

**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY  
PREPARATORY ACADEMY**

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

INDEPENDENT AUDITOR'S REPORT

*for the fiscal year ended JUNE 30, 2019*

***King & Walker, CPAs, PL***

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*Certified Public Accountants*

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**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY PREPARATORY ACADEMY**

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Members:  
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## **Independent Auditor's Report**

To the Board of Directors of The Collaboratory School, Inc.  
d/b/a Collaboratory Preparatory Academy,  
a Charter School and Component Unit of the  
District School Board of Hillsborough County, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy ("School"), a charter school and component unit of the District School Board of Hillsborough County, Florida, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental 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 School'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 School'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 opinion.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy, as of June 30, 2019, and the respective changes in financial position thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedule, and Note to Required Supplementary Information, as shown 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 historic 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 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 20, 2019 on our consideration of The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy' 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 The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy' internal control over financial reporting and compliance.

Respectfully submitted,

King & Walker, CPAs

September 20, 2019  
Tampa, Florida

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**

*a Charter School and Component Unit of the District School Board of Hillsborough County, Florida*

**MANAGEMENT’S DISCUSSION AND ANALYSIS - (Unaudited)**

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The Management’s Discussion and Analysis (MD&A) section of the annual financial report of The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy (“School”) provides an overview of the School’s activities for the fiscal year ended June 30, 2019.

Because the information contained in the MD&A is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School’s financial statements and notes to financial statements, as listed in the table of contents.

**FINANCIAL HIGHLIGHTS**

- The School reported a total net position balance of \$111,971 as shown on the statement of net position.
- For the fiscal year ended June 30, 2019, the School’s revenue exceeded expenses by \$20,909, as shown on the School’s statement of activities.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The basic financial statements consist of three components:

- ✓ Government-wide financial statements
- ✓ Fund financial statements
- ✓ Notes to financial statements

**Government-Wide Financial Statements**

The government-wide financial statements provide both short-term and long-term information about the School’s overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of Net Position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of Net Position provides information about the government’s financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the Net Position, is a measure of the financial health of the School. The statement of activities presents information about the change in the School’s Net Position and the results of operations, during the fiscal year. An increase or decrease in Net Position is an indication of whether the School’s financial health is improving or deteriorating. To assess the overall financial position of the School, one needs to consider additional non-financial factors such as changes in the School student base funding level.

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**

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**MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)**

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**Fund Financial Statements**

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide more detailed information about the School's financial activities, focusing on its most significant funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide financial statements.

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 financial 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 financial 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 balances provide a reconciliation of governmental fund to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the School's most significant funds. The School operates the following funds: a General Fund to account for its general operations and internal account activities and a Special Revenue Fund to account for Federal grant programs and the School's food service operations. For reporting purposes, all funds are shown as major funds 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 and the Major Special Revenue 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.

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**  
*a Charter School and Component Unit of the District School Board of Hillsborough County, Florida*  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)**

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**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The following is a summary of the School's prior year and current year net position:

	<b>Net Position, End of Year</b>		
	<u>Governmental Activities</u>		
	<u>6-30-18</u>	<u>6-30-19</u>	<u>Increase (Decrease)</u>
<b>ASSETS</b>			
Current and Other Assets	\$ 36,666	\$ 39,068	\$ 2,402
Capital Assets, Net	<u>112,201</u>	<u>109,200</u>	<u>(3,001)</u>
Total Assets	<u>148,867</u>	<u>148,268</u>	<u>(599)</u>
<b>LIABILITIES</b>			
Current Liabilities	<u>57,806</u>	<u>36,298</u>	<u>(21,508)</u>
Total Liabilities	<u>57,806</u>	<u>36,298</u>	<u>(21,508)</u>
<b>NET POSITION</b>			
Net Investment in Capital Assets	112,201	109,200	(3,001)
Unrestricted	<u>(21,140)</u>	<u>2,770</u>	<u>23,910</u>
Total Net Position	<u>\$ 91,061</u>	<u>\$ 111,970</u>	<u>\$ 20,909</u>

Assets consist of cash & cash equivalents, accounts receivable, and the School's net investment in capital assets. Current liabilities consist of accrued wages & benefits payable.

