FTE | ¥ 1,1. ± 1,1 1 | \$ 1,190,246 | \$ 1,958,283 216,722 | \$ 4,905,771 384,813 |
| Federal grants | 168,091 | | • | 525,355 |
| Local grants | - | 44.000 | 525,355 33,740 | 69,512 |
| Other | 23,946 | 11,826 | | |
| Total revenues | 1,949,279 | 1,202,072 | 2,734,100 | 5,885,451 |
| Net assets released from restrictions | | | 000 000 | 504 500 |
| Satisfaction of program restrictions | 143,1 <u>56</u> | 121,559 | 269,823 | 534,538 |
| Total net assets released from restrictions | <u>143,156</u> | 121,559 | 269,823 | 534,538 |
| | 2,092,435 | 1,323,631 | 3,003,923 | 6,419,989 |
| - | | | | |
| Expenses: | 835,686 | 628,596 | 1,432,230 | 2,896,512 |
| Instruction (Teachers) | 125,874 | 2,628 | 118,034 | 246,536 |
| Pupil personnel services Instructional media service | 22,265 | 19,626 | 24,908 | 66,799 |
| Instructional and curriculum development services | 10,494 | 753 | 2,013 | 13,260 |
| Instructional staff training services | 2,709 | 475 | 13,692 | 16,876 |
| General administration | 285 | 1.267 | 19,415 | 20,967 |
| | 197,542 | 95,008 | 196,633 | 489,183 |
| School administration | 8,333 | 8,333 | 8,333 | 24,999 |
| Fiscal services | 83,726 | 103,938 | 268,336 | 456,000 |
| Student transportation services | 186,126 | 182,808 | 275,204 | 644,138 |
| Operation of plant Maintenance of the plant | 54,620 | 46,778 | 184,650 | 286,048 |
| • | 178,171 | - | 224,587 | 402,758 |
| Food services | 16,517 | 7,353 | 23,756 | 47,626 |
| Community services | 56,086 | 4,747 | 12,776 | 73,609 |
| Depreciation | 1,778,434 | 1,102,310 | 2,804,567 | 5,685,311 |
| Total expenses | | | | 724 679 |
| Increase in unrestricted net assets | 314,001 | 221,321 | 199,356 | 734,678 |
| Changes in Temporarily Restricted Net Assets | | | | |
| Contributions and grants | 212,515 | 500,351 | 185,665 | 898,531 |
| Net assets released from restrictions | (143,156) | (121,559) | (269,823) | (534,538) |
| Increase (decrease) in temporarily restricted net assets | 69,359 | 378,792 | (84,158) | 363,993 |
| Increase in net assets | 383,360 | 600,113 | 115,198 | 1,098,671 |
| Net assets, beginning | 1,143,030 | 525,072 | 10,927 | 1,679,029 |
| Net assets, ending | \$ 1,526,390 | \$ 1,125,185 | <u>\$ 126,125</u> | \$ 2,777,700 |

