

**SUCCESS PREPARATORY ACADEMY**

**NEW ORLEANS, LOUISIANA**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED**

**JUNE 30, 2024 AND 2023**



**ERICKSEN KRENTEL<sup>LLP</sup>**

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors and Management of  
Success Preparatory Academy  
New Orleans, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Success Preparatory Academy (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Success Preparatory Academy as of June 30, 2024 and 2023, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Success Preparatory Academy and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Success Preparatory Academy's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.



To the Board of Directors and Management of  
Success Preparatory Academy  
New Orleans, Louisiana

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, the *Louisiana Governmental Audit Guide*, and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Success Preparatory Academy's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Success Preparatory Academy's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



To the Board of Directors and Management of  
Success Preparatory Academy  
New Orleans, Louisiana

***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information contained in the schedule of compensation, benefits, and other payments to agency head (Schedule “1”), as required by Louisiana Revised Statute 24:513 A.(3), is presented for purposes of additional analysis and is also not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 3, 2024 on our consideration of Success Preparatory Academy’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 solely 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 the effectiveness of Success Preparatory Academy’s 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 Success Preparatory Academy’s internal control over financial reporting and compliance.

December 3, 2024  
New Orleans, Louisiana

Certified Public Accountants

## **FINANCIAL STATEMENTS**

**SUCCESS PREPARATORY ACADEMY**  
**STATEMENTS OF FINANCIAL POSITION**  
JUNE 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
<b><u>CURRENT ASSETS:</u></b>		
Cash and cash equivalents	\$ 2,651,576	\$ 1,969,561
Grant receivables	447,616	905,494
Prepaid expenses	<u>93,082</u>	<u>175,431</u>
 Total current assets	 <u>3,192,274</u>	 <u>3,050,486</u>
 <b><u>PROPERTY AND EQUIPMENT, NET</u></b>	 <u>78,000</u>	 <u>122,845</u>
<b><u>OTHER ASSETS:</u></b>		
Deposits	<u>7,122</u>	<u>7,122</u>
 Total other assets	 <u>7,122</u>	 <u>7,122</u>
 Total assets	 <u>\$ 3,277,396</u>	 <u>\$ 3,180,453</u>
<b><u>CURRENT LIABILITIES:</u></b>		
Accounts payable	<u>\$ 192,823</u>	<u>\$ 435,093</u>
 Total current liabilities	 <u>192,823</u>	 <u>435,093</u>
 Total liabilities	 <u>192,823</u>	 <u>435,093</u>
<b><u>NET ASSETS:</u></b>		
Without donor restrictions	3,042,770	2,674,834
With donor restrictions	<u>41,803</u>	<u>70,526</u>
 Total net assets	 <u>3,084,573</u>	 <u>2,745,360</u>
 Total liabilities and net assets	 <u>\$ 3,277,396</u>	 <u>\$ 3,180,453</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**SUCCESS PREPARATORY ACADEMY**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	<u>Without Donor</u>	<u>With Donor</u>	<u>Total</u>
	<u>Restrictions</u>	<u>Restrictions</u>	
<b><u>REVENUE:</u></b>			
State/local minimum foundation program funding	\$ 6,111,091	\$ -	\$ 6,111,091
Federal grants	2,276,942	-	2,276,942
Private grants and contributions	289,277	766	290,043
Other state funds	347,490	-	347,490
Investment income	35,891		35,891
Other income	100,600	-	100,600
Net assets released from restrictions	<u>29,489</u>	<u>(29,489)</u>	<u>-</u>
 Total revenue	 <u>9,190,780</u>	 <u>(28,723)</u>	 <u>9,162,057</u>
<b><u>EXPENSES:</u></b>			
Program services:			
General instructional	3,553,732	-	3,553,732
General non-instructional	2,598,645	-	2,598,645
Special education	1,633,594	-	1,633,594
Special programs	330,480	-	330,480
Administration	<u>706,393</u>	<u>-</u>	<u>706,393</u>
 Total expenses	 <u>8,822,844</u>	 <u>-</u>	 <u>8,822,844</u>
 Change in net assets	 367,936	 (28,723)	 339,213
 Net assets, beginning of year	 <u>2,674,834</u>	 <u>70,526</u>	 <u>2,745,360</u>
 Net assets, end of year	 <u>\$ 3,042,770</u>	 <u>\$ 41,803</u>	 <u>\$ 3,084,573</u>

See accompanying NOTES TO FINANCIAL STATEMENTS



**SUCCESS PREPARATORY ACADEMY**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Without Donor <u>Restrictions</u>	With Donor <u>Restrictions</u>	<u>Total</u>
<b><u>REVENUE:</u></b>			
State/local minimum foundation program fundin	\$ 5,867,624	\$ -	\$ 5,867,624
Federal grants	2,603,811	-	2,603,811
Private grants and contributions	3,832	28,725	32,557
Other state funds	178,832	-	178,832
Investment income	13,812	-	13,812
Other income	56,128	-	56,128
Net assets released from restrictions	<u>21,369</u>	<u>(21,369)</u>	<u>-</u>
 Total revenue	 <u>8,745,408</u>	 <u>7,356</u>	 <u>8,752,764</u>
<b><u>EXPENSES:</u></b>			
Program services:			
General instructional	3,470,645	-	3,470,645
General non-instructional	2,408,348	-	2,408,348
Special education	1,275,499	-	1,275,499
Special programs	383,457	-	383,457
Administration	<u>662,757</u>	<u>-</u>	<u>662,757</u>
 Total expenses	 <u>8,200,706</u>	 <u>-</u>	 <u>8,200,706</u>
 Change in net assets	 544,702	 7,356	 552,058
 Net assets, beginning of year	 <u>2,130,132</u>	 <u>63,170</u>	 <u>2,193,302</u>
 Net assets, end of year	 <u>\$ 2,674,834</u>	 <u>\$ 70,526</u>	 <u>\$ 2,745,360</u>

