

**May Sands Montessori School, Inc.**  
A Charter School and Component Unit of  
the Monroe County District School Board

Basic Financial Statements  
For the Year Ended June 30, 2019

# May Sands Montessori School, Inc.

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
May Sands Montessori School, Inc.  
A Charter School and Component Unit of the  
Monroe County District School Board

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of May Sands Montessori School, Inc. (the "School"), a component unit of the Monroe County District School Board, as of and for the year ended June 30, 2019, 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 *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the School, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

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

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2019, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the School's 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 the School's internal control over financial reporting and compliance.



KEEFE McCULLOUGH

Fort Lauderdale, Florida  
October 25, 2019

# MANAGEMENT'S DISCUSSION AND ANALYSIS

The May Sands Montessori School, Inc (the "School") earned the distinction of being the first public charter school in Monroe County, Florida, established in 1997. Operating in Key West, the school currently serves 124 students from kindergarten through grade eight, offering an educational curriculum and program design that is authentically grounded in Montessori pedagogy. Over the years, the school has expanded its offerings to include four program levels: a primary (kindergarten) program, a lower elementary program (grades 1-3), an upper elementary program (grades 4-6), and an early secondary program (grades 7 & 8). Students in grades three through eight participate in state mandated assessments, yearly, in accordance with the school's public charter status. As a result of consistent student achievement, the School has maintained its status as an A-rated school since 2010 and continues to be designated a High Performing public charter school by the Florida Commissioner of Education.

Our discussion and analysis of the School's financial performance provides an overview of the School's financial activities for the fiscal year ended June 30, 2019, with certain comparative information for 2018. Please read it in conjunction with the School's basic financial statements which immediately follow this discussion.

### **Overview of the Basic Financial Statements**

This discussion and analysis is intended to serve as an introduction to the School's basic financial statements. The School's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also includes required supplementary information intended to furnish additional detail to support the basic financial statements themselves.

**Government-Wide Financial Statements:** The government-wide financial statements, which consist of the statement of net position and the statement of activities, are designed to provide readers with a broad overview of the School's finances, in a manner similar to a private-sector business.

The statement of net position presents financial information on all of the School's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the School's financial position is improving or deteriorating. However, as a governmental entity, the School's activities are not geared toward generating profit as are the activities of commercial entities. Other factors such as the safety at the School and quality of education must be considered in order to reasonably assess the School's overall performance.

The statement of activities presents information showing how the School's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

**Fund 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. The School has only one (1) category of funds - governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in assessing the School's near-term financing requirements.

**May Sands Montessori School, Inc.**  
**Management's Discussion and Analysis**  
**June 30, 2019**

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Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the School's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and change in fund balance provide a reconciliation to facilitate this comparison between the governmental fund and governmental activities.

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

**Required Supplementary Information:** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the School's adopted budget to actual results.

**Government-Wide Financial Analysis**

As noted earlier, net position over time, may serve as a useful indicator of financial position. The following table presents a comparative analysis of the condensed government-wide statements of net position:

May Sands Montessori School, Inc.			
Net Position			
	June 30, 2019	June 30, 2018	Variance
	<u>          </u>	<u>          </u>	<u>          </u>
Assets:			
Current assets	\$ 494,766	\$ 461,883	\$ 32,883
Capital assets, net of depreciation	<u>106,278</u>	<u>118,025</u>	<u>(11,747)</u>
Total assets	<u>601,044</u>	<u>579,908</u>	<u>21,136</u>
Liabilities:			
Current liabilities	<u>17,306</u>	<u>21,620</u>	<u>(4,314)</u>
Total liabilities	<u>17,306</u>	<u>21,620</u>	<u>(4,314)</u>
Net Position:			
Net investment in capital assets	106,278	118,025	(11,747)
Unrestricted	<u>477,460</u>	<u>440,263</u>	<u>37,197</u>
Total net position	<u>\$ 583,738</u>	<u>\$ 558,288</u>	<u>\$ 25,450</u>

Current and other assets increased due to the increase in the cash balances compared to prior year. Capital assets, net of depreciation, decreased as a result of depreciation expense.

**Government-Wide Financial Analysis (continued)**

A portion of the School's net position reflects its investment in capital assets. The School uses these capital assets to provide services to students; consequently, these assets are not available for future spending. Resources that are subject to external restrictions on how they may be used are classified as restricted net position. As of June 30, 2019 and 2018, the School had no restricted net position. The remaining unrestricted balance may be used in any of the School's ongoing operations.

