

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the
District School Board of Hillsborough County, Florida

INDEPENDENT AUDITOR'S REPORT

for the fiscal year ended JUNE 30, 2013

King & Walker, CPAs, PL

Certified Public Accountants

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LUTZ PREPARATORY SCHOOL

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Independent Auditor's Report on Basic Financial Statements and Required Supplementary Information

To the Board of Directors of the Lutz Preparatory School,
a Charter School and Component Unit of the District
School Board of Hillsborough County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Lutz Preparatory School ("School"), a charter school and component unit of the District School Board of Hillsborough County, Florida, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental 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 from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Lutz Preparatory School, as of June 30, 2013, and the respective changes in financial position thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the Budgetary Comparison Schedule on pages 3-7 and 23 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 historic 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 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 20, 2013 on our consideration of Lutz Preparatory School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Lutz Preparatory School's internal control over financial reporting and compliance.

Respectfully submitted,



September 20, 2013
Tampa, Florida

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)

The Management's Discussion and Analysis (MD&A) section of the annual financial report of the Lutz Preparatory School ("School") provides an overview of the School's activities for the fiscal year ended June 30, 2013.

Because the information contained in the MD&A is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School's financial statements and notes to financial statements found on pages 8 through 22.

FINANCIAL HIGHLIGHTS

- For the fiscal year ended June 30, 2013, the School's revenues exceeded expenses as shown on the School's statement of activities by \$244,010.
- As shown on the statement of net position, the School reported an unrestricted net position balance of \$382,733.

OVERVIEW OF THE FINANCIAL STATEMENTS

The basic financial statements consist of three components:

- ✓ Government-wide financial statements
- ✓ Fund financial statements
- ✓ Notes to financial statements

Government-Wide Financial Statements

The government-wide financial statements provide both short-term and long-term information about the School's overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of net position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of net position provides information about the government's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the School. The statement of activities presents information about the change in the School's net position and the results of operations, during the fiscal year. An increase or decrease in net position is an indication of whether the School's financial health is improving or deteriorating. To assess the overall financial position of the School, one needs to consider additional non-financial factors such as changes in the School student base funding level.

Fund Financial Statements

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide more detailed information about the School's financial activities, focusing on its most significant funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide statements.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund statements to provide information on near-term inflows and outflows of spendable resources as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund statements provide a detailed short-term view that may be used to evaluate the School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental fund to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the School's most significant funds. The School operates the following funds; a General Fund to account for its general operations and internal account activities.

The School adopts an annual budget for its governmental funds. A budgetary comparison schedule, as required, has been provided for the General Fund to demonstrate compliance with the budget.

Notes to Financial Statements

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

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of a government’s financial position. The following is a summary of the School’s net position as of June 30, 2012 and June 30, 2013:

	Net Position, End of Year		
	<u>Governmental Activities</u>		
	<u>6-30-12</u>	<u>6-30-13</u>	Increase (Decrease)
ASSETS			
Current and Other Assets	\$ 208,175	\$ 593,953	\$ 385,778
Capital Assets, net	50,757	69,963	19,206
Total Assets	<u>258,932</u>	<u>663,916</u>	<u>404,984</u>
LIABILITIES			
Current Liabilities	34,246	211,220	176,974
Long Term Liabilities	<u>50,000</u>	<u>34,000</u>	<u>(16,000)</u>
Total Liabilities	<u>84,246</u>	<u>245,220</u>	<u>160,974</u>
NET POSITION			
Invested in Capital Assets	757	35,963	35,206
Unrestricted	<u>173,929</u>	<u>382,733</u>	<u>208,804</u>
Total Net Position	<u>\$ 174,686</u>	<u>\$ 418,696</u>	<u>\$ 244,010</u>

The assets of the School primarily consist of cash and deposit receivable. Liabilities consist primarily of accrued salaries and wages payable and a long-term loan. Total net position amounted to \$418,696, which included an unrestricted net position balance of \$382,733.

