

Application: Girls Prep Bronx II

Robert Keogh - rkeogh@4thsectorsolutions.com
2021-2022 Annual Report

Summary

ID: 0000000180

Last submitted: Nov 1 2022 10:05 AM (EDT)

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Aug 1 2022

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

GIRLS PREPARATORY CHARTER SCHOOL OF THE BRONX II 800000091167

a1. Popular School Name

Girls Prep Bronx II

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD # 7 - BRONX

e. DATE OF INITIAL CHARTER

8/2019

f. DATE FIRST OPENED FOR INSTRUCTION

8/2020

c. School Unionized

Is your charter school unionized?

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.publicprep.org/our-schools/bronx-elementary-2>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

180

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

123

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes

I2. NAME OF CMO/EMO AND ADDRESS

| | |
|-------------------------|--|
| NAME OF CMO/EMO | Public Prep Network |
| PHYSICAL STREET ADDRESS | 192 East 151st St |
| CITY | Bronx |
| STATE | NY |
| ZIP CODE | 10451 |
| EMAIL ADDRESS | jbradshaw@publicprep.org |
| CONTACT PERSON NAME | Janelle Bradshaw |

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

GIRLS PREPARATORY CHARTER SCHOOL OF THE BRONX II 800000091167

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

| | Physical Address | Phone Number | District/CSD | Grades to be Served at Site for coming year (K-5, 6-9, etc.) | Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No). |
|--------|---|----------------|--------------|--|--|
| Site 1 | 192 E. 151st St. Bronx, NY, 10451 | (718) 742-8848 | NYC CSD 7 | K-2 | |

m1a. Please provide the contact information for Site 1.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|----------------------|------------------------|--------------|-----------------|--|
| School Leader | Noelani Gabriel Holt | Principal | 718-742-8848 | | ngabrielholt@girlsprep.org |
| Operational Leader | Dezchell Rodriguez | Director of Operations | 718-742-8848 | | drodriguez@girlsprep.org |
| Compliance Contact | Dezchell Rodriguez | Director of Operations | 718-742-8848 | | drodriguez@girlsprep.org |
| Complaint Contact | Dezchell Rodriguez | Director of Operations | 718-742-8848 | | drodriguez@girlsprep.org |
| DASA Coordinator | Dezchell Rodriguez | Director of Operations | 718-742-8848 | | drodriguez@publicprep.org |
| Phone Contact for After Hours Emergencies | Dezchell Rodriguez | Director of Operations | 718-742-8848 | | drodriguez@publicprep.org |

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

[BPBX COO.pdf](#)

Filename: BPBX COO.pdf **Size:** 42.8 kB

Site 1 Fire Inspection Report

[Boys Prep School - 192 East 151st Street - Log Book 2022 - Full.pdf](#)

Filename: Boys Prep School - 192 East 151st Street - Log Book 2022 - Full.pdf **Size:** 2.2 MB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

| | |
|-----------------|--|
| Name | Jon Quintanilla |
| Position | Managing Director of Data and Technology |
| Phone/Extension | 281-989-7294 |
| Email | jquintanilla@publicprep.org |

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "John B. [unclear]".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "R. [unclear]".

Date

Aug 1 2022

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

| | School Based Fiscal Contact Name | School Based Fiscal Contact Email | School Based Fiscal Contact Phone |
|--|----------------------------------|-----------------------------------|-----------------------------------|
| | | | |

2. Audit Firm Contact Information

| | School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|--|---------------------------|----------------------------|----------------------------|------------------------------------|
| | | | | |

3. If applicable, please provide contact information for the school's outsourced financial services firm.

| | Firm Name | Contact Person | Mailing Address | Email | Phone | Years With Firm |
|--|-----------|----------------|-----------------|-------|-------|-----------------|
| | | | | | | |

Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Boykin Curry Disclosure Form 08012022](#)

Filename: Boykin Curry Disclosure Form 08012 WwdBnkk.pdf **Size:** 172.0 kB

[Juan Mejia Disclosure Form 6](#)

Filename: Juan Mejia Disclosure Form 6.8.22.pdf **Size:** 397.8 kB

[Laura Weil Disclosure Form 7](#)

Filename: Laura Weil Disclosure Form 7.11.22.pdf **Size:** 733.8 kB

[Khairah Klein Disclosure Of Financial Interest 7](#)

Filename: Khairah Klein Disclosure Of Financ PR5OFlk.pdf **Size:** 1.4 MB

[Tamara Zachery](#)

Filename: Tamara Zachery 4he3yWN.pdf **Size:** 431.6 kB

[Paul Vermynen Jr](#)

Filename: Paul Vermynen Jr. Board Disclosur JbfPPNV.pdf **Size:** 940.7 kB

[Nicole Greene Disclosure Form 7](#)

Filename: Nicole Greene Disclosure Form 7.19.22.pdf **Size:** 7.6 MB

[Disclosure - Grannis \(1\)](#)

Filename: Disclosure Grannis 1 xm4Mp6M.pdf **Size:** 418.2 kB

Entry 7 BOT Membership Table

Completed Aug 1 2022

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

GIRLS PREPARATORY CHARTER SCHOOL OF THE BRONX II 800000091167

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2021-2022 Board Member Information (Enter info for each BOT member)

| | Trustee Name | Trustee Email Address | Position on the Board | Committee Affiliations | Voting Member Per By-Laws (Y/N) | Number of Terms Served | Start Date of Current Term (MM/DD /YYYY) | End Date of Current Term (MM/DD /YYYY) | Board Meetings Attended During 2021-2022 |
|---|---------------|-----------------------|-----------------------|---|---------------------------------|------------------------|--|--|--|
| 1 | Boykin Curry | | Chair | Finance, Academic, and Real Estate and Growth | Yes | 5 | 01/28/2021 | 01/27/2024 | 8 |
| 2 | Nicole Greene | | Trustee/Member | Academic, Development, and Governance | Yes | 2 | 01/28/2021 | 01/27/2024 | 7 |
| 3 | Eric Grannis | | Trustee/Member | Finance and Real Estate and | Yes | 5 | 01/28/2021 | 01/27/2024 | 5 or less |

| | | | | | | | | | |
|---|----------------|--|----------------|--|-----|---|------------|------------|-----------|
| | | | | Growth | | | | | |
| 4 | Khairah Klein | | Trustee/Member | Academic | Yes | 1 | 04/22/2021 | 04/21/2024 | 5 or less |
| 5 | Paul Vermyle n | | Treasurer | Finance and Development | Yes | 5 | 01/28/2021 | 01/27/2024 | 5 or less |
| 6 | Laura Weil | | Secretary | Real Estate and Growth and Governance | Yes | 4 | 01/28/2021 | 01/27/2024 | 5 or less |
| 7 | Juan Mejia | | Trustee/Member | Development and Real Estate and Growth | Yes | 1 | 9/23/2021 | 09/23/2024 | 6 |
| 8 | Tamara Zachary | | Trustee/Member | Development | Yes | 1 | 02/27/2020 | 02/26/2023 | 5 or less |
| 9 | | | | | | | | | |

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

| | |
|--|---|
| a. Total Number of BOT Members on June 30, 2022 | 8 |
| b.Total Number of Members Added During 2021-2022 | 2 |
| c. Total Number of Members who Departed during 2021-2022 | 1 |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 8 |

3. Number of Board meetings held during 2021-2022

8

4. Number of Board meetings scheduled for 2022-2023

6

Total number of Voting Members on June 30, 2022:

8

Total number of Voting Members added during the 2021-2022 school year:

2

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

8

Thank you.

Entry 8 Board Meeting Minutes

Incomplete Hidden from applicant

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

Entry 9 Enrollment & Retention

Completed Aug 1 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

| | Describe Recruitment Efforts in 2021-2022 | Describe Recruitment Plans in 2022-2023 |
|----------------------------|---|--|
| Economically Disadvantaged | <p>During the 2021-22 recruitment season, we recruited and served economically disadvantaged populations by marketing in New York City Housing Authority (NYCHA) developments and community centers, daycares, Head Start programs, free and low-cost healthcare facilities (e.g. urgent care offices), and local community-based organizations (e.g. houses of worship, after-school programs). Marketing tactics included door-to-door canvassing and mass flyering. We expanded our canvassing to blocks further from our campuses and targeted bus stops, trains, parks, corner stores, and libraries. Additionally, children who live in NYCHA developments receive preference in the lottery.</p> | <p>During the 2022-23 recruitment season, we plan to recruit and serve economically disadvantaged populations by continuing to market in New York City Housing Authority (NYCHA) developments and community centers, daycares, Head Start programs, free and low-cost healthcare facilities (e.g. urgent care offices), and local community-based organizations (e.g. houses of worship, after-school programs). We are expanding our marketing tactics past door-to-door canvassing and mass flyering to include bus shelter ads, digital advertising on social media, and more. We will continue to expand and refine our canvassing efforts and targeted bus stops, trains, parks, corner stores, and libraries. Children who live in NYCHA developments continue to receive preference in the lottery.</p> |
| English Language Learners | <p>During the 2021-22 recruitment season, we recruited and served English language learners by producing enrollment and recruitment materials in both English and Spanish (including applications and presentations). Our recruitment team was comprised of two native Spanish speakers. We collected Home Language Identification Surveys</p> | <p>During the 2022-23 recruitment season, we plan to recruit and serve English language learners by continuing to produce enrollment and recruitment materials in both English and Spanish (including applications and presentations). All of our advertisements in English contain the note that team members speak Spanish. Our recruitment team has a native Spanish speaker and other team members who are conversational in Spanish. We plan to collect</p> |

| | | |
|----------------------------|---|--|
| | <p>during the registration process to ensure schools were aware of families and students who needed to receive information in languages other than English. Our team encouraged non-English speaking parents to volunteer in student recruitment and enrollment efforts.</p> | <p>Home Language Identification Surveys during the registration process to ensure schools are aware of families and students who needed to receive information in languages other than English. We will continue to encourage non-English speaking parents to volunteer in student recruitment and enrollment efforts.</p> |
| Students with Disabilities | <p>During the 2021-22 recruitment season, we recruited and served students with disabilities by including accurate, up-to-date information about our menu of special education services (e.g. ICT classrooms, related services). During the enrollment process, we asked about special education services and IEPs to ensure we had the most up-to-date information for schools in August. Families had the opportunity to meet with Assistant Directors of Student Support to discuss their scholar's IEPs when desired.</p> | <p>During the 2022-23 recruitment season, we plan to recruit and serve students with disabilities by including accurate, up-to-date information about our menu of special education services (e.g. ICT classrooms, related services) in all presentations and information sessions. During the enrollment process, we will ask about special education services and IEPs to ensure we have the most up-to-date information for schools in August. Families will have the opportunity to meet with Assistant Directors of Student Support to discuss their scholar's IEPs when desired.</p> |

Retention Efforts Toward Meeting Targets

| | Describe Retention Efforts in 2021-2022 | Describe Retention Plans in 2022-2023 |
|--|---|---|
| | <p>During the 2021-22 school year, we retained students from economically disadvantaged populations in several ways. We provided free breakfast, snack, and lunch to all families and</p> | <p>During the 2022-23 school year, we plan to retain students from economically disadvantaged populations in several ways. We will provide free breakfast, snack, and lunch to all families and</p> |

| | | |
|----------------------------|--|--|
| Economically Disadvantaged | <p>ensured that most families completed and returned the Income Inquiry Form. We provided free school supplies and technology to all scholars. When families were in need, we provided extra uniforms free of cost. Additionally, we continued to share information about community-based organizations with programs such as rental assistance and food banks.</p> | <p>ensure that most families complete and return the Income Inquiry Form. We will provide free school supplies and technology to all scholars. If families are in need, we plan to give out extra uniforms free of cost. Additionally, we will continue to share information about community-based organizations with programs such as rental assistance and food banks.</p> |
| English Language Learners | <p>During the 2021-22 school year, we retained English language learners in several ways. We provided high-quality, intensive support to ELL students as they learned English. We provided professional development to staff who support ELLs and ensure teachers have access to the appropriate resources. We provided family-facing communications in both English and Spanish and ensured that school-based presentations were available in both languages. We sought to create classrooms that are language-rich and enhance students' vocabularies and experiences with language.</p> | <p>During the 2022-23 school year, we plan to retain English language learners in several ways. We will continue to provide high-quality, intensive support to ELL students as they learn English. We will provide professional development to staff who support ELLs and ensure teachers have access to the appropriate resources. Our family-facing communications and presentations will be in both English and Spanish, or translation will be available. We will create classrooms that are language-rich and enhance students' vocabularies and experiences with language.</p> |
| Students with Disabilities | <p>During the 2021-22 school year, we retained students with disabilities by building a staff that monitored and supported services to students with IEPs and provided professional development for all staff to increase their capacity for serving students with disabilities. We had integrated co-teaching classrooms at every campus, and</p> | <p>During the 2022-23 school year, we will retain students with disabilities by building a staff that monitors and supports services to students with IEPs. We will provide professional development for all staff to increase their capacity for serving students with disabilities. We will have integrated co-teaching classrooms at every campus, and implement</p> |

implemented students' IEPs with fidelity. We offered Tier 1 and 2 supports by including differentiated groupings for individualized, targeted support. Our network also participated in the NYC Charter School Special Education Collaborative.

students' IEPs with fidelity. We will offer Tier 1 and 2 supports by including differentiated groupings for individualized, targeted support. Our network will also participate in the NYC Charter School Special Education Collaborative.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

| | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022) | |
| Total Category A: 5 or 30% whichever is less | 0 |

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

| | FTE Count |
|--|-----------|
| i. Mathematics | |
| ii. Science | |
| iii. Computer Science | |
| iv. Technology | |
| v. Career and Technical Education | |
| Total Category B: not to exceed 5 | 0 |

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

| | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022) | |
| Total Category C: not to exceed 5 | 0 |

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

| | FTE Count |
|-------|-----------|
| Total | |

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

| | FTE Count |
|------------------|-----------|
| Total Category D | |

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

| | FTE Count |
|------------------|-----------|
| Total Category E | |

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

| | FTE Count |
|------------------|-----------|
| Total Category F | |

Thank you.



Entry 12 Organization Chart

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed Aug 1 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools “... unless the school’s charter requires more instructional time than is required under the regulations.”

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Family Calendar](#)

Filename: Family Calendar.pdf Size: 99.2 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school’s website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: **Girls Prep Bronx II**

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:

| | Link to Documents |
|---|---|
| 1. Current Annual Report (i.e., 2021-2022 Annual Report) | https://www.publicprep.org/about/annualreport |
| 2. Board meeting notices, agendas and documents | https://www.publicprep.org/about/publicnotices |
| 3. New York State School Report Card | https://www.publicprep.org/about/annualreport |
| 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY) | https://www.publicprep.org/family-handbook |
| 5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo) | https://www.publicprep.org/about/publicnotices |
| 6. Authorizer-approved FOIL Policy | https://www.publicprep.org/about/publicnotices |
| 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List) | https://www.publicprep.org/about/publicnotices |

Thank you. 

Entry 15 Staff Roster

Incomplete Hidden from applicant

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

ADVISORY COMMENT LETTER

JUNE 30, 2022

November 30, 2022

To the Board of Trustees and Management
Public Prep Charter School Academies

In planning and performing our audit of the consolidated financial statements of Public Prep Charter School Academies (the “Organization”) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization’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 consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the Organization’s consolidated financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

We consider the following deficiency in the entity’s internal control to be a material weakness:

Significant auditor adjustments

During the 2021 fiscal year, the Organization transitioned to a new outsourced financial consulting firm. During the transition, the intricacies of the required financial reporting for the different charters and programs operated by the Organization were not fully understood. As a result, during our 2021 audit, certain significant auditor adjustments were necessary to properly state consolidated financial statement balances in accordance with accounting principles generally accepted in the United States of America (GAAP).

Recommendation

We recommend the Organization implement a monthly, quarterly, and year-end closing checklist in conjunction with their financial consultant, delineating responsibilities of each party and documenting when items are completed and by whom. A member of the Organization’s senior leadership team should be assigned to monitor completion of the closing checklist by the financial consultant. This will assist both management and the financial consultant in understanding their respective responsibilities and will ensure the work is completed on a timely basis.

Status as of June 30, 2022

During our 2022 audit, we noted significant auditor adjustments were again required to properly state consolidated financial statement balances in accordance with accounting principles generally accepted in the United States (GAAP). The adjustments included journal entries to accounts receivable, accrued expenses, grant revenue, and payroll and benefits expense. Although the net effect of the entries was not material, this was due to significant offsetting adjustments which resulted in a small net impact, rather than minor adjustments in multiple areas.

Management’s Response

Since 2014, the organization has outsourced its accounting department and only held a small internal team to mainly process a few key functions being accounts payable, payroll, and budgets. In January 2021, the Organization switched from one accounting consultant to another for cost efficiencies. After the FY21 audits, many accounting deficiencies were denoted by the independent auditors thereby signaling to leadership that stronger controls were needed internally, and they began building an accounting and finance team to conduct the day to day accounting processes. In the meantime, leadership worked with the consultants to revise their contract to ensure that there would be improved oversight, monitoring, and improvements to key areas. Ultimately the financial consultants did not provide the services they were contractually obligated to perform for the closing of the 2021-22 books. In FY23, the organization will rely solely on their internal finance team who have the skills, knowledge and experience to perform the accounting functions that were previously contracted out to the financial consultant. This will allow the Organization to devote the necessary resources to managing the finance and accounting function on a more accurate and timely basis going forward.

* * * * *

This letter is solely for the use of Management, Finance Committee Members and the Board of Trustees of Public Prep Charter School Academies and is not intended to be and should not be used by anyone other than those specified parties.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Public Prep Charter School Academies' internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Very truly yours,

A handwritten signature in black ink that reads "Mengel, Metzger, Barr & Co. LLP". The signature is written in a cursive, flowing style.

MENGEL, METZGER, BARR & CO. LLP

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NEW YORK, NEW YORK

AUDITED CONSOLIDATED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

(With Comparative Totals for 2021)

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Public Prep Charter School Academies

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the consolidated financial statements of Public Prep Charter School Academies (the "Organization"), which comprise the consolidated statement of financial position as of June 30, 2022 and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Public Prep Charter School Academies as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) 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 Consolidated Financial Statements section of our report. We are required to be independent of Public Prep Charter School Academies 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 opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Public Prep Charter School Academies' ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

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

Our objectives are to obtain reasonable assurance about whether the consolidated 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 GAAS 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 consolidated financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated 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 consolidated 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 Public Prep Charter School Academies' 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 consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Public Prep Charter School Academies' 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.

