

Hartridge Academy

A Charter School of the District
School Board of Polk County, Florida

**FINANCIAL STATEMENTS AND AUDITOR'S
REPORTS**

June 30, 2021

HARTRIDGE ACADEMY, INC.

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

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Hartridge Academy

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Hartridge Academy, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Hartridge Academy, Inc., (the "School"), a charter school and component unit of the School District of Polk County, Florida, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Hartridge Academy, Inc., as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT
(cont...)

Other Matters

Required Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 24, 2021, on our consideration of Hartridge Academy Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hartridge Academy, Inc.'s internal control over financial reporting and compliance.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
September 24, 2021

HARTRIDGE ACADEMY, INC.

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2021

The management's discussion and analysis (MD&A) provides an overview of Hartridge Academy, Inc.'s ("School") activities for the year ended June 30, 2021 and should be read in conjunction with the financial statements and the notes thereto.

The MD&A, and the financial statements and notes thereto, are the responsibility of School management.

FINANCIAL HIGHLIGHTS

- Net position represents the residual interest in the School's assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The School's net position at June 30, 2021 totaled \$1,589,166 or 90% of 2020-2021 expenses compared to the June 30, 2020 total of \$1,388,840 or 78% of 2019-2020 expenses.
- For the year ended June 30, 2021, the School's total net position increased by \$200,326 compared to a decrease of \$84,430 for the prior year.
- As of the close of the current fiscal year, the School's general fund reported ending fund balance of \$1,304,092 an increase of \$177,534 in comparison with the prior year.
- At the close of the current fiscal year, the School's general fund reported ending unassigned fund balance of \$1,179,698 which represents 66% of the total expenditures for the year ended June 30, 2021 compared an unassigned fund balance of \$998,926 as of June 30, 2020 which represents 57% of the total expenditures of the prior year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report includes the management's discussion and analysis, the independent auditor's report and the basic financial statements of the School as well as required supplementary information. The financial statements also include notes that explain in more detail some of the information found in the financial statements. The basic financial statements include two kinds of statements that present different views of the School.

The first two statements are *government-wide financial statements* that provide both long-term and short-term information about the School's overall financial status. These statements report information about the School as a whole and about its activities in a manner that helps answer the question, "Is Hartridge Academy, Inc. better off or worse off as a result of the year's activities?" These statements include all assets, liabilities and deferred outflows and inflows of resources using the accrual basis of accounting similar to the accounting used by the private sector corporations. All of the current year's revenues and expenses are taken into consideration regardless of when cash is received or paid.

The *statement of net position* presents all of the School's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the residual measure reported as "net position". Over time, increases or decreases in the net position may serve as a useful indicator of whether the financial position of the School is improving or deteriorating. The reader will need to consider other non-financial factors such as the current tax laws, student enrollment growth or decline, and facility conditions in arriving at their conclusion regarding the overall health of the School.

HARTRIDGE ACADEMY, INC.

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2021

The *statement of activities* presents information showing how the School's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

The remaining statements are the fund financial statements that focus on individual parts of the School's operation in more detail than the government-wide statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.

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

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

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balance provide detailed information about the School's most significant funds. The School operates one fund, a general fund to account for its general operations and internal account activities. For reporting purposes, the general fund is the only major fund of the School.

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

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

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***MANAGEMENT'S DISCUSSION AND ANALYSIS****JUNE 30, 2021****GOVERNMENT-WIDE FINANCIAL ANALYSIS**

	Statement of Net Position (Summary)			
	Governmental Activities			
	June 30, 2021	June 30, 2020	Change	% Change
Assets:				
Current and other assets	\$ 1,499,362	\$ 1,330,786	\$ 168,576	13%
Capital assets, net	285,074	262,282	22,792	9%
Total assets	1,784,436	1,593,068	191,368	12%
Liabilities:				
Current liabilities	195,270	204,228	(8,958)	-4%
Long-term liabilities	-	-	-	-----
Total liabilities	195,270	204,228	(8,958)	-4%
Net position:				
Investment in capital assets	285,074	262,282	22,792	9%
Unrestricted	1,304,092	1,126,558	177,534	16%
Total net position	\$ 1,589,166	\$ 1,388,840	\$ 200,326	14%

Of the two components of the School's net position, the largest portion is the unrestricted portion and the remaining portion of net position reflects the School's investment in capital assets. The School uses these capital assets to provide services to students, so these assets are not available for future spending. The School's investment in capital assets totaled \$285,074 as of June 30, 2021.

