



Certified Public Accountants
and Financial Advisors

**Baton Rouge College
Preparatory Inc.**

Financial Statements
June 30, 2017

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Baton Rouge College Preparatory Inc.
Baton Rouge, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of Baton Rouge College Preparatory Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and cash flows for the fiscal year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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



Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Baton Rouge College Preparatory Inc. as of June 30, 2017, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is 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 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 29, 2017, on our consideration of Baton Rouge College Preparatory Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Baton Rouge College Preparatory Inc.'s internal control over financial reporting and compliance.

SQUAR MILNER LLP

San Diego, California
December 29, 2017

BATON ROUGE COLLEGE PREPARATORY INC.
STATEMENT OF FINANCIAL POSITION
June 30, 2017

ASSETS

Current assets:

Cash	\$ 192,859
Accounts receivable	137,920
Prepaid expenses	<u>32,426</u>
Total current assets	<u>363,205</u>

TOTAL ASSETS \$ 363,205

LIABILITIES AND NET ASSETS

Current liabilities:

Accounts payable	\$ 37,343
Accrued payroll taxes and liabilities	<u>712</u>
Total current liabilities	<u>38,055</u>
Total liabilities	38,055

Net assets:

Unrestricted	<u>325,150</u>
Total net assets	<u>325,150</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 363,205</u></u>

BATON ROUGE COLLEGE PREPARATORY INC.
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2017

	<u>Unrestricted</u>
REVENUES	
Minimum Foundation Program - Local Portion	\$ 1,084,430
Minimum Foundation Program - State Portion	717,978
Federal revenues	162,850
Other revenues:	
Donations and private grants	12,115
Other state revenue	2,325
SIG Pass through via Baton Rouge University Preparatory	165,496
Miscellaneous	23,618
	<hr/>
Total revenues	2,168,812
EXPENSES	
Program services:	
Education	1,770,283
Support services:	
Management and general	321,623
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TOTAL EXPENSES	2,091,906
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CHANGE IN NET ASSETS	76,906
NET ASSETS, BEGINNING OF YEAR	248,244
	<hr/>
NET ASSETS, END OF YEAR	\$ 325,150
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BATON ROUGE COLLEGE PREPARATORY INC.
STATEMENT OF CASH FLOWS
For the Fiscal Year Ended June 30, 2017

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets	\$ 76,906
Adjustments to reconcile change in net assets to net cash used in operating activities:	
Increase in operating assets:	
Accounts receivable	(61,848)
Prepaid expenses	(30,825)
Decrease in operating liabilities:	
Accounts payable	(16,434)
Accrued payroll taxes and liabilities	(11,118)
Net cash used in operating activities	<u>(43,319)</u>
 NET CHANGE IN CASH	 (43,319)
 CASH, BEGINNING OF YEAR	 <u>236,178</u>
 CASH, END OF YEAR	 <u><u>\$ 192,859</u></u>

BATON ROUGE COLLEGE PREPARATORY INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2017

1. ORGANIZATION AND MISSION

Baton Rouge College Preparatory Inc. (the “Organization”) was approved as a Type 5 charter school by the Louisiana Board of Elementary and Secondary Education (BESE) on August 12, 2014. The school first opened for 5th and 6th grade students beginning with the 2015-2016 school year, and will be adding an additional grade each year until it is serving students in grades 5 through 12.

The mission of the Organization is to equip all students in grades five through twelve with the knowledge, skills, and character necessary to excel in college and in life.

The Organization is a classroom based charter school serving approximately 170 students in grades 5 through 7 and is located at 5300 Monarch Avenue, Building 800 in Baton Rouge, Louisiana.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation

The financial statements are presented in conformity with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958-205, *Not-For-Profit Entities – Presentation of Financial Statements*. Under ASC 958-205, the Organization reports information regarding its financial position and activities according to three classes of net assets:

Unrestricted Net Assets: Unrestricted net assets are available to support all activities of the Organization, and are not subject to donor-imposed stipulations. These generally result from revenues generated by providing services, receiving unrestricted contributions, and receiving interest from investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Temporarily Restricted Net Assets: Net assets that are subject to donor-imposed stipulations that will be met either by actions of the Organization and/or the passage of time. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restrictions. There were no temporarily restricted net assets as of June 30, 2017.

