



Board of Directors' Meeting

Tuesday, May 17, 2016
2:30 PM



Four Corners Charter School, Inc. Board of Directors' Meeting

Tuesday, May 17, 2016 | 2:30 p.m.
School District of Osceola County
817 Bill Beck Blvd | Finance Conference Room
Kissimmee, FL 34744

Agenda

Call to Order

Roll Call

I. Administrative

- Approval of February 1, 2016 Minutes

II. School Report

- Four Corners Charter School
- 2015-2016 NWEA Winter Results

III. New Business

- Approval of the 2016-2017 Transportation Agreement
- Approval of the 2016-2017 Four Corners Charter School Academic Calendar
- Approval of the Governing Board Member Role Acknowledgement Form

IV. Old Business

- Charter Board Compliance
 - Board Member Required Governance Training
 - Board Member Fingerprinting
- Board Meeting Calendar
- Annual Meeting

V. Financials

- Approval of the FCCS 3rd Quarter Financial Report
- Approval of the FY2016-2017 FCCS Proposed Budget
- Approval of the FY2016 Osceola County Budget Amendment
- Approval of the Osceola County 3rd Quarter Financial Report
- Approval of the FY2016-2017 Osceola County Proposed Budget
- Approval of the Audit Services Quotes

VI. Public Comments

VII. Adjournment

◀ Next Meeting: TBD ▶



Section Cover Page

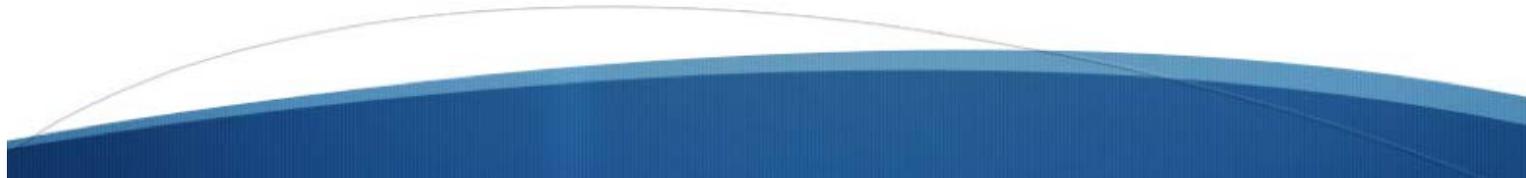


I. ADMINISTRATIVE

Approval of Board Minutes

- Informational
- For Discussion
- For Action

Notes:



MEETING MINUTES

Name of Foundation: Four Corners Charter School, Inc.
Board Meeting: Monday, February 1, 2016
School(s): Four Corners Charter School

The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
February 1, 2016	3:05 p.m.	4:19 p.m.	May 17, 2016	3:30 PM	K. Robertson
Meeting Location:					
School District of Osceola County, 817 Bill Beck Blvd, Kissimmee, FL 34744					

Attended by:	
<p>Board Members: Clarence Thacker, Chairman Jay Wheeler, Director Kelvin Soto, Director Jim Miller, Director Marc Dodd, Director</p>	<p>Other Attendees: Denise Thompson, Principal, Four Corners Charter School Dr. Sonia Esposito, Exec Director-Charter Schools, Osceola School District , Osceola County School Board Attorney Angela Barner, Sr. Accountant, Osceola School District Lisanne Morton, Manager, Financial Planning & Analysis, CSUSA Debra Leite, Financial Analyst, CSUSA Keisha Smith, Director of Board Governance, CSUSA Rita Weaver, Board Governance Manager, CSUSA Kerrian Robertson, Governing Board Coordinator, CSUSA</p> <p>Parent: Brenda Berry</p>

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 3:05 p.m. with a Call to Order by Clarence Thacker. Roll call was taken and quorum established.

I. ADMINISTRATIVE

Approval of October 6, 2015 Minutes

The board reviewed the minutes of the October 6, 2015 meeting.

ACTION: Motion was made by Jay Wheeler and seconded by Kelvin Soto to approve the minutes of the October 6, 2015, Four Corners Charter School, Inc. meeting. Motion was approved unanimously. (5-0).

II. SCHOOL REPORT

- Principal Denise Thompson presented the Four Corners School Report that included enrollment of 1054 of a budgeted 1050.
- Principal Thompson shared that she schedules the SAC Meetings alongside the PTC Meeting to encourage parent participation.

- Principal Thompson clarified the enrollment process of a lottery based and waiting list selection.
- Principal Thompson highlighted the Fun Pasta Fundraiser and Spring Book Fair events scheduled during February

III. NEW BUSINESS

ESOL/Out of Field Waivers

- Principal Thompson presented the ESOL/Out of Field Waivers for FCCS, and all questions were answered by Principal Thompson.

MOTION: Motion was made by Jay Wheeler and seconded by Marc Dodd to approve the ESOL/Out of Field Waivers for Four Corners Charter School. Motion was approved unanimously.

School Improvement Plan

- Principal Thompson presented the FCCS School Improvement Plan, and all questions were answered by Principal Thompson.

MOTION: Motion was made by Jay Wheeler and seconded by Kelvin Soto to approve the School Improvement Plan for Four Corners Charter School. Motion was approved unanimously.

IV. OLD BUSINESS

- Keisha Smith reminded the board of the required four hour governance training to be completed within the first 90 days of becoming a board member.
- Ms. Smith also reminded the board that finger printing is a requirement of all board members
- The board discussed and agreed to the next board meeting to be held on May 17, 2016 at 3:30 p.m.

V. FINANCIALS

CSUSA Financial Presentation

- Lianne Morton presented the Financial Report of FY15-16 for the Four Corners Charter School. All questions were answered by Ms. Morton.

MOTION: Motion was made by Jay Wheeler and seconded by Kelvin Soto to approve the Financial Report of FY15-16, and Budget of FY15-16 for Four Corners Charter School. Motion was approved unanimously.

- Lianne Morton presented the Budget of FY15-16 for the Four Corners Charter School. All questions were answered by Ms. Morton.
- Jay Wheeler and board requested printed pages of Financials for all board meetings going forward.

MOTION: Motion was made by Jay Wheeler and seconded by Marc Dobb to approve the Budget of FY15-16 for Four Corners Charter School. Motion was approved unanimously.

Osceola County Financial Presentation

- Angela Barner presented the final budget of the Osceola County FY15-16 for the Four Corners Charter School. All questions were answered by Ms. Barner.

MOTION: Motion was made by Jay Wheeler and seconded by Marc Dodd to approve the Osceola County Budget of FY15-16 for Four Corners Charter School. Motion was approved unanimously.

- Angela Barner presented the Amendment #1 & 2 of the Osceola County FY15-16 for the Four Corners Charter School. All questions were answered by Ms. Barner.

MOTION: Motion was made by Jay Wheeler and seconded by Marc Dodd to approve the Osceola County Amendments #1 & 2 of FY15-16 for Four Corners Charter School. Motion was approved unanimously

- Angela Barner presented the Financial Report of the Osceola County FY15-16 for the Four Corners Charter School. All questions were answered by Ms. Barner.

MOTION: Motion was made by Jay Wheeler and seconded by Kelvin Soto to approve the Osceola County Financial Report of FY15-16, and Budget of FY15-16 for Four Corners Charter School. Motion was approved unanimously.

VI. PUBLIC COMMENTS

- Parent, Brenda Berry, brought forward concerns to the board including:
 - Substitute teachers in the classrooms
 - Transportation/bussing concerns
 - Crossing guards concerns
- Board suggest Ms. Berry address her concerns with Principal Thompson

VII. ADJOURNMENT

MOTION: Motion was made by Kelvin Soto and seconded by Jay Wheeler to adjourn the Four Corners Charter School, Inc. board meeting. Motion was approved unanimously.

Clarence Thacker, Chairman

Date: _____

FCES (0863) - Out of Field Report

Teacher	Out-of-Field Assignment	Current Certification	Out of Field Assignment Date
Betts, Marie	ESOL Compliance	Temp. Cert. Elem. K-6	8/3/2015
Blanchette, Brittany	ESOL Compliance	Prof. Certificate Elem. K-6	11/9/2015
Bradbury, Natasha	ESOL Compliance	Temp. Cert. PreK - Primary	8/20/2015
Brown, Terria	ESOL Compliance	Temp. Cert. Pre-K - Primary	8/3/2015
Christina Octive	ESOL Compliance	Temp. Cert. PK-Primary	9/9/2015
Fajardo, Tomas R.	ESOL Compliance	Temp. Cert. Elem. K- 6	1/16/2016
Gilbert, Curtricia	ESOL Compliance	Temp. Cert. Pre-K - Primary	8/6/2015
Hardgrove, Katie	ESOL Compliance	Temp. Cert. Art K-12	8/3/2015
Maria Lauro	ESOL Compliance	Prof. Cert. K-6	8/28/2015
Redillo Carla	ESOL Compliance	Prof. Cert. Elem. Educ. K-6	12/16/2015
Richards, Jennifer L	ESOL Compliance	Prof. Elem. Ed (K-6)	8/6/2012
Vil, Emmanuelle	ESOL Compliance	Prof. Cert. Elem. Educ. K-6	8/3/2015

Charter School Name

Four Corners Charter School (0863)

Board Meeting Date 1/20/2016

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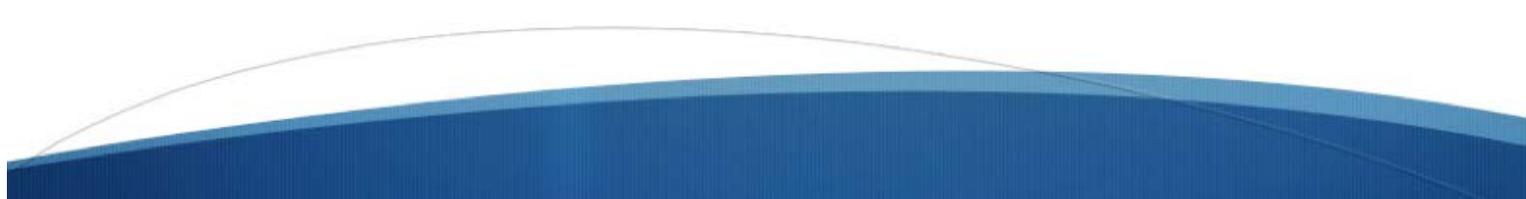


II. SCHOOL REPORT

Four Corners Charter School Report

- Informational
- For Discussion
- For Action

Notes:







Four Corners Charter School	2009	2010	2011	2012	2013	2014	2015
	A/A	A/A	A/A	A/A	A/B	A/A	A/A

Principal: Mrs. Denise
Thomson

Overview

School Name

School's Name: Four Corners Charter School

Enrollment (2015-2016)

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Elementary Enrollment		1061	1044	1059	1050	1040	1054	1059	1040	1022		
Budgeted Enrollment		1050	1050	1050	1050	1050	1050	1050	1050	1050	1050	1050

Enrollment Forecast (2016-2017)

	JAN	FEB	MAR	APR	MAY	JUNE
Recommits	968	1022	1022	1022		
New Applicants	236	656	172	172		
Wait List		156	275	358		
Budgeted Enrollment	1050	1050	1050	1050	1050	1050

Withdrawals (please use numerals)

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Moving		32	25	10	8	22	15	14	11	8		
Curriculum												
Schedule Conflicts												
Discipline												
Not Satisfied w/Leadership												
Not Satisfied w/Teachers												
Home Schooled			5				2	2	5	1		
Home/District School												
Private/Charter School			2									
Friend/Sibling									3			
Extracurricular												
No Reason Given												
Other		10	12			3	2					
Total Student Withdrawals		42	44	10	8	25	19	16	19	9		

Additional Enrollment information: Parent Information Enrollment Sessions continue to run through the end of the school year.

Staffing Updates

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
New Staff	N/A		5	2	3	2	2	1	0	0		
Open Position: Grade/Subject	N/A		5	6	5	4	4	4	5	5		
Other Staff Updates: (Training/Professional Development/ Leading Edge)	FSA Training, Leading Edge: Milligan, DPP training, Defferentiation Training, High Order Training											

Event/Activity	Date	Description
PTC/SAC	4/12/2016	meeting for the Elementary School
Admin Day	4/27/2016	Had a luncheon for the Administration Staff
FSA Testing	April	
Quest Visit	4/7/2016	

Other Updates: (If applicable)

PTC/SAC	PTC replaced the curtain in the Elementary Cafeteria

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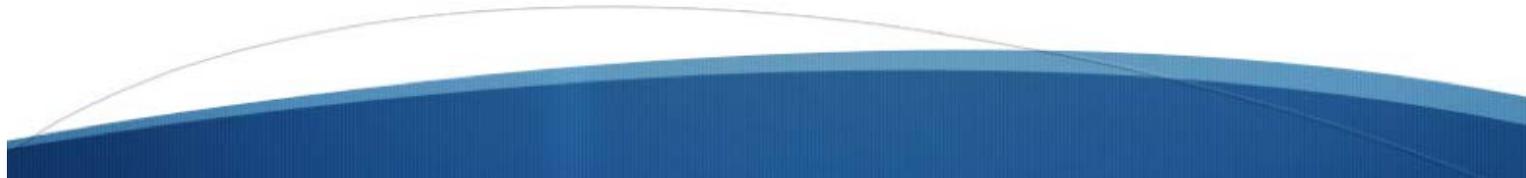


II. SCHOOL REPORT

2015-2016 NWEA Winter Results

- Informational
- For Discussion
- For Action

Notes:



**W
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WINTER NWEA SUMMARY 2015-2016

Four Corners Charter School, Inc.

NWEA WINTER SUMMARY

% of students at Spring RIT target:

- Track the percent of students already meeting the Spring RIT target in each earlier season.
- Not a moving target.

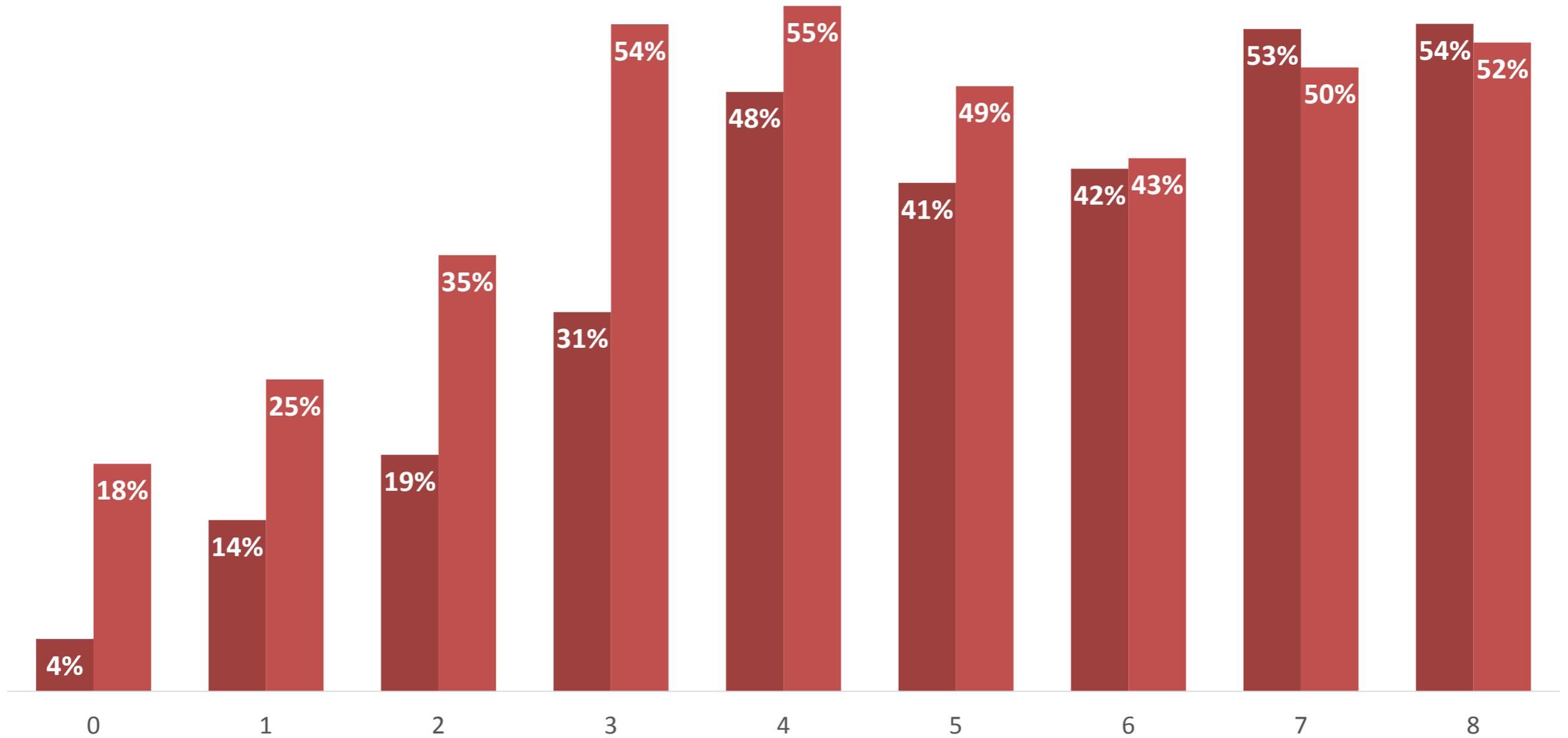
2011 READING STATUS NORMS (RIT VALUES)			
Grade	Beginning-of-Year Mean	Middle-of-Year Mean	End-of-Year Mean
K	142.5	151.0	157.7
1	160.3	170.7	176.9
2	175.9	183.6	189.6
3	189.9	194.6	199.2
4	199.8	203.2	206.7
5	207.1	209.8	212.3
6	212.3	214.3	216.4
7	216.3	218.2	219.7
8	219.3	221.2	222.4
9	221.4	221.9	222.9
10	223.2	223.4	223.8
11	223.4	223.5	223.7