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The School's net position was \$1,589,166 at the close of the current fiscal year. As of June 30, 2021, unrestricted net position is approximately 82% of the total net position (81% at the end of the prior year) and the School's investment in capital assets makes up the remaining 18% (19% at the end of the prior year).

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***MANAGEMENT'S DISCUSSION AND ANALYSIS****JUNE 30, 2021**

The key elements of the changes in the School's net position for the fiscal year ended June 30, 2021 and 2020 are as follows.

	Governmental Activities			
	For the year ended		Change	% Change
	June 30, 2021	June 30, 2020		
Revenues:				
<i>Program Revenues:</i>				
Operating grants and contributions	\$ 233,174	\$ 173,924	\$ 59,250	34%
<i>General revenues:</i>				
State and local sources passed through local school district	1,723,256	1,505,216	218,040	14%
Other general revenues	6,857	18,070	(11,213)	-62%
Total revenues	1,963,287	1,697,210	266,077	16%
Expenses:				
Instruction	1,059,815	1,130,004	(70,189)	-6%
Instructional staff training services	1,053	1,416	(363)	-26%
Governing board	29,339	29,308	31	0%
School administration	222,370	205,579	16,791	8%
Central services	88,268	75,363	12,905	17%
Pupil transportation services	52,382	41,387	10,995	27%
Operation of plant	292,526	271,947	20,579	8%
Maintenance of plant	17,208	26,636	(9,428)	-35%
Total expenses	1,762,961	1,781,640	(18,679)	-1%
Change in Net Position	\$ 200,326	\$ (84,430)	\$ 284,756	

Governmental activities' change in net position for 2021 was an increase of \$200,326 as compared to a decrease of \$84,430 in the prior year.

- Total revenue increased by \$266,077 or 16% mainly due to the following.
 - Operating grants and contributions increased by \$59,250 or 34% mainly due to the School receiving \$43,348 of federally funded COVID-19 related grants and the realization of \$13,838 of grants related to the federally funded E-Rate grant.
 - State and local resources through the local school district increased by \$218,040 or 14% due to a 1% increase in per-student funding and a 11% increase the full time equivalent (FTE) enrollment used for funding purposes. The current year revenue also included \$38,316 of funding for teacher salary increases which represented a 4% increase over the total prior year funding through the local school district.
- Total expenses decreased by \$18,679 or 1% mainly due to a \$70,189 decrease in instructional expenses due to decreased personnel costs offset by general increases in other functional categories.

HARTRIDGE ACADEMY, INC.

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2021

The largest revenue source for the School are the state and local funds received through the School District of Polk County, Florida (98% of total revenue in 2021 and 99% in 2020). Revenues from these state and local sources are primarily provided through the Florida Education Finance Program (FEFP) funding formula. The FEFP formula utilizes student enrollment data to determine the funds available for the School.

FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

Governmental Funds - As of June 30, 2021, the School's general fund reported a positive fund balance of \$1,304,092 or 73% of 2020-2021 general fund expenditures. As of June 30, 2020, the School's general fund reported a positive fund balance of \$1,126,558 or 64% of 2019-2020 general fund expenditures.

Total revenues increased by \$266,077 or 16% and total expenditures increased by \$34,730 or 2%. See the government wide financial analysis section for detail of what caused these changes.

BUDGETARY HIGHLIGHTS

The general fund budget for the fiscal year ended June 30, 2021, was developed based on the School's anticipated revenues and expenditures and the expected student population for the school year. For the year ended June 30, 2021, actual budgetary inflows were \$60,247 greater than the final budgeted amount and actual outflows were \$32,147 less than budgeted appropriations resulting in an overall positive budget variance of \$92,394.

The budget was amended during the year increasing budgeted inflows by \$290,340 and decreasing budgeted outflows by \$44,800.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets: At June 30, 2021, the School had \$674,520 in capital assets, less accumulated depreciation of \$389,446 for net capital assets of \$285,074. Depreciation charges for the current fiscal year totaled \$34,741. More information about the School's capital assets is presented in the notes to financial statements.