**SUCCESS PREPARATORY ACADEMY**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	Program Services					Total
	General Instructional	General Non-Instructional	Special Education	Special Program	General Administration	
Salaries	\$ 2,542,209	\$ 703,014	\$ 1,126,946	\$ 180,806	\$ 168,394	\$ 4,721,369
Employee benefits	123,180	35,280	55,475	30,837	9,201	253,973
Retirement	104,632	28,935	46,383	7,442	6,930	194,322
Payroll taxes	195,169	53,972	86,518	13,881	12,928	362,468
Purchased education services	214,953	-	116,314	95,396	2,279	428,942
Other purchased professional services	-	-	-	-	63,139	63,139
Purchased technical services	-	24,861	-	-	16,630	41,491
Utilities	237	124,770	-	-	5,199	130,206
Repairs and maintenance	-	414,010	-	-	28,451	442,461
Rentals	-	-	-	-	42,630	42,630
Student transportation	-	646,773	155,125	-	-	801,898
Insurance	-	45,023	-	-	-	45,023
Advertising, printing, and binding	-	184	-	-	14,052	14,236
Tuition	-	-	39,575	-	-	39,575
Food service	-	511,904	-	-	-	511,904
Travel	-	7,411	-	2,027	-	9,438
Materials and supplies	210,940	2,508	6,878	91	89,080	309,497
Books and periodicals	44,481	-	-	-	-	44,481
Dues and fees	-	-	380	-	242,566	242,946
Depreciation	117,931	-	-	-	4,914	122,845
<b>Total expenses</b>	<b>\$ 3,553,732</b>	<b>\$ 2,598,645</b>	<b>\$ 1,633,594</b>	<b>\$ 330,480</b>	<b>\$ 706,393</b>	<b>\$ 8,822,844</b>

See accompanying NOTES TO FINANCIAL STATEMENTS

**SUCCESS PREPARATORY ACADEMY**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Program Services				General Administration	Total
	General Instructional	General Non-Instructional	Special Education	Special Program		
Salaries	\$ 2,454,412	\$ 574,986	\$ 829,214	\$ 284,155	\$ 191,289	\$ 4,334,056
Employee benefits	130,503	36,267	46,667	24,145	6,939	244,521
Retirement	85,231	19,967	28,795	9,867	6,642	150,502
Payroll taxes	189,813	44,467	64,128	21,975	14,793	335,176
Purchased education services	244,890	-	82,126	39,332	16,991	383,339
Other purchased professional services	-	-	-	-	69,323	69,323
Purchased technical services	-	24,663	-	-	13,144	37,807
Utilities	371	142,734	-	-	5,947	149,052
Repairs and maintenance	-	437,244	-	-	21,706	458,950
Rentals	-	-	-	-	40,843	40,843
Student transportation	-	605,329	105,248	-	-	710,577
Insurance	-	42,713	-	-	-	42,713
Advertising, printing, and binding	-	254	-	-	34,047	34,301
Tuition	-	-	109,600	-	-	109,600
Food service	-	467,328	-	-	-	467,328
Travel	-	8,394	-	1,681	-	10,075
Materials and supplies	234,031	4,002	9,403	2,302	48,520	298,258
Books and periodicals	13,219	-	-	-	-	13,219
Dues and fees	-	-	318	-	187,649	187,967
Depreciation	118,175	-	-	-	4,924	123,099
<b>Total expenses</b>	<b>\$ 3,470,645</b>	<b>\$ 2,408,348</b>	<b>\$ 1,275,499</b>	<b>\$ 383,457</b>	<b>\$ 662,757</b>	<b>\$ 8,200,706</b>

See accompanying NOTES TO FINANCIAL STATEMENTS

**SUCCESS PREPARATORY ACADEMY**  
**STATEMENTS OF CASH FLOWS**  
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
<b><u>CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES:</u></b>		
Change in net assets	\$ 339,213	\$ 552,058
Adjustments to reconcile change in net assets to cash and cash equivalents from (used for) operating activities:		
Depreciation expense	122,845	123,099
(Increase) decrease in:		
Grant receivables	457,878	136,799
Prepaid expenses	82,349	(69,292)
Increase (decrease) in:		
Accounts payable	(242,270)	193,601
Accrued expenses	<u>-</u>	<u>(7,891)</u>
Net cash from operating activities	<u>760,015</u>	<u>928,374</u>
<b><u>CASH FLOWS FROM (USED FOR) INVESTING ACTIVITIES:</u></b>		
Capital expenditures	<u>(78,000)</u>	<u>-</u>
Net cash (used for) investing activities	<u>(78,000)</u>	<u>-</u>
Net increase in cash and cash equivalents	682,015	928,374
Cash and cash equivalents, beginning of year	<u>1,969,561</u>	<u>1,041,187</u>
Cash and cash equivalents, end of year	<u>\$ 2,651,576</u>	<u>\$ 1,969,561</u>