Permanently Restricted Net Assets: Net assets that are subject to donor-imposed stipulations that the restrictions be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on the related investments for general or specific purposes. There were no permanently restricted net assets as of June 30, 2017.

BATON ROUGE COLLEGE PREPARATORY INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Accounting Method – Basis of Accounting

The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported on the financial statements. The Organization uses the accrual basis of accounting, under which revenues are recognized when they are earned and expenditures are recognized in the accounting period in which the liability is incurred.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

The Organization is exempt from income taxes under Internal Revenue Code Section 501(c)(3). It is, however, subject to income taxes from activities unrelated to its tax-exempt purpose. The Organization uses the same accounting methods for tax and financial reporting.

Generally accepted accounting principles provides accounting and disclosure guidance about positions taken by an entity in its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination. The Organization's returns are subject to examination by taxing authorities, generally for three years, after they are filed.

Functional Allocation of Expenses

The costs of providing the program services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program services based on employees' time incurred and management's estimates of the usage of resources.

Cash and Cash Equivalents

Cash is, from time to time, variously composed of cash on hand and in banks. The Organization considers all highly liquid investments with original maturities of three months or less at the time of acquisition to be cash equivalents. As of June 30, 2017, there were no cash equivalents.

Revenue Sources and Recognition

The Organization receives federal, state and local revenues for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies.

BATON ROUGE COLLEGE PREPARATORY INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Sources and Recognition (continued)

The Organization primarily receives the funds from the Louisiana Department of Education (LDE). Amounts received from the LDE are recognized by the Organization based on enrollment of students.

The Organization recognizes Federal Revenue to the extent that eligible expenditures have been incurred.

Revenue that is restricted is recorded as an increase in unrestricted net assets if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

New Accounting Pronouncements

In February 2016, FASB issued Accounting Standards Update (ASU) 2016-02, Leases (ASU 2016-02). ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. ASU 2016-02 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. Although the full impact of this Update on the Organization's financial statements has not yet been determined, the future adoption of this guidance will require the Organization to record assets and liabilities on its statement of financial position relating to facility and other leases currently being accounted for as operating leases.

In August 2016, The FASB issued ASU No. 2016-14, *Not-for-Profit Entities* (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). ASU 2016-14 change presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: (1) net asset classes; (2) investment return; (3) expenses; (4) liquidity and availability of resources; and (5) presentation of operating cash flows. ASU 2016-14 will be effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Early application of the amendments is permitted. The Organization has not yet completed its assessment of the impact of this guidance on its financial statements. However, under this Update, the Organization will be required to present two classes of net assets (net assets with donor restrictions and net assets without donor restrictions) and changes in each of these two classes, on the face of the statement of financial position and statement of activities, respectively, rather than the current required three classes (unrestricted, temporarily restricted and permanently restricted).

BATON ROUGE COLLEGE PREPARATORY INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2017

3. CASH

Cash at June 30, 2017, consisted of the following:

Cash in banks	\$ 192,859
Total cash	<u>\$ 192,859</u>

Cash balances held in revolving fund are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). The Organization maintains its cash in bank deposit accounts that at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts. At June 30, 2017, the Organization had cash of \$37,589 in excess of FDIC insured limits.

4. ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2017, consisted of the following:

Title I Grants to Local Educational Agencies	\$ 29,910
Turnaround School Leadership Program	28,870
Title II, Part A - Improving Teacher Quality State	4,443
IDEA - Part B	21,823
Project SERV	13,585
SIG Pass through via Baton Rouge University Preparatory	35,111
McKinney Vento	1,209
Miscellaneous	2,969
Total accounts receivable	<u>\$ 137,920</u>

5. COMMITMENTS AND CONTINGENCIES

State Allowances, Awards, and Grants

The Organization has received state funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, management believes that any required reimbursement will not be material.