Debt: At June 30, 2021, the School had no long-term liabilities.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

The budget is initially adopted by June of the prior year based on a conservative estimate of enrollment and estimated per pupil revenue from the state. This enrollment is based on the number of expected returning students and the number of students in the waiting pool for available spaces. The School is forecasting enrollment for the 2021-2022 School year at 228 full-time equivalent students compared to the average full-time equivalent student enrollment of 203 for the 2020-2021 school year.

Management continues to monitor the ongoing effects of the COVID-19 pandemic and has concluded that while it is reasonably possible that the virus could have a negative effect on the financial condition and results of operations of the School, the specific impact is not readily determinable as of the date of these financial statements.

HARTRIDGE ACADEMY, INC.

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2021

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the School's finances for all those with an interest in the School's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Hartridge Academy's administrative offices at 1400 U.S. Hwy 92 West, Winter Haven, Florida 33881-8137.

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***STATEMENT OF NET POSITION**June 30, 2021

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 1,333,066
Receivables, current:	
Intergovernmental	41,902
Prepaid expenses	111,134
Security deposits	13,260
Capital assets:	
Depreciable, net	<u>285,074</u>
TOTAL ASSETS	<u>1,784,436</u>
LIABILITIES	
Accounts payable and accrued wages	<u>195,270</u>
TOTAL LIABILITIES	<u>195,270</u>
NET POSITION	
Investment in capital assets	285,074
Unrestricted	<u>1,304,092</u>
TOTAL NET POSITION	<u>\$ 1,589,166</u>

The accompanying notes are an integral part of these statements

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***STATEMENT OF ACTIVITIES**

For the year ended June 30, 2021

FUNCTIONS/PROGRAMS	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grant and Contributions	Capital Grant and Contributions	
PRIMARY GOVERNMENT					
Governmental activities:					
Instruction	\$ 1,059,815	\$ -	\$ 67,781	\$ -	\$ (992,034)
Instructional staff training services	1,053	-	-	-	(1,053)
Governing board	29,339	-	-	-	(29,339)
School administration	222,370	-	-	-	(222,370)
Central services	88,268	-	-	-	(88,268)
Pupil transportation services	52,382	-	43,843	-	(8,539)
Operation of plant	292,526	-	121,550	-	(170,976)
Maintenance of plant	17,208	-	-	-	(17,208)
Total governmental activities	\$ 1,762,961	\$ -	\$ 233,174	\$ -	(1,529,787)
GENERAL REVENUES:					
State and local sources passed through local school district					1,723,256
Interest income					173
Other general revenues					6,684
Total general revenues					1,730,113
CHANGE IN NET POSITION					
NET POSITION, beginning of year					
					1,388,840
NET POSITION, end of year					
					\$ 1,589,166

The accompanying notes are an integral part of these statements

HARTRIDGE ACADEMY, INC.

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

BALANCE SHEET – GOVERNMENTAL FUNDS

June 30, 2021

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 1,333,066
Receivables, current:	
Intergovernmental	41,902
Prepaid expenditures	111,134
Security deposits	13,260
TOTAL ASSETS	<u>\$ 1,499,362</u>
LIABILITIES	
Accounts payable and accrued wages	\$ 195,270
TOTAL LIABILITIES	<u>195,270</u>
FUND BALANCE	
Nonspendable:	
Prepaid expenditures	111,134
Security deposits	13,260
Unassigned	1,179,698
TOTAL FUND BALANCE	<u>1,304,092</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 1,499,362</u>

The accompanying notes are an integral part of these statements

HARTRIDGE ACADEMY, INC.