**SUCCESS PREPARATORY ACADEMY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

Success Preparatory Academy (Success) was created as a non-profit corporation under the laws of the State of Louisiana (the State) on August 7, 2008. Success' mission is to empower all students with the academic skills, character traits, and self-confidence to lead happy, healthy lives of unlimited possibility. Success provides educational services to students in pre-kindergarten through eighth grade. On February 13, 2009, the Louisiana Board of Elementary and Secondary Education (BESE) approved the charter of Success to operate a Type 5 charter school. The current charter converting Success to Type 3B charter expired June 30, 2024 and was approved for a renewal term of an additional five years expiring on June 30, 2029.

**Basis of Accounting and Financial Reporting Framework**

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP) as promulgated by the Financial Accounting Standard Board (FASB).

**Basis of Presentation**

The financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in its Accounting Standards Codification (ASC) 958-210-50-3, *Financial Statements of Not-for-Profit Organizations*. Under FASB ASC 958-210-50-3, Success is required to report information regarding its financial position and activities according to two classes of net assets:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of Success. Success' board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of Success or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

**Use of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**SUCCESS PREPARATORY ACADEMY**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2024 AND 2023**

**(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash and Cash Equivalents**

For the purpose of the statement of cash flows, Success considers all highly liquid investments with a maturity of three months or less to be cash equivalents.

**Receivables**

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for uncollectible amounts through a provision for credit losses and an adjustment to an allowance for credit losses based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance for credit losses and a credit to accounts receivable. At June 30, 2024 and 2023, no allowance is recorded as management considers all receivables to be fully collectible.

**Property and Equipment**

Property and equipment are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated property and equipment is recorded at fair value as of the date received. The School maintains a capitalization threshold of \$5,000. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not. Depreciation is computed using the straight-line method over the following useful lives:

Leasehold improvements	5 years
Machinery and equipment	5 years

Assets acquired with Louisiana Department of Education (LDOE) funds are owned by Success while used in the purpose for which it was purchased. The LDOE however, has a reversionary interest in these assets. Should a charter not be renewed, title in any assets purchased with these funds will revert to the appropriate agency.

**Compensated Absences**

Employees' unused sick leave does not carryover to future years. Employee personal days carryover into future years; however, Success does not offer compensation in lieu of unused personal leave. Therefore, the liability for compensated absences is not reported in the financial statements as of June 30, 2024 and 2023.

**SUCCESS PREPARATORY ACADEMY**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2024 AND 2023**

**(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Revenue Recognition**

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met. Success reports contributions of cash or other assets as restricted support if they are received with donor-imposed restrictions or requirements that limit the use of the donation. A donor restriction ends when a time restriction is met or a purpose restriction is accomplished. As restrictions are met, assets are reclassified to net assets without donor restrictions and reported as net assets released from restrictions in the statement of activities.

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Revenues from federal and state grants are recorded when Success has a right to reimbursement under the related grant, generally corresponding to the incurring of grant related costs by the School, or when otherwise earned under the terms of the grants.

Contributions of donated noncash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills provided by individuals possessing those skills and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

**Functional Expenses**

The cost of program and supporting services has been summarized on a functional basis in the statements of activities. This requires the allocation of certain costs based on total program costs and estimates made by management. Accordingly, certain costs have been allocated among program services and supporting services benefited. Such allocations are determined by management on an equitable basis. Salaries and employee benefits have been allocated based on time and effort. Rent and depreciation have been allocated based on square footage. All other allocated expenses have been allocated based on actual expenses incurred.

**SUCCESS PREPARATORY ACADEMY**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2024 AND 2023

(1) **NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Leases**

Success applies judgment in determining whether a contract contains a lease and whether a lease is classified as an operating lease or a finance lease. Success defines the lease term as the non-cancellable term of the lease, which may include options to extend or terminate the lease when it is reasonably certain that Success will exercise that option. The lease term is used in determining classification between operating lease and finance lease, calculating the lease liability and determining the incremental borrowing rate.

Success also applies judgment in allocating the consideration in a contract between lease and non-lease components. It considers whether Success can benefit from the right-of-use asset either on its own or together with other resources and whether the asset is highly dependent on or highly interrelated with another right-of-use asset.

Success is required to discount lease payments using the rate implicit in the lease if that rate is readily available. If that rate cannot be readily determined, the lessee is required to use its incremental borrowing rate. Success generally uses the incremental borrowing rate when initially recording real estate leases. Information from the lessor regarding the fair value of underlying assets and initial direct costs incurred by the lessor related to the leased assets is not available.

Success determines the incremental borrowing rate of each lease by estimating the credit rating of Success at the time the lease is recognized, referencing market yields corresponding to the credit rating and weighted average life of the lease, and factoring in other lease-specific factors such as assumed collateral.