Total Net Position amounted to \$111,970 as of June 30, 2019.

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**

*a Charter School and Component Unit of the District School Board of Hillsborough County, Florida*

**MANAGEMENT’S DISCUSSION AND ANALYSIS - (Unaudited)**

The following is a summary of the School’s change in net position for the prior year and current year:

	<b>Operating Results for the Year</b>		
	Governmental Activities		
	6-30-18	6-30-19	Increase (Decrease)
<b>Revenues:</b>			
Federal Through State and Local	\$ 366,561	\$ 379,918	\$ 13,357
State Sources	467,770	657,625	189,855
Local and Other	356,953	368,898	11,945
<b>Total Revenues</b>	<b>1,191,284</b>	<b>1,406,441</b>	<b>215,157</b>
<b>Expenses:</b>			
Instruction	541,816	483,223	(58,593)
Student Personnel Services	374	-	(374)
Instr. & Curriculum Development	25,712	33,885	8,173
Instructional Staff Training	-	1,560	1,560
Board	516	7,990	7,474
General Administration	23,244	32,682	9,438
School Administration	213,903	193,379	(20,524)
Facilities Acq. & Construction	61,896	95,020	33,124
Fiscal Services	53,261	4,600	(48,661)
Food Services	25,747	75,001	49,254
Central Services	7,235	41,962	34,727
Operation of Plant	105,656	253,768	148,112
Maintenance of Plant	14,670	138,204	123,534
Administrative Technology	19,266	8,380	(10,886)
Unallocated Depreciation	6,927	15,879	8,952
<b>Total Expenses</b>	<b>1,100,223</b>	<b>1,385,533</b>	<b>285,310</b>
<b>Increase in Net Position</b>	<b>\$ 91,061</b>	<b>\$ 20,908</b>	<b>\$ (70,153)</b>

The School’s sources of revenue for the School are from State of Florida (47%), Federal grants passed through the District (27%) and local and other revenue (26%). Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula which utilize student enrollment data to determine the funds available for the School.

The largest concentration of expense was for instruction related functions, which comprised 38% of total expenses.

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**

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**MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)**

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**FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS**

**Governmental Funds**

As the School completed the year, its governmental funds reported a combined fund balance of \$2,770.

**BUDGETARY HIGHLIGHTS**

The School's budget for the fiscal year ended June 30, 2019, was developed based on the School's anticipated revenues and expenditures and the expected student population for the school year. Over the course of the year, the school revised its general fund budget several times. Refer to the Budgetary Comparison Schedule for additional information.

**CAPITAL ASSETS & LONG TERM DEBT**

**Capital Assets**

The School's investment in capital assets for its governmental activities as of June 30, 2019, amounts to \$109,200 (net of accumulated depreciation). This investment in capital assets includes leasehold improvements and furniture, fixtures, and equipment. Additional information regarding the School's capital assets can be found in the subsequent notes to the financial statements.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy' finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director, The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy, 6400 E. Chelsea Street, Tampa, FL 33610.

**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY PREPARATORY ACADEMY  
A CHARTER SCHOOL AND COMPONENT UNIT OF THE  
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA**

**STATEMENT OF NET POSITION**

*June 30, 2019*

	Governmental Activities
<b><u>ASSETS</u></b>	
Cash & Cash Equivalents	\$ 14,068
Accounts Receivable	25,000
Capital Assets:	
Furniture, Fixtures, and Equipment, Net	28,618
Leasehold improvements, Net	80,582
Total Capital Assets, Net	109,200
<b>TOTAL ASSETS</b>	<b>148,268</b>
<b><u>LIABILITIES</u></b>	
Wages & Benefits Payable	36,298
<b>TOTAL LIABILITIES</b>	<b>36,298</b>
<b><u>NET POSITION</u></b>	
Net Investment in Capital Assets	109,200
Unrestricted	2,770
<b>TOTAL NET POSITION</b>	<b>\$ 111,970</b>

The accompanying notes to the financial statements are an integral part of this statement.