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

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

June 30, 2021

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

FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$ 1,304,092

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds. 285,074

NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 1,589,166

The accompanying notes are an integral part of these statements

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGE IN FUND BALANCE – GOVERNMENTAL FUNDS**
For the year ended June 30, 2021

	General Fund
REVENUES:	
State and local sources:	
State and local sources passed through local school district	\$ 1,872,901
Contributions and other local sources	6,857
Total state and local sources	<u>1,879,758</u>
Federal sources:	
Federal sources passed through local school district	60,141
Other Federal sources	23,388
Total federal sources	<u>83,529</u>
Total revenues	<u>1,963,287</u>
EXPENDITURES:	
Current:	
Instruction	1,033,009
Instructional staff training services	1,053
Governing board	29,339
School administration	222,370
Central services	88,268
Pupil transportation services	44,447
Operation of plant	292,526
Maintenance of plant	17,208
Capital outlay	57,533
Total expenditures	<u>1,785,753</u>
NET CHANGE IN FUND BALANCE	177,534
FUND BALANCE, beginning of year	<u>1,126,558</u>
FUND BALANCE, end of year	<u>\$ 1,304,092</u>

The accompanying notes are an integral part of these statements

HARTRIDGE ACADEMY, INC.

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

Hartridge Academy, Inc. (the "School") is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not For Profit Corporation Act and Section 1002.33, Florida Statutes. The governing body of the School is a Board of Directors comprised of not less than 3 or more than 9 members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the School District of Polk County, Florida (the "District") and, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units. The School is reported as a discretely presented component unit of the District, The original charter became effective on July 1, 2001 and has been extended through June 30, 2027. During the term of the charter, the District may terminate the charter if good cause is shown. In the event of termination of the charter, any property purchased by the School with public funds and any unencumbered public funds revert to the District.

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

BASIS OF PRESENTATION

The School's financial statements have been prepared in accordance with generally accepted accounting principles as prescribed by the GASB. Accordingly, the basic financial statements consist of the government-wide financial statements and fund financial statements.

Government-wide Financial Statements - The government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole using accounting methods similar to those used by private-sector companies. These statements include nonfiduciary financial activity of the school. Both statements report only governmental activities as the School does not engage in any business type activities.

Program revenues include charges paid by the recipient of the goods or services offered by the program, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

HARTRIDGE ACADEMY, INC.

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

BASIS OF PRESENTATION (cont...)

Fund Financial Statements - The fund financial statements provide detailed information about the School's most significant funds. A fund is an accounting entity having a self-balancing set of accounts for recording assets, deferred outflows, liabilities, deferred inflows, fund balance, revenues, expenditures, and other financing sources and uses. Resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The financial transactions of the School are recorded in a single governmental "general" fund. There are no other governmental funds. Because the focus of governmental fund financial statements differs from the focus of the government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

BASIS OF ACCOUNTING AND MEASUREMENT FOCUS

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

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses recorded when a liability is incurred, regardless of the timing of related cash flows.

Imposed nonexchange resources are reported as deferred inflows if received before the date when use is first permitted. Government mandated nonexchange transactions and voluntary nonexchange transactions (donations and grants) resources are reported as liabilities until the eligibility requirements are met and as deferred inflows if received before time requirements are met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within 60 days of the end of the current fiscal period. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, state or other grant resources, revenue is recognized at the time the expenditure is made. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recognized only when payment is due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

CASH AND CASH EQUIVALENTS

The financial statement caption "cash and cash equivalents" includes all deposits with banks and financial institutions including certificates of deposit and all highly-liquid investments (with original maturities of three months or less). All deposits are insured by federal depository insurance and, are collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

HARTRIDGE ACADEMY, INC.

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

RECEIVABLES

Consist primarily of amounts due from other governments. All receivables are deemed collectible, and no allowance for uncollectible accounts is considered necessary.

INVENTORIES

Supplies inventory is immaterial and such items are charged to expense when purchased.

DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until that time.

In addition to liabilities, the statement of net position will sometimes report a section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applied to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

CAPITAL ASSETS

In the government-wide statements, capital assets include construction in progress, leasehold improvements, transportation, software, and furniture and equipment. Capital assets are defined as personal or real property or improvements with an individual cost of \$750 or more and that is either titled in the School's name or for which the School has the continuing responsibility for maintenance. Such assets are recorded at historical cost and reported net of accumulated depreciation. Donated assets are recorded at acquisition value as of the date received. Other costs incurred for repairs and maintenance are expensed as incurred.

Capital asset depreciation is recognized using the straight-line method over the estimated useful lives as follows:

	Years
Leasehold improvements	5-40
Transportation	7-20
Software	3-5
Furniture and equipment	3-10

In the fund financial statements, capital assets used in governmental fund operations are accounted as capital outlay expenditures of the governmental fund upon acquisition.

USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make use of estimates and assumptions that affect the reported amounts in the financial statements. Actual results could differ significantly from those estimates.

HARTRIDGE ACADEMY, INC.

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

INCOME TAXES

The School is generally exempt from income taxes under section 501 (c) (3) of the Internal Revenue Code and applicable state law. Therefore, no provisions for income taxes have been made in the accompanying financial statements.

The School recognizes the financial statement effects from a tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the School and various positions related to the potential sources of unrelated business taxable income. The assessment of the technical merits of a tax position is a matter of judgment. The School files Form 990 in the U.S. Federal jurisdiction. The School is generally no longer subject to examination by the Internal Revenue Service for years endings before June 30, 2018.

REVENUE SOURCES

Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent (FTE) students and related data to the District. Under the provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program. Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the Florida Education Finance Program and the actual weighted full-time equivalent students reported by the School during the designated full-time equivalent student survey periods. The District receives a 5% administrative fee from the School, which is reflected as a central services expense / expenditure in the accompanying statement of activities and statement of revenues, expenditures and change in fund balance.

In response to State of Florida Department of Education emergency orders 2020-EO-06 and 2020-EO-07, local school district funding for the fall 2020 semester was based on the School's estimated FTE student enrollment for the 2020-2021 school year as determined in May 2020, regardless of actual enrollment. Funding for the spring 2021 semester was based on the greater of estimated or actual FTE student enrollment in the spring. The School's actual FTE student enrollment was 202 while the FTE student enrollment that was estimated for the 2020-2021 school year was 228 as a result the School was funded by the local school district based upon the 228 FTE student enrollment amount.

The School is also eligible for charter school capital outlay funding. The amounts received under this program are based on the School's actual and projected student enrollments during the fiscal year. Funds received under this program may only be used for lawful capital outlay expenditures and, as such, the unspent portion is reflected as restricted net position and fund balance in the accompanying statements of net position and balance sheet - governmental fund, respectively. As of June 30, 2021, the School had no unspent capital outlay funds.

HARTRIDGE ACADEMY, INC.

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

EQUITY CLASSIFICATIONS

Government-wide Statements - The difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and displayed in three components:

- a) *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b) *Restricted net position* - Consists of net position with constraints placed in its use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c) *Unrestricted net position* - Consists of the net amount of assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When both restricted and unrestricted net position are available for use, it is the School's policy to use restricted net position first, then unrestricted net position as they are needed.

Fund Statements - The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the School is bound to honor the constraints on the specific purposes for which amounts in those funds can be spent. The following classifications describe the relative strength of the spending constraints:

- a) *Nonspendable* - amounts that are not in spendable form (such as prepaid items and deposits) or are legally required to be maintained intact. The School reported nonspendable fund balance amounts at June 30, 2021.
- b) *Restricted* - amounts constrained to specific purposes by external purposes by external providers or imposed by law through constitutional provisions or by enabling legislation. The School had no restricted fund balance amounts at June 30, 2021.
- c) *Committed* - amounts constrained to specific purposes by formal action of the School itself, using its highest level of decision-making authority (the School's Board of Directors) through resolution. To be reported as committed, amounts cannot be used for any other purpose unless the School's Board of Directors takes the same highest-level action (a resolution) to remove or change the constraint. The School had no committed fund balance amounts at June 30, 2021.
- d) *Assigned* - amounts the School intends to use for a specific purpose but are neither restricted nor committed. Assignments can be made by the principal or by an official or body which the Board of Directors have delegated the authority. The School had no assigned fund balance amounts at June 30, 2021.

HARTRIDGE ACADEMY, INC.

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

EQUITY CLASSIFICATIONS (concluded)

- e) *Unassigned* - includes residual positive fund balance which has not been classified within the other above-mentioned categories.

The details of the fund balances are included in the governmental funds balance sheet. The School uses restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds. The details of the fund balances are included in the governmental fund balance sheet on page 10.

NOTE 2 - BUDGETARY LAW AND PRACTICE

The budget is adopted by the School's Board of Directors on or before July 1 of each year by motion in the minutes. All budget amounts presented in the accompanying supplementary information have been adjusted for legally authorized amendments. The budget for the general fund is adopted on the modified accrual basis of accounting which is the same used for financial reporting purposes.

