



CliftonLarsonAllen

CliftonLarsonAllen LLP  
CLAconnect.com

October 3, 2016

Members of the Board of Education  
Charter School No. 4053  
North Lakes Academy  
Forest Lake, Minnesota

This Executive Audit Summary and Management Report presents information which we believe is important to you as members of the school board. We encourage you to review the sections of this report, the audited financial statements, and the auditors' reports.

We would be pleased to furnish additional information with respect to these suggestions and discuss this memorandum with you at your convenience. We wish to express our appreciation to the School for the courtesies, cooperation, and assistance extended to us during the course of our work.

**CliftonLarsonAllen LLP**

Dennis Hoogeveen, CPA  
Principal

**NORTH LAKES ACADEMY  
CHARTER SCHOOL NO. 4053**

**EXECUTIVE AUDIT SUMMARY (EAS)**

**JUNE 30, 2016**

**NORTH LAKES ACADEMY  
CHARTER SCHOOL NO. 4053  
TABLE OF CONTENTS  
JUNE 30, 2016**

**EXECUTIVE AUDIT SUMMARY**

AUDIT FINDINGS AND RESULTS 1

**FINANCIAL TRENDS** 2

**APPENDIX A**

LEGISLATIVE ACTIVITY 4

**APPENDIX B**

FORMAL REQUIRED COMMUNICATIONS 5

DRAFT

**EXECUTIVE AUDIT SUMMARY (EAS)  
FOR  
NORTH LAKES ACADEMY  
YEAR ENDED JUNE 30, 2016**

**AUDIT FINDINGS AND RESULTS**

**Audit Process** – We found North Lakes Academy (the School)'s records to be in good order (organized, available, complete, etc.). We appreciated the time that staff took to work with us to complete the engagement - especially the efforts of Jan Jensen, who is our main contact on the audit.

**Audit Opinion** – The financial statements are fairly stated. We issued what is known as a “clean” audit report.

**Compliance and Other Matters (Yellow Book)** – No compliance issues were noted in our review of laws, regulations, contracts, and grants that could have significant financial implications to the School.

**Internal Controls** – No “material weaknesses” in internal control were noted; however, deficiencies may exist that have not been identified.

**Legal Compliance** – No significant compliance issues were reported with respect to Minnesota Statutes related to charter schools and UFARS accounting.