Reading – Four Corners

% of students at Spring RIT target

■ Fall ■ Winter

Achievement

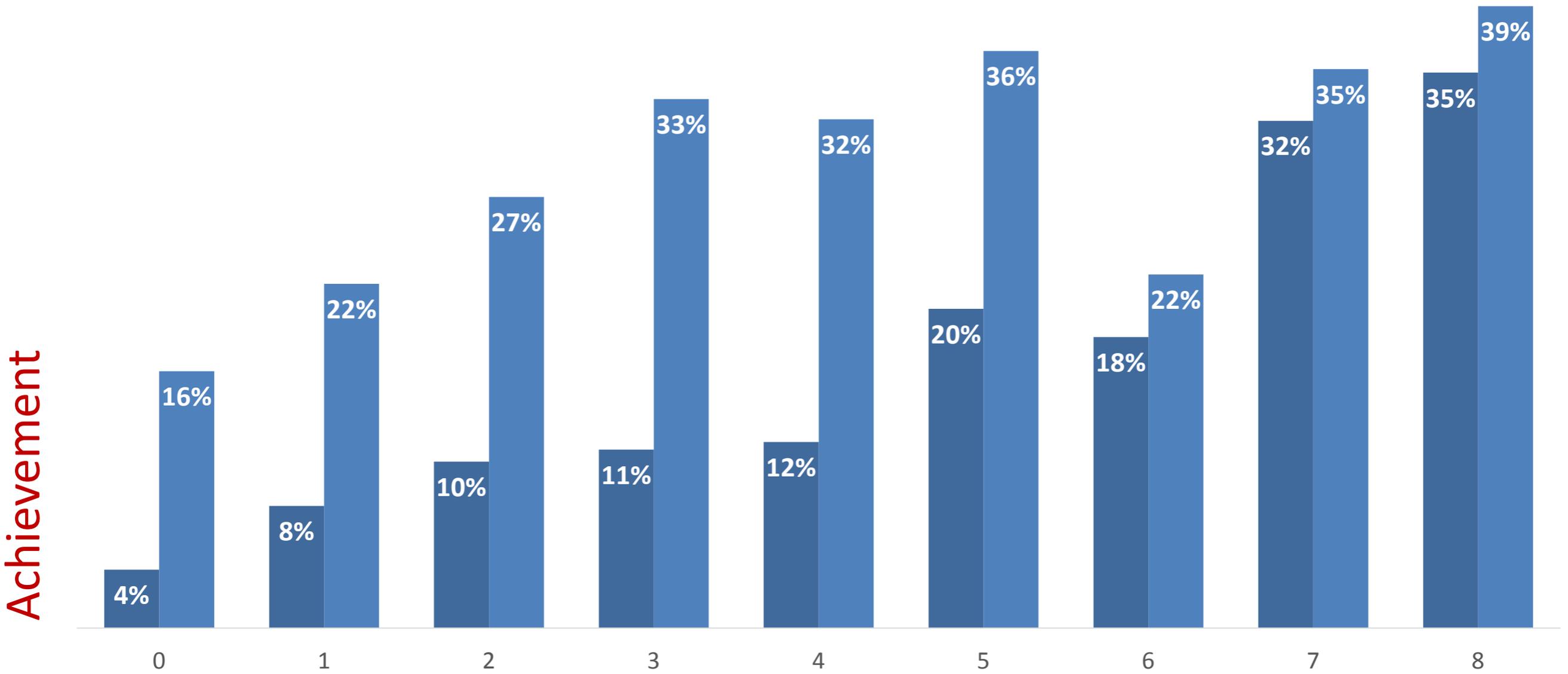


LIVING THE **HOW**

Math – Four Corners

% of students at Spring RIT target

■ Fall ■ Winter



Achievement

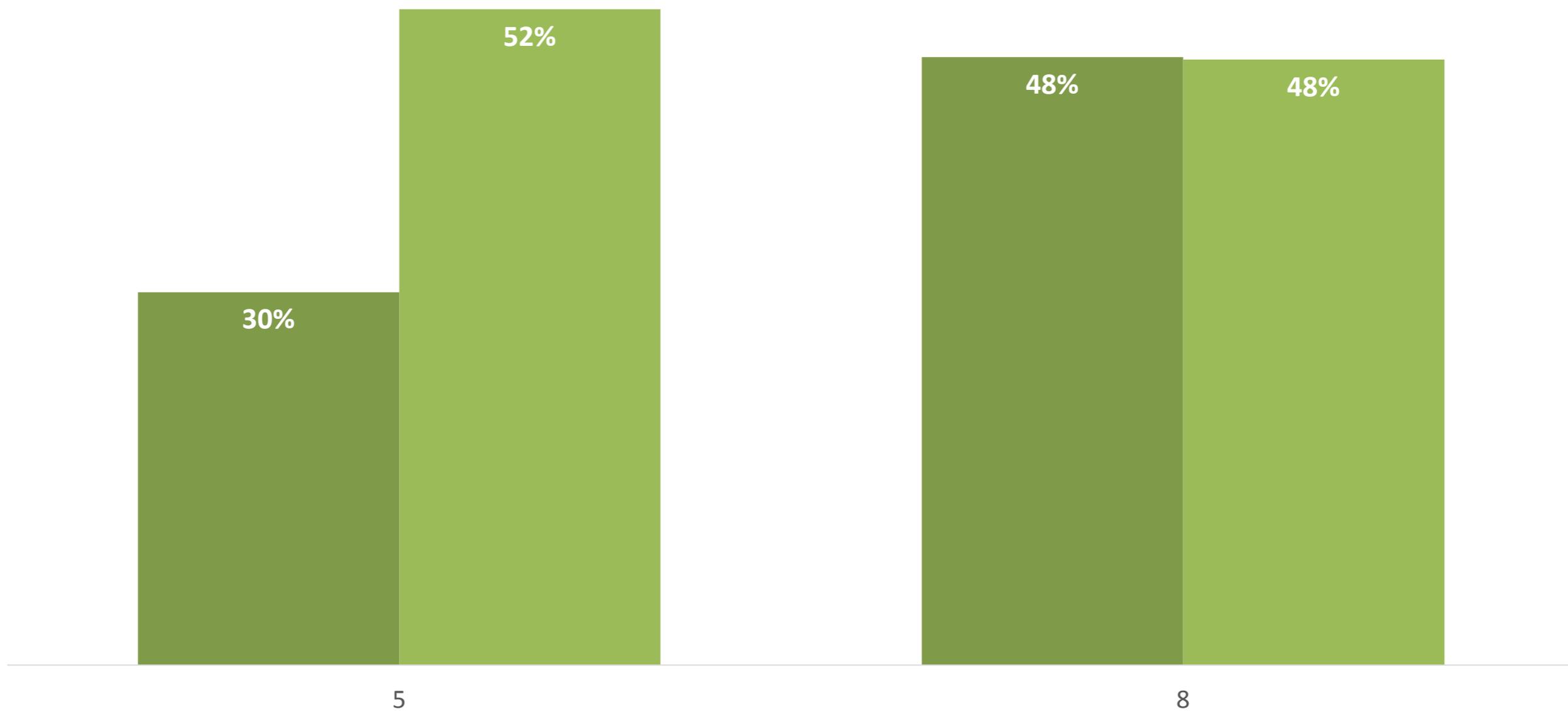
LIVING THE **HOW**

Science – Four Corners

% of students at Spring RIT target

■ Fall ■ Winter

Achievement

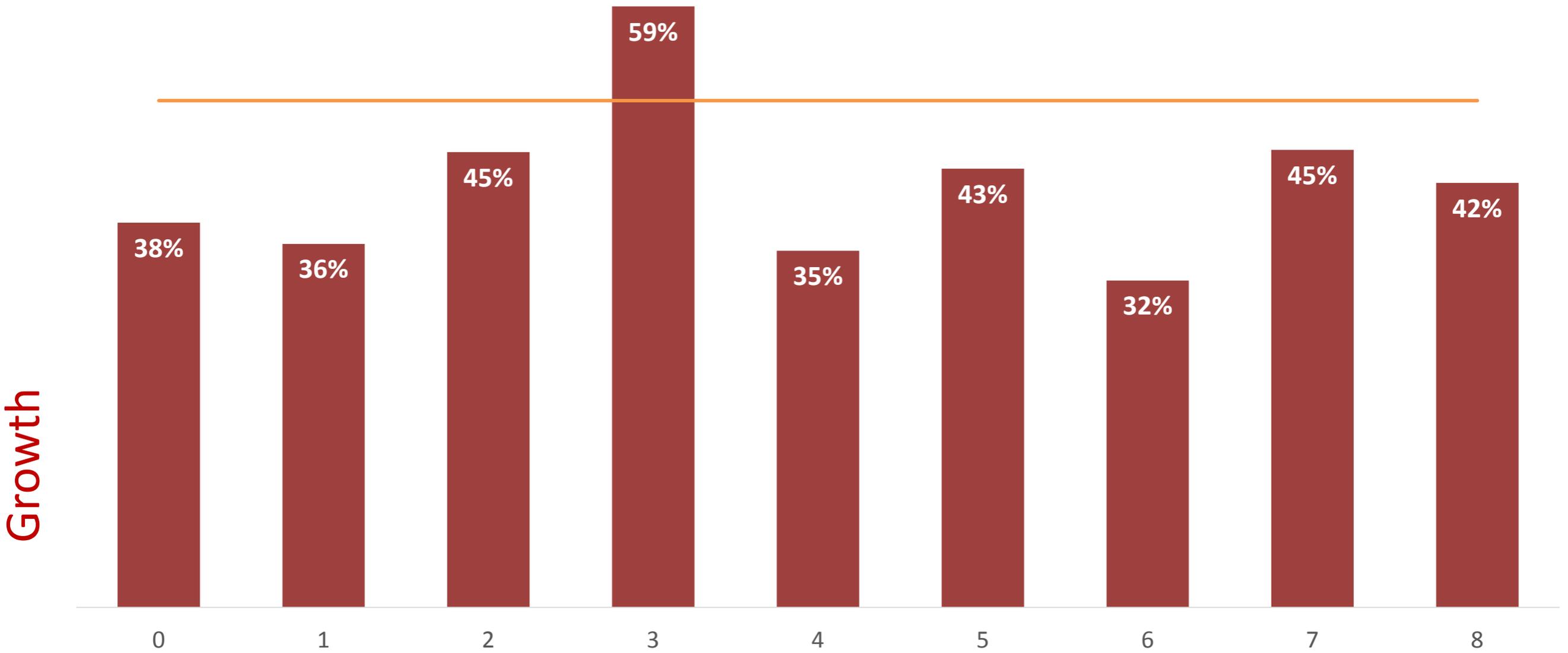


LIVING THE **HOW**

Reading – Four Corners

% of Students Meeting NWEA Growth Projections

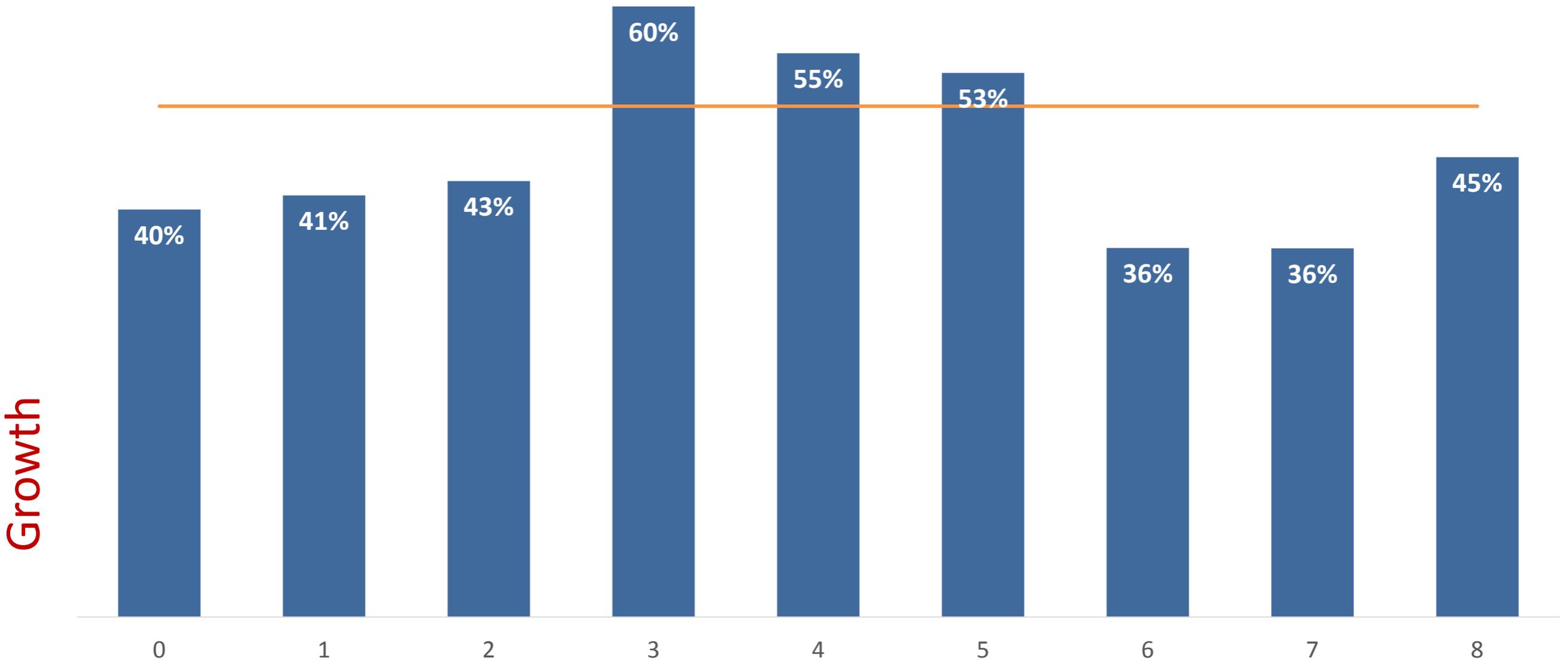
■ Winter — National Norm



Math – Four Corners

% of Students Meeting NWEA Growth Projections

■ Winter — National Norm



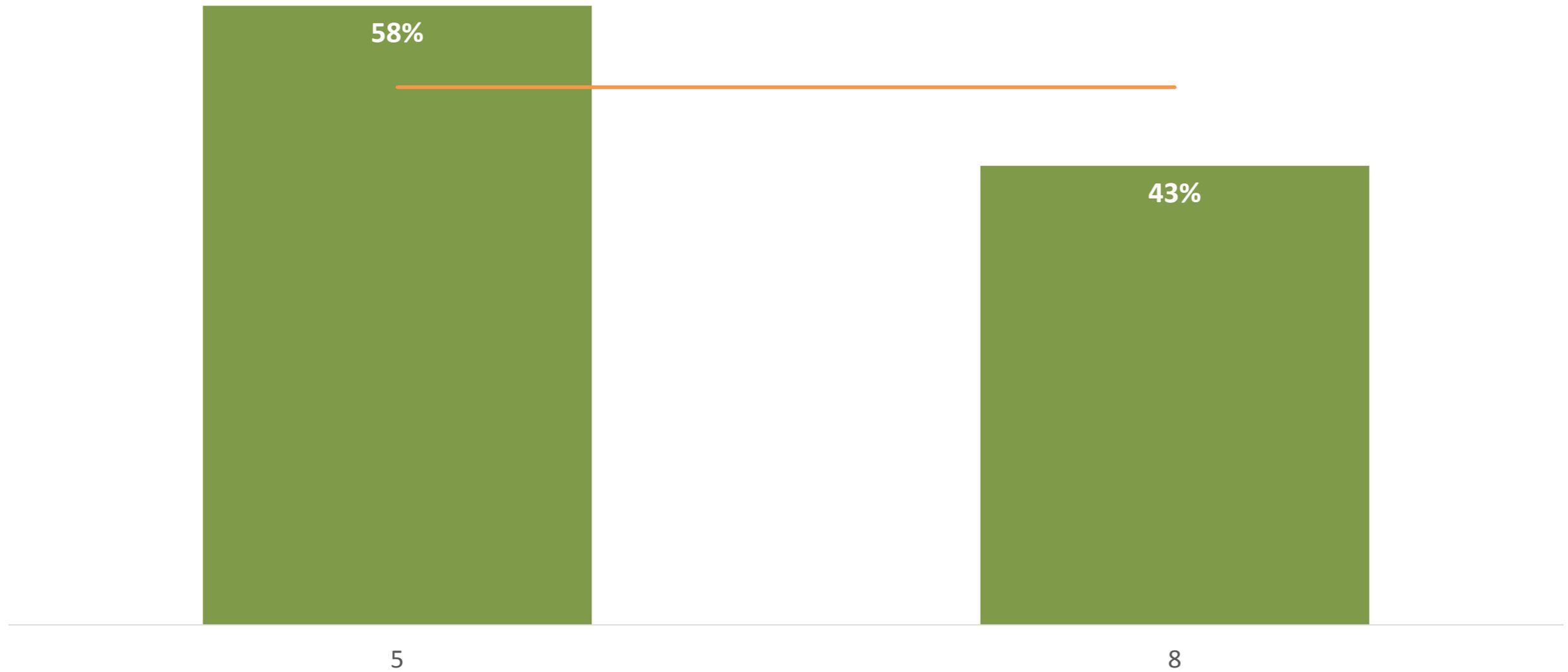
LIVING THE **HOW**

Science – Four Corners

% of Students Meeting NWEA Growth Projections

■ Winter — National Norm

Growth



LIVING THE **HOW**

LIVING THE HOW

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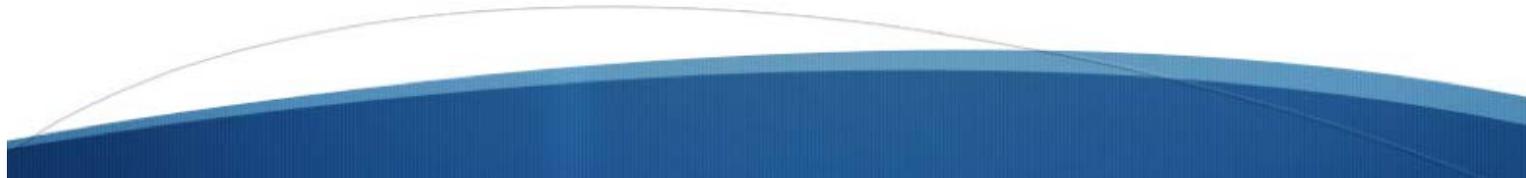


III. NEW BUSINESS

Approval of the 2016 – 2017 Transportation Agreement

- Informational
- For Discussion
- For Action

Notes:



TRANSPORTATION AGREEMENT BETWEEN THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA AND FOUR CORNERS CHARTER SCHOOL, INC. FOR LAKE STUDENTS ATTENDING THE FOUR CORNERS CHARTER SCHOOL

This Agreement is made and entered into by and between the School Board of Lake County, Florida (hereinafter referred to as "Lake School Board") and Four Corners Charter School, Inc. (hereinafter referred to as "Four Corners").

WHEREAS, Lake School Board owns and operates a fleet of vehicles for the transportation of students; and

WHEREAS, Four Corners has been granted a charter by the School Board of Osceola County, Florida (hereinafter referred to as the "Osceola School Board") to operate a charter school in Osceola County, Florida; and

WHEREAS, Lake School Board has entered into an Interlocal Agreement on February 15, 2011 with the Osceola School Board whereby the parties agreed that a certain number of Lake County students (hereinafter referred to as the "Lake Students") would attend the Four Corners Charter School (hereinafter referred to as the "Charter School"); and

WHEREAS, Four Corners is desirous of obtaining transportation services from Lake School Board for the Lake Students.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein exchanged and other good and valuable consideration, the adequacy of which is acknowledged, the parties agree to this Transportation Agreement in accordance with the following terms:

1. **Recitals.** The Recitals in the "Whereas" clauses are incorporated and have become a part of this Agreement.
2. **Services.** Lake School Board shall provide bus transportation service for all Lake Students from the Lake Students' homes or designated pick-up locations that are determined by Lake School Board to and from the Charter School.
3. **Operating Equipment and Drivers.** Lake School Board shall be responsible for providing, operating and maintaining the equipment used to transport the Lake Students in compliance with all applicable laws, rules, regulations policies and procedures.
4. **Insurance.** Lake School Board agrees to maintain the following insurance coverage:

Comprehensive General Liability Coverage with bodily injury limits of not less than \$1,000,000 per occurrence with combined single limit for bodily injury and property damage. Four Corners Charter School, Inc. and Charter Schools USA, Inc. shall be named as an additional insured under the General Liability policy.

5. **Student Rules and Regulations.** Four Corners agrees to take all necessary action to ensure that students provided with school bus transportation adhere to the Lake School Board Student Code of Conduct while riding the bus.

6. **Collection of Student Ridership Data.** Lake School Board agrees to coordinate the collection of the required student ridership data for transportation eligible students during each applicable FTE survey period.

7. **Driver Rules and Regulations.** The driver rules and regulations of Lake School Board will be observed by Lake School Board bus drivers. Drivers of Lake School Board buses shall at all times be considered employees or agents of Lake School Board.

8. **Funding.** Lake School Board and Osceola School Board have agreed that the Department of Education shall transfer all FTE earned for transporting the Lake Students to the Lake School Board. Four Corners shall pay the Lake School Board the sum of Fifty Thousand and 00/100 (\$50,000.00) Dollars in equal installments of Twelve Thousand Five-Hundred 00/100 (\$12,500.00) Dollars on the first day of September, November, January and March of the term of this agreement. In addition to the payment of \$50,000.00, Four Corners shall pay the Lake School Board at the rate of fifty cents (\$0.50) per verified transported student for the second and third FTE survey periods for an annual total of \$1.00 per FTE to be paid by Four Corners by the end of the 2016-2017 school year.

9. **Term.** The term of this Agreement shall be for the 2016-2017 school year as dictated by the Osceola School Board's student calendar.

10. **Indemnity.** Each party hereby agrees, to the extent permitted by law, to indemnify and hold the other party harmless for, from and against any and all claims, liens, causes of action, damages, liabilities or obligations which arise out of or are in any way related to the acts or omissions of the indemnifying party or its public officials, officers, directors, employees, agents, guests and invitees in connection with this Agreement, including but not limited to costs, expenses and reasonable attorney's fees incurred in connection with defending against any such matters. Notwithstanding anything herein to the contrary, nothing in this Agreement is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto with respect to the matters covered hereby. All prior negotiations, representations, and agreements with respect thereto not incorporated into this Agreement are hereby canceled. This Agreement can be modified or amended only by a written agreement duly executed by the parties hereto.

12. **Further Assurances.** The parties hereby agree from time to time to execute and deliver such further and other assurances, assignments and documents and do all matters and things, which may be convenient or necessary to more effectively and completely carry out the intentions of this Agreement.

13. **Interpretations.** This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that both parties have been represented by counsel in connection with the negotiation of the terms hereof and have contributed substantially and materially to its preparation.

14. **Time of the Essence.** Time of performance by either party of each and every provision or covenant herein contained is of the essence of this Agreement.

15. **Binding Effect.** All of the terms and provisions of this Agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and permitted assigns.

16. **Notices.** All notices and other communications required or permitted under this Agreement shall be in writing and given by hand delivery; certified mail, return receipt requested; overnight courier, or facsimile to:

If to Four Corners:

Four Corners Charter School, Inc.
817 Bill Beck Boulevard
Kissimmee, FL 34744
Attn: President

And with a copy to:

The School District of Osceola
County, Florida
817 Bill Beck Boulevard
Kissimmee, FL 34744
Attn: Superintendent

If to the Lake School Board:

Superintendent Susan Moxley
201 W. Burleigh Blvd.
Tavares, FL 32778

And with a copy to:

Stephen W. Johnson, Esquire
Mclin Burnsed
Post Office Box 491357
Leesburg, FL 34749-1357

Each such notice shall be deemed delivered:

- a. on the date delivered if by personal delivery or overnight courier,
- b. on the date upon which the return receipt is signed or delivery is refused or the notice is designated by the postal authorities as not deliverable, as the case may be, if mailed; or

c. on the date of transmission with confirmed answer back if by fax.

17. **Headings.** The headings contained in this Agreement are for convenience of reference only, and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

18. **Severability.** If any part of this Agreement or any other agreement entered into pursuant hereto is contrary to, prohibited by or deemed invalid under applicable law or regulation, such provision shall be inapplicable and deemed omitted to the extent so contrary, prohibited or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.

19. **Survival.** All covenants, agreements, representations, and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

20. **Waivers.** The failure or delay of any party at any time to enforce this Agreement shall not affect such party's right to enforce this Agreement at any other time. Any waiver by any party of any breach of any provision of this Agreement should not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right, power, or remedy under this Agreement. No notice to or demand on any party in any case shall entitle such party to any other or further notice or demand in any other circumstance.

21. **Third Parties.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies on any person other than the parties hereto and their respective legal representatives, successors, and permitted assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third person to any party to this Agreement, nor shall any provision give any third person any right to subrogation or action over or against any party to this Agreement.

22. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

23. **Governing Law.** This Agreement and all transactions contemplated by this Agreement shall be governed by, construed, and enforced in accordance with the internal laws of the State of Florida, without regard to principles of conflicts of laws.

24. **Force Majeure.** Notwithstanding anything herein to the contrary, Lake School Board shall not be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to any unavoidable casualties or the action or promulgation of any statute, rule, regulation or order by any federal, state or local governmental or judicial agency or official (including the revocation or refusal to grant licenses or permits, where such revocation or refusal is not directly caused by the Lake School Board or any other event

constituting Force Majeure or any other event of Force Majeure under the Charter or other contracts related to the operation of the Charter School.

IN WITNESS WHEREOF, the Lake School Board and Four Corners have caused this Agreement to be duly executed through their authorized representation on the respective dates set forth below.

FOUR CORNERS CHARTER SCHOOL, INC.

BY: _____

~~Tim Weisheyer, Chairman~~
Clarence Tracker

ATTEST:

BY: _____

Printed Name: _____

Date: _____

**THE SCHOOL BOARD OF LAKE COUNTY,
FLORIDA**

BY:  _____

William J. Mathias, Chairman

ATTEST

BY:  _____

Susan Moxley, Superintendent

Date: 4-25-16

Section Cover Page

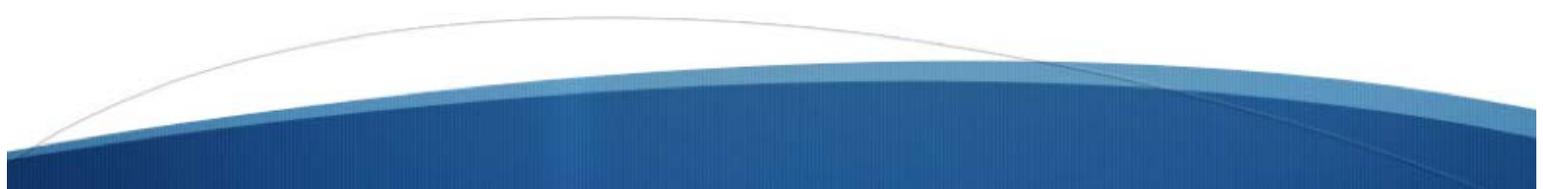


III. NEW BUSINESS

Approval of the 2016 – 2017 Four Corner Charter School Academic Calendar

- Informational
- For Discussion
- For Action

Notes:





Four Corners Charter School 2016-2017 School Calendar

July 25-29	NTI
August 1-9	RTO
August 8	CSUSA Regional Summit
August 10	First Day for Students - Quarter 1 Begins
September 5	Labor Day Holiday - School Closed
September 14	Progress Reports Distributed
October 13	Quarter 1 Ends (46 Days)
October 14	Professional Development- No School for Students
October 17	Professional Development- No School for Students
October 18	Quarter 2 Begins
November 4	Report Cards Distributed
November 11	Veterans Day Holiday – No School for Teachers and Students
November 16	Progress Reports Distributed
November 21-23	Thanksgiving Break - No School for Teachers and Students
November 24	Thanksgiving Holiday - School Closed
November 25	CSUSA Holiday – School Closed
December 16	Quarter 2 Ends (38 Days)
End of First Semester (84 Days)	
December 19-23	Winter Break - No School for Teachers and Students
December 26	Christmas Holiday – School Closed
December 27	CSUSA Holiday – School Closed
December 28	Winter Break - No School for Teachers and Students
December 29-30	CSUSA Holiday – School Closed
January 2	Winter Break - No School for Teachers and Students
January 3	Professional Development- No School for Students
January 4	Quarter 3 Begins
January 16	Martin Luther King, Jr. Day Holiday - School Closed
January 18	Report Cards Distributed



Four Corners Charter School 2016-2017 School Calendar

February 7	Progress Reports Distributed
February 17	Rodeo Day - School Closed
March 9	Quarter 3 Ends (45 Days)
March 10	Professional Development - No School for Students
March 13-17	Spring Break - No School for Teachers and Students
March 20	Quarter 4 Begins
April 5	Report Cards Distributed
April 28	Progress Reports Distributed
May 29	Memorial Day Holiday - School Closed
May 30	Last Day of School (51 Days)*
May 31	Professional Development – No School for Students

End of Second Semester (96 Days)

Testing Dates: (Tentative)

March 2017
April 2017
April-May 2017

FSA Writing
STATE ASSESSMENT Grades 3-10
EOC Assessments Grades 8-12

*Quarter 4 report cards distributed on June 9, 2017.

Section Cover Page

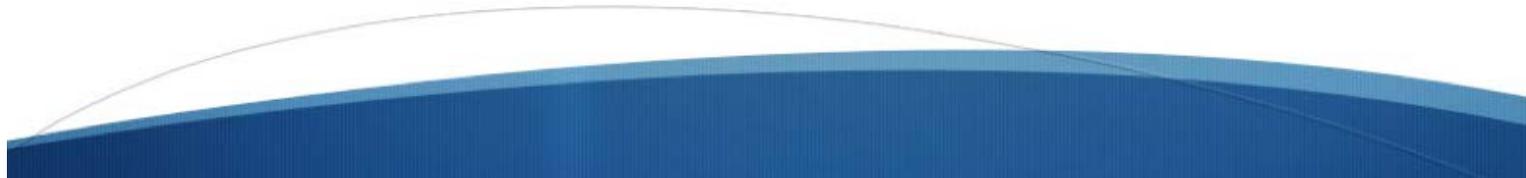


III. NEW BUSINESS

Governing Board Member Role Acknowledgement Form

- Informational
- For Discussion
- For Action

Notes:





Governing Board Member Role Acknowledgement Form

As a member of the Board of Directors (“Board”) of **Four Corners Charter School, Inc.** I am fully committed and dedicated to the mission of the Board, our Education Service Provider (ESP) and the School(s) we serve. I understand that I am responsible, collectively with my fellow Board members, for ensuring the effective governance of fiscally sound programs as well as the strategic direction of the School. Based on these premises and the importance of accreditation by AdvancED to the School, I make the following assurances consistent with AdvancED guidelines for governance as outlined below:

1. Subject to applicable open meeting requirements, FOIA and similar state laws, I agree to maintain strict confidentiality of all information disclosed in confidence to me as a member of the Board to include any discussions that take place during Executive session. I further agree to maintain in strict confidence discussions with the ESP about staffing, compensation and other confidential HR matters.
2. I accept the responsibility the Board has for the fiscal oversight and financial well-being of the School.
3. I am responsible for understanding the purpose, direction and mission of the School and this will be the basis of my decision-making.
4. I agree to attend all regular and special Board meetings to the best of my ability and understand that ongoing lack of participation may be grounds for forfeiting my Board role.
5. I will conduct myself as a Board member in accordance with all agreements and statements that I have signed, to the best of my ability.
6. I will abide by all policies and agreements contained in the charter contract, management agreement and Board By-laws.
7. I will comply with any State Code of Ethics, as well as the Board’s Code of Ethics and/or Conflict of Interest Policy and agree to maintain high ethical standards with respect to my Board service, including good faith decision-making.
8. I will attend orientation and professional development for this Board that may be required by law or as necessary to support Accreditation, and/or funder requirements. To support the effectiveness of this Board, I will also make myself available to attend non-required training when possible.
9. I agree to support and advocate within the community all processes that have been approved and implemented which support decisions of the Board as a whole, even though the decisions rendered may differ from my own opinion.
10. I understand that my role as a Board member is to assist in setting policy and curricular matters as well as providing oversight for the School as outlined in law and/or the charter agreement, and not to become personally involved in specific management or personnel issues.
11. I will consistently protect, support and respect the autonomy of the School leadership and ESP in achieving goals for achievement, instruction and School and ESP effectiveness, subject to the terms of the management agreement.
12. I understand that the purpose and direction of the School, the Board and the ESP must be in alignment.
13. I agree to support the policies and practices outlined in the ESP’s Employee and Student Handbooks.
14. I will support the alignment of the School’s policies, practices and methods pursuant to the best practices recommended by the ESP.
15. Nothing herein creates any individual liability or liability as a Board Member, whether in contract or in tort, outside of those imposed by law and/or entered into by and between the parties in the management agreement with the ESP or those otherwise imposed by the terms of the applicable charter agreement.
16. It is expressly acknowledged that it is not the intent of this document to create or confer any rights or objections upon any third party or entity under this Acknowledgement.

By signing below, I acknowledge and understand that maintaining the overall success of the School and its accreditation is dependent upon adherence to the guidelines outlined above.

Print Name

Date

Signature

Section Cover Page

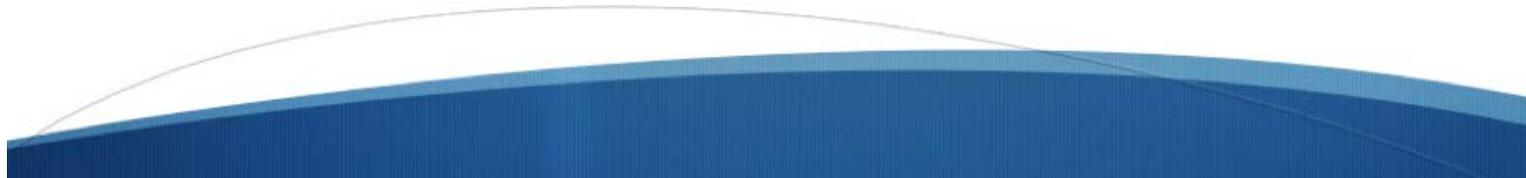


IV. OLD BUSINESS

Board Meeting Calendar

- Informational
- For Discussion
- For Action

Notes:



2016-2017 Meeting Calendar

Four Corners Charter School Board Proposed Meeting Calendar 2016-2017

DRAFT

Suggested Meeting times:

1st Tuesday at 3:30/4:00pm

OR

1st Wednesday at 3:30/4:00pm

August 2016:

- 1st Tuesday – 2nd
- 1st Wednesday – 3rd

September 2016:

- 1st Tuesday – 6th
- 1st Wednesday – 7th

October 2016:

- 1st Tuesday – 4th
- 1st Wednesday – 5th

November 2016: No Meeting

December 2016: No Meeting

January 2017:

- 1st Tuesday – 3rd
- 1st Wednesday – 4th

February 2017:

- 1st Tuesday – 7th
- 1st Wednesday – 8th

March 2017:

- 1st Tuesday – 7th
- 1st Wednesday – 8th

April 2017:

- 1st Tuesday – 4th
- 1st Wednesday – 5th

May 2017:

- 1st Tuesday – 2nd
- 1st Wednesday – 3rd

June 2017:

- 1st Tuesday – 6th
- 1st Wednesday – 7th

*dates subject to change

*Minimum of 4 board meetings required

Section Cover Page

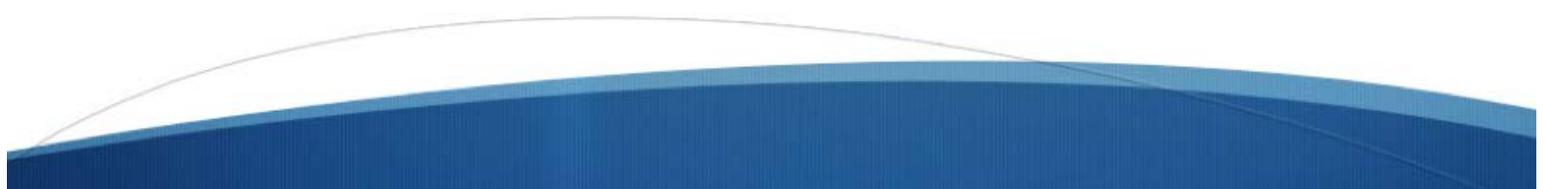


V. FINANCIALS

Four Corners Charter School 3rd Quarter Financials

- Informational
- For Discussion
- For Action

Notes:



Four Corners Charter Schools
Actual vs. Budget vs. Forecast Variance Analysis
For the Period Ended Thursday, March 31, 2016

	YTD Actual	YTD Budget	Variance	% Variance	\$ YTD Effect	Explanation (15% and \$2,000)	Annual Forecast	Annual Budget	Variance	% Variance	\$ Annual Effect
ENROLLMENT (per school's record)	1,059	1,057	2	0%			1,059	1,057	-	0%	
ENROLLMENT (per funding source)	1,055	1,057	(2)	0%	\$ (8,801)		1,059	1,057	2	0%	\$ -
ENROLLMENT (accrued/deferred)	4	-	-	0%	\$ 19,213		-	-	-	0%	
RATE PER STUDENT	\$ 6,535	\$ 6,112	\$ 423	7%	334,634		\$ 6,535	\$ 6,515	\$ 20	0%	\$ 21,155
REVENUES											
Earned Capitation											
State/Local Per Student Funding	\$ 5,190,333	\$ 5,183,981	\$ 6,352	0%			\$ 6,920,445	\$ 6,899,290	\$ 21,155	0%	
Florida Teacher Lead Program	12,192	13,547	(1,355)	-10%			12,192	13,547	(1,355)	-10%	
School Recognition Bonus	-	-	-	0%			103,919	103,919	-	0%	
Capital Outlay Funding	241,976	242,002	(26)	0%			321,767	321,785	(18)	0%	
District Fee Refund [>250 students]	79,301	79,227	74	0%			105,734	105,411	323	0%	
Total Earned Capitation	5,523,802	5,518,757	5,045	0%			7,464,057	7,443,952	20,105	0%	
Before and Aftercare Revenue	106,066	103,308	2,758	3%			140,363	167,809	(27,446)	-16%	
Miscellaneous Income	81,549	55,657	25,892	47%			101,239	101,239	0	0%	
TOTAL REVENUES	5,711,417	5,677,722	33,695	1%			7,705,660	7,713,000	(7,340)	0%	
EXPENSES											
Cost of Compensation											
School Leadership	78,353	79,785	1,432	2%			109,751	110,136	385	0%	
Administrative	48,096	35,703	(12,393)	-35%			68,058	69,154	1,096	2%	
Teachers	1,352,115	1,399,912	47,797	3%			1,862,705	1,972,848	110,143	6%	
ESE/Special Education	29,975	39,240	9,265	24%			41,307	64,208	22,901	36%	
Resource Teachers	48,161	49,695	1,534	3%			69,540	71,074	1,534	2%	
Substitute Teachers	200,248	194,801	(5,447)	-3%			243,248	229,300	(13,948)	-6%	
Aides - Instructional	61,210	62,660	1,450	2%			85,219	90,764	5,545	6%	
Other Support/Aides	22,188	11,303	(10,885)	-96%			38,246	11,303	(26,943)	-238%	
Aftercare	53,915	52,748	(1,167)	-2%			71,072	73,080	2,008	3%	
Nurse	13,265	11,370	(1,895)	-17%			18,157	16,263	(1,894)	-12%	
Plant Operations	2,679	11,457	8,778	77%			8,929	20,234	11,305	56%	
Tutoring	1,601	1,601	-	0%			25,000	25,000	-	0%	
Bonuses	2,601	2,601	-	0%			171,336	171,336	-	0%	
Stipends	9,112	8,341	(771)	-9%			20,000	20,000	-	0%	
Contracted SPED - Instruction	7,964	7,964	-	0%			7,964	7,964	-	0%	
Total Taxes & Benefits	351,597	366,523	14,926	4%			479,607	506,533	26,926	5%	
Total Cost of Compensation	2,283,080	2,335,702	52,622	2%			3,320,139	3,459,197	139,058	4%	
Professional Services											
Legal Fees	988	815	(173)	-21%			2,000	5,355	3,355	63%	
Accounting Services - Audit	11,200	11,200	-	0%			12,000	12,000	-	0%	
Outside Staff Development	3,042	3,042	-	0%			4,115	4,115	-	0%	
Fee for Support Center Services	737,161	737,161	-	0%			1,034,894	1,034,894	-	0%	
Computer Service Fees	76,299	76,300	1	0%			101,734	101,734	-	0%	
Fee:County School Board	103,807	103,680	(127)	0%			138,409	137,985	(424)	0%	
Professional Fees - Other	1,913	839	(1,074)	-128%			3,000	6,482	3,482	54%	
Advertising/Marketing Exp	15,426	5,056	(10,370)	-205%			15,426	5,056	(10,370)	-205%	
Staff Recruitment	847	725	(122)	-17%			925	925	-	0%	
Total Professional Services	950,683	938,817	(11,866)	-1%			1,312,503	1,308,546	(3,957)	0%	
Vendor Services											