NOTE 3 – DEPOSITS AND INVESTMENTS

The School's deposits are insured by the FDIC up to \$250,000 per financial institution.

The captions on the government-wide statement of net position for "cash and cash equivalents" are summarized below.

Cash and cash equivalents:		
Insured or fully collateralized bank deposits	\$	1,333,066
		<hr/>
Total cash and cash equivalents	\$	1,333,066
		<hr/> <hr/>

The types of investments in which the School may invest are governed by Section 218.415(17), Florida Statutes. The School has not adopted a formal investment policy, nor have they adopted a formal policy to address investment related risks.

There were no investment securities maintained during the year.

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***NOTES TO FINANCIAL STATEMENTS**

June 30, 2021

NOTE 4 – CHANGES IN CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2021, was as follows:

	Balance July 1, 2020	Increases	Decreases	Balance June 30, 2021
<u>Governmental Activities:</u>				
Capital assets, being depreciated:				
Leasehold improvements	\$ 288,841	\$ -	\$ -	\$ 288,841
Transportation	137,993	-	-	137,993
Software	4,259	-	-	4,259
Furniture and equipment	185,894	57,533	-	243,427
Total capital assets, being depreciated	<u>616,987</u>	<u>57,533</u>	<u>-</u>	<u>674,520</u>
Less accumulated depreciation for:				
Leasehold improvements	(127,547)	(14,111)	-	(141,658)
Transportation	(48,600)	(7,935)	-	(56,535)
Software	(4,259)	-	-	(4,259)
Furniture and equipment	(174,299)	(12,695)	-	(186,994)
Total accumulated depreciation	<u>(354,705)</u>	<u>(34,741)</u>	<u>-</u>	<u>(389,446)</u>
Total capital assets being depreciated, net	<u>262,282</u>	<u>22,792</u>	<u>-</u>	<u>285,074</u>
Governmental activities capital assets, net	<u>\$ 262,282</u>	<u>\$ 22,792</u>	<u>\$ -</u>	<u>\$ 285,074</u>

Depreciation expense was charged to the following programs and functions:

Governmental Activities:

Instruction	\$ 26,806
Pupil transportation services	7,935
Total depreciation expense - governmental activities	<u>\$ 34,741</u>

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***NOTES TO FINANCIAL STATEMENTS**

June 30, 2021

NOTE 5 – LEASING

The School leases its facilities under a long-term lease expiring on June 30, 2027. The lease is payable in annual installments of \$68,666 payable on July 1 of each year. The lease also requires the prepayment of the rent for the final year of the lease in addition to an \$11,000 security deposit. The rent for the final year and the security deposit have been paid to the lessor and are reported as assets (prepaid expenses) on the statement of net position. The lease may be cancelled by either party given a two-year advance notice. As of June 30, 2021, the future minimum lease payments for the operating lease over the next five years or until maturity, are as follows:

Year	Total
2022	\$ 68,666
2023	68,666
2024	68,666
2025	68,666
2026	68,666
2027	68,666
Total	<u>\$ 411,996</u>

The School leases portable classroom facilities under a noncancelable operating lease agreement that expires in the 2022-2023 school year. The School is responsible for all maintenance associated with the equipment and the leases do not transfer ownership of the portable classrooms. Total lease payments under this operating lease totaled \$48,480 for the year ended June 30, 2021. As of June 30, 2021, the future minimum lease payments for this operating lease over the next five years are as follows:

Year	Total
2022	\$ 51,480
2023	54,480
Total	<u>\$ 105,960</u>

NOTE 6 - RISK MANAGEMENT

Commercial insurance protection with normal deductibles, including general liability, property and workers compensation, is in place to limit the School's exposure from losses arising from theft, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. There has been no significant reduction in coverages, nor have settlement amounts exceeded the School's coverages during the year ended June 30, 2021 or the previous two years.

In the normal course of conducting operations, the School may become party to various legal actions and proceedings. In the opinion of management, the ultimate resolution of such legal matters will not have a significant adverse effect on financial operations. As of June 30, 2021, management was not aware of any legal actions or proceedings pending against the school.

HARTRIDGE ACADEMY, INC.