The following table presents comparative information of the condensed government-wide statements of changes in net position:

May Sands Montessori School, Inc. Change in Net Position			
	June 30, 2019	June 30, 2018	Variance
Revenues:			
General revenues	\$ 1,452,566	\$ 1,580,237	\$ (127,671)
Program revenues:			
Charges for services	22,158	26,103	(3,945)
Operating grants and contributions	12,310	20,698	(8,388)
Total revenues	1,487,034	1,627,038	(140,004)
Expenses:			
Regular instruction	840,685	967,851	127,166
Instructional support services	125,831	125,768	(63)
School administration	383,973	391,383	7,410
Rent for facility	46,797	38,627	(8,170)
After school expenses	5,372	41,206	35,834
Central services	6,020	5,499	(521)
Operating and maintenance of plant	52,906	59,548	6,642
Total expenses	1,461,584	1,629,882	168,298
Change in net position	\$ 25,450	\$ (2,844)	\$ 28,294

- Total revenues decreased primarily due to the decrease in enrollment of students in the current year.
- Operating grants and contributions decreased although the school received funding from the Federal Restart and Safe Schools grants to improve our outdoor learning and play environments.
- Expenses decreased for regular instructions in FY2019 due to outsourcing services to Florida Virtual School for advanced math classes, and a reduction of staff capable of leading enrichment.



## **Financial Analysis of the School's Funds**

As noted earlier, the School uses fund accounting to maintain control over resources that have been segregated for specific activities or objectives. The focus of the School's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the School's financing requirements.

As of the end of fiscal year 2018/2019 the School's governmental funds reported ending fund balance of \$ 477,460. The fund balance unassigned and available for spending at the School's discretion is \$ 475,537. These funds will be available for the School's future ongoing operations. The fund balance increased by \$ 37,197.

## **Budgetary Highlights**

### **School Year 2019: Safe Schools, Student Mental Health, and Staff Morale**

Our school year began with the demolition of our former facility, as scheduled by the Monroe County School District, which impacted our methods of egress for staff and students of the Upper Elementary program in the first week of school. In compliance with the Marjory Stoneman Douglas High School Public Safety Act, a Safe School Officer was placed in our school, daily, and the school implemented its newly developed plan to address student mental health in the school setting. Thankfully, the Monroe County School District included its charter schools in seeking financial support through a ballot initiative to pay for law enforcement – a measure that passed in August 2018 and will continue for four years. The Florida Department of Education responded to the legislative mandate as well and offered financial support of its public schools through the Educational Facilities Security Grant, which supported our school's efforts to improve the physical safety and security of our campus.

Securing highly qualified staff remained a challenge for our school, specifically in the field of advanced mathematics and arts enrichment. With a lack of viable instructional candidates, the decision was made to contract services with Florida Virtual School to continue offering advanced mathematics for our most senior students. Additionally, all classroom assistants received two days of Montessori training, a measure that the instructional team considered an important investment in the professional development of its support staff. Early in the school year, however, we experienced a strain on staffing that left our Primary, Lower, and Upper Elementary programs struggling for support. Without adequate staff to support arts enrichment or consistency with student expectations for behavior, we experienced a decline in enrollment, as well as a deterioration of staff morale as the school year progressed. During the last quarter of the school year, the charter board and administration engaged the services of a consultant to facilitate dialogue aimed at improving the school's climate.

Although the school year ended with the unresolved challenge of decreased enrollment, the school was able to end the fiscal year in a positive financial position. The efforts to improve morale sparked an exercise in clarifying staff roles and responsibilities vital to the school's success, which will be memorialized in our updated employee handbook and standard operating procedures. Another noteworthy accomplishment realized during the summer was the result of our school's ability to attract experienced Montessori practitioners for key instructional positions in our Upper Elementary and Early Secondary programs. Lastly, we were able to maintain our rating as a High-performing Charter School because of student achievement, which produced an overall school grade of 'A'!