**Four Corners Charter Schools
Actual vs. Budget vs. Forecast Variance Analysis
For the Period Ended Thursday, March 31, 2016**

	YTD	YTD		%	\$	Explanation	Annual	Annual		%	\$ Annual
	Actual	Budget	Variance	Variance	YTD Effect	(15% and \$2,000)	Forecast	Budget	Variance	Variance	Effect
Contracted Pupil Transportation	152,488	153,697	1,209	1%			205,028	206,236	1,208	1%	
Extra-Curricular Activity Events	-	-	-	0%			2,000	5,137	3,137	61%	
Background / Finger Printing	4,298	905	(3,394)	-375%			4,829	1,436	(3,393)	-236%	
Drug Testing Fees	-	-	-	0%			60	60	-	0%	
Licenses & Permits	270	270	-	0%			655	655	-	0%	
Bank Charges & Loan Fees	3,146	3,391	245	7%			4,248	4,248	0	0%	
Contracted SPED - Non Instruction	-	-	-	0%			1,000	1,000	-	0%	
Contracted Custodial Services	164,223	164,223	-	0%			218,965	218,965	-	0%	
Total Vendor Services	324,425	322,485	(1,940)	-1%			436,784	437,737	953	0%	
Administrative Expenses											
Travel / Auto / Meals / Lodging/Airfare	6,640	5,667	(973)	-17%			9,867	9,867	(0)	0%	
Business Expense - Other	300	300	-	0%			500	1,690	1,189	70%	
Dues & Subscriptions	2,030	1,471	(559)	-38%			2,471	2,471	-	0%	
Printing & Copying	8,708	8,530	(178)	-2%			10,000	10,000	-	0%	
Office Supplies	8,004	8,289	285	3%			10,293	10,293	-	0%	
Supplies - Aftercare	-	75	75	100%			300	300	-	0%	
Medical Supplies	169	335	166	50%			500	663	163	25%	
In-house Food Service	295	248	(47)	-19%			500	994	494	50%	
In-house Food Service - Aftercare	-	250	250	100%			500	1,000	500	50%	
Food Service - Paper & Smallwares	-	-	-	0%			100	100	-	0%	
Bad Debt Expense	160	160	-	0%			160	160	-	0%	
Total Administrative Services	26,306	25,325	(981)	-4%			35,191	37,537	2,346	6%	
Instruction Expense											
Textbooks	28,951	34,836	5,885	17%			35,000	35,000	-	0%	
Instructional Licenses	36,941	36,641	(301)	-1%			38,141	38,141	-	0%	
Consumable Instr. Supplies & Equip.-Students	49,501	47,742	(1,759)	-4%			60,000	60,000	-	0%	
Consumable Instr. Supplies & Equip.-Teachers	5,060	5,060	-	0%			10,000	10,000	-	0%	
Library & Reference Books	-	-	-	0%			1,000	1,000	-	0%	
Testing Materials	12,751	20,000	7,249	36%			20,000	20,000	-	0%	
Instructional Supplies - Florida Lead Teacher Program	12,192	13,547	1,355	10%			12,192	13,547	1,355	10%	
Total Instruction Expense	145,396	157,826	12,429	8%			176,333	177,688	1,355	1%	
Other Operating Expenses											
Telephone/Internet/Cable/Satellite	75,882	76,261	379	0%			104,013	104,955	942	1%	
Postage & Express Mail	764	1,007	243	24%			1,015	1,258	243	19%	
Electricity & Natural Gas	121,220	122,236	1,016	1%			162,920	163,936	1,016	1%	
Water & Sewer	15,710	15,610	(100)	-1%			21,410	21,010	(400)	-2%	
Waste Disposal	41,220	41,152	(68)	0%			52,994	52,994	(0)	0%	
Pest Control	1,882	2,644	762	29%			5,000	5,000	-	0%	
Maintenance & Cleaning Supplies	19,577	17,483	(2,094)	-12%			26,500	26,500	-	0%	
Building Repairs & Maintenance	252,321	260,009	7,688	3%			356,750	356,750	-	0%	
Equipment Repairs & Maintenance	6,558	1,302	(5,256)	-404%			6,558	2,500	(4,058)	-162%	
Miscellaneous Expenses	124	-	(124)	-100%			500	661	161	24%	
Total Other Operating Expenses	535,258	537,703	2,445	0%			737,660	735,564	(2,096)	0%	
Fixed Expenses											
Office Equipment - Leasing Expense	21,962	22,724	762	3%			29,162	30,824	1,662	5%	
Property & Liability Insurance	62,409	45,128	(17,281)	-38%			66,604	66,604	-	0%	
Rent Expense	814,692	848,667	33,975	4%			1,046,619	1,131,556	84,937	8%	
Total Fixed Expenses	899,063	916,520	17,457	2%			1,142,385	1,228,984	86,599	7%	

Four Corners Charter Schools
Actual vs. Budget vs. Forecast Variance Analysis
For the Period Ended Thursday, March 31, 2016

	YTD Actual	YTD Budget	Variance	% Variance	\$ YTD Effect	Explanation (15% and \$2,000)	Annual Forecast	Annual Budget	Variance	% Variance	\$ Annual Effect	
9	TOTAL EXPENSES							7,160,994	7,385,253	224,259	3%	
	5,164,211	5,234,378	70,167	1%								
	Operating Surplus/(Deficit)							544,666	327,748	216,918	66%	
	547,206	443,344	103,862	23%								
	Non-Operating Expenses											
10	Capital Expenditures (NonCap)	12,152	10,309	(1,843)	-18%		12,152	-	(12,152)	-100%		
11	Capital Expenditures (Capitalized)	154,030	119,751	(34,279)	-29%		205,256	185,545	(19,711)	-11%		
12	CHANGE IN FUND BALANCE							327,257	142,203	185,055	130%	
	381,024	313,285	67,739	22%								

Section Cover Page

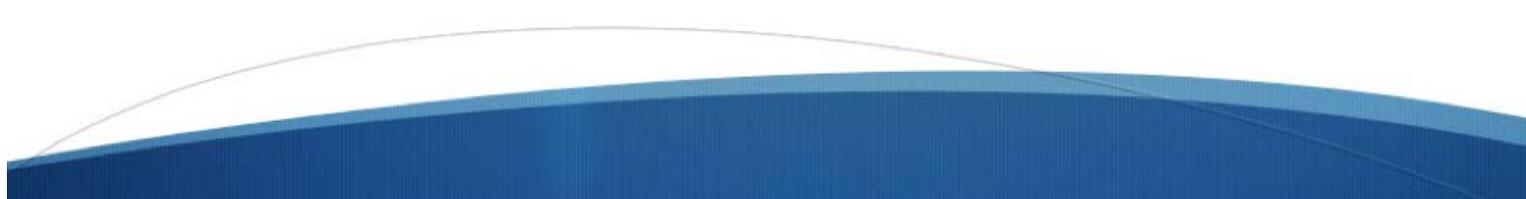


V. FINANCIALS

Four Corners Charter School FY16-17 Proposed Budget

- Informational
- For Discussion
- For Action

Notes:



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***Support Center Cost
Reimbursements***

***(formerly Management Fees)
Category Changes***

Support Center Cost Reimbursement (Management fee) Category Changes

Changing the support center cost reimbursements (management fee) categories from one line item to multiple in order to:

Provide better transparency/financial visibility to the services provided by CSUSA

New Support Center Cost Reimbursement Categories:

- **Personnel Management Costs:** All aspects of business administration and personnel functions
- **Finance and Accounting Services Costs:** Accounting and finance operations
- **Educational Intellectual Property and Curriculum Costs:** Implementation of educational goals and programs, selection of instructional materials, equipment and supplies, and the administration of all extracurricular activities and programs
- **Procurement/Vendor Management Costs:** Outsourced services that flow directly to the school
- **Support Center General Overhead & Fee:** Allotment for CSUSA overhead

Support Center Cost Breakout Scenario School at Contractual Level

<i>Support Center Cost Category</i>	<i>FY 2017 Current Methodology</i>	<i>FY 2017 New Methodology</i>
Personnel Management Costs	-	208,423
Procurement/Vendor Management Costs	-	69,474
Educational Intellectual Property & Curriculum Costs	-	277,897
Finance & Accounting Services Costs	-	138,949
Support Center General Overhead & Fee	1,042,116	347,372
<i>Total Support Center Costs Reimbursements</i>	<i>\$ 1,042,116</i>	<i>\$ 1,042,116</i>

2016-17 BUDGET REVIEW

Four Corners Charter School at Osceola , FL
Consolidated Budget -FCCS



	Forecast 2015-16	Budget 2016-17	
Enrollment	1,059	1,057	
Rate per student	6,535	6,573	
Square footage	91,235	91,235	
Revenues			
State Capitation / Student	\$ 6,920,445	\$ 6,947,437	FTE increase of 0.58 % - Osceola County
Fed./State Grants	101,239	72,163	
Florida Teacher Lead Program	12,192	-	Fla Teacher Lead not budgeted, offset to \$0
School Recognition Bonus Income	103,919	103,919	Expected School Recognition Bonus in FY16-17
Capital Outlay Revenue	321,767	321,159	
Board Fee Refund	105,734	106,085	
Total State Funded Revenue	7,565,296	7,550,763	
Before and Aftercare Revenue	140,363	140,363	
Miscellaneous Income	0	-	
Total Other Revenue	140,364	140,363	
1 Revenue Total	\$ 7,705,660	\$ 7,691,126	
Expenses			
School Leadership	\$ 109,751	\$ 150,636	Adding 1 Assistant Principal plus Merit
Administrative-Salaried	49,385	73,540	Adding 1 Administrative Assistant plus Merit
Teachers	1,862,705	2,062,351	Full time expected in FY16-17 plus Merit
ESE/Special Education	41,307	42,301	
Resource Teachers	69,540	69,110	
Permanent Subs	138,932	-	Perm Subs converted to Certified Teachers
Plant Operations-Salaried	2,679	-	
IT Support	-	20,304	
Total Salaries	\$ 2,274,300	\$ 2,418,242	
Administrative-Hourly	\$ 18,672	\$ 24,127	
Aides - Instructional	85,219	86,694	
Aftercare	71,072	68,771	
Plant Operations-Hourly	6,250	25,452	1 unused position in FY15-16
Nurse-Hourly	18,157	18,290	
Other Support/Aides	38,246	58,878	1 unused position in FY15-16
Daily Substitute Teachers	104,316	72,800	
Tutoring	25,000	25,142	
Total Hourly Wages	\$ 366,932	\$ 380,154	
Bonuses	171,336	171,419	Includes School Recognition Bonus offset in revenue
Stipends	20,000	25,000	
Taxes & Benefits			
Group Insurance & Other	\$ 226,850	\$ 238,920	
Workers' Compensation	40,132	40,132	
Payroll Taxes	212,626	228,968	
Total Taxes & Benefits	\$ 479,607	\$ 508,020	
2 Total Cost Of Compensation	\$ 3,312,175	\$ 3,502,836	

2016-17 BUDGET REVIEW

Four Corners Charter School at Osceola , FL
Consolidated Budget -FCCS



	Forecast	Budget	
	2015-16	2016-17	
Professional Services			
Legal Fees - Independent Counsel	\$ 2,000	\$ 2,000	
Accounting Services - Audit	12,000	11,500	
Outside Staff Development	4,115	4,115	
Personnel Management Costs	-	208,423	
Procurement/Vendor Management Costs	-	69,474	
Educational Intellectual Property & Curriculum Support	-	277,897	
Finance & Accounting Service Costs	-	138,949	
Support Center General Overhead & Fee	1,034,894	347,372	
Computer Service Fees	101,734	97,392	
Fee to County School Board	138,409	138,949	
Professional Fees - Other	3,000	3,000	
Advertising/Marketing Exp	15,426	4,000	
Staff Recruitment	925	925	
3 Total Professional Services	\$ 1,312,503	\$ 1,303,996	
Vendor Services			
Contracted Pupil Transportation	\$ 205,028	\$ 205,028	
Extra-Curricular Activity Events	2,000	2,000	
Background / Finger Printing	4,829	4,829	
Drug Testing Fees	60	60	
Licenses & Permits	655	655	
Bank Charges & Loan Fees	4,248	4,248	
Contracted SPED - Non Instruction	1,000	1,000	
Contracted Custodial Services	218,965	223,343	
4 Total Vendor Services	\$ 436,784	\$ 441,163	
Administrative Expenses			
Travel / Auto	\$ 5,572	\$ 5,572	
Airfare	2,095	2,095	
Meals	199	199	
Lodging	2,000	2,000	
Business Expense - Other	500	500	
Dues & Subscriptions	2,471	2,471	
Printing & Copying	10,000	10,000	
Office Supplies	10,293	10,499	
Aftercare Supplies	300	300	
Medical Supplies	500	500	
In-house Food Service	500	500	
In-house Food Service - Aftercare	500	500	
Food Service - Paper & Smallwares	100	100	
Bad Debt Expense	160	160	
5 Total Administrative Expenses	\$ 35,190	\$ 35,397	
Instruction Expense			
Textbooks	\$ 35,000	\$ 115,401	New Adoptions for next year
Consumable Instr Supplies \$ Equip - Students	60,000	115,030	New Adoptions for next year
Consumable Instr Supplies \$ Equip - Teachers	10,000	21,000	New Adoptions for next year
Library & Reference Books	1,000	1,000	
Testing Materials	20,000	20,000	
Instructional Supplies - Florida Lead Teacher Program	12,192	-	Not budgeted for, 0 offset from Revenue
Instructional Licenses	38,141	56,169	
Contracted SPED - Instruction	7,964	-	
6 Total Instruction Expenses	\$ 184,297	\$ 328,600	

2016-17 BUDGET REVIEW

Four Corners Charter School at Osceola , FL
Consolidated Budget -FCCS



	Forecast 2015-16	Budget 2016-17	
Other Operating Expense			
Telephone & Internet	\$ 104,013	\$ 106,113	2% increase for next year
Postage	1,015	1,015	
Electricity	162,920	167,215	2% increase for next year
Water & Sewer	21,410	21,430	
Waste Disposal	52,994	54,819	
Pest Control	5,000	5,100	
Maintenance & Cleaning Supplies	26,500	26,500	
Building Repairs & Maintenance	356,750	359,100	
Equipment Repairs & Maintenance	6,558	6,558	
Miscellaneous Expenses	500	500	
7 Total Other Operating Expense	\$ 737,660	\$ 748,349	
Fixed Expenses			
Office Equipment - Leasing Expense	\$ 29,162	\$ 36,300	
Property & Liability Insurance	66,604	73,265	10% increase expected next year
8 Total Fixed Expenses wo deprec./amort.	\$ 95,765	\$ 109,565	
9 Total Expenses	\$ 6,114,374	\$ 6,469,904	
Operating Cash Surplus/(Deficit)	1,591,285	1,221,222	
10 Rent Expense	1,046,619	1,054,583	
Surplus/(Deficit) Before Capex	544,666	166,639	
Capital Expenditures (NonCap)			
FF&E (NonCap)	\$ 3,703	\$ -	
Computer Hardware (NonCap)	2,314	-	
Computer Software (NonCap)	6,135	-	
11 Total Capital Expenditures (NonCap)	\$ 12,152	\$ -	
Capital Expenditures (Capitalized)			
Computers - Hardware	\$ 124,718	\$ 52,500	
Computer - Software	2,363	11,000	
IT Infrastructure	10,276	41,105	
FF&E	47,899	25,000	
Other	20,000	-	
12 Total Capital Expenditures (Capitalized)	\$ 205,256	\$ 129,605	
Surplus/(Deficit) After Capital Expenses	327,258	37,034	
13 Net Change in Fund Balance	\$ 327,258	\$ 37,034	

Section Cover Page

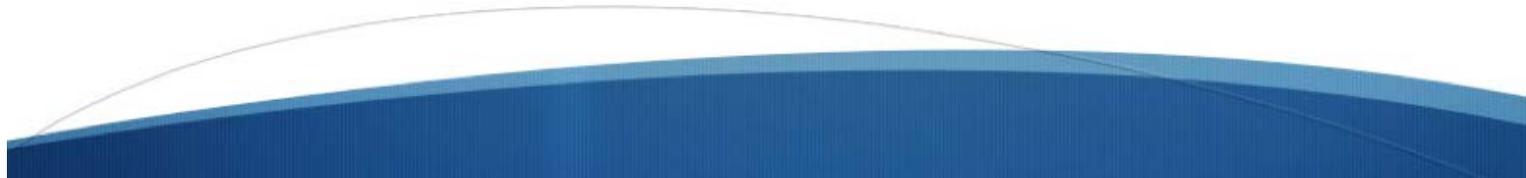


V. FINANCIALS

Osceola County FY2016 Budget Amendment

- Informational
- For Discussion
- For Action

Notes:



**OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.**

Budget Amendment #2 for Fiscal Year Ending June 30, 2016

	OF1 Function UFTE	General Fund			
		Budget Amounts			
		2015-2016 Budget Amendment #1	2015-2016 Budget Amendment #2	Difference	
		1055.08	1058.83	3.75	%
REVENUES					
Federal Direct	3100			0	
Federal Through State & Local	3200			0	
State Sources	3300	6,903,791	6,918,066	14,275	0.21%
Local Sources	3400	650	475	(175)	-26.92%
Total Revenues		6,904,441	6,918,541	14,100	0.20%
EXPENDITURES					
Current:					
Instruction	5000	4,965,579	4,977,753	12,174	0.25%
Pupil Personnel Services	6100			0	
Instructional Media Services	6200			0	
Instruction and Curriculum Development Services	6300			0	
Instructional Staff Training Services	6400			0	
Instruction Related Technology	6500			0	
Board	7100	8,550	9,200	650	7.60%
Administration Fees:				0	
District Holdback Fee	7201	32,717	32,668	(49)	-0.15%
Charter Holder	7202			0	
Management Company	7203	1,030,661	1,032,810	2,149	0.21%
Other	7204			0	
School Administration	7300			0	
Facilities Acquisition and Construction	7400	1,046,619	1,046,619	(0)	0.00%
Fiscal Services	7500			0	
Food Services	7600			0	
Central Services	7700			0	
Pupil Transportation Services	7800			0	
Operation of Plant	7900			0	
Maintenance of Plant	8100			0	
Administrative Technology Services	8200			0	
Community Services	9100			0	
Debt Service: (Function 9200)				0	
Retirement of Principal	710			0	
Interest	720			0	
Dues, Fees and Issuance Costs	730			0	
Miscellaneous Expenditures	790			0	
Capital Outlay:				0	
Facilities Acquisition and Construction	7420			0	
Other Capital Outlay	9300			0	
Total Expenditures		7,084,126	7,099,050	14,924	7.91%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(179,685)	(180,509)	(824)	8.11%
OTHER FINANCING SOURCES (USES)					
Loans Incurred	3720			0	
Proceeds from the Sale of Capital Assets	3730			0	
Loss Recoveries	3740			0	
Proceeds of Forward Supply Contract	3760			0	
Special Facilities Construction Advances	3770			0	
Transfers In	3600	321,785	321,784	(1)	0.00%
Transfers Out	9700			0	
Total Other Financing Sources (Uses)		321,785	321,784	(1)	0.00%
SPECIAL ITEMS					
				0	
EXTRAORDINARY ITEMS					
Net Change in Fund Balances		142,100	141,275	(825)	-0.58%
Fund Balance - Beginning of Year	2800	2,209,074	2,209,074	0	0.00%
Adjustment to Fund Balance	2891			0	
Fund Balance - End of Year	2700	2,351,174	2,350,349	(825)	-0.04%

**OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.**

Budget Amendment #2 for Fiscal Year Ending June 30, 2016

	OF3	Capital Outlay			
		Budget Amounts			
		2015-2016 Budget Amendment #1	2015-2016 Budget Amendment #2	Difference	
Function					
UFTE		1055.08	1058.83	3.75	%
REVENUES					
Federal Direct	3100			0	
Federal Through State & Local	3200			0	
State Sources	3300	321,785	321,784	(1)	0.00%
Local Sources	3400			0	
Total Revenues		321,785	321,784	(1)	0.00%
EXPENDITURES					
Current:					
Instruction	5000			0	
Pupil Personnel Services	6100			0	
Instructional Media Services	6200			0	
Instruction and Curriculum Development Services	6300			0	
Instructional Staff Training Services	6400			0	
Instruction Related Technology	6500			0	
Board	7100			0	
Administration Fees:					
District Holdback Fee	7201			0	
Charter Holder	7202			0	
Management Company	7203			0	
Other	7204			0	
School Administration	7300			0	
Facilities Acquisition and Construction	7410			0	
Fiscal Services	7500			0	
Food Services	7600			0	
Central Services	7700			0	
Pupil Transportation Services	7800			0	
Operation of Plant	7900			0	
Maintenance of Plant	8100			0	
Administrative Technology Services	8200			0	
Community Services	9100			0	
Debt Service: (Function 9200)					
Retirement of Principal	710			0	
Interest	720			0	
Dues, Fees and Issuance Costs	730			0	
Miscellaneous Expenditures	790			0	
Capital Outlay:					
Facilities Acquisition and Construction	7420			0	
Other Capital Outlay	9300			0	
Total Expenditures		0	0	0	
Excess (Deficiency) of Revenues Over (Under) Expenditures		321,785	321,784	(1)	0.00%
OTHER FINANCING SOURCES (USES)					
Loans Incurred	3720			0	
Proceeds from the Sale of Capital Assets	3730			0	
Loss Recoveries	3740			0	
Proceeds of Forward Supply Contract	3760			0	
Special Facilities Construction Advances	3770			0	
Transfers In	3600			0	
Transfers Out	9700	(321,785)	(321,784)	(1)	0.00%
Total Other Financing Sources (Uses)		(321,785)	(321,784)	(1)	0.00%
SPECIAL ITEMS					
EXTRAORDINARY ITEMS					
Net Change in Fund Balances		0	0	0	
Fund Balance - Beginning of Year	2800	0	0	0	
Adjustment to Fund Balance	2891				
Fund Balance - End of Year	2700	0	0	0	

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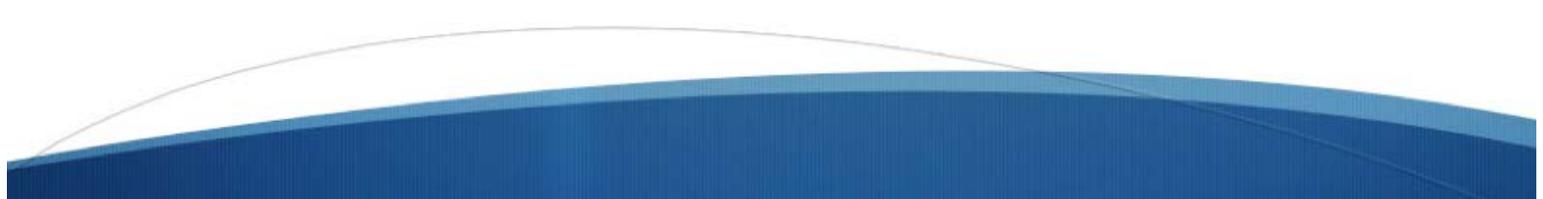


V. FINANCIALS

Osceola County 3rd Quarter Financials

- Informational
- For Discussion
- For Action

Notes:



Four Corners Charter School, Inc. Governmental Balance Sheet March 31, 2016		Fund Types				Total
		Account Number	OF1 GENERAL	OF2 DEBT SERVICE	OF3 CAPITAL PROJECTS	
ASSETS						
Cash and Cash Equivalents	1110	3,651,289.27	0.00	215,379.00	0.00	3,866,668.27
Investments	1160	0.00	0.00	0.00	0.00	0.00
Taxes Receivable	1120	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	1130	2,034.08	0.00	0.00	0.00	2,034.08
Interest Receivable	1170	0.00	0.00	0.00	0.00	0.00
Due from Reinsurer	1180	0.00	0.00	0.00	0.00	0.00
Deposits Receivable	1210	0.00	0.00	0.00	0.00	0.00
Due from Other Funds	1140	0.00	0.00	0.00	0.00	0.00
Due from Other Agencies	1220	0.00	0.00	0.00	0.00	0.00
Inventory	1150	0.00	0.00	0.00	0.00	0.00
Prepaid Items	1230	0.00	0.00	0.00	0.00	0.00
Total Assets		3,653,323.35	0.00	215,379.00	0.00	3,868,702.35
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Salaries, Benefits and Payroll Taxes Payable	2110	0.00	0.00	0.00	0.00	0.00
Payroll Deductions and Withholdings	2170	0.00	0.00	0.00	0.00	0.00
Accounts Payable	2120	1,372,396.30	0.00	0.00	0.00	1,372,396.30
Judgments Payable	2130	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable	2140	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable-Retained	2150	0.00	0.00	0.00	0.00	0.00
Matured Interest Payable	2190	0.00	0.00	0.00	0.00	0.00
Due to Fiscal Agent	2240	0.00	0.00	0.00	0.00	0.00
Sales Tax Payable	2260	0.00	0.00	0.00	0.00	0.00
Estimated Liability Self Insurance	2270	0.00	0.00	0.00	0.00	0.00
Accrued Interest Payable	2210	0.00	0.00	0.00	0.00	0.00
Deposits Payable	2220	0.00	0.00	0.00	0.00	0.00
Due to Other Agencies	2230	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	2160	0.00	0.00	0.00	0.00	0.00
Deferred Revenue	2410	0.00	0.00	0.00	0.00	0.00
Total Liabilities		1,372,396.30	0.00	0.00	0.00	1,372,396.30
FUND BALANCES						
Total Fund Balances	2700	2,280,927.05	0.00	215,379.00	0.00	2,496,306.05
Total Liabilities and Fund Balances		3,653,323.35	0.00	215,379.00	0.00	3,868,702.35

Four Corners Charter School, Inc. Revenue & Expenditures - Budget And Actual March 31, 2016	GENERAL FUND				
	OF1	Budget Amounts		Actual	Percentage of Current Budget
	Account Number	Original 685.31	Current 685.31		
REVENUES					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	4,461,000.00	6,915,441.42	5,157,434.05	74.58%
Local Sources	3400	650.00	650.00	359.30	55.28%
Total Revenues		4,461,650.00	6,916,091.42	5,157,793.35	74.58%
EXPENDITURES					
Current:					
Instruction	5000	4,428,453.00	4,977,229.42	3,524,887.57	70.82%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	8,550.00	8,550.00	9,200.00	107.60%
General Administration	7200	608,245.00	1,063,378.00	737,160.76	69.32%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7410	1,131,556.00	1,046,619.00	814,692.16	77.84%
Fiscal Services	7500	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	0.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
Total Expenditures		6,176,804.00	7,095,776.42	5,085,940.49	71.68%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(1,715,154.00)	(179,685.00)	71,852.86	-39.99%
OTHER FINANCING SOURCES (USES)					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	385,590.00	321,785.00	0.00	
Transfers Out	9700	0.00	0.00	0.00	
Total Other Financing Sources (Uses)		385,590.00	321,785.00	0.00	
FUND BALANCE					
Net Change in Fund Balance		(1,329,564.00)	142,100.00	71,852.86	
Fund Balance, July 01, 2015	2800	1,979,522.00	2,209,074.19	2,209,074.19	
Adjustment to Fund Balance	2891	229,552.19	0.00	0.00	
Fund Balance, June 30, 2016	2700	879,510.19	2,351,174.19	2,280,927.05	