The key elements of the changes in the School's net position for the fiscal years ended June 30, 2012 and June 30, 2013 are as follows:

	Operating Results for the Year		
	<u>Governmental Activities</u>		
	<u>6-30-12</u>	<u>6-30-13</u>	<u>Increase (Decrease)</u>
Revenues:			
State and Local Sources	\$ 1,388,075	\$ 2,898,830	\$ 1,510,755
Contributions and Other	215,126	261,535	46,409
Total Revenues	<u>1,603,201</u>	<u>3,160,365</u>	<u>1,557,164</u>
Expenses:			
Instruction	780,961	1,805,644	1,024,683
Pupil Personnel Services	-	21,995	21,995
Instructional Media Services	2,177	1,149	(1,028)
Instructional Staff Training	-	5,685	5,685
Board	24,600	26,886	2,286
General Administration	69,108	75,914	6,806
School Administration	167,882	308,695	140,813
Facilities Acq. & Construction	169,000	213,000	44,000
Fiscal Services	9,020	16,904	7,884
Food Services	517	18,721	18,204
Central Services	-	36,542	36,542
Operation of Plant	149,898	261,026	111,128
Maintenance of Plant	9,460	10,012	552
Community Service	42,577	106,782	64,205
Unallocated Depreciation	3,315	7,400	4,085
Total Expenses	<u>1,428,515</u>	<u>2,916,355</u>	<u>1,487,840</u>
Increase/(Decrease) in Net Position	<u>\$ 174,686</u>	<u>\$ 244,010</u>	<u>\$ 69,324</u>

The largest revenue source for the School is the State of Florida (86 percent). Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula. The FEFP formula utilizes student enrollment data to determine the funds available for the School.

The largest concentration of expenses was for Instruction which represents 62% of total expenditures.

FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

Governmental Funds

As the School completed the year, its governmental funds reported an unassigned fund balance of \$382,733.

BUDGETARY HIGHLIGHTS

The general fund budget for the fiscal year ended June 30, 2013, was developed based on the School's anticipated revenues and expenditures and the expected student population for the school year. Over the course of the year, the school revised its general fund budget several times. Refer to the Budgetary Comparison Schedule on page 23 for additional information.

CAPITAL ASSETS

The School's investment in capital assets for its governmental activities as of June 30, 2013, amounts to \$69,963 (net of accumulated depreciation). This investment in capital assets includes furniture, fixtures, and equipment, leasehold improvements, and construction in progress. Additional information regarding the School's capital assets can be found in note 2 to the financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Lutz Preparatory School's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the School's management, 17951 N. US Highway 41, Lutz, FL 33549.

LUTZ PREPARATORY SCHOOL
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

STATEMENT OF NET POSITION

June 30, 2013

	Governmental Activities
ASSETS	
Cash & Cash Equivalents	\$ 478,999
Accounts Receivable	42,477
Deposit Receivable	72,477
Capital Assets:	
Furniture, Fixtures, and Equipment, Net	41,192
Leasehold Improvements, Net	12,927
Construction in Progress	15,844
Total Capital Assets, Net	69,963
TOTAL ASSETS	663,916
LIABILITIES	
Salaries and Wages Payable	185,980
Accounts Payable	23,240
Deposit Payable	2,000
Long-term Liabilities:	
Note Payable, due within one year	24,000
Note Payable, due after one year	10,000
TOTAL LIABILITIES	245,220
NET POSITION	
Invested in Capital Assets, Net of Related Debt	35,963
Unrestricted	382,733
TOTAL NET POSITION	\$ 418,696

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

LUTZ PREPARATORY SCHOOL
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2013