**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY PREPARATORY ACADEMY  
A CHARTER SCHOOL AND COMPONENT UNIT OF THE  
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA**

**STATEMENT OF ACTIVITIES  
For the Fiscal Year Ended June 30, 2019**

		Program Revenues			Net (Expenses) Revenue and Changes Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
Instruction	\$ 483,223	\$ -	\$ 157,228	\$ -	\$ (325,995)
Instruction & Curriculum Development	33,885		33,885		-
Instructional Staff Training	1,560		1,560		-
Board	7,990		7,990		-
General Administration	32,682				(32,682)
School Administration	193,379		43,125		(150,254)
Facilities Acquisition & Construction	95,020				(95,020)
Fiscal Services	4,600		400		(4,200)
Food Services	75,001		83,537		8,536
Central Services	41,962		41,962		-
Operation of Plant	253,768		1,851		(251,917)
Maintenance of Plant	138,204				(138,204)
Administrative Technology	8,380		8,380		-
Unallocated Depreciation	15,879				(15,879)
Total Governmental Activities	\$ 1,385,533	\$ -	\$ 379,918	\$ -	(1,005,615)
General Revenues:					
State Sources					657,625
Local and Other					368,898
Total General Revenues					1,026,523
Change in Net Position					20,908
Net Position - July 1, 2018					91,062
Net Position - June 30, 2019					\$ 111,970

The accompanying notes to the financial statements are an integral part of this statement.

**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY PREPARATORY ACADEMY  
A CHARTER SCHOOL AND COMPONENT UNIT OF THE  
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA**

**BALANCE SHEET - GOVERNMENTAL FUNDS**

*June 30, 2019*

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash & Cash Equivalents	\$ 14,068	\$ -	\$ 14,068
Accounts Receivable	25,000		25,000
Total Assets	\$ 39,068	\$ -	\$ 39,068
<b>LIABILITIES</b>			
Wages & Benefits Payable	\$ 36,298	\$ -	\$ 36,298
Total Liabilities	36,298	-	36,298
<b>FUND BALANCES</b>			
Unassigned	2,770		2,770
Total Fund Balances	2,770	-	2,770
Total Liabilities and Fund Balances	\$ 39,068	\$ -	\$ 39,068

The accompanying notes to the financial statements are an integral part of this statement.

**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY PREPARATORY ACADEMY  
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DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA**

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

*June 30, 2019*

<b>Total Fund Balances - Governmental Funds</b>	\$ 2,770
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.	<u>109,200</u>
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<b>Total Net Position - Governmental Activities</b>	<u><u>\$ 111,970</u></u>
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The accompanying notes to financial statements are an integral part of this statement.

**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY PREPARATORY ACADEMY  
A CHARTER SCHOOL AND COMPONENT UNIT OF THE  
DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS**

*For the Fiscal Year Ended June 30, 2019*

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total Governmental Funds</u>
<b>Revenues</b>			
Intergovernmental:			
Federal Through State and Local	\$ -	\$ 379,918	\$ 379,918
State Sources	657,625		657,625
Local and Other	368,898		368,898
Total Revenues	<u>1,026,523</u>	<u>379,918</u>	<u>1,406,441</u>
<b>Expenditures</b>			
Current - Education:			
Instruction	338,873	144,350	483,223
Instruction & Curriculum Development		33,885	33,885
Instructional Staff Training		1,560	1,560
Board		7,990	7,990
General Administration	32,682		32,682
School Administration	150,254	43,125	193,379
Facilities Acquisition & Construction	95,020		95,020
Fiscal Services	4,200	400	4,600
Food Services		75,001	75,001
Central Services		41,962	41,962
Operation of Plant	251,916	1,851	253,767
Maintenance of Plant	138,204		138,204
Administrative Technology		8,380	8,380
Fixed Capital Outlay:			
Other Capital Outlay		12,878	12,878
Total Expenditures	<u>1,011,149</u>	<u>371,382</u>	<u>1,382,531</u>
Excess/(Deficiency) of Revenues			
Over/(Under) Expenditures	<u>15,374</u>	<u>8,536</u>	<u>23,910</u>
Other Financing Sources (Uses):			
Transfers In/(Out)	<u>8,536</u>	<u>(8,536)</u>	<u>-</u>
Total Other Financing Sources	<u>8,536</u>	<u>(8,536)</u>	<u>-</u>
Net Change in Fund Balances	23,910	-	23,910
Fund Balances, July 1, 2018	(21,140)	-	(21,140)
Fund Balances, June 30, 2019	<u>\$ 2,770</u>	<u>\$ -</u>	<u>\$ 2,770</u>