6. SUBSEQUENT EVENTS

The Organization's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through December 29, 2017, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

SUPPLEMENTARY INFORMATION

BATON ROUGE COLLEGE PREPARATORY INC.
BOARD ORGANIZATION
For the Fiscal Year Ended June 30, 2017

Baton Rouge College Preparatory Inc. is a Grade 5 through Grade 7 Charter School and was granted its charter by Louisiana Board of Elementary and Secondary Education in April 2014.

The Board of Directors for the fiscal year ended June 30, 2017, was comprised of the following members:

<u>Name</u>	<u>Office</u>	<u>Term</u>	<u>Term Expiration</u>
Buster Kantrow	Board Chair	3 years	June 30, 2017
Kevin Lewis	Vice Chair	3 years	June 30, 2018
Corey Wilson	Treasurer	3 years	June 30, 2019
Alkinee Jackson	Director	3 years	June 30, 2019
Marielle Howard	Academic Committee Chair	3 years	June 30, 2017
Brian Rodriguez	Facility Committee Chair	3 years	June 30, 2019
Keisha Brockington	Director	3 years	June 30, 2017
Hannah Robinson	Director	3 years	June 30, 2019
Noah Boudreaux	Director	3 years	June 30, 2018

Administration

<u>Name</u>	<u>Position</u>
Kathryn Rice	School Director
Justin Smith	Operations Director

BATON ROUGE COLLEGE PREPARATORY INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the Fiscal Year Ended June 30, 2017

	<u>Program Services</u>	<u>Support Services</u>	
	<u>Education</u>	<u>Management and General</u>	<u>Total</u>
Salaries	\$ 949,876	\$ 82,971	\$ 1,032,847
Employee benefits	190,407	16,632	207,039
Authorizer Fees	-	36,301	36,301
Purchased Educational Services	137,925	-	137,925
Other Purchased Services	18,106	75,832	93,938
Legal Services	-	2,290	2,290
Back-Office Services, Payroll, & Audit	-	72,763	72,763
Facility-Related Expenses	68,693	17,173	85,866
Transportation	243,896		243,896
Insurance	23,128		23,128
Supplies & Materials	105,963	17,463	123,426
Equipment and Furniture	32,289	-	32,289
Interest, Late Fees, & Penalties	-	198	198
Total expenses	<u>\$ 1,770,283</u>	<u>\$ 321,623</u>	<u>\$ 2,091,906</u>

OTHER INDEPENDENT AUDITOR'S REPORTS

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

Board of Directors
Baton Rouge College Preparatory Inc.
Baton Rouge, 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 Baton Rouge College Preparatory Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 29, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Baton Rouge College Preparatory Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Baton Rouge College Preparatory Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Baton Rouge College Preparatory Inc.'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 may exist that have not been identified.



Compliance and Other Matters

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

Purpose of this Report

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

SQUAR MILNER LLP

SQUAR MILNER LLP

San Diego, California
December 29, 2017

FINDINGS AND RECOMMENDATIONS SECTION

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2017

A. Summary of Auditor's Results

1. Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

One or more material weaknesses identified? Yes X No

One or more significant deficiencies identified that are not considered to be material weaknesses? Yes X None Reported

Noncompliance material to financial statements noted? Yes X No

2. Federal Awards

Internal control over major programs:

One or more material weaknesses identified? Yes X No

One or more significant deficiencies identified that are not considered to be material weaknesses? Yes X None Reported

Type of auditor's report issued on compliance for major programs: N/A

Any audit findings disclosed that are required to be reported under section 200.516 Audit Findings paragraph (a) of OMB Uniform Guidance? Yes N/A No

Identification of major programs:

CFDA Number(s) Name of Federal Program or Cluster

The Organization did not have over \$750,000 in Federal Expenditures.