	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position Governmental Activities	Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions		
Governmental Activities:						
Instruction	\$ 1,805,644	\$ -	\$ -	\$ -	\$ (1,805,644)	\$ (1,805,644)
Pupil Personnel Services	21,995				(21,995)	(21,995)
Instructional Media Services	1,149				(1,149)	(1,149)
Instructional Staff Training	5,685				(5,685)	(5,685)
Board	26,886				(26,886)	(26,886)
General Administration	75,914				(75,914)	(75,914)
School Administration	308,695				(308,695)	(308,695)
Facilities Acquisition & Construction	213,000				(213,000)	(213,000)
Fiscal Services	16,904				(16,904)	(16,904)
Food Services	18,721				(18,721)	(18,721)
Central Services	36,542				(36,542)	(36,542)
Operation of Plant	261,026				(261,026)	(261,026)
Maintenance of Plant	10,012				(10,012)	(10,012)
Community Service	106,782				(106,782)	(106,782)
Unallocated Depreciation	7,400				(7,400)	(7,400)
Total Governmental Activities	<u>\$ 2,916,355</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(2,916,355)</u>	<u>(2,916,355)</u>
General Revenues:						
State and Local Sources					2,898,830	2,898,830
Contributions and Other					261,535	261,535
Total General Revenues					<u>3,160,365</u>	<u>3,160,365</u>
Change in Net Position					244,010	244,010
Net Position - July 1, 2012					174,686	174,686
Net Position - June 30, 2013					<u>\$ 418,696</u>	<u>\$ 418,696</u>

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

LUTZ PREPARATORY SCHOOL
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2013

	General Fund
ASSETS	
Cash & Cash Equivalents	\$ 478,999
Accounts Receivable	42,477
Deposit Receivable	72,477
	\$ 593,953
	\$ 593,953
 LIABILITIES AND FUND BALANCE	
Liabilities:	
Salaries and Wages Payable	\$ 185,980
Accounts Payable	23,240
Deposit Payable	2,000
	211,220
	211,220
Fund Balance:	
Nonspendable	72,477
Spendable - Unassigned	310,256
	382,733
	382,733
Total Fund Balance	382,733
	382,733
	382,733
Total Liabilities and Fund Balance	\$ 593,953
	\$ 593,953

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

LUTZ PREPARATORY SCHOOL
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION

June 30, 2013

Total Fund Balance - Governmental Funds	\$ 382,733
Amounts reported for governmental activities in the statement of net position are different because:	
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the governmental funds. Long-term liabilities at year-end consist of a note payable.	(34,000)
Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.	<u>69,963</u>
Total Net Position - Governmental Activities	<u><u>\$ 418,696</u></u>

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

LUTZ PREPARATORY SCHOOL
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2013

	General Fund
Revenues	
Intergovernmental:	
Federal Through State	\$ -
State and Local	2,898,830
Contributions and Other	261,535
Total Revenues	3,160,365
Expenditures	
Current - Education:	
Instruction	\$ 1,805,644
Pupil Personnel Services	21,995
Instructional Media Services	1,149
Instructional Staff Training	5,685
Board	26,886
General Administration - District Administrative Fee	75,914
School Administration	308,695
Facilities Acquisition & Construction - Rent	213,000
Fiscal Services	16,904
Food Services	18,721
Central Services	36,542
Operation of Plant	261,026
Maintenance of Plant	10,012
Community Service - Fundraising	20,800
Community Service - Other	85,982
Fixed Capital Outlay:	
Facilities Acquisition & Construction	15,844
Other Capital Outlay	10,762
Debt Service:	
Principal	16,000
Total Expenditures	2,951,561
Net Change in Fund Balance	208,804
Fund Balance, July 1, 2012	173,929
Fund Balance, June 30, 2013	\$ 382,733

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

**LUTZ PREPARATORY SCHOOL
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES
*For the Fiscal Year Ended June 30, 2013***

Net Change in Fund Balance - Governmental Funds	\$	208,804
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
<p>Capital outlays are reported in governmental funds 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 of capital outlay expenditures (\$26,606) in excess of depreciation expense (\$7,400) in the current period.</p>		
		19,206
<p>Repayment of debt principal (note payable) is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.</p>		
		16,000
Change in Net Position - Governmental Activities	\$	<u>244,010</u>