The accompanying notes to financial statements are an integral part of this statement.

**THE COLLABORATORY SCHOOL, INC.  
D/B/A COLLABORATORY PREPARATORY ACADEMY  
A CHARTER SCHOOL AND COMPONENT UNIT OF THE  
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**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF  
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
TO THE STATEMENT OF ACTIVITIES  
*For the Fiscal Year Ended June 30, 2019***

<b>Net Change in Fund Balances - Governmental Funds</b>	\$	23,910
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Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures.

However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.

This is the amount of depreciation expense (\$15,879) in excess of capital outlays (\$12,878) in the current period.

(3,002)

<b>Change in Net Position - Governmental Activities</b>	\$	<u><u>20,908</u></u>
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The accompanying notes to the financial statements are an integral part of this statement.

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**  
A Charter School and Component Unit of the District School Board of Hillsborough County, FL  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2019**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

➤ **Reporting Entity**

The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy (“School”), is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the not-for-profit corporation Board of Directors, which is comprised of not less than three 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 District School Board of Hillsborough County, Florida, (“District”). The current charter became effective for the period commencing on July 1, 2017, and ending on June 30, 2027. The charter agreement is subject to annual review and may be renewed by mutual agreement between the School and the District. At the end of the term of the charter, the District may choose not to renew the charter under grounds specified in the charter. In this case, the District is required to notify the school in writing at least 90 days prior to the charter’s expiration. During the term of the charter, the District may also terminate the charter if good cause is shown. In the event of termination of the charter, the District shall assume operation of the School. The School is considered a component unit of the District; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

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 the 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 on these criteria, no component units are included within the reporting entity of the School.

➤ **Basis of Presentation**

Government-wide Financial Statements: Government-wide financial statements, including the statement of Net Position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School’s governmental activities. Direct expenses are those that are specifically

**THE COLLABORATORY SCHOOL, INC.**  
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A Charter School and Component Unit of the District School Board of Hillsborough County, FL  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2019**

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

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements: Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School considers all of its funds as major governmental funds:

- General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.
- Special Revenue Fund – to account for federal grant programs and the School’s food service operations.

➤ **Basis of Accounting**

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

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are prepared using 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 the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 30 days of the end of the current fiscal

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year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

➤ **Cash and Cash Equivalents**

Cash and cash equivalents consist of demand deposits with financial institutions. Deposits on hand at financial institutions are insured by the Federal Deposit Insurance Company up to \$250,000.

➤ **Capital Assets**

Expenditures for capital assets acquired or constructed for general School purposes are reported in the governmental fund that financed the acquisition or construction. The capital assets so acquired are reported at cost in the government-wide statement of Net Position but are not reported in the governmental fund financial statements. Capital assets are defined by the School as those costing more than \$1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at fair value at the date of donation.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Leasehold Improvements	5 years
Furniture, Fixtures and Equipment	5 years

Current-year information relative to changes in capital assets is described in a subsequent note.

➤ **Deferred Outflows/Inflows of Resources**

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

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net

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position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until then. The School does not have any items that qualify for reporting in this category.