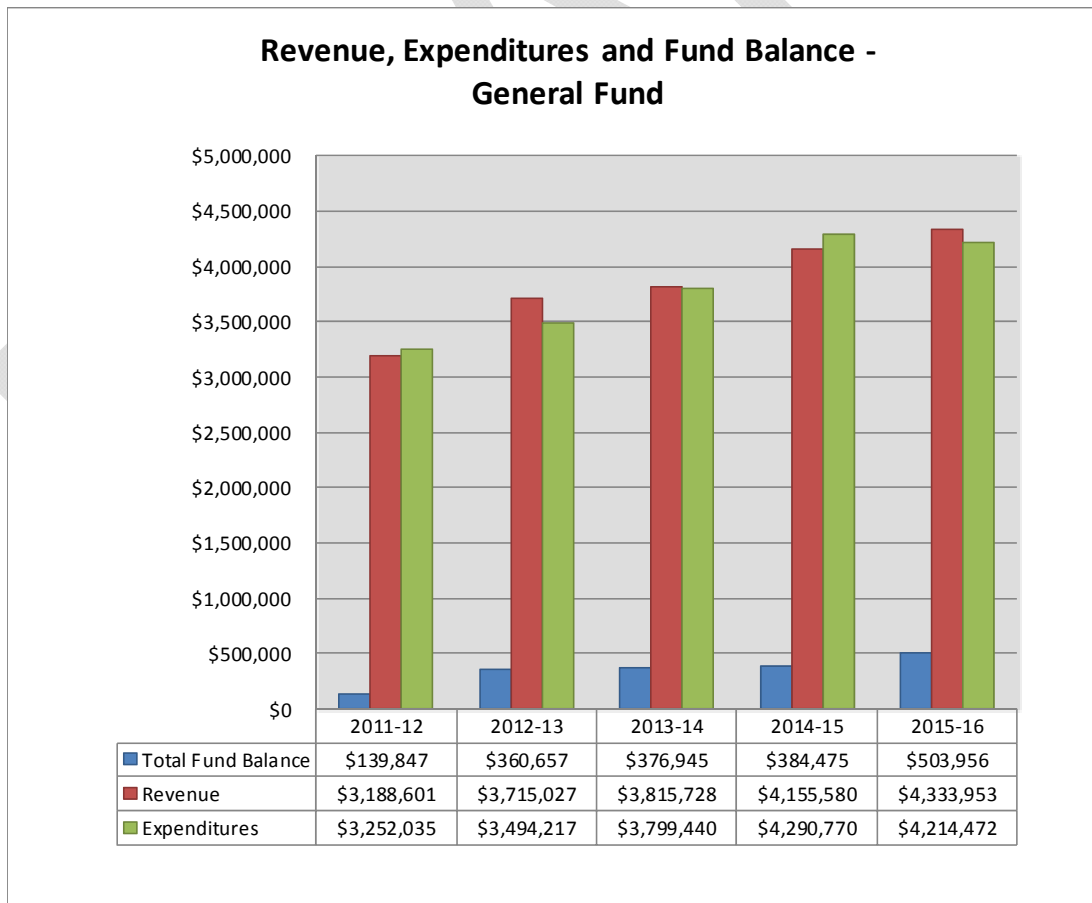
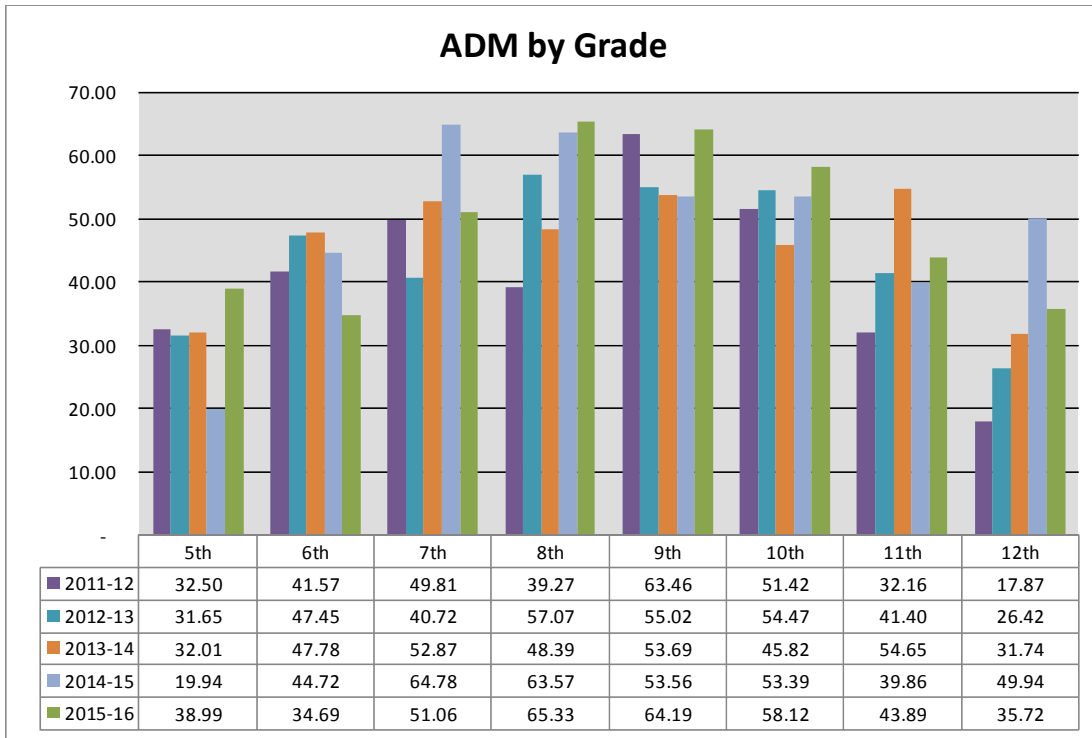
**Enrollment** – For fiscal 2015-16, North Lakes Academy served a net average daily membership of 391.99 (or 455.65 pupil units). For fiscal years 2014-15 and 2013-14, the School had served an average daily membership of 389.76 (or 454.77 pupil units) and 366.95 (or 457.90 pupil units), respectively.

**Fund Balance** – The fund balance of the General Fund increased by \$119,481, ending at a balance of \$503,956 as of June 30, 2016. We recommend that a charter school develop a plan that will eventually result in a target fund balance that is at least 20% to 25% of annual expenditures. The ending fund balance at June 30, 2016 for North Lakes Academy represents 11.96% of expenditures incurred for the year (having been 8.96% of expenditures at June 30, 2015), and is an important aspect in the School's financial well-being since a healthy fund balance represents things such as cashflow, as a cushion against unanticipated expenditures, enrollment declines, state aid metering changes, funding deficiencies, and aid prorations at the state level and similar problems.

**Budget to Actual** – Total revenues on a net basis for the General Fund were \$23,841 (or 0.5%) lower than the budgeted amount while total expenditures were \$42,767 (or 1.0%) lower than had been reflected in the budget. We recommend that budget variances in a charter school environment (which is more volatile than in a traditional school environment but on a much smaller scale) be limited to 1% to 2% on either side of zero, and the School's variances fall well within this general guideline. We recommend that you continue past practice of undertaking at least one mid-year budget amendment to update budget assumptions.