COMBINING STATEMENT OF ACTIVITIES FISCAL YEAR ENDED JUNE 30, 2004

| | ASPIRA North Youth Leadership <u>Charter School</u> | ASPIRA South Youth Leadership Charter School | ASPIRA Eugenio Maria De Hostos Leadership Charter School | <u>Total</u> |
|---|--|---|--|----------------------|
| Changes in Unrestricted Net Assets | | | | |
| Support and revenue | | | | |
| Local | * ' | \$ 1,086,888 | · • · · · · · · · · · · · · · · · · · · | \$ 4,002,743 |
| State | 92,352 | - | 75,001 | 167,353 |
| Federal grants | 45,415 | - | 49,421 | 94,836 |
| Other | 41,777 | 11,797 | 4,246 | 57,820 |
| Total revenues | 1,840,742 | 1,098,685 | 1,383,325 | 4,322,752 |
| Net assets released from restrictions | | | 404.000 | 704.044 |
| Satisfaction of program restrictions | 276,339 | <u>294,255</u> | 164,220 | 734,814 |
| Total net assets released from restrictions | 276,339 | 294,255 | 164,220 | 734,814 |
| | 2,117,081 | 1,392,940 | 1,547,545 | 5,057,566 |
| Expenses: | | | 000 045 | 4 054 560 |
| Instruction (Teachers) | 755,157 | 486,466 | 609,945 | 1,851,568 311,434 |
| Pupil personnel services | 146,726 | 35,742 | 128,966 | • |
| Instructional media service | 16,820 | 20,482 | 19,261 | 56,563 |
| Instructional and curriculum development services | 4,490 | 488 | 2,691 | 7,669 67,999 |
| Instructional staff training services | 26,693 | 20,026 | 21,280 | |
| General administration | 37,818 | 35,975 | 27,229 | 101,022 |
| School administration | 208,949 | 83,865 | 125,829 | 418,643 |
| Fiscal services | 8,729 | 7,705 | 8,105 | 24,539 |
| Student transportation services | 132,980 | 138,086 | 129,182 | 400,248 |
| Operation of plant | 194,256 | 145,199 | 201,096 | 540,551 |
| Maintenance of the plant | 55,878 | 50,110 | 71,622 | 177,610 |
| Food services | 150,339 | . · · · · · · · · · · · · · · · · · · · | 126,474 | 276,813 |
| Community services | 46,851 | 9,464 | 20,040 | 76,355 |
| Depreciation | 48,728 | _ | 8,014 | 56,742 |
| Total expenses | 1,834,414 | 1,033,608 | 1,499,734 | 4,367,756 |
| Increase in unrestricted net assets | 282,667 | 359,332 | 47,811 | 689,810 |
| Changes in Temporarily Restricted Net Assets | | | | |
| Contributions and grants | 171,529 | 96,448 | 125,579 | 393,556 |
| Net assets released from restrictions | (276,339) | (294,255) | (164,220) | (734,814) |
| Decrease in temporarily restricted net assets | (104,810) | (197,807) | (38,641) | (341,258) |
| Decrease in temporarily restricted her assets | (101,010) | | | |
| Increase in net assets | 177,857 | 161,525 | 9,170 | 348,552 |
| Net assets, beginning | 965,173 | 363,547 | 1,757 | 1,330,477 |
| Net assets, ending | \$ 1,143,030 | \$ 525,072 | \$ 10,927 | \$ 1,679,029 |

