LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC. COUNTY OF CAMDEN

AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS--FINANCIAL, COMPLIANCE AND PERFORMANCE

> FOR THE FISCAL YEAR ENDED JUNE 30, 2021



LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC. Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance

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AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

The Honorable Chairperson and Members of the Board of Trustees LEAP Academy University Charter School, Inc. County of Camden, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Trustees of the LEAP Academy University Charter School, Inc., in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2021, which were separately issued in the Annual Comprehensive Financial Report dated March 1, 2022.

As part of our audit, we also performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is issued in conjunction with the Annual Comprehensive Financial Report of the Board of Trustees of the LEAP Academy University Charter School, Inc., for the fiscal year ended June 30, 2021, and is intended for the information of the Charter School's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

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BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

- P. Baun

Scott P. Barron Certified Public Accountant Public School Accountant No. CS 002459

Voorhees, New Jersey March 1, 2022

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

SCOPE OF AUDIT

The audit covered the financial transactions of the School Business Administrator / Chief Financial Officer, the Treasurer of School Moneys, the activities of the Board of Trustees, and the records of the various funds under the auspices of the Board of Trustees.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

Fire insurance coverage was carried in the amounts as detailed on exhibit J-20, insurance schedule, contained in the Charter School's Annual Comprehensive Financial Report (ACFR).

Official Bonds (N.J.S.A. 18A: 17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	Position	<u>Amount</u>
Yusein Durakov	School Business Administrator	\$250,000.00
Terry W. Henry	Treasurer of School Moneys	260,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with New Jersey School Boards Association Insurance Group covering all employees with multiple coverage of \$100,000.00.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING

Examination of Claims

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

Payroll Account

The net salaries of sampled employees of the Charter School were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

Sampled payrolls were approved by the Chief Operations Officer/ Lead Person and were certified by the Treasurer and the School Business Administrator.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

Sampled payrolls were delivered to the School Business Administrator who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

<u>Travel</u>

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

Board Secretary's Records

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

Treasurer of School Moneys' Records

Our audit of the financial and accounting records maintained by the Treasurer of School Moneys indicated that they were in satisfactory condition.

<u>Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act</u> (E.S.S.A.)

The E.S.S.A. financial exhibits are contained within the special revenue section of the ACFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I, II, III and IV of the Every Student Succeeds Act.

The audit of compliance for E.S.S.A. did not indicate any reportable noncompliance.

Other Special Federal and / or State Projects

The Charter School's other special projects were approved as listed on exhibits K-3 and K-4 located in the CAFR.

Our audit of the federal and state funds on a sample basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the special revenue section of the ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

TPAF Reimbursement

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for Charter School employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's final report(s) for all federal awards for the Charter School to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the Charter School for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and no exceptions were noted.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html

Current statute is posted on the New Jersey Legislature website at:

http://www.njleg.state.nj.us/

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000.00 (with a Qualified Purchasing Agent) and \$32,000.00 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$19,600.00 for 2020-21.

The Charter School's Members of the Board of Trustees has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Based on the results of our audit, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

SCHOOL FOOD SERVICE

Public Health Emergency

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency all public, charter, non-public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, school food authorities (SFA) were required to institute alternate procedures to provide meals to free and reduced price eligible students during the period of school closures.

During fiscal year 2020-2021 the public health emergency was still applicable. As a result, School Food Authorities (SFAs) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP) option.

SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with food service management companies in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing cost reimbursable or fixed price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all free and reduced price meal eligible students during the emergency.

The financial transactions and statistical records of the school food service fund were audited. The financial accounts, meal count records, and eligibility applications were tested on a sample basis. No exceptions were noted.

Cash receipts and bank records were sampled for timely deposit. No exceptions were noted.

SCHOOL FOOD SERVICE (CONT'D)

The Charter School utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC cost reimbursable or fixed price or non-competitive emergency procurement contract / addendum were inspected and audited. The FSMC contract does not include an operating results provision. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the food service account and reconciled to supporting documentation at least annually.

Expenditures were separately recorded as food, labor, and other costs. Vendor invoices were sampled and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

The SFA recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

The FSMS did not apply for and receive a loan in accordance with the Paycheck Protection Plan (PPP).

Net cash resources did not exceed three months average expenditures.

Employees for food service are provided by the food management company.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted / certified in a timely manner.

Sampled applications for free and reduced price meals were tested for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and / or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was inspected for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for audit.

USDA Food Distribution Program (food and / or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

The statement of revenues, expenses, and changes in fund net position (ACFR exhibit B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the ACFR.

STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

ENROLLMENT COUNTS AND SUBMISSIONS TO THE DEPARTMENT

Our audit procedures included a sample of enrollment information on October 15, 2020 and the last day of school for on-roll, special education, bilingual and low-income. The results of our procedures are presented in the schedule of audited enrollments.

The Charter School maintained written procedures that appear to be adequate for the recording of student enrollment data.

FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

MISCELLANEOUS

Continuing Disclosure Agreements

The Charter School complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.

Testing for Lead of All Drinking Water in Education Facilities

The Charter School complied with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The Charter School submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

There were no audit findings for the fiscal year ended June 30, 2020.

We have also inspected any findings contained in the audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). Corrective action had been taken on all findings in the report dated June 30, 2021.

ACKNOWLEDGMENT

We received the complete cooperation of all of the officials of the Charter School and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

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BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

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Public School Accountant No. 02459

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC.

Schedule of Meal Count Activity Food Service Fund Number of Meals Served and (Over) / Underclaim - Federal Enterprise Fund For the Fiscal Year Ended June 30, 2021

<u>Program</u>	Meal <u>Category</u>	Meals <u>Claimed</u>	Meals <u>Tested</u>	Meals <u>Verified</u>	<u>Difference</u>	<u>Rate</u>	Estimated (Over) / Under <u>Claim</u>
National School Lunch (High Rate)	Paid				-	\$ 0.35	\$-
(High Kate)	Reduced	38	3	3	-	3.13	-
	Free	307	27	27		3.53	
	Total	345	30	30			
National School Lunch	HHFKA - PB Lunch Only	167,572	8,372	8,372		0.07	
School Breakfast	Paid	72	3	3	-	0.32	-
(Severe Needs Rate)	Reduced	40	3	3	-	1.96	-
	Free	310	26	26	-	2.26	
	Total	422	32	32	-		
Seamless Summer Option (SSO)						
Breakfast	Free	168,973	8,876	8,876	-	2.26	-
Lunch	Free	167,227	8,342	8,342	-	3.53	
	Total	336,200	17,218	17,218	-		
Total Net Underclaim / (Ove	rclaim)						\$-

Total Net Underclaim / (Overclaim)

\$-

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC.

Schedule of Net Cash Resources Net Cash Resources Did Not Exceed Three Months of Expenditures Proprietary Funds - Food Service Fund For the Fiscal Year Ended June 30, 2021

<u>Net Cash Resources:</u>		Food Service B - 4/5	
ACFR	Current Assets		
B-4	Cash & Cash Equivalents	38,090.20	
B-4	Due from Other Governments	292,165.13	
B-4	Due from Other Funds		
B-4	Other Accounts Receivable	15,124.05	
ACFR	Current Liabilities		
B-4	Less Accounts Payable	(600.00)	
B-4	Less Accruals	(000.00)	
B-4	Less Due to Other Funds	(12,201.00)	
B-4	Less Unearned Revenue	(12,201.00)	
	Net Cash Resources	\$ 332,578.38	(A)
Net Adjusted Total Operating I			
B-5	Total Operating Expenditures	1,213,514.83	
B-5	Less Depreciation	(27,586.29)	
	Adjusted Total Operating Expense	\$ 1,185,928.54	(B)
Average Monthly Operating Ex	pense:		
	B / 10	\$ 118,592.85	(C)
Three Times Monthly Average			
	3 X C	\$ 355,778.56	(D)
TOTAL IN BOX A LESS TOTAL IN BOX D NET	\$ 332,578.38 \$ 355,778.56 \$ 23,200.18		
From above:			
A is greater than D, cash exceed	s 3 X average monthly operating expenses.		
	ot exceed 3 X average monthly operating exp	enses.	

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC. APPLICATION FOR CHARTER SCHOOL AID ENROLLMENT COUNT AS OF OCTOBER 15, 2020

	Submission to							Sample						
	DOE reported	Reported on	Verified signed		Verified		Special Ed &	Verified		Verified # days			Verified	
Grade	On Roll	Workpapers	Registration Forms	Errors	# days enrolled	Errors	or Bilingual	Documentation	Errors	Service Provided	Errors	Low Income	Documentation	Errors
Kindergarten	123	58			58		3	3		3		49	49	
One	120	65			65		9	9		9		54	54	
Two	129	73			73		6	6		6		57	57	
Three	125	64			64		6	6		6		54	54	
Four	119	57			57		10	10		10		53	53	
Five	106	46			46		11	11		11		36	36	
Six	115	64			64		2	2		2		47	47	
Seven	115	61			61		11	11		11		44	44	
Eight	126	62			62		3	3		3		45	45	
Nine	129	61			61		8	8		8		41	41	
Ten	131	66			66		9	9		9		44	44	
Eleven	117	59			59		6	6		6		36	36	
Twelve	101	42			42		7	7		7		30	30	
Total	1,556	778	-	-	778	-	91	91	-	91	-	590	590	-