Report on Summarized Comparative Information

We have previously audited Public Prep Charter School Academies' consolidated financial statements as of and for the year ended June 30, 2021, and we expressed an unmodified audit opinion on those audited consolidated financial statements in our report dated October 29, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2022 on our consideration of Public Prep Charter School Academies' 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 Public Prep Charter School Academies' internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
November 30, 2022

PUBLIC PREP CHARTER SCHOOL ACADEMIES
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022
(With Comparative Totals for 2021)

| <u>ASSETS</u> | June 30, | |
|--|---------------|---------------|
| | 2022 | 2021 |
| <u>CURRENT ASSETS</u> | | |
| Cash | \$ 18,660,948 | \$ 17,945,495 |
| Grants and contracts receivable | 3,506,391 | 1,911,476 |
| Property tax refund receivable | 950,280 | - |
| Prepaid expenses and other current assets | 715,189 | 809,067 |
| TOTAL CURRENT ASSETS | 23,832,808 | 20,666,038 |
| <u>OTHER ASSETS</u> | | |
| Property and equipment, net | 11,903,211 | 12,103,870 |
| Related party receivables, net | 30,174 | 755,622 |
| Security deposits | 534,015 | 502,325 |
| Cash in escrow | 200,416 | 200,329 |
| Restricted cash | 625,000 | - |
| | 13,292,816 | 13,562,146 |
| TOTAL ASSETS | \$ 37,125,624 | \$ 34,228,184 |
| <u>LIABILITIES AND NET ASSETS</u> | | |
| <u>CURRENT LIABILITIES</u> | | |
| Accounts payable and accrued expenses | \$ 1,686,455 | \$ 1,607,378 |
| Accrued payroll and benefits | 2,371,998 | 3,768,596 |
| Deferred revenue | 475,438 | - |
| Current portion of deferred lease incentive | 13,399 | 26,003 |
| Current portion of long-term debt | 281,611 | 288,882 |
| TOTAL CURRENT LIABILITIES | 4,828,901 | 5,690,859 |
| <u>LONG-TERM LIABILITIES</u> | | |
| Long-term debt, net of unamortized debt issuance costs of \$400,889 and \$415,164 at June 30, 2022 and 2021, respectively | 6,262,950 | 6,547,267 |
| Deferred lease incentive | - | 13,400 |
| Deferred lease liability | 2,627,815 | 2,037,613 |
| Security deposit payable | - | 16,667 |
| TOTAL LIABILITIES | 13,719,666 | 14,305,806 |
| <u>NET ASSETS</u> | | |
| Without donor restrictions | 23,403,116 | 19,919,536 |
| With donor restrictions | 2,842 | 2,842 |
| TOTAL NET ASSETS | 23,405,958 | 19,922,378 |
| TOTAL LIABILITIES AND NET ASSETS | \$ 37,125,624 | \$ 34,228,184 |

The accompanying notes are an integral part of the consolidated financial statements.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | Year ended June 30, | | | |
|--|-------------------------------|----------------------------|---------------|---------------|
| | 2022 | | | 2021 |
| | Without donor restrictions | With donor restrictions | Total | Total |
| Revenue, gains and other support: | | | | |
| Public school district: | | | | |
| Resident student enrollment | \$ 33,881,548 | \$ - | \$ 33,881,548 | \$ 34,603,774 |
| Students with disabilities | 5,131,322 | - | 5,131,322 | 5,607,158 |
| Grants and contracts: | | | | |
| State and local | 831,801 | - | 831,801 | 711,388 |
| Federal - Title and IDEA | 1,937,826 | - | 1,937,826 | 1,679,870 |
| Federal - other | 5,634,033 | - | 5,634,033 | 1,565,181 |
| NYC DOE rental assistance | 4,481,485 | - | 4,481,485 | 3,952,468 |
| In-kind rent | 5,481,411 | - | 5,481,411 | 6,228,049 |
| Food Service/Child Nutrition Program | 889,214 | - | 889,214 | 455,992 |
| TOTAL REVENUE, GAINS AND OTHER SUPPORT | 58,268,640 | - | 58,268,640 | 54,803,880 |
| Expenses: | | | | |
| Program services: | | | | |
| Regular education | 37,832,046 | - | 37,832,046 | 33,889,943 |
| Special education | 10,005,211 | - | 10,005,211 | 8,805,463 |
| Pre-K | 1,541,683 | - | 1,541,683 | 2,054,595 |
| Total program services | 49,378,940 | - | 49,378,940 | 44,750,001 |
| Management and general | 6,001,784 | - | 6,001,784 | 5,916,973 |
| Fundraising and special events | 55,911 | - | 55,911 | 57,986 |
| TOTAL OPERATING EXPENSES | 55,436,635 | - | 55,436,635 | 50,724,960 |
| SURPLUS FROM SCHOOL OPERATIONS | 2,832,005 | - | 2,832,005 | 4,078,920 |
| Support and other revenue: | | | | |
| Contributions: | | | | |
| Foundations | 80,000 | - | 80,000 | 10,000 |
| Individuals | 1,000 | - | 1,000 | 1,100 |
| Corporations | 33,333 | - | 33,333 | - |
| Interest income | 87 | - | 87 | 53 |
| Other income | 137,996 | - | 137,996 | 18,772 |
| Rental income | 44,943 | - | 44,943 | 112,990 |
| Property tax rebate | 354,216 | - | 354,216 | - |
| Paycheck Protection Program loan forgiveness | - | - | - | 4,301,000 |
| TOTAL SUPPORT AND OTHER REVENUE | 651,575 | - | 651,575 | 4,443,915 |
| CHANGE IN NET ASSETS | 3,483,580 | - | 3,483,580 | 8,522,835 |
| Net assets at beginning of year | 19,919,536 | 2,842 | 19,922,378 | 11,399,543 |
| NET ASSETS AT END OF YEAR | \$ 23,403,116 | \$ 2,842 | \$ 23,405,958 | \$ 19,922,378 |

The accompanying notes are an integral part of the consolidated financial statements.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | | | | Supporting Services | | | Total | |
|--|---------------------|----------------------|----------------------|---------------------|----------------------|------------------------------|--------------------------------------|---------------------|----------------------|----------------------|
| | | Regular Education | Special Education | Pre-K | Sub-total | Management and general | Fundraising and special events | Sub-total | Year ended June 30, | |
| | | | | | | | | | 2022 | 2021 |
| Personnel services costs: | | | | | | | | | | |
| Administrative staff personnel | 63 | \$ 2,309,074 | \$ 633,237 | \$ 45,000 | \$ 2,987,311 | \$ 2,685,907 | \$ - | \$ 2,685,907 | \$ 5,673,218 | \$ 5,161,191 |
| Instructional personnel | 297 | 14,338,373 | 3,876,147 | 776,304 | 18,990,824 | - | - | - | 18,990,824 | 17,414,444 |
| Non-instructional personnel | 1 | - | - | - | - | 104,207 | - | 104,207 | 104,207 | 132,482 |
| Total personnel services costs | 361 | 16,647,447 | 4,509,384 | 821,304 | 21,978,135 | 2,790,114 | - | 2,790,114 | 24,768,249 | 22,708,117 |
| Fringe benefits and payroll taxes | | 3,380,372 | 922,566 | 137,537 | 4,440,475 | 557,074 | - | 557,074 | 4,997,549 | 4,832,729 |
| Retirement | | 238,300 | 63,077 | 13,762 | 315,139 | 41,889 | - | 41,889 | 357,028 | 468,855 |
| Management company fees | | 3,913,781 | 782,756 | - | 4,696,537 | 838,666 | 55,911 | 894,577 | 5,591,114 | 5,798,628 |
| Legal services | - | 92,906 | 21,259 | - | 114,165 | 41,931 | - | 41,931 | 156,096 | - |
| Accounting / audit services | | 56,168 | 15,011 | 101 | 71,280 | 7,920 | - | 7,920 | 79,200 | 25,775 |
| Other purchased / professional / consulting services | | 1,573,372 | 432,927 | 25,358 | 2,031,657 | 312,610 | - | 312,610 | 2,344,267 | 1,194,705 |
| Building rent / lease / facility finance interest | | 2,237,879 | 628,603 | 111,688 | 2,978,170 | 330,908 | - | 330,908 | 3,309,078 | 3,259,804 |
| In-kind rent | | 3,772,550 | 941,516 | 243,560 | 4,957,626 | 523,785 | - | 523,785 | 5,481,411 | 6,228,049 |
| Repairs and maintenance | | 500,587 | 140,894 | 19,885 | 661,366 | 73,486 | - | 73,486 | 734,852 | 353,893 |
| Insurance | | 203,234 | 56,760 | 14,934 | 274,928 | 28,888 | - | 28,888 | 303,816 | 232,819 |
| Utilities | | 357,004 | 101,160 | 13,174 | 471,338 | 55,240 | - | 55,240 | 526,578 | 560,529 |
| Supplies / materials | | 1,153,696 | 346,790 | 24,727 | 1,525,213 | - | - | - | 1,525,213 | 764,905 |
| Equipment / furnishings | | 32,983 | 8,954 | - | 41,937 | 4,660 | - | 4,660 | 46,597 | 52,262 |
| Staff development | | 366,842 | 99,709 | 840 | 467,391 | 54,084 | - | 54,084 | 521,475 | 640,358 |
| Marketing / recruiting | | 17,868 | 4,812 | - | 22,680 | 2,521 | - | 2,521 | 25,201 | 70,137 |
| Technology | | 284,905 | 78,292 | - | 363,197 | 40,355 | - | 40,355 | 403,552 | 282,861 |
| Food service | | 647,173 | 199,084 | 41,508 | 887,765 | - | - | - | 887,765 | 352,745 |
| Student services | | 424,229 | 115,195 | 1,062 | 540,486 | 21,729 | - | 21,729 | 562,215 | 218,731 |
| Office expense | | 726,298 | 200,104 | 16,499 | 942,901 | 103,096 | - | 103,096 | 1,045,997 | 597,674 |
| Depreciation and amortization | | 1,188,508 | 332,444 | 55,744 | 1,576,696 | 170,622 | - | 170,622 | 1,747,318 | 1,315,593 |
| Other | | 15,944 | 3,914 | - | 19,858 | 2,206 | - | 2,206 | 22,064 | 765,791 |
| | | <u>\$ 37,832,046</u> | <u>\$ 10,005,211</u> | <u>\$ 1,541,683</u> | <u>\$ 49,378,940</u> | <u>\$ 6,001,784</u> | <u>\$ 55,911</u> | <u>\$ 6,057,695</u> | <u>\$ 55,436,635</u> | <u>\$ 50,724,960</u> |

The accompanying notes are an integral part of the consolidated financial statements.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | <u>Year ended June 30,</u> | |
|---|----------------------------|----------------------|
| | <u>2022</u> | <u>2021</u> |
| <u>CASH FLOWS - OPERATING ACTIVITIES</u> | | |
| Change in net assets | \$ 3,483,580 | \$ 8,522,835 |
| Adjustments to reconcile change in net assets to net cash provided from operating activities: | | |
| Depreciation and amortization | 1,747,318 | 1,315,593 |
| Bad debt expense | - | 159,434 |
| Amortization of debt issuance costs included in interest expense | 14,275 | 13,085 |
| Paycheck Protection Program loan forgiveness | - | (4,301,000) |
| Changes in certain assets and liabilities affecting operations: | | |
| Grants and other contracts receivable | (1,594,915) | 402,383 |
| Property tax refund receivable | (950,280) | - |
| Prepaid expenses and other current assets | 93,878 | (412,968) |
| Related party receivables and payables | 725,448 | 332,145 |
| Security deposits | (31,690) | - |
| Accounts payable and accrued expenses | (16,401) | (307,215) |
| Accrued payroll and benefits | (1,396,598) | 1,037,203 |
| Deferred revenue | 475,438 | - |
| Deferred lease incentive | (26,004) | (26,004) |
| Deferred lease liability | 590,202 | 625,636 |
| NET CASH PROVIDED FROM OPERATING ACTIVITIES | 3,114,251 | 7,361,127 |
| <u>CASH FLOWS - INVESTING ACTIVITIES</u> | | |
| Purchases of property and equipment | (1,451,181) | (540,861) |
| Security deposit payable | (16,667) | - |
| NET CASH USED FOR INVESTING ACTIVITIES | (1,467,848) | (540,861) |
| <u>CASH FLOWS - FINANCING ACTIVITIES</u> | | |
| Proceeds from long-term debt | - | 20,574 |
| Repayments of long-term debt | (305,863) | (242,351) |
| NET CASH USED FOR FINANCING ACTIVITIES | (305,863) | (221,777) |
| NET INCREASE IN CASH AND RESTRICTED CASH | 1,340,540 | 6,598,489 |
| Cash and restricted cash at beginning of year | 18,145,824 | 11,547,335 |
| CASH AND RESTRICTED CASH AT END OF YEAR | <u>\$ 19,486,364</u> | <u>\$ 18,145,824</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

CONSOLIDATED STATEMENT OF CASH FLOWS, Cont'd

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | Year ended June 30, | |
|--|----------------------|----------------------|
| | 2022 | 2021 |
| <u>NON-CASH OPERATING AND INVESTING ACTIVITIES</u> | | |
| Purchases of property and equipment in accounts payable | <u>\$ 95,478</u> | <u>\$ 662,024</u> |
| <u>NON-CASH OPERATING AND FINANCING ACTIVITIES</u> | | |
| Accrued interest paid through debt refinancing | <u>\$ -</u> | <u>\$ 349,107</u> |
| <u>NON-CASH INVESTING AND FINANCING ACTIVITIES</u> | | |
| Purchases of property and equipment financed with long-term debt | <u>\$ -</u> | <u>\$ 347,555</u> |
| <u>NON-CASH FINANCING ACTIVITIES</u> | | |
| Long-term debt borrowings in connection with debt refinancing, including debt issuance costs of \$428,249 | <u>\$ -</u> | <u>\$ 6,659,750</u> |
| Long-term debt repayments through debt refinancing | <u>\$ -</u> | <u>\$ 6,231,501</u> |
| <u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u> | | |
| Cash paid for interest | <u>\$ 272,244</u> | <u>\$ 268,002</u> |
| Reconciliation of cash and restricted cash reported within the consolidated statement of financial position that sum to the total amounts reported in the statement of cash flows: | | |
| | June 30, | |
| | 2022 | 2021 |
| <u>CASH AND RESTRICTED CASH</u> | | |
| Cash | \$ 18,660,948 | \$ 17,945,495 |
| Cash in escrow | 200,416 | 200,329 |
| Restricted cash | <u>625,000</u> | <u>-</u> |
| | <u>\$ 19,486,364</u> | <u>\$ 18,145,824</u> |

The accompanying notes are an integral part of the consolidated financial statements.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The accompanying consolidated financial statements include the accounts of Girls Preparatory Charter School of New York (“Girls Prep LES”), Boys Preparatory Charter School of New York (“Boys Prep”), Girls Preparatory Charter School of the Bronx (“Girls Prep Bronx”), Girls Preparatory Charter School of the Bronx II (“Girls Prep Bronx II”), PrePrep: the Joan Ganz Cooney Early Learning Program (“PrePrep”), PrePrep2 (“PrePrep2”), PrePrep3 (“PrePrep3”), collectively forming Public Prep Charter School Academies, and Friends of Girls Preparatory Charter School of New York, Inc. (“Friends”), (collectively referred to as the “Organization”). All intercompany balances and transactions have been eliminated in the accompanying consolidated financial statements.

The Organization

Public Prep Charter School Academies is an education corporation that has authority to operate the Charter Schools as described below. Each of the Charter Schools were established to prepare underserved elementary and middle school students for higher education, civic involvement and lifelong success through a structured, caring environment of high academic expectations. Friends was organized under the laws of the State of New York as a not-for-profit corporation under subparagraph (a)(5) of Section 102 of the Not-For-Profit Corporation law. Girls Prep Bronx II, LLC was organized under the laws of the State of New York as a limited liability company under Section 203 of the Limited Liability Company Law as of October 18, 2021. The sole member of the limited liability company is Friends. See Note D.

Girls Prep LES operates in the borough of Manhattan, New York. On March 23, 2004, the Board of Regents of the University of the State of New York granted Girls Prep LES a provisional charter valid for a term of five years and renewable upon expiration. Girls Prep LES obtained a renewal through June 30, 2025.

Boys Prep operates in the borough of Bronx, New York. On December 14, 2010, the Board of Regents of the University of the State of New York granted Boys Prep a provisional charter valid for a term of five years and renewable upon expiration. Boys Prep obtained a renewal through July 31, 2024.

Girls Prep Bronx operates in the borough of Bronx, New York. On February 23, 2009, the Board of Regents of the University of the State of New York granted Girls Prep Bronx a provisional charter valid for a term of five years and renewable upon expiration. Girls Prep Bronx obtained a renewal through July 31, 2025.

On March 9, 2019, the Board of Regents of the University of the State of New York granted Girls Prep Bronx II a provisional charter valid for a term of five years through June 30, 2025, and renewable upon expiration. Girls Prep Bronx II opened for students in the Fall of 2020.

In December 2020, Girls Prep LES, Boys Prep, and Girls Prep Bronx each received approval from SUNY for a revision to their charters to create a joint high school program with another Charter School beginning in the 2022-23 school year. This was rejected by the NY State Education Department and SUNY has overridden this rejection and the high school has opened for the 2022-2023 school year. Public Prep Charter School Academies has contracted with Vertex Partnership Academies, Inc., a not-for-profit organization, to provide management and other administrative services for the high school.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

PrePrep operates in the borough of Bronx, New York. The Organization obtained approval from the New York City Department of Education to open a Pre-K program. The contract authorized operation of a universal prekindergarten program for a term of three years through June 30, 2018 and was renewable for two years upon expiration. PrePrep obtained a renewal through June 30, 2023.

PrePrep2 operates in the borough of Bronx, New York. The Organization obtained approval from the New York City Department of Education to open a second Pre-K program. The contract authorizes operation of a universal prekindergarten program for a term of three years through June 30, 2021. PrePrep2 obtained a renewal through June 30, 2023.

PrePrep3 operates in the borough of Manhattan, New York. The Organization obtained approval from the New York City Department of Education to open a third Pre-K program. The contract authorizes operation of a universal prekindergarten program for a term of two years through June 30, 2021. PrePrep3 obtained a renewal through June 30, 2023.

Financial Statement presentation

The financial statements of the Organization have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

These classes of net assets are defined as follows:

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Net Assets Without Donor Restrictions – The net assets over which the Governing Board has discretionary control to use in carrying on the Organization's operations in accordance with the guidelines established by the Organization. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

Revenue recognition

Revenue from Exchange Transactions: The Organization recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition. The Organization records substantially all revenues over time, as follows.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Public school district revenue

The Organization recognizes revenue as educational programming is provided to students throughout the year. The Organization earns public school district revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the Charter Schools. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Organization and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

Universal Pre-Kindergarten (Pre-K)

Similar to public school district revenue, the Organization recognizes Pre-K revenue as educational programming is provided to students throughout the year. The maximum revenue amount is based on a contractually determined fixed amount per student and the number of students enrolled at a point in time. This amount could be further reduced if actual costs incurred in providing the Pre-K program are less than the maximum calculated amount of the contract. Amounts are paid in installments throughout the course of the year, with the final 5% paid upon submission of all required documentation at the end of the contract year. Revenue recognized from Pre-K programs totaled \$1,392,357 and \$1,451,446 for the years ended June 30, 2022 and 2021, respectively.

Rental assistance

Facilities rental assistance funding is provided by the New York City Dept of Education (NYCDOE) to qualifying charter schools located in the five boroughs of NYC. In order to receive rental assistance funding, a charter school must have commenced instruction or added grade levels in the 2014-15 school year or thereafter, and go through a space request process with the NYCDOE. If NYCDOE is not able to provide adequate space, the charter school can become eligible for rental assistance. Rental assistance is calculated as the lesser of 30% of the per-pupil tuition rate for NYC times the number of students enrolled, or actual total rental costs. As rental assistance is based on the number of students enrolled, revenue is recognized throughout the year as educational programming is provided to students.

The following table summarizes contract balances at their respective statement of financial position dates:

| | <u>June 30,</u> | | |
|---------------------------------|-----------------|-------------|-------------|
| | <u>2022</u> | <u>2021</u> | <u>2020</u> |
| Grants and contracts receivable | \$ 107,030 | \$ 110,050 | \$ 791,954 |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions

Contributions and unconditional promises to give are recorded in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Grant revenue

Some of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying consolidated statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying consolidated statement of financial position. The amount reported as deferred revenue at June 30, 2022 amounted to \$475,438. There was no revenue deferred at June 30, 2021. The Organization received cost-reimbursement grants of \$10,121,082 and \$116,245 that had not been recognized at June 30, 2022 and 2021, respectively, because qualifying expenditures had not yet been incurred.

Cash

Cash balances are maintained at certain financial institutions located in New York and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Organization has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Organization maintains cash in escrow accounts for dissolution reserves in accordance with the terms of their charter agreements. The amount in escrow for dissolution as of June 30, 2022 and 2021 was \$200,416 and \$200,329, respectively. The escrow is restricted to fund legal and other costs related to the dissolution of the Organization, should dissolution become necessary.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Restricted cash

The Organization maintains cash in a certificate of deposit for collateral in accordance with the terms of their standby letter of credit as required by the Girls Prep Bronx II, LLC lease agreement. The amount of the certificate of deposit as of June 30, 2022 is \$625,000 and has an interest rate of 0.3%. The cash is restricted as collateral for the standby letter of credit. See Note D.