Four Corners Charter School, Inc. Revenue & Expenditures - Budget And Actual March 31, 2016	CAPITAL PROJECTS FUNDS				
	OF3	Budget Amounts		Actual	Percentage of Current Budget
	Account Number	Original 685.31	Current 685.31		
REVENUES					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	385,590.00	321,785.00	215,379.00	66.93%
Local Sources	3400	0.00	0.00	0.00	0.00%
Total Revenues		385,590.00	321,785.00	215,379.00	66.93%
EXPENDITURES					
Current:					
Instruction	5000	0.00	0.00	0.00	0.00%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	0.00	0.00	0.00	0.00%
General Administration	7200	0.00	0.00	0.00	0.00%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7410	0.00	0.00	0.00	0.00%
Fiscal Services	7500	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	0.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
Total Expenditures		0.00	0.00	0.00	0.00%
Excess (Deficiency) of Revenues Over (Under) Expenditures		385,590.00	321,785.00	215,379.00	66.93%
OTHER FINANCING SOURCES (USES)					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	0.00	0.00	0.00	
Transfers Out	9700	(385,590.00)	(321,785.00)	0.00	
Total Other Financing Sources (Uses)		(385,590.00)	(321,785.00)	0.00	
FUND BALANCE					
Net Change in Fund Balance		0.00	0.00	215,379.00	
Fund Balance, July 01, 2015	2800	0.00	0.00	0.00	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
Fund Balance, June 30, 2016	2700	0.00	0.00	215,379.00	

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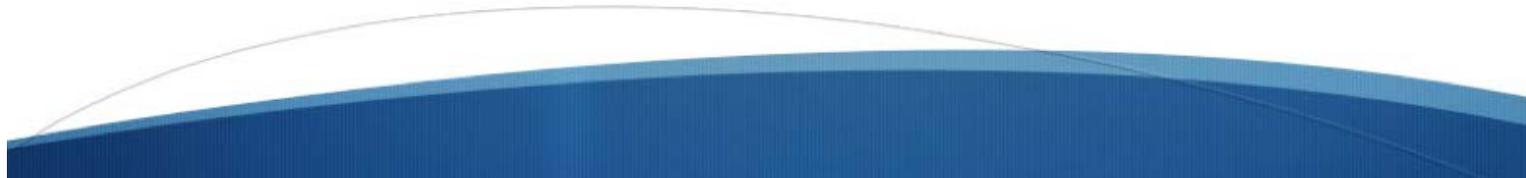


V. FINANCIALS

Osceola County FY16-17 Proposed Budget

- Informational
- For Discussion
- For Action

Notes:



**OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.**

Preliminary Budget for Fiscal Year Ending June 30, 2017

	OF1	General Fund				
		Function	Budget Amounts			
			2015-16 Budget	2016-17 Preliminary Budget	Difference	
			UFTE	1058.83	1058.83	0
REVENUES						
Federal Direct	3100			0		
Federal Through State & Local	3200			0		
State Sources	3300	6,918,066	6,918,066	0	0.00%	
Local Sources	3400	475	475	0	0.00%	
Total Revenues		6,918,541	6,918,541	0	0.00%	
EXPENDITURES						
Current:						
Instruction	5000	4,977,753	4,960,642	(17,111)	-0.34%	
Pupil Personnel Services	6100			0		
Instructional Media Services	6200			0		
Instruction and Curriculum Development Services	6300			0		
Instructional Staff Training Services	6400			0		
Instruction Related Technology	6500			0		
Board	7100	9,200	5,000	(4,200)	-45.65%	
Administration Fees:				0		
District Holdback Fee	7201	32,668	32,668	0	0.00%	
Charter Holder	7202			0		
Management Company	7203	1,032,810	1,032,810	(0)	0.00%	
Other	7204			0		
School Administration	7300			0		
Facilities Acquisition and Construction	7400	1,046,619	1,063,730	17,111	1.63%	
Fiscal Services	7500			0		
Food Services	7600			0		
Central Services	7700			0		
Pupil Transportation Services	7800			0		
Operation of Plant	7900			0		
Maintenance of Plant	8100			0		
Administrative Technology Services	8200			0		
Community Services	9100			0		
Debt Service: (Function 9200)				0		
Retirement of Principal	710			0		
Interest	720			0		
Dues, Fees and Issuance Costs	730			0		
Miscellaneous Expenditures	790			0		
Capital Outlay:				0		
Facilities Acquisition and Construction	7420			0		
Other Capital Outlay	9300			0		
Total Expenditures		7,099,050	7,094,850	(4,200)	-44.36%	
Excess (Deficiency) of Revenues Over (Under) Expenditures		(180,509)	(176,309)	4,200	-44.36%	
OTHER FINANCING SOURCES (USES)						
Loans Incurred	3720			0		
Proceeds from the Sale of Capital Assets	3730			0		
Loss Recoveries	3740			0		
Proceeds of Forward Supply Contract	3760			0		
Special Facilities Construction Advances	3770			0		
Transfers In	3600	321,784	321,784	0	0.00%	
Transfers Out	9700			0		
Total Other Financing Sources (Uses)		321,784	321,784	0	0.00%	
SPECIAL ITEMS						
				0		
EXTRAORDINARY ITEMS						
Net Change in Fund Balances		141,275	145,475	4,200	2.97%	
Fund Balance - Beginning of Year	2800	2,209,074	2,350,349	141,275	6.40%	
Adjustment to Fund Balance	2891			0		
Fund Balance - End of Year	2700	2,350,349	2,495,824	145,475	6.19%	

**OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.**

Preliminary Budget for Fiscal Year Ending June 30, 2017

	OF3	Capital Outlay			
		Budget Amounts			
		2015-16 Budget	2016-17 Preliminary Budget	Difference	
		UFTE	1058.83	1058.83	0
REVENUES					
Federal Direct	3100			0	
Federal Through State & Local	3200			0	
State Sources	3300	321,784	321,784	0	0.00%
Local Sources	3400			0	
Total Revenues		321,784	321,784	0	0.00%
EXPENDITURES					
Current:					
Instruction	5000			0	
Pupil Personnel Services	6100			0	
Instructional Media Services	6200			0	
Instruction and Curriculum Development Services	6300			0	
Instructional Staff Training Services	6400			0	
Instruction Related Technology	6500			0	
Board	7100			0	
Administration Fees:					
District Holdback Fee	7201			0	
Charter Holder	7202			0	
Management Company	7203			0	
Other	7204			0	
School Administration	7300			0	
Facilities Acquisition and Construction	7410			0	
Fiscal Services	7500			0	
Food Services	7600			0	
Central Services	7700			0	
Pupil Transportation Services	7800			0	
Operation of Plant	7900			0	
Maintenance of Plant	8100			0	
Administrative Technology Services	8200			0	
Community Services	9100			0	
Debt Service: (Function 9200)					
Retirement of Principal	710			0	
Interest	720			0	
Dues, Fees and Issuance Costs	730			0	
Miscellaneous Expenditures	790			0	
Capital Outlay:					
Facilities Acquisition and Construction	7420			0	
Other Capital Outlay	9300			0	
Total Expenditures		0	0	0	
Excess (Deficiency) of Revenues Over (Under) Expenditures		321,784	321,784	0	0.00%
OTHER FINANCING SOURCES (USES)					
Loans Incurred	3720			0	
Proceeds from the Sale of Capital Assets	3730			0	
Loss Recoveries	3740			0	
Proceeds of Forward Supply Contract	3760			0	
Special Facilities Construction Advances	3770			0	
Transfers In	3600			0	
Transfers Out	9700	(321,784)	(321,784)	0	0.00%
Total Other Financing Sources (Uses)		(321,784)	(321,784)	0	0.00%
SPECIAL ITEMS					
EXTRAORDINARY ITEMS					
Net Change in Fund Balances		0	0	0	
Fund Balance - Beginning of Year	2800	0	0	0	
Adjustment to Fund Balance	2891				
Fund Balance - End of Year	2700	0	0	0	

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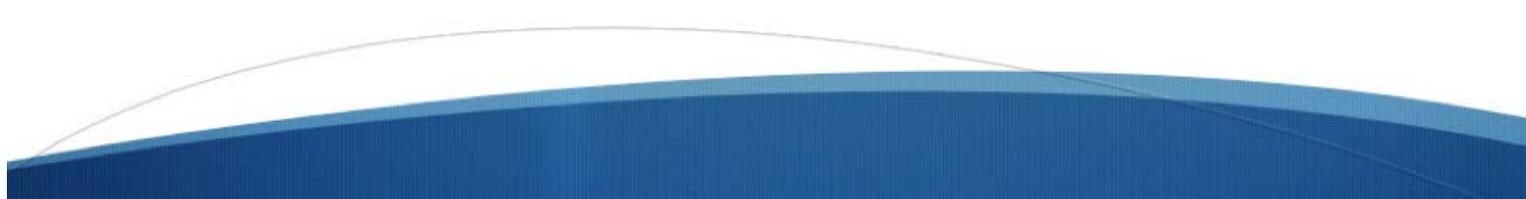


V. FINANCIALS

Audit Services Quotes

- Informational
- For Discussion
- For Action

Notes:



FCCS, Inc. and FCCS (K-5) Audit Quotes

As of May 11, 2016

Audit Firm	Four Corners Charter School, Inc				Four Corners Elementary Charter School				<u>Combined</u>
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Total</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Total</u>	<u>Total</u>
Berman Hopkins Wright & LaHam	11,700.00	11,700.00	11,700.00	35,100.00	12,250.00	12,250.00	12,250.00	36,750.00	71,850.00
McCrary Hess, CPA's	6,000.00	6,000.00	6,000.00	18,000.00	9,000.00	9,000.00	9,000.00	27,000.00	45,000.00
Moss, Krusick & Associates, LLC	5,000.00	5,250.00	5,500.00	15,750.00	8,900.00	9,550.00	9,800.00	28,250.00	44,000.00
Keefe McCullough CPA's	7,000.00	7,000.00	7,000.00	21,000.00	10,500.00	10,500.00	10,500.00	31,500.00	52,500.00



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255 S. Orange Ave. Suite 1545
Orlando, FL 32801
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Fax: 407-841-8849

www.bermanhopkins.com

April 20, 2016

Board of Directors
Four Corners Charter School, Inc.
817 Bill Beck Blvd, Building 2000
Kissimmee, FL 34744

We are pleased to confirm our understanding of the services we are to provide Four Corners Charter Corporation, Inc. (the "Corporation") for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Corporation as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Corporation's 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. As part of our engagement, we will apply certain limited procedures to the Corporation's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedules of Revenue, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund and All Major Special Revenue Funds

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and Chapter 10.850 Rules of the Auditor General, State of Florida and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions.

We will issue written reports upon completion of our single audit. Our reports will be addressed to governing board of the Corporation. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of 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 on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Corporation is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Corporation's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, and related notes of the Corporation in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, and related notes previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, and related notes and that you have reviewed and approved the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations as listed on Attachments B-1 and B-2. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the Corporation; however, management is responsible for distribution of the reports, and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit and nonaudit documentation for this engagement is the property of Berman Hopkins Wright & LaHam, CPAs and Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Corporation's sponsor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Berman Hopkins Wright & LaHam, CPAs and Associates, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit and nonaudit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal, state and local agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Based on the accurate and timely receipt of the requested items on Attachments B-1 and B-2, provided by your staff, we expect to begin our audit on approximately May 1, 2016 and to issue our reports no later than October 20, 2016. Brian L. Nemeroff, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed the fees on Attachment A. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Four Corners Charter Corporation, Inc. and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,



Brian L. Nemeroff, CPA
Partner
Berman Hopkins Wright & LaHam, CPAs and Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of Four Corners Charter Corporation, Inc. for the year ended June 30, 2016.

Signature: _____

Title: _____

Date: _____

Attachment A

Auditing
\$11,700

**Charter Schools Request List
6/30/2016**

	Task Complete	Date Provided to BHWL	Provided by email, Portal upload, hand delivered
TESTING			
Preliminary Audit			
Check register from July 1, 2015 - April 30, 2016 (in Excel)	_____	_____	_____
Copy of trial balance from July 1, 2015 - May 31, 2016 (in Excel)	_____	_____	_____
Trial Balance/Budget			
Final trial balance (in Excel), no later than July 15th	_____	_____	_____
Board Approved Original and Final Budget (in Excel)	_____	_____	_____
Control Testing			
Access to all general journal entries along with evidence of support and proper authorization	_____	_____	_____
Copy of listing of all cash disbursements with supporting documentation	_____	_____	_____
Copy of listing of all VOID checks with defaced check	_____	_____	_____
Copy of all check images	_____	_____	_____
Copy of listing of current check signers (July 1, 2015 through June 30, 2016)	_____	_____	_____
Cash			
Copy of bank reconciliation at June 30, 2016 for all accounts	_____	_____	_____
Copy of bank statement as of June 30, 2016 for all accounts	_____	_____	_____
Copy of July 2016 bank activity	_____	_____	_____
Accounts Receivable			
Copy of A/R aged invoice report as of June 30, 2016	_____	_____	_____
Copy of reconciliation to agree the A/R aged invoice report to the trial balance	_____	_____	_____
Copy of listing of all cash receipts after June 30, 2016 to the end of field work	_____	_____	_____
Intercompany Activity			
Copy of worksheet that breaks out the due to management company by balance due for management fees, working capital, and operating expenses and contributions showing additions, payments, contributions and any forgiveness of debt, if applicable	_____	_____	_____
Prepaid Expenses			
Copy of detailed worksheet of prepaid expenses that agrees to the trial balance	_____	_____	_____
Property, Plant & Equipment			
Copy of listing of capital additions and deletions not expensed	_____	_____	_____
Access to all support for the capital additions	_____	_____	_____
Access to G/L detail for all Repairs and Maintenance accounts	_____	_____	_____
Accounts Payable			
Copy of aged payables at June 30, 2015	_____	_____	_____
Copy of reconciliation to agree the A/P report to the trial balance	_____	_____	_____
Copy of listing of all cash disbursements after June 30, 2015 to the end of field work	_____	_____	_____
Accrued Expenses			
Copy of detailed accrued salary and benefit entry for year end	_____	_____	_____
Copy of explanation of the process used for the accrual	_____	_____	_____
Copy of listing of payroll schedule (dates of and within each pay period)	_____	_____	_____
Copy of listing of all bonuses paid out and dates of these payments	_____	_____	_____
Access to payroll reports from July 1, 2015 to date of field work	_____	_____	_____
Note Payable			
Copy of reconciliation of the note payable balance to supporting documentation	_____	_____	_____
Equity			
Copy of reconciliation of equity accounts to the prior year financial statements	_____	_____	_____
Revenue and Expenses			
Copy of management fee calculation worksheet based on requirements of management	_____	_____	_____
Copy of any rental agreements (building, office equipment, portable, etc.)	_____	_____	_____
Access to all credit card statements with all supporting receipts	_____	_____	_____
Provide all fundraising revenues and the related fundraising expenses by category (to the dollar for the 990 prep)	_____	_____	_____
Copy of listing of all reimbursements with all supporting receipts	_____	_____	_____
Copy of all attorneys contact information for confirmations	_____	_____	_____
Commitments, Contingencies & Other			
Copy of insurance claims that have exceeded coverage	_____	_____	_____
Copy of inquiry checklist completed by the Principal or Finance Director (we will provide checklist to you)	_____	_____	_____
Copy of listing of any related parties	_____	_____	_____
Program Costs Reports			

**Charter Schools Request List
6/30/2016**

Teacher Allocation that includes breakdown of number of teachers for each grade level,
shared (PE, Music, etc.), and ESE (we will provide a form to complete)
Number of classrooms and square footage of each for each FTE program number
(we will provide a form to complete)
Revenue Worksheet that includes number of FTE students

Task Complete	Date Provided to BHWL	Provided by email, Portal upload, hand delivered
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Charter Schools Request List
6/30/2016**

	Task Complete	Date Provided to BHWL	Provided by email, Portal upload, hand delivered
COMPLIANCE			
Board			
Copies of all Board Minutes through the date the audit is complete (should be available on website per FS 1002.33(9)(p))	_____	_____	_____
Copy of 1 sample posting of the board meeting announcement	_____	_____	_____
Copy of the names of all board members for the current year and fingerprint results	_____	_____	_____
Proof of required governance training for all board members	_____	_____	_____
Employees			
Copy of updated employee roster for current year (include positions, date of hire and date of termination (if applicable))	_____	_____	_____
Copy of payroll reports for January 2016	_____	_____	_____
Copy of sample letter to parents notifying them that their child's teacher is out of field	_____	_____	_____
Access to signed and dated employment contract with rate of pay	_____	_____	_____
Access to fingerprint results for all employees	_____	_____	_____
Access to teacher certification	_____	_____	_____
Students			
Attendance process	_____	_____	_____
Copy of updated student roster for current year highlighting ESE and ESOL students	_____	_____	_____
Access to Grades/Report Card	_____	_____	_____
Access to FSA/standardized test scores	_____	_____	_____
Access to Immunization forms	_____	_____	_____
Access to IEP plan if applicable	_____	_____	_____
If Lottery is held			
Copy of the listing of the lottery results	_____	_____	_____
Copies of sample of 2 accepted student applications	_____	_____	_____
Copies of sample of 2 rejected student applications	_____	_____	_____
Operations			
Copies of sample of 2 incident reports	_____	_____	_____
Copy of the 2015-2016 School Calendar	_____	_____	_____
Copy of the 2015-2016 Student and Employee Handbooks	_____	_____	_____
Copy of sample current advertisement for the school	_____	_____	_____
Copies of all signed agreements executed (including management agreements, charter agreements, leases, loans, contracts, etc.)	_____	_____	_____
Copies of Transportation Agreement and Food Service Agreement	_____	_____	_____
Copy of Accounting Policies including processes for cash disbursements, cash receipts, payroll, journal entry and bank reconciliation	_____	_____	_____
Website			
Per FS 1002.33(9)(p) Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.	Must be available	_____	_____
Compliance (First Year Audit)			
Copies of certificates of insurance for:	_____	_____	_____
Commercial general liability	_____	_____	_____
Automobile liability insurance if applicable	_____	_____	_____
School workers' compensation/employers' liability insurance	_____	_____	_____
School leaders' errors & omissions liability	_____	_____	_____
Highlight any changes in coverage from prior year	_____	_____	_____
Copies of annual inspections for:	_____	_____	_____
Fire Marshal	_____	_____	_____
Health Department	_____	_____	_____
Copy of Certificate of Occupancy	_____	_____	_____



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Melbourne, FL 32940
Phone: 321-757-2020
Fax: 321-242-4844

www.bermanhopkins.com

255 S. Orange Ave. Suite 1545
Orlando, FL 32801
Phone: 407-841-8841
Fax: 407-841-8849

April 20, 2016

Board of Directors
Four Corners Charter School
817 Bill Beck Blvd, Building 2000
Kissimmee, FL 34744

We are pleased to confirm our understanding of the services we are to provide Four Corners Charter School, Inc. (the "Charterholder") for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Four Corners Charter School's (the "School") as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the School's 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. As part of our engagement, we will apply certain limited procedures to the School's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedules of Revenue, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund and All Major Special Revenue Funds

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and Chapter 10.850 Rules of the Auditor General, State of Florida and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to governing board of the School. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of 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 on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the School is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

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An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

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Other Services

We will also assist in preparing the financial statements, and related notes of the School in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, and related notes previously defined.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, and related notes and that you have reviewed and approved the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Additional Nonaudit Services

If requested, we will prepare and compile, from the information you provide, the Charter School Program Cost Report ("PCR") of the School, as of June 30, 2016.

Our Responsibilities for Additional Nonaudit Services

The objective of our engagement is to—

- 1) prepare the PCR in conformity with School District of Osceola County's prescribed form based on information provided by you and;
- 2) compile the PCR without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the PCR in order for it to be conformity with School District of Osceola County's prescribed form.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the PCR, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the PCR.

Our engagement cannot be relied upon to identify or disclose any PCR misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Your Responsibilities for Additional Nonaudit Services

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare the PCR in conformity with School District of Osceola County's prescribed form and assist you in the presentation of the PCR in conformity with School District of Osceola County's prescribed form. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of accounting principles in conformity with School District of Osceola County's prescribed form to be applied in the preparation of the PCR.
- 2) The preparation and fair presentation of the teacher, the room and square footage of the school allocation per program in accordance with School District of Osceola County's prescribed format.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the teacher, the room and square footage of the school allocation per program.
- 4) The prevention and detection of fraud.
- 5) To ensure that the School complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with—
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the PCR, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the compilation engagement.
 - unrestricted access to persons within the School of whom we determine it necessary to make inquiries.
- 8) Including our compilation report in any document containing the PCR that indicate that we have performed a compilation engagement on such PCR and, prior to the inclusion of the report, to ask our permission to do so.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your PCR. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report for Nonaudit Services

As part of our engagement, we will issue a report that will state that we did not audit or review the PCR and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. If, for any reason, we are unable to complete the compilation of your PCR, we will not issue a report on such PCR as a result of this engagement.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagements based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations as listed on Attachments B-1, B-2, and B-3. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the School; however, management is responsible for distribution of the reports, the financial statements, and the PCR. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit and nonaudit documentation for these engagements are the property of Berman Hopkins Wright & LaHam, CPAs and Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the School's sponsor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Berman Hopkins Wright & LaHam, CPAs and Associates, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit and nonaudit documentation for these engagements will be retained for a minimum of five years after the report release date or for any additional period requested by the federal, state and local agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Based on the accurate and timely receipt of the requested items on Attachment B, provided by your staff, we expect to begin our audit on approximately May 1, 2016 and to issue our reports no later than September 20, 2016. Brian L. Nemeroff, CPA is the engagement partner and is responsible for supervising the engagements and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed the fees on Attachment A. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Four Corners Charter School, Inc. and believe this letter accurately summarizes the significant terms of our engagements. If you have any questions, please let us know. If you agree with the terms of our engagements as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,



Brian L. Nemeroff, CPA
Partner
Berman Hopkins Wright & LaHam, CPAs and Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of Four Corners Charter School, Inc. for the year ended June 30, 2016.

Signature: _____

Title: _____

Date: _____

Attachment A

Auditing	PCR
\$11,700	\$550

**Charter Schools Request List
6/30/2016**

	Task Complete	Date Provided to BHWL	Provided by email, Portal upload, hand delivered
TESTING			
Preliminary Audit			
Check register from July 1, 2015 - April 30, 2016 (in Excel)	_____	_____	_____
Copy of trial balance from July 1, 2015 - May 31, 2016 (in Excel)	_____	_____	_____
Trial Balance/Budget			
Final trial balance (in Excel), no later than July 15th	_____	_____	_____
Board Approved Original and Final Budget (in Excel)	_____	_____	_____
Control Testing			
Access to all general journal entries along with evidence of support and proper authorization	_____	_____	_____
Copy of listing of all cash disbursements with supporting documentation	_____	_____	_____
Copy of listing of all VOID checks with defaced check	_____	_____	_____
Copy of all check images	_____	_____	_____
Copy of listing of current check signers (July 1, 2015 through June 30, 2016)	_____	_____	_____
Cash			
Copy of bank reconciliation at June 30, 2016 for all accounts	_____	_____	_____
Copy of bank statement as of June 30, 2016 for all accounts	_____	_____	_____
Copy of July 2016 bank activity	_____	_____	_____
Accounts Receivable			
Copy of A/R aged invoice report as of June 30, 2016	_____	_____	_____
Copy of reconciliation to agree the A/R aged invoice report to the trial balance	_____	_____	_____
Copy of listing of all cash receipts after June 30, 2016 to the end of field work	_____	_____	_____
Intercompany Activity			
Copy of worksheet that breaks out the due to management company by balance due for management fees, working capital, and operating expenses and contributions showing additions, payments, contributions and any forgiveness of debt, if applicable	_____	_____	_____
Prepaid Expenses			
Copy of detailed worksheet of prepaid expenses that agrees to the trial balance	_____	_____	_____
Property, Plant & Equipment			
Copy of listing of capital additions and deletions not expensed	_____	_____	_____
Access to all support for the capital additions	_____	_____	_____
Access to G/L detail for all Repairs and Maintenance accounts	_____	_____	_____
Accounts Payable			
Copy of aged payables at June 30, 2015	_____	_____	_____
Copy of reconciliation to agree the A/P report to the trial balance	_____	_____	_____
Copy of listing of all cash disbursements after June 30, 2015 to the end of field work	_____	_____	_____
Accrued Expenses			
Copy of detailed accrued salary and benefit entry for year end	_____	_____	_____
Copy of explanation of the process used for the accrual	_____	_____	_____
Copy of listing of payroll schedule (dates of and within each pay period)	_____	_____	_____
Copy of listing of all bonuses paid out and dates of these payments	_____	_____	_____
Access to payroll reports from July 1, 2015 to date of field work	_____	_____	_____
Note Payable			
Copy of reconciliation of the note payable balance to supporting documentation	_____	_____	_____
Equity			
Copy of reconciliation of equity accounts to the prior year financial statements	_____	_____	_____
Revenue and Expenses			
Copy of management fee calculation worksheet based on requirements of management	_____	_____	_____
Copy of any rental agreements (building, office equipment, portable, etc.)	_____	_____	_____
Access to all credit card statements with all supporting receipts	_____	_____	_____
Provide all fundraising revenues and the related fundraising expenses by category (to the dollar for the 990 prep)	_____	_____	_____
Copy of listing of all reimbursements with all supporting receipts	_____	_____	_____
Copy of all attorneys contact information for confirmations	_____	_____	_____
Commitments, Contingencies & Other			
Copy of insurance claims that have exceeded coverage	_____	_____	_____
Copy of inquiry checklist completed by the Principal or Finance Director (we will provide checklist to you)	_____	_____	_____
Copy of listing of any related parties	_____	_____	_____
Program Costs Reports			

**Charter Schools Request List
6/30/2016**

Teacher Allocation that includes breakdown of number of teachers for each grade level,
shared (PE, Music, etc.), and ESE (we will provide a form to complete)
Number of classrooms and square footage of each for each FTE program number
(we will provide a form to complete)
Revenue Worksheet that includes number of FTE students

Task Complete	Date Provided to BHWL	Provided by email, Portal upload, hand delivered
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Charter Schools Request List
6/30/2016**

	<u>Task Complete</u>	<u>Date Provided to BHWL</u>	<u>Provided by email, Portal upload, hand delivered</u>
COMPLIANCE			
Board			
Copies of all Board Minutes through the date the audit is complete (should be available on website per FS 1002.33(9)(p))	_____	_____	_____
Copy of 1 sample posting of the board meeting announcement	_____	_____	_____
Copy of the names of all board members for the current year and fingerprint results	_____	_____	_____
Proof of required governance training for all board members	_____	_____	_____
Employees			
Copy of updated employee roster for current year (include positions, date of hire and date of termination (if applicable))	_____	_____	_____
Copy of payroll reports for January 2016	_____	_____	_____
Copy of sample letter to parents notifying them that their child's teacher is out of field	_____	_____	_____
Access to signed and dated employment contract with rate of pay	_____	_____	_____
Access to fingerprint results for all employees	_____	_____	_____
Access to teacher certification	_____	_____	_____
Students			
Attendance process	_____	_____	_____
Copy of updated student roster for current year highlighting ESE and ESOL students	_____	_____	_____
Access to Grades/Report Card	_____	_____	_____
Access to FSA/standardized test scores	_____	_____	_____
Access to Immunization forms	_____	_____	_____
Access to IEP plan if applicable	_____	_____	_____
If Lottery is held			
Copy of the listing of the lottery results	_____	_____	_____
Copies of sample of 2 accepted student applications	_____	_____	_____
Copies of sample of 2 rejected student applications	_____	_____	_____
Operations			
Copies of sample of 2 incident reports	_____	_____	_____
Copy of the 2015-2016 School Calendar	_____	_____	_____
Copy of the 2015-2016 Student and Employee Handbooks	_____	_____	_____
Copy of sample current advertisement for the school	_____	_____	_____
Copies of all signed agreements executed (including management agreements, charter agreements, leases, loans, contracts, etc.)	_____	_____	_____
Copies of Transportation Agreement and Food Service Agreement	_____	_____	_____
Copy of Accounting Policies including processes for cash disbursements, cash receipts, payroll, journal entry and bank reconciliation	_____	_____	_____
Website			
Per FS 1002.33(9)(p) Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.	_____	_____	_____
	Must be available	_____	_____
Compliance (First Year Audit)			
Copies of certificates of insurance for:	_____	_____	_____
Commercial general liability	_____	_____	_____
Automobile liability insurance if applicable	_____	_____	_____
School workers' compensation/employers' liability insurance	_____	_____	_____
School leaders' errors & omissions liability	_____	_____	_____
Highlight any changes in coverage from prior year	_____	_____	_____
Copies of annual inspections for:	_____	_____	_____
Fire Marshal	_____	_____	_____
Health Department	_____	_____	_____
Copy of Certificate of Occupancy	_____	_____	_____

School Name

District to be submitted to

District email and/or fax number

Required completion for preparation of the annual Program Cost Report - please complete each of the four columns below (A - D) for the related programs. Please include the name of the person providing the information and their contact information as well as the person reviewing it for accuracy. Also, send a copy of the most recent FEFP funding breakdown which agrees to A below.