**Income Tax Status**

Success has received a tax-exempt ruling under section 501(c)(3) from the Internal Revenue Service and, accordingly, is not subject to income tax unless it has unrelated trade or business income. Accounting standards provide detailed guidance for financial statement recognition, measurement, and disclosure of uncertain tax positions recognized in an entity's financial statements. These standards require an entity to recognize the financial statement impact of a tax position when it is more likely than not that the position will not be sustained upon examination. As of June 30, 2024 and 2023, Success believes that it has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. Tax years ended June 30, 2021 and later remain subject to examination by the taxing authorities.



**SUCCESS PREPARATORY ACADEMY**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
JUNE 30, 2024 AND 2023

**(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**New Accounting Pronouncement- Adopted**

Success has adopted the Current Expected Credit Losses (CECL) accounting standard, as per Accounting Standards Update (ASU) No. 2016-13, "*Financial Instruments – Credit Losses (Topic 326)*." The standard introduces a new model for estimating credit losses on financial instruments. After a thorough evaluation, management has determined that the impact of adopting the CECL standard on the financial statements is immaterial. Success has considered factors such as historical loss experience, current economic conditions, and other relevant factors in its credit loss estimation process. As a result, the adoption of the CECL standard has not had a material impact on Success' financial position, results of operations, or cash flows.

**Date of Management Review**

Subsequent events have been evaluated through December 3, 2024, which is the date the financial statements were available to be issued.

**(2) LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

At June 30, 2024 and 2023, Success has financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures of \$3,099,192 and \$2,875,055, respectively. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditures within one year of the statement of financial position date.

Success' objective is to maintain liquid assets without donor restrictions sufficient to cover 60 days of program expenditures. Success regularly monitors liquidity required to meet its operating needs and other contractual commitments. Expenditures are generally met within 30 days utilizing the resources Success has available. In addition, Success operates with a budget to monitor sources and uses of funds throughout the year.

**(3) GRANTS RECEIVABLES**

Grants receivable at June 30<sup>th</sup> consist of the following:

	<u>2024</u>	<u>2023</u>
Due from State of Louisiana	\$ 447,616	\$ 905,494
	<u>\$ 447,616</u>	<u>\$ 905,494</u>

**SUCCESS PREPARATORY ACADEMY**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
JUNE 30, 2024 AND 2023

**(4) PROPERTY AND EQUIPMENT**

Property and equipment consists of the following at June 30<sup>th</sup>:

	<u>2024</u>	<u>2023</u>
Leasehold improvements	\$ 445,839	\$ 367,839
Machinery and equipment	12,373	12,373
Less accumulated depreciation	<u>(380,212)</u>	<u>(257,367)</u>
Total	<u>\$ 78,000</u>	<u>\$ 122,845</u>

Depreciation expense for the years ended June 30, 2024 and 2023 totaled \$122,845 and \$123,099, respectively.

**(5) RESTRICTIONS ON NET ASSETS**

Net assets with donor restrictions consisted of the following at June 30<sup>th</sup>:

	<u>2024</u>	<u>2023</u>
Child nutrition	\$ 40,408	\$ 40,408
Reimagine grant	-	28,725
Other	<u>1,395</u>	<u>1,393</u>
Net assets with donor restrictions	<u>\$ 41,803</u>	<u>\$ 70,526</u>

Net assets with donor restrictions were released from restrictions for the following purposes during the years ended June 30<sup>th</sup>:

	<u>2024</u>	<u>2023</u>
Reimagine Grant	\$ 28,725	\$ 20,267
Other	<u>764</u>	<u>1,102</u>
Net assets released from restrictions	<u>\$ 29,489</u>	<u>\$ 21,369</u>

**(6) RETIREMENT PLAN**

Success maintains an employer-sponsored defined contribution pension account defined in subsection 401(k). Employer matches up to 4% of the gross pay contributions of the employees. For the years ended June 30, 2024 and 2023, Success' contributions to the plan totaled \$194,322 and \$150,502, respectively.

During the summer of 2023, Success identified an issue with the stipend pay being incorrectly excluded from the plan since 2013. Success hired an ERISA attorney who assisted in advising and correcting the issue. As a result, Success paid \$41,656 during 2024 to make up for the missed contributions and match.

**SUCCESS PREPARATORY ACADEMY**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2024 AND 2023

**(7) LEASE COMMITMENTS**

As of July 1, 2024, Success entered into an agreement with the Orleans Parish School Board (OPSB) which allows Success to use the facilities and its contents located at 4621 Canal Street, New Orleans, Louisiana. The lease is scheduled to expire on June 30, 2029.

The aforementioned lease calls for payments based on a Use Fee and participation in OPSB's Per Pupil Unit Cost Program. The Use Fee is calculated annually and withheld from MFP funds by OPSB. The calculation is based on each charter schools per pupil share of the actual costs of property, boiler and machinery, terrorism, disaster management and flood insurance of all OPSB-controlled school facilities participating in the Per Pupil Unit Cost Program, and includes any insurance brokerage fee, unrelated to recovery of capital costs or depreciation that would be recovered in a traditional lease relationship.

Use of the properties in the aforementioned lease is not recorded as an in-kind contribution from, or related rent expense to, the OPSB as the value of the use of the land and building is not readily determinable. The agreement is classified as an exchange transaction because both parties receive significant value from this arrangement. Accordingly, the present value of the benefit to be received in future years has not been recorded.