### **Vision for School Year 2020: Steadfast Commitment for Sustainability**

There is a need to engage all stakeholder groups in school improvement with a focus on sustainability. At its first parent meeting of the corporation, the charter board and administration confirmed a commitment to adding a grade level to our Primary programming for the 2020-2021 school year. Our charter school's educational design is rooted in Montessori pedagogy, which features multi-age learning environments and expanding our Primary program to include pre-Kindergarten will more closely align our practice with established Montessori philosophy. Presently, the school has an active campaign to increase enrollment, which remains 20% below projection. A strategic planning session, scheduled for November 2nd, will provide an opportunity for stakeholders to develop an actionable plan of improvement that will address programming, facilities, staffing, financial solvency, and strengthening our ties with community organizations. The May Sands Montessori School relies on a steadfast commitment from its parents, staff and community partners to sustain the future of Montessori public education in Key West.

### **Capital Assets and Debt Administration**

As of June 30, 2019, the School had an investment in capital assets of \$ 106,278, net of accumulated depreciation, compared to \$ 118,025 at June 30, 2018.

As of June 30, 2019, the School had no outstanding debt.

### **Economic Factors**

Facts, decisions or conditions that are expected to have a significant effect on the financial position or results of operations of the School in fiscal year 2019/2020 include the following:

- The 2019/2020 school year represents the 21st year of operations of the school. Our past has shown that we can continue to operate a high performing school providing quality education for our students, within the school-based revenues. We have also been fortunate to have a strong business community and involved parents that participate in fundraising activities for school improvements.

### **Requests for Information**

This financial report is designed to provide a general overview of the School's finances for all those with an interest. If you should have any questions pertaining to the information presented in this report or would like additional information, please contact the administration of May Sands Montessori School, Inc. at 1400 United Street, Key West, FL 33040.

# BASIC FINANCIAL STATEMENTS

May Sands Montessori School, Inc.  
Statement of Net Position  
June 30, 2019

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	<b>Governmental Activities</b>
<b>Current Assets:</b>	
Cash and cash equivalents	\$ 491,843
Due from other governments	1,000
Prepaid items	<u>1,923</u>
Total current assets	<u>494,766</u>
<b>Noncurrent Assets:</b>	
Capital assets, net of accumulated depreciation	<u>106,278</u>
Total assets	<u>601,044</u>
<b>Current Liabilities:</b>	
Accounts payable	15,804
Unearned revenue	<u>1,502</u>
Total current liabilities	<u>17,306</u>
<b>Net Position:</b>	
Net investment in capital assets	106,278
Unrestricted	<u>477,460</u>
Total net position	\$ <u><u>583,738</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

**May Sands Montessori School, Inc.**  
**Statement of Activities**  
**For the Year Ended June 30, 2019**

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Governmental</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net Revenue (Expense) and Change in Net Position</u>
<b>Functions/Programs:</b>					
Instructional services	\$ 769,215	\$ -	\$ 3,854	\$ -	\$ (765,361)
Exceptional student education	71,470	-	-	-	(71,470)
Pupil personnel services	113,191	-	-	-	(113,191)
Instructional staff training	10,972	-	3,947	-	(7,025)
School Board	19,664	-	-	-	(19,664)
School administration	303,972	-	70	-	(303,902)
Facility acquisition and construction	49,977	-	3,524	-	(46,453)
Fiscal services	60,337	-	-	-	(60,337)
Food services	69	-	-	-	(69)
Central services	5,951	-	915	-	(5,036)
Pupil transportation services	1,668	-	-	-	(1,668)
Operation of plant	49,139	-	-	-	(49,139)
Maintenance of plant	587	-	-	-	(587)
After school program	5,372	22,158	-	-	16,786
Total governmental activities	\$ <u>1,461,584</u>	\$ <u>22,158</u>	\$ <u>12,310</u>	\$ <u>-</u>	\$ <u>(1,427,116)</u>
General revenues:					
State sources					\$ 1,318,913
Other revenues					<u>133,653</u>
Total general revenues					<u>1,452,566</u>
Change in net position					25,450
Net position, July 1, 2018					<u>558,288</u>
Net position, June 30, 2019					\$ <u><u>583,738</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

