Annual Financial Statement Audit Report
for Board of Regents Authorized Charter Schools

| School Name: | Brooklyn RISE Charter School |
| :--- | :--- |
| Date (Report is due Nov. 1): | November 1, 2020 |
| Primary District of Location <br> (If NYC select NYC DOE): | New York City Department of Education |
| If located in NYC DOE select CSD: | NYCSD \#15 |
| School Fiscal Contact Name: | Bryson Wilson |
| School Fiscal Contact Email: |  |
| School Fiscal Contact Phone: |  |
| School Audit Firm Name: | PKF O'Connor Davies LLP |
| School Audit Contact Name: | Joseph Giri |
| School Audit Contact Email: |  |
| School Audit Contact Phone: |  |
| Audit Period: | $2019-20$ |
| Prior Year: |  |

The following items are required to be included:
1.) The independent auditor's report on financial statements and notes.
2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of $\$ 750,000$; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

| Item | If not included, state the reason(s) below (if not applicable fill in N/A): |
| :--- | :--- |
| Management Letter |  |
| Management Letter Response | N/A |
| Form 990 |  |
| Federal Single Audit (A-133) | N/A |
| Corrective Action Plan | N/A |

## Brooklyn RISE Charter School

Statement of Financial Position

## as of June 30



## Brooklyn RISE Charter School

## Statement of Activities

as of June 30

## OPERATING REVENUE

State and Local Per Pupil Revenue - Reg. Ed
State and Local Per Pupil Revenue - SPED
State and Local Per Pupil Facilities Revenue
Federal Grants
State and City Grants
Other Operating Income
Food Service/Child Nutrition Program

## TOTAL OPERATING REVENUE

## EXPENSES

Program Services
Regular Education
Special Education Other Programs

Total Program Services
Management and general
Fundraising
TOTAL EXPENSES

SURPLUS / (DEFICIT) FROM OPERATIONS
SUPPORT AND OTHER REVENUE
Interest and Other Income
Contributions and Grants
Fundraising Support
Investments
Donated Services
Other Support and Revenue
TOTAL SUPPORT AND OTHER REVENUE

Net Assets Released from Restrictions / Loss on Disposal of Assets

## CHANGE IN NET ASSETS

## NET ASSETS - BEGINNING OF YEAR PRIOR YEAR/PERIOD ADJUSTMENTS

NET ASSETS - END OF YEAR

|  | 2020 |  |  | - |
| :---: | :---: | :---: | :---: | :---: |
| Unrestricted | Temporarily <br> Restricted | Total |  | Total |
|  |  |  |  |  |


| $\$ 1,455,567$ | $\$$ | - | $\$$ | $1,455,567$ | $\$$ |
| ---: | ---: | ---: | ---: | ---: | ---: |
| 239,262 | - | 239,262 |  | - |  |
| 375,833 | - | 375,833 | - |  |  |
| 844,273 | - | 844,273 | - |  |  |
| 26,108 | - | 26,108 | - |  |  |
| 352,954 | - | 352,954 | - |  |  |
| - | - | - | - |  |  |
| $3,293,997$ | - | $3,293,997$ | - |  |  |


| \$ | 1,852,272 | \$ | - | \$ | 1,852,272 | \$ | - |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 210,958 |  | - |  | 210,958 |  | - |
|  | - |  | - |  | - |  | - |
|  | 2,063,230 |  | - |  | 2,063,230 |  | - |
|  | 645,542 |  | - |  | 645,542 |  | - |
|  | - |  | - |  | - |  | - |
|  | 2,708,772 |  | - |  | 2,708,772 |  | - |
|  | 585,225 |  | - |  | 585,225 |  | - |



\$ 585,225

585,225

| \$ | - | \$ | - | \$ |  | \$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | - |  | - |  |  |  |  |
| \$ | 585,225 | \$ | - | \$ | 585,225 | \$ | - |