Success leased office equipment under four noncancelable operating leases that expire in various periods through the 2028 fiscal year. Rent expense was \$14,728 and \$8,196 for the years ended June 30, 2024 and 2023, respectively. Total usage charges included in rentals on the Statement of functional expenses was \$27,902 and \$32,647 for the years ended June 30, 2024 and 2023, respectively.

Future minimum lease payments under the operating leases are as follows:

2025	\$	16,941
2026		13,805
2027		9,361
2028		<u>2,830</u>
	\$	<u>42,937</u>

**(8) CONCENTRATIONS OF CREDIT RISK**

Success maintains cash in bank accounts in excess of insured limits periodically. Success has not experienced any losses and does not believe that significant credit risk exists as a result of this practice. Success' cash at risk was \$2,429,307 and \$1,739,745 for the years ended June 30, 2024 and 2023, respectively.

**SUCCESS PREPARATORY ACADEMY**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2024 AND 2023**

**(9) GRANT PROGRAM CONTINGENCIES**

Success participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that Success has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable as of June 30, 2024 and 2023 might be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and Success.

**(10) ECONOMIC DEPENDENCY**

Success receives the majority of its revenue from the State of Louisiana. Minimum Foundation Program (MFP) funding for the years ended June 30, 2024 and 2023 totaled \$6,111,091 and \$5,867,624, respectively. Funding from various federal grants passed through the State of Louisiana totaled \$2,276,942 and \$2,603,811 for the years ended June 30, 2024 and 2023, respectively. Other state funding received from the State of Louisiana totaled \$347,490 and \$178,832 for the years ended June 30, 2024 and 2023, respectively. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of funds Success receives could be reduced significantly and have an adverse impact on its operations. In October of 2024, NOLA-PS notified Success and all the charter school operators authorized by the Orleans Parish School Board that NOLA-PS had made an error in forecasting tax revenues that would be distributed to charter schools in fiscal year 2025. NOLA-PS indicated that there could be up to \$36million less to distribute to schools, compared to forecasts that they had provided to schools in March 2024. As of the report date, NOLA-PS officials are working to formalize a plan to mitigate the impact of their forecasting error as well as determining what the exact amount of the shortfall will be. Success is presently determining what the potential impact, if any, will be on its operations.

**(11) RECLASSIFICATIONS**

Certain reclassifications have been made to the prior year's financial statements to conform to the presentation of the current year financial statements. The reclassifications have no effect on net assets.

**SUPPLEMENTARY INFORMATION**

**SUCCESS PREPARATORY ACADEMY**  
**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD**  
**FOR THE YEAR ENDED JUNE 30, 2024**

		Chisty Ivie
Time served		<hr/> 07/01/23 through 06/30/24 <hr/>
Private grants and contributions	\$	127,000
Benefits - insurance		257
Benefits - retirement		5,080
Travel		-
		<hr/>
Total compensation, benefits, and other payments	\$	<u><u>132,337</u></u>

**OTHER REPORTING REQUIRED BY  
*GOVERNMENT AUDITING STANDARDS***



**INDEPENDENT AUDITORS' 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 and Management of  
Success Preparatory Academy  
New Orleans, Louisiana

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 Success Preparatory Academy (a non-profit corporation), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 3, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Success Preparatory Academy's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Success Preparatory Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Success Preparatory Academy'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. 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 or significant deficiencies may exist that were not identified.





To the Board of Directors and Management of  
Success Preparatory Academy  
New Orleans, Louisiana

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Success Preparatory Academy'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 financial statements. 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 Success Preparatory Academy's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Success Preparatory Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

December 3, 2024  
New Orleans, Louisiana

*Erickson Krentel, LLP*  
Certified Public Accountants

**SINGLE AUDIT SECTION**



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors and Management of  
Success Preparatory Academy  
New Orleans, Louisiana

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Success Preparatory Academy's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Success Preparatory Academy's major federal programs for the year ended June 30, 2024. Success Preparatory Academy's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Success Preparatory Academy complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance 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 the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Success Preparatory Academy and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Success Preparatory Academy's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Success Preparatory Academy's federal programs.



To the Board of Directors and Management  
Success Preparatory Academy  
New Orleans, Louisiana

***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Success Preparatory Academy's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Success Preparatory Academy's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Success Preparatory Academy's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Success Preparatory Academy's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Success Preparatory Academy's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



To the Board of Directors and Management  
Success Preparatory Academy  
New Orleans, Louisiana

### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

December 3, 2024  
New Orleans, Louisiana

*Erickson Krentel, LLP*  
Certified Public Accountants

**SUCCESS PREPARATORY ACADEMY**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED FOR THE YEAR ENDED JUNE 30, 2024**