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2021

NOTE 7 - COMMITMENTS AND CONTINGENT LIABILITIES

The School may from time to time participate in state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required. In the opinion of management, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

In accordance with Florida Statutes, all property and improvements, furnishings and equipment purchased with public funds provided to the School through the District will automatically revert to full ownership of the District upon the non-renewal or termination of the charter agreement.

During the fiscal year ended June 30, 2021, the School contracted with the City of Lake Alfred to station a police officer at the School when classes are in session due to the safe-school requirements of Section 1006.12, Florida Statutes. The contract covers the 2021-2022 school year and the cost for these services is \$55,166.

The COVID-19 pandemic has created economic disruptions throughout the country as of the date of this report. Management is evaluating the impact of the COVID-19 pandemic on the School and has concluded that while it is reasonably possible that the virus could have a negative effect on the financial condition and results of operations of the School, the specific impact is not readily determinable as of the date of these financial statements. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

NOTE 8 – DEFINED CONTRIBUTION PLAN

The School uses a leasing company for employment of its staff. As part of the agreement with the staff, the School has adopted a tax deferred annuity plan in accordance with Section 403 (b) of the Internal Revenue Code in which benefits depend solely on amounts contributed to the plan plus investment earnings. The plan is funded by School contributions made in the name of the leased employee at the same rate as the District provides for its employees. The plan does not have age or service requirements and plan members are immediately vested in School contributions. For the current fiscal year, the required contribution rate was 13.00% of payroll resulting in a total expenditure/expense to the School of \$87,870.

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***NOTES TO FINANCIAL STATEMENTS**

June 30, 2021

NOTE 9 - CONCENTRATION OF REVENUE SOURCES

The School's principal source of revenues is from the State of Florida passed through the District, which provided approximately 99% of total revenue for the year ended June 30, 2021. The following is a schedule of revenue sources and amounts for the year ended June 30, 2021.

<u>Sources</u>	<u>Amount</u>
School District of Polk County, Florida	
Base funding and supplemental academic instruction	\$ 1,149,285
Class size reduction	292,080
Capital outlay	105,802
Discretionary local effort	70,985
Discretionary millage compression allocation	67,575
Additional state allocation	50,477
Pupil transportation	45,568
Teacher salary increase allocation	38,316
Elementary and Secondary School Emergency Relief Fund	33,799
Federal IDEA grant revenue	26,342
Instructional materials allocation	17,322
Safe schools allocation	12,415
Reading allocation	9,840
Total funds compression allocation	9,833
Teacher supply program	3,130
Digital classroom allocation	273
Total revenue through the School District of Polk County, Florida	1,933,042
Other revenue:	
Interest revenue	173
Other federal sources	23,388
Other local sources	6,684
Total revenue	\$ 1,963,287

Hartridge Academy

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REQUIRED SUPPLEMENTARY INFORMATION

HARTRIDGE ACADEMY, INC.*A Charter School and Component Unit of the School District of Polk County, Florida***BUDGETARY COMPARISON SCHEDULE – GENERAL FUND**

For the year ended June 30, 2021

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>(Budgetary</u> <u>Basis)</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
RESOURCES (inflows):				
State and local sources:				
State and local sources passed through local school district	\$ 1,597,600	\$ 1,838,130	\$ 1,872,901	\$ 34,771
Contributions and other local sources	5,100	5,110	6,857	1,747
Total state and local sources	1,602,700	1,843,240	1,879,758	36,518
Federal sources:				
Federal sources passed through local school district	10,000	59,800	60,141	341
Other Federal sources	-	-	23,388	23,388
Total federal sources	10,000	59,800	83,529	23,729
Total resources (inflows)	1,612,700	1,903,040	1,963,287	60,247
CHARGES TO APPROPRIATIONS (outflows):				
Current:				
Instruction	1,185,200	1,100,200	1,033,009	67,191
Instructional staff training services	2,000	1,200	1,053	147
Governing board	30,000	30,000	29,339	661
School administration	220,000	225,000	222,370	2,630
Central services	75,500	86,500	88,268	(1,768)
Pupil transportation services	25,000	45,000	44,447	553
Operation of plant	325,000	330,000	367,267	(37,267)
Total charges to appropriations (outflows)	1,862,700	1,817,900	1,785,753	32,147
NET CHANGE IN FUND BALANCE	\$ (250,000)	\$ 85,140	\$ 177,534	\$ 92,394

OTHER REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Hartridge Academy, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Hartridge Academy, Inc. (the "School") a charter school and component unit of the School District of Polk County, Florida, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated September 24, 2021.