Programs Description	Number	A FTE per FEFP	B Staff Units	C No. of Classroom	D Square Footage
K-3 Basic	101				
4-8 Basic	102				
9-12 Basic	103				
Subtotal Basic		0	0	0	0
PK-3 Basic with ESE Services	111				
4-8 Basic with ESE Services	112				
9-12 Basic with ESE Services	113				
Subtotal Basic with ESE Services		0	0	0	0
Intensive English/ESOL	130				
Subtotal At-Risk		0	0	0	0
Exception Students Support Level 4	254				
Exception Students Support Level 5	255				
Subtotal Exceptional Education Programs		0	0	0	0
Vocational Education	300				
Total All Programs		0	0	0	0

Completed by: _____

Phone #: _____

Email: _____

Reviewed by: _____

Phone #: _____

Email: _____

Date sent to Berman Hopkins: _____

Date due to the District: _____

Copy of most recent FEFP funding breakdown sent: Yes _____ No _____



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**TECHNICAL PROPOSAL FOR
INDEPENDENT AUDITING AND TAX SERVICES**

Prepared for

Four Corners Charter School, Inc.

April 27, 2016

Prepared by

**McCradly Hess
Stacy McCradly, Audit Partner
1000 Legion Place, Suite 701
Orlando, Florida 32801
407-478-4020**



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1000 Legion Place, Suite 701 ■ Orlando, FL 32801

Office 407-478-4020 ■ Fax 407-478-4021 ■ cpa@mccradyhess.com ■ www.mccradyhess.com



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TRANSMITTAL LETTER

To Board of Governance of
Four Corners Charter School, Inc.

McCrady Hess, PLLC (MH or the “Firm”) is excited to prepare this technical proposal for audit services for Four Corners Charter School, Inc. (the “Corporation”). McCrady Hess was established to focus on providing quality audit, accounting and tax services primarily to not-for-profit organizations and governmental organizations, with a primary focus on Florida charter schools. The Corporation would have at its disposal the resources of individuals and collectively, a firm, that has dedicated its mission to assisting charter schools with their accountability.

If selected as your auditors, we will perform the audit of Four Corners Charter School, Inc. and issue and present its financial statements in conformity with *generally accepted accounting principals* and *government auditing standards* as of and for the year ended June 30, 2016 and thereafter subject to an annual renewal of the engagement. We offer you our full commitment that we will have the reports ready for publication no later than September 15th and the final statements filed with the Osceola County School District and the Florida Auditor General by the required deadline.

We recognize there are other quality CPA firms providing professional services to the charter school industry. We feel McCrady Hess is the best qualified firm to perform your engagement based on the time and dedication the partners have committed to the charter school industry. The partners have been involved in the charter school movement since inception in the late 1990’s and have dedicated countless hours to assisting the success and growth of charter schools. As such, Stacy McCrady has served as an expert witness and consultant in Polk County advocating for equal funding for charter schools. Additionally, as part of our dedication, McCrady Hess has developed the only charter school Apple App for the “Red Book” and offers it at no charge to charter school professionals and administrators.

The partners are pleased to provide this proposal as a firm and irrevocable offer to Four Corners Charter School, Inc. will be performed predominantly by the audit partner with extensive charter school experience and with assistance by qualified staff. Therefore, the quality of the audit services over the terms of the agreement will be consistent at the highest level possible.

We appreciate the opportunity to provide you this technical proposal and would be honored to be chosen as your independent audit firm. We welcome any questions regarding this proposal.

Very Truly Yours,

A handwritten signature in black ink that reads 'MCCRADY HESS' in a cursive, slightly stylized font.

1000 Legion Place, Suite 701 ■ Orlando, FL 32801

Office 407-478-4020 ■ Fax 407-478-4021 ■ cpa@mccradyhess.com ■ www.mccradyhess.com



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Licensure

The Firm and its team members maintain licensure with the State of Florida. Additionally, all supervisory professional members maintain the required licensure and continuing education as required for audits of governmental entities. Each individual associated with the audit has complied with all applicable continuing education requirements for audits of governmental entities.

Independence

Each member of the Firm is in good standing with the American Institute of Certified Public Accountants (AICPA) and meets the auditor independence requirements with respect to the Corporation. The Firm understands and has knowledge of the independence standards as defined by the U.S. General Accounting Office's Government Auditing Standards. In addition, we are required to comply with such independence standards in all audits we conduct.

Continuing Professional Education

The Firm and its partners continually attend a variety of continuing education classes in order to meet their licensure requirements and to stay up-to-date on the changes in the charter school accounting and reporting sector. On an annual basis, the Firm and its partners intend to participate or complete the following continuing education classes and other conferences:

- National Charter School Conference (every other year)
- Florida Charter School Conference
- Governmental Annual Update
- Nonprofit Annual Update
- Applying A-133 to Governmental Organizations
- IRS Form 990 Updates

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Firm Qualifications and Experience

The Firm's office is located in Orlando, Florida and its governmental audit staff consists of the Firm's two partners and five professionals. Your audit will be performed by the engagement partner and the audit staff listed in the following section. The partner will be involved in all aspects of your engagement including performing fieldwork on location and available year round for questions and support.

McCradly Hess will assure that a licensed CPA will direct the audit. All employees of the Firm have completed the continuing education requirements for government accounting as included in our policies and procedures manual. Anticipated responsibilities are included in the resumes in the following section.

We are dedicated to keeping abreast of the specific laws, rules and regulations associated with the organization as well as the governmental auditing standards. The members of McCradly Hess are recognized as one of the leading providers of CPA firm services to the charter school community in Florida. Since the late 1990's and the inception of the charter school movement, our partners have provided assurance and tax services to more than 100 charter schools, and not-for-profit organizations throughout Florida and the United States. As such, we are accustomed to aggressive deadlines. Our firm considers each organization and their deadlines equally as important.

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Reference to Peer Review Report

As previously mentioned, McCrady Hess was established in order to focus professional resources, time and research into the movement of charter schools throughout the Southeast. We are in good standing with the AICPA and intend to continue membership in the Government Audit Quality Center. A peer review under that section is required every three years. As such, we have completed a successful peer review in March 2015. We have included a copy of this report herein. This peer review included a review of specific local governmental engagements and an intense review of an engagement that included requirements of OMB A-133. The reviewer was very complimentary and it resulted in no comments. As the Firm was established in 2010, there are currently only two peer reviews that have been performed and completed to date.

Why select McCrady Hess

McCrady Hess is different from other firms being considered in that our partners have a varied background as well as past Big Four experience. They have maintained the best of a big firm and the best of a small firm and merged the two together to make a dynamic CPA firm. In addition, we have extensive experience with inside nonindependent services as well as providing audit services to charter schools for over 15 years which helps us bring additional value to the Corporation which most other firms do not have. We are a full service CPA firm for charter schools and want to add value beyond the traditional services.

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Standard Billing Rates

The size of the firm’s governmental staff is seven professionals. The following is the standard hourly billing rates for each class of professional for the last three years:

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Staff	\$75	\$75	\$75
Senior	\$100	\$100	\$100
Partner	\$150	\$150	\$175

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Resume

Stacy McCrady, CPA

Engagement Partner

Engagement Responsibility

Stacy will serve as the engagement partner, responsible for the ongoing communication with management and the board of governance as well as perform and supervise fieldwork.

Experience

Stacy began her career in public accounting at Coopers & Lybrand in Orlando. Prior to forming McCrady Hess, Stacy was a partner in another local firm for several years focusing most of her time on assurance. During that time, she initiated and was responsible for developing a niche in the audits of charter schools. She has spent over 15 years expanding her knowledge regarding the laws, rules and regulations required for charter school accountability. Her concentration in the Firm is to provide personal quality professional services in the areas of assurance, accounting and tax, primarily to the charter school industry.

Education

Stacy attended Wake Forest University in North Carolina. She has a Bachelor's degree in Accounting and a Master of Science in Taxation from the University of Central Florida. She and the Firm are members of the Florida Consortium of Charter Schools and the Rollins Philanthropic Organization. Continuing professional education within the last two years include governmental and nonprofit conferences, classes on fraud and internal controls, as well as taxation of nonprofit organizations.

Member of:

American Institute of
Certified Public
Accountants

Florida Institute of
Certified Public
Accountants



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Resume

Amanda Larson

Audit Senior

Engagement Responsibility

As an auditor, Amanda will serve as the Audit Senior who will lead the support audit team in performing the financial and compliance requirements of the engagement.

Experience

Amanda has several years of experience in public accounting including working in a public accounting firm in Wisconsin, New York City and finally "DAC" Bonds (former affiliate of Ernst & Young) in Orlando, Florida. Amanda reviewed the compliance requests of bonds issued to small and local governments. At McCrady Hess for the past two years, her concentration has been to provide personal quality professional services in the area of assurance and accounting, primarily to the charter school industry. Amanda also serves on the board of governance for Odyssey Charter School.

Education

Amanda attended the University of Wisconsin – Madison. She has a Bachelor's degree in Genetics and a Master of Science in Accounting from the University of Wisconsin – Milwaukee. She and the Firm are members of the Florida Consortium of Charter Schools and the Rollins Philanthropic Organization. Continuing professional education within the last two years include governmental and nonprofit conferences, classes on fraud and internal controls, as well as taxation of non profit organizations.

Licenses and Certifications

CPA, licensed in Wisconsin

Member of:

American Institute of

Certified Public

Accountants

Wisconsin Alumni

Association



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Resume

Joe Crews

Audit Staff

Engagement Responsibility

Joe will be responsible for performing financial and compliance audit requirements of the engagement.

Experience

Joe has been working in the accounting and assurance department since November 2012. Joe has been involved in the examination the accounting records, review of legal documents, inquiries regarding internal controls and accounting procedures, and other practices necessary to prepare the assurance work papers and reports.

Education

Joe received his Bachelor's degree in Accounting & Finance from the University of Central Florida.

Member of:

University of Central
Florida Alumni
Association



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Charter School Audit Experience

The referenced engagement team and members of the Firm have managed charter school audits ranging from 80 hours to more than 800 hours and with budgets from \$700,000 to over \$22 million. The partners of the Firm have provided services and will continue to provide services to both not-for-profit and for profit educational institutions. Please find the attached client listing. Additionally, we currently have thirty monthly accounting and consulting engagements with Florida charter schools. The services provided range from day-to-day accounting operations to preparing and providing monthly reports to the Sponsor as required. Therefore, we have the privilege to experience the full challenges of operating a charter school business. We also have experience and currently work with one of the largest management companies in Florida assisting with audit preparation and accountability to the various sponsors. This experience only enhances our sensitivity to provide an efficient and non-disruptive audit process.

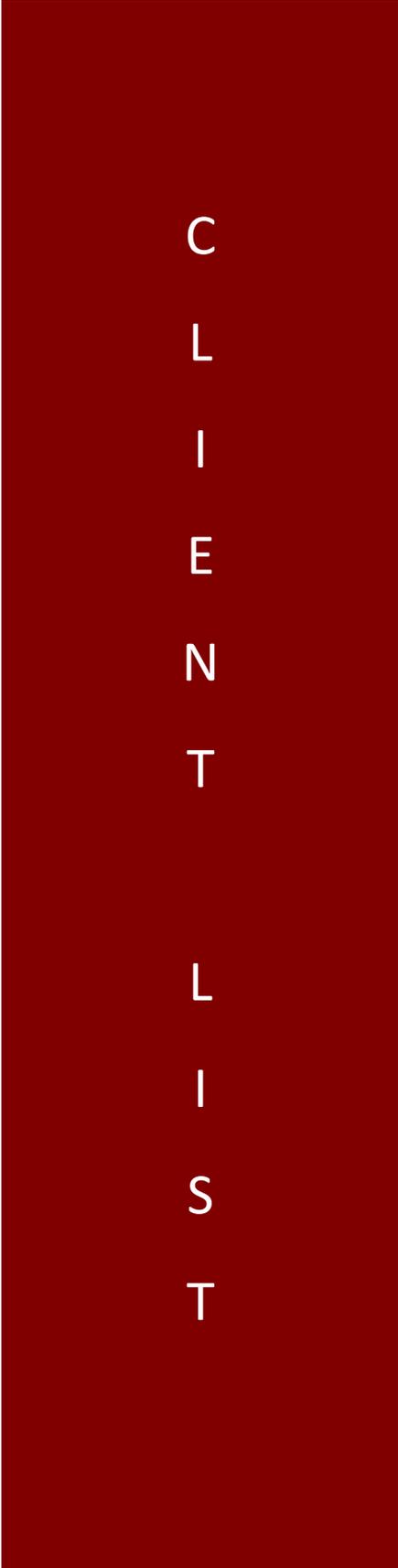
Finally, we have the experience and resources to provide tax, accounting, consulting or assurance services to entities of all sizes and varied industries due to our backgrounds. Collectively, our partners have been employed in several different Big Four firms and local firms, performed accounting functions at private multistate organizations, performed public accounting services for public initial offerings and served on nonprofit board of directors. We pride ourselves on addressing each engagement with the same professional quality personal approach.

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List of Clients

Access Charter School Roger Watkins 1100 Lee Road Orlando, FL 32810 321-319-0640	Stacy McCrady
Achievement Academy, Inc. John Burton 716 E. Bella Vista Street Kissimmee, FL 34744 863-683-6504	Stacy McCrady
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City of Palms Charter High School Amy Rohner 2830 Winkler Ave., Suite #201 Fort Myers, FL 33916 239-561-6611	Stacy McCrady
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Accelerated Learning Schools Green Springs High School Greg Engeman 3555 NW 7th St Miami, FL 33125 321-299-4602	Stacy McCrady
Hope Charter School Crystal Yoakum 1550 East Crown Point Road Ocoee, FL 34761 407-656-4673	Stacy McCrady
Legacy Charter School Crystal Yoakum 1550 East Crown Point Road Ocoee, FL 34761 407-656-4673	Stacy McCrady
Marco Island Academy High School Melissa Scott 1450 Winterberry Drive Marco Island, FL 34145 239-377-3200	Stacy McCrady

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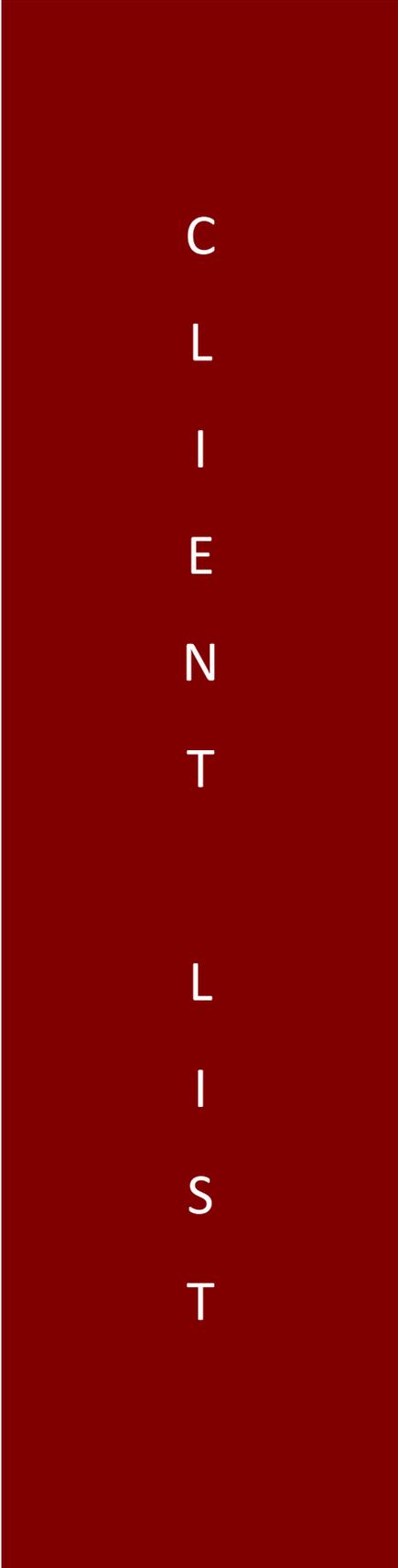
Marco Island Charter Middle School George Abounader 1401 Trinidad Avenue Marco Island, FL 34145 239- 377-3200	Stacy McCrady
Mason Classical Academy Susan Turner 3073 Horseshoe Dr. S. Suite #104 Naples, FL 34104 239- 227-2838	Stacy McCrady
Accelerated Learning Schools North Gardens High School Greg Engeman 4692F NW 183rd St Miami Gardens, FL 33055 321-299-4602	Stacy McCrady
Accelerated Learning Schools North Park High School Greg Engeman 3400 NW 135th St Opa Locka, FL 33054 321-299-4602	Stacy McCrady
Oasis Middle School Edna Bailey 202 13th Avenue East Bradenton, FL 34208 941-749-1979	Stacy McCrady
Our Children's Academy Steve Whittaker 555 Burns Avenue Lake Wales, FL 33853 863-679-3338	Stacy McCrady
Palm Acres Charter High School Amy Rohner 507 Sunshine Blvd. Lehigh Acres, FL 33971 239-491-2714	Stacy McCrady

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Princeton House Charter School Kim Gelaila 1166 Lee Road Orlando, FL 32810 407-523-7121	Stacy McCrady
Prosperitas Leadership Academy Nadia Pierre 4504 S. Orange Blossom Trial Orlando, FL 32839 407-816-3566	Stacy McCrady
Accelerated Learning Schools Quantum High School Gary Resnick 1275 Gateway Blvd. Boynton Beach, FL 33426 954-716-8111	Stacy McCrady
Richard Milburn Academy HS Paul Augello 1300 Forest Lake Ct. Mitchellville, MD 20721 212-786-7913	Stacy McCrady
Richard Milburn Academy MS Paul Augello 1300 Forest Lake Ct. Mitchellville, MD 20721 212-786-7913	Stacy McCrady
Ridgeview Global Studies Academy Ralph Frier 1000 Dunson Road Davenport, FL 33896 863-419-3171	Stacy McCrady
St. Peters Academy Ruth Jefferson 4250 28th Ave. Vero Beach, FL 32967 772-562-1963	Stacy McCrady





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SunEd High Barry Goldberg 2360 W Oakland Park Blvd Oakland Park, FL 33311 954-678-3939	Stacy McCrady
SunEd High - North Broward Barry Goldberg 1121 Banks Road Margate, FL 33063 954-246-4004	Stacy McCrady
The Child and Family Developmental Center, Inc. Horizon Charter School of Tampa Dr. Andrew Hicks 6710 86th Avenue North Pinellas Park, FL 33782 813-887-3800	Stacy McCrady
Team Success a School of Excellence Frederick Spence 202 13th Avenue East Bradenton FL, 34208 941-714-7260	Stacy McCrady
The Passport School Dr. Osvaldo Garcia 5221 Curry Ford Road Orlando, FL 32812 407-658-9900	Stacy McCrady
Accelerated Learning Schools Worthington High School Gary Resnick 2636 Elm Hill Pike, Suite 500 Nashville, TN 37214 954-716-8111	Stacy McCrady

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Specific Audit Approach, Communication Plan and Timeline

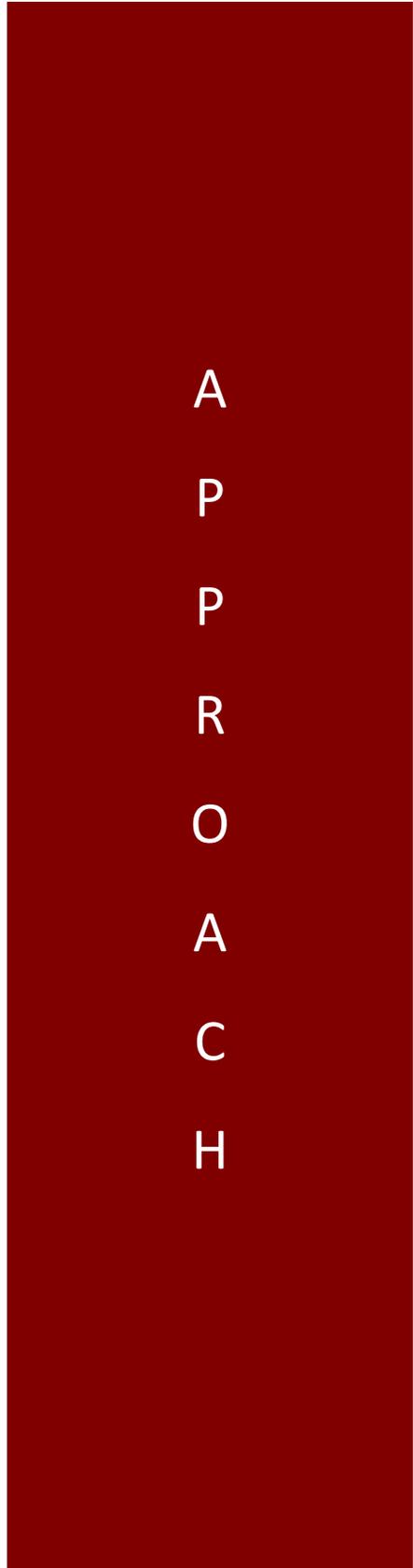
McCradly Hess has implemented the following specific audit approach plan to ensure the audit of the Corporation is performed efficiently and effectively to minimize disruption to the Corporation and support personnel.

We will schedule fieldwork based upon on the availability and convenience of the Corporation’s management and personnel with the requested delivery date as the primary focus. If appointed, our approach to the audit will be conducted in three phases.

Phase 1- Planning and Interim Fieldwork

The auditors will provide a detailed audit plan and a list of all schedules to be prepared by the Corporation by June. Audit fieldwork will be performed on site by the partner and audit staff personnel in August. The fieldwork for the Corporation will be focused on, but not limited to completing the following:

- Gaining an understanding and documenting the internal controls of the Corporation. This will be accomplished through discussions with accounting personnel and the review of selected processed transactions. A thorough risk assessment analysis will be performed to determine the amount and nature of substantive tests. Control testing is not expected to be utilized in the initial year.
- Compliance testing of laws and regulations in accordance with the Florida Statutes 1002.33. This will include student and personnel testing and review of compliance with Florida laws.
- Preparation of year end confirmations and legal letters.
- Review of board of director minutes.





- Disbursement and receipt testing and other substantive testing of account balance will serve as a dual test for the financial statement audit.
- Preliminary analytical procedures to be used to determine audit areas for planning the substantive tests.

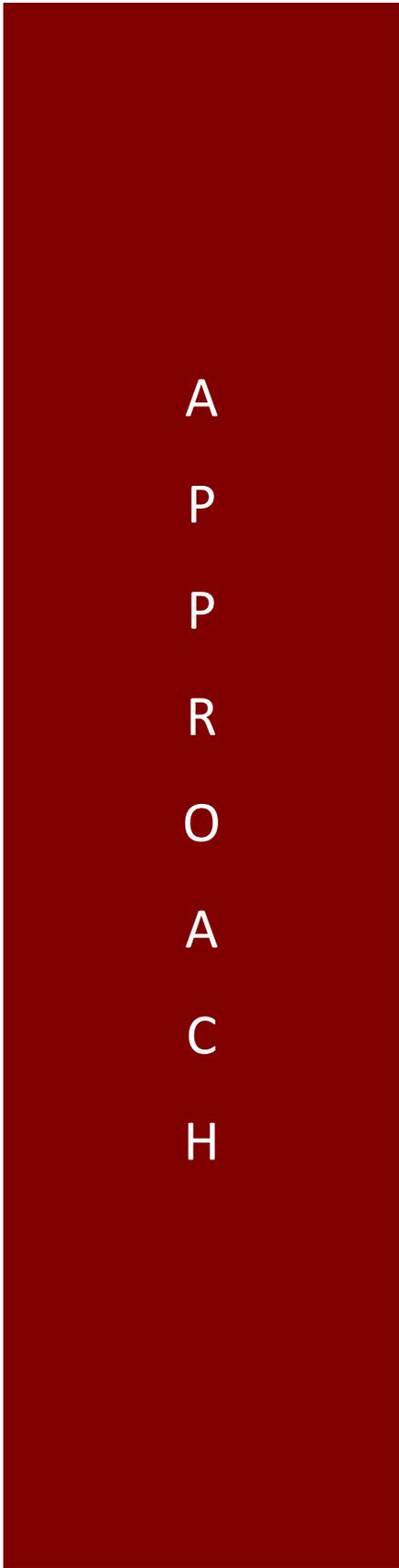
We will sample and test the Corporation's transactions and compliance requirements as part of our audit. Our samples will be based on guidance of the AICPA sampling requirements. Specific guidelines are provided for audits over federal expenditures. Upon the completion of this phase of fieldwork, we will conduct a meeting with management to discuss our results of testing and a plan for final fieldwork testing. This segment will be performed by the engagement partner as well as senior and supporting staff.

Phase 2- Final Fieldwork

The final fieldwork will be performed in August by the same audit team members to ensure consistency with the Corporation's personnel. The final fieldwork will consist of audit procedures including, but not limited to:

- Finalizing any open compliance testing.
- Substantive testing all material accounts balances (cash, related party balances, liabilities, net assets and revenues and expenses). All substantive testing will be performed using samples and auditor judgment sample size and methodology will be considered based on the AICPA guidelines.
- Final analytical review will be used as a substantive test for account balances that are not material or subject to substantial risk.
- Exit interviews with the Corporation's management and accounting personnel.

All final field work will be completed by August.





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This segment will be performed by the engagement and partner as well as the senior and supporting staff.

Phase 3 - Reporting and Delivery

The final stage will be completed at our office in Orlando, Florida. The draft of the financials will be provided to the Executive Director for review and approval prior to issuance. This phase will be completed in order for all reports to be published by September 15th. This phase consists of:

- Partner review and approval of executive audit plan.
- Preparing the draft and final reports.
- Evaluating and discussing audit adjustments, if any.
- Preparation of our written communication of internal control, compliance related matters and the management letter.

This phase will be performed by the senior and engagement partner and a senior.

Assurance Statement

McCradly Hess is pleased to provide this assurance statement that all fieldwork will be completed and the final statement issued no later than September 15th. Additionally, the Firm has anticipated the current workload and has the full capability to service this account.

Potential Problems

McCradly Hess does not anticipate any general audit problems. Any problems would be thoroughly discussed with management prior to any resolution.

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Price Proposal and Manner of Payment

Our estimated fee for Four Corners Charter School, Inc. should be no more than \$6,000. There will not be any change or increase in fees for the next two consecutive audit periods ending in 2017 and 2018. The audit will be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA) and the standards set forth by the Governmental Accounting Standard Board (GASB) for state and local governments. The primary purpose of this audit is to express an opinion on the financial statements of the Corporation.

Tax Service Fee

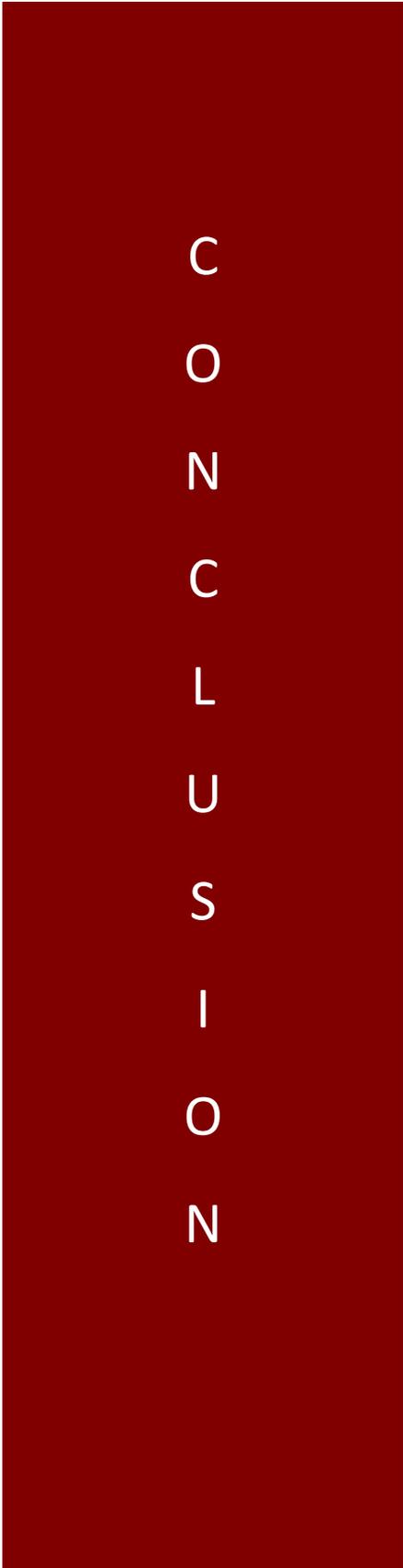
Assuming only one tax return, the amount estimated for the preparation of the 990 is \$1,500 for 2015 with no change or increase to fees for two consecutive years 2016 and 2017, respectively. This document will be delivered to you in time to file by their respective due dates.