**May Sands Montessori School, Inc.**  
**Balance Sheet - Governmental Funds**  
**June 30, 2019**

	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Total</b>
<b>Assets:</b>			
Cash and cash equivalents	\$ 491,843	\$ -	\$ 491,843
Due from other governments	-	1,000	1,000
Due from other funds	1,000	-	1,000
Prepaid items	1,923	-	1,923
	<u>494,766</u>	<u>1,000</u>	<u>495,766</u>
Total assets	\$ <u>494,766</u>	\$ <u>1,000</u>	\$ <u>495,766</u>
<b>Liabilities:</b>			
Accounts payable	\$ 15,804	\$ -	\$ 15,804
Unearned revenue	1,502	-	1,502
Due to other funds	-	1,000	1,000
	<u>17,306</u>	<u>1,000</u>	<u>18,306</u>
Total liabilities	<u>17,306</u>	<u>1,000</u>	<u>18,306</u>
<b>Fund Balance:</b>			
Nonspendable	1,923	-	1,923
Unassigned	475,537	-	475,537
	<u>477,460</u>	<u>-</u>	<u>477,460</u>
Total fund balance	<u>477,460</u>	<u>-</u>	<u>477,460</u>
Total liabilities and fund balance	\$ <u>494,766</u>	\$ <u>1,000</u>	\$ <u>495,766</u>

The accompanying notes to basic financial statements are an integral part of these statements.

**May Sands Montessori School, Inc.**  
**Reconciliation of the Balance Sheet - Governmental**  
**Funds to the Statement of Net Position**  
**June 30, 2019**

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**Total Fund Balance - Governmental Funds** \$ 477,460

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

Capital assets used in governmental activities are not financial resources; and therefore, are not reported in the governmental funds:

Cost of capital assets	\$	248,884	
Accumulated depreciation		<u>(142,606)</u>	<u>106,278</u>

**Net Position of Governmental Activities** \$ 583,738

The accompanying notes to basic financial statements are an integral part of these statements.

**May Sands Montessori School, Inc.**  
**Statement of Revenues, Expenditures and**  
**Changes in Fund Balance - Governmental Funds**  
**For the Year Ended June 30, 2019**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
<b>Revenues:</b>			
State sources	\$ 1,318,913	\$ -	\$ 1,318,913
Federal sources	-	12,310	12,310
Interest income	1,434	-	1,434
After school program	22,158	-	22,158
Contributions	132,219	-	132,219
	<u>1,474,724</u>	<u>12,310</u>	<u>1,487,034</u>
Total revenues			
<b>Expenditures:</b>			
Instructional services	765,361	3,854	769,215
Exceptional student education	71,470	-	71,470
Pupil personnel services	113,191	-	113,191
Instructional staff training	7,025	3,947	10,972
School Board	19,664	-	19,664
School administration	303,902	70	303,972
Facility acquisition and construction	46,453	3,524	49,977
Fiscal services	60,337	-	60,337
Food services	69	-	69
Central services	5,036	915	5,951
Pupil transportation services	1,668	-	1,668
Operation of plant	37,392	-	37,392
Maintenance of plant	587	-	587
After school program	5,372	-	5,372
	<u>1,437,527</u>	<u>12,310</u>	<u>1,449,837</u>
Total expenditures			
Net change in fund balance	<u>37,197</u>	<u>-</u>	<u>37,197</u>
<b>Fund Balance, July 1, 2018</b>	<u>440,263</u>	<u>-</u>	<u>440,263</u>
<b>Fund Balance, June 30, 2019</b>	<u>\$ 477,460</u>	<u>\$ -</u>	<u>\$ 477,460</u>

The accompanying notes to basic financial statements are an integral part of these statements.



**May Sands Montessori School, Inc.  
Reconciliation of the Statement of Revenues,  
Expenditures and Changes in Fund Balance -  
Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2019**

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**Net Change in Fund Balance - Governmental Funds** \$ 37,197

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

The governmental funds report capital outlays as  
expenditures; however, in the statement of activities  
these costs are allocated over their estimated useful  
lives as provision for depreciation:

Current year provision for depreciation (11,747)

**Change in Net Position of Governmental Activities** \$ 25,450

The accompanying notes to basic financial statements are an integral part of these statements.

## Note 1 - Organization and Operations

**Reporting Entity:** May Sands Montessori School, Inc. (the "School") was incorporated as a nonprofit corporation on October 23, 1997 organized pursuant to Chapter 617, Florida Statutes, the Florida Not for Profit Corporations Act and Section 228.056, Florida Statutes. The governing body of the School is the Board of Directors which is composed of not less than five and not more than nine members. Effective July 10, 2018, the School changed its name to May Sands Montessori School, Inc. from Key West Montessori Charter School, Inc.