Percentage

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC. APPLICATION FOR CHARTER SCHOOL AID ENROLLMENT COUNT AS OF LAST DAY OF SCHOOL YEAR 2021

	Submission to							Sample						
	DOE reported	Reported on	Verified signed		Verified		Special Ed &	Verified		Verified # days			Verified	
Grade	On Roll	Workpapers	Registration Forms	Errors	# days enrolled	Errors	or Bilingual	Documentation	Errors	Service Provided	Errors	Low Income	Documentation	Errors
Kindergarten	123	65			65		4	4		4		46	46	
One	120	55			55		2	2		2		41	41	
Two	129	56			56		11	11		11		40	40	
Three	125	61			61		7	7		7		49	49	
Four	119	62			62		12	12		12		41	41	
Five	106	60			60		15	15		15		42	42	
Six	115	51			51		5	5		5		39	39	
Seven	115	54			54		10	10		10		42	42	
Eight	126	64			64		15	15		15		44	44	
Nine	129	68			68		11	11		11		49	49	
Ten	131	65			65		10	10		10		41	41	
Eleven	117	58			58		12	12		12		30	30	
Twelve	101	59			59		12	12		12		29	29	
Total	1,556	778	-		778		126	126	-	126	-	533	533	-

Percentage

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

SECTION 1

4% Calculation of Excess Surplus

2020-21 Total General Fund Expenditures Reported on ACFR Exhibit C-1 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion	\$ 23,275,864.04 (B) (B1a) (B1b) (B1c) (B1d)
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases Adjusted 2020-21 General Fund Expenditures [(B)+(B1s)-(B2s)]	3,086,157.14 (B2a) (B2b) \$ 20,189,706.90 (B3)
 4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment * Maximum Unassigned Fund Balance [(B5) + (K)] 	\$ 807,588.28 (B4) 807,588.28 (B5) (K) \$ 807,588.28 (M)
SECTION 2	<u> </u>
Total General Fund - Fund Balances at June 30, 2021 (Per ACFR Budgetary Comparison Schedule, Ex. C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Other Restricted Fund Balances **** Assigned Fund Balance - Designated for Subsequent Year's Expenditures	\$ 5,922,861.77 (C) 84,738.91 (C1) (C2) (C3) 3,149,314.95 (C4) (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 2,688,807.91</u> (U1)
SECTION 3	
Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	<u>\$ 1,881,219.63</u> (E)
Recapitulation of Excess Surplus as of June 30, 2021	
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Restricted - Excess Surplus *** [(E)]	\$ - (C3)
Total Excess Surplus [(C3)+(E)]	<u>\$ 1,881,219.63</u> (D)

EXCESS SURPLUS CALCULATION (CONT'D)

REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

Footnotes:

Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Federal Impact Aid	\$ - (H)
Sale & Lease-back	(1)
Extraordinary Aid	(J1)
Additional Nonpublic School Transportation Aid	(J2)
Current Year School Bus Advertising Revenue Recognized	(J3)
Family Crisis Transportation Aid	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	<u>\$ - (</u> K)

** This amount represents the Excess Surplus (C3 above) generated during June 30, 2020 and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2021-2022 general fund budget.

*** Amounts must agree to the June 30, 2021 ACFR and must agree to Audit Summary Line 90030.

Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Office of School Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	
Capital reserve	
Maintenance reserve	
Emergency reserve	
Tuition reserve	
School bus advertising 50% fuel offset reserve - current year	
School bus advertising 50% fuel offset reserve - prior year	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	
Other state/government mandated reserves	75,000.00
Restricted for Unemployment	
[Other Restricted Fund Balance not noted above]****	3,074,314.95
Total Other Restricted Fund Balance	<u>\$ 3,149,314.95</u> (C4)

24300

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC.

Audit Recommendations Summary For the Fiscal Year Ended June 30, 2021

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning. Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

Not applicable

7. Enrollment Counts and Submission to the Department

None

8. Pupil Transportation

Not applicable

9. Facilities and Capital Assets

None

10. Miscellaneous

None

11. Status of Prior Year Audit Findings/Recommendations

There were no audit findings for the fiscal year ended June 30, 2020.

We have also inspected any findings contained in the audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). Corrective action had been taken on all findings in the report dated June 30, 2021.