Manner of payment

In consideration of the fees to be generated and the length of the audit engagement, progress billing will be permitted on a percentage of completion basis. The final payment will be received upon resolution of any open issues or delivery of any remaining items performed.

Conclusion

McCrady Hess would be excited to be your CPA firm of choice. We take our mission to servicing charter schools seriously and whole heartedly. We believe r is very important because Four Corners Charter School, Inc. of the public role it provides to the community. We would work together as a team to develop a strong and mutually benefitting relationship. Thank you for your time and considering us to serve Four Corners Charter School, Inc.



Baggett, Reutimann & Associates, CPAs PA

Certified Public Accountants

Judson B. Baggett, MBA, CPA, CVA, Partner
Marcel Reutimann, CPA, Partner

6815 Dairy Road
Zephyrhills, FL 33542
Phone: (813) 788-2155
Fax: (813) 782-8606

System Review Report

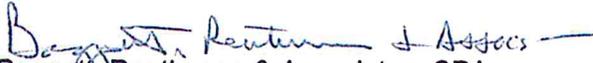
To the Partners
McCrary | Hess, CPAs, PLLC
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

March 17, 2015

We have reviewed the system of quality control for the accounting and auditing practice of McCrary | Hess, CPAs, PLLC, (the firm), in effect for the year ended September 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and examinations of service organizations (Service Organizations Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of McCrary | Hess, CPAs, PLLC, in effect for the year ended September 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. McCrary | Hess, CPAs, PLLC, has received a peer review rating of *pass*.


Baggett, Reutimann & Associates, CPAs,

(MCCRADY HESS_REPORT15)



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**TECHNICAL PROPOSAL FOR
INDEPENDENT AUDITING AND TAX SERVICES**

Prepared for

**Four Corners Charter School
A division of Four Corners Charter
School, Inc.**

April 27, 2016

Prepared by

**McCrady Hess
Stacy McCrady, Audit Partner
1000 Legion Place, Suite 701
Orlando, Florida 32801
407-478-4020**



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1000 Legion Place, Suite 701 ■ Orlando, FL 32801

Office 407-478-4020 ■ Fax 407-478-4021 ■ cpa@mccradyhess.com ■ www.mccradyhess.com



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TRANSMITTAL LETTER

To Board of Governance of
Four Corners Charter School

McCrady Hess, PLLC (MH or the “Firm”) is excited to prepare this technical proposal for audit services for Four Corners Charter School (the “School”). McCrady Hess was established to focus on providing quality audit, accounting and tax services primarily to not-for-profit organizations and governmental organizations, with a primary focus on Florida charter schools. The School would have at its disposal the resources of individuals and collectively, a firm, that has dedicated its mission to assisting charter schools with their accountability.

If selected as your auditors, we will perform the audit of Four Corners Charter School and issue and present its financial statements in conformity with *generally accepted accounting principals* and *government auditing standards* as of and for the year ended June 30, 2016 and thereafter subject to an annual renewal of the engagement. We offer you our full commitment that we will have the reports ready for publication no later than September 15th and the final statements filed with the Osceola County School District and the Florida Auditor General by the required deadline.

We recognize there are other quality CPA firms providing professional services to the charter school industry. We feel McCrady Hess is the best qualified firm to perform your engagement based on the time and dedication the partners have committed to the charter school industry. The partners have been involved in the charter school movement since inception in the late 1990’s and have dedicated countless hours to assisting the success and growth of charter schools. As such, Stacy McCrady has served as an expert witness and consultant in Polk County advocating for equal funding for charter schools. Additionally, as part of our dedication, McCrady Hess has developed the only charter school Apple App for the “Red Book” and offers it at no charge to charter school professionals and administrators.

The partners are pleased to provide this proposal as a firm and irrevocable offer to Four Corners Charter School will be performed predominantly by the audit partner with extensive charter school experience and with assistance by qualified staff. Therefore, the quality of the audit services over the terms of the agreement will be consistent at the highest level possible.

We appreciate the opportunity to provide you this technical proposal and would be honored to be chosen as your independent audit firm. We welcome any questions regarding this proposal.

Very Truly Yours,

A handwritten signature in black ink that reads 'MCCRADY HESS' in a cursive, slightly stylized font.

1000 Legion Place, Suite 701 ■ Orlando, FL 32801

Office 407-478-4020 ■ Fax 407-478-4021 ■ cpa@mccradyhess.com ■ www.mccradyhess.com



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Licensure

The Firm and its team members maintain licensure with the State of Florida. Additionally, all supervisory professional members maintain the required licensure and continuing education as required for audits of governmental entities. Each individual associated with the audit has complied with all applicable continuing education requirements for audits of governmental entities.

Independence

Each member of the Firm is in good standing with the American Institute of Certified Public Accountants (AICPA) and meets the auditor independence requirements with respect to the School. The Firm understands and has knowledge of the independence standards as defined by the U.S. General Accounting Office's Government Auditing Standards. In addition, we are required to comply with such independence standards in all audits we conduct.

Continuing Professional Education

The Firm and its partners continually attend a variety of continuing education classes in order to meet their licensure requirements and to stay up-to-date on the changes in the charter school accounting and reporting sector. On an annual basis, the Firm and its partners intend to participate or complete the following continuing education classes and other conferences:

- National Charter School Conference (every other year)
- Florida Charter School Conference
- Governmental Annual Update
- Nonprofit Annual Update
- Applying A-133 to Governmental Organizations
- IRS Form 990 Updates

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Firm Qualifications and Experience

The Firm's office is located in Orlando, Florida and its governmental audit staff consists of the Firm's two partners and five professionals. Your audit will be performed by the engagement partner and the audit staff listed in the following section. The partner will be involved in all aspects of your engagement including performing fieldwork on location and available year round for questions and support.

McCradly Hess will assure that a licensed CPA will direct the audit. All employees of the Firm have completed the continuing education requirements for government accounting as included in our policies and procedures manual. Anticipated responsibilities are included in the resumes in the following section.

We are dedicated to keeping abreast of the specific laws, rules and regulations associated with the organization as well as the governmental auditing standards. The members of McCradly Hess are recognized as one of the leading providers of CPA firm services to the charter school community in Florida. Since the late 1990's and the inception of the charter school movement, our partners have provided assurance and tax services to more than 100 charter schools, and not-for-profit organizations throughout Florida and the United States. As such, we are accustomed to aggressive deadlines. Our firm considers each organization and their deadlines equally as important.

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Reference to Peer Review Report

As previously mentioned, McCrady Hess was established in order to focus professional resources, time and research into the movement of charter schools throughout the Southeast. We are in good standing with the AICPA and intend to continue membership in the Government Audit Quality Center. A peer review under that section is required every three years. As such, we have completed a successful peer review in March 2015. We have included a copy of this report herein. This peer review included a review of specific local governmental engagements and an intense review of an engagement that included requirements of OMB A-133. The reviewer was very complimentary and it resulted in no comments. As the Firm was established in 2010, there are currently only two peer reviews that have been performed and completed to date.

Why select McCrady Hess

McCrady Hess is different from other firms being considered in that our partners have a varied background as well as past Big Four experience. They have maintained the best of a big firm and the best of a small firm and merged the two together to make a dynamic CPA firm. In addition, we have extensive experience with inside nonindependent services as well as providing audit services to charter schools for over 15 years which helps us bring additional value to the School which most other firms do not have. We are a full service CPA firm for charter schools and want to add value beyond the traditional services.

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Standard Billing Rates

The size of the firm’s governmental staff is seven professionals. The following is the standard hourly billing rates for each class of professional for the last three years:

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Staff	\$75	\$75	\$75
Senior	\$100	\$100	\$100
Partner	\$150	\$150	\$175

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Resume

Stacy McCrady, CPA

Engagement Partner

Engagement Responsibility

Stacy will serve as the engagement partner, responsible for the ongoing communication with management and the board of governance as well as perform and supervise fieldwork.

Experience

Stacy began her career in public accounting at Coopers & Lybrand in Orlando. Prior to forming McCrady Hess, Stacy was a partner in another local firm for several years focusing most of her time on assurance. During that time, she initiated and was responsible for developing a niche in the audits of charter schools. She has spent over 15 years expanding her knowledge regarding the laws, rules and regulations required for charter school accountability. Her concentration in the Firm is to provide personal quality professional services in the areas of assurance, accounting and tax, primarily to the charter school industry.

Education

Stacy attended Wake Forest University in North Carolina. She has a Bachelor's degree in Accounting and a Master of Science in Taxation from the University of Central Florida. She and the Firm are members of the Florida Consortium of Charter Schools and the Rollins Philanthropic Organization. Continuing professional education within the last two years include governmental and nonprofit conferences, classes on fraud and internal controls, as well as taxation of nonprofit organizations.

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Amanda Larson

Audit Senior

Engagement Responsibility

As an auditor, Amanda will serve as the Audit Senior who will lead the support audit team in performing the financial and compliance requirements of the engagement.

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Audit Staff

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Finally, we have the experience and resources to provide tax, accounting, consulting or assurance services to entities of all sizes and varied industries due to our backgrounds. Collectively, our partners have been employed in several different Big Four firms and local firms, performed accounting functions at private multistate organizations, performed public accounting services for public initial offerings and served on nonprofit board of directors. We pride ourselves on addressing each engagement with the same professional quality personal approach.

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Discovery Academy of Lake Alfred Carol Fulks 1000 North Buena Vista Drive Lake Alfred, FL 33850 863-295-5955	Stacy McCrady
Emma Jewel Charter Academy Thomas Cole 705 Blake Avenue Cocoa, FL 32922 321-634-5462	Stacy McCrady
Accelerated Learning Schools Green Springs High School Greg Engeman 3555 NW 7th St Miami, FL 33125 321-299-4602	Stacy McCrady
Hope Charter School Crystal Yoakum 1550 East Crown Point Road Ocoee, FL 34761 407-656-4673	Stacy McCrady
Legacy Charter School Crystal Yoakum 1550 East Crown Point Road Ocoee, FL 34761 407-656-4673	Stacy McCrady
Marco Island Academy High School Melissa Scott 1450 Winterberry Drive Marco Island, FL 34145 239-377-3200	Stacy McCrady

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Marco Island Charter Middle School George Abounader 1401 Trinidad Avenue Marco Island, FL 34145 239- 377-3200	Stacy McCrady
Mason Classical Academy Susan Turner 3073 Horseshoe Dr. S. Suite #104 Naples, FL 34104 239- 227-2838	Stacy McCrady
Accelerated Learning Schools North Gardens High School Greg Engeman 4692F NW 183rd St Miami Gardens, FL 33055 321-299-4602	Stacy McCrady
Accelerated Learning Schools North Park High School Greg Engeman 3400 NW 135th St Opa Locka, FL 33054 321-299-4602	Stacy McCrady
Oasis Middle School Edna Bailey 202 13th Avenue East Bradenton, FL 34208 941-749-1979	Stacy McCrady
Our Children's Academy Steve Whittaker 555 Burns Avenue Lake Wales, FL 33853 863-679-3338	Stacy McCrady
Palm Acres Charter High School Amy Rohner 507 Sunshine Blvd. Lehigh Acres, FL 33971 239-491-2714	Stacy McCrady

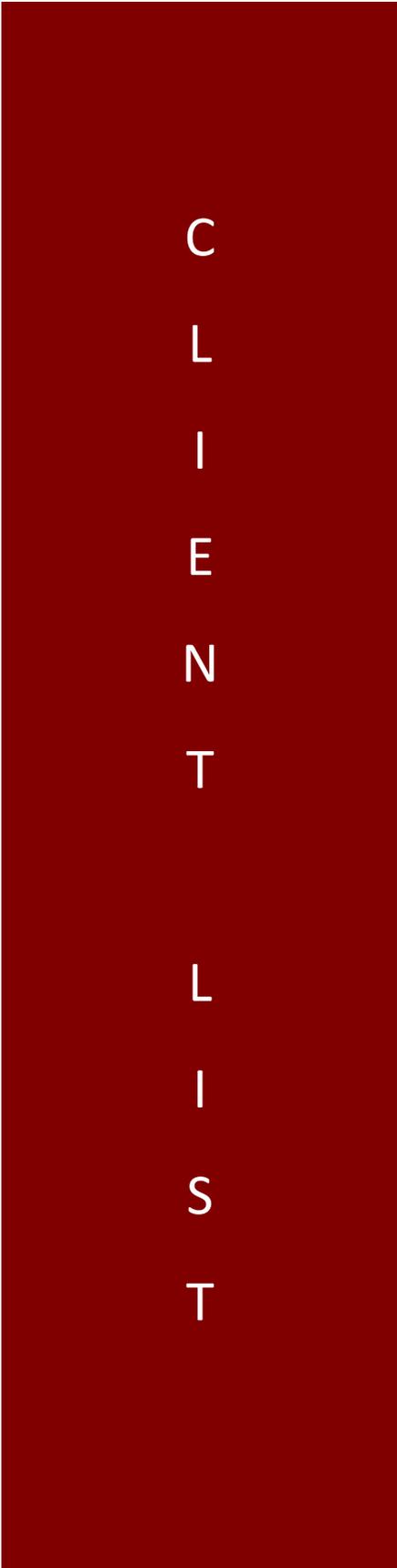
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Princeton House Charter School Kim Gelaila 1166 Lee Road Orlando, FL 32810 407-523-7121	Stacy McCrady
Prosperitas Leadership Academy Nadia Pierre 4504 S. Orange Blossom Trial Orlando, FL 32839 407-816-3566	Stacy McCrady
Accelerated Learning Schools Quantum High School Gary Resnick 1275 Gateway Blvd. Boynton Beach, FL 33426 954-716-8111	Stacy McCrady
Richard Milburn Academy HS Paul Augello 1300 Forest Lake Ct. Mitchellville, MD 20721 212-786-7913	Stacy McCrady
Richard Milburn Academy MS Paul Augello 1300 Forest Lake Ct. Mitchellville, MD 20721 212-786-7913	Stacy McCrady
Ridgeview Global Studies Academy Ralph Frier 1000 Dunson Road Davenport, FL 33896 863-419-3171	Stacy McCrady
St. Peters Academy Ruth Jefferson 4250 28th Ave. Vero Beach, FL 32967 772-562-1963	Stacy McCrady





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SunEd High Barry Goldberg 2360 W Oakland Park Blvd Oakland Park, FL 33311 954-678-3939	Stacy McCrady
SunEd High - North Broward Barry Goldberg 1121 Banks Road Margate, FL 33063 954-246-4004	Stacy McCrady
The Child and Family Developmental Center, Inc. Horizon Charter School of Tampa Dr. Andrew Hicks 6710 86th Avenue North Pinellas Park, FL 33782 813-887-3800	Stacy McCrady
Team Success a School of Excellence Frederick Spence 202 13th Avenue East Bradenton FL, 34208 941-714-7260	Stacy McCrady
The Passport School Dr. Osvaldo Garcia 5221 Curry Ford Road Orlando, FL 32812 407-658-9900	Stacy McCrady
Accelerated Learning Schools Worthington High School Gary Resnick 2636 Elm Hill Pike, Suite 500 Nashville, TN 37214 954-716-8111	Stacy McCrady

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Specific Audit Approach, Communication Plan and Timeline

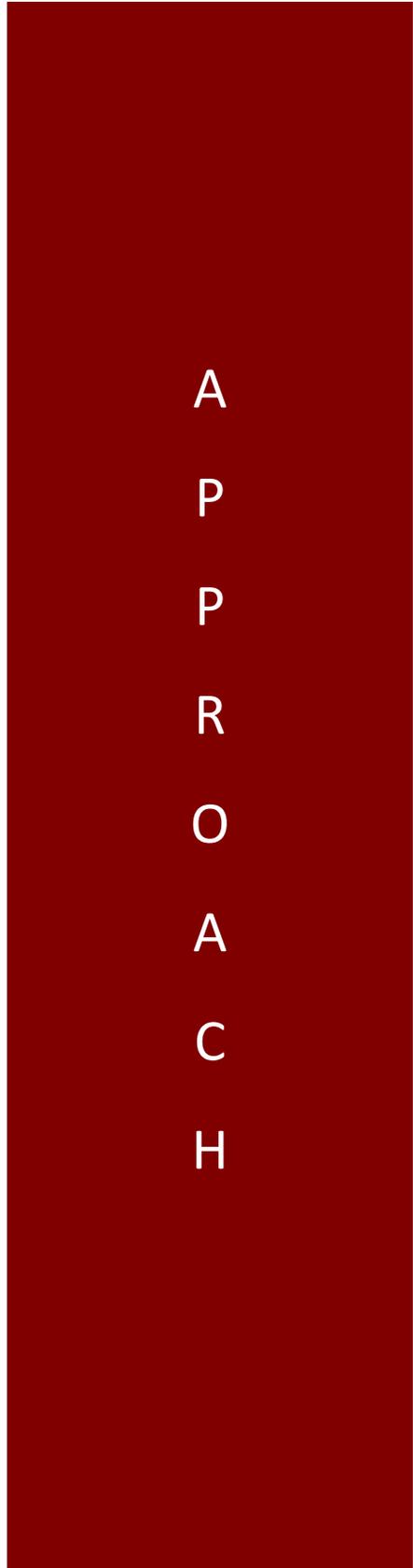
McCrady Hess has implemented the following specific audit approach plan to ensure the audit of the School is performed efficiently and effectively to minimize disruption to the School and support personnel.

We will schedule fieldwork based upon on the availability and convenience of the School’s management and personnel with the requested delivery date as the primary focus. If appointed, our approach to the audit will be conducted in three phases.

Phase 1- Planning and Interim Fieldwork

The auditors will provide a detailed audit plan and a list of all schedules to be prepared by the School by May. Audit fieldwork will be performed on site by the partner and audit staff personnel in August. The fieldwork for the School will be focused on, but not limited to completing the following:

- Gaining an understanding and documenting the internal controls of the School. This will be accomplished through discussions with accounting personnel and the review of selected processed transactions. A thorough risk assessment analysis will be performed to determine the amount and nature of substantive tests. Control testing is not expected to be utilized in the initial year.
- Compliance testing of laws and regulations in accordance with the Florida Statutes 1002.33. This will include student and personnel testing and review of compliance with Florida laws.
- Preparation of year end confirmations and legal letters.
- Review of board of director minutes.





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- Disbursement and receipt testing and other substantive testing of account balance will serve as a dual test for the financial statement audit.
- Preliminary analytical procedures to be used to determine audit areas for planning the substantive tests.

We will sample and test the School’s transactions and compliance requirements as part of our audit. Our samples will be based on guidance of the AICPA sampling requirements. Specific guidelines are provided for audits over federal expenditures. Upon the completion of this phase of fieldwork, we will conduct a meeting with management to discuss our results of testing and a plan for final fieldwork testing. This segment will be performed by the engagement partner as well as senior and supporting staff.

Phase 2- Final Fieldwork

The final fieldwork will be performed in August by the same audit team members to ensure consistency with the School’s personnel. The final fieldwork will consist of audit procedures including, but not limited to:

- Finalizing any open compliance testing.
- Substantive testing all material accounts balances (cash, related party balances, liabilities, net assets and revenues and expenses). All substantive testing will be performed using samples and auditor judgment sample size and methodology will be considered based on the AICPA guidelines.
- Final analytical review will be used as a substantive test for account balances that are not material or subject to substantial risk.
- Exit interviews with the School’s management and accounting personnel.

All final field work will be completed by August.

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This segment will be performed by the engagement and partner as well as the senior and supporting staff.

Phase 3 - Reporting and Delivery

The final stage will be completed at our office in Orlando, Florida. The draft of the financials will be provided to the Executive Director for review and approval prior to issuance. This phase will be completed in order for all reports to be published by September 15, 2016. This phase consists of:

- Partner review and approval of executive audit plan.
- Preparing the draft and final reports.
- Evaluating and discussing audit adjustments, if any.
- Preparation of our written communication of internal control, compliance related matters and the management letter.

This phase will be performed by the senior and engagement partner and a senior.

Assurance Statement

McCradly Hess is pleased to provide this assurance statement that all fieldwork will be completed and the final statement issued no later than September 15 of each year. Additionally, the Firm has anticipated the current workload and has the full capability to service this account.

Potential Problems

McCradly Hess does not anticipate any general audit problems. Any problems would be thoroughly discussed with management prior to any resolution.

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Price Proposal and Manner of Payment

Our estimated fee for Four Corners Charter School should be no more than \$9,000. There will not be any change or increase in fees for the next two consecutive audit periods ending in 2017 and 2018. The audit will be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA) and the standards set forth by the Governmental Accounting Standard Board (GASB) for state and local governments. The primary purpose of this audit is to express an opinion on the financial statements of the School.

Tax Service Fee

Assuming only one tax return, the amount estimated for the preparation of the 990 is \$1,500 for 2015 with no change or increase to fees for two consecutive years 2016 and 2017, respectively. This document will be delivered to you in time to file by their respective due dates.

Manner of payment

In consideration of the fees to be generated and the length of the audit engagement, progress billing will be permitted on a percentage of completion basis. The final payment will be received upon resolution of any open issues or delivery of any remaining items performed.

Conclusion

McCrady Hess would be excited to be your CPA firm of choice. We take our mission to servicing charter schools seriously and whole heartedly. We believe it is very important because Four Corners Charter School of the public role it provides to the community. We would work together as a team to develop a strong and mutually benefitting relationship. Thank you for your time and considering us to serve Four Corners Charter School.

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Baggett, Reutimann & Associates, CPAs PA

Certified Public Accountants

Judson B. Baggett, MBA, CPA, CVA, Partner
Marcel Reutimann, CPA, Partner

6815 Dairy Road
Zephyrhills, FL 33542
Phone: (813) 788-2155
Fax: (813) 782-8606

System Review Report

To the Partners

March 17, 2015

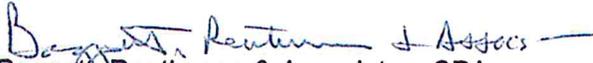
McCrary | Hess, CPAs, PLLC

and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of McCrary | Hess, CPAs, PLLC, (the firm), in effect for the year ended September 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and examinations of service organizations (Service Organizations Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of McCrary | Hess, CPAs, PLLC, in effect for the year ended September 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. McCrary | Hess, CPAs, PLLC, has received a peer review rating of *pass*.


Baggett, Reutimann & Associates, CPAs,

(MCCRADY HESS_REPORT15)

**Proposal to Perform
Audit and Tax Services for:**

Four Corners Charter School

**(Four Corners Charter School, Inc.
and Four Corners Charter School K-5)**

**For the Years Ending
June 30, 2016, 2017 and 2018**



**CONTACT & AUTHORIZED
REPRESENTATIVES:**

W. Ed Moss, Jr., Partner
Joseph M. Krusick, Partner
501 S. New York Ave., Suite 100
Winter Park, Florida 32789
Telephone: (407) 644-5811
moss@mosskrusick.com
krusick@mosskrusick.com
www.mosskrusick.com

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1 - SYSTEM REVIEW REPORT	



May 11, 2016

Partners

W. Ed Moss Jr.
Joe M. Krusick
James R. Dexter
Cori Cameron
Bob Marchewka
Ric Perez

Ms. Angela G. Barner
The School District of Osceola County, FL
Business and Fiscal Services
817 Bill Beck Blvd.
Kissimmee, FL 34744-4495

Re: Proposal to Provide Audit and Tax Services

Dear Ms. Barner:

The partners and staff of Moss, Krusick & Associates, LLC ("Moss Krusick") sincerely appreciate this opportunity to propose on audit services for the **Four Corners Charter School**. With experience and a commitment to providing the highest level of service to our clients, we strongly believe we are the right CPA firm for your organization and will be able to perform the work within the established time period. The following highlights address key points of our proposal:

- Moss Krusick, with deep roots in the Orlando and Central Florida accounting community going back over 25 years, has 35 employees and considerable experience in the non-profit and governmental industries with **non-profit and governmental clients that represent over 35% of our practice. We recently received the 2014 Corporate International Magazine Global Award for Non-Profit Sector Advisory Firm of the Year in Florida.**
- We understand the non-profit industry as we currently perform auditing and tax services for a variety of non-profit, governmental and educational organizations including **PM Wells Charter Academy, Bellalago Charter Academy, Waverly Academy Charter School, St. Cloud Preparatory Academy, twelve Early Learning Coalitions throughout Florida, and the Foundations for Osceola and Seminole County School Boards.** The Executive Directors of these organizations can be contacted for references.
- **We actively support the mission of our many non-profit clients** by volunteering our time, getting involved in fundraising events and being advocates of the organizations. In 2012, we co-chaired a fundraiser for a large non-profit organization that raised over \$85,000 and **received the Orlando Sentinel's Community Service Champion Award. During the previous 12 months, we have contributed In-Kind fees and contributions in excess of \$125,000. In addition, we were recently listed as one of the Top Philanthropic Companies by the Orlando Business Journal.**
- **We maintain minimal turnover**, are consistently ranked in the top 5 for the Orlando Sentinel Top 100 Companies for Working Families and the Orlando Business Journal Healthiest Employer, and have a family friendly positive culture within the firm.
- Moss Krusick is a member of BDO Alliance USA, an Association of high-quality, accounting and consulting firms with a global network in 152 countries. This **gives Moss Krusick the resources of BDO, the 5th largest accounting firm in the world.**

501 S. New York Ave.
Suite 100
Winter Park, FL 32789
Phone: 407-644-5811
Fax: 407-644-6022
www.mosskrusick.com

American Institute of
Certified Public
Accountants

Florida Institute of
Certified Public
Accountants

Please contact me at (407) 644-5811 with any questions as I am authorized to make representations on behalf of the firm and bind the firm to contractual obligations. We are honored to know you are considering our firm, and look forward to working together.

Sincerely,

A handwritten signature in blue ink that reads "Ed Moss".

W. Ed Moss, Jr.
Managing Partner

SECTION 2 – EXECUTIVE SUMMARY

FIRM OVERVIEW, AWARDS, AND NATIONAL FIRM RESOURCES:

Moss Krusick is ideally suited to provide the type of services needed by **Four Corners Charter School**. As an independently owned CPA firm located in Central Florida, we have the depth to deliver quality services across a wide range of issues in a responsive and proactive manner. Our reputation for personal service and experience with non-profit and governmental entities makes us well qualified to provide the services needed. Our policy is to respond promptly to questions; emails or phone calls will generally be returned within the same business day. We are very proud and honored to have the following accomplishments:

- Inside Public Accounting – Top 5 Fastest Growing Firms for three of the previous five years
- The Orlando Sentinel – 2012 Community Service Champion – 249 Employees and Below
- The Orlando Sentinel – Top 100 Companies for Working Families for the previous four years – Ranked 3rd, ahead of all other accounting firms in 2015
- The Orlando Business Journal – 2012 Healthiest Employer Champion, Finalist for previous four years – Small Business Category
- City of Winter Park – Hall of Fame Inductee 2014
- Corporate International Magazine Global Award for Non-Profit Sector Advisory Firm of the Year in Florida
- The Orlando Business Journal – Top Philanthropic Companies in 2015

We have significant charter school experience as we currently perform audit and accounting services for 11 charter schools, and are very familiar with “red book” accounting requirements for charter schools. In addition, we have a thorough understanding of reporting requirements, operation, and applicable laws related to the Uniform Guidance, OMB Circular A-133, the Florida Single Audit Act and *Government Auditing Standards*.