The School operates under a charter of the sponsoring school district, the District School Board of Monroe County (the "District"). The current charter is effective until June 30, 2031. At the end of the term of the charter, the District may choose not to renew the charter under the reasons specified in the charter, in which case the District is required to notify the School in writing at least 90 days prior to the charter's expiration. Pursuant to section 228.056(10) (e), Florida Statutes, the charter school contract provides that in the event the school is dissolved or terminated, unencumbered funds and all school property purchased with public funds automatically revert to the District School Board of Monroe County. During the term of the charter, the District may also terminate the charter if good cause is shown. May Sands Montessori School, Inc. is considered a component unit of the District.

Criteria for determining if other entities are potential component units of the School which should be reported with the School's basic financial statements are identified and described in the Government Accounting Standards Board (GASB) Codification of Governmental Accounting and Financial Reporting Standards, Section 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 with the reporting entity of the School.

## Note 2 - Summary of Significant Accounting Policies

A summary of the School's significant accounting policies is as follows:

**Basis of presentation:** Based on the guidance provided in the American Institute of Certified Public Accountants, Audit and Accounting Guide - Not-for-Profit Organizations and provisions of Section 228.056(9), Florida Statutes, the School is presented as a governmental organization for financial statement reporting purposes.

**Government-wide financial statements:** The School's basic financial statements include both government-wide (reporting the School as a whole) and fund financial statements. Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. All of the School's activities are classified as governmental activities.

In the government-wide statement of net position, the governmental activities column is reported on a full accrual, economic resource basis, which recognizes all current and noncurrent assets and all current and noncurrent liabilities. The School's net position is reported in three (3) categories: net investment in capital assets; restricted; and unrestricted.

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

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

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:** The School's accounts are organized on the basis of funds. The operations each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. 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 reports the following major governmental funds:

**General Fund** - This fund is used to account for all operating activities of the School except for those required to be accounted for in another fund.

**Special Revenue Fund** - This fund is used to account for certain grants that are legally restricted to expenditures for particular purposes.

**Measurement focus and basis of accounting:** Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the basic financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. Governmental funds use the current financial resources measurement focus and the government-wide statement uses the economic resources measurement focus.

Governmental activity in the government-wide financial statements is presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred.

The governmental fund financial statements are presented on the modified accrual basis of accounting under which revenue is recognized in the accounting period in which it becomes susceptible to accrual (i.e., when it becomes both measurable and available). Revenues susceptible to accrual include FTE nonspecific revenue, capital grant funds, operating grants and contributions and investment earnings. Intergovernmental revenues are recognized when all eligibility requirements have been met, if available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the School considers revenues to be available if they are collected within three (3) months of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred.

**Cash and cash equivalents:** It is the School's policy to maintain cash balances not to exceed the amount of insurance which is provided by various depository institutions. The School considers all highly liquid debt instruments purchased with a maturity of less than three months to be presented as a current asset on the accompanying balance sheet and statement of net position.

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

**Investments:** As of June 30, 2019, the School had no Investments.

**Prepaid items:** Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**State funding (primary source of revenue):** Student funding is provided by the State of Florida through the Monroe County District School Board. In accordance with the Charter Agreement, the District retains not more than 2% as an administrative fee. This funding is received on a pro rata basis over the twelve-month period and is adjusted for changes in full-time equivalent student population. After review and verification of Full-Time Equivalent ("FTE") reports and supporting documentation, the Florida Department of Education may adjust subsequent fiscal period allocations of FTE funding for prior year's errors disclosed by its review as well as to prevent the statewide allocation from exceeding the amount authorized by the State Legislature. Normally, such adjustments are reported in the year the adjustments are made.

**Income taxes:** The School is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in these financial statements.

**Capital assets:** Capital assets purchased or acquired with an original cost of \$1,000 or more are capitalized at historical cost or estimated historical cost and are reported in the government-wide financial statement. Donated capital assets are valued at the estimated fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized and depreciated over the remaining useful lives of the related capital assets. Other costs incurred for repairs and maintenance are expensed as incurred.

Capital assets, which include equipment acquired with state shared revenues are reported in the government-wide financial statements.

Depreciation on all assets is provided on either the straight-line basis or various accelerated methods over the estimated useful lives as follows:

Improvements	15-39 years
Furniture and Equipment	5-15 years

Within the governmental funds, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported within the governmental fund financial statements.

**Deferred outflows/inflows of resources:** In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The School does not have any items that qualify for reporting in this category. These items arise only under a modified accrual basis of accounting. Accordingly, these items, unavailable revenues, are reported only in the governmental fund balance sheet.