COMBINING STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2005

| CASH FLOWS FROM OPERATING ACTIVITIES Increase in net assets \$ 383,360 \$ 600,113 \$ 115,198 \$ 1,098,671 Adjustments to reconcile increase in net assets to net cash provided by operating activities Depreciation \$ 56,086 \$ 4,747 \$ 12,776 \$ 73,609 (Increase) decrease in: Due from School Board of Miami-Dade County -State of Florida Capital Outlay Distribution \$ (69,359) \$ 10,119 \$ 84,158 \$ 24,918 Due to/from ASPIRA of Florida, Inc., net \$ (369,437) \$ (614,979) \$ (210,291) \$ (1,194,707)\$ NET CASH PROVIDED BY OPERATING ACTIVITIES \$ 650 \$ \$ 1,841 \$ 2,491\$ CASH FLOWS FROM INVESTING ACTIVITIES Purchases of property and equipment \$ (650) \$ \$ \$ (1,841) \$ (2,491)\$ NET CASH (USED IN) INVESTING ACTIVITIES \$ (650) \$ \$ \$ (1,841) \$ (2,491)\$ NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ | | ASPIRA North Youth Leadership Charter School | | ASPIRA South Youth Leadership Charter School | ASPIRA Eugenio Maria de Hostos Leadership <u>Charter School</u> | <u>Total</u> | |
|--|---|---|--------|---|---|--------------|--|
| Adjustments to reconcile increase in net assets to net cash provided by operating activities Depreciation 56,086 4,747 12,776 73,609 (Increase) decrease in: Due from School Board of Miami-Dade County -State of Florida Capital Outlay Distribution Due to/from ASPIRA of Florida, Inc., net (369,437) (614,979) (210,291) (1,194,707) NET CASH PROVIDED BY OPERATING ACTIVITIES Purchases of property and equipment (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | CASH FLOWS FROM OPERATING ACTIVITIES | | | | | | |
| net cash provided by operating activities 56,086 4,747 12,776 73,609 (Increase) decrease in: Due from School Board of Miami-Dade County -State of Florida Capital Outlay Distribution (69,359) 10,119 84,158 24,918 Due to/from ASPIRA of Florida, Inc., net (369,437) (614,979) (210,291) (1,194,707) NET CASH PROVIDED BY OPERATING ACTIVITIES 650 - 1,841 2,491 CASH FLOWS FROM INVESTING ACTIVITIES (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS - - - - - BEGINNING CASH AND CASH EQUIVALENTS - - - - - - - | , | \$ 38 | 3,360 | \$ 600,113 | \$ 115,198 | \$ 1,098,671 | |
| Depreciation 56,086 | • | | | | | | |
| (Increase) decrease in: Due from School Board of Miami-Dade County -State of Florida Capital Outlay Distribution Due to/from ASPIRA of Florida, Inc., net Due to/from ASPIRA of Florida, Inc., net (369,437) (614,979) (210,291) (1,194,707) NET CASH PROVIDED BY OPERATING ACTIVITIES CASH FLOWS FROM INVESTING ACTIVITIES Purchases of property and equipment (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS BEGINNING CASH AND CASH EQUIVALENTS | | 5 | 6 086 | 4 747 | 12 776 | 73.609 | |
| Due from School Board of Miami-Dade County | • | | 0,000 | 1,7 11 | ,_,,,, | , 0,000 | |
| Due to/from ASPIRA of Florida, Inc., net (369,437) (614,979) (210,291) (1,194,707) NET CASH PROVIDED BY OPERATING ACTIVITIES 650 - 1,841 2,491 CASH FLOWS FROM INVESTING ACTIVITIES Purchases of property and equipment (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS - - - - - BEGINNING CASH AND CASH EQUIVALENTS - <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> | | | | | | | |
| NET CASH PROVIDED BY OPERATING ACTIVITIES 650 - 1,841 2,491 CASH FLOWS FROM INVESTING ACTIVITIES Purchases of property and equipment (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS - - - - BEGINNING CASH AND CASH EQUIVALENTS - - - - - | -State of Florida Capital Outlay Distribution | (6 | 9,359) | 10,119 | 84,158 | 24,918 | |
| CASH FLOWS FROM INVESTING ACTIVITIES Purchases of property and equipment (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS BEGINNING CASH AND CASH EQUIVALENTS | Due to/from ASPIRA of Florida, Inc., net | (36 | 9,437) | (614,979 | + | | |
| Purchases of property and equipment (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS - - - - - - BEGINNING CASH AND CASH EQUIVALENTS - | NET CASH PROVIDED BY OPERATING ACTIVITIES | | 650 | | 1,841 | 2,491 | |
| Purchases of property and equipment (650) - (1,841) (2,491) NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS - - - - - - BEGINNING CASH AND CASH EQUIVALENTS - | CARLIE CIAIO EDOM INVESTINO ACTIVITES | | | | | | |
| NET CASH (USED IN) INVESTING ACTIVITIES (650) - (1,841) (2,491) NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | | | | | | | |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS BEGINNING CASH AND CASH EQUIVALENTS | | | | | | - | |
| CASH EQUIVALENTS | NET CASH (USED IN) INVESTING ACTIVITIES | | (650) | _ | (1,841 |) (2,491) | |
| CASH EQUIVALENTS | NET INCREASE (DECREASE) IN CASH AND | | | | | | |
| | | | _ | - | | | |
| | | | | | | | |
| ENDING CASH AND CASH EQUIVALENTS \$ - \$ - \$ - | BEGINNING CASH AND CASH EQUIVALENTS | | | | | | |
| | ENDING CASH AND CASH EQUIVALENTS | \$ | _ | \$ - | \$ - | <u> </u> | |

COMBINING STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2004

| | ASPIRA North Youth Leadership Charter School | | ASPIRA South Youth Leadership Charter School | | ASPIRA Eugenio Maria de Hostos Leadership Charter School | | <u>Total</u> | |
|---|---|----------------------|---|----------------------|--|--------------------|--------------|----------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES Increase in net assets Adjustments to reconcile increase in | \$ | 177,857 | \$ | 161,525 | \$ | 9,170 | \$ | 348,552 |
| net assets to net cash provided by operating activities Depreciation (Increase) decrease in: | | 48,728 | | - | | 8,014 | | 56,742 |
| Due from School Board of Miami-Dade County -State of Florida Capital Outlay Distribution Due to/from ASPIRA of Florida, Inc., net NET CASH PROVIDED BY OPERATING ACTIVITIES | | 104,809 (331,394) | | 197,807 (359,332) | | 38,642 (55,826) | | 341,258 (746,552) |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | | - | | | | : | | . - |
| BEGINNING CASH AND CASH EQUIVALENTS | | | | | | | | |
| ENDING CASH AND CASH EQUIVALENTS | \$ | - | \$ | - | \$ | - | \$ | - |

SUPPLEMENTARY AUDITORS' REPORTS

CABALLERO & CASTELLANOS, P.L. CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

13340 SW 78 ST Miami, FL 33183 Tel (305) 609-6332 Fax (305) 380-7596

INDEPENDENT AUDITORS' 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

To the Board of Directors and Officers of ASPIRA of Florida, Inc.

