Appendix

Appendix A: Template for Amendments to Charter School Agreements

Appendix B: District of Columbia Public Charter School Board Application Guidelines

Appendix C: Sample District of Columbia Public Charter School Performance Reports

Appendix D: Sample Financial and Audit Review Report

Appendix E: Sample Equity Report

Appendix F: Qualitative Site Review Protocol for District of Columbia Charter Schools

Appendix G: District of Columbia Charter School Compliance Review Report

Appendix H: 2014 District of Columbia Public Charter School Board Organization Chart

CHARTER AUDIT RESOURCE MANAGEMENT (CHARM™)
Achievement Preparatory Academy
Annual Financial Report
June 30, 2012

FINANCIAL SNAPSHOT

PROFILE

PCS Established: 2007	FY2012	FY2011
Enrollment	202	138
DC Funding Allocation	2,747,474	1,743,219
Federal Awards	279,201	193,467
Unrestricted Cash, end of year	483,365	337,677

GAAP FINANCIALS

Financial Position	FY2012	FY2011
Total Assets	766,087	548,588
Current Assets	626,952	421,398
Total Liabilities	163,253	83,661
Current Liabilities	163,253	83,661
Net Asset Position	602,834	464,927
Financial Activities		
Support and Revenues	3,292,123	2,280,391
Expenses	3,154,216	2,076,241
Surplus (Deficit)	137,907	204,150

NOTES TO FINANCIAL REPORT

Financial Dashboard: Definitions for these measures accompany the report. Additional measures relating to enrollment variance and funding allocations are compiled for information only and are available upon request. Contact PCSB at 202-328-2660 or operations@dcpcsb.org.

PCSB Compliance Measures: These two measures will be considered during the FY2013 iteration of the CHARM™ Annual Financial Report.

The CHARM™ Score: A composite indicator of financial health, the CHARM™ Score of audit and financial performance is currently being evaluated by the DC charter school community.

FINANCIAL DASHBOARD

FINANCIAL DASHBOARD	2012	2011	2012 DC-PCS Median	Indicator of Concern
FINANCIAL PERFORMANCE				
Operating Surplus (Deficit)	137,907	204,150	349,943	< 0
Earnings before Depreciation (EBAD)	205,653	266,283	638,842	< 0
Aggregated 3-Year Total Margin	6.3%	(unavailable)	3.6%	< -1.5%
LIQUIDITY				
Current Ratio	3.8	5.0	1.9	< 0.5
Days of Cash on Hand	55	59	59	< 30
Cash Flow from Operations	225,379	205,235	729,610	< 0
Multi-Year Cumulative Cash Flow	322,361	(unavailable)	430,174	< 0
DEBT BURDEN				
Debt Ratio	0.21	0.15	0.66	> 0.92
Debt Service Ratio	0.0%	0.0%	1.3%	> 20.0%
SUSTAINABILITY				
Net Asset Position	602,834	464,927	1,995,012	< 0
Primary Reserve Ratio	0.19	0.22	0.31	< 0.00
PCSB COMPLIANCE MEASURES (Future measures)				
Contract Compliance	N/A	N/A		
Timely Audit Submission	N/A	N/A		

TRENDING MEASURES (For Information Only)	2012	2011	2010
Revenues per Student	16,298	16,525	17,660
Expenses per Student	15,615	15,045	16,462
Program Expenses per Student	13,323	12,178	10,999
G&A Expense Ratio	14%	19%	33%
Personnel Expense Ratio	57%	53%	49%
Occupancy Expense Ratio	16.6%	14.4%	(unavailable)

CHARTER AUDIT RESOURCE MANAGEMENT (CHARM™)

Achievement Preparatory Academy

Annual Audit Summary

June 30, 2012

FINANCIAL AUDIT

AUDITOR	OPINION DATE
FY2012: McQuade Brennan, LLP	8/21/12
FY2011: Stanfield & Phillips, LLC	10/10/10

SUMMARY OF FY2012 AUDIT RESULTS

Opinion on the Financial Statements (GAAP)	Unqualified
Material Weaknesses in Internal Control over Financial Reporting (GAS)	No
Noncompliance Material to the Financial Statements (GAS)	None
Opinion on Major Federal Award Programs (A133)	N/A
Material Weaknesses in Internal Control over Major Federal Programs (A133)	N/A
Findings and Questioned Costs	None
Unresolved Prior Year Audit Findings	None
Going Concern Issue	No
Debt-Default Issue	No

OBSERVATIONS AND RECOMMENDATIONS

OBSERVATIONS ON THE FY2012 FINANCIAL STATEMENTS

- Facility lease agreement with Charter School Incubator Initiative expires June 2013; rent expense $545,400. Lease does not contain an option to renew.

PCS COMMENT (limited to 600 characters)

No feedback received from school. However, PCSB's position on the school's fiscal health is as follows: Based on audited results, PCSB deems the school to be compliant with GAAP standards, to be economically viable, and to have shown no patterns of fiscal mismanagement.

RECOMMENDATIONS FOR COLLABORATIVE GOVERNANCE

No recommendations are offered.