Federal Grantor/Pass-through Grantor/ Program Title	Federal AL Number	Federal Disbursements/ Expenditures
<b><u>U.S. Department of Education</u></b>		
<i>Pass-through program from Louisiana Department of Education</i>		
Title I Grants to Local Educational Agencies	84.010	\$ 378,035
Special Education Cluster (IDEA):		
Special Education - Grants to States	84.027	\$ 125,143
Special Education - Preschool Grants	84.173	<u>3,812</u>
Total Special Education Cluster		128,955
English Language Acquisition State Grants	84.365	16,517
Improving Teacher Quality State Grants	84.367	37,741
Student Support and Academic Enrichment Program	84.424	21,267
COVID-19 Elementary and Secondary School Emergency Relief Fund	84.425D	28,046
COVID-19 American Rescue Plan - Elementary and Secondary School Emergency Relief	84.425U	910,259
COVID-19 American Rescue Plan - Homeless Funds	84.425W	<u>17,237</u>
Total Education Stabilization Fund		<u>955,542</u>
 Total U.S. Department of Education		 <u>1,538,057</u>
<b><u>U.S. Department of Agriculture</u></b>		
<i>Pass-through program from Louisiana Department of Education</i>		
Child Nutrition Cluster		
School Breakfast Program	10.553	142,146
National School Lunch Program	10.555	<u>306,190</u>
Total Child Nutrition Cluster		448,335
Child and Adult Care Food Program	10.558	<u>265,901</u>
 Total U.S. Department of Agriculture		 <u>714,236</u>
 Total expenditures of federal awards		 <u>\$ 2,252,293</u>

(See Independent Auditors' Report)

**SUCCESS PREPARATORY ACADEMY**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

**(1) BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of Success Preparatory Academy under programs of the federal government for the year ended June 30, 2024. The information in the schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Success Preparatory Academy, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Success Preparatory Academy.

**(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Expense Recognition**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement.

**Payments to Subrecipients**

There were no payments to subrecipients for the fiscal year ended June 30, 2024.

**Non-Cash Assistance**

Nonmonetary assistance in the amount of \$17,119 is reported in the schedule of expenditures of federal awards as AL Nos. 10.555 at the fair market value of the commodities received and disbursed.

**(3) INDIRECT COST RATE**

Success Preparatory Academy has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**SUCCESS PREPARATORY ACADEMY**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

**I. SUMMARY OF AUDITORS' REPORTS**

1. The auditors' report expresses an unmodified opinion on the financial statements of Success Preparatory Academy.
2. No significant deficiencies or material weaknesses in internal control relating to the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Prepared in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance are reported in the 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*.
4. No significant deficiencies or material weaknesses relating to the audit of the major federal award programs are reported in the Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance in Accordance with the Uniform Guidance.
5. The auditors' report on compliance for the major federal award programs for Success Preparatory Academy expresses an unmodified opinion on all major federal programs.
6. There were no audit findings required to be reported in accordance with 2 CFR section 200.516(a).
7. The programs tested as major programs were the Education Stabilization Fund (AL Nos. 84.425D and 84.425U).
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. Success Preparatory Academy was determined to be a low-risk auditee.
10. A management letter was not issued for the year ended June 30, 2024.

**II. FINDINGS – FINANCIAL STATEMENT AUDIT**

There were no findings related to the financial statements for the year ended June 30, 2024.

**III. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM AUDIT**

There were no findings related to major federal awards programs for the year ended June 30, 2024.



**SUCCESS PREPARATORY ACADEMY**  
**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

**I. INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS**

There were no findings related to the financial statement audit for the year ended June 30, 2023.

**II. INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FEDERAL AWARDS**

There were no findings or questioned costs related to major federal award programs audit for the year ended June 30, 2023.

**III. MANAGEMENT LETTER**

There was no management letter for the year ended June 30, 2023.

**SCHEDULES REQUIRED BY STATE LAW  
(PERFORMANCE STATISTICAL DATA)**



**INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors and Management of  
Success Preparatory Academy  
New Orleans, Louisiana

We have performed the procedures enumerated below on the performance and statistical data accompanying the annual financial statements of Success Preparatory Academy for the fiscal year ended June 30, 2024; and to determine whether the specified schedules are free of obvious errors and omissions, in compliance with Louisiana Revised Statute 24:514 I. Management of Success Preparatory Academy is responsible for its performance and statistical data.

Success Preparatory Academy has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the performance and statistical data accompanying the annual financial statements. Additionally, the Louisiana Department of Education and the Louisiana Legislative Auditor have agreed to and acknowledged that the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

**General Fund Instructional and Support Expenditures and Certain Local Revenue Sources  
(Schedule 1)**

1. We selected a sample of 25 transactions, reviewed supporting documentation, and observed that the sampled expenditures/revenues are classified correctly and are reported in the proper amounts for each of the following amounts reported on the schedule:
  - a. Total General Fund Instructional Expenditures,
  - b. Total General Fund Equipment Expenditures,
  - c. Total Local Taxation Revenue,
  - d. Total Local Earnings on Investment in Real Property,
  - e. Total State Revenue in Lieu of Taxes,
  - f. Nonpublic Textbook Revenue,
  - g. Nonpublic Transportation Revenue.

Exceptions: No exceptions were found as a result of applying the procedure.



To the Board of Directors and Management  
Success Preparatory Academy

Class Size Characteristics (Schedule 2)

2. We obtained a list of classes by school, school type, and class size as reported on the schedule. We then traced a sample of 10 classes to the October 1 roll books for those classes and observed that the class was properly classified on the schedule.

Exceptions: No exceptions were found as a result of applying the procedure.