Grants and contracts receivable

Grants and contracts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2022 or 2021.

Property tax refund receivable

In connection with the lease agreement entered by Friends and subleased to Boys Prep as described in Note D, Friends was responsible for payment of property taxes in excess of a base level. During the year ended June 30, 2022, the landlord and Friends completed the process of forming a leasehold condominium and subsequently filing for tax-exempt status for the property. As a result, property taxes previously paid by Friends were refunded to the landlord by the taxing authority and are due to Friends under the terms of the lease. Friends does not anticipate incurring future property tax expense with respect to this lease.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to thirty five years. Leasehold improvements are amortized over the lesser of the lease term or useful life.

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Tax exempt status

The Organization is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

Public Prep Academies and Friends file Form 990 tax returns in the U.S. federal jurisdiction. In addition, Friends files in New York. The tax returns for the years ended June 30, 2019 through June 30, 2022 are still subject to potential audit by the IRS and NY. Management of the Organization believes it has no material uncertain tax positions and, accordingly, it has not recognized any liability for unrecognized tax benefits.

Contributed services

The Organization receives contributed services from volunteers to serve on the Board of Trustees. In addition, the Organization received transportation services, special education services and speech therapy instruction for the students from the local district. The Organization was unable to determine a value for these services.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Marketing and recruiting costs

The Organization expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$25,000 and \$70,000 for the years ended June 30, 2022 and 2021, respectively.

Security deposit payable

The Organization subleased a portion of one of the buildings it occupies and received a security deposit in relation to the sublease. The security deposit was refunded at the end of the lease term.

Deferred lease (liability) receivable

The Organization leases one of its facilities. The lease contains significant pre-determined fixed escalations of the base rent. In accordance with GAAP, the Organization recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability. The amount of additional rent expense recognized in excess of the amounts paid under the lease was \$590,202 and \$625,636 for the years ended June 30, 2022 and 2021, respectively.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications

Certain prior year amounts have been reclassified to conform with the current year presentation.

Functional allocation of expenses

The costs of programs and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Adoption of new accounting standard - gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kinds recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and is being applied on a retrospective basis. The Organization adopted this standard during the year ended June 30, 2022. See Note E.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

New accounting pronouncement - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use (“ROU”) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Organization is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Organization’s financial position or results of operations.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through November 30, 2022, which is the date the financial statements are available to be issued. See Note G.

NOTE B: RELATED PARTY TRANSACTIONS

The Organization has related party receivables from and payables to one related organization, Public Preparatory Network, Inc. (PPN). PPN, a not-for-profit organization, provides management and other administrative support services to the Organization. For the years ended June 30, 2022 and 2021, the Organization paid an annual service fee of 15% of the year end student enrollment full time equivalents multiplied by the approved per pupil reimbursement rate for the school year for general education and special education funding. The term of the agreement renews annually unless terminated by either party with at least six months’ notice. The fee incurred for the years ended June 30, 2022 and 2021 was \$5,591,114 and \$5,798,628, respectively.

The Organization also leases space in one of its facilities to PPN, see Note D for further details.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022
(With Comparative Totals for 2021)

NOTE B: RELATED PARTY TRANSACTIONS, Cont'd

Amounts due (to) from these related parties have no set repayment terms and as of June 30, 2022 were as follows:

| | Girls Preparatory Charter School of New York | Boys Preparatory Charter School of New York | Girls Preparatory Charter School of the Bronx | Girls Preparatory Charter School of the Bronx II | PrePrep: the Joan Ganz Cooney Early Learning Program | PrePrep 2 | PrePrep 3 | Friends of Girls Preparatory Charter School of New York | Eliminations | Total |
|---|---|--|--|---|--|------------------|--------------------|--|--------------|------------------|
| Due from (to) Public Preparatory Network, Inc. | \$ (100,453) | \$ 75,878 | \$ (25,953) | \$ 82,840 | \$ (9,477) | \$ (791) | \$ (120) | \$ 8,250 | \$ - | \$ 30,174 |
| Due from (to) Girls Preparatory Charter School of New York | - | (4,576,399) | 403,550 | (1,742,628) | 106,884 | 842,190 | (35,204) | (1,614,490) | 6,616,097 | - |
| Due from (to) Boys Preparatory Charter School of New York | 4,576,399 | - | 2,344,601 | (6,585) | (365) | (692,253) | - | (6,193,494) | (28,303) | - |
| Due from (to) Girls Preparatory Charter School of the Bronx | (403,550) | (2,344,601) | - | (183,676) | (414,790) | 130,416 | 21,826 | (100) | 3,194,475 | - |
| Due from (to) Girls Preparatory Charter School of the Bronx II | 1,742,628 | 6,585 | 183,676 | - | (344) | (97,472) | (131) | 30,497 | (1,865,439) | - |
| Due from (to) PrePrep: the Joan Ganz Cooney Early Learning Program | (106,884) | 365 | 414,790 | 344 | - | (5,919) | - | - | (302,696) | - |
| Due from (to) PrePrep 2 | (842,190) | 692,253 | (130,416) | 97,472 | 5,919 | - | - | 107,000 | 69,962 | - |
| Due from (to) PrePrep 3 | 35,204 | - | (21,826) | 131 | - | - | - | - | (13,509) | - |
| Due from (to) Friends of Girls Preparatory Charter School of New York | 1,614,490 | 6,193,494 | 100 | (30,497) | - | (107,000) | - | - | (7,670,587) | - |
| | <u>\$ 6,515,644</u> | <u>\$ 47,575</u> | <u>\$ 3,168,522</u> | <u>\$ (1,782,599)</u> | <u>\$ (312,173)</u> | <u>\$ 69,171</u> | <u>\$ (13,629)</u> | <u>\$ (7,662,337)</u> | <u>\$ -</u> | <u>\$ 30,174</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022
(With Comparative Totals for 2021)

NOTE B: RELATED PARTY TRANSACTIONS, Cont'd

Amounts due (to) from these related parties have no set repayment terms and as of June 30, 2021 were as follows:

| | <u>Girls Preparatory Charter School of New York</u> | <u>Boys Preparatory Charter School of New York</u> | <u>Girls Preparatory Charter School of the Bronx</u> | <u>Girls Preparatory Charter School of the Bronx II</u> | <u>PrePrep: the Joan Ganz Cooney Early Learning Program</u> | <u>PrePrep 2</u> | <u>PrePrep 3</u> | <u>Friends of Girls Preparatory Charter School of New York</u> | <u>Eliminations</u> | <u>Total</u> |
|---|---|--|--|---|---|------------------|------------------|--|---------------------|-------------------|
| Due from (to) Public Preparatory Network, Inc. | \$ (13,030) | \$ 577,260 | \$ 149,176 | \$ 36,894 | \$ (2,928) | \$ - | \$ - | \$ 8,250 | \$ - | \$ 755,622 |
| Due from (to) Girls Preparatory Charter School of New York | - | (3,592,770) | 4,365,110 | 348,712 | 39,022 | 726,546 | (20,103) | (1,948,910) | 82,393 | - |
| Due from (to) Boys Preparatory Charter School of New York | 3,592,770 | - | 2,184,378 | (5,723) | (365) | (660,840) | - | (6,491,935) | 1,381,715 | - |
| Due from (to) Girls Preparatory Charter School of the Bronx | (4,365,110) | (2,184,378) | - | (184,678) | (392,558) | 130,416 | 21,826 | (100) | 6,974,582 | - |
| Due from (to) Girls Preparatory Charter School of the Bronx II | (348,712) | 5,723 | 184,678 | - | (393) | (97,472) | (131) | 30,497 | 225,810 | - |
| Due from (to) PrePrep: the Joan Ganz Cooney Early Learning Program | (39,022) | 365 | 392,558 | 393 | - | (5,919) | - | - | (348,375) | - |
| Due from (to) PrePrep 2 | (726,546) | 660,840 | (130,416) | 97,472 | 5,919 | - | - | 55,000 | 37,731 | - |
| Due from (to) PrePrep 3 | 20,103 | - | (21,826) | 131 | - | - | - | - | 1,592 | - |
| Due from (to) Friends of Girls Preparatory Charter School of New York | <u>1,948,910</u> | <u>6,491,935</u> | <u>100</u> | <u>(30,497)</u> | <u>(55,000)</u> | <u>(55,000)</u> | <u>(55,000)</u> | <u>(8,347,198)</u> | <u>(8,355,448)</u> | <u>-</u> |
| | <u>\$ 69,363</u> | <u>\$ 1,958,975</u> | <u>\$ 7,123,758</u> | <u>\$ 262,704</u> | <u>\$ (351,303)</u> | <u>\$ 37,731</u> | <u>\$ 1,592</u> | <u>\$ (8,347,198)</u> | <u>\$</u> | <u>\$ 755,622</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE C: LIQUIDITY AND AVAILABILITY

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing activities of education and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Organization's cash and shows positive cash generated by operations for fiscal years 2022 and 2021.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

| | June 30, | |
|---|----------------------|----------------------|
| | <u>2022</u> | <u>2021</u> |
| Cash | \$ 18,660,948 | \$ 17,945,495 |
| Grants and contracts receivable | 3,506,391 | 1,911,476 |
| Property tax refund receivable | <u>950,280</u> | <u>-</u> |
| Total financial assets available within one year | 23,117,619 | 19,856,971 |
| Less amounts unavailable for general expenditures within one year due to: | | |
| Restricted by donors with purpose restrictions | <u>(2,842)</u> | <u>(2,842)</u> |
| Total financial assets available to management for general expenditures within one year | <u>\$ 23,114,777</u> | <u>\$ 19,854,129</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE D: SCHOOL FACILITY

As part of the New York City Chancellor's Charter School Initiative, the New York City Department of Education has committed space to the Organization at no charge under a verbal agreement. See Note E.

In December 2016 Friends entered into a lease agreement with a third party for school facility space for use by Boys Prep. The lease required a security deposit of \$495,000 which was paid in fiscal 2017 by Boys Prep. The lease term is 35 years, which commenced upon occupancy in September 2018, with the option to renew the agreement for two renewal terms, the first for ten years and the second for four years. The current agreement provides for monthly payments of approximately \$202,300 for the first year, increasing annually based upon the greater of the changes in the Consumer Price Index above a base year or a fixed percentage of 1.5%. Girls Prep Bronx II is also located in the same facility as Boys Prep.

Effective May 1, 2019, the Organization agreed to sublet a portion of the Boys Prep facility for a fourteen month period through June 30, 2020 at \$4,167 per month. This sublease was extended at the same terms through July 31, 2021. This sublease was further extended through June 30, 2022 under new sublease terms, with no rent expense being charged. In place of monthly rent, the sub-tenant is required to pay for any security charges incurred for services provided beyond normal building hours. Additionally, effective July 1, 2019, the Organization sublet space in the Boys Prep facility to PPN at a rate of \$4,125 per month on a month-to-month basis. Effective July 1, 2021, the rate decreased to \$2,000 per month on a month-to-month basis. Rent expense paid during the years ended June 30, 2022 and 2021 (net of sublease income) was approximately \$2,410,000 and \$2,250,000, respectively.

Effective April 7, 2022, Girls Prep Bronx II, LLC entered into a lease agreement with a third-party landlord to construct a building to be leased to Girls Prep Bronx II, LLC. The lease commencement date depends upon when the construction is substantially completed but will be no sooner than July 1, 2024. The lease shall run for 39 years from date of commencement with monthly rental payments beginning at \$125,000 and increasing to \$589,000 over the lease term. The lease can be renewed for an additional ten-year period. Future minimum lease payments below have been calculated assuming the lease commences on July 1, 2024 as expected. Public Prep Charter School Academies guarantees the lease. Management does not anticipate any losses from this guaranty, and, accordingly, no amounts have been provided for this guaranty in the accompanying consolidated financial statements. At June 30, 2022, the maximum amount of future payments (undiscounted) that the Organization could be required to make under the guaranty is approximately \$289,021,000. At this time, the Organization fully expects that the above lease obligation will be repaid by Girls Prep Bronx II, LLC in accordance with the lease terms. In accordance with the lease terms, the tenant shall pay or provide a letter of credit for one-half of the security deposit at the execution of the lease. This amounted to \$625,000 and the Organization obtained a standby letter of credit for this amount effective April 4, 2022 with a final expiration date of August 30, 2063. Further, the Organization maintains a certificate of deposit account that holds \$625,000 as collateral for this standby letter of credit as required by the standby letter of credit agreement.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE D: SCHOOL FACILITY, Cont'd

Future minimum payments under these leases are as follows:

| <u>Year ending June 30,</u> | <u>Amount</u> |
|-----------------------------|-----------------------|
| 2023 | \$ 2,433,716 |
| 2024 | 2,470,222 |
| 2025 | 4,007,275 |
| 2026 | 5,044,885 |
| 2027 | 5,783,057 |
| Thereafter | <u>365,109,087</u> |
| | <u>\$ 384,848,242</u> |

During September 2019, the Organization finalized a sublease between Friends and Public Prep Charter School Academies for the Boys Prep school facility space which commenced September 10, 2018 through June 30, 2053. Effective July 1, 2020, the lease was amended to reduce the term to June 30, 2021 at a fixed annual rental of \$4,066,328. Effective July 1, 2021, the lease was amended to extend the term to June 30, 2041. Under the amended sublease, annual rental payments increase by approximately 2% annually. In accordance with GAAP, Friends recognizes the related rental income on a straight-line basis and records the difference between the recognized rental income and the amounts received under the lease as a deferred lease receivable. Boys Prep recognizes the related rental expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease payable. The amount of additional rental income recognized by Friends and rental expense recognized by Boys Prep in excess of the amounts received under the lease was \$944,229 for the year ended June 30, 2022. All intercompany rent is eliminated in the accompanying consolidated financial statements; \$6,699,651 and \$4,121,329 for June 30, 2022 and 2021, respectively.

The minimum future payments and receipts are as follows:

| <u>Year ending June 30,</u> | <u>Amount</u> |
|-----------------------------|-----------------------|
| 2023 | \$ 5,803,682 |
| 2024 | 5,906,573 |
| 2025 | 6,011,691 |
| 2026 | 6,119,088 |
| 2027 | 6,228,818 |
| Thereafter | <u>97,171,107</u> |
| | <u>\$ 127,240,959</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: SCHOOL FACILITIES – GIFTS-IN-KIND

Girls Prep LES, Girls Prep Bronx, PrePrep and PrePrep3 are located in NYCDOE facilities at no charge. In valuing the contributed space in the school buildings, the Organization estimated the fair value of \$5,481,411 and \$6,228,049 for the years ending June 30, 2022 and 2021, respectively, on the basis of financial information provided to the Organization under the New York City School Rental Assistance Program. There were no associated donor restrictions with the contributed facilities.

| <u>Program or Supporting Service</u> | <u>Year ended June 30,</u> | |
|--------------------------------------|----------------------------|---------------------|
| | <u>2022</u> | <u>2021</u> |
| Regular education | \$ 3,772,550 | \$ 4,301,803 |
| Special education | 941,516 | 1,085,965 |
| Pre-K | 243,560 | 241,640 |
| Management and general | 523,785 | 598,641 |
| | <u>\$ 5,481,411</u> | <u>\$ 6,228,049</u> |

NOTE F: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

| | <u>June 30,</u> | |
|--|----------------------|----------------------|
| | <u>2022</u> | <u>2021</u> |
| Furniture and fixtures | \$ 2,744,582 | \$ 2,515,848 |
| Computer equipment | 3,475,773 | 2,779,777 |
| Office equipment | 2,120,320 | 1,680,369 |
| Web development | 5,250 | 5,250 |
| Leasehold improvements | 11,894,794 | 11,864,216 |
| Construction in progress | 151,400 | - |
| | <u>20,392,119</u> | <u>18,845,460</u> |
| Less accumulated depreciation and amortization | <u>8,488,908</u> | <u>6,741,590</u> |
| | <u>\$ 11,903,211</u> | <u>\$ 12,103,870</u> |

No provision for depreciation is made on construction in progress until such time as the relevant assets are completed and put into use. Total depreciation and amortization expense was \$1,747,318 and \$1,315,593 for the years ended June 30, 2022 and 2021, respectively.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE G: COMMITMENTS

At June 30, 2022 and 2021, the Organization had three capital leases for computer equipment. Amortization of capital leases is included in depreciation expense.

The Organization also leases office equipment under non-cancelable lease agreements expiring at various dates through September 2027. During August and October 2022, the Organization entered into additional office equipment leases, these are included in the future minimum payments shown below.

The future minimum payments on these agreements are approximately as follows:

| <u>Year ending June 30,</u> | <u>Capital leases</u> | <u>Operating leases</u> |
|--|-----------------------|-------------------------|
| 2023 | \$ 152,777 | \$ 392,500 |
| 2024 | 10,660 | 222,700 |
| 2025 | - | 144,800 |
| 2026 | - | 110,600 |
| 2027 | - | 70,600 |
| Thereafter | - | 11,300 |
| Net minimum lease payments | 163,437 | <u>\$ 952,500</u> |
| Less amount representing interest | (5,360) | |
| Present value of net minimum lease payments included in future maturities of long-term debt as shown in Note K | 158,077 | |
| Less current maturities of capital lease obligations included in current portion of long-term debt | <u>(151,783)</u> | |
| Long-term capital lease obligations | <u>\$ 6,294</u> | |

During fiscal 2018, existing leases for certain office equipment were bought out by a new vendor who provided a cash lease incentive to the Organization. The deferred lease incentive associated with these buyouts will be amortized over five years (the term of the new leases) and is included in deferred lease incentive on the accompanying consolidated statement of financial position as of June 30, 2022 and 2021. Approximately \$26,000 is expected to be recognized annually through 2022, with the remainder recognized in 2023.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE H: RETIREMENT PLAN

The Organization sponsors a defined contribution 403(b) plan covering all regular employees. The Organization matches employees' contributions based on years of service, up to a maximum of 5% of base salary. The Organization's total contribution to the Plan for the years ended June 30, 2022 and 2021 was \$357,028 and \$468,855, respectively.

NOTE I: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Organization. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying consolidated financial statements. Accordingly, no amounts have been provided in the accompanying consolidated financial statements for such potential claims.

NOTE J: CONCENTRATIONS

At June 30, 2022 and 2021, approximately 79% and 74%, respectively of grants and contracts receivables are due from New York State relating to certain grants. At June 30, 2022 and 2021, approximately 8% and 13% of grants and contracts receivables are due from NYCDOE relating to certain grants, respectively. At June 30, 2022, all of the property tax refund receivable is due from the Organization's landlord.