Dollar threshold used to distinguish between type A and type B programs: N/A

Auditee qualified as low-risk auditee? Yes N/A No

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2017

A. Summary of Auditor's Results (continued)

3. State Awards

Internal control over state programs:

One or more material weaknesses identified? Yes X No

One or more significant deficiencies identified that
are not considered to be material weaknesses? Yes X None Reported

Type of auditor's report issued on compliance
for state programs: Unmodified

B. Financial Statement Findings

None

C. Federal Award Findings and Questioned Costs

None

D. State Award Findings and Questioned Costs

None

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
June 30, 2017

<u>Findings/Re commendations</u>	<u>Current Status</u>	<u>Explanation If Not Implemented</u>
None	N/A	N/A



Certified Public Accountants
and Financial Advisors

Baton Rouge College Preparatory Inc.
Independent Accountant's Report on
Applying Agreed Upon Procedures
June 30, 2017

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES

Board of Directors
Baton Rouge College Preparatory Inc.
Baton Rouge, Louisiana

We have performed procedures included in the *Louisiana Governmental Audit Guide* as enumerated below, which were agreed to by management of Baton Rouge College Preparatory Inc. and the Legislative Auditor, State of Louisiana, solely to assist users in evaluating management's assertions about the performance and statistical data accompanying the annual financial statements of Baton Rouge College Preparatory Inc. and to determine whether the specified schedules are free of obvious errors and omissions as provided by the Board of Elementary and Secondary Education (BESE) Bulletin. This agreed-upon procedure engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings related to the accompanying schedules of supplemental information are as follows:

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

1. We selected a random sample of 25 transactions and reviewed supporting documentation to determine if the sampled expenditures/revenues are classified correctly and are reported in the proper amounts for each of the following amounts reported on the schedule:
 - Total General Fund Instructional Expenditures
 - Total General Fund Equipment Expenditures
 - 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

Findings: None



Education Levels of Public School Staff (Schedule 2)

2. We reconciled the total number of full-time classroom teachers per the schedule “Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers” (Schedule 4) to the combined total number of full-time classroom teachers per the schedule and to school board supporting payroll records as of October 1st.
3. We reconciled the combined total number of principals and assistant principals per the schedule “Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers” (Schedule 4) to the combined total of principals and assistant principals per the schedule.
4. We obtained a list of full-time teacher, principals, and assistant principals by classification as of October 1st and as reported on the schedule. We traced a population of 25 teachers to the individual's personnel file to determine if the individual's education level was properly classified on the schedule.

Findings: None

Number and type of Public Schools

5. We obtained a list of schools by type as reported on the schedule. We compared the list to the schools and grade levels as reported on the Title 1 Grants to Local Educational Agencies (CFDA 84.010) application and/or the National School Lunch Program (CFDA 10.555) application.

Findings: None

Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers (Schedule 4)

6. We obtained a list of full time teachers, principals and assistant principals by classification as of October 1st and as reported on the schedule and traced the same sample used in procedure 4 to the individual's personnel file and determined if the individual's experience was properly classified on the schedules.

Findings: None

Public Staff Data: Average Salaries (Schedule 5)

7. We obtained a list of all classroom teachers including their base salary, extra compensation, and ROTC or rehired retiree status as well as full-time equivalent as reported on the schedule and traced a population of 7 teachers to the individual's personnel file and determined if the individual's salary, extra compensation, and full-time equivalents were properly included on the schedule.



8. We recalculated the average salaries and full-time equivalents reported in the schedules.

Findings: None

Class Size Characteristics (Schedule 6)

9. We obtained a list of classes by school, school type, and class size as reported on the schedule and reconciled school type classifications to Schedule 3 data, as obtained in procedure 5. We then traced a random sample of 10 classes to the October 1st roll books for those classes and determined if the class was properly classified on the schedule.

Findings: None

Louisiana Educational Assessment Program (LEAP) for the 21st Century (Schedule 7)

10. We obtained test scores as provided by the testing authority and reconciled scores as reported by the testing authority to scores reported in the schedule by Baton Rouge College Preparatory Inc.

Findings: None

The Graduation Exit Exam for the 21st Century (Schedule 8)

11. We obtained test scores as provided by the testing authority and reconciled scores as reported by the testing authority to scores reported in the schedules by Baton Rouge College Preparatory Inc.