Internal Control over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Finding 2021-01 – Internal Control over Payroll

Condition: During our audit we noted that management's internal control system over payroll related transactions was not sufficient to ensure processing accuracy and that all transactions were properly authorized.

Criteria: An effective internal control system should provide reasonable assurance that all transactions are accurately recorded in the School's accounting system and such transactions have been properly authorized.

Cause: Lack of available staff to separate incompatible duties or to perform compensating internal control activities and monitoring of the School's internal controls.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Internal Control over Financial Reporting (concluded)

Finding 2021-01 – Internal Control over Payroll (concluded)

Effect: Payroll related transactions could contain errors or unauthorized payments could be made and not detected or prevented by the School's existing internal control system.

Recommendation: We recommend management involve more than one individual within the payroll cycle to either separate incompatible duties or to perform compensating control activities to ensure that payroll related transactions are reported accurately and in accordance with employment agreements or Board of Director's authorizations for payments made in excess of the employment agreement amounts. Furthermore, we recommend that the Board of Directors be provided a detailed budget to actual report each month.

View of Responsible Official: See accompanying letter of management's response.

Hartridge Academy, Inc.'s Response to Finding

Hartridge Academy, Inc.'s response to the finding identified in our audit is described in the accompanying letter of management's response. Hartridge Academy's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Compliance and Other Matters

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

Purpose of this Report

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

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
September 24, 2021

MANAGEMENT LETTER

To the Board of Directors
Hartridge Academy, Inc.

Report on the Financial Statements

We have audited the financial statements of Hartridge Academy, Inc., (the "School"), a charter school and component unit of the School District of Polk County, Florida, as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated September 24, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the *Comptroller General of the United States* and Chapter 10.850, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in this report, which is dated September 24, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

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

Financial Condition and Management

Sections 10.854(1)(e)2 and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit of the financial statements of the School, we determined that the School did not meet any of the specified conditions of a financial emergency described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

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

MANAGEMENT LETTER
(cont...)

Transparency

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

Additional Matters

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

Official Title

Section 10.854(1)(e)5, Rules of the Auditor General, requires the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title of the entity is Hartridge Academy, Inc. of District 53, School 8121.

Purpose of this Letter

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

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
September 24, 2021

Hartridge Academy

1400 US Hwy. 92 West
Winter Haven, FL 33881
863-956-4434 fax 863-956-3267

September 24, 2021

Members of the Board of Directors
Hartridge Academy, Inc.

RE: Audit Findings

View of responsible officials and planned corrective actions.

Finding 2020-01: Internal Control over Payroll

We concur with the auditor's recommendation.

The following action will be taken or has already been implemented regarding the following:

*To provide **reasonable assurance that payroll transactions are processed accurately**, the payroll process will become **a two employee task** to segregate duties. Instead of the Principal performing all payroll related tasks, an **available staff** member who's a non-administrative employee (aka NAE-clerical, teacher, support, etc.) will perform payroll data input to the staff leasing company for processing. The preview printout will be **checked for accuracy** by the NAE and Principal along with any support documentation required (time cards, contract chart, **properly authorized** extra pay, state directives such as Grade A teacher bonuses, etc.). Once both have signed the preview after checking for **accuracy and authorization**, the input will be submitted for payment. The corresponding payroll reports will be dispersed to the contracted bookkeeper, the **monthly board report folder**, the retirement plan folder and the staff leasing company's vendor file. The bookkeeper enters the expenses into the school's accounting system after which the principal checks the ledger for **accurate recording into the school's accounting system**. The monthly financial statements have a **budget to actual comparison which allows the board to notice any variances**. Financials will be included in the **monthly board report folder** which will be provided to members even when it is not a meeting month. The NAE will incur one hour per week of extra time. The principal will perform her verification tasks during her regular contracted hours.*

Respectfully submitted,



Debra Richards, Principal