➤ **Net Position and Fund Balance Classification**

*Government-wide Financial Statements*

Net Position are classified and reported in three components:

- Net Investment in Capital Assets – consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributed to the acquisition or improvement of those assets.
- Restricted Net Position – consists of net position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- Unrestricted Net Position – all other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

*Fund Financial Statements*

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions*, defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be reported within one of the following fund balance categories:

- Nonspendable – fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned). All nonspendable fund balances at year end relate to assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the School’s Board of Governance.
- Assigned – fund balance that is intended to be used by the School’s management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount for the School’s general fund and includes all spendable amounts not contained in the other classifications.

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➤ **Order of Fund Balance Spending Policy**

The School's policy is to apply expenditures against nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First, nonspendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including nonspendable amounts). Any remaining fund balance amounts for the non-general funds are to be classified as restricted fund balance. It is possible for the non-general funds to be classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the amount of restricted fund balances for specific purposes exceed the positive fund balance for non-general fund.

➤ **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 students and related data to the District.

Under 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 (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent students reported by the School during designated full-time equivalent student survey periods. The Department may also adjust subsequent fiscal period allocations based upon an audit of the School's compliance in determining and reporting FTE and related data. Normally, such adjustments are treated as reductions or additions of revenue in the year when the adjustments are made.

The basic amount of funding through the FEFP under Section 1011.62 is the product of the (1) unweighted FTE, multiplied by (2) the cost factor for each program, multiplies by (3) the base student allocation established by the legislature. Additional funds for exceptional students who do not have a matrix of services are provided through the guaranteed allocation designated in Section 1011.62(1)(e)2., Florida Statutes. For the fiscal year ended June 30, 2019, the School reported 88.96 unweighted and 96.9247 weighted FTE. Weighted funding is 11% of total FEFP funding. FEFP funding may also be adjusted as a result of subsequent FTE audits conducted by the Florida Auditor General pursuant to Section 1010.305, Florida Statutes, and Rule 6A-1.0453, Florida Administrative Code (FAC). Schools are required to maintain the following documentation for three years or until the completion of an FTE audit:

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- Attendance and membership documentation (Rule 6A-1.044, FAC).
- Teacher certificates and other certification documentation (Rule 6A-1.0503, FAC).
- Documentation for instructors teaching out-of-field (Rule 6A-1.0503, FAC).
- Procedural safeguards for weighted programs (Rule 6A-6.03411, FAC).
- Evaluation and planning documents for weighted programs (Section 1010.305, Florida Statutes, and Rule 6A-6.03411, FAC).

The School receives federal or state awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For federal or state awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred.

The School receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based upon a capital outlay plan submitted to the District and are to be used for lease, rent or construction of school facilities. The School also receives funding through donations and fundraising efforts, school lunch sales and local property tax collections. The School follows the policy of applying restricted resources prior to applying unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available. A schedule of revenue sources for the current year is presented in a subsequent note.

➤ **Income Taxes**

The School is exempt from Federal tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements. Additionally, no uncertain tax positions have been made requiring disclosure in the related note to financial statements. The School's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

➤ **Use of Estimates**

In preparing the financial statements in conformity with generally accepted accounting principles in the United States (GAAP) management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the statement of net position and affect revenues and expenditures for the period presented. Actual results could differ from those estimates.

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➤ **Subsequent Events**

Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

**2. CASH DEPOSITS**

*Custodial Credit Risk – Deposits.* In the case of deposits, this is the risk that in the event of a bank failure, the School’s deposits may not be returned to the School. The School does not have a custodial credit risk policy. Deposits on hand at financial institutions are insured by the Federal Deposit Insurance Company (FDIC) up to \$250,000.

**3. CHANGES IN CAPITAL ASSETS**

Changes in capital assets are presented in the table below.

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Governmental Activities:</u>				
Leasehold Improvements	\$ 94,802	\$ -	\$ -	\$ 94,802
Furniture, Fixtures and Equipment	24,326	12,878	-	37,204
Total Capital Assets	<u>119,128</u>	<u>12,878</u>	<u>-</u>	<u>132,006</u>
Less Accumulated Depreciation for:				
Leasehold Improvements	(4,494)	(9,726)	-	(14,220)
Furniture, Fixtures and Equipment	(2,433)	(6,153)	-	(8,586)
Total Accumulated Depreciation	<u>(6,927)</u>	<u>(15,879)</u>	<u>-</u>	<u>(22,806)</u>
Governmental Activities Capital Assets, net	<u>\$ 112,201</u>	<u>\$ (3,001)</u>	<u>\$ -</u>	<u>\$ 109,200</u>

All depreciation expense was shown as unallocated on the Statement of Activities.