Findings: This schedule was not applicable to Baton Rouge College Preparatory Inc. as they have not yet been required to administer this test.

iLEAP Tests (Schedule 9)

12. We obtained test scores as provided by the testing authority and reconciled scores as reported by the testing authority to the scores reported in the schedule by Baton Rouge College Preparatory Inc.

Findings: None

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.



This report is intended solely for the use of management of Baton Rouge College Preparatory Inc., the Louisiana Department of Education, the Louisiana Legislature, and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

SQUAR MILNER LLP

SQUAR MILNER LLP

San Diego, California
December 29, 2017

**SCHEDULES REQUIRED BY THE STATE OF LOUISIANA
(R.S. 24:514 – PERFORMANCE AND STATISTICAL DATA)**

BATON ROUGE COLLEGE PREPARATORY INC.
BATON ROUGE, LOUISIANA
SCHEDULES REQUIRED BY STATE LAW (R.S. 24:514 - PERFORMANCE AND
STATISTICAL DATA)
As of and for the Year Ended June 30, 2017

Schedule 1 - General Fund Instructional and Support Expenditures and Certain Local Revenue Sources

This schedule includes general fund instructional and equipment expenditures. It also contains local taxation revenue, earnings on investments, revenue in lieu of taxes, and nonpublic textbook and transportation revenue. This data is used either in the Minimum Foundation Program (MFP) formula or is presented annually in the MFP 70% Expenditure Requirement Report.

Schedule 2 - Education Levels of Public School Staff

This schedule includes the certified and uncertified number and percentage of full-time classroom teachers and the number and percentage of principals and assistant principals with less than a Bachelor's; Bachelor's; Master's; Master's +30; Specialist in Education; and Ph. D or Ed. D. degrees. This data is currently reported to the Legislature in the Annual Financial and Statistical Report (AFSR).

Schedule 3 - Number and Type of Public Schools

This schedule includes the number of elementary, middle/junior high, secondary and combination schools in operation during the fiscal year. This data is currently reported to the Legislature in the Annual Financial and Statistical Report (AFSR).

Schedule 4 - Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers

This schedule includes the number of years of experience in teaching for assistant principals, principals, and full-time classroom teachers. This data is currently reported to the Legislature in the Annual Financial and Statistical Report (AFSR).

Schedule 5 - Public School Staff Data: Average Salaries

This schedule includes average classroom teachers' salary using full-time equivalents, including and excluding ROTC and rehired retiree teachers. This data is currently reported to the Legislature in the Annual Financial and Statistical Report (AFSR).

Schedule 6 - Class Size Characteristics

This schedule includes the percent and number of classes with student enrollment in the following ranges: 1-20, 21-26, 27-33, and 34+ students. This data is currently reported to the Legislature in the Annual Financial and Statistical Report (AFSR).

BATON ROUGE COLLEGE PREPARATORY INC.
BATON ROUGE, LOUISIANA
SCHEDULES REQUIRED BY STATE LAW (R.S. 24:514 - PERFORMANCE AND
STATISTICAL DATA)
As of and for the Year Ended June 30, 2017

Schedule 7 - Louisiana Educational Assessment Program (LEAP)

This schedule represents student performance testing data and includes summary scores by district for grades 3, 4, 5, 6, 7 and 8 in each category tested. Scores are reported as Advanced, Mastery, Basic, Approaching Basic, and Unsatisfactory. This schedule includes three years of data.

Schedule 8 - Graduation Exit Examination (GEE)

The Graduation Exit Examination (GEE) is no longer administered. This schedule is no longer applicable.

Schedule 9 - iLEAP Tests

This schedule represents student performance testing data and includes a summary score for grades 3, 4, 5, 6, 7 and 8 for each district. The summary score reported is the National Percentile Rank showing relative position or rank as compared to a large, representative sample of students in the same grade from the entire nation. This schedule includes three years of data.