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

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

➤ **Reporting Entity**

Lutz Preparatory School ("School") is a component unit of the District School Board of Hillsborough County, Florida. The School is sponsored by its charterholder Lutz Preparatory School, Inc., a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act and Section 1002.33, Florida Statutes. The governing body of the School is the not-for-profit corporation Board of Directors, which is comprised of not less than three members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the District School Board of Hillsborough County, Florida, ("District"). The charter was granted starting for the 2011-12 school year and is effective until June 30, 2015 and is subject to annual review and may be renewed by mutual agreement between the School and the District. At the end of the term of the charter, the District may choose not to renew the charter under grounds specified in the charter. In this case, the District is required to notify the school in writing at least 90 days prior to the charter's expiration. During the term of the charter, the District may also terminate the charter if good cause is shown. In the event of termination of the charter, the District shall assume operation of the School. The School is considered a component unit of the District; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

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

➤ **Basis of Presentation**

Government-wide Financial Statements - Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements - Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School's major governmental funds are as follows:

- General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.

➤ **Basis of Accounting**

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

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are prepared using the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 30 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

➤ **Budgets and Budgetary Accounting**

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g., instruction, pupil personnel services and school administration). Budgets may be amended by resolution at any Board meeting prior to the date for the annual report.

➤ **Cash and Investments**

Cash deposits consist of demand deposits and a money market account with a financial institution. Deposits on hand at financial institutions are insured by the Federal Deposit Insurance Company up to \$250,000.

➤ **Capital Assets**

Expenditures for capital assets acquired or constructed for general School purposes are reported in the governmental fund that financed the acquisition or construction. The capital assets so acquired are reported at cost in the government-wide statement of net position but are not reported in the governmental fund financial statements. Capital assets are defined by the School as those costing more than \$1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at fair value at the date of donation.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture, Fixtures and Equipment	5-7 years
Leasehold Improvements	10-20 years

➤ **Long-term Debt**

Long-term obligations that will be financed by resources to be received in the future by the general fund are reported in the government-wide financial statements, not in the general fund. Current-year information relative to changes in long-term debt is described in subsequent notes.

➤ **Revenue Sources**

Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent students and related data to the District.

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

Under provisions of Section 1011.62, Florida Statutes, the District 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 (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 (FTE) reported by the School during designated full-time equivalent student survey periods. The Department may also adjust subsequent fiscal period allocations based upon an audit of the School's compliance in determining and reporting FTE and related data. Normally, such adjustments are treated as reductions or additions of revenue in the year when the adjustments are made.

The basic amount of funding through the FEFP under Section 1011.62 is the product of the (1) unweighted FTE, multiplied by (2) the cost factor for each program, multiplied by (3) the base student allocation established by the legislature. Additional funds for exceptional students who do not have a matrix of services are provided through the guaranteed allocation designated in Section 1011.62(1)(e)2., Florida Statutes. For the fiscal year ended June 30, 2013, the School reported 512.4861 weighted FTE. Weighted funding represents approximately 6% of total FEFP funding.

FEFP funding may also be adjusted as a result of subsequent FTE audits conducted by the Florida Auditor General pursuant to Section 1010.305, Florida Statutes, and Rule 6A-1.0453, Florida Administrative Code (FAC). Schools are required to maintain the following documentation for three years or until the completion of an FTE audit:

- Attendance and membership documentation (Rule 6A-1.044, FAC).
- Teacher certificates and other certification documentation (Rule 6A-1.0503, FAC).
- Documentation for instructors teaching out-of-field (Rule 6A-1.0503, FAC).
- Procedural safeguards for weighted programs (Rule 6A-6.03411, FAC).
- Evaluation and planning documents for weighted programs (Section 1010.305, Florida Statutes, and Rule 6A-6.03411, FAC).

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

The School receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based upon a capital outlay plan submitted to the District and are to be used for lease, rent or construction of school facilities. The School also receives funding through donations and fundraising efforts, school lunch sales and local property tax collections.