## Brooklyn RISE Charter School

## Statement of Cash Flows



## Brooklyn RISE Charter School Statement of Functional Expenses as of June 30

|  | No. of Positions | 2020 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | - |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Program Services |  |  |  |  |  |  |  | Supporting Services |  |  |  |  |  | Total |  |  |  |
|  |  | Regular Education |  | Special Education |  | Other Education |  | Total |  |  | Management and General |  |  | Total |  |  |  |  |  |
| Personnel Services Costs |  | \$ |  | \$ |  | \$ |  | \$ |  | \$ |  | \$ |  | \$ |  | \$ |  | \$ |  |
| Administrative Staff Personnel | 4.00 |  | 224,090 |  | 33,887 |  | - |  | 257,977 |  | - |  | 303,400 |  | 303,400 |  | 561,377 |  | - |
| Instructional Personnel | 13.00 |  | 718,865 |  | 1,670 |  | - |  | 720,535 |  | - |  | 3,900 |  | 3,900 |  | 724,435 |  | - |
| Non-Instructional Personnel | - |  | - |  | - |  | - |  | - |  | - |  | - |  | - |  | - |  | - |
| Total Salaries and Staff | 17.00 |  | 942,955 |  | 35,557 |  | - |  | 978,512 |  | - |  | 307,300 |  | 307,300 |  | 1,285,812 |  | - |
| Fringe Benefits \& Payroll Taxes |  |  | 165,274 |  | 6,408 |  | - |  | 171,682 |  | - |  | 51,224 |  | 51,224 |  | 222,906 |  | - |
| Retirement |  |  | 16,810 |  | 700 |  | - |  | 17,510 |  | - |  | 4,496 |  | 4,496 |  | 22,006 |  | - |
| Management Company Fees |  |  | - |  | - |  | - |  | - |  | - |  | - |  | - |  | - |  | - |
| Legal Service |  |  | - |  | - |  | - |  | - |  | - |  | 39,860 |  | 39,860 |  | 39,860 |  | - |
| Accounting / Audit Services |  |  | - |  | - |  | - |  | - |  | - |  | 20,000 |  | 20,000 |  | 20,000 |  | - |
| Other Purchased / Professional / |  |  | 68,610 |  | 14,403 |  | - |  | 83,013 |  | - |  | 114,850 |  | 114,850 |  | 197,863 |  | - |
| Consulting Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Building and Land Rent / Lease |  |  | 261,222 |  | 64,442 |  | - |  | 325,664 |  | - |  | 59,934 |  | 59,934 |  | 385,598 |  | - |
| Repairs \& Maintenance |  |  | 32,344 |  | 8,086 |  | - |  | 40,430 |  | - |  | 7,135 |  | 7,135 |  | 47,565 |  | - |
| Insurance |  |  | 25,627 |  | 5,785 |  | - |  | 31,412 |  | - |  | 5,543 |  | 5,543 |  | 36,955 |  | - |
| Utilities |  |  | 5,329 |  | 1,332 |  | - |  | 6,661 |  | - |  | 1,176 |  | 1,176 |  | 7,837 |  | - |
| Supplies / Materials |  |  | 166,766 |  | 41,692 |  | - |  | 208,458 |  | - |  | - |  | - |  | 208,458 |  | - |
| Equipment / Furnishings |  |  | 4,869 |  | 900 |  | - |  | 5,769 |  | - |  | - |  | - |  | 5,769 |  | - |
| Staff Development |  |  | 43,670 |  | 10,637 |  | - |  | 54,307 |  | - |  | 725 |  | 725 |  | 55,032 |  | - |
| Marketing / Recruitment |  |  | 36,731 |  | 5,040 |  | - |  | 41,771 |  | - |  | 5,428 |  | 5,428 |  | 47,199 |  | - |
| Technology |  |  | 3,719 |  | 557 |  | - |  | 4,276 |  | - |  | - |  | - |  | 4,276 |  | - |
| Food Service |  |  | 37,620 |  | 7,294 |  | - |  | 44,914 |  | - |  | - |  | - |  | 44,914 |  | - |
| Student Services |  |  | 10,728 |  | 2,682 |  | - |  | 13,410 |  | - |  | - |  | - |  | 13,410 |  | - |
| Office Expense |  |  | 173 |  | 43 |  | - |  | 216 |  | - |  | 17,565 |  | 17,565 |  | 17,781 |  | - |
| Depreciation |  |  | 21,486 |  | 5,371 |  | - |  | 26,857 |  | - |  | 4,739 |  | 4,739 |  | 31,596 |  | - |
| OTHER |  |  | 8,339 |  | 29 |  | - |  | 8,368 |  | - |  | 5,567 |  | 5,567 |  | 13,935 |  | - |
| Total Expenses |  | \$ | 1,852,272 | \$ | 210,958 | \$ | - | \$ | 2,063,230 | \$ | - | \$ | 645,542 | \$ | 645,542 | \$ | 2,708,772 | \$ | - |