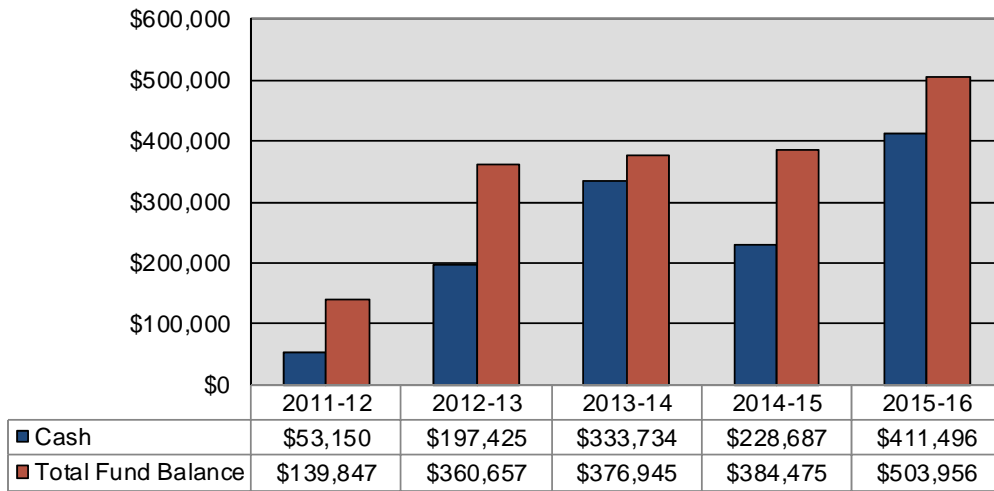
**Food Service Fund** – Total revenues on a net basis for the Food Service Fund were \$4,588 (or 4.0%) higher than the budgeted amount, while total expenditures were \$72 (or 0.1%) lower than budgeted. The ending fund balance of the Food Service Fund was \$14,428 at year-end.

## FINANCIAL TRENDS

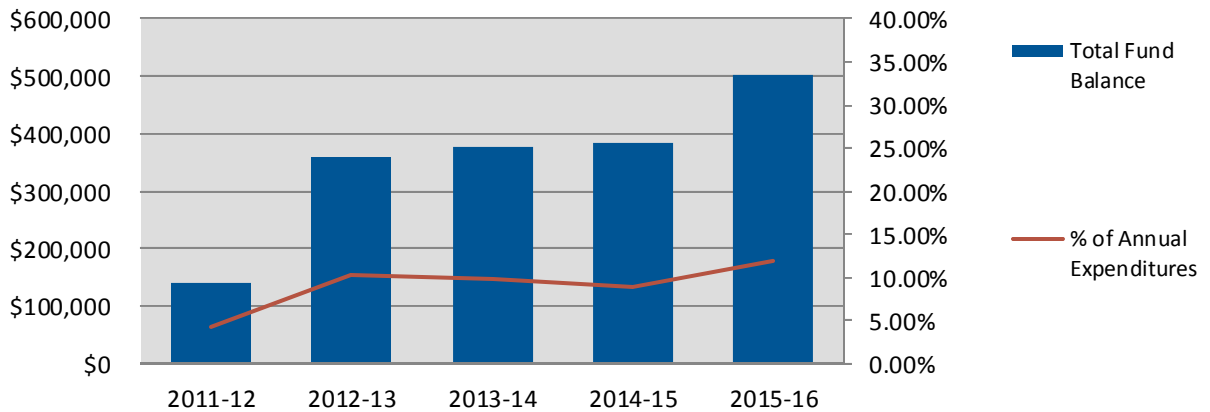


**FINANCIAL TRENDS (CONTINUED)**

**General Fund Cash and Total Fund Balance**



**Total Fund Balance - General Fund**





## APPENDIX A

### LEGISLATIVE ACTIVITY

What follows are some education-related highlights of recent legislative sessions as summarized from information made available by the Minnesota Department of Education, the Minnesota School Boards Association, the Office of the Legislative Auditor, the Minnesota Association of Charter Schools and the Minnesota House of Representatives.

#### **Eligible Authorizers**

The requirement that charitable organizations serving as a charter school authorizer must be members of the Minnesota Council of Nonprofits or the Minnesota Council on Foundations was removed.

#### **Review by Commissioner of Authorizer's Performance**

(a) Directs the education commissioner to review an authorizer's performance every five years, subject to paragraphs (b) and (c).