During the years ended June 30, 2022, and 2021, 67% and 73%, respectively of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which each Charter School's students reside.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE K: LONG-TERM DEBT

| | <u>June 30,</u> | |
|---|---------------------|---------------------|
| | <u>2022</u> | <u>2021</u> |
| Capital lease, due in monthly installments of \$3,680, including interest at 5.8%, through May 2023. The lease is collateralized by the underlying equipment with a net book value of \$36,886 and \$77,124 at June 30, 2022 and 2021, respectively. | \$ 36,423 | \$ 77,113 |
| Capital lease, due in monthly installments of \$6,997, including interest at 6.2%, through August 2023. The lease is collateralized by the underlying equipment with a net book value of \$89,638 and \$166,470 at June 30, 2022 and 2021, respectively. | 74,750 | 167,288 |
| Capital lease, due in monthly installments of \$3,553, including interest at 6.2%, through September 2023. The lease is collateralized by the underlying equipment with a net book value of \$48,775 and \$87,793 at June 30, 2022 and 2021. | 46,904 | 85,078 |
| Loan payable to nonprofit revolving loan fund, due in monthly installments of \$32,359, including interest at 3.7% through August 2050. The loan is secured by a leasehold mortgage on certain property as well as a first priority lien security interest in the gross revenues of Friends. In connection with this loan, Public Prep Academies and Boys Prep specifically are both subject to certain financial and operational covenants. The Organization was in compliance with these covenants as of June 30, 2022. | 6,787,373 | 6,921,834 |
| | 6,945,450 | 7,251,313 |
| Less unamortized debt issuance costs | (400,889) | (415,164) |
| Less current portion of long-term debt | (281,611) | (288,882) |
| | <u>\$ 6,262,950</u> | <u>\$ 6,547,267</u> |

In response to the COVID-19 outbreak, in April 2020 the School applied for and was approved by a bank for a loan of \$4,301,000 through the Paycheck Protection Program established by the Small Business Administration, as shown above. The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements were met by the Organization. The loan was funded on April 24, 2020. The Organization applied for and was approved for full forgiveness of the loan in June 2021.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE K: LONG-TERM DEBT, Cont'd

Estimated annual maturities of long-term debt at June 30, 2022 as described above, are as follows:

| <u>Year ending June 30,</u> | <u>Amount</u> |
|-----------------------------|---------------------|
| 2023 | \$ 281,611 |
| 2024 | 160,757 |
| 2025 | 150,219 |
| 2026 | 155,873 |
| 2027 | 161,739 |
| Thereafter | <u>6,035,251</u> |
| | <u>\$ 6,945,450</u> |

NOTE L: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function (including salaries, benefits, management fees, purchased services, occupancy, supplies, and depreciation) are allocated on the basis of estimates of time, effort, and usage.

NOTE M: NET ASSETS

Net assets without donor restrictions are as follows:

| | <u>June 30,</u> | |
|---|----------------------|----------------------|
| | <u>2022</u> | <u>2021</u> |
| Undesignated | \$ 18,044,466 | \$ 14,651,815 |
| Invested in property and equipment, net of related debt | <u>5,358,650</u> | <u>5,267,721</u> |
| | <u>\$ 23,403,116</u> | <u>\$ 19,919,536</u> |

Net assets with donor restrictions are as follows:

| | <u>June 30,</u> | |
|---|-----------------|-----------------|
| | <u>2022</u> | <u>2021</u> |
| Subject to expenditure for specified purpose: | | |
| Eyeglasses | <u>\$ 2,842</u> | <u>\$ 2,842</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE N: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2023.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Organization has recognized \$4,759,130 and \$1,036,594 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively. As of June 30, 2022, the Organization has approximately \$9,991,300 of ESSER grants still available through September 30, 2024.

The Emergency Connectivity Fund (ECF) was also established to award grants to state and local educational agencies. The Organization has recognized \$321,869 of revenue relative to ECF grants during the year ended June 30, 2022.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
Public Prep Charter School Academies

We have audited the consolidated financial statements of Public Prep Charter School Academies as of and for the year ended June 30, 2022, and have issued our report thereon dated November 30, 2022, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The other financial information hereinafter is presented for purposes of additional analysis and are not required parts of the consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated financial statements for the year ended June 30, 2022, as a whole.

We have also audited the consolidated financial statements of Public Prep Charter School Academies as of and for the year ended June 30, 2021, and our report thereon dated October 29, 2021 expressed an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on those consolidated financial statements as a whole. The 2021 financial information hereinafter is presented for purposes of additional analysis and is not a required part of the 2021 consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2021 consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2021 consolidated financial statements or to the 2021 consolidated 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 consolidated financial statements for the year ended June 30, 2021, as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
November 30, 2022

PUBLIC PREP CHARTER SCHOOL ACADEMIES

CONSOLIDATING STATEMENT OF FINANCIAL POSITION BY CHARTER

JUNE 30, 2022

| Public Prep Charter School Academies | | | | | | | | | | | |
|--|---|--|--|---|--|------------|------------|---------------|--|--------------|-----------------------|
| | Girls Preparatory Charter School of New York | Boys Preparatory Charter School of New York | Girls Preparatory Charter School of the Bronx | Girls Preparatory Charter School of the Bronx II | PrePrep: the Joan Ganz Cooney Early Learning Program | PrePrep 2 | Pre Prep 3 | Total | Friends of Girls Preparatory Charter School of New York | Eliminations | Consolidated Total |
| <u>ASSETS</u> | | | | | | | | | | | |
| <u>CURRENT ASSETS</u> | | | | | | | | | | | |
| Cash | \$ (3,418,605) | \$ 10,579,524 | \$ 6,792,179 | \$ 439,616 | \$ 181,942 | \$ - | \$ - | \$ 14,574,656 | \$ 4,086,292 | \$ - | \$ 18,660,948 |
| Grants and contracts receivable | 637,012 | 1,067,445 | 811,280 | 954,668 | 16,140 | 981 | 327 | 3,487,853 | 18,538 | - | 3,506,391 |
| Property tax refund receivable | - | - | - | - | - | - | - | - | 950,280 | - | 950,280 |
| Prepaid expenses and other current assets | 100,217 | 176,905 | 161,769 | 36,378 | 9,104 | 3,575 | 1,461 | 489,409 | 225,780 | - | 715,189 |
| TOTAL CURRENT ASSETS | (2,681,376) | 11,823,874 | 7,765,228 | 1,430,662 | 207,186 | 4,556 | 1,788 | 18,551,918 | 5,280,890 | - | 23,832,808 |
| <u>OTHER ASSETS</u> | | | | | | | | | | | |
| Property and equipment, net | 522,645 | 957,506 | 710,188 | 353,306 | 19,582 | 89,386 | 11,478 | 2,664,091 | 9,239,120 | - | 11,903,211 |
| Related party receivables (payables) | 6,515,644 | 47,575 | 3,168,522 | (1,782,599) | (312,173) | 69,171 | (13,629) | 7,692,511 | (7,662,337) | - | 30,174 |
| Security deposits | - | 502,325 | - | - | - | - | - | 502,325 | 31,690 | - | 534,015 |
| Deferred lease receivable | - | - | - | - | - | - | - | - | 944,229 | (944,229) | - |
| Cash in escrow | 200,416 | - | - | - | - | - | - | 200,416 | - | - | 200,416 |
| Restricted cash | - | - | - | 625,000 | - | - | - | 625,000 | - | - | 625,000 |
| TOTAL ASSETS | \$ 4,557,329 | \$ 13,331,280 | \$ 11,643,938 | \$ 626,369 | \$ (85,405) | \$ 163,113 | \$ (363) | \$ 30,236,261 | \$ 7,833,592 | \$ (944,229) | \$ 37,125,624 |
| <u>LIABILITIES AND NET ASSETS (DEFICIT)</u> | | | | | | | | | | | |
| <u>CURRENT LIABILITIES</u> | | | | | | | | | | | |
| Accounts payable and accrued expenses | \$ 428,793 | \$ 507,988 | \$ 403,912 | \$ 187,270 | \$ 9,332 | \$ 10,710 | \$ 2,689 | \$ 1,550,694 | \$ 135,761 | \$ - | \$ 1,686,455 |
| Accrued payroll and benefits | 520,272 | 810,225 | 771,389 | 188,531 | 42,541 | 28,545 | 10,495 | 2,371,998 | - | - | 2,371,998 |
| Deferred revenue | 95,088 | 190,174 | 161,650 | -28,526 | - | - | - | 475,438 | - | - | 475,438 |
| Current portion of deferred lease incentive | 9,785 | - | 3,614 | - | - | - | - | 13,399 | - | - | 13,399 |
| Current portion of long-term debt | 53,139 | 9,877 | 52,717 | 26,358 | - | - | - | 142,091 | 139,520 | - | 281,611 |
| TOTAL CURRENT LIABILITIES | 1,107,077 | 1,518,264 | 1,393,282 | 430,685 | 51,873 | 39,255 | 13,184 | 4,553,620 | 275,281 | - | 4,828,901 |
| <u>LONG-TERM LIABILITIES</u> | | | | | | | | | | | |
| Long-term debt, net of unamortized debt issuance costs of \$400,889 and \$415,164 at June 30, 2022 and 2021, respectively | 8,025 | - | 2,993 | 4,968 | - | - | - | 15,986 | 6,246,964 | - | 6,262,950 |
| Deferred lease liability | - | 944,229 | - | - | - | - | - | 944,229 | 2,627,815 | (944,229) | 2,627,815 |
| TOTAL LIABILITIES | 1,115,102 | 2,462,493 | 1,396,275 | 435,653 | 51,873 | 39,255 | 13,184 | 5,513,835 | 9,150,060 | (944,229) | 13,719,666 |
| <u>NET ASSETS (DEFICIT)</u> | | | | | | | | | | | |
| Without donor restrictions | 3,439,385 | 10,868,787 | 10,247,663 | 190,716 | (137,278) | 123,858 | (13,547) | 24,719,584 | (1,316,468) | - | 23,403,116 |
| With donor restrictions | 2,842 | - | - | - | - | - | - | 2,842 | - | - | 2,842 |
| TOTAL NET ASSETS (DEFICIT) | 3,442,227 | 10,868,787 | 10,247,663 | 190,716 | (137,278) | 123,858 | (13,547) | 24,722,426 | (1,316,468) | - | 23,405,958 |
| TOTAL LIABILITIES AND NET ASSETS (DEFICIT) | \$ 4,557,329 | \$ 13,331,280 | \$ 11,643,938 | \$ 626,369 | \$ (85,405) | \$ 163,113 | \$ (363) | \$ 30,236,261 | \$ 7,833,592 | \$ (944,229) | \$ 37,125,624 |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS BY CHARTER

YEAR ENDED JUNE 30, 2022

| | Public Prep Charter School Academies | | | | | | | | | | |
|---|---|--|--|---|--|-------------------|--------------------|----------------------|--|--------------------|-----------------------|
| | Girls Preparatory Charter School of New York | Boys Preparatory Charter School of New York | Girls Preparatory Charter School of the Bronx | Girls Preparatory Charter School of the Bronx II | PrePrep: the Joan Ganz Cooney Early Learning Program | PrePrep 2 | Pre Prep 3 | Total | Friends of Girls Preparatory Charter School of New York | Eliminations | Consolidated Total |
| Revenue, gains and other support: | | | | | | | | | | | |
| Public school district: | | | | | | | | | | | |
| Resident student enrollment | \$ 6,472,958 | \$ 12,982,613 | \$ 10,986,547 | \$ 2,047,073 | \$ 602,336 | \$ 580,492 | \$ 209,529 | \$ 33,881,548 | \$ - | \$ - | \$ 33,881,548 |
| Students with disabilities | 1,214,972 | 2,176,402 | 1,536,687 | 203,261 | - | - | - | 5,131,322 | - | - | 5,131,322 |
| Grants and contracts: | | | | | | | | | | | |
| State and local | 275,946 | 26,379 | 525,766 | 3,710 | - | - | - | 831,801 | - | - | 831,801 |
| Federal - Title and IDEA | 344,583 | 772,152 | 696,452 | 124,639 | - | - | - | 1,937,826 | - | - | 1,937,826 |
| Federal - other | 1,179,203 | 1,752,938 | 1,627,261 | 1,072,342 | 981 | 981 | 327 | 5,634,033 | - | - | 5,634,033 |
| NYC DOE rental assistance | - | 3,860,447 | - | 621,038 | - | - | - | 4,481,485 | - | - | 4,481,485 |
| Contributions - nonfinancial assets | 1,941,887 | - | 3,295,964 | - | 180,701 | - | 62,859 | 5,481,411 | - | - | 5,481,411 |
| Food Service/Child Nutrition Program | - | 889,214 | - | - | - | - | - | 889,214 | - | - | 889,214 |
| TOTAL REVENUE, GAINS AND OTHER SUPPORT | 11,429,549 | 22,460,145 | 18,668,677 | 4,072,063 | 784,018 | 581,473 | 272,715 | 58,268,640 | - | - | 58,268,640 |
| Expenses: | | | | | | | | | | | |
| Program services: | | | | | | | | | | | |
| Regular education | 8,222,507 | 14,684,684 | 12,894,802 | 3,163,358 | - | - | - | 38,965,351 | 3,420,902 | (4,554,207) | 37,832,046 |
| Special education | 2,325,642 | 4,629,107 | 2,913,481 | 604,756 | - | - | - | 10,472,986 | 960,904 | (1,428,679) | 10,005,211 |
| Pre-K | - | - | - | - | 683,008 | 492,318 | 247,627 | 1,422,953 | 170,730 | (52,000) | 1,541,683 |
| Total Program Services | 10,548,149 | 19,313,791 | 15,808,283 | 3,768,114 | 683,008 | 492,318 | 247,627 | 50,861,290 | 4,552,536 | (6,034,886) | 49,378,940 |
| Management and general | 1,465,621 | 1,986,507 | 2,034,463 | 559,109 | 32,544 | 34,241 | 18,980 | 6,131,465 | 535,084 | (664,765) | 6,001,784 |
| Fundraising and special events | 11,482 | 22,472 | 18,547 | 3,410 | - | - | - | 55,911 | - | - | 55,911 |
| TOTAL OPERATING EXPENSES | 12,025,252 | 21,322,770 | 17,861,293 | 4,330,633 | 715,552 | 526,559 | 266,607 | 57,048,666 | 5,087,620 | (6,699,651) | 55,436,635 |
| (DEFICIT) SURPLUS FROM SCHOOL OPERATIONS | (595,703) | 1,137,375 | 807,384 | (258,570) | 68,466 | 54,914 | 6,108 | 1,219,974 | (5,087,620) | 6,699,651 | 2,832,005 |
| Support and other revenue: | | | | | | | | | | | |
| Contributions: | | | | | | | | | | | |
| Foundations | 80,000 | - | - | - | - | - | - | 80,000 | - | - | 80,000 |
| Individuals | 1,000 | - | - | - | - | - | - | 1,000 | - | - | 1,000 |
| Corporate | - | - | - | 33,333 | - | - | - | 33,333 | - | - | 33,333 |
| Interest income | 87 | - | - | - | - | - | - | 87 | - | - | 87 |
| Other income | 1,924 | 134,968 | - | - | - | - | - | 136,892 | 1,104 | - | 137,996 |
| Rental income | - | - | - | - | - | - | - | - | 6,744,594 | (6,699,651) | 44,943 |
| Property tax rebate | - | - | - | - | - | - | - | - | 354,216 | - | 354,216 |
| TOTAL SUPPORT AND OTHER REVENUE | 83,011 | 134,968 | - | 33,333 | - | - | - | 251,312 | 7,099,914 | (6,699,651) | 651,575 |
| CHANGE IN NET ASSETS | (512,692) | 1,272,343 | 807,384 | (225,237) | 68,466 | 54,914 | 6,108 | 1,471,286 | 2,012,294 | - | 3,483,580 |
| Net assets (deficit) at beginning of year | 3,954,919 | 9,596,444 | 9,440,279 | 415,953 | (205,744) | 68,944 | (19,655) | 23,251,140 | (3,328,762) | - | 19,922,378 |
| NET ASSETS (DEFICIT) AT END OF YEAR | \$ 3,442,227 | \$ 10,868,787 | \$ 10,247,663 | \$ 190,716 | \$ (137,278) | \$ 123,858 | \$ (13,547) | \$ 24,722,426 | \$ (1,316,468) | \$ - | \$ 23,405,958 |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER – GIRLS PREPARATORY CHARTER
SCHOOL OF NEW YORK

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | | | Supporting Services | | | Total | |
|--|---------------------|----------------------|----------------------|----------------------|------------------------------|--------------------------------------|---------------------|----------------------|----------------------|
| | | Regular Education | Special Education | Sub-total | Management and general | Fundraising and special events | Sub-total | Year ended June 30, | |
| | | | | | | | | 2022 | 2021 |
| Personnel services costs: | | | | | | | | | |
| Administrative staff personnel | 15 | \$ 620,292 | \$ 177,681 | \$ 797,973 | \$ 785,741 | \$ - | \$ 785,741 | \$ 1,583,714 | \$ 1,567,629 |
| Instructional personnel | 65 | 3,233,792 | 926,310 | 4,160,102 | - | - | - | 4,160,102 | 4,649,372 |
| Total personnel services costs | 80 | 3,854,084 | 1,103,991 | 4,958,075 | 785,741 | - | 785,741 | 5,743,816 | 6,217,001 |
| Fringe benefits and payroll taxes | | 678,201 | 194,269 | 872,470 | 138,266 | - | 138,266 | 1,010,736 | 1,356,193 |
| Retirement | | 73,256 | 20,984 | 94,240 | 14,935 | - | 14,935 | 109,175 | 142,685 |
| Management company fees | | 803,709 | 160,742 | 964,451 | 172,223 | 11,482 | 183,705 | 1,148,156 | 1,521,577 |
| Accounting and auditing services | | 13,328 | 3,817 | 17,145 | 1,905 | - | 1,905 | 19,050 | 4,554 |
| Other professional and consulting services | | 382,777 | 109,713 | 492,490 | 54,714 | - | 54,714 | 547,204 | 171,118 |
| Rent | | - | - | - | - | - | - | - | 5,006 |
| In-kind rent | | 1,358,546 | 389,152 | 1,747,698 | 194,189 | - | 194,189 | 1,941,887 | 2,526,484 |
| Repairs and maintenance | | 16,096 | 4,611 | 20,707 | 2,301 | - | 2,301 | 23,008 | 22,786 |
| Insurance | | 65,000 | 18,619 | 83,619 | 9,291 | - | 9,291 | 92,910 | 53,812 |
| Utilities | | 37,045 | 11,471 | 48,516 | 8,724 | - | 8,724 | 57,240 | 73,613 |
| Supplies and materials | | 243,788 | 108,296 | 352,084 | - | - | - | 352,084 | 204,709 |
| Equipment and furnishings | | 16,399 | 4,697 | 21,096 | 2,344 | - | 2,344 | 23,440 | 12,070 |
| Staff development | | 88,032 | 25,217 | 113,249 | 13,713 | - | 13,713 | 126,962 | 198,045 |
| Marketing and recruiting | | 2,712 | 777 | 3,489 | 388 | - | 388 | 3,877 | 20,497 |
| Technology | | 60,335 | 17,283 | 77,618 | 8,624 | - | 8,624 | 86,242 | 101,785 |
| Food service | | 8,052 | 2,306 | 10,358 | - | - | - | 10,358 | 2,045 |
| Student services | | 147,575 | 42,272 | 189,847 | 4,658 | - | 4,658 | 194,505 | 70,374 |
| Office expense | | 173,330 | 50,066 | 223,396 | 24,983 | - | 24,983 | 248,379 | 155,472 |
| Depreciation and amortization | | 200,242 | 57,359 | 257,601 | 28,622 | - | 28,622 | 286,223 | 180,219 |
| Other | | - | - | - | - | - | - | - | 7,741 |
| | | <u>\$ 8,222,507</u> | <u>\$ 2,325,642</u> | <u>\$ 10,548,149</u> | <u>\$ 1,465,621</u> | <u>\$ 11,482</u> | <u>\$ 1,477,103</u> | <u>\$ 12,025,252</u> | <u>\$ 13,047,786</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER –
BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | | | Supporting Services | | | Total | |
|---|---------------------|----------------------|----------------------|----------------------|------------------------------|--------------------------------------|---------------------|----------------------|----------------------|
| | | Regular Education | Special Education | Sub-total | Management and general | Fundraising and special events | Sub-total | Year ended June 30, | |
| | | | | | | | | 2022 | 2021 |
| Personnel services costs: | | | | | | | | | |
| Administrative staff personnel | 18 | \$ 692,781 | \$ 227,654 | \$ 920,435 | \$ 599,415 | \$ - | \$ 599,415 | \$ 1,519,850 | \$ 1,349,667 |
| Instructional personnel | 105 | 4,873,838 | 1,601,589 | 6,475,427 | - | - | - | 6,475,427 | 5,202,969 |
| Non-instructional personnel | <u>1</u> | | - | - | <u>104,207</u> | - | <u>104,207</u> | <u>104,207</u> | <u>132,482</u> |
| Total personnel services costs | 124 | 5,566,619 | 1,829,243 | 7,395,862 | 703,622 | - | 703,622 | 8,099,484 | 6,685,118 |
| Fringe benefits and payroll taxes | | 1,253,707 | 411,979 | 1,665,686 | 158,466 | - | 158,466 | 1,824,152 | 1,531,751 |
| Retirement | | 59,577 | 19,578 | 79,155 | 7,530 | - | 7,530 | 86,685 | 101,075 |
| Management company fees | | 1,573,061 | 314,612 | 1,887,673 | 337,084 | 22,472 | 359,556 | 2,247,229 | 2,070,899 |
| Accounting and auditing services | - | 12,905 | 4,240 | 17,145 | 1,905 | - | 1,905 | 19,050 | 4,554 |
| Other professional and consulting services | | 360,561 | 118,484 | 479,045 | 53,227 | - | 53,227 | 532,272 | 246,356 |
| Building rent / lease / facility finance interest | | 3,874,041 | 1,273,046 | 5,147,087 | 571,898 | - | 571,898 | 5,718,985 | 3,700,359 |
| Repairs and maintenance | | 46,836 | 15,391 | 62,227 | 6,914 | - | 6,914 | 69,141 | 11,129 |
| Insurance | | 65,239 | 21,438 | 86,677 | 9,631 | - | 9,631 | 96,308 | 75,998 |
| Utilities | | 71,157 | 23,383 | 94,540 | 10,505 | - | 10,505 | 105,045 | 155,707 |
| Supplies and materials | | 342,285 | 118,306 | 460,591 | - | - | - | 460,591 | 224,255 |
| Equipment and furnishings | | 4,640 | 1,524 | 6,164 | 685 | - | 685 | 6,849 | 17,296 |
| Staff development | | 110,687 | 36,372 | 147,059 | 16,003 | - | 16,003 | 163,062 | 177,080 |
| Marketing and recruiting | | 5,673 | 1,865 | 7,538 | 838 | - | 838 | 8,376 | 32,476 |
| Technology | | 96,437 | 31,690 | 128,127 | 14,236 | - | 14,236 | 142,363 | 74,459 |
| Food service | | 551,139 | 181,176 | 732,315 | - | - | - | 732,315 | 332,434 |
| Student services | | 114,429 | 37,602 | 152,031 | 8,977 | - | 8,977 | 161,008 | 40,702 |
| Office expense | | 235,571 | 77,412 | 312,983 | 34,776 | - | 34,776 | 347,759 | 229,453 |
| Depreciation and amortization | | 337,443 | 110,887 | 448,330 | 49,815 | - | 49,815 | 498,145 | 376,161 |
| Other | | 2,677 | 879 | 3,556 | 395 | - | 395 | 3,951 | 6,346 |
| | | <u>\$ 14,684,684</u> | <u>\$ 4,629,107</u> | <u>\$ 19,313,791</u> | <u>\$ 1,986,507</u> | <u>\$ 22,472</u> | <u>\$ 2,008,979</u> | <u>\$ 21,322,770</u> | <u>\$ 16,093,608</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER –
GIRLS PREPARATORY CHARTER SCHOOL OF THE BRONX