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

The School follows the policy of applying restricted resources prior to applying unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

➤ **Recently Issued Accounting Principles**

In June 2011, the GASB issued Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASB 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in the statement of financial position and related disclosures. The statement of net assets is renamed the statement of net position and includes four components; assets, deferred outflows of resources, liabilities and deferred inflows of resources. The provisions of the Statement are effective for financial statements for periods beginning after December 15, 2011.

➤ **Net Position and Fund Balance Classification**

Government-wide financial statements

Net Position are classified and reported in three components:

- Investment 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 attributed to the acquisition or improvement of those assets.
- Restricted Net Position – consists of Net Position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- Unrestricted Net Position – all other Net Position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

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 reported within one of the following fund balance categories:

- 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 assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the School’s Board of Governance.

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

- Assigned – fund balance that is intended to be used by the School’s management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount 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 nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First, nonspendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including nonspendable amounts). Any remaining fund balance amounts for the non-general funds are to be classified as restricted fund balance. It is possible for the non-general funds to be classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the amount of restricted fund balances for specific purposes exceed the positive fund balance for non-general fund.

➤ Income Taxes

The School is exempt from Federal tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements.

➤ Use of Estimates

In preparing the financial statements in conformity with generally accepted accounting principles in the United States management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the statement of net position and affect revenues and expenditures for the period presented. Actual results could differ from those estimates.

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

2. CHANGES IN CAPITAL ASSETS

Changes in capital assets are presented in the table below.

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Governmental Activities:</u>				
Capital Assets Not Being Depreciated:				
Construction in Progress	\$ -	\$ 15,844	\$ -	\$ 15,844
Total Capital Assets Not Being Depreciated	<u>-</u>	<u>15,844</u>	<u>-</u>	<u>15,844</u>
Capital Assets Being Depreciated:				
Furniture, Fixtures and Equipment	39,708	10,762	-	50,470
Leasehold Improvements	14,364	-	-	14,364
Total Capital Assets Being Depreciated	<u>54,072</u>	<u>10,762</u>	<u>-</u>	<u>64,834</u>
Less Accumulated Depreciation for:				
Furniture, Fixtures and Equipment	(2,836)	(6,442)	-	(9,278)
Leasehold Improvements	(479)	(958)	-	(1,437)
Total Accumulated Depreciation	<u>(3,315)</u>	<u>(7,400)</u>	<u>-</u>	<u>(10,715)</u>
Total Capital Assets Being Depreciated, Net	<u>50,757</u>	<u>3,362</u>	<u>-</u>	<u>54,119</u>
Governmental Activities Capital Assets, net	<u>\$ 50,757</u>	<u>\$ 19,206</u>	<u>\$ -</u>	<u>\$ 69,963</u>

All depreciation expense was shown as unallocated on the Statement of Activities.

3. PROMISSORY NOTE PAYABLE

All long-term debt represents amounts to be repaid from governmental activities. As of June 30, 2013, the Schools long-term debt consisted of the following promissory note payable:

Promissory Note Payable	Balance at 6-30-13
Promissory Note, interest-free note maturing January 2015. The borrower shall pay principal payments of \$2,000 every month beginning November 2012 until paid in full.	<u>\$ 34,000</u>

Scheduled payments for the note payable follows:

Fiscal Year Ending June 30	Total	Principal	Interest
2014	24,000	24,000	-
2015	10,000	10,000	-
Total	<u>\$ 34,000</u>	<u>\$ 34,000</u>	<u>\$ -</u>

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

4. CHANGES IN LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending Balance</u>	<u>Due in One Year</u>
GOVERNMENTAL ACTIVITIES:					
Note Payable	\$ 50,000	\$ -	\$ (16,000)	\$ 34,000	\$ 24,000
Total Governmental Activities	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ (16,000)</u>	<u>\$ 34,000</u>	<u>\$ 24,000</u>

5. OPERATING LEASE

The School entered into a lease agreement for its educational facility on July 1, 2011 through June 30, 2017. The agreement calls for initial monthly rent payments of \$13,000 with escalating rent payments each year. Total rent expense charged to operations for this facility lease for the year ended June 30, 2013, totaled \$213,000.