APPROACH TO CLIENT SERVICE – PROACTIVE, PROMPT & PERSONAL:

We ensure the quality of our product will be extraordinary by following core service values:

- Having a strong business acumen and understanding your business allows us to bring meaningful observations and recommendations to management
- Staying up to date on industry issues by attending national conferences annually and proactively communicating any changes
- We treat our business relationships like a partnership and you will be a high valued client **receiving first priority from our audit and tax partners**
- Recognizing the need to be efficient and proactive throughout the process we are available for questions throughout the year
- We stay responsive and focused by developing a timeline to meet your reporting and filing deadlines, and by **personally delivering our draft reports** ahead of schedule and discussing any questions with management

PROPOSED FEES FOR 2016, 2017 & 2018:

Our proposed total fees for audit and tax services for the year ending June 30, 2016 are a total of \$15,250 (Corporation \$5,000, Charter School \$8,900, and one Form 990 \$1,350), which is after a \$2,000 in-kind donation for each entity. We are also willing to commit to the following fees in total for two additional years: \$15,775 for 2017 and \$16,300 for 2018, which is also after our in-kind donations. There will be no “surprise” billings and the fee includes transition costs from prior auditor and any out-of-pocket and travel expenses. Our firm philosophy is not to bill for every phone call and if we can answer your question without having to do any research we will not bill you for that time.

Our goal is to meet and exceed your expectations. We welcome the opportunity to demonstrate our commitment to delivering quality service at a competitive price.



SECTION 3 – INDEPENDENCE

INDEPENDENCE AND NON-ATTEST SERVICES:

Moss Krusick is independent with respect to **Four Corners Charter School**, as defined by U.S. Generally Accepted Auditing Standards and the U.S. General Accounting Office's *Government Auditing Standards*. There has been no involvement in any professional relationships that would infringe on our independent status.

Moss Krusick can advise you on the selection of appropriate accounting principles and methods; however, the final decisions as to adoption are yours. As to financial reporting, Moss Krusick can prepare the financial statements and footnotes from your trial balance and information provided. Having us provide this service is not an indication of an internal control weakness, but rather a convenience, and does not impair our independence, as the financial statements are subject to your review and approval. In addition, we can propose journal entries, provided you review them and satisfy us that you understand the nature of the proposed entries, their impact on the financial statements and ultimately approve the entries.

Our philosophy is to provide meaningful and necessary services requested by our clients without violating the independence rules. However, we cannot prepare any source documents, authorize or consummate a transaction, have custody of your assets, supervise your employees, or report to the Board of Directors on behalf of management without impairing our independence. Significant auditor judgment is required to properly implement the independence rules.

SECTION 4 – LICENSE TO PRACTICE IN FLORIDA

REGISTRATION, LICENSURE AND PERMIT:

Moss Krusick and all assigned supervisory professional staff are in compliance with the registration, licensure and permit requirements to practice public accounting in the State of Florida.

Below is our current firm license:



SECTION 5 – FIRM QUALIFICATIONS AND EXPERIENCE

Moss Krusick is a local full service accounting firm located in Winter Park, Florida. The firm has 35 professional and administrative personnel including five partners, two who have been in the Orlando area for over 25 years each. The firm was formed in 1990, and has gone through various partnership arrangements. We are a boutique firm serving as an alternative to a national firm.

By providing proactive, personal and prompt services, utilizing our business acumen, and leveraging our in-depth knowledge of specific industries, we are confident our association will be mutually beneficial and profitable.

The firm offers auditing and accounting, tax planning and preparation, and QuickBooks financial statement assistance to approximately 500 small and medium size businesses at competitive prices without sacrificing quality. We have a concentration of clients in the non-profit and governmental, real estate and construction, light manufacturing, restaurant, homeowner and condominium association, and employment benefit plan industries.

The partners who will be working on your engagement have Big Four, international backgrounds and significant experience in the non-profit and governmental industries on a wide range of issues. This background allows us to be proactive in addressing opportunities and concerns.

We are a well-respected CPA and consulting firm in Central Florida. The exceptional reputation that we have earned in the community is the result of hard work and commitment to quality service. We are successful because we stay true to our vision, focus on the mission, and live by core values.

AFFILIATIONS:

Moss Krusick's employees are active members in local professional and business organizations. Through these memberships, we keep abreast of key issues that affect the local business community. We are also able to increase our information network through business and professional contacts and by attending conferences and seminars. Our affiliations include groups within the non-profit, governmental, manufacturing, retail, commercial, and medical industries.

Some of the organizations we are affiliated with include:

- ***BDO Alliance USA***
- ***AICPA's Governmental Auditing Quality Center***
- ***NPAC (National Association of Nonprofit Accountants & Consultants)***
- ***AICPA Employee Benefit Plan Audit Quality Center Member***
- ***AICPA's Private Companies Practice Section***
- ***Chambers of Commerce***
- ***Economic Development Commission of Central Florida, Inc.***
- ***Home Builders and Contractors Associations***
- ***American and Florida Institute of Certified Public Accountants***
- ***Leadership Orlando***
- ***AICPA Center for Audit Quality***
- ***Association of Certified Fraud Examiners***
- ***FICPA State and Local Government Committee***



SECTION 5 – FIRM QUALIFICATIONS AND EXPERIENCE



Moss Krusick is a member of BDO Alliance USA, a nationwide Association of high-quality, independent accounting and consulting firms with members in major cities in the United States and throughout the world. Each member draws on the services of the Association and the individual or combined talent of member firms to better serve their clients and manage their firm. BDO Alliance USA provides quality services and resources to members through a global network of 1,328 offices in 152 countries. The Association provides Moss Krusick with formal consulting services and educational programs for topics such as non-profit and governmental accounting and information technology. There is also a consultant available for complex non-profit and governmental issues. **This Alliance gives Moss Krusick the resources of the 5th largest accounting firm in the world.**

AUDIT SERVICES:

We have extensive experience with financial and single audits of non-profit and governmental organizations and **35% of our practice is servicing non-profit and governmental organizations** and their needs in financial and compliance reporting. Our firm has 10 years of experience in servicing charter schools and currently performs audit services for 6 schools in various counties including Duval.

TAX SERVICES:

Moss Krusick's taxation department is ready to exceed your expectations. With a proven history of accuracy, timeliness and proactive tax strategies, we feel that our services are unsurpassed. **Our tax staff review detailed questionnaires with your personnel at your location to ensure the accuracy of tax filings.** We will serve as your advocate in all tax matters and will **prepare and file tax forms.**

- **Tax Planning** – Taxes are not something that occur just at year end. Taking a proactive approach and planning are key components that can legally and successfully affect any potential tax liability situation. We monitor the changes in the tax law that could affect you and can recommend any applicable tax strategy.
- **Tax Analysis** – We have aided several entities in the successful defense of their non-profit status due to tax positions taken. Our experience has been that the most successful defense happens before the tax position has been taken. We are available to analyze any new tax situation for its potential impact throughout the taxable year. This allows any potential consequences of those situations to be averted.

ACCOUNTING ASSISTANCE:

Our accounting department performs various degrees of monthly, quarterly, and annual accounting and bookkeeping assistance using QuickBooks and other accounting software. Our professionals are available for services ranging from monthly bookkeeping to the preparation of federal and state payroll tax returns and sales tax assistance. In addition, we are available to answer specific questions on accounting transactions or software that you may have. We have several QuickBooks Pro-Advisors on staff to assist with set-up and any issues that arise across the various versions of the software.

The accounting department is dedicated to outsourced accounting and is familiar with many non-profit and governmental software packages such as MIP/Sage, QuickBooks Non-Profit, Raiser's Edge, Early Learning Information System, CIL-Suite, Peachtree, and many others. In addition, we implemented a virtual software package for a client with locations in three states. All the locations utilize the software for daily input and review of reporting packages. We oversee the entire accounting process for this entity utilizing a virtual online system. We are responsible for billing, accounts payable, cash forecasting, and timely profit and loss statements.

We are very familiar with "red book" accounting requirements and perform the monthly accounting for 7 schools. Our services range from full service accounting including general ledger, accounts payable, disbursements, reconciliations, etc. to limited services consisting of monthly compilation reports. In addition, we prepare the monthly red book templates for various school districts.



SECTION 5 – FIRM QUALIFICATIONS AND EXPERIENCE

CLIENT SEMINARS:

Non-profit and governmental services are a significant portion of our practice. Therefore, a substantial portion of our continuing professional education (CPE) is devoted to related topics. We sponsor at least one accounting and auditing CPE program annually. The speakers are generally from the American Institute of CPAs, accounting professors from state universities, or our managers and partners. Recognizing that our clients as well as our firm can benefit from these seminars we are pleased to be able to invite our clients to join us.

BEST PRACTICES CONSULTATION:

Running a non-profit or governmental entity requires a great deal of time and attention. The paperwork alone can become overwhelming. With the right tools and training, this job can be easier, and your business can be run more profitably. We offer consultation services to help you choose the right business procedures and management software, and we are here to guide you through the setup. We can answer any questions you have along the way.

GRANT PROPOSAL WRITING:

We are experienced in writing quality grant proposals for non-profit and governmental entities. We research Foundations that provide grant funding that suit your services and can aid in the customization of the grant to better coincide with agency guidelines. We have a proven success rate.

QUALITY CONTROL & PEER REVIEW:

We are members of the American Institute of Certified Public Accountants, which requires a "Peer Review" by an independent third party every three years. A Peer Review is a review and evaluation of a firm's work papers, reports and policies by a team of CPAs from other CPA firms.

Moss Krusick has been through eight successful peer reviews since 1990. We have received a rating of pass on our 2015 review and all prior reviews. Our peer reviews included a review of our non-profit and government auditing services and reviews in accordance with *Governmental Auditing Standards*. Please see our 2015 System Review Report (Attachment – 1) dated January 8, 2015.

We have our own quality control program which includes annual monitoring of our quality control procedures as specified in our Quality Control Document. Our quality control is enhanced by detailed and technical reviews performed by former Big Four managers. Also, Ed Moss served on the FICPA's Peer Review Committee for six years including one year on the Executive Committee.

VIRTUAL OFFICE AND TECHNOLOGY EXPERIENCE:

All professional staff are provided high-quality laptops, printers, and scanners. We ensure our Managers and staff are fully capable of performing everything needed on-site. This includes access to our specialized virtual network which is a state of the art, secured, cloud computing system. The quality and efficiency of our work has been enhanced by the use of a streamlined central system that allows constant teamwork in real time for multi-users with multi-access between managers and staff across departments and locations. Our staff has statistical sampling software, auditing programs, research documents and technical pronouncements all in electronic format.

DATA COLLECTION:

Moss Krusick will obtain data by providing a detailed list of client assistance requirements, which will include support for the balance sheet accounts, grant documents, and other supporting information needed to complete the engagement. We use a secure electronic Dropbox where clients can upload documents as an available alternative to email. Our preference would be to receive this information electronically.



SECTION 5 – FIRM QUALIFICATIONS AND EXPERIENCE

FIRM ASSERTIONS:

Moss Krusick has not been subject to disciplinary action by the State Board of Accountancy within the last three years or prior. The firm has had no lawsuits over the last three years or prior and has no pending litigation.

ORGANIZATION SIZE AND STRUCTURE:

Staff Level:	Partner	Manager	Senior	Staff	Administrative	Total
Number:	5	4	6	17	3	35
CPAs:	4	4	3	5	0	16

Moss Krusick has 13 fulltime professionals who are dedicated to servicing non-profit and governmental entities including charter schools.

FIRM EXPERIENCE IN PROVIDING ADDITIONAL SERVICES:

- 2012 Me Strong, Inc. – We completed the nonprofit application Form 1023 with the IRS and successfully obtained Non Profit Status for this new entity.
- 2013 Orlando Philharmonic Orchestra – We assisted with a review of certain lease and sponsorship transactions to determine if any would be subject to Unrelated Business Income. We minimized their tax exposure by suggesting proper structure and wording to avoid the Unrelated Business Taxable Income.
- 2013 Junior Achievement – We reviewed the donor acknowledgement forms to ensure all IRS requirements were being met and the classification of the donations would be properly classified as to donor restrictions.
- 2014 Foundation for Seminole County Public Schools – Assisted with the setup of a new chart of accounts and formatting of their internal financial statements to improve tracking of temporarily restricted funds.
- 2014 The School District of Osceola County – Performed review of controls over warehouse inventory operations related to school supplies and equipment, and documented findings in a formal agreed-upon-procedures report.
- 2015 Center for Independent Living Orlando – As a result of the new Uniform Guidance, we reviewed their cost structure and expense allocations to assist with the development of their new Indirect Cost Rate.

NON-PROFIT, GOVERNMENTAL, AND A-133 AUDIT CLIENTS NOT LISTED IN SECTION 7:

Charter School Entities	Years on the Job	Services	A-133
Atlantic Montessori Charter School	3	Accounting	
Atlantic Montessori Charter School West	3	Accounting	
Foundation for Osceola Education, Inc.	12	Audit and Tax	
Galileo School for Gifted Learning	3	Accounting	
Manatee School of Arts and Sciences, Inc.	3	Accounting	
Potentials Charter School	3	Audit and Tax	
South Florida Autism Charter School	3	Accounting	
Other Educational Entities			
Bellalago Educational Facilities Benefit District	8	Audit and Tax	
Early Learning Coalition of Brevard	4	Audit and Tax	✓
Early Learning Coalition of IRMO	1	Audit and Tax	✓
Early Learning Coalition of Manatee County	1	Audit and Tax	✓
Early Learning Coalition of North Florida	7	Audit and Tax	✓



SECTION 5 – FIRM QUALIFICATIONS AND EXPERIENCE

Other Educational Entities (continued)	Years on the Job	Services	A-133
Early Learning Coalition of Northwest Florida	1	Audit and Tax	✓
Early Learning Coalition of Orange	10	Audit and Tax	✓
Early Learning Coalition of Osceola County	10	Audit and Tax	✓
Early Learning Coalition of Pinellas County	2	Audit and Tax	✓
Early Learning Coalition of Santa Rosa County	5	Audit and Tax	✓
Early Learning Coalition of Sarasota	7	Audit and Tax	✓
Early Learning Coalition of Seminole County	10	Audit and Tax	✓
Early Learning Coalition of Southwest Florida	8	Audit and Tax	✓
Flora Ridge Educational Facilities Benefit District	10	Audit and Tax	
Foundation for Seminole County Public Schools	20	Audit and Tax	
North Kissimmee Christian School	4	Agreed Upon Procedures	
Other Non-Profit Entities			
Alzheimer's Disease and Related Disorders Association	8	Audit and Tax	
Area Agency on Aging Palm Beach / Treasure Coast	2	Audit and Tax	✓
Bahia Shriners	10	Audit and Tax	
Base Camp	2	Audit and Tax	
Caring and Sharing Center for Independent Living, Inc.	10	Audit and Tax	✓
Center for Independent Living – Broward County	4	Audit and Tax	✓
Center for Independent Living in Central Florida, Inc.	20	Audit and Tax	✓
Central Florida Ballet	7	Audit and Tax	
Community Coordinated Care for Children, Inc. (4C)	1	Audit and Tax	✓
Community Partnership for Children	5	Audit and Tax	✓
disAbility Solutions for Independent Living, Inc.	3	Audit and Tax	✓
Family Network on Disabilities	5	Audit and Tax	
Financial Executives International	7	Audit and Tax	
Florida Literacy Coalition	15	Audit and Tax	
Florida VisionQuest, Inc.	20	Audit and Tax	✓
Harry P. Leu Foundation	4	Audit and Tax	
Holopaw Homeowners, Inc.	6	Audit and Tax	
Hope Foundation for the Homeless	4	Audit and Tax	
Housing and Neighborhood Development Services	16	Audit and Tax	✓
Integrity, Character, Self-Esteem Foundation, Inc.	12	Audit and Tax	
Junior Achievement of Central Florida, Inc.	6	Audit and Tax	
Kenneth G. Dixon Foundation, Inc.	12	Audit and Tax	
Orlando Ballet	22	Audit and Tax	
Orlando Philharmonic Orchestra, Inc.	10	Audit and Tax	
Self Reliance, Inc.	4	Audit and Tax	✓
Space Coast Center for Independent Living, Inc.	12	Audit and Tax	✓
Volusia Home Builders Association	7	Audit and Tax	
Volusia Building Industry Association	7	Audit and Tax	
Winter Park Chamber of Commerce	4	Audit and Tax	

SECTION 6 – AUDIT TEAM QUALIFICATIONS AND EXPERIENCE

STAFF ASSIGNED TO THE ENGAGEMENT:

We understand the need for an efficient audit of **Four Corners Charter School**. We want to develop a mutually beneficial, long-term relationship with your organization so that we can assist with present challenges and future opportunities. This engagement requires technical expertise and seasoned experience on the part of those who serve you. We have organized a team of professionals committed to serving **Four Corners Charter School**. This team represents our most knowledgeable staff for your business.

ENGAGEMENT TEAM:

<p>W. Ed Moss, Jr., CPA Managing Partner</p>	<p>Joe Krusick, CPA Concurring Partner</p>
<p>Ric Perez, CPA Tax Partner</p>	<p>Robert Nevill, MBA, CPA Audit Senior Manager</p>
<p>Angela Leonard Tax Manager</p>	<p>Richard Cassidy Audit Manager</p>

MOSS KRUSICK POLICY ON STAFFING THE ENGAGEMENT:

Moss Krusick is an equal opportunity and affirmative action employer. It does not discriminate against applicants or employees based on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Moss Krusick complies with the laws regarding reasonable accommodation for handicapped and disabled employees and prides itself on having a diverse employee base with a significant portion belonging to minority groups.

Moss Krusick's hiring process involves extensive interviews with potential employees, a comprehensive review of their educational backgrounds and communication with previous employers. Drug testing is a mandatory prerequisite to employment. We strive to employ the very best professional staff available.

Moss Krusick's policy is to maintain existing staff on all engagements they have previously worked on. This ensures maximum efficiency on the engagement for the firm and client. The firm maintains personnel policies to minimize turnover, however, within the accounting industry some turnover is inevitable. **The firm is below the national average of 15% to 20% for staff turnover as our turnover has been less than 10% over the past five years.**

Moss Krusick is fully capable to provide the services you need as evident in the high number of returning clients we retain, and the experience of our staff. Staff will be assigned to this engagement on a full-time basis and are charged with performing the majority of the engagement work. Each member of your client service team is always available should you require it. You are assured this team will perform to the best of their ability.



SECTION 6 – AUDIT TEAM QUALIFICATIONS AND EXPERIENCE

W. Ed Moss, Jr., CPA

MANAGING PARTNER

A CPA with more than 30 years of accounting and auditing experience, Ed has extensive experience in A-133 and Florida Single Audit compliance, a thorough understanding of reporting requirements, non-profit and governmental entities, Federal Form 990 completion, business plan development and assessment, and financial/management accounting systems and controls.

Education

University of Florida, Gainesville, FL
BS in Accounting, High Honors, 1982

Certification

Certified Public Accountant
State of Florida, 1983

- 1990 - Present – Partner in various firm structures, currently Managing Partner with Moss, Krusick & Associates, LLC
- 1982 - 1989 – Audit Manager with **Price Waterhouse**, Orlando

Professional/Community Affiliations

- Member of the Board of Visitors for Lake Highland Preparatory School
- Orlando Chamber of Commerce, Leadership Orlando, Participant
- FICPA Peer Review Executive Committee
- UCF Kenneth G. Dixon School of Accounting Advisory Board
- Certified QuickBooks Advisor
- Various tax planning articles published in Orlando Business Journal
- Various speaking engagements on tax topics and entertainment industry accounting

Joe Krusick, CPA

CONCURRING PARTNER

A partner in the firm who has over 25 years of public accounting experience including 13 years with **Ernst & Young LLP** in the Milwaukee and Orlando offices, where he was a Senior Manager directing audits of SEC registrants, charter schools, non-profit and governmental entities and entrepreneurial companies. Joe's other areas of expertise are manufacturing and retail industries, Sarbanes Oxley (SOX) consulting, 401K plans, SEC accounting and reporting and QuickBooks Advising.

Education

San Jose State University, San Jose, CA
BS in Accounting, High Honors, 1983

Certification

Certified Public Accountant
Florida, Wisconsin, Nevada

- Joined the Firm in 2005, promoted to Partner in 2009
- 13 years experience with **Ernst & Young LLP**
- 3 years experience as a CFO of a pre-IPO fiber optic telecommunications company
- 2 years experience as a SOX consultant for Fortune 100 companies

Professional/Community Affiliations

- American Institute of Certified Public Accountants, Member
- Florida Institute of Certified Public Accountants, Member
- Citrus Club of Orlando
- Finance Committee Chairman of a large non-profit organization



SECTION 6 – AUDIT TEAM QUALIFICATIONS AND EXPERIENCE

Ric Perez, CPA

TAX PARTNER

Ric joined the firm in 2008 and serves as the Practice Leader for the non-profit Tax Group. During the past 11 years Ric has developed expertise in the areas of Form 990, S-Corporations, partnerships, gift and trust returns. Ric also provides our clients with high-level tax planning both in short and long-term circumstances.

Education

University of Florida, Gainesville, FL
BS in Accounting, 2003
Florida Gulf Coast University, Fort Myers, FL
MS in Taxation, 2004

Certification

Certified Public Accountant
State of Florida, 2007

- Joined the Firm in 2008 and promoted to Partner in 2013
- Tax professional with 11 years of tax compliance and review experience
- Areas of expertise include S-corporations, partnerships, gift and trust tax returns, and all aspects of non-profit and governmental entities

Robert Nevill, MBA, CPA

SENIOR AUDIT MANAGER

Robert joined the firm in 2011 and has over 15 years of experience in both the public and private sector including 5 years audit experience at **Ernst & Young LLP**. He has developed an expertise in economics, financial analysis, accounting and other disciplines. He has managed audit engagements in the non-profit, governmental, manufacturing, digital media, pharmaceutical, waste management and construction industries. His clients have ranged in size from \$1 million to \$500 million in annual revenue.

Education

Rice University, Houston, TX
BS Economics, 1988
Florida State University, Tallahassee, FL
MBA, 1993
University of Florida, Gainesville, FL
MS of Accountancy, 1997

Certification

Certified Public Accountant
State of Florida, 1999

Professional/Community Affiliations

- American Institute of Certified Public Accountants, Member and Speaker
- Florida Institute of Certified Public Accountants, Member
- Construction Financial Management Association, Member and Speaker
- Association of Certified Fraud Examiners, Member
- Served on Board of Directors for several local child advocacy committees
- FICPA State and Local Government Committee, Member



SECTION 6 – AUDIT TEAM QUALIFICATIONS AND EXPERIENCE

Angela Leonard

TAX MANAGER

Angela has developed an expertise in the areas of non-profit, S-corporations, partnerships and individual tax returns.

Education

University of Central Florida, Orlando, FL
BS in Accounting, 2008

- Tax professional with eight years of experience at Moss, Krusick & Associates, LLC
- Areas of expertise include non-profit, multistate, construction and real estate and gift and trust tax returns

Richard Cassidy

AUDIT MANAGER

Rich is a valued member of our audit team and has developed an expertise in non-profit and governmental entities. He joined the firm in 2011 and has 4 years of experience with A-133 auditing. Rich works on all of our Early Learning Coalition and charter school audits.

Education

University of Central Florida, Orlando, FL
BS in Accounting, 2011

- Audit professional with 5 years of experience at Moss, Krusick & Associates, LLC
- Areas of expertise include A-133 federal and state single audits with multiple grant sources, and various other industries



SECTION 6 – AUDIT TEAM QUALIFICATIONS AND EXPERIENCE

CONTINUING PROFESSIONAL EDUCATION & IN-HOUSE TRAINING SEMINARS:

To augment our education, staff attends additional accounting, auditing, tax, management and ethics seminars and conferences sponsored by the American Institute of CPAs, the Florida Institute of CPAs and other organizations. All members of the audit staff that are required to meet the continuing professional education requirements of the Florida Board of Accountancy, the *Government Auditing Standards*, and the American Institute of CPA's Private Companies Practice Section, have done so. At a minimum, they complete 80 hours of continuing professional education every two years. Our CPAs generally exceed these requirements.

Since non-profit, governmental and commercial auditing are integral components of our revenue base, a substantial portion of our continuing professional education (CPE) is devoted to related topics. **Our partners and managers make non-profit and governmental education a priority and attend at least one national conference on an annual basis** in addition to all other required CPE.

The following summarizes courses that staff assigned to the audit of **Four Corners Charter School** has attended annually:

	Ed	Joe	Robert	Rich
2013				
Non-Profit and Governmental Update (AICPA)	✓	✓	✓	✓
Solving Complex Single Audit Issues for (AICPA)	✓	✓		
Single Audit – A-133 Training (webinar)	✓	✓	✓	✓
Audit and Accounting Update (in-house program)	✓	✓	✓	✓
2014				
Non-Profit and Governmental Update (AICPA)	✓	✓	✓	✓
Solving Complex Single Audit Issues for (AICPA)	✓	✓		
Single Audit – A-133 Training (webinar)	✓	✓	✓	✓
Annual National Not-for-Profit Financial Executive Forum (AICPA)	✓			
Audit and Accounting Update (in-house program)	✓	✓	✓	✓
EY Accounting & Audit Conference – Non-Profit Update (EY)		✓	✓	
2015				
BDO National Conference – Non-Profit Update (BDO)				✓
Non-Profit and Governmental Update (AICPA)	✓	✓	✓	✓
Solving Complex Single Audit Issues for (AICPA)	✓	✓		
Single Audit – A-133 Training (webinar)	✓	✓	✓	✓
Audit and Accounting Update (in-house program)	✓	✓	✓	✓
EY Accounting & Audit Conference – Non-Profit Update (EY)		✓		

SECTION 7 – SIMILAR ENGAGEMENTS WITH THIS AND OTHER CHARTER SCHOOLS

REFERENCES:

Listed below are charter schools with which we have had prior experience. You may contact any of the following for references:

SALTech Charter High School

Engagement Partner: Ed Moss
Services Provided: monthly accounting client
(budget = \$864,573; 133 students)
Total number of years: 3
Total number of staff hours: 340
Mr. Michael LaRoche, Principal
4811 Payne Stewart Dr., Jacksonville, FL 32209
904-328-5003
mlaroche@saltechjax.org

Bellalago Charter Academy

Engagement Partner: Ed Moss
Dollar Amount Audited - \$10,082,963
Services Provided: financial audit
(budget = \$9,779,288; 1,444 students)
Total number of years: 10
Total number of staff hours: 237
Ms. Migdalia Mercado, Finance Director
817 Bill Beck Blvd., Kissimmee, FL 34744
407-870-4831
mercado@osceloa.k12.fl.us

St. Cloud Preparatory Academy

Engagement Partner: Ed Moss
Dollar Amount Audited - \$2,395,282
Services Provided: financial
audit (budget = \$1,690,759; 438 students)
Total number of years: 2
Total number of staff hours: 224
Ms. Sandy Merchant, Controller
3101 Progress Lane, Saint Cloud, FL 34769
407-593-6601
smerchant@stcloudprep.org

Waverly Academy Charter School

Engagement Partner: Ed Moss
Dollar Amount Audited - \$1,465,433
Services Provided: financial audit
(budget = \$1,275,742; 175 students)
Total number of years: 3
Total number of staff hours: 152
Ms. Fernet Moore, Executive Director
5710 Wesconnett Boulevard, Jacksonville, FL 32244
904-206-7836
fmoore@waverlyacademy.org

PM Wells Charter Academy

Engagement Partner: Ed Moss
Dollar Amount Audited - \$5,977,901
Services Provided: financial audit
(budget = \$5,584,558; 853 students)
Total number of years: 10
Total number of staff hours: 119
Ms. Hillary Daigle, Controller
Charter School USA, Inc.
800 Corporate Dr., Suite 124, Ft. Lauderdale, FL 33334
954-202-3500
hdaigle@charterschoolusa.com

Canoe Creek Charter Academy

Engagement Partner: Ed Moss
Dollar Amount Audited - \$3,622,196
Services Provided: financial audit
budget = \$2,651,307; 452 students)
Total number of years: 10
Mr. Matt Grossman, Assistant Controller
Charter School USA, Inc.
800 Corporate Dr., Suite 124, Ft. Lauderdale, FL 33334
954-202-3500
mgrossman@charterschoolusa.com



SECTION 8 – TIME SCHEDULE

Moss Krusick is committed to providing you with quality service while meeting the schedule and service requirements in a time efficient manner. In preparing for this proposal, Moss Krusick has obtained a basic understanding of the entity to be audited and proposes to structure the audit of the financial statements of **Four Corners Charter School** to be as flexible as possible. The audit procedures used will be sufficient to enable us to express an opinion on the fairness with which the financial statements present the financial position and results of operations and cash flows in accordance with generally accepted accounting principles. Such procedures will be adequate to also determine whether the operations were properly conducted in accordance with legal and regulatory requirements, including Florida Statutes, Rules of the Auditor General for the State of Florida, and Federal laws. We will deliver the following:

- Independent Auditors' Report on the Financial Statements and supplementary information of **Four Corners Charter School** in accordance with Generally Accepted Auditing Standards in the United States
- Letter to Those Charged with Governance in Regards to Significant Audit Findings and Supplementary Information
- Federal Form 990 Return of Organization Exempt from Income Tax

The audit will be segmented into the following work-flow phases to facilitate efficiency:

DETAILED PLAN OF TRANSITION:

There will be no additional charges for the transition from your previous auditor to us and we will not charge any additional startup fees. We have a proven history of smooth transitions. Once **Four Corners Charter School** has informed the predecessor auditing firm of their replacement, we will coordinate with the predecessor firm. To ensure compliance with Auditing Standards, we will send the predecessor auditor a form with inquiries regarding the prior audit and to request review of their work papers. We will request copies of critical prior year work papers and any other documents we consider necessary. We prefer to perform these steps during the planning timeframe.