Education Levels/Experience of Public School Staff (NO SCHEDULE)

3. We obtained October 1st PEP data submitted to the Department of Education (or equivalent listing prepared by management), including full-time teachers, principals, and assistant principals by classification, as well as their level of education and experience, and obtained management's representation that the data/listing was complete. We then selected a sample of 25 individuals, traced to each individual's personnel file, and observed that each individual's education level and experience was properly classified on the PEP data or equivalent listing prepared by management.

Exceptions: No exceptions were found as a result of applying the procedure.

Public School Staff Data: Average Salaries (NO SCHEDULE)

4. We obtained June 30<sup>th</sup> PEP data submitted to the Department of Education (or equivalent listing provided by management) of all classroom teachers, including base salary, extra compensation, and ROTC or rehired retiree status, as well as full-time equivalents, and obtained management's representation that the data/listing was complete. We then selected a sample of 25 individuals, traced to each individual's personnel file, and observed that each individual's salary, extra compensation, and full-time equivalents were properly included on the PEP data (or equivalent listing prepared by management).

Exceptions: No exceptions were found as a result of applying the procedure.

We were engaged by Success Preparatory Academy to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the performance and statistical data. Accordingly, we do not express such an



**ERICKSEN KRENTEL**<sup>LLP</sup>

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

To the Board of Directors and Management  
Success Preparatory Academy

opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Success Preparatory Academy and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope and results of testing performed on the performance and statistical data accompanying the annual financial statements of the Success Preparatory Academy, as required by Louisiana Revised Statute 24:514.I, and for the information and use of Success Preparatory Academy, the Louisiana Department of Education, and the Louisiana Legislative Auditor. Accordingly, this report is not suitable for any other purpose and is not intended to be and should not be used by anyone other than those specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

December 3, 2024  
New Orleans, Louisiana

*Erickson Krentel, LLP*

Certified Public Accountants

**SUCCESS PREPARATORY ACADEMY**  
**GENERAL FUND INSTRUCTIONAL AND SUPPORT EXPENDITURES AND**  
**CERTAIN LOCAL REVENUE SOURCES**  
**FOR THE YEAR ENDED JUNE 30, 2024**

**GENERAL FUND INSTRUCTIONAL AND EQUIPMENT EXPENDITURES**

	Column A	Column B
General fund instructional expenditures:		
Teacher and student interaction activities:		
Classroom teacher salaries	\$ 1,925,440	
Other instructional staff salaries	829,422	
Instructional staff employee benefits	631,890	
Purchased professional and technical services	1,618,451	
Instructional materials and supplies	183,124	
Total teacher and students interaction activities		\$ 5,188,327
Other instructional activities		-
Pupil support services	79,107	
Less: Equipment for pupil support services	-	
Net pupil support services		79,107
Instructional staff services	316,023	
Less: Equipment for instructional staff services	-	
Net instructional staff services		316,023
School administration	731,450	
Less: equipment for school administration	-	
Net school administration		731,450
Total general fund instructional expenditures (total of column B)		\$ 6,314,907
Total General fund equipment expenditures		\$ -
<b><u>CERTAIN LOCAL REVENUE SOURCES</u></b>		
Total local taxation revenue		\$ -
Total local earnings on investment in real property		\$ -
Total state revenue in lieu of taxes		\$ -
Nonpublic textbook revenue		\$ -
Nonpublic transportation revenue		\$ -

(See Independent Accountants' Report on Applying Agreed-Upon Procedures)

**SUCCESS PREPARATORY ACADEMY**  
**CLASS SIZE CHARACTERISTICS**  
**FOR THE YEAR ENDED JUNE 30, 2024**  
AS OF OCTOBER 1, 2023

	CLASS SIZE RANGE							
	1-20		21-26		27-33		34+	
<b>SCHOOL TYPE:</b>	Percent	Number	Percent	Number	Percent	Number	Percent	Number
Elementary	27%	45	24%	40	14%	23	0%	-
Elementary/Activity Classes	2%	4	19%	31	14%	23	0%	-
Middle/Jr. High	-	-	-	-	-	-	-	-
Middle/Jr. High Activity Classes	-	-	-	-	-	-	-	-
High	-	-	-	-	-	-	-	-
High Activity Classes	-	-	-	-	-	-	-	-
Combination	-	-	-	-	-	-	-	-
Combination Activity Classes	-	-	-	-	-	-	-	-

Note: The Board of Elementary and Secondary Education has set specific limits on the maximum size of classes at various grade levels. The maximum enrollment in grades K-3 is 26 students and maximum enrollment in grades 4-12 is 33 students. These limits do not apply to activity classes such as physical education, chorus, band, and other classes without maximum enrollment standards. Therefore, these classes are included only as separate line items. These limits are not applicable to charter schools.

**SUCCESS PREPARATORY ACADEMY**  
**NEW ORLEANS, LOUISIANA**  
**LOUISIANA LEGISLATIVE AUDITOR**  
**STATEWIDE AGREED-UPON PROCEDURES**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2024**



**ERICKSEN KRENTEL**<sup>LLP</sup>  
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS





**INDEPENDENT ACCOUNTANTS' REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors and Management of  
Success Preparatory Academy

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the year ending June 30, 2024. Success Preparatory Academy's management is responsible for those C/C areas identified in the SAUPs.