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 1 – GENERAL FUND INSTRUCTIONAL AND SUPPORT
EXPENDITURES AND CERTAIN LOCAL REVENUE SOURCES
June 30, 2017

	Column A	Column B
General Fund Instructional and Equipment Expenditures		
General Fund Instructional Expenditures:		
Teacher and Student Interaction Activities:		
Classroom Teacher Salaries	\$ 523,946	
Other Instructional Staff Activities	-	
Instructional Staff Employee Benefits	118,078	
Purchased Professional and Technical Services	71,243	
Instructional Materials and Supplies	72,254	
Instructional Equipment	32,290	
Total Teacher and Student Interaction Activities		\$ 817,811
School Administration	334,375	
Less: Equipment for School Administration	-	
Net School Administration	334,375	334,375
Total General Fund Instructional Expenditures (Total of Column B)		\$ 1,152,186
Total General Fund Equipment Expenditures (Object 730; Function Series 1000-4000)		\$ 3,031

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 2 – EDUCATION LEVELS OF PUBLIC SCHOOL STAFF
June 30, 2017

Category	Full-time Classroom Teachers				Principals & Assistant Principals			
	Certified		Uncertified		Certified		Uncertified	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Bachelor's Degree	7	54%	3	23%	0	0%	0	0%
Master's Degree	2	15%	1	8%	2	100%	0	0%
Total	9	69%	4	31%	2	100%	0	0%

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 3 – NUMBER AND TYPE OF PUBLIC SCHOOLS
June 30, 2017

Type	Number
Middle/Jr. High	1
Total	1

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 4 – EXPERIENCE OF PUBLIC PRINCIPALS, ASSISTANT PRINCIPALS,
AND FULL-TIME CLASSROOM TEACHERS
June 30, 2017

	0-1 Yr.	2-3 Yrs.	4-10 Yrs.	11-14 Yrs.	15-19 Yrs.	20-24 Yrs.	25+ Yrs.	Total
Assistant Principals	0	0	0	1	0	0	0	1
Principals	0	0	0	0	1	0	0	1
Classroom Teachers	5	6	2	0	0	0	0	13
Total	5	6	2	1	1	0	0	15

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 5 – PUBLIC SCHOOL STAFF DATA: AVERAGE SALARIES
June 30, 2017

	All Classroom Teachers	Classroom Teachers Excluding ROTC, Rehired Retirees, and Flagged Salary Reductions
Average Classroom Teachers' Salary Including Extra Compensation	\$ 47,940	\$ -
Average Classroom Teachers' Salary Excluding Extra Compensation	\$ 47,940	\$ -
Number of Teacher Full-time Equivalents (FTEs) used in Computation of Average Salaries	13	0

Note: Figures reported include all sources of funding (i.e., federal, state, and local) but exclude stipends and employee benefits. Generally, retired teachers rehired to teach receive less compensation than non-retired teachers; some teachers may have been flagged as receiving reduced salaries (e.g., extended medical leave); and ROTC teachers usually receive more compensation because of a federal supplement. For these reasons, these teachers are excluded from the computation in the last column. This schedule excludes day-to-day substitutes, temporary employees, and any teachers on sabbatical leave during any part of the school year.

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 6 – CLASS SIZE CHARACTERISTICS
June 30, 2017

School Type	Class Size Range							
	1 - 20		21 - 26		27 - 33		34+	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number
Middle/Jr. High	0%	0	100%	8	0%	0	0%	0

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.

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 7 – LOUISIANA EDUCATIONAL ASSESSMENT PROGRAM (LEAP)
June 30, 2017

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 5 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	0%	2%	N/A	0%	0%	N/A
Mastery	17%	27%	N/A	13%	23%	N/A
Basic	38%	32%	N/A	13%	30%	N/A
Approaching Basic	33%	25%	N/A	33%	30%	N/A
Unsatisfactory	12%	14%	N/A	41%	17%	N/A
Total	100%	100%	N/A	100%	100%	N/A

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 6 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	0%	0%	N/A	0%	0%	N/A
Mastery	4%	21%	N/A	5%	13%	N/A
Basic	23%	47%	N/A	15%	43%	N/A
Approaching Basic	41%	26%	N/A	40%	36%	N/A
Unsatisfactory	32%	6%	N/A	40%	8%	N/A
Total	100%	100%	N/A	100%	100%	N/A

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 7 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	3%	N/A	N/A	0%	N/A	N/A
Mastery	23%	N/A	N/A	3%	N/A	N/A
Basic	32%	N/A	N/A	37%	N/A	N/A
Approaching Basic	32%	N/A	N/A	38%	N/A	N/A
Unsatisfactory	10%	N/A	N/A	22%	N/A	N/A
Total	100%	N/A	N/A	100%	N/A	N/A

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 8 – GRADUATION EXIT EXAMINATION (GEE)
June 30, 2017

The Graduation Exit Examination is no longer administered. This schedule is no longer applicable.