(b) and (c) Require the commissioner to use appropriate criteria, developed in consultation with stakeholders, to review the authorizer's performance. Require the education commissioner to minimize duplicative reporting to the extent practicable. Direct the commissioner, when reviewing an authorizer's performance, not to (1) fail to credit, (2) withhold points, or (3) otherwise penalize an authorizer for failing to charter additional schools or for the absence of complaints against the authorizer's chartered schools.

#### **Mutual Nonrenewal of Authorizer Contract**

A change in charter school authorizers is allowed if the governing board of an approved authorizer votes to withdraw as an authorizer for a reason unrelated to the statutory causes for not renewing or terminating a charter school contract. When pursuing a change in authorizers under this subdivision, the authorizer that is the party to the charter contract is required to inform the proposed authorizer about unmet contract outcomes, among other required information.

#### **Annual Public Reports by Authorizers**

An authorizer is required to submit an annual public report to the education commissioner by January 15 for the previous school year ending June 30 that includes at least key indicators of school academic, operational, and financial performance.

## APPENDIX B

### FORMAL REQUIRED COMMUNICATIONS

Board of Education  
Charter School No. 4053  
North Lakes Academy  
Forest Lake, Minnesota

We have audited the financial statements of the governmental activities and each major fund of North Lakes Academy (the School) as of and for the year ended June 30, 2016, and have issued our report thereon dated September 16, 2016. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

#### **Significant audit findings**

##### ***Qualitative aspects of accounting practices***

###### *Accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2016.

We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

###### *Accounting estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.



***Qualitative aspects of accounting practices (continued)***

**Accounting estimates (continued)**

The most sensitive estimates affecting the financial statements were:

- Due from Minnesota Department of Education
- Due from federal through the Minnesota Department of Education
- Estimated useful lives of depreciable capital assets
- Estimated proportionate share of PERA's and TRA's net pension liability

Management's estimate of the due from Minnesota Department of Education is based on amounts anticipated to be received from the state for various aid entitlements for fiscal 2015-16. The most significant of these is the aid portion of general education revenue. General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the School. Student attendance is accumulated in a statewide database – MARSS. Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for fiscal year 2016 is not finalized until well into the next fiscal year. MDE calculates amounts owed to the School for special education excess cost tuition billing and adds the amount to the School's special education aid. Because the tuition amounts are based on estimated information, final entitlements are not expected to be known until well into the following fiscal year. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of due from Federal through the Minnesota Department of Education is based on amounts anticipated to be received through the state for various federal aid entitlements for fiscal 2015-16. Many federal entitlements require that supporting financial reporting information be provided both in the UFARS accounting system and also the SERVS reporting system. To the extent that these two separate systems are not in agreement and reported in a timely manner, the estimated aid entitlement may be adversely affected. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of the useful lives for depreciable assets is based on guidance recommended by the Minnesota Department of Education and other sources. The useful life of a depreciable asset determines the amount of depreciation that will be recorded in any given reporting period as well as the amount of accumulated depreciation that is reported at the end of a reporting period.

Management's estimate of the School's proportionate share of PERA's and TRA's Net Pension Liability is based on guidance from GASB Statement No. 68 and GASB Statement No. 71 and each plan's respective allocation tables. Each plan's allocation tables allocate a portion of the plan's net pension liability based on the School's prior fiscal year contributions as a percentage of the total contributions received for the related year by the plan.

***Qualitative aspects of accounting practices (continued)***

***Accounting estimates (continued)***

We reviewed and tested management's procedures and underlying supporting documentation in the areas discussed above and evaluated the key factors and assumptions used to develop the estimates noted above in determining that they are reasonable in relation to the financial statements taken as a whole. We concluded that the accounting estimates and management judgments appeared to consider all significant factors and resulted in appropriate accounting recognition.

***Financial statement disclosures***

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes uncorrected misstatements of the financial statements.

There was one uncorrected misstatement that relates to the General Fund:

- DR TRA Pension Expense \$44,209
- CR Revenue from Other State Agencies \$44,209

***Corrected misstatements***

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

***Disagreements with management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management representations***

We have requested certain representations from management that are included in the management representation letter dated September 16, 2016.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the School’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the School’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

***Other audit findings or issues***

We have provided a separate letter to you dated September 16, 2016, communicating internal control related matters identified during the audit.

***Other information in documents containing audited financial statements***

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management’s responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the individual fund financial statements and the Uniform Financial Accounting and Reporting Standards (UFARS) table (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated September 16, 2016.

Our auditors’ opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

\* \* \* \* \*

Board of Education  
Charter School No. 4053  
North Lakes Academy

This communication is intended solely for the information and use of the school board and management of the School, and is not intended to be, and should not be, used by anyone other than these specified parties.

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
September 16, 2016

DRAFT