Future minimum lease payments the under non-cancellable operating lease as of June 30, 2013 follows:

<u>Fiscal Year Ending June 30:</u>	<u>Minimum Lease Payments</u>
2014	276,000
2015	302,400
2016	317,520
2017	333,396
Total Minimum Lease Payments	<u>\$ 1,229,316</u>

6. PENSION PLAN

The School participates in a defined contribution tax sheltered annuity 403(b) plan for participating employees. Contributions made by the School totaled \$82,996 for the year ended June 30, 2013, which were computed at 5% of employee compensation for each participating employee. Contributions are directed to individual employee's accounts, and the individual employees allocate contributions and account balances among various available investment choices, therefore, the School has no liability for the administration or payments of benefits of the plan, and accordingly, the present value of the related benefits is not reflected in these financial statements. The rate of contribution is set annually by the School's Board of Directors.

7. RISK MANAGEMENT PROGRAMS

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School carries commercial insurance. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

8. SCHEDULE OF FEDERAL, STATE & LOCAL REVENUE SOURCES

The following is a schedule of the School's Federal, State and local revenue for the 2012-13 fiscal year:

<u>Source</u>	<u>Amount</u>
<i>STATE:</i>	
Florida Education Finance Program	\$ 1,850,795
Categorical Educational Programs:	
Class Size Reduction	613,202
ESE Guaranteed Allocation	113,839
Supplementary Academic Instruction	93,861
Instructional Materials	37,037
Safe Schools	8,921
Florida Teachers' Lead Program	4,926
Miscellaneous State Revenue	369
Total State Revenue	<u>2,722,950</u>
<i>LOCAL:</i>	
Discretionary Local Effort	112,197
Discretionary Millage	63,683
Total Local Revenue	<u>175,880</u>
Total State and Local Revenue	<u>\$ 2,898,830</u>
<i>CONTRIBUTIONS & OTHER:</i>	
Fundraising	\$ 81,808
Sublease Income	72,234
Gifts, Grants, & Bequests	22,767
Other Miscellaneous Local Revenue	84,726
Total Contributions & Other	<u>\$ 261,535</u>

As provided in the charter school contract, the District has charged the School an administrative fee of \$75,914.

9. FUNDING AND CREDIT RISK CONCENTRATIONS

The School receives substantially all of its support and revenue from federal, state and local funding sources, passed through the District, in the form of performance and budget based contracts. Continuing operation of the School is greatly dependent upon the continued support of these governmental agencies.

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

10. COMMITMENTS AND CONTINGENT LIABILITIES

The School participates in state grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies, therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivables at June 30, 2013, may be impaired.

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

11. LEGAL MATTERS

In the normal course of conducting its operations, the School occasionally becomes party to various legal actions and proceedings. The School has no legal actions or pending proceedings in progress.

12. SUBSEQUENT EVENTS

Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

LUTZ PREPARATORY SCHOOL
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND (Unaudited)
For the Fiscal Year Ended June 30, 2013