We have audited the special purpose financial statements of the ASPIRA North, South and Eugenio Maria De Hostos Youth Leadership Charter Schools (the Schools) as of and for the fiscal year ended June 30, 2005, and have issued our report dated August 15, 2005. 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 Schools' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Schools' basic 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 that are required to be reported under Government Auditing Standards.

However, we noted other matters that we have reported to management in the schedule of recommendations accompanying this report, as disclosed in recommendation No. 2005-1.

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

Caballero & Castellanos, P.L.

Miami, Florida August 15, 2005

CABALLERO & CASTELLANOS, P.L. CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

13340 SW 78 ST Miami, FL 33183 Tel (305) 609-6332 Fax (305) 380-7596

MANAGEMENT LETTER IN ACCORDANCE WITH THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

To the Board of Directors and Officers of ASPIRA of Florida, Inc.

We have audited the special purpose financial statements of the ASPIRA North, South and Eugenio Maria De Hostos Youth Leadership Charter Schools (the Schools) as of and for the fiscal year ended June 30, 2005, and have issued our report thereon dated August 15, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. We have also issued our report on internal control over financial reporting and on compliance and other matters; which is dated August 15, 2005, and should be considered in conjunction with this management letter.

In connection with our audit of the special purpose financial statements of the Schools for the fiscal year ended June 30, 2005, we report the following in accordance with Chapter 10.850 Rules of the Auditor General, Charter School Audits which requires that this report specifically address but not be limited to the matters outlined in Rule 10.854(1)(d):

- 1. No inaccuracies, shortages, defalcations, fraud and/or violations of laws, rules, regulations and contractual provisions were reported in the preceding annual financial audit.
- 2. There were no recommendations made in the preceding annual financial audit.
- 3. Recommendations to improve the Schools' present financial management, accounting procedures and internal controls are accompanying this report in the Schedule of Recommendations.
- 4. During the course of our audit, we did not find any:
 - a. Violation of any laws, rules, regulations, contracts, and grant agreements or abuse that: (1) have occurred, or are likely to have occurred; (2) were discovered within the scope of the financial audit; and (3) may or many not have a materially affected the financial statements.
 - b. Improper expenditures discovered within the scope of the financial audit which may or may not materially affect the financial statements.
 - c. Deficiencies in internal control that are not reportable condition, including but not limited to:
 - (1) Improper or inadequate accounting procedures.
 - (2) Failures to properly record financial transactions.
- 5. The names of the charter schools are as follows:

ASPIRA North Youth Leadership Charter School ASPIRA South Youth Leadership Charter School Eugenio Maria De Hostos Youth Leadership Charter School To the Board of Directors and Officers of ASPIRA of Florida, Inc.

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

Caballero & Castellanos, P.L.

Miami, Florida August 15, 2005

SCHEDULE OF RECOMMENDATIONS FISCAL YEAR ENDED JUNE 30, 2005

OTHER MATTERS - CURRENT STATUS

2005-1 ACCOUNTING MANUAL

During our cash disbursement testing we noted that the Organization has an accounting manual, which covers procedures for cash disbursements and receipts as well as other accounting functions. However, we noted areas where the manual could be improved. For example:

- A. The Organization's procurement procedures should be reviewed and at a minimum include:
 - a) Board approval for major purchases or contracts,
 - b) A formal bid process for major purchases and professional services,
 - c) Requirements to obtain written or oral quotes for minor purchases,
- B. The manual was originally drafted without the position of a Director of Finance. During 2005, the Organization hired a Director of Finance and we recommend that his position be incorporated into accounting manual to provide additional checks and balances.
- C. The manual does not include procedures for recording in-kind contributions.

Recommendation:

We recommend that the Organization update its current accounting manual to include the recommendations noted above and submit to its Board for approval.

Managements' Response:

We agree with the auditors' recommendation and we will update our accounting manual during the 2005-2006 fiscal year.