BATON ROUGE COLLEGE PREPARATORY INC.
SCHEDULE 9 – IOWA TESTS AND ILEAP TESTS
June 30, 2017

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 5 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	0%	0%	N/A	0%	N/A	N/A
Mastery	8%	2%	N/A	4%	N/A	N/A
Basic	38%	41%	N/A	17%	N/A	N/A
Approaching Basic	25%	30%	N/A	33%	N/A	N/A
Unsatisfactory	29%	27%	N/A	46%	N/A	N/A
Total	100%	100%	N/A	100%	N/A	N/A

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 6 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	0%	0%	N/A	0%	N/A	N/A
Mastery	0%	2%	N/A	0%	N/A	N/A
Basic	34%	51%	N/A	12%	N/A	N/A
Approaching Basic	42%	36%	N/A	33%	N/A	N/A
Unsatisfactory	24%	11%	N/A	55%	N/A	N/A
Total	100%	100%	N/A	100%	N/A	N/A

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 7 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	3%	N/A	N/A	1%	N/A	N/A
Mastery	23%	N/A	N/A	14%	N/A	N/A
Basic	32%	N/A	N/A	33%	N/A	N/A
Approaching Basic	32%	N/A	N/A	26%	N/A	N/A
Unsatisfactory	10%	N/A	N/A	26%	N/A	N/A
Total	100%	N/A	N/A	100%	N/A	N/A



Certified Public Accountants
and Financial Advisors

Baton Rouge College Preparatory Inc.

Independent Accountant's Report
on Applying Agreed Upon Procedures
June 30, 2017

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES

To the Board of Directors of Baton Rouge College Preparatory Inc. and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Baton Rouge College Preparatory Inc. (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2016 through June 30, 2017. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. We obtained the entity's written policies and procedures to determine whether the written policies and procedures addressed each of the following financial/business functions, as applicable:
 - 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*, including receiving, recording, and preparing deposits.
 - e) *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
 - 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.

Findings: None

2. Obtained and reviewed the board minutes for the fiscal period, and:
 - a) Determined whether the managing board met at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
 - b) Determined whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
 - c) Determined whether the minutes referenced or included non-budgetary financial information (e.g., approval of contracts and disbursements) for at least one meeting during the fiscal period.

Findings: None

3. Obtained a listing of client bank accounts from management and management's representation that the listing is complete. Using the listing provided by management, selected all of the entity's bank accounts. For each of the bank accounts selected, obtained bank statements and reconciliations for all months in the fiscal period and determined whether:
 - a) Bank reconciliations have been prepared;
 - b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

Findings: None

4. Obtained a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete. Using the listing provided by management, selected all of the entity's cash collection. For each cash collection location selected:
 - a) Obtained existing written documentation (e.g., insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.
 - b) Obtained existing written documentation (e.g., sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and determined whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.
 - c) Selected the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
 - Using entity collection documentation, deposit slips, and bank statements, traced daily collections to the deposit date on the corresponding bank statement and determined whether the deposits were made within one day of collection.

- Using sequentially numbered receipts, system reports, or other related collection documentation, verified that daily cash collections are completely supported by documentation.