	General Fund			Variance with Final Budget - Positive (Negative)
	Original Budget	Final Budget	Actual	
Revenues:				
Intergovernmental:				
State and Local	2,817,095	2,936,400	2,898,830	(37,570)
Contributions and Other	139,890	189,890	261,535	71,645
Total Revenues	<u>2,956,985</u>	<u>3,126,290</u>	<u>3,160,365</u>	<u>34,075</u>
Expenditures:				
Current - Education:				
Instruction	1,815,891	1,812,541	1,805,644	6,897
Pupil Personnel Services	11,680	22,371	21,995	376
Instructional Media Services	-	-	1,149	(1,149)
Instructional Staff Training	2,500	2,500	5,685	(3,185)
Board	34,069	34,069	26,886	7,183
General Administration - District Administrative Fee	134,147	75,914	75,914	-
School Administration	303,129	311,367	308,695	2,672
Facilities Acquisition & Construction - Rent	230,000	213,000	213,000	-
Fiscal Services	23,520	23,520	16,904	6,616
Food Service	26,292	26,292	18,721	7,571
Central Services	35,750	35,750	36,542	(792)
Operation of Plant	209,222	259,222	261,026	(1,804)
Maintenance of Plant	4,350	4,350	10,012	(5,662)
Community Service - Fundraising	-	20,800	20,800	-
Community Service - Other	80,488	89,488	85,982	3,506
Fixed Capital Outlay:				
Facilities Acquisition & Construction	-	17,000	15,844	1,156
Other Capital Outlay	19,000	10,762	10,762	-
Debt Service:				
Principal	-	16,000	16,000	-
Total Expenditures	<u>2,930,038</u>	<u>2,974,946</u>	<u>2,951,561</u>	<u>23,385</u>
Net Change in Fund Balance	26,947	151,344	208,804	57,460
Fund Balance, July 1, 2012	173,929	173,929	173,929	-
Fund Balance, June 30, 2013	<u>\$ 200,876</u>	<u>\$ 325,273</u>	<u>\$ 382,733</u>	<u>\$ 57,460</u>

See Independent Auditor's Report.



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

To the Board of Directors of the Lutz Preparatory School,
a Charter School and Component Unit of the District
School Board of Hillsborough County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Lutz Preparatory School ("School"), a charter school and component unit of the District School Board of Hillsborough County, Florida, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated September 20, 2013.

Internal Control Over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or 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. *A significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of 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*.

Purpose of this Report

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

Respectfully submitted,

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, flowing style.

September 20, 2013
Tampa, Florida



Members:
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Government Audit Quality Center

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**Management Letter as Required by Rules of the Florida Auditor General,
Chapter 10.850, Florida Statutes, *Charter School Audits***

To the Board of Directors of the Lutz Preparatory School,
a Charter School and Component Unit of the District
School Board of Hillsborough County, Florida

We have audited the basic financial statements of the Lutz Preparatory School (“School”), a charter school and component unit of the District School Board of Hillsborough County, Florida, as of and for the fiscal year ended June 30, 2013, and have issued our report thereon dated September 20, 2013.

We have issued our independent auditor's report on compliance and on internal control over financial reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards* dated September 20, 2013. Disclosures in that report, if any, should be considered in conjunction with this management letter.

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

The Rules of the Auditor General (Section 10.854(1)(e)1.), require that we comment as to whether corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. There were no prior audit findings.

The Rules of the Auditor General (Section 10.854(1)(e)2.), require that we make a statement 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 conditions met. In connection with our audit, we determined that the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(11), Rules of the Auditor General, we applied financial condition assessment procedures. It is management’s responsibility to monitor the School’s financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

The Rules of the Auditor General (Section 10.854(1)(e)3.), requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

The Rules of the Auditor General (Section 10.854(1)(e)4.), require that we address noncompliance with provision of contracts or grant agreements, or abuse, that have occurred or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

The Rules of the Auditor General (Section 10.854(1)(e)5.), require we disclose the name or official title of the school or center. The school's official name is Lutz Preparatory School.

This letter is intended for the information and use of the School and its management, the District School Board of Hillsborough County, Florida, the Florida Department of Education, the Florida Auditor General, and other granting agencies and is not intended to be and should not be used by anyone other than these specific parties.

Respectfully submitted,

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, flowing style.

September 20, 2013
Tampa, Florida

LUTZ PREPARATORY SCHOOL

A Charter School and Component Unit of the District School Board of Hillsborough County, Florida

MANAGEMENT'S RESPONSE TO AUDIT FINDINGS

Year Ended June 30, 2013

The following is the School's response to the item in the Management Letter dated September 20, 2013, as required by Rule 10.857, Rules of the Auditor General:

No response required.