## INDEPENDENT AUDITORS' REPORT ON APPLYING AGREED-UPON PROCEDURES

## Board of Trustees Brooklyn RISE Charter School

We have performed the procedures enumerated below, which were agreed to by the management of Brooklyn RISE Charter School (the "School") and the New York State Education Department ("NYSED") solely to assist the specified parties in evaluating the School's assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant for the period from November 6, 2018 (inception) through June 30, 2020 (the "period"). The sufficiency of these procedures is solely the responsibility of the specific 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.

The procedures we performed and our results are as follows:
Procedure \#1: Obtain the detail of expenditures incurred for the period relating to the CSP grant from the School's accounting software and reconcile to the grant revenue recorded by the School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

Result: No exceptions noted.

Procedure \#2: Obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Result: No exceptions noted.

Procedure \#3: Select a sample from the detail of expenditures obtained in Procedure \#1.
a. Payroll - Randomly select 10 items or $10 \%$ of the total number of payroll items charged to the grant, whichever is less.
b. Other expenses - Randomly select 10 items or $10 \%$ of the total number of items charged to the grant, whichever is less.

## Board of Trustees <br> Brooklyn RISE Charter School

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c. Using the above selected items:
i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
ii. Determine if the expenditure falls into an approved budget category.
iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result: No exceptions noted.

Procedure \#4: Obtain FS-25 form(s) submitted to NYSED during the period and perform the following:
a. Trace expenditures selected in Procedure \#3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible School officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
b. If FS-25 form(s) included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), select one FS-25 form and determine if funds were expended within a month following the date of the request.

Result: No exceptions noted.

Procedure \#5: For schools with a weighted lottery during the period:
a. Obtain documentation that the school received permission from NYSED Charter School Office for the weighted lottery.
b. Obtain the results of the weighted lottery.

- Note that weighted lotteries must be conducted using the NYSED Weighted Lottery Generator (WLG). When the WLG is used, a copy of the 'lottery PDF' should be observed. (This PDF is generated after the WLG has conducted the lottery.)

Result: Not applicable, the School did not conduct a weighted lottery.

## Board of Trustees <br> Brooklyn RISE Charter School

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This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. 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 the School's compliance with the requirements of the CSP grant. 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.

This report is intended solely for the use of the School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.
PKF O'Connor Davies, LLP
Harrison, New York
October 23, 2020

## New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

## 2020-21 Budget \& Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates
1 Complete ALL SIX columns in BLUE
2 Enter information into the GRAY cells
Cells containing RED triangles in the upper right corner in columns B through $G$ contain guidance on 3 that particular item

School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/. Rows may be inserted in the worksheet to accomodate additional districts if necessary.

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would 5 reference the applicable page number in Section I, C of the application narrative.

Brooklyn RISE Charter School


## Brooklyn RISE Charter School



Brooklyn RISE Charter School