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

**Unearned revenue:** Unearned revenue arises when the School receives resources before it has a legal claim to them.

**Compensated absences:** The School grants a specific number of non-cumulative sick/personal leave. Therefore, there is no compensated absences accrual for such days.

**Net position classifications:** *Government-wide financial statements*

Net position is displayed in three (3) components:

**Net investment in capital assets** - consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction or improvement of those assets.

**Restricted** - consists of net position with constraints placed on their use either by: 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments, or 2) imposed by law through constitutional provisions or enabling legislation.

**Unrestricted** - indicates that portion of net position that is available to fund future operations and that do not meet the definition of "restricted" or "net investment in capital assets".

**Fund balance classifications:** *Fund financial statements*

The School follows the provisions of Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement requires that governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the School is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent.

The following classifications describe the relative strength of the spending constraints:

- *Nonspendable Fund Balance* - amounts that are not in spendable form (such as prepaid items) or are legally or contractually required to be maintained intact.
- *Restricted Fund Balance* - amounts that are constrained to specific purposes by external providers (such as grantors, creditors, etc.) or imposed by law through constitutional provisions, or by enabling legislation.
- *Committed Fund Balance* – amounts constrained to specific purposes by formal account of the Board of Directors (the highest level of decision making authority). To be reported as committed, amounts cannot be used for any other purpose unless the Board of Directors removes or changes the commitment through formal action.

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

- *Assigned Fund Balance* - amounts the School intends to use for a specific purpose but are neither restricted nor committed. Assignments can be made by the Board of Directors or by an official or body which the Board of Directors delegated the authority at their direction.
- *Unassigned Fund Balance* - amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General Fund.

The School uses restricted amounts first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the School would first use committed fund balance, followed by assigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**Budget:** An operating budget is adopted and maintained by the governing board for the School pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in the preparation of the financial statements.

**Use of estimates:** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Date of management review:** Subsequent events were evaluated by management through October 25, 2019, which is the date the financial statements were available to be issued.

## Note 3 - Deposits

At June 30, 2019, the carrying amount of the School's deposits and cash on hand totaled approximately \$ 492,000 with a bank balance of approximately \$ 480,000.

Subject to certain exemptions, State statutes require, and it is the School's policy, that certain deposits be made into, and be held by, financial institutions designated by the treasurer of the State of Florida as qualified public depositories as defined by Chapter 280 of the Florida Statutes. This statute requires that every qualified public depository institution maintain eligible collateral to secure the public entity's funds. The minimum collateral to be pledged by an institution, the collateral eligible for pledge, and reporting requirements of the qualified public depositor to the treasurer is defined by the statute. Collateral is pooled in a multiple qualified public depository institution pool with the ability to assess members of the pool should the need arise. The School's deposits are held in a qualified public depository. They are covered by the collateral pool, as the School has identified itself as a public entity at June 30, 2019. The School maintains balances at two financial institutions which are qualified public depositories at June 30, 2019 as defined by Chapter 280 of the Florida Statutes.

The School maintained a cash balance account with a Financial Institution which, at June 30, 2019, exceeded the federally insured limit.

**Note 4 - Capital Assets**

A summary of changes in governmental capital assets is as follows:

	Balance July 1, 2018	Increases	Decreases/ Transfers	Balance June 30, 2019
Capital assets:				
Improvements	\$ 107,658	\$ -	\$ -	\$ 107,658
Furniture and Equipment	141,226	-	-	141,226
Total capital assets	248,884	-	-	248,884
Accumulated depreciation:				
Improvements	22,953	7,057	-	30,010
Furniture and Equipment	107,906	4,690	-	112,596
Total accumulated depreciation	130,859	11,747	-	142,606
Net capital assets	\$ 118,025	\$ (11,747)	\$ -	\$ 106,278

The provision for depreciation for the year ended June 30, 2019 amounted to \$ 11,747. The School allocated depreciation to operation of plant.

**Note 5 - Commitments and Contingencies**

**Grant Agreements:** The School received financial assistance from federal and local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and may be subject to audit by the grantor agencies. In accordance with Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and the Florida Single Audit Act, the School is not required to conduct "single audits" since the required threshold for federal awards and state financial assistance is currently \$ 750,000 and the School did not exceed this threshold.

Effective July 1, 2017, the School entered into a non-cancelable 15-year operating lease agreement, for the rental of school facilities, which expires on June 30, 2032. Rental expense for the year ended June 30, 2019 amounted to approximately \$ 46,800.