Findings: None

5. Obtained existing written documentation (e.g., policy manual, written procedure) and determined whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

Findings: None

6. Obtained a listing of entity disbursements from management and management's representation that the listing is complete. Using the disbursement population, randomly select 25 disbursements. Obtained supporting documentation (e.g., purchase requisitions, system screens/logs) for each transaction and determined whether the supporting documentation for each transaction demonstrated that:
 - a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.
 - b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.
 - c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

Findings: None

7. Using entity documentation (e.g., electronic system control documentation, policy manual, written procedure), determined whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

Findings: None

8. Using entity documentation (e.g., electronic system control documentation, policy manual, written procedure), determined whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

Findings: None



9. Inquired of management and observed whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

Findings: None

10. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

Findings: None

11. Obtained from management a listing of all active credit cards (cards), including the card numbers and the names of the persons who maintained possession of the cards. Obtained management's representation that the listing is complete. Using the listing prepared by management, randomly selected one-third of the cards if that were used during the fiscal period and obtained the monthly statements, for the selected cards and selected the monthly statement with the largest dollar activity for each card and:

- a) Determined whether there is evidence that the monthly statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.
- b) Determined whether finance charges and/or late fees were assessed on the selected statements.

Findings: None

12. Using the monthly statements selected under #11 above, obtained supporting documentation for all transactions for each of the cards selected.

- a) For each transaction, determined whether the transaction is supported by:
 - An original itemized receipt.
 - Documentation of the business/public purpose.
 - Other documentation that may be required by written policy.
- b) For each transaction, compared the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law.
- c) For each transaction, compared the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value.

Findings: None

13. Obtained from management a listing of all travel and related expense reimbursements, by person, during the fiscal period and obtained management's representation that the listing or is complete. Obtained the entity's written policies related to travel and expense reimbursements. Compared the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration (www.gsa.gov). Using the listing selected the three persons who incurred the most travel costs during the fiscal period. Obtained the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and selected the largest travel expense for each person to review in detail. For each of the three travel expenses selected:
- a) Compared expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging).
 - b) Determined whether each expense is supported by:
 - An original itemized receipt that identifies precisely what was purchased.
 - Documentation of the business/public purpose.
 - Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance).
 - c) Compared the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g., hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse).
 - d) Determined whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Findings: None

14. Obtained a listing of all contracts in effect during the fiscal period and obtained management's representation that the listing or general ledger is complete. Using the listing, selected the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtained the related contracts and paid invoices and:
- a) Determined whether there is a formal/written contract that supports the services arrangement and the amount paid.
 - b) Compared each contract's detail to the Louisiana Public Bid Law or Procurement Code. Determined whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and obtained supporting contract documentation and determined whether the entity solicited quotes as a best practice.
 - c) Selected the largest payment from each of the five contracts, obtained the supporting invoice, compared the invoice to the contract terms, and determined whether the invoice and related payment complied with the terms and conditions of the contract.

- d) Obtained contract documentation and board minutes and determined whether there is documentation of board approval, if required by policy or law (e.g., Lawrason Act or Home Rule Charter).

Findings: None

15. Obtained a listing of employees (and elected officials, if applicable) with their related salaries, and obtained management's representation that the listing is complete. Randomly select five employees/officials, obtained their personnel files, and:
 - a) Reviewed compensation paid to each employee during the fiscal period and determined whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.
 - b) Reviewed changes made to hourly pay rates/salaries during the fiscal period and determined whether those changes were approved in writing and in accordance with written policy.

Findings: None

16. Obtained attendance and leave records and randomly selected one pay period in which leave has been taken by at least one employee. Within that pay period, randomly selected 25 employees/officials, and:
 - a) Determined whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - b) Determined whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.
 - c) Determined whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

Findings: None

17. Obtained from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. Selected the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtained the personnel files for the two employees/officials. Determined whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

Findings: None

18. Obtained supporting documentation (e.g., cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Determined whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

Findings: None



19. Using the five randomly selected employees/officials from procedure #15 above, obtained ethics compliance documentation from management and determined whether the entity maintained documentation to demonstrate that required ethics training was completed.

Findings: None

20. Inquired of management whether the entity had any misappropriations of public funds or assets.

Findings: None

21. Observed and determined whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1.

Findings: None

We were not engaged to and did not conduct an examination or review, 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.

The purpose of this report is 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.

SQUAR MILNER LLP

San Diego, California
December 29, 2017