Success Preparatory Academy has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period ending June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are attached in Schedule "1."

We were engaged by Success Preparatory Academy to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Success Preparatory Academy and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

December 3, 2024  
New Orleans, Louisiana

*Erickson Krentel, LLP*  
Certified Public Accountants

**SUCCESS PREPARATORY ACADEMY**  
**AGREED-UPON PROCEDURES**  
**FOR THE YEAR ENDING JUNE 30, 2024**

**WRITTEN POLICIES AND PROCEDURES**

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving.
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
  - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
  - g) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
  - h) ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
  - i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**WRITTEN POLICIES AND PROCEDURES (CONTINUED)**

- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Results:** No exceptions were found as a result of applying the procedures.

**BOARD AND FINANCE COMMITTEE**

- 2. **Procedures:** Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**BOARD AND FINANCE COMMITTEE (CONTINUED)**

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**Results:** No exceptions were found as a result of applying the procedures.

**BANK RECONCILIATIONS**

3. **Procedures:** Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
  - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**Results:** No exceptions were found as a result of applying the procedures.

**COLLECTIONS (EXCLUDING FUNDS AND TRANSFERS)**

4. **Procedures:** Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. **Procedures:** For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees responsible for cash collections do not share cash drawers/registers;

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**COLLECTIONS (CONTINUED)**

- b) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
  - c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. **Procedures:** Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
7. **Procedures:** Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:
- a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - e) Trace the actual deposit per the bank statement to the general ledger.

**Results:** No exceptions were found as a result of applying the procedures.

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS,  
TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)**

8. **Procedures:** Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5);
  
9. **Procedures:** For each location selected under procedure #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - b) At least two employees are involved in processing and approving payments to vendors;
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
  
10. **Procedures:** For each location selected under procedure #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
  - a) Observe whether the disbursement, whether by paper or electronic means matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #9 above, as applicable.

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS,  
TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES) (CONTINUED)**

11. **Procedures:** Using the entity's main operating account and the month selected in the Bank Reconciliations procedures, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was;
- a) Approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and
  - b) Approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected, the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

**Results:** No exceptions were found as a result of applying the procedure.

**CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS(CARDS)**

12. **Procedures:** Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
13. **Procedures:** Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder. ( those instances requiring such approval that may constrain the legal authority of certain public officials such as the mayor of a Lawrason Act municipality should not be reported); and
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
14. **Procedure:** Using the monthly statements or combined statements selected under procedure #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by:

(1)an original itemized receipt that identifies precisely what was purchased,

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**CREDIT CARDS/DEBIT CARDS/P-CARDS (CONTINUED)**

- (2) written documentation of the business/public purpose, and
- (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

**Results:** No exceptions were found as a result of applying the procedures.

**TRAVEL AND TRAVEL-RELATED EXPENSE REIMBURSEMENTS (EXCLUDING CARD TRANSACTIONS)**

15. **Procedures:** Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures 1A(vii); and
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Results:** No exceptions were found as a result of applying the procedures.

**CONTRACTS**

16. **Procedures:** Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and



SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**CONTRACTS (CONTINUED)**

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval);and
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

**Results:** No exceptions were found as a result of applying the procedures.

**PAYROLL AND PERSONNEL**

17. **Procedures:** Obtain a listing of employees and officials employed during the fiscal period, and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
18. **Procedures:** Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #17 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory),
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials,
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records, and
  - d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**PAYROLL AND PERSONNEL (CONTINUED)**

19. **Procedures:** Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
20. **Procedures:** Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

**Results:** No exceptions were found as a result of applying the procedures.

**ETHICS**

21. **Procedures:** Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" obtain ethics documentation from management, and
- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170, and
  - b) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. **Procedures:** Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Results:** No exceptions were found as a result of applying the procedures.

**DEBT SERVICE**

23. **Procedures:** Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**DEBT SERVICE (CONTINUED)**

24. **Procedures:** Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Results:** Not applicable. Success did not issue or have any outstanding bonds/notes/other debt instruments during the year ended June 30, 2024.

**FRAUD**

25. **Procedures:** Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
26. **Procedures:** Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

**Results:** No exceptions were found as a result of applying the procedures.

**INFORMATION TECHNOLOGY/DISASTER RECOVERY/ BUSINESS CONTINUTY**

27. **Procedures:** Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."
- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**INFORMATION TECHNOLOGY/DISASTER RECOVERY/ BUSINESS  
CONTINUITY(CONTINUED)**

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
28. **Procedures:** Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.
29. **Procedures:** Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
- Hired before June 9, 2020 – completed the training, and
  - Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

**Results:** We performed the procedures and discussed the results with management.

**SEXUAL HARASSMENT**

30. **Procedures:** Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
31. **Procedures:** Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
32. **Procedures:** Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344.
- a) Number and percentage of public servants in the agency who have completed the training requirements;
  - b) Number of sexual harassment complaints received by the agency;

SUCCESS PREPARATORY ACADEMY  
AGREED-UPON PROCEDURES (CONTINUED)  
FOR THE YEAR ENDING JUNE 30, 2024

**SEXUAL HARASSMENT(CONTINUED)**

- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

**Results:** The School is a non-profit charter school that is not subject to the sexual harassment law or training requirements.