

# Archimedean Academy

A Department of Archimedean Academy, Inc.  
(A Component Unit of the School Board  
of Miami-Dade County, Florida)

Basic Financial Statements  
and Additional Information  
For the Year Ended June 30, 2018

# Archimedean Academy

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Archimedean Academy  
A Department of Archimedean Academy, Inc.  
Miami, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Archimedean Academy (the "School") a department of Archimedean Academy, Inc. and a component unit of the School Board of Miami-Dade County, Florida, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

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

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the School, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1, the financial statements of the School are intended to present the financial position and change in financial position of only that portion of the governmental activities and each major fund of Archimedean Academy, Inc. that is attributable to the transactions of the School. They do not purport to, and do not, present fairly the financial position of Archimedean Academy, Inc. as of June 30, 2018, and the changes in its financial position or budgetary comparisons, where applicable, for the year ended June 30, 2018 in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the statements of revenues and expenditures – budget and actual – general fund and special revenue fund on pages 3 through 7 and 24 through 25 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated September 13, 2018, on our consideration of the School's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
September 13, 2018

# MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Archimedean Academy (the "School"), we offer readers of the School's basic financial statements this narrative overview and analysis of the financial activities of the School for the year ended June 30, 2018 with certain comparative information for 2017.

Management's discussion and analysis is included at the beginning of the School's basic financial statements to provide, in layman's terms, the past and current position of the School's financial condition. This summary should not be taken as a replacement for the audit which consists of the basic financial statements and other supplementary information which immediately follow this discussion.

### **Financial Highlights**

Our basic financial statements provide these insights into the results of this year's operations.

- As of June 30, 2018, the School had a net position of \$ 1,763,640.
- As of June 30, 2018, the School's fund balances were \$ 434,108.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the School's basic financial statements. The School's basic financial statements are comprised of three components: 1) government-wide basic financial statements, 2) fund basic financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide basic financial statements:** The government-wide basic financial statements are designed to provide readers with a broad overview of the School's finances, in a manner similar to a private sector business.

The statement of net position presents information on all of the School's assets, liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as net assets. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the School is improving or deteriorating.

The statement of activities presents information showing how the School's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide basic financial statements include all governmental activities that are principally supported by grants and entitlements from the state for full-time equivalent funding. The School does not have any business-type activities. The governmental activities of the School primarily include instruction and instructional support services.

The government-wide basic financial statements can be found on pages 8 and 9 of this report.

**Fund basic financial statements:** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The School, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds:** All of the funds of the School are governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide basic financial statements. However, unlike the government-wide basic financial statements, governmental basic fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the School's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide basic financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide basic financial statements. By doing so, readers may better understand the long-term impact of the School's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and change in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The School maintains several individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and change in fund balance. The General Fund, Special Revenue Fund and Capital Project Fund are considered to be the School's major funds.

The School Board adopts an annual appropriated budget for its governmental funds. A budgetary comparison statement has been provided for the General Fund and Special Revenue Fund.

The governmental funds financial statements can be found on pages 10 through 13 of this report.

**Notes to basic financial statements:** The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements can be found on pages 14 through 23 of this report.

### **Government-Wide Financial Analysis**

The School has been in operation since 2002; therefore, comparative government-wide data is presented. The School's net position was \$ 1,763,640 at June 30, 2018. Of this amount, \$ 1,094,370 represented unrestricted net position and \$ 669,270 represented the net investment in capital assets.

**Archimedean Academy  
Management's Discussion and Analysis  
June 30, 2018**

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Our analysis in the table below focuses on the net position of the School's governmental activities:

Archimedean Academy Net Position		
	<b>2018</b>	<b>2017</b>
<b>Assets:</b>		
Current assets	\$ 1,712,461	\$ 1,094,619
Investment in joint venture	1,000,000	1,000,000
Capital assets, net of depreciation	729,000	815,206
Total assets	3,441,461	2,909,825
<b>Liabilities:</b>		
Liabilities, excluding long-term liabilities	1,416,163	1,046,197
Long-term liabilities	261,658	397,719
Total liabilities	1,677,821	1,443,916
<b>Net Position:</b>		
Net investment in capital assets	669,270	697,868
Unrestricted	1,094,370	768,041
Total net position	\$ 1,763,640	\$ 1,465,909

**Governmental activities:** The results of this year's operations for the School as a whole are reported in the statement of activities on page 9. The table below provides a condensed presentation of the School's revenues and expenses for the years ended June 30, 2018 and 2017:

Archimedean Academy Changes in Net Position		
	<b>2018</b>	<b>2017</b>
<b>Revenues:</b>		
Grants and entitlements	\$ 4,741,606	\$ 4,726,388
Program revenues	1,523,278	1,173,236
Contributions and other revenues	868,583	442,724
Total revenues	7,133,467	6,342,348



	<u>2018</u>	<u>2017</u>
<b>Functions/Program Expenses/Other:</b>		
Instruction	2,894,189	2,932,838
Instructional support services	1,679,552	1,425,354
Operation of noninstructional services	1,093,678	787,041
Community services	1,146,244	547,749
Interest	<u>22,073</u>	<u>34,508</u>
Total expenses	<u>6,835,736</u>	<u>5,727,490</u>
Change in net position	\$ <u>297,731</u>	\$ <u>614,858</u>

### Governmental Funds Expenditures

In the table below, we have presented the cost of the largest functions/programs as a percentage of total governmental expenditures:

<u>Functions/Programs</u>	<u>2018</u>		<u>2017</u>	
	<u>Expenditures</u>	<u>Percent</u>	<u>Expenditures</u>	<u>Percent</u>
Governmental expenditures:				
Instructional expenditures	\$ 2,918,277	42.5%	\$ 2,954,971	49.1%
Administrative services	491,261	7.1%	360,392	6.0%
Plant operations and maintenance	1,317,869	19.1%	1,055,125	17.5%
All other functions/programs	<u>2,162,848</u>	<u>31.4%</u>	<u>1,653,314</u>	<u>27.4%</u>
Total governmental expenditures	\$ <u>6,890,255</u>	<u>100.0%</u>	\$ <u>6,023,802</u>	<u>100.0%</u>

### General Fund Budgetary Highlights

Actual revenues were approximately 4.8% higher than budgeted amounts. Actual expenditures were approximately 6.4% higher than budgeted amounts principally due to the same reasoning regarding unbudgeted in-kind expenses from professional teaching supplied by the Greek Government as well as unbudgeted principal payments on debt and capital outlay expenditures.

### Capital Assets and Debt Administration

**Capital assets:** At June 30, 2018, the School had capital assets of \$ 729,000, net of accumulated depreciation as compared to \$ 815,206 at June 30, 2017.

**Debt:** At June 30, 2018, the School had outstanding debt of \$ 399,468 as compared to \$ 540,193 at June 30, 2017.

### **Economic Factors**

Facts, decisions, or conditions that are expected to have a significant effect on the financial position or results of operations of the School for fiscal year 2018-2019 include:

- The School continues to be a High Performing Charter School, which it has been since its inception.
- The School has also been recognized as a Blue Ribbon School since 2011 from the U.S. Department of Education.
- The School obtained "Advanced Ed" accreditation as a school district in 2016.

### **Requests for Information**

If you have any questions about this report or need additional information, please write to Mr. Dimitrios Bardoutsos at Archimedean Academy; 12425 SW 72<sup>nd</sup> Street (Sunset Drive); Miami, Florida 33183.

# BASIC FINANCIAL STATEMENTS

**Archimedean Academy**  
**Statement of Net Position**  
**June 30, 2018**

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	<b>Governmental Activities</b>
<b>Current Assets:</b>	
Cash and cash equivalents	\$ 1,232,189
Due from other governments	74,503
Accounts receivable	136,566
Due from related party	161,767
Prepaid expenses	79,356
Deposits	<u>28,080</u>
Total current assets	<u>1,712,461</u>
<b>Noncurrent Assets:</b>	
Investment in joint venture	1,000,000
Capital assets, net of accumulated depreciation	<u>729,000</u>
Total noncurrent assets	<u>1,729,000</u>
Total assets	<u>3,441,461</u>
<b>Current Liabilities:</b>	
Accounts payable	46,252
Accrued expenses	276,408
Due to other schools	955,693
Notes payable - due within one year	<u>137,810</u>
Total current liabilities	<u>1,416,163</u>
<b>Noncurrent Liabilities:</b>	
Notes payable - due in more than one year	<u>261,658</u>
Total noncurrent liabilities	<u>261,658</u>
Total liabilities	<u>1,677,821</u>
<b>Net Position:</b>	
Net investment in capital assets	669,270
Unrestricted	<u>1,094,370</u>
Total net position	<u>\$ 1,763,640</u>

The accompanying notes to financial statements are an integral part of these statements.

**Archimedean Academy  
Statement of Activities  
For the Year Ended June 30, 2018**

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Governmental</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Activities Net Revenue (Expense) and Change in Net Position</u>
<b>Functions/Programs:</b>					
Instruction:					
Regular instruction	\$ 2,894,189	\$ -	\$ -	\$ -	\$ (2,894,189)
Instructional support services:					
Pupil personnel services	95,759	-	-	-	(95,759)
Instructional and curriculum services	68	-	-	-	(68)
Instructional staff training services	582	-	-	-	(582)
Instructional-related technology	3,350	-	-	-	(3,350)
Administrative services	150,643	-	-	-	(150,643)
Operation of plant	1,092,637	-	-	305,964	(786,673)
Maintenance of plant	336,513	-	-	-	(336,513)
Operation of non-instructional services:					
General administration	376,228	-	-	-	(376,228)
Board services	23,877	-	-	-	(23,877)
Fiscal services	64,466	-	-	-	(64,466)
Central services	81,537	-	-	-	(81,537)
Community services	1,146,244	692,306	-	-	(453,938)
Food services	547,570	198,230	326,778	-	(22,562)
Interest expense	22,073	-	-	-	(22,073)
Total governmental activities	<u>\$ 6,835,736</u>	<u>\$ 890,536</u>	<u>\$ 326,778</u>	<u>\$ 305,964</u>	<u>(5,312,458)</u>
General revenues:					
Grants and entitlements					4,741,606
Contributions and other					868,583
Total general revenues					<u>5,610,189</u>
Change in net position					297,731
Net position, July 1, 2017					<u>1,465,909</u>
Net position, June 30, 2018					<u>\$ 1,763,640</u>

The accompanying notes to financial statements are an integral part of these statements.

**Archimedean Academy**  
**Balance Sheet - Governmental Funds**  
**June 30, 2018**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Project Fund</u>	<u>Total</u>
<b>Assets:</b>				
Cash and cash equivalents	\$ 1,232,189	\$ -	\$ -	\$ 1,232,189
Due from other governments	65,000	-	9,503	74,503
Due from capital project fund	9,503	-	-	9,503
Accounts receivable	136,566	-	-	136,566
Due from related party	161,767	-	-	161,767
Prepaid expenditures	79,356	-	-	79,356
Deposits	28,080	-	-	28,080
	<u>1,712,461</u>	<u>-</u>	<u>9,503</u>	<u>1,721,964</u>
Total assets	\$ <u>1,712,461</u>	\$ <u>-</u>	\$ <u>9,503</u>	\$ <u>1,721,964</u>
<b>Liabilities:</b>				
Accounts payable	\$ 46,252	\$ -	\$ -	\$ 46,252
Accrued expenses	276,408	-	-	276,408
Due to other schools	955,693	-	-	955,693
Due to general fund	-	-	9,503	9,503
	<u>1,278,353</u>	<u>-</u>	<u>9,503</u>	<u>1,287,856</u>
Total liabilities	<u>1,278,353</u>	<u>-</u>	<u>9,503</u>	<u>1,287,856</u>
<b>Fund Balances:</b>				
Nonspendable for prepaid expenditures and deposits	107,436	-	-	107,436
Unassigned	326,672	-	-	326,672
	<u>434,108</u>	<u>-</u>	<u>-</u>	<u>434,108</u>
Total fund balances	<u>434,108</u>	<u>-</u>	<u>-</u>	<u>434,108</u>
Total liabilities and fund balances	\$ <u>1,712,461</u>	\$ <u>-</u>	\$ <u>9,503</u>	\$ <u>1,721,964</u>

The accompanying notes to financial statements are an integral part of these statements.

**Archimedean Academy**  
**Reconciliation of the Balance Sheet - Governmental Funds**  
**to the Statement of Net Position**  
**June 30, 2018**

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**Amounts Reported for Governmental Activities in the**  
**Statement of Net Position are Different Because:**

Total fund balances - governmental funds \$ 434,108

The cost of capital assets acquired is reported as an expenditure in the governmental funds. The statement of net position includes those capital assets, net of accumulated depreciation, among the assets of the School as a whole.

Cost of capital assets	\$	2,015,235	
Accumulated depreciation		<u>(1,286,235)</u>	729,000

The cost of investment in a joint venture is reported as an expenditure in the governmental funds. The statement of net position includes the investment among the assets of the School as a whole.

Investment in joint venture			1,000,000
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Liabilities not payable with current available resources are not reported as fund liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the governmental-wide statements.

Notes payable			<u>(399,468)</u>
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<b>Net Position of Governmental Activities</b>			<b>\$ <u>1,763,640</u></b>
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The accompanying notes to financial statements are an integral part of these statements.

**Archimedean Academy  
Statement of Revenues, Expenditures and  
Changes in Fund Balances - Governmental Funds  
For the Year Ended June 30, 2018**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Project Fund</u>	<u>Total</u>
<b>Revenues:</b>				
Federal through state	\$ -	\$ 326,778	\$ -	\$ 326,778
State sources	4,741,606	-	305,964	5,047,570
Local sources	1,759,119	-	-	1,759,119
	<u>6,500,725</u>	<u>326,778</u>	<u>305,964</u>	<u>7,133,467</u>
Total revenues				
<b>Expenditures:</b>				
Current:				
Regular instruction	2,818,518	-	-	2,818,518
Instructional services:				
Pupil personnel services	95,759	-	-	95,759
Instructional and curriculum services	68	-	-	68
Instructional staff training services	582	-	-	582
Instructional-related technology	3,350	-	-	3,350
Administrative services	132,838	-	-	132,838
Operation of plant	1,092,637	-	169,608	1,262,245
Maintenance of plant	55,624	-	-	55,624
Operation of noninstructional services:				
General administration	358,423	-	-	358,423
Board services	23,877	-	-	23,877
Fiscal services	64,466	-	-	64,466
Central services	81,537	-	-	81,537
Community services	1,146,244	-	-	1,146,244
Food services	220,792	326,778	-	547,570
Capital outlay:				
Equipment and improvements	-	-	136,356	136,356
Debt service:				
Principal	140,725	-	-	140,725
Interest	22,073	-	-	22,073
	<u>6,257,513</u>	<u>326,778</u>	<u>305,964</u>	<u>6,890,255</u>
Total expenditures				
Net change in fund balances	243,212	-	-	243,212
<b>Fund Balances, July 1, 2017</b>	<u>190,896</u>	<u>-</u>	<u>-</u>	<u>190,896</u>
<b>Fund Balances, June 30, 2018</b>	<u>\$ 434,108</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 434,108</u>

The accompanying notes to financial statements are an integral part of these statements.



**Archimedean Academy  
 Reconciliation of the Statement of Revenues,  
 Expenditures and Changes in Fund Balances -  
 Governmental Funds to the Statement of Activities  
 For the Year Ended June 30, 2018**

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**Amounts Reported for Governmental Activities in the  
 Statement of Activities are Difference Because:**

Change in fund balances, governmental funds		\$ 243,212
<p>Governmental funds report capital outlay as expenditures; however, in the statement of activities, the cost of those assets are depreciated over their estimated useful lives.</p>		
Expenditures for capital assets	\$ 136,356	
Provision for depreciation	<u>(222,562)</u>	(86,206)
<p>Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.</p>		
Repayment of debt principal		<u>140,725</u>
<b>Change in Net Position of Governmental Activities</b>		<b>\$ <u><u>297,731</u></u></b>

The accompanying notes to financial statements are an integral part of these statements.

## Note 1 - Organization and Operations

Archimedean Academy (the "School") a department of Archimedean Academy, Inc. and