Minimum rental commitments on an annual basis for facility leases are as follows:

Fiscal Year Ending June 30,	Amount
2020	\$ 48,233
2021	48,233
2022	48,233
2023	48,233
2024	48,233
Thereafter	385,864
Total	\$ 627,029

**Note 6 - Risk Management**

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



REQUIRED SUPPLEMENTARY  
INFORMATION

**May Sands Montessori School, Inc.**  
**Schedule of Revenues and Expenditures**  
**Budget and Actual - General Fund**  
**For the Year Ended June 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>				
State sources	\$ 1,348,019	\$ 1,348,019	\$ 1,318,913	\$ (29,106)
Interest income	1,500	1,500	1,434	(66)
After school program	23,000	23,000	22,158	(842)
Contributions	178,350	178,350	132,219	(46,131)
	<u>1,550,869</u>	<u>1,550,869</u>	<u>1,474,724</u>	<u>(76,145)</u>
<b>Expenditures:</b>				
Instructional services	826,461	836,836	765,361	71,475
Exceptional student education	69,408	69,408	71,470	(2,062)
Pupil personnel services	116,299	116,299	113,191	3,108
Instructional staff training	2,746	2,746	7,025	(4,279)
School Board	18,300	15,600	19,664	(4,064)
School administration	305,958	306,758	303,902	2,856
Facility acquisition and construction	44,249	44,789	46,453	(1,664)
Fiscal services	67,200	67,200	60,337	6,863
Food services	-	100	69	31
Central services	5,914	6,014	5,036	978
Pupil transportation services	2,600	2,600	1,668	932
Operation of plant	72,234	63,019	37,392	25,627
Maintenance of plant	700	700	587	113
After school program	18,800	18,800	5,372	13,428
	<u>1,550,869</u>	<u>1,550,869</u>	<u>1,437,527</u>	<u>113,342</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37,197</u>	<u>\$ 37,197</u>

**May Sands Montessori School, Inc.**  
**Schedule of Revenues and Expenditures**  
**Budget and Actual - Special Revenue Fund**  
**For the Year Ended June 30, 2019**

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	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>				
Federal sources	\$ 11,242	\$ 11,242	\$ 12,310	\$ 1,068
Total revenues	<u>11,242</u>	<u>11,242</u>	<u>12,310</u>	<u>1,068</u>
<b>Expenditures:</b>				
Instructional services	3,520	3,520	3,854	(334)
Instructional staff training	3,604	3,604	3,947	(343)
School administration	64	64	70	(6)
Facility acquisition and construction	3,218	3,218	3,524	(306)
Central services	<u>836</u>	<u>836</u>	<u>915</u>	<u>(79)</u>
Total expenditures	<u>11,242</u>	<u>11,242</u>	<u>12,310</u>	<u>(1,068)</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

OTHER INDEPENDENT  
AUDITOR'S REPORTS

INDEPENDENT AUDITOR'S 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*

To the Board of Directors  
May Sands Montessori School, Inc.  
A Charter School and Component Unit of the  
Monroe County District School Board

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 and each major fund of May Sands Montessori School, Inc. (the "School"), a component unit of the Monroe County District School Board, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated October 25, 2019.

**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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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



KEEFE McCULLOUGH

Fort Lauderdale, Florida  
October 25, 2019

## INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF DIRECTORS

To the Board of Directors  
May Sands Montessori School, Inc.  
A Charter School and Component Unit of the  
Monroe County District School Board

### Report on the Financial Statements

We have audited the financial statements of the May Sands Montessori School, Inc. (the "School"), a component unit of the Monroe County District School Board, as of and for the year ended June 30, 2019, and have issued our report thereon dated October 25, 2019.

### Auditor's Responsibility

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 and Chapter 10.850, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's 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*. Disclosures in that report, which is dated October 25, 2019, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding audit report.

### Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires that the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and school code assigned by the Florida Department of Education of the entity are May Sands Montessori School, Inc. and 440351.

### **Financial Condition and Management**

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) 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(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. 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.

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

### **Transparency**

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its website the information specified in Section 1002.33(9)(p), Florida Statutes.

### **Additional Matters**

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

### **Purpose of this Letter**

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



KEEFE McCULLOUGH

Fort Lauderdale, Florida  
October 25, 2019