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | | | Supporting Services | | | Total | |
|--|---------------------|----------------------|----------------------|----------------------|------------------------------|--------------------------------------|---------------------|----------------------|----------------------|
| | | Regular Education | Special Education | Sub-total | Management and general | Fundraising and special events | Sub-total | Year ended June 30, | |
| | | | | | | | | 2022 | 2021 |
| Personnel services costs: | | | | | | | | | |
| Administrative staff personnel | 24 | \$ 819,030 | \$ 187,408 | \$ 1,006,438 | \$ 1,014,086 | \$ - | \$ 1,014,086 | \$ 2,020,524 | \$ 1,868,599 |
| Instructional personnel | 96 | 5,136,010 | 1,175,205 | 6,311,215 | - | - | - | 6,311,215 | 5,982,991 |
| Total personnel services costs | 120 | 5,955,040 | 1,362,613 | 7,317,653 | 1,014,086 | - | 1,014,086 | 8,331,739 | 7,851,590 |
| Fringe benefits and payroll taxes | | 1,200,272 | 274,643 | 1,474,915 | 204,395 | - | 204,395 | 1,679,310 | 1,626,376 |
| Retirement | | 78,916 | 18,057 | 96,973 | 13,439 | - | 13,439 | 110,412 | 170,362 |
| Management company fees | | 1,298,305 | 259,661 | 1,557,966 | 278,208 | 18,547 | 296,755 | 1,854,721 | 2,007,850 |
| Legal services | | 73,241 | 16,759 | 90,000 | 10,000 | - | 10,000 | 100,000 | - |
| Accounting and auditing services | | 13,953 | 3,192 | 17,145 | 1,905 | - | 1,905 | 19,050 | 4,554 |
| Other professional and consulting services | | 338,758 | 77,642 | 416,400 | 46,252 | - | 46,252 | 462,652 | 268,700 |
| Rent | | - | - | - | - | - | - | - | 2,601 |
| In-kind rent | | 2,414,004 | 552,364 | 2,966,368 | 329,596 | - | 329,596 | 3,295,964 | 3,459,926 |
| Repairs and maintenance | | 38,446 | 8,797 | 47,243 | 5,249 | - | 5,249 | 52,492 | 30,981 |
| Insurance | | 60,834 | 13,920 | 74,754 | 8,306 | - | 8,306 | 83,060 | 66,877 |
| Utilities | | 56,219 | 12,864 | 69,083 | 7,676 | - | 7,676 | 76,759 | 128,442 |
| Supplies and materials | | 427,109 | 97,950 | 525,059 | - | - | - | 525,059 | 228,079 |
| Equipment and furnishings | | 10,325 | 2,363 | 12,688 | 1,410 | - | 1,410 | 14,098 | 16,295 |
| Staff development | | 140,029 | 32,041 | 172,070 | 20,022 | - | 20,022 | 192,092 | 208,903 |
| Marketing and recruiting | | 5,814 | 1,330 | 7,144 | 794 | - | 794 | 7,938 | 15,640 |
| Technology | | 95,801 | 21,921 | 117,722 | 13,080 | - | 13,080 | 130,802 | 82,680 |
| Food service | | 23,952 | 5,481 | 29,433 | - | - | - | 29,433 | 8,894 |
| Student services | | 126,307 | 28,901 | 155,208 | 6,661 | - | 6,661 | 161,869 | 85,389 |
| Office expense | | 254,122 | 58,147 | 312,269 | 34,697 | - | 34,697 | 346,966 | 168,336 |
| Depreciation and amortization | | 278,899 | 63,816 | 342,715 | 38,079 | - | 38,079 | 380,794 | 276,580 |
| Other | | 4,456 | 1,019 | 5,475 | 608 | - | 608 | 6,083 | 6,771 |
| | | <u>\$ 12,894,802</u> | <u>\$ 2,913,481</u> | <u>\$ 15,808,283</u> | <u>\$ 2,034,463</u> | <u>\$ 18,547</u> | <u>\$ 2,053,010</u> | <u>\$ 17,861,293</u> | <u>\$ 16,715,826</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER –
GIRLS PREPARATORY CHARTER SCHOOL OF THE BRONX II

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | | | Supporting Services | | | Total | |
|---|---------------------|----------------------|----------------------|---------------------|------------------------------|--------------------------------------|-------------------|---------------------|---------------------|
| | | Regular Education | Special Education | Sub-total | Management and general | Fundraising and special events | Sub-total | Year ended June 30, | |
| | | | | | | | | 2022 | 2021 |
| Personnel services costs: | | | | | | | | | |
| Administrative staff personnel | 6 | \$ 176,971 | \$ 40,494 | \$ 217,465 | \$ 286,665 | \$ - | \$ 286,665 | \$ 504,130 | \$ 327,763 |
| Instructional personnel | 20 | 1,094,733 | 173,043 | 1,267,776 | - | - | - | 1,267,776 | 544,831 |
| Total personnel services costs | 26 | 1,271,704 | 213,537 | 1,485,241 | 286,665 | - | 286,665 | 1,771,906 | 872,594 |
| Fringe benefits and payroll taxes | | 248,192 | 41,675 | 289,867 | 55,947 | - | 55,947 | 345,814 | 184,180 |
| Retirement | | 26,551 | 4,458 | 31,009 | 5,985 | - | 5,985 | 36,994 | 27,956 |
| Management company fees | | 238,706 | 47,741 | 286,447 | 51,151 | 3,410 | 54,561 | 341,008 | 198,302 |
| Legal services | | 19,665 | 4,500 | 24,165 | 2,685 | - | 2,685 | 26,850 | - |
| Accounting and auditing services | | 13,953 | 3,192 | 17,145 | 1,905 | - | 1,905 | 19,050 | 12,113 |
| Other professional and consulting services | | 182,179 | 40,265 | 222,444 | 26,947 | - | 26,947 | 249,391 | 72,456 |
| Building rent / lease / facility finance interest | | 680,166 | 155,634 | 835,800 | 92,867 | - | 92,867 | 928,667 | 365,970 |
| Repairs and maintenance | | 780 | 179 | 959 | 107 | - | 107 | 1,066 | 11,465 |
| Insurance | | 12,161 | 2,783 | 14,944 | 1,660 | - | 1,660 | 16,604 | 9,750 |
| Utilities | | 12,543 | 2,870 | 15,413 | 1,713 | - | 1,713 | 17,126 | 6,704 |
| Supplies and materials | | 140,514 | 22,238 | 162,752 | - | - | - | 162,752 | 81,882 |
| Equipment and furnishings | | 1,619 | 370 | 1,989 | 221 | - | 221 | 2,210 | 6,601 |
| Staff development | | 28,094 | 6,079 | 34,173 | 4,346 | - | 4,346 | 38,519 | 55,490 |
| Marketing and recruiting | | 3,669 | 840 | 4,509 | 501 | - | 501 | 5,010 | - |
| Technology | | 32,332 | 7,398 | 39,730 | 4,415 | - | 4,415 | 44,145 | 23,937 |
| Food service | | 64,030 | 10,121 | 74,151 | - | - | - | 74,151 | 9,170 |
| Student services | | 35,918 | 6,420 | 42,338 | 1,433 | - | 1,433 | 43,771 | 432 |
| Office expense | | 63,275 | 14,479 | 77,754 | 8,640 | - | 8,640 | 86,394 | 33,176 |
| Depreciation and amortization | | 78,496 | 17,961 | 96,457 | 10,718 | - | 10,718 | 107,175 | 41,862 |
| Other | | 8,811 | 2,016 | 10,827 | 1,203 | - | 1,203 | 12,030 | 3,382 |
| | | <u>\$ 3,163,358</u> | <u>\$ 604,756</u> | <u>\$ 3,768,114</u> | <u>\$ 559,109</u> | <u>\$ 3,410</u> | <u>\$ 562,519</u> | <u>\$ 4,330,633</u> | <u>\$ 2,017,422</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES BY PROGRAM –
PREPREP: THE JOAN GANZ COONEY EARLY LEARNING PROGRAM

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | Supporting Services | | Total | |
|--|---------------------|---------------------|------------------------------|--------------------------------------|---------------------|-------------------|
| | | Pre-K | Management and general | Fundraising and special events | Year ended June 30, | |
| | | | 2022 | 2021 | | |
| Personnel services costs: | | | | | | |
| Administrative staff personnel | - | \$ 15,000 | \$ - | \$ - | \$ 15,000 | \$ 17,050 |
| Instructional personnel | <u>5</u> | <u>357,687</u> | <u>-</u> | <u>-</u> | <u>357,687</u> | <u>426,883</u> |
| Total personnel services costs | 5 | 372,687 | - | - | 372,687 | 443,933 |
| Fringe benefits and payroll taxes | | 84,657 | - | - | 84,657 | 84,418 |
| Retirement | | 7,903 | - | - | 7,903 | 12,267 |
| Other professional and consulting services | | - | 32,544 | - | 32,544 | 8,991 |
| In-kind rent | | 180,701 | - | - | 180,701 | 179,430 |
| Insurance | | 5,037 | - | - | 5,037 | 14,679 |
| Utilities | | 1,795 | - | - | 1,795 | 5,188 |
| Supplies and materials | | 10,017 | - | - | 10,017 | 17,566 |
| Staff development | | 360 | - | - | 360 | 360 |
| Marketing and recruiting | | - | - | - | - | 910 |
| Food service | | 3,706 | - | - | 3,706 | 202 |
| Student services | | 266 | - | - | 266 | 482 |
| Office expense | | 7,072 | - | - | 7,072 | 5,308 |
| Depreciation and amortization | | 8,807 | - | - | 8,807 | 3,825 |
| Other | | - | - | - | - | 110,751 |
| | | <u>\$ 683,008</u> | <u>\$ 32,544</u> | <u>\$ -</u> | <u>\$ 715,552</u> | <u>\$ 888,310</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES BY PROGRAM –
PREPREP 2

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | Supporting Services | | Total | |
|--|---------------------|---------------------|------------------------------|--------------------------------------|------------------------|-------------------|
| | | Pre-K 2 | Management and general | Fundraising and special events | Year ended June 30, | |
| | | | | | 2022 | 2021 |
| Personnel services costs: | | | | | | |
| Administrative staff personnel | - | \$ 15,000 | \$ - | \$ - | \$ 15,000 | \$ 18,083 |
| Instructional personnel | 4 | 287,761 | - | - | 287,761 | 440,368 |
| Total personnel services costs | 4 | 302,761 | - | - | 302,761 | 458,451 |
| Fringe benefits and payroll taxes | | 27,929 | - | - | 27,929 | 35,494 |
| Retirement | | 5,676 | - | - | 5,676 | 11,939 |
| Other professional and consulting services | | 9,932 | 34,241 | - | 44,173 | 11,711 |
| Rent | | 52,000 | - | - | 52,000 | 55,000 |
| Insurance | | 7,764 | - | - | 7,764 | 7,261 |
| Utilities | | 1,795 | - | - | 1,795 | 28,848 |
| Supplies and materials | | 11,495 | - | - | 11,495 | 6,226 |
| Staff development | | 360 | - | - | 360 | 360 |
| Marketing and recruiting | | - | - | - | - | 589 |
| Food service | | 37,802 | - | - | 37,802 | 21,204 |
| Student services | | 740 | - | - | 740 | 22 |
| Office expense | | 7,070 | - | - | 7,070 | 2,710 |
| Depreciation and amortization | | 26,994 | - | - | 26,994 | 22,000 |
| Other | | - | - | - | - | 45,332 |
| | | <u>\$ 492,318</u> | <u>\$ 34,241</u> | <u>\$ -</u> | <u>\$ 526,559</u> | <u>\$ 707,147</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES BY PROGRAM –
PREPREP 3

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

| | No. of Positions | Program Services | Supporting Services | | Total | |
|--|---------------------|---------------------|------------------------------|--------------------------------------|---------------------|-------------------|
| | | Pre-K 3 | Management and general | Fundraising and special events | Year ended June 30, | |
| | | | 2022 | 2021 | | |
| Personnel services costs: | | | | | | |
| Administrative staff personnel | - | \$ 15,000 | \$ - | \$ - | \$ 15,000 | \$ 12,400 |
| Instructional personnel | <u>2</u> | <u>130,856</u> | <u>-</u> | <u>-</u> | <u>130,856</u> | <u>167,030</u> |
| Total personnel services costs | 2 | 145,856 | - | - | 145,856 | 179,430 |
| Fringe benefits and payroll taxes | | 24,951 | - | - | 24,951 | 14,317 |
| Retirement | | 183 | - | - | 183 | 2,571 |
| Other professional and consulting services | | - | 18,980 | - | 18,980 | 9,079 |
| In-kind rent | | 62,859 | - | - | 62,859 | 62,209 |
| Insurance | | 2,133 | - | - | 2,133 | 4,442 |
| Utilities | | 598 | - | - | 598 | 3,448 |
| Supplies and materials | | 3,215 | - | - | 3,215 | 2,188 |
| Staff development | | 120 | - | - | 120 | 120 |
| Marketing and recruiting | | - | - | - | - | 25 |
| Student services | | 56 | - | - | 56 | 126 |
| Office expense | | 2,357 | - | - | 2,357 | 3,219 |
| Depreciation and amortization | | 5,299 | - | - | 5,299 | 3,894 |
| Other | | - | - | - | - | 590 |
| | | <u>\$ 247,627</u> | <u>\$ 18,980</u> | <u>\$ -</u> | <u>\$ 266,607</u> | <u>\$ 285,658</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES – FRIENDS OF GIRLS PREP

YEAR ENDED JUNE 30, 2022
 (With Comparative Totals for 2021)

| | Program Services | | | | Supporting Services | Total | |
|---|---------------------|-------------------|-------------------|---------------------|------------------------|--------------------------|---------------------|
| | Regular Education | Special Education | Pre-K | Sub-total | Management and general | Year ended June 30, 2022 | 2021 |
| Legal Services | \$ - | \$ - | \$ - | \$ - | \$ 29,246 | \$ 29,246 | \$ - |
| Accounting and auditing services | 2,029 | 570 | 101 | 2,700 | 300 | 3,000 | - |
| Other professional and consulting services | 309,097 | 86,823 | 15,426 | 411,346 | 45,705 | 457,051 | 406,294 |
| Building rent / lease / facility finance interest | 2,237,879 | 628,602 | 111,688 | 2,978,169 | 330,908 | 3,309,077 | 3,252,197 |
| Repairs and maintenance | 398,429 | 111,916 | 19,885 | 530,230 | 58,915 | 589,145 | 277,532 |
| Utilities | 180,040 | 50,572 | 8,986 | 239,598 | 26,622 | 266,220 | 158,579 |
| Taxes | - | - | - | - | - | - | 584,878 |
| Depreciation and amortization | 293,428 | 82,421 | 14,644 | 390,493 | 43,388 | 433,881 | 411,052 |
| | <u>\$ 3,420,902</u> | <u>\$ 960,904</u> | <u>\$ 170,730</u> | <u>\$ 4,552,536</u> | <u>\$ 535,084</u> | <u>\$ 5,087,620</u> | <u>\$ 5,090,532</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

REPORT TO THE FINANCE COMMITTEE

JUNE 30, 2022

November 30, 2022

Finance Committee
Public Prep Charter School Academies

We have audited the consolidated financial statements of Public Prep Charter School Academies (the “Organization”) as of and for the year ended June 30, 2022, and have issued our reports thereon dated November 30, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 13, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the consolidated financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the consolidated financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Organization solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding material weaknesses and other matters noted during our audit in a separate letter to you dated November 30, 2022.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope we previously communicated to you. As noted below, completion of our audit was delayed as a result of delays in receiving necessary information and related corrections necessary to properly state financial statement balances.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced CFO who reviews draft financial statements prior to issuance and accepts responsibility for them.

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of risk does not mean that it has occurred, but rather it has the potential to impact the consolidated financial statements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Public Prep Charter School Academies is included in Note A to the consolidated financial statements. As described in Note A to the consolidated financial statements, during the year, the Organization adopted new guidance for gifts-in-kind (ASU 2020-07). No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the collectability of grants receivable and the property tax refund receivable, as well as the allocation of costs for the statement of functional expenses. We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Organization's financial statements relate to revenue and support recognition, liquidity and availability, related party transactions, long-term debt, and lease commitments, which are referred to in the notes of the consolidated financial statements.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. The attached schedule summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all significant, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following schedule details significant misstatements that we identified as a result of our audit procedures and were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Organization's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the Organization, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Organization, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Organization’s auditors.