PLANNING PHASE:

We will meet with key personnel in order to discuss any areas of concern management may have and to discuss audit timing, spacing, and items needed to conduct an efficient audit. We will review prior year financial statements, determine status of prior year recommendations, if any, determine major grants/programs, and define key audit areas. During this phase we will develop a detailed audit plan, including time budgets and schedules.

- **Personnel-** Moss Krusick's personnel including a manager and/or supervisor performing audit fieldwork will work at the offices of **Four Corners Charter School** at least 50% of the time, to perform their specific assignments. The principle functions of the partner-in-charge are to supervise and review the adequacy of the audit procedures and work papers. The manager and seniors are responsible for planning and supervising the audit, including fieldwork procedures and reviewing audit work papers. They are also responsible for preparing proposed management findings and recommendations, and drafting audit reports. The seniors and their staff will work together to perform all audit procedures including sampling, compliance testing, and account balance verification.
- **Review of Internal Controls-** An evaluation will be made of the system of internal controls, including the control environment, accounting systems and specific control procedures, to ensure that they meet the requirements of *Governmental Auditing Standards* and the GAO Standards for Audit Procedures and can be relied upon to provide accurate information, are in compliance with the law and regulations, and to provide for efficient and effective operations. During this time we will be able to design compliance tests as applicable to major grants/programs.



SECTION 8 – TIME SCHEDULE

PLANNING PHASE (CONTINUED):

- **Analytical Review-** Our audit will include several levels of analytical review procedures, which we believe are an essential element of any audit. As a part of our overall planning for the engagement, we will perform an initial analytical review to identify accounts where significant fluctuations have occurred. We will perform numerous analytical procedures during the course of our audit.
- **Sampling and Testing-** We will perform detail testing of revenue and expenses. Moss Krusick utilizes computer generated random number sampling techniques, with additional stratification of large populations that have a wide range of dollar values. This method will be used to test cash disbursements for purchases, payroll and revenue sources, as appropriate. We can perform this testing before year end, if acceptable to your organization.

YEAR END FIELDWORK:

This phase of the audit will take place with audit staff after the fiscal year end at a time scheduled with management and staff of **Four Corners Charter School**. During this time we will be able to perform grant and contribution compliance tests. Our compliance testing will include procedures relating to revenues to ensure proper classification and recording in accordance with contracts and regulations. We will provide a detailed list of client assistance requirements, which will include support for the balance sheet accounts, grant documents, and other supporting information needed to complete the engagement. We will rely on the Four Corners Charter School's staff to prepare, to the extent possible, all related support for material accounts, or accounts that we will need substantive support. We will provide a list of all items needed such as trial balance, budget, account analyses and other schedules and materials, and when they will be needed to meet the ultimate reporting deadline. We will provide any authoritative guidance, such as a disclosure checklist for the financial statements.

- **Balance Sheet Cutoff Audits-** We will perform various analysis and testing of the major balance sheet accounts, ensuring proper cutoff and supporting detailed schedules. In addition, we will obtain cash, accounts receivable, and debt confirmations as considered necessary.
- **Financial Statement Disclosures-** We will review and prepare the disclosures to favorably display the financial status of the entities. We will ensure all disclosures and supplementary data are in accordance with Generally Accepted Accounting Principles and Government Auditing Standards.

POST FIELDWORK – REPORTING AND COMMUNICATION:

We will hold an exit interview to discuss findings and recommendations and review the preliminary draft financial statements. We do not anticipate any items that were not previously discussed in the course of our audit, as we will brief management staff as the audit progresses. The exit interview can be scheduled at the Board's convenience.

- **Final Financial Statements-** The final financial statements can be issued within five business days from receipt of the Board's response to our findings and recommendations.
- **Board Presentation-** We will be ready to present to the **Four Corners Charter School's** Board at the next meeting after the completion of the audit. Our presentation will be at your location and can be tailored to meet your agenda, as you request.
- **Required Notification-** The Executive Director and/or Executive Committee as appropriate under professional guidelines shall be notified immediately for any of the following reasons: schedule completion dates are in jeopardy, discovery of possible violations of laws or significant non-compliance with contractual requirements, discovery of the possibility of a fraudulent act, or discovery of a material weakness in internal controls.



SECTION 8 – TIME SCHEDULE

AUDIT TIMELINE SUMMARY:

Planning, entrance conference and preliminary testing (list of preliminary supporting documents to be provided)	August, 2016, or earlier
Compilation/Cost report	August 20, 2016, or earlier
Year end fieldwork	September, 2016 or earlier
Draft audit reports and letters	September, 2016 or earlier
Exit conference	September, 2016 or earlier
Final audit reports and letters delivered	September 30, 2016, or earlier
Delivery of Final Form 990	December 31, 2016, or earlier

Note: The above timeline is contingent upon **Four Corners Charter School** providing information in a timely manner.



SECTION 9 – PROPOSED FEES

PROFESSIONAL SERVICES FOR THE YEARS ENDING JUNE 30, 2016, 2017 & 2018:

Services	Estimated Costs
Audit Report for Four Corners Charter School, Inc. (Corporation)	\$ 7,000
Audit Report for Four Corners Charter School K-5 (Charter School)	10,900
Forms 990 Return of Organization Exempt from Income Tax	1,350
Total Audit Fees & 990 Fee	19,250
In-Kind Donations (\$2,000 each)	(4,000)
Total Fee after In-Kind (\$5,000 + \$8,900 + \$1,350)	\$ 15,250

Our fee estimates to complete the 2016, 2017 and 2018 engagements, are based on our experience with similar audits. The fee estimates are also based on anticipated cooperation from your staff.

We have decreased our fee as a result of our current mission of supporting our non-profit clients with generous in-kind donations. **We are willing to commit to the following fees for two additional years: \$15,775 for 2017 and \$16,300 for 2018. We will not charge any additional startup fees or transition costs from prior auditor, and travel expenses are included in the fee. Our experience with auditor transitions is very positive and usually results in a smooth, uneventful transition.**

Fees for additional services will be based on a discounted average billing rate of \$100 per hour and the time requirement, which will be determined based upon the project.

Our staff will be available to answer any questions that you may have during the year and you will not incur any billable time until both parties have agreed on an amount of time and fee for the work needed to provide the assistance. **Our firm philosophy is not to bill for every phone call and if we can answer your question without having to do any research we will not bill you for that time.** A large part of our practice is involved with non-profit and governmental audits and we will be able to put all the resources of the firm into answering any question you might have.

CONCLUSION:

We want to develop a mutually beneficial, long-term relationship with your organization so that we can assist with present challenges and future opportunities. This engagement requires technical expertise and seasoned experience on the part of those who serve you. We have the resources, energy, ingenuity, and commitment to accomplish the engagement objectives within your required time frame.

Thank you for considering our firm. We look forward to providing services to **Four Corners Charter School**. We trust you will find our proposal to be complete. However, should you have any questions regarding this proposal or desire any supplemental information, please call Ed Moss at (407) 644-5811.



CPAs & Advisors

SYSTEM REVIEW REPORT

January 8, 2015

To the Members
Moss, Krusick & Associates, LLC
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Moss, Krusick & Associates, LLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Moss, Krusick & Associates, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Moss, Krusick & Associates, LLC has received a peer review rating of *pass*.

Haddox Reid Eubank Betts PLLC

Jackson, Mississippi

One Jackson Place, Suite 500 ■ P.O. Drawer 22507 ■ Jackson, MS 39225-2507 ■ Ph: 601-948-2924 ■ Fx: 601-960-9154 ■ www.HaddoxReid.com



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Fort Lauderdale, FL 33308



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www.KMCcpa.com



954.771.0896

PROJECT PROPOSAL

for Auditing Services

Prepared for

Four Corners Charter School, Inc.

817 Bill Beck Blvd
Kissimmee, FL 34744

T: 561.585.0968

E: barneran@osceola.k12.fl.us

Issued date

05.09.2016



PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Issued on May 9, 2016

Keefe McCullough
6550 N Federal Highway, 4th Floor
Fort Lauderdale, FL 33308

Phone: 954-771-0896

Contact: Bill Benson
Email: Bill.Benson@kmccpa.com



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TRANSMITTAL LETTER

Section I





May 9, 2016

Ms. Angela G. Barner, Senior Accountant
Four Corners Charter School, Inc.
817 Bill Beck Blvd
Kissimmee, FL 34744

Dear Ms. Barner:

We are happy to provide the following information about our firm and its approach to your auditing needs. It is our understanding that our proposal covers the annual financial audit of Four Corners Charter School (the "School") and Four Corners Charter School, Inc. (the "Foundation") for the fiscal year ending June 30, 2016 with the continuation option of auditing the financial statements in future fiscal years. We will also prepare the Foundation's annual income tax returns.

Keefe McCullough has grown as a firm for over forty-five (45) years and we are located in Fort Lauderdale to serve the South Florida area. Our office consists of seven partners, approximately sixty professional accounting staff members and administrative support personnel.

Our practice includes audit and review engagements, tax planning and tax return preparation, small business accounting, investment advisory services and consulting services. We believe our sustained growth can be attributed to our ability to give each client, regardless of size, personalized and timely service of the highest quality.

Our firm participates in the American Institute of Certified Public Accountants Peer Review Program and we received unmodified opinions from all of our peer reviews. We have provided the most recent peer review documentation for your reference in Section IV.

Our service philosophy is based on the premise that every engagement receives personal overall supervision and attention from a firm partner or partners. This approach guarantees that the same person will be in charge of your School year after year. In this regard, we will be personally involved in the services our firm provides for you. In addition, while the primary purpose of our auditing services is completing the audit of your financial statements and rendering an opinion on their fairness, we pride ourselves in continually looking for, and communicating by management letter or informal discussion, recommendations that may result in more efficient operations, stronger accounting and administrative controls or cost savings to our clients.

Our firm's attention does not cease when your financial statements have been completed. We will be accessible to you throughout the year to provide consulting services, tax advice and return preparation or other necessary services when they are needed.

Our firm presently provides auditing services for a number of private and public charter schools, not-for-profit organizations, community mental health centers, governmental entities, and various other entities. We are very proud to have served as independent auditors for Organizations similar to yours and have listed them for your reference in Section II.

We believe that our excellent record of engagement tenure is indicative of the quality and continuity of our service level, our flexibility in handling growth situations, and our ability to deal with changing client management and personnel.

Further, we have substantial experience in the areas of internal control and compliance auditing in accordance with Government Auditing Standards ("The Yellow Book"), Federal Single Audits in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, the Florida Single Audit Act, and the Rules of the Auditor General of the State of Florida. Due to the concentration of this type of work in our practice, we provide each of our Governmental and non-profit accounting staff members with at least eighty hours of continuing professional education every two years, which directly relates to governmental, other "Yellow Book" audit engagements, or the audit and attestation environment.

Our professional accounting staff level allows us to place a number of trained and supervised service "teams" in the field at the same time. Therefore, we can effectively handle multiple engagements concurrently. You will find the following members of your proposed "service team" to be interested and informed about your School and responsive to your needs:

William G. Benson, C.P.A.	Engagement Partner
Cynthia L. Calvert, C.P.A.	Second Partner Review
Marc A. Grace, C.P.A.	Engagement Manager

A profile for each service team member is included in Section III for your review.

Our fee for services rendered will be based upon the difficulty of your engagement and the time and skill level of our personnel assigned. Work is assigned, according to its complexity, to the appropriate member of our staff. We estimate your fee for the engagement to be as follows:

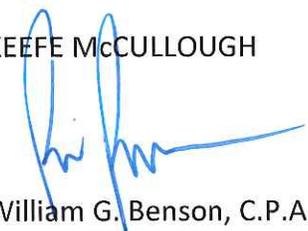
School Audited Financial Statement	\$ 10,500
Foundation Audited Financial Statement	\$ 7,000
Foundation Income Tax Return	\$ 1,500

Our firm recognizes that the most important product we can provide to a client is prompt and effective service of the highest quality. All our efforts, as a firm, are directed towards achieving that goal. We are confident we can serve you to your complete satisfaction and we are committed to utilizing the highest level of skills available in our firm to provide a service level beyond your expectations.

We appreciate this opportunity to present our firm for your consideration, and we thank you for your interest. We know that the Keefe McCullough service philosophy will best serve your School's present and future auditing needs. This proposal is a firm and irrevocable offer for ninety (90) days from the date of the proposal.

Regards,

KEEFE McCULLOUGH


William G. Benson, C.P.A.



With Costs Up,
Schools Must
Innovate To Do
More With Less

EXPERIENCE AND REFERENCES

Section II





CPA's + Trusted Advisors

Keefe McCullough

Our firm presently serves as independent auditors or accountants for the following related Schools. You may contact the individuals below for a reference on our quality of work.

Archimedean Academy, Inc.
Archimedean Middle Conservatory
Archimedean Upper Conservatory
 Mr. Dimitrios Bardoutsos, Accountant
 305-279-6572

Central Charter School Assistance Unlimited, Inc.
 Dr. Rosa Lawson, Executive Director
 954-735-6295

The Florida Christian School of Dade County, Inc.
 Ms. Gloria Dossett, C.P.A., Business Manager
 305-226-8152

Florida High School for Accelerated Learning - Hillsborough Campus
 Mr. Jess Johnson, Treasurer
 813-864-1688

Florida International Academy, Inc.
 Ms. Sonya Mitchell, Executive Director
 305-650-3984

Sigsbee Charter School, Inc.
 Ms. Stephanie Griffiths, Treasurer
 305-294-1861

Charter Schools USA, Inc.
Bonita Springs Charter School
Cape Coral Charter School
Cherokee Charter Academy
Coral Springs Charter School
Coweta Charter Academy at Senoia
Downtown Miami Charter School, Inc.
Duval Charter High School at Arlington
Duval Charter School at Arlington
Duval Charter High School at Baymeadows
Duval Charter School at Baymeadows
Gateway Charter High School
Gateway Charter School
Gateway Intermediate Charter School
Governor's Charter Academy
Henderson Hammock Charter School

Hollywood Academy of Arts & Science
Hollywood Academy of Arts & Science Middle School
iVirtual League Academy
Keys Gate Charter High School
Keys Gate Charter School
Magnolia School of Excellence
Manatee Charter School
North Broward Academy of Excellence
North Broward Academy of Excellence Middle School
Renaissance Charter School at Chicksaw Trail
Renaissance Charter School at Cooper City
Renaissance Charter School at Coral Springs
Renaissance Charter School at Hunter's Creek
Renaissance Charter School at Palm's West
Renaissance Charter School at Plantation
Renaissance Charter School at Poinciana
Renaissance Charter School at Summit
Renaissance Charter School at Tradition
Renaissance Charter School at University
Renaissance Charter School at West Palm Beach
Renaissance Charter School at Westside
Renaissance Charter School of St. Lucie
Renaissance Charter School, Inc.
Renaissance Elementary Charter School
Renaissance Middle Charter School
Six Mile Charter Academy
Winthrop Charter School
Woodmont Charter School
 Ms. Hillary M. Daigle, Vice President of Finance
 954-202-3500

New Alternative Education High School of Broward County, Inc.
New Alternative Education High School of Osceola County, Inc.
New Alternative Education High School of Leon County, Inc.
New Alternative Education High School of Miami-Dade County - South, Inc.
New Alternative Education High School of North Broward County, Inc.
New Alternative Education High School of Palm Beach County, Inc.
 Mr. Charles Rumpf, Chief Financial Officer
 561-296-5705



6550 N. Federal Highway
 4th Floor
 Fort Lauderdale, FL 33308



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www.KMCcpa.com



954.771.0896

TEAM MEMBER PROFILES

Section III





BILL BENSON, C.P.A.

Managing Partner

EXPERIENCE

31 years at Keefe McCullough

EDUCATION

B.S. (Business Administration & Accounting)
Washington and Lee University

PROFESSIONAL ORGANIZATIONS

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants
Florida Government Finance Officers Association

COMMUNITY LEADERSHIP

Food for the Poor
(vice chair of board, treasurer, vice president)

Catholic Community Foundation
(board chair, past treasurer)

Executives at Broward
(past president, treasurer)

Leadership Broward

EXPERIENCE

Bill Benson has attended seminars and courses dealing with accounting and audit problems, reporting and disclosure issues. These courses include accounting and reporting for nonprofit organizations, governmental entities and the federal and Florida Single Audit Acts. He is experienced and qualified with respect to “Yellow Book”, OMB Circular A-133 and Rules of the Auditor General of the State of Florida compliance auditing reporting. Bill has experience dealing directly with the State of Florida Department of Children and Families concerning various compliance, audit and other issues. Bill assists his clients in many areas of accounting including restructuring their existing loan agreements and bond indentures, developing annual operating budgets, assisting with their dealings with financial institutions and the development of business plans, financial planning and proforma financial statements.

Bill takes great pride in his community involvement. He is the Vice President of the Board of Directors of St. Thomas Aquinas High School Foundation. He is Vice President of the Board of Directors of Food for the Poor. He is board chair and past treasurer of the Catholic Community Foundation of the Archdiocese of Miami and a member of the Finance Council of the Archdiocese of Miami.

BILL BENSON, C.P.A.
 Continued

ENGAGEMENT EXPERIENCE

Keefe McCullough Audit Engagements:

SCHOOLS

- * Bay Area Charter Foundation, LLC
- * Bonita Springs Charter School
- * Cape Coral Charter School
- * Charter Schools USA, Inc.
- * Clarion Council for Educational Greatness
- * Downtown Miami Charter School, Inc.
- * Duval Charter High School at Baymeadows
- * Duval Charter School at Arlington
- * Duval Charter School at Baymeadows
- * Florida Educational Charter Foundation, Inc.
- * Gateway Charter High School
- * Gateway Charter School
- * Gateway Intermediate Charter School
- * Hollywood Academy of Arts and Sciences
- * Hollywood Academy of Arts and Sciences Middle School
- * The Homestead Charter Foundation, Inc.
- * Keys Gate Charter High School
- * Keys Gate Charter School
- * The Lee Charter Foundation, Inc.
- * Lee County Community Charter Schools, LLC
- * North Broward Academy of Excellence Middle
- * North Broward Academy of Excellence
- * North County Charter School
- * Northeast Academy
- * Red Apple Development, LLC
- * Renaissance Charter School at Coral Springs
- * Renaissance Charter School at Plantation
- * Renaissance Charter School of St. Lucie
- * Renaissance Charter School, Inc.
- * Renaissance Middle Charter School
- * Winthrop Charter School
- * Woodmont Charter School

GOVERNMENTS

- * Broward County League of Cities, Inc.
- * City of Aventura, Florida
- * City of Hollywood (Internal audit)
- * City of Key West, Florida
- * City of Marathon, Florida
- * City of Margate, Florida
- * City of Miami, Florida
- * City of Plantation, Florida
- * City of South Miami, Florida
- * City of Weston, Florida
- * Islamorada, Village of Islands, Florida
- * The Town Foundation, Inc.
- * Town of Surfside, Florida
- * Village of Pinecrest, Florida

NOT-FOR-PROFITS

- * Archways, Inc.
- * Alzheimer's Family Center, Inc.
- * Broward County Chapter of the American Red National Cross, Inc.
- * Center for Family and Child Enrichment, Inc.
- * Dan Marino Foundation
- * Feeding South Florida
- * First Presbyterian Continuing Church of Coral Springs, Inc.
- * Habitat for Humanity of Palm Beach County, Inc.
- * Henderson Mental Health Center, Inc.
- * Junior Achievement of South Florida, Inc.
- * North Pompano Baptist Church Holding Company, Inc.
- * Oakwood Center of the Palm Beaches, Inc.
- * St. Mark's Episcopal School
- * The Slomin Family Center for Autism
- * South County Mental Health Center, Inc.
- * Women in Distress of Broward County, Inc.





CYNTHIA CALVERT, C.P.A.

Partner

EXPERIENCE

21 years at Keefe McCullough

EDUCATION

B.A. (Political Science) Auburn University
B.B.A. (Accounting) Florida Atlantic University

PROFESSIONAL ORGANIZATIONS

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants
Florida Government Finance Officers Association

COMMUNITY LEADERSHIP

Make-A-Wish Foundation of Southern Florida
(founding board member and board member emeritus)

Plantation Junior Women's Club
(past president)

Junior League of Greater Fort Lauderdale
(past treasurer)

EXPERIENCE

Cynthia Calvert has attended seminars and courses dealing with accounting and audit problems, reporting and disclosure issues. These courses include accounting and reporting for nonprofit organizations, governmental entities and the federal and Florida Single Audit Acts. She is experienced and qualified with respect to "Yellow Book", OMB Circular A-133 and Rules of the Auditor General of the State of Florida compliance auditing reporting. Cynthia has experience dealing directly with the State of Florida Department of Children and Families concerning various compliance, audit and other issues. She has assisted municipalities and other governmental entities in planning for and implementing GASB-34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments (the Financial Reporting Model). Cynthia was a participant in State of Florida Auditor General seminar for local governments and nonprofits regarding the Florida Single Audit Act as well as various seminars and in-house training programs concerning the requirements of GASB-34.

Cynthia has long been involved in community leadership. She was one of the founding board members for Make-A-Wish Foundation of Southern Florida. She was the past president of the Plantation Junior Women's Club and the past treasurer of the Junior League of Greater Fort Lauderdale. Cynthia was previous the Director of DALI's, auxiliary of Young at Art and Friends of Gilda's Club of South Florida. She is also a member of the Leadership Broward Foundation, Inc.

CYNTHIA CALVERT, C.P.A.
 Continued

ENGAGEMENT EXPERIENCE

Keefe McCullough Audit Engagements:

SCHOOLS

- * The Benjamin Private School, Inc.
- * Bonita Springs Charter School
- * Cabarrus Charter Academy
- * Cardinal Charter Academy
- * Cape Coral Charter School
- * Cherokee Charter Academy
- * Coweta Charter Academy
- * Coral Springs Charter School
- * Downtown Miami Charter School
- * Duval Charter High School at Baymeadows
- * Duval Charter School at Arlington
- * Duval Charter School at Baymeadows
- * Duval Charter School at Mandarin
- * Duval Charter School at Southside
- * Duval Charter School at Westside
- * Emma Donnan Middle School
- * Emmerich Manual High School
- * Florida International Academy, Inc.
- * Gateway Charter High School
- * Gateway Charter School
- * Gateway Intermediate Charter School
- * Governor's Charter Academy
- * Henderson Hammock Charter School
- * Hollywood Academy of Arts and Science
- * Hollywood Academy of Arts and Science Middle School
- * iVirtual League Academy
- * Lake Charles College Prep
- * Langtree Charter Academy
- * Keys Gate Charter High School
- * Manatee Charter School
- * Messianique Training Center & Institute, Inc.
- * North Broward Academy of Excellence
- * North Broward Academy of Excellence Middle School
- * Palm Bay Community Charter School
- * Pine Crest Preparatory School, Inc.
- * Renaissance Charter Elementary School
- * Renaissance Charter Middle School

SCHOOLS *Continued*

- * Renaissance Charter School at Central Palm
- * Renaissance Charter School at Coral Springs
- * Renaissance Charter School at Chickasaw Trail
- * Renaissance Charter School at Cooper City
- * Renaissance Charter School at Cypress
- * Renaissance Charter School at Hunter's Creek
- * Renaissance Charter School at Palms West
- * Renaissance Charter School at Plantation
- * Renaissance Charter School at Poinciana
- * Renaissance Charter School at Summit
- * Renaissance Charter School at Tradition
- * Renaissance Charter School at University
- * Renaissance Charter School at Wellington
- * Renaissance Charter School at West Palm Beach
- * Renaissance Charter School at Westside
- * Renaissance Charter School of St. Lucie
- * St. Mark's Episcopal School
- * Six Mile Charter Academy
- * Thomas Carr Howe Community High School
- * University Preparatory Academy
- * Winthrop Charter School
- * Woodmont Charter School

FOUNDATIONS

- * Bay Area Charter Foundation, Inc.
- * Community Foundation of Broward, Inc.
- * Florida Atlantic University Foundation, Inc.
- * Florida Charter Educational Foundation, Inc.
- * Georgia Charter Educational Foundation, Inc.
- * Lake Charles Charter Academy Foundation, Inc.
- * The Lee Charter Foundation, Inc.
- * Renaissance Charter School, Inc.
- * South County Foundation for Mental Health, Inc.
- * Southwest Louisiana Charter Academy Foundation, Inc.
- * WPBT Communication Foundation, Inc.





MARC A. GRACE, C.P.A.

Associate Partner

EXPERIENCE

10 years at Keefe McCullough
1 year at City of Plantation
2 years at Morgan Stanley

EDUCATION

B.A. (Business Administration) Nova Southeastern University
MACC (Accounting) Nova Southeastern University

OTHER EXPERIENCE

- Attended numerous courses and seminars dealing with accounting and audit problems and reporting and disclosure issues (these include accounting and reporting for nonprofit organizations, governmental entities and the Federal and Florida Single Audit Acts).
- Experienced and qualified with respect to “Yellow Book”, OMB Circular A-133 and Rules of the Auditor General of the State of Florida compliance auditing and reporting.

ENGAGEMENT EXPERIENCE

Keefe McCullough Audit Engagements:

SCHOOLS

- * Bonita Springs Charter School
- * Cape Coral Charter School
- * Coral Springs Charter School
- * Florida International Academy, Inc.
- * Gateway Charter High School
- * Gateway Charter School
- * Gateway Intermediate Charter School
- * Hollywood Academy of Arts and Science
- * Hollywood Academy of Arts and Science Middle School
- * The Homestead Charter Foundation, Inc.
- * The Lee Charter Foundation, Inc.
- * North Broward Academy of Excellence
- * North Broward Academy of Excellence Middle School
- * Palm Bay Community Charter School
- * Pine Crest Preparatory School, Inc.
- * Renaissance Charter Middle School, Inc.
- * Renaissance Charter School of St. Lucie
- * Renaissance Elementary Charter School, Inc.
- * Six Mile Charter Academy
- * The Lee County Community Charter Schools, LLC

NOT-FOR-PROFITS

- * Achievement and Rehabilitation Centers
- * Almarie Outreach Ministries, Inc.
- * Ann Storck Center, Inc.
- * BARC Housing, Inc.
- * Broward County Bar Association, Inc.
- * Broward House, Inc.
- * Center for Family and Child Enrichment, Inc.
- * Center for Independent Living of South Florida, Inc.
- * Children’s Diagnostic & Treatment Center, Inc.
- * FAU Clinical Practice Organization, Inc.
- * FAU Finance Corporation
- * Feeding South Florida, Inc.
- * The Slomin Family Center for Autism and Related Disabilities, Inc.
- * South County Mental Health Center, Inc.

ATTACHMENTS

Section IV





AJK

AJK, LLC

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 609 □ 405 Second Street □ Manchester, GA 31816
(706) 846-8401 □ Fax (706) 846-3370

SYSTEM REVIEW REPORT

To the owners
Keefe, McCullough & Co., LLP
And the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Keefe, McCullough & Co., LLP (the firm) in effect for the year ended August 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Keefe, McCullough & Co., LLP in effect for the year ended August 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Keefe, McCullough & Co., LLP has received a peer review rating of *pass*.

Manchester, Georgia
December 4, 2014

MEMBERS OF
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
GEORGIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS





FICPA Peer Review Program
Administered in Florida by the
Florida Institute of CPAs



AICPA Peer Review Program
Administered in Florida by the
Florida Institute of CPAs

March 26, 2015

Joseph D. Leo, CPA
Keefe, McCullough & Co., LLP
6550 N Federal Hwy., Ste. 410
Fort Lauderdale, FL 33308

Dear Mr. Leo:

It is my pleasure to notify you that on March 19, 2015 the Florida Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is February 28, 2018. This is the date by which all review documents should be completed and submitted to the administering entity. If your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Paul N. Brown, CPA, CGMA
Director of Technical Services

cc: David C. Jordan, CPA

Firm Number: 10036786

Review Number: 366979





Keefe M̄Cullough

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