**4. INTERFUND TRANSFERS**

The Special Revenue fund transferred \$8,536 to the General Fund to provide financial support for the Food Service costs of operation and maintenance including utility costs among other costs incurred by the General Fund for the Food Service Program. These amounts are netted together and not reported in the statement of activities.

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**5. SCHEDULE OF STATE REVENUE SOURCES**

The following is a schedule of the School's State revenue:

<u>Source</u>	<u>Amount</u>
Florida Education Finance Program	\$ 410,054
Class Size Reduction	121,194
ESE Guarantee	34,285
Discretionary Local Effort	30,751
Supplementary Academic Instruction	20,872
Discretionary Millage	15,763
Instructional Materials	6,893
Safe Schools	4,129
Reading Allocation	3,884
Mental Health Assistance	2,013
Florida Teachers Classroom Supply	1,632
Best & Brightest Teacher Program	1,418
Digital Classroom Allocation	1,326
Discretionary Lottery	311
Total State Revenue	<u>\$ 654,525</u>

As provided in the charter school contract, the District has charged the School an administrative fee totaling \$32,682.

**6. FUNDING AND CREDIT CONCENTRATIONS**

The School receives substantially all of its support and revenue from federal, state and local funding sources, passed through the District, in the form of performance and budget based contracts. Continuing operation of the School is greatly dependent upon the continued support of these governmental agencies.

**7. FACILITIES LEASE**

The School leased its educational facility under a sub-lease with the Boys & Girls Clubs of Tampa Bay, Inc. for a one year period starting August 1, 2018 and ending July 31, 2019, unless otherwise amended. Monthly rent was calculated at a base of \$2,000 per month plus an additional \$10 per enrolled student, up to a maximum of 162 students. Rent expense for the year ended June 30, 2019 under this lease was \$79,990.

**THE COLLABORATORY SCHOOL, INC.**  
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**8. COMMITMENTS AND CONTINGENT LIABILITIES**

The School participates in state 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 and the collectability of any related receivables at June 30, 2019, may be impaired.

In the opinion of the School, there are no significant 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.

**9. RISK MANAGEMENT PROGRAMS**

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School carries commercial insurance. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**10. LEGAL MATTERS**

In the normal course of conducting its operations, the School occasionally becomes 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 the accompanying financial statements.

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**  
**A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA**

**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND & MAJOR SPECIAL REVENUE FUND - (UNAUDITED)**  
*For the Fiscal Year Ended June 30, 2019*

	General Fund				Major Special Revenue Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
<b>Revenues:</b>								
Intergovernmental:								
Federal Through State and Local	\$ -	\$ -	\$ -	\$ -	\$ 191,000	\$ 379,918	\$ 379,918	\$ -
State Sources	739,543	657,625	657,625	-	-	-	-	-
Local and Other	417,828	368,898	368,898	-	-	-	-	-
Total Revenues	<u>1,157,371</u>	<u>1,026,523</u>	<u>1,026,523</u>	<u>-</u>	<u>191,000</u>	<u>379,918</u>	<u>379,918</u>	<u>-</u>
<b>Expenditures:</b>								
Current - Education:								
Instruction	421,304	338,873	338,873	-	76,400	144,350	144,350	-
Instruction & Curriculum Development	35,000	-	-	-	30,000	33,885	33,885	-
Instructional Staff Training	-	-	-	-	-	1,560	1,560	-
Board	725	-	-	-	-	7,990	7,990	-
General Administration	36,411	32,682	32,682	-	-	-	-	-
School Administration	296,964	150,254	150,254	-	30,000	43,125	43,125	-
Facilities Acquisition & Construction	96,320	95,020	95,020	-	-	-	-	-
Fiscal Services	52,800	4,200	4,200	-	20,000	400	400	-
Food Services	-	-	-	-	20,000	75,001	75,001	-
Central Services	10,000	-	-	-	5,000	41,962	41,962	-
Operation of Plant	178,623	251,916	251,916	-	-	1,851	1,851	-
Maintenance of Plant	18,750	138,204	138,204	-	-	-	-	-
Administrative Technology	9,600	-	-	-	9,600	8,380	8,380	-
Fixed Capital Outlay:								
Other Capital Outlay	-	-	-	-	-	12,878	12,878	-
Total Expenditures	<u>1,156,497</u>	<u>1,011,149</u>	<u>1,011,149</u>	<u>-</u>	<u>191,000</u>	<u>371,382</u>	<u>371,382</u>	<u>-</u>
Excess/(Deficiency) of Revenues								
Over/(Under) Expenditures	<u>874</u>	<u>15,374</u>	<u>15,374</u>	<u>-</u>	<u>-</u>	<u>8,536</u>	<u>8,536</u>	<u>-</u>
Other Financing Sources (Uses):								
Transfers In/(Out)	-	8,536	8,536	-	-	(8,536)	(8,536)	-
Total Other Financing Sources	<u>-</u>	<u>8,536</u>	<u>8,536</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Changes in Fund Balances	874	23,910	23,910	-	-	-	-	-
Fund Balances, July 1, 2018	(21,140)	(21,140)	(21,140)	-	-	-	-	-
Fund Balances, June 30, 2019	<u>\$ (20,266)</u>	<u>\$ 2,770</u>	<u>\$ 2,770</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Independent Auditor's Report.

**THE COLLABORATORY SCHOOL, INC.**  
**D/B/A COLLABORATORY PREPARATORY ACADEMY**  
**A Charter School and Component Unit of the District School Board of Hillsborough County, FL**  
**NOTE TO REQUIRED SUPPLEMENTARY INFORMATION**  
**June 30, 2019**

**1. BUDGETARY BASIS OF ACCOUNTING**

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g., instruction, pupil personnel services and school administration). Budgets may be amended by resolution at any Board meeting prior to the date for the annual report.

Members:  
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**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 of The Collaboratory School, Inc.  
d/b/a Collaboratory Preparatory Academy,  
a Charter School and Component Unit of the  
District School Board of Hillsborough County, Florida

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, each major fund, and the aggregate remaining fund information of The Collaboratory School, Inc. d/b/a Collaboratory Preparatory Academy (“School”), a charter school and component unit of the District School Board of Hillsborough County, Florida, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School’s basic financial statements, and have issued our report thereon dated September 20, 2019.

**Internal Control Over Financial Reporting**

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

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

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

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of 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 School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, professional style.

September 20, 2019  
Tampa, Florida



Members:  
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**Management Letter as Required by Rules of the Florida Auditor General,  
Chapter 10.850, Florida Statutes, *Charter School Audits***

To the Board of Directors of The Collaboratory School, Inc.  
d/b/a Collaboratory Preparatory Academy,  
a Charter School and Component Unit of the  
District School Board of Hillsborough County, Florida

**Report on the Financial Statements**

We have audited the financial statements of The Collaboratory School, Inc., (“School”), a Charter School and Component Unit of the District School Board of Hillsborough County, Florida, as of and for the fiscal year ended June 30, 2019, and have issued our report thereon dated September 20, 2019.

**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 on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedule, which are dated September 20, 2019, should be considered in conjunction with this management letter.

**Prior Audit Findings**

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

**Official Title**

Section 10.854(1)(e)5., Rules of the Auditor General, requires that the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are The Collaboratory Preparatory School, 297822.

## **Financial Condition and Management**

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

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

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

### **Transparency**

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

### **Additional Matters**

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

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

### **Purpose of this Letter**

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

Respectfully submitted,

King & Walker, CPAs

September 20, 2019  
Tampa, Florida