Other Matters

FPPM

During our audit, we noted certain policies and procedures included in the Organization’s current Fiscal Policies & Procedures Manual (FPPM) differ from the actual practices in place. We recommend updating the FPPM to incorporate any changes made to operating procedures, whether from efficiency improvements, changes in organizational structure, level of approvals needed, or other matters. Once updated, it is important the Organization follow the policies and procedures as described in the FPPM. Although procedures in place appear adequate, we noted differences between current operations and the FPPM in the following areas:

- Documentation of reasoning for bids not being obtained for purchases over threshold.
- Documentation of review of bank reconciliations as well as who completed reconciliations are shared with

Supplementary information

With respect to the supplementary information accompanying the consolidated financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the consolidated financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

* * * * *

Should you desire further information concerning these matters, Jackie Lee will be happy to meet with you at your convenience.

This letter is solely for the internal use of the Finance Committee, Board of Trustees and management of Public Prep Charter School Academies and should not be distributed to any other persons or used for any other purpose.

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP

Public Prep Charter School Academies
Summary of Significant Journal Entries
June 30, 2022

| Description | Effect—Increase (Decrease) | | | | |
|--|----------------------------|---------------------|-------------|---------------------|---------------------|
| | Assets | Liabilities | Equity | Revenue | Expense |
| To adjust payroll accrual. | \$ - | \$ (306,333) | \$ - | \$ - | \$ (306,333) |
| To adjust per pupil based on YE reconciliation invoice. | 49,316 | 7,142 | - | 42,174 | - |
| To record ER match for 10.5 month employee payroll accrual. | - | 35,324 | - | - | 35,324 |
| To accrue half of August medical insurance for teachers covered through that period. | - | 106,827 | - | - | 106,827 |
| To record E-Rate revenue for FY22. | - | - | - | 110,807 | 110,807 |
| To reconcile DYCD revenue FY22. | 165,661 | - | - | 165,661 | - |
| To reduce ESSER revenue to match total approved budget. | (135,803) | - | - | (135,803) | - |
| To record donation from PPN to cover COVID testing expenses at GPLES. | 80,000 | - | - | 80,000 | - |
| To record child nutrition revenues. | 81,219 | - | - | 81,219 | - |
| To record in-kind rent. | - | - | - | 5,481,411 | 5,481,411 |
| To reverse double recording of June 2022 rental income. | <u>(475,247)</u> | <u>-</u> | <u>-</u> | <u>(475,247)</u> | <u>-</u> |
| Effect of Corrected Misstatements: Current Period | <u>\$ (234,854)</u> | <u>\$ (157,040)</u> | <u>\$ -</u> | <u>\$ 5,350,222</u> | <u>\$ 5,428,036</u> |

Public Prep Charter School Academies
Summary of Uncorrected Misstatements
June 30, 2022

| Description | Effect—Increase (Decrease) | | | | |
|---|----------------------------|-------------|-------------|-------------|---------|
| | Assets | Liabilities | Equity | Revenue | Expense |
| To adjust for FY21 out of district revenues booked in FY22. | \$ - | \$ - | \$ 85,439 | \$ (85,439) | \$ - |
| Effect of Uncorrected Misstatements: Current Period | - | - | 85,439 | (85,439) | - |
| Turnaround Effect of Prior Period Uncorrected Misstatements | | | (138,436) | 138,436 | - |
| Net Effect of Uncorrected Misstatements | \$ - | \$ - | \$ (52,997) | \$ 52,997 | \$ - |

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NEW YORK, NEW YORK

**SCHEDULES REQUIRED BY GOVERNMENT
AUDITING STANDARDS AND THE UNIFORM
GUIDANCE**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

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SCHEDULES REQUIRED BY GOVERNMENT AUDITING STANDARDS AND THE UNIFORM GUIDANCE

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

Board of Trustees
Public Prep Charter School Academies

We have audited, 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, the financial statements of Public Prep Charter School Academies, which comprise the consolidated statement of financial position as of June 30, 2022 and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated November 30, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered Public Prep Charter School Academies' internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Public Prep Charter School Academies' internal control. Accordingly, we do not express an opinion on the effectiveness of Public Prep Charter School Academies' internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we did identify a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2022-001 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Public Prep Charter School Academies' consolidated 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*.

We noted certain matters that we have reported to management of Public Prep Charter School Academies in a separate letter dated November 30, 2022.

Public Prep Charter School Academies' Response to Finding

Public Prep Charter School Academies' response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. Public Prep Charter School Academies' response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
November 30, 2022

INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE;
AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees
Public Prep Charter School Academies

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Public Prep Charter School Academies’ 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 Public Prep Charter School Academies’ major federal programs for the year ended June 30, 2022. Public Prep Charter School Academies’ major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, Public Prep Charter School Academies complied, in all material respects, with the 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, 2022.

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 (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); 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 Public Prep Charter School Academies 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 Public Prep Charter School Academies’ 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 Public Prep Charter School Academies' federal programs.

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 Public Prep Charter School Academies' 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 GAAS, *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 Public Prep Charter School Academies' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *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 Public Prep Charter School Academies' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Public Prep Charter School Academies' 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 Public Prep Charter School Academies' 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.

Report on Internal Control Over Compliance

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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses.

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. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2022-002 to be a material weakness.

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 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.

Government Auditing Standards requires the auditor to perform limited procedures on Public Prep Charter School Academies' response to the internal control over compliance finding identified in our audit described in the accompanying schedule of findings and questioned costs. Public Prep Charter School Academies' response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the consolidated financial statements of Public Prep Charter School Academies as of and for the year ended June 30, 2022, and have issued our report thereon dated November 30, 2022, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
November 30, 2022

PUBLIC PREP CHARTER SCHOOL ACADEMIES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

| | <u>Federal AL Number</u> | <u>Pass-through Grantor's Number</u> | <u>Total Federal Expenditures</u> |
|--|----------------------------------|--|---|
| U.S. Department of Education: | | | |
| <u>Passed through New York State Education Department:</u> | | | |
| Title I - Grants to Local Educational Agencies | 84.010 | 0021-22 | \$ 1,255,763 |
| Title IIA - Supporting Effective Instruction State Grant | 84.367 | 0147-22 | 160,826 |
| Title IV- Student Support and Academic Enrichment Program | 84.424 | 0204-22 | 88,061 |
| Charter School Planning and Implementation Grant | 84.282 | C403555 | 430,615 |
| <u>Education Stabilization Funds -</u> | | | |
| ESSER II - Elementary and Secondary School Emergency Relief Fund | 84.425D | 5891-21 | 3,389,120 |
| ARP ESSER - American Rescue Plan-Elementary and Secondary School Emergency Relief | 84.425U | 5880-21 | 1,358,428 |
| ESSER HCY - Elementary and Secondary School Emergency Relief Fund - Homeless Children & Youth | 84.425W | 5218-21 | 11,582 |
| <i>Total Education Stabilization Funds</i> | | | <u>4,759,130</u> |
| TOTAL U.S. DEPARTMENT OF EDUCATION | | | 6,694,395 |
| U.S. Department of Agriculture: | | | |
| <u>Passed through New York State Education Department:</u> | | | |
| <i>Child Nutrition Cluster</i> | | | |
| School Breakfast Program | 10.553 | 320700860994 | 279,488 |
| National School Lunch Program | 10.555 | 320700860994 | 588,998 |
| Summer Food Service Program | 10.559 | 320700860994 | 2,000 |
| <i>Total Child Nutrition Cluster</i> | | | <u>870,486</u> |
| State Pandemic Electronic Benefit Transfer (P-EBT) Administrative Cost Grant | 10.649 | 320700860994 | 601 |
| TOTAL U.S. DEPARTMENT OF AGRICULTURE | | | <u>871,087</u> |
| Federal Communications Commission: | | | |
| <u>Passed through Public Prep Network, Inc.</u> | | | |
| Emergency Connectivity Fund Program - COVID | 32.009 | 16051550 | 321,869 |
| TOTAL FEDERAL COMMUNICATIONS COMMISSION | | | <u>321,869</u> |
| TOTAL ALL PROGRAMS | | | <u>\$ 7,887,351</u> |

PUBLIC PREP CHARTER SCHOOL ACADEMIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2022

NOTE A: BASIS OF PRESENTATION

The accompanying schedule of federal awards (the “schedule”) includes the federal grant activity of Public Prep Charter School Academies and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic consolidated financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Public Prep Charter School Academies has elected not to use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance.

PUBLIC PREP CHARTER SCHOOL ACADEMIES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2022

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? x yes no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? yes x none reported

Noncompliance material to financial statements noted? yes x no

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? x yes no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? yes x none reported

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

Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)? x yes no

Identification of major federal program:

AL Number:

84.425D, 84.425U, 84.425W
32.009

Name of Federal Program or Cluster:

ESSER II, ARP ESSER & ESSER HCY
Emergency Connectivity Fund Program - COVID

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? x yes no

PUBLIC PREP CHARTER SCHOOL ACADEMIES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd
YEAR ENDED JUNE 30, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

Finding 2022-001

Criteria: During our 2022 audit, we identified the need for certain significant adjustments to properly state consolidated financial statement balances in accordance with accounting principles generally accepted in the United States of America (GAAP). We consider this to be a material weakness in internal control over financial reporting.

Condition: The adjustments included journal entries to accounts receivable, accrued expenses, grant revenue, and payroll and benefits expense. Although the net impact of the entries was not material, this was due to significant offsetting adjustments which resulted in a small net impact, rather than minor adjustments in multiple areas.

Cause: During the 2022 fiscal year, the outsourced financial consulting firm did not record transactions or reconcile certain accounts on a timely basis throughout the year, resulting in significant adjustments at year-end to properly state consolidated financial statement balances in accordance with GAAP.

Effect or Potential Effect: Certain consolidated financial statement balances were misstated, and audit adjustments were required. Management may not have accurate financial information when making decisions if accounts are not reconciled on a timely basis as errors may occur and not be detected.

Context: After receipt of finding 2021-001, management of the Organization began meeting biweekly with the outsourced financial consulting firm to address the issues noted and to provide additional oversight of the consulting firm. The consulting firm also planned to incorporate increased internal controls within their services to prevent future occurrences of these errors. However, despite the increased oversight and internal controls, certain transactions, including properly recording revenue and related accounts receivable, applying payments against receivables, and properly recording accrued expenses, were not recorded on a timely or accurate basis throughout the year, resulting in significant effort after year-end to properly close the books.

Recommendation: As part of the planned corrective action from finding 2021-001, management began developing an expanded internal finance team, including team members with prior experience in the charter school industry. We recommend the Organization transfer the day-to-day finance operations to the internal finance team to reduce reliance on the outsourced financial consulting firm. This will allow the Organization to devote the necessary resources to managing the finance and accounting function on a more accurate and timely basis. Additionally, implementation of a monthly, quarterly, and year-end closing checklist, delineating responsibilities of each team member and documenting when items are completed and by whom in regard to the reconciliation of accounts and ongoing accounting function will ensure transactions are recorded on a timely basis and any errors are detected and corrected.

Views of responsible officials: Public Prep agrees with the audit finding and acknowledges our responsibility for the design, implementation and reviews of internal controls related to financial reporting.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2022

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

Finding of 2022-002

Identification of the Federal Program:

AL 84.425D & 84.425U – ESSER II and ARP ESSER, Department of Education, passed through NYSED

Criteria: Requirements per section 2 CFR Part 200 Subpart E of the Uniform Guidance state that costs charged to federal awards must be determined in accordance with GAAP, be adequately documented, and be allocable to the federal award, and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

Condition: During our audit procedures, we reviewed the grant schedules prepared by the outsourced financial consulting firm and noted they did not properly reconcile to the grant activity as recorded. Consequently, we proposed significant adjustments to properly record the grant activity. We consider this to be a material weakness in internal control over compliance in the area of allowable costs/cost principles.

Cause: During the 2022 fiscal year, the outsourced financial consulting firm did not identify expenditures of federal funds on a timely or consistent basis throughout the year, resulting in significant effort to properly identify and reflect allowable expenditures of federal funds at year-end.

Effect or Potential Effect: If expenditures of federal funds are not properly tracked throughout the year, management may not fully utilize grant funds during the grant period or may improperly identify unallowable costs as federal expenditures under the applicable grants. This could result in disallowance of grant expenditures.

Questioned Costs: N/A

Context: The outsourced financial consulting firm estimated amounts of federal grant expenditures throughout the year but did not have a process in place to reconcile the estimated amounts to the specific expenditures. As a result, the outsourced financial consulting firm went through multiple iterations of preparing the federal expenditure details.

Recommendation: We recommend the Organization transfer the day-to-day finance operations to the expanded internal finance team to reduce reliance on the outsourced financial consulting firm. This will allow the Organization to devote the necessary resources to managing the finance and accounting function, including tracking of expenditures of federal funds, on a more accurate and timely basis. Federal grant revenues and expenditures should be reconciled on a monthly basis to ensure charges are in accordance with GAAP, adequately documented, and allocable to the federal award.

Views of responsible officials: Public Prep agrees with the audit finding and acknowledges our responsibility for the design, implementation and reviews of internal controls related to financial reporting on Federal awards.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2022

Finding 2021-001

Criteria and statement of condition: During our 2021 audit, certain significant auditor adjustments were necessary to properly state consolidated financial statement balances in accordance with accounting principles generally accepted in the United States of America (GAAP). The adjustments included journal entries to accounts receivable, prepaid expenses, accounts payable, long-term debt, and deferred lease liability. Prior to the corrections, total assets were initially overstated by approximately \$366,000, total liabilities were overstated by approximately \$349,000, and change in net assets was overstated by approximately \$17,000. We considered this to be a significant deficiency in internal control over financial reporting.

Context: During the 2021 fiscal year, the Organization transitioned to a new outsourced financial consultant. During the transition, the intricacies of the required financial reporting for the different charters and programs operated by the Organization were not fully understood. As a result, certain accounts were not reconciled on a timely basis throughout the course of the year and required significant adjustments at year-end to properly state consolidated financial statement balances in accordance with GAAP.

Status: Refer to Finding 2022-001.



Finding 2022-001
Corrective Action Plan

Public Prep agrees with the audit finding and acknowledges our responsibility for the design, implementation and reviews of internal controls related to financial reporting.

Public Prep will:

1. Create, design and implement a monthly, quarterly, and year-end closing checklist reconciling all asset, liability, revenue, expense, and intercompany balances.
2. Will have a senior finance member to review all of the monthly analysis and reconciliations on all the asset, liability, revenue, expense, and intercompany balances.
3. Senior Finance members will review all current FPP and revise where needed to align to the current procedures to policy, ensuring compliance.
4. Engage our independent auditors to perform an agreed-upon procedures engagement as of 12/31/22 to determine if the above changes have been implemented and are operating as intended.
5. The finance team will conduct soft closes and a hard close of books following Q3 2023 so any adjustments may be made prior to year-end 2023.

Finding 2022-002
Corrective Action Plan

Public Prep agrees with the audit finding and acknowledges our responsibility for the design, implementation and reviews of internal controls related to financial reporting on Federal awards, the internal finance team will:

1. Assign several accountants who understands the reporting/ invoicing/ and accounting components required for Federal awards.
2. On a monthly basis, the accountants will tag all the allowable, allocable, and appropriate expenses to each of the various federal awards.
3. The accountants will provide Grant Status reports to the schools to report on all expenses expended against the grant funds, to ensure the funds are used appropriately for their intended use.
4. The accountants will have a cost allocation plan to monitor all the expenses being allocated to all the grants funds.

Contact information:

Jenny Zambrano, CFO

jzambrano@publicprep.org

917.656.4004

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Ravenel Boykin Curry IV

Name of Charter School Education Corporation:

Public Prep Academies

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
- co-Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

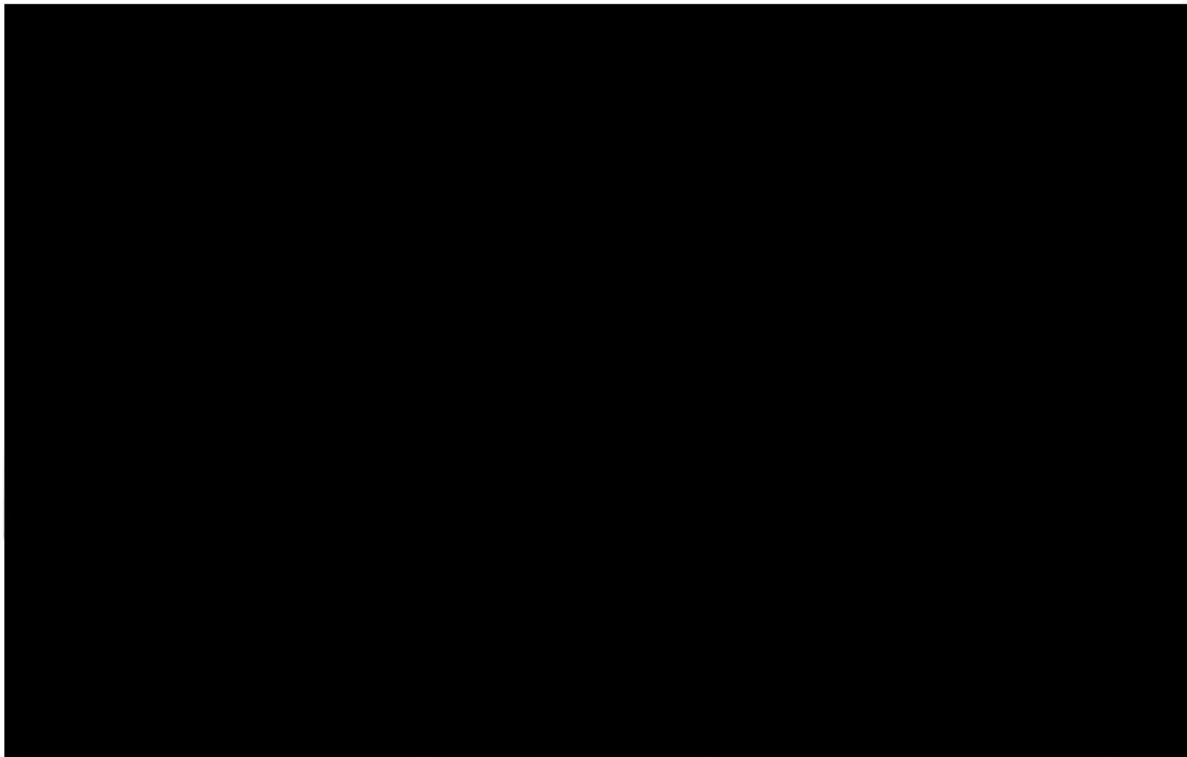
| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---------|--|--|--|
| | | | |

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|--|-------------------------------------|--|--|--|
| | | | | |

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



R. Boykin Curry IV

28 July. 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Eric Grannis

Name of Charter School Education Corporation:

Public Prep Charter School Academies

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|----------------|---|---|---|
| | | | |

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

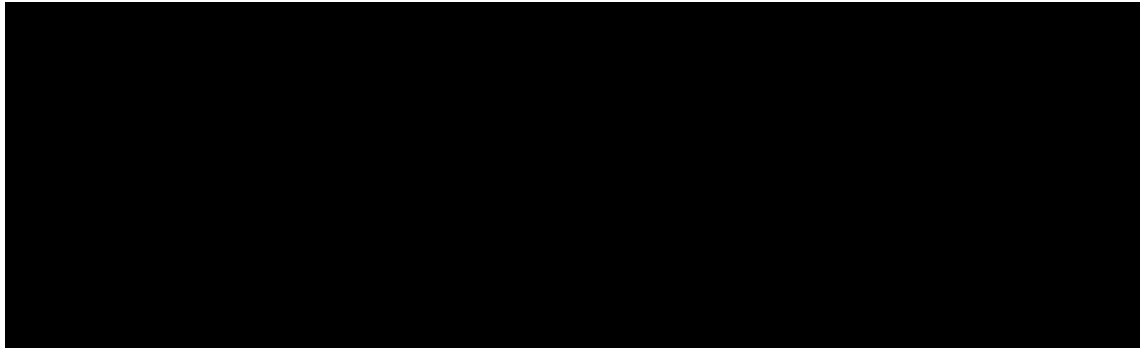
None

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|---|------------------------------|---|---|---|
| | | | | |

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Home Address:

DocuSigned by:
Eric Grannis
3B335DF3CE83412...

8/1/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Juan Mejia

Name of Charter School Education Corporation:

Public Prep

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

BOT general member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

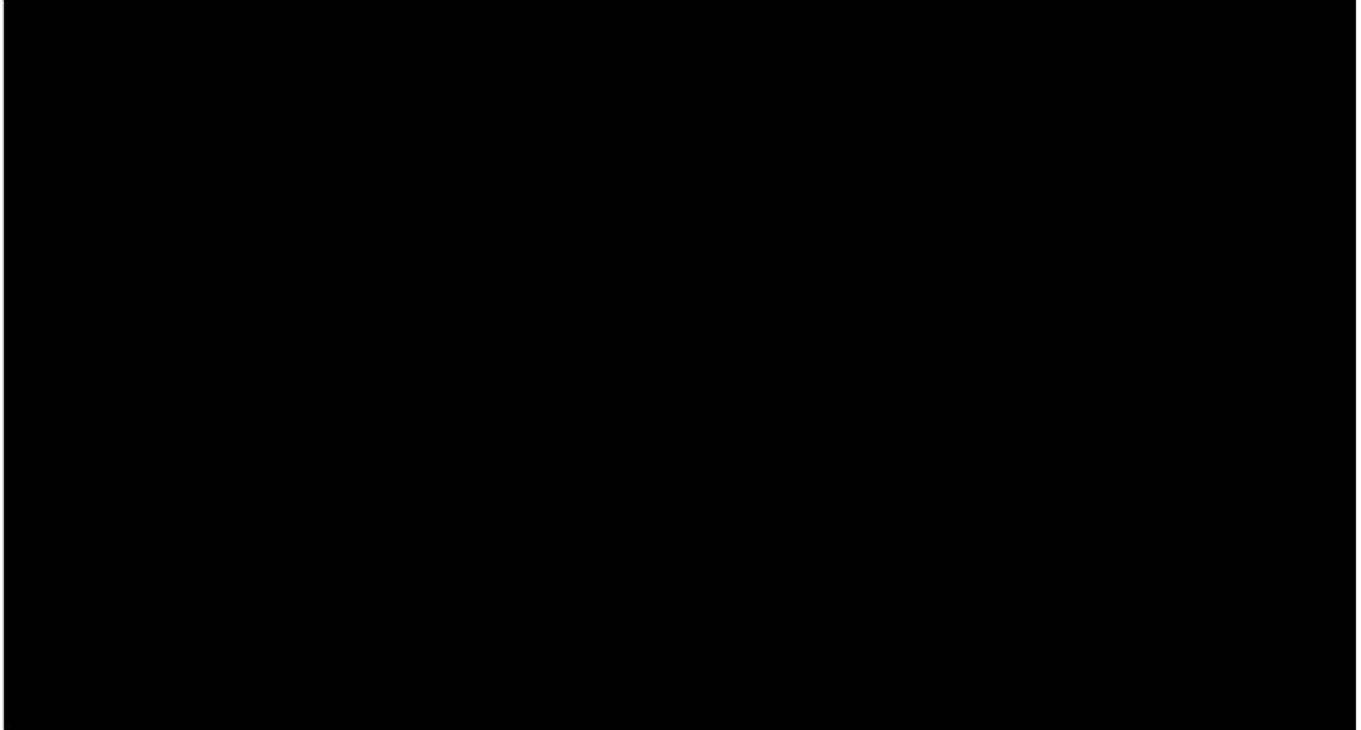
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7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|---|------------------------------|---|---|---|
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Signature

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to consist of several overlapping loops and curves.

Date

6/8/22

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Khairah Klein

Name of Charter School Education Corporation:

Public Prep

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member, Public Prep Academies Board

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

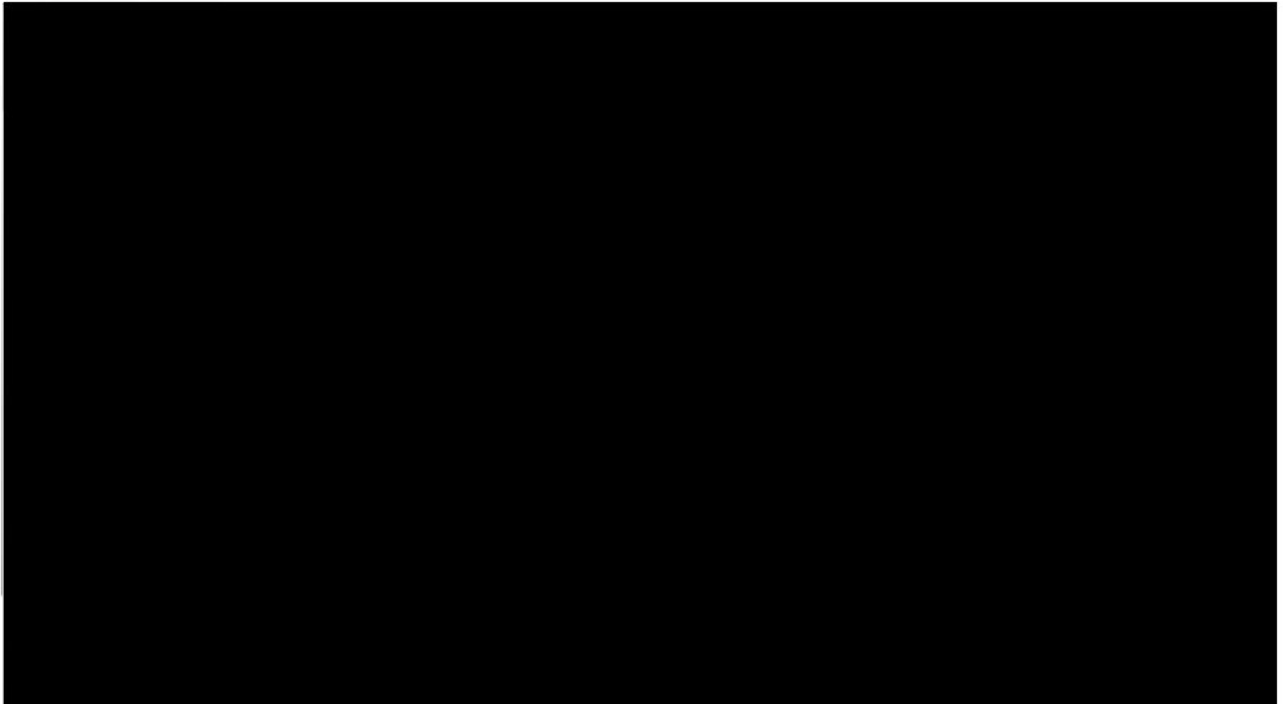
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| | | | |

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
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K. H. Lee

7/19/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Laura A. Weil

Name of Charter School Education Corporation:

Public Prep Network

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee, Public Prep Academies

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

NO

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

NO

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

NO

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

NO

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None 

| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
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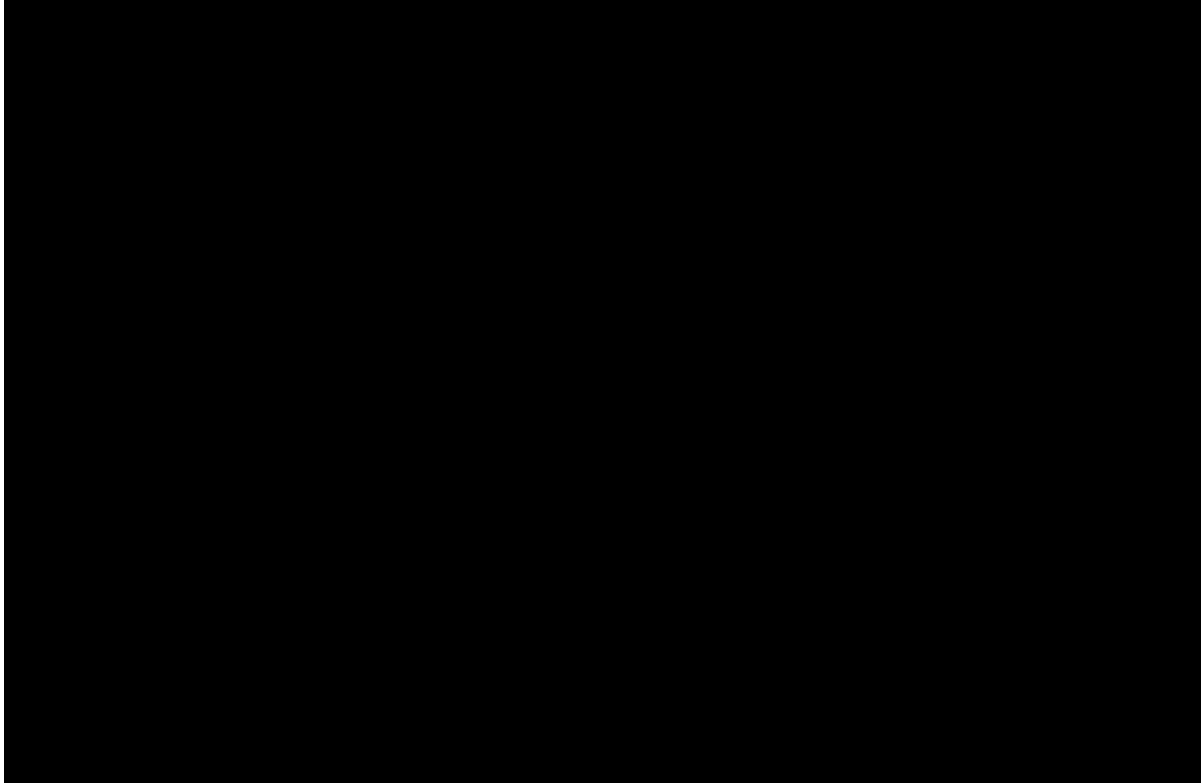
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None 

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
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-

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Luca K. Weir

JULY 11, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Nicole Greene

Name of Charter School Education Corporation:

Public Prep Network

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Public Prep Network
Board of Public Prep Academics

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
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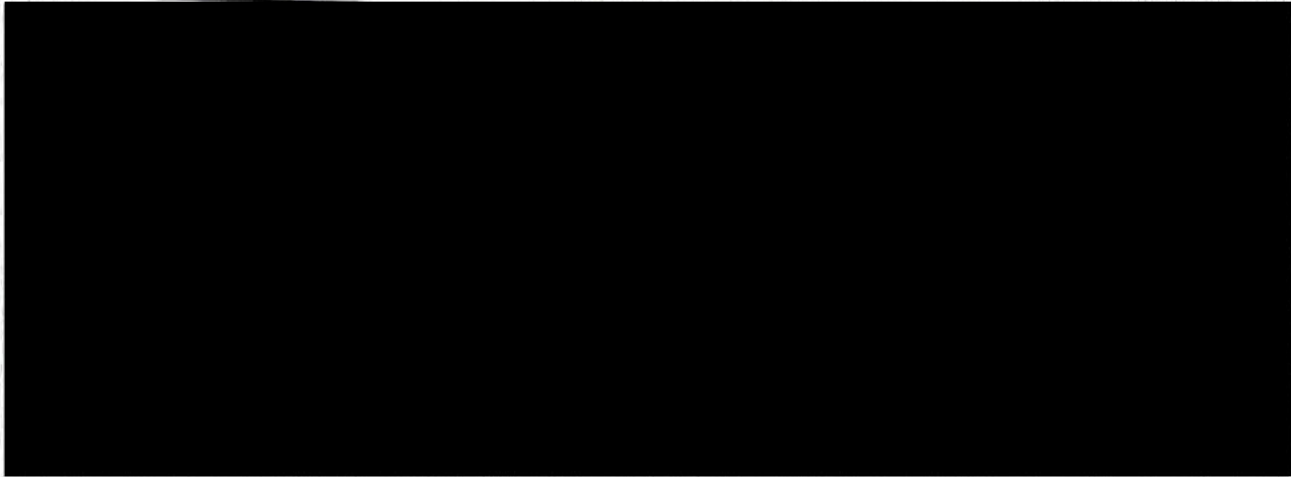
None

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
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This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



[Handwritten Signature]

Signature

7/11/2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Paul A. Vermylen, Jr.

Name of Charter School Education Corporation:

Public Prep Academies

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

None

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

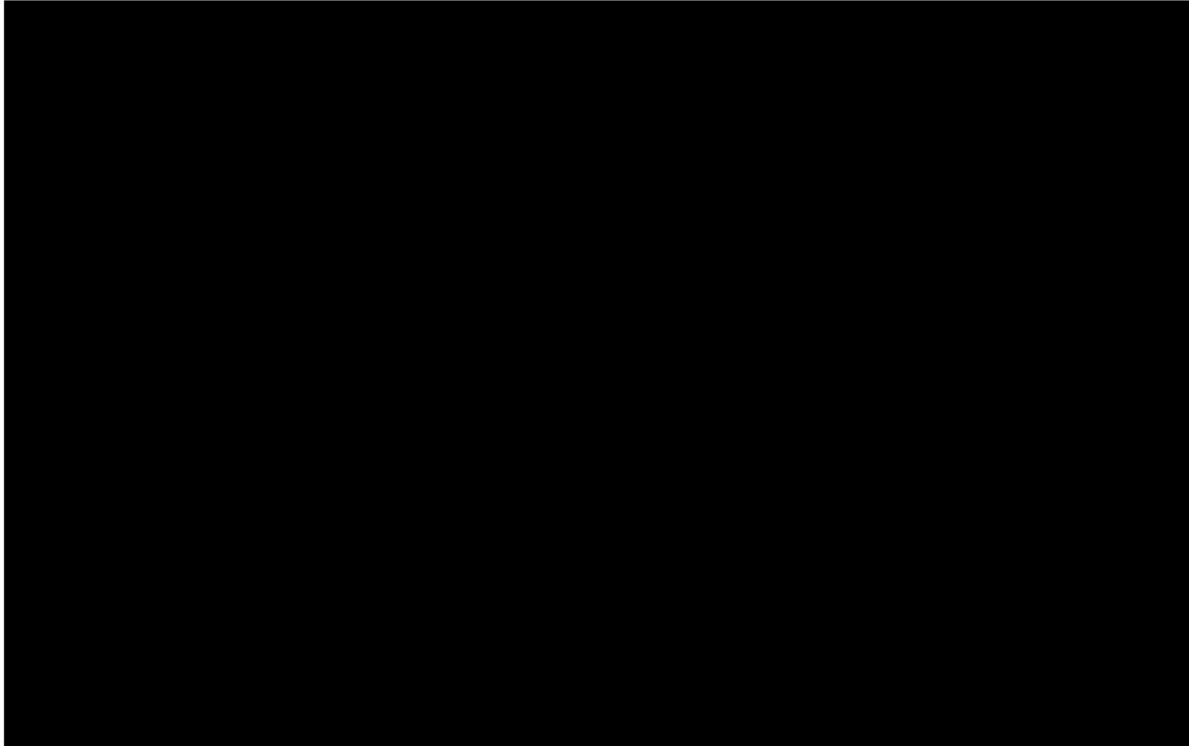
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|---------|--|--|--|
| | | | |

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|---|------------------------------|---|---|---|
| | | | | |

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Atlerung _____ *6/11/22*
Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Tamara Spinner Zachery

Name of Charter School Education Corporation:

Public Prep Network

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Co-Chair, Development Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---------|--|--|--|
| | | | |

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|---|------------------------------|---|---|---|
| | | | | |

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



A handwritten signature in black ink, appearing to read 'T. S. Zachery', is written over a horizontal line.

7/21/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

SAFEWAY FIRE & PROTECTION COMPANY

151 FAIRCHILD AVENUE, SUITE 2
PLAINVIEW NY 11803
516-833-1333



**FIRE ALARM T&I
LOG BOOK**

FIRE ALARM INSPECTION REPORT

Boys Prep School

192 East 151st Street
Bronx, NY 10451

PERFORMED IN ACCORDANCE WITH APPLICABLE
NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS

May-22

PREPARED FOR
PROPERTY MANAGER

FIRE ALARMS ~ BURGLAR ALARMS ~ CCTV ~ ACCESS CONTROL ~ INTERCOMS

Licensed by The State of New York to Service and Maintain Security and Fire Alarm Systems. License # 12000305834

SAFEWAY FIRE & PROTECTION COMPANY
FIRE ALARM INSPECTION
Boys Prep School
192 East 151st Street
Bronx, NY 10451

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| MONITORING / JURUSDICTIONAL AGENCIES |
| TEST RESULTS-CONTROL PANNEL / CENTRAL PROCESSING UNIT |
| DETAIL TEST RESULTS |
| INSPECTION DEFICIENCIES SUMMARY |
| SIGNATURE |

| MONITORING AGENCY | |
|-------------------------------|-----------------------------------|
| AUTHORITY HAVING JURISDICTION | NEW YORK FIRE DEPARTMENT |
| INSPECTION SERVICES | SAFEWAY FIRE & PROTECTION COMPANY |
| INSPECTION MANAGER | MARIO FELICIONE |

| INSPECTION TEAM | |
|-----------------------|----------------------|
| MICHAEL HERNANDEZ | WILFREDO CRUZ |
| S-98 CERT #: 91352583 | S-98 CERT # 88812912 |
| NICET LVL [] | NICET LVL [] |

| TEST SUMMARY |
|--|
| <p>Thank you for choosing Safeway Fire & Protection as provider of your Fire Alarm Testing Inspecting and Maintenance Services</p> <p>, which began on 5/27/2022 And was completed on 5/31/2022</p> <p>This was a 100% test and inspection of your life safety fire alarm system. All devices tested were found to be fully</p> <p>Operational in accordance with NFPA Code 72 standards, unless otherwise noted in this report</p> <p>All smoke detectors & duct detectors tested/cleaned were within manufacturer limits for sensitivity levels.</p> |

SAFEWAY FIRE & PROTECTION COMPANY
FIRE ALARM INSPECTION
Boys Prep School
192 East 151st Street
Bronx, NY 10451



CONTROL PANEL / CENTRAL PROCESSING UNIT

PANEL: **EST** IO SERIES

LOCATION: 1ST FL ELECTRICAL RM 116

DEVICE LIST COUNT

| | | |
|-------------------------|-----|--|
| SD: SMOKE DETECTOR | 175 | |
| DD: DUCT SMOKE DETECTOR | 19 | |
| PS: PULL STATION | 37 | |
| HT: HEAT DETECTOR | 4 | |
| WF: WATER FLOW | 6 | |
| TS: TAMPER SWITCH | 23 | |

SAFEMART FIRE & PROTECTION COMPANY

FIRE ALARM INSPECTION

Boys Prep School
 192 East 151st Street
 Bronx, NY 10451



| AUXILIARY FUNCTIONS | | | |
|---------------------------------|-------------------|-----------------|----------|
| DESCRIPTION | VISUAL INSPECTION | FUNCTIONAL TEST | COMMENTS |
| DOOR-RELEASING DEVICES | | N/A | |
| FAN SHUT DOWN | | PASS | |
| SMOKE MANAGEMENT/CONTROL | | PASS | |
| SMOKE DAMPER OPERATION | | PASS | |
| DOOR UNLOCKING | | N/A | |
| ELEVATOR RECALL | | PASS | |
| NOTIFICATION APPLIANCE CIRCUITS | | PASS | |

| SUPERVISORY STATION MONITORING | | | |
|---------------------------------|--------|----------|--------------------------------|
| DESCRIPTION | YES/NO | TIME | COMMENTS |
| ALARM SIGNAL | YES | 7:37am | MANUAL PULL STATION |
| ALARM RESTORATION | YES | 7:37 AM | |
| TROUBLE SIGNAL | YES | 12:00 AM | WALK TEST TROUBLE, ZN5 |
| TROUBLE RESTORAL | YES | 12:00 AM | |
| SUPERVISORY SIGNAL | N/A | | NOT VISIBLE WHILE IN WALK TEST |
| SUPERVISORY RESTORAL | N/A | | |
| OPERATOR IDENTIFICATION NAME/#: | 52 | | |

| SYSTEM RETURNED TO NORMAL OPERATION | |
|-------------------------------------|--------------|
| DATE: 5/31/2022 | TIME: 3:39PM |



DETAIL TEST RESULTS

| NODE# MAPNET# ZONE# | DEVICE | LOCATION | LOCATION (BY THE NODE) | TEST PASS / FAIL | CLEAN PASS / FAIL | DATE | SENSITIVITY | NAME TECH/S | COMMENTS |
|---------------------|------------------------|----------|------------------------|------------------|-------------------|----------|-------------|-------------|--|
| 01 001 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | LABEL CHANGE: 1ST FL SMOKE DET MAIN ELECTRIC RM 116 |
| 01 002 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 003 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 004 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | LABEL CHANGE: CELLAR SMOKE DET MECHANICAL RM C006 (OUTSIDE ACCESS) |
| 01 005 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 006 | Smoke | | | CANT | | | 0% | MH.JA | |
| 01 007 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 008 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 009 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 01 010 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 011 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 012 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 013 | Heat ROR | | | PASS | | 05/31/22 | N/A | MH.JA | |
| 01 014 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 015 | Heat ROR | | | NOT | | | N/A | MH.JA | NO ACCESS, FOOD BEING PREPARED |
| 01 016 | CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 017 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 018 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 019 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 020 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 021 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 022 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 023 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 024 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 025 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 026 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 027 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 028 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 029 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 030 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 031 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 032 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 033 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 034 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 035 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 036 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 037 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 038 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 039 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 040 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 041 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | LABEL CHANGE: 1FL SMOKE/CO DET CORR BY SECURITY |
| 01 042 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 043 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 044 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 045 | Duct Alarm | | | NOT | | | 0% | MH.JA | CLASS IN SESSION |
| 01 046 | Duct Alarm | | | PASS | | 05/31/22 | 32% | MH.JA | |
| 01 047 | Duct Alarm | | | NOT | | | 0% | MH.JA | CLASS IN SESSION |
| 01 048 | Duct Alarm | | | NOT | | | 0% | MH.JA | CLASS IN SESSION |
| 01 049 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 050 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 051 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 052 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 053 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 01 054 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 055 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 056 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 057 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 058 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 059 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 060 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 061 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 062 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 063 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |



DETAIL TEST RESULTS

| NODE# MAPNET# ZONE# | DEVICE | LOCATION | LOCATION (BY THE NODE) | TEST PASS / FAIL | CLEAN PASS / FAIL | DATE | SENSITIVITY | NAME TECH/S | COMMENTS |
|---------------------|------------------------------|----------|------------------------|------------------|-------------------|----------|-------------|-------------|---|
| 01 064 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 01 065 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 066 | Smoke Alarm + CO Alarm | | | PASS | | 05/31/22 | 0% / 24mo | MH.JA | |
| 01 067 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 01 068 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 01 069 | Duct Alarm | | | PASS | | 05/27/22 | 44% | MH.WC | |
| 01 070 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 01 126 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 127 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 128 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 129 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 130 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 131 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 132 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 133 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 134 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 135 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | LABEL CHANGE: 1FL PULL STATION BY MAIN OFFICE MAIN OFFICE |
| 01 136 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | LABEL CHANGE: 1FL PULL STATION BY MAIN ENTRANCE |
| 01 137 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | LABEL CHANGE: 1FL PULL STATION MAIN ENTRANCE NEAR STAIR B |
| 01 138 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 139 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 140 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 141 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 142 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 143 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 144 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 145 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 146 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 147 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 148 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 149 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 150 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 151 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 152 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 153 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 154 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 155 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 156 | Water Flow NoDelay | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 157 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 158 | Auto Sync Output Silenceable | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 159 | Auto Sync Output Silenceable | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 163 | Pull Station | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 164 | Monitor | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 065 | Monitor | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 166 | Pull Station | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 167 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 168 | Supervisory Non-Latching | | | CANT | | | n/a | MH.JA | |
| 01 169 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 170 | Water Flow NoDelay | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 171 | Supervisory Non-Latching | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 172 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | LABEL CHANGE: 1FL PULL STATION MAIN ENTRANCE #2 |
| 01 176 | Continuous Non-Silenceable | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 177 | Continuous Silenceable | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 01 178 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 01 179 | Heat | | | NOT | | | n/a | MH.JA | NO ACCESS, FOOD BEING PREPARED |
| 02 001 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 002 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 007 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 009 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 010 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 011 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 02 012 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 02 013 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |



DETAIL TEST RESULTS

| NODE# MAPNET# ZONE# | DEVICE | LOCATION | LOCATION (BY THE NODE) | TEST PASS / FAIL | CLEAN PASS / FAIL | DATE | SENSITIVITY | NAME TECH/S | COMMENTS |
|---------------------|---------------------------------|----------|------------------------|------------------|-------------------|----------|-------------|-------------|----------|
| 02 014 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 015 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 016 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 017 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 018 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 019 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 020 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 021 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 022 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 023 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 024 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 025 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 026 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 027 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 028 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 029 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 030 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 031 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 032 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 033 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 034 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 035 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 036 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 037 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 038 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 039 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 040 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 041 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 042 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 043 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 044 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 045 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 046 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 047 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 048 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 050 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 051 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 052 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 053 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 054 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 055 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 056 | Heat ROR | | | CANT | | 05/31/22 | n/a | MH.JA | |
| 02 057 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 058 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 061 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 062 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 065 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 066 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 02 126 | Pull Station | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 128 | Pull Station | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 127 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 02 129 | Pull Station | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 130 | Pull Station | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 131 | Water Flow NoDelay | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 132 | Supervisory Non-Latching | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 133 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 135 | Monitor | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 136 | Supervisory Non-Latching | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 137 | Supervisory Non-Latching | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 138 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 139 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 02 141 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |
| 02 142 | Pull Station | | | PASS | | 05/31/22 | n/a | MH.JA | |



DETAIL TEST RESULTS

| NODE# MAPNET# ZONE# | DEVICE | LOCATION | LOCATION (BY THE NODE) | TEST PASS / FAIL | CLEAN PASS / FAIL | DATE | SENSITIVITY | NAME TECH/S | COMMENTS |
|---------------------|---------------------------------|----------|------------------------|------------------|-------------------|----------|-------------|-------------|--|
| 02 143 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 147 | Relay Non-Silenceable | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 160 | Auto Sync Output Silenceable | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 161 | Auto Sync Output Silenceable | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 162 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 02 175 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | n/a | MH.WC | |
| 03 001 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 002 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 003 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 004 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 005 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 006 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 007 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 008 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 009 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 010 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 011 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 012 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 013 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 014 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 015 | Smoke | | | NO | | 05/31/22 | 0% | MH.JA | NEED TO SCHEDULE WITH ELEVATOR MECHANIC |
| 03 016 | Smoke | | | PASS | | 05/31/22 | 0% | MH.JA | |
| 03 017 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 018 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 019 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 020 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 021 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 03 022 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 023 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 024 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 025 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 026 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 027 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 028 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 029 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 030 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 031 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 24mo | MH.WC | |
| 03 032 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 033 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 034 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 035 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 036 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 037 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 038 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 039 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 040 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 041 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 042 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 043 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 044 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 045 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 046 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 047 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 048 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 36mo | MH.WC | |
| 03 049 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 050 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 051 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 052 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 053 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 054 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 055 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 056 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 057 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | LABEL CHANGE: 5TH FL SMOKE/CO DET MUSIC RM 500 |



DETAIL TEST RESULTS

| NODE# MAP#NET# ZONE# | DEVICE | LOCATION | LOCATION (BY THE NODE) | TEST PASS / FAIL | CLEAN PASS / FAIL | DATE | SENSITIVITY | NAME TECH/S | COMMENTS |
|----------------------|---------------------------------|----------|------------------------|------------------|-------------------|----------|-------------|-------------|--|
| 03 058 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | LABEL CHANGE: 5TH FL SMOKE/CO DET MUSIC RM 500 |
| 03 059 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 060 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 061 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 062 | Smoke Alarm + CO Alarm | | | PASS | | 05/27/22 | 0% / 30mo | MH.WC | |
| 03 063 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | LABEL CHANGE: 5TH FL SMOKE DET ELECTRIC RM 503 |
| 03 064 | Smoke | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 067 | Duct Alarm | | | NOT | | | 0% | MH.JA | NO ACCESS, CLASS IN SESSION |
| 03 068 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | LABEL CHANGE: 3FL DUCT DET AC6 RETURN RM SC303 |
| 03 069 | Duct Alarm | | | NOT | | | 0% | MH.JA | NO ACCESS, CLASS IN SESSION |
| 03 070 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 071 | Duct Alarm | | | PASS | | | 0% | MH.JA | |
| 03 072 | Duct Alarm | | | PASS | | 05/27/22 | 4% | MH.WC | LABEL CHANGE: 3RD FL DUCT DET AC-7 RETURN RM 301 |
| 03 073 | Duct Alarm | | | NOT | | | 0% | MH.JA | NO ACCESS, CLASS IN SESSION |
| 03 074 | Duct Alarm | | | PASS | | 05/27/22 | 0% | MH.WC | |
| 03 126 | Pull Station | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 127 | Pull Station | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 128 | Pull Station | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 129 | Pull Station | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 130 | Pull Station | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 131 | Pull Station | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 132 | Pull Station | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 133 | Pull Station | | | PASS | | 05/31/22 | N/A | MH.JA | |
| 03 134 | Water Flow NoDelay | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 135 | Supervisory Non-Latching | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 136 | Water Flow NoDelay | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 137 | Supervisory Non-Latching | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 138 | Water Flow NoDelay | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 139 | Supervisory Non-Latching | | | PASS | | 05/27/22 | N/A | MH.WC | |
| 03 142 | Relay Non-Silenceable | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 143 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 144 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 145 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 146 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 147 | Monitor | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 148 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 149 | Relay Non-Silenceable (Latched) | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 150 | Continuous Silenceable | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 151 | Continuous Non-Silenceable | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 152 | Continuous Silenceable | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 153 | Continuous Non-Silenceable | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 180 | Auto Sync Output Silenceable | | | PASS | | 05/27/22 | N/A | MH.JA | |
| 03 181 | Auto Sync Output Silenceable | | | PASS | | 05/27/22 | N/A | MH.JA | |

SAFEWAY FIRE AND PROTECTION COMPANY

151 FAIRCHILD AVENUE, SUITE 2
PLAINVIEW NY 11803
516-833-1333



DEFICIENCY REPORT

Based on our inspection the following deficiencies have been identified and require repairs, attention or a proposal:

description of deficiencies found: (Please List)

LABEL CHANGES REQUIRED:

| | | | | |
|--------|------------------------|--|---------------|--|
| 01 004 | Smoke | | LABEL CHANGE: | |
| 01 041 | Smoke Alarm + CO Alarm | | LABEL CHANGE: | |
| 01 135 | Pull Station | | LABEL CHANGE: | |
| 01 136 | Pull Station | | LABEL CHANGE: | |
| 01 137 | Pull Station | | LABEL CHANGE: | |
| 01 172 | Pull Station | | LABEL CHANGE: | |
| 03 057 | Smoke Alarm + CO Alarm | | LABEL CHANGE: | |
| 03 058 | Smoke Alarm + CO Alarm | | LABEL CHANGE: | |
| 03 063 | Smoke | | LABEL CHANGE: | |
| 03 068 | Duct Alarm | | LABEL CHANGE: | |
| 03 072 | Duct Alarm | | LABEL CHANGE: | |

CERTIFICATE ISSUED BY FDNY

CERT.# **91352583**

N

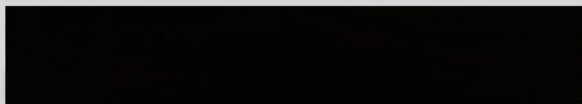
ISSUED **08/04/2021**

EXPIRES **08/04/2024**

NAME **MICHAEL B HERNANDEZ**

HOME

ADDR.



**NOT
FDNY
EMPLOYEE**



Michael Hernandez

FEE \$ **25** CAT. **S98** TYPE **Fitness**

DESC. **FIRE ALARM SYSTEMS INSP, TEST & SERVICE TECH**

EMPLOYER **SAFEWAY FIRE & PROTECTION CO**

WORK

LOCATION ,

CERTIFICATE ISSUED BY FDNY

CERT.# **88812912**

C

ISSUED **09/19/2019**

EXPIRES **09/28/2022**



NAME **WILFREDO CRUZ**

HOME
ADDR.



**NOT
FDNY
EMPLOYEE**

FEE \$ **15**

CAT. **S98** TYPE **Fitness**

Wilfredo Cruz

DESC. **FIRE ALARM SYSTEMS INSP, TEST & SERVICE TECH**

EMPLOYER **JOHNSON CONTROLS FIRE PROTECTION LP**
WORK

LOCATION ,

Certificate of Occupancy

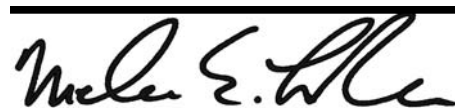
CO Number: 220152652T012

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

| | | | |
|---|---|---|------------------------------------|
| A. | Borough: Bronx | Block Number: 02348 | Certificate Type: Temporary |
| | Address: 192 EAST 151ST STREET | Lot Number(s): 5 | Effective Date: 02/23/2021 |
| | Building Identification Number (BIN): 2001065 | Building Type: Altered to comply as new | Expiration Date: 05/24/2021 |
| This building is subject to this Building Code: | | | |
| <i>For zoning lot metes & bounds, please see BISWeb.</i> | | | |
| B. | Construction classification: 2-A | (2014/2008 Code) | |
| | Building Occupancy Group classification: E | (2014/2008 Code) | |
| | Multiple Dwelling Law Classification: None | | |
| | No. of stories: 5 | Height in feet: 75 | No. of dwelling units: 0 |
| C. | Fire Protection Equipment: Fire alarm system, Sprinkler system | | |
| D. | Type and number of open spaces: None associated with this filing. | | |
| E. | This Certificate is issued with the following legal limitations: None | | |
| Outstanding requirements for obtaining Final Certificate of Occupancy: | | | |
| There are 15 outstanding requirements. Please refer to BISWeb for further detail. | | | |
| Borough Comments: | | | |
| OK TO RENEW TCO FOR 90 DAYS | | | |



Borough Commissioner



Commissioner


Certificate of Occupancy

CO Number: 220152652T012

| Permissible Use and Occupancy | | | | | | |
|---|---------------------------|---------------------------|-------------------------------|---------------------------|------------------|--------------------|
| All Building Code occupancy group designations below are 2008 designations. | | | | | | |
| Floor From To | Maximum persons permitted | Live load lbs per sq. ft. | Building Code occupancy group | Dwelling or Rooming Units | Zoning use group | Description of use |
| CEL | 3 | OG | F-2 | | 3 | |
| CEL | | OG | | | | |
| 001 001 | | 120 | S-2 | | 3 | |
| 001 001 234 | | 120 | E | | 3 | |
| 001 001 203 | | 120 | E | | 3 | |
| 001 001 3 | | 120 | E | | 3 | |
| 001 001 18 | | 120 | E | | 3 | |
| 001 001 147 | | 120 | A-3 | | 3 | |
| 001 001 84 | | 120 | A-3 | | 3 | |
| 001 001 4 | | 120 | E | | 3 | |
| 001 001 3 | | 120 | S-2 | | 3 | |
| 002 002 245 | | 100 | A-3 | | 3 | |
| 002 002 565 | | 100 | E | | 3 | |



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 220152652T012

| Permissible Use and Occupancy | | | | | | |
|---|---------------------------|---------------------------|-------------------------------|---------------------------|------------------|--------------------|
| All Building Code occupancy group designations below are 2008 designations. | | | | | | |
| Floor From To | Maximum persons permitted | Live load lbs per sq. ft. | Building Code occupancy group | Dwelling or Rooming Units | Zoning use group | Description of use |
| 002 002 17 | 17 | 100 | E | | 3 | |
| 002 002 4 | 4 | 100 | S-2 | | 3 | |
| 003 003 1 | 1 | 100 | S-2 | | 3 | |
| 003 003 427 | 427 | 100 | A-3 | | 3 | |
| 003 003 153 | 153 | 100 | E | | 3 | |
| 003 003 5 | 5 | 100 | E | | 3 | |
| 004 004 303 | 303 | 100 | E | | 3 | |
| 004 004 15 | 15 | 100 | E | | 3 | |
| 004 004 1 | 1 | 100 | S-2 | | 3 | |
| 005 005 72 | 72 | 100 | E | | 3 | |
| 005 005 261 | 261 | 100 | E | | 3 | |
| 005 005 1 | 1 | 100 | S-2 | | 3 | |
| ROF | | 100 | S-1 | | 3 | |



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 220152652T012

| |
|----------------|
| END OF SECTION |
|----------------|



Borough Commissioner



Commissioner

2022 - 2023 Public Preparatory Network Academic Year Family Calendar

180 Total Instructional Days

| Color Code Key: | |
|-----------------|--------------------------------------|
| | School Closed |
| | First/Last Day of School |
| | End of Trimester |
| | Report Card Distribution |
| | Professional Development Day |
| | Family-Teacher Conferences |
| | NYS Testing Days |
| | Half Day of School (12:30 Dismissal) |

| July | | | | | | |
|------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

0 Instructional Days

| August | | | | | | |
|--------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

3 Instructional Days

Aug 29: School Opens for Scholars (1st week half days only)
Aug 29-31: Half day, 12:30 dismissal

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

21 Instructional Days

Sep 1-2: Half day, 12:30 Dismissal
Sep 5: Labor Day (School Closed)

| October | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

18 Instructional Days

Oct 10: Indigenous Peoples' Day (School Closed)
Oct 21: Professional Development Day (no school for students)
Oct 26: Progress Report #1 Distributed Afternoon Family Conferences (1/2 Day, 12:30 dismissal)
Oct 27: Progress Report #1 distributed Evening Family Conferences

| November | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

18 Instructional Days

Nov 11: Veterans' Day Observed (School Closed)
Nov 23-25: Thanksgiving Recess
Nov 30: End of Trimester 1

| December | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

12 Instructional Days

Dec 16: Report Card #1 Distributed
Dec 19-30: Winter Recess (students return on 1/04)

| January | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

20 Instructional Days

Jan 2: NY Day Observed (School Closed)
Jan 3: Professional Development Day (no school for students)
Jan 16: Dr. Martin Luther King, Jr. Day (School Closed)

| February | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

13 Instructional Days

Feb 8: Progress Report #2 Distributed Afternoon Family Conferences (1/2 Day, 12:30 Dismissal)
Feb 9: Progress Report #2 Distributed Evening Family Conferences
Feb 20-24: Midwinter Recess
Feb 27: Professional Development Day (no school for students)

| March | | | | | | |
|-------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

23 Instructional Days

Mar 17: End of Trimester 2
Mar 31: Report Card #2 distributed

| April | | | | | | |
|-------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

15 Instructional Days

Apr 3-7: Spring Break (School Closed)
Apr 19-20: NYS ELA Exam Grades 3-8

| May | | | | | | |
|-----|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

22 Instructional Days

May 2-3: NYS Math Exam Grades 3-7
May 10: Middle School Progress Report #3 & Family Conferences for AYOL and by request (evening)
May 17: Elementary School Progress Report #3 & Family Conferences for AYOL and by request (evening)
May 22-26: College and Career Week
May 29: Memorial Day (School Closed)

| June | | | | | | |
|------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

15 Instructional Days

Jun 8: Anniversary Day (Staff Professional Development, no school for students)
Jun 14-23: Regents Window (8th grade Algebra and Living Environment)
Jun 19: Juneteenth (School Closed)
Jun 22: Last Day for Students (1/2 day, 12:30 dismissal) & Report Card #3 distributed
Jun 22: 8th Grade Graduation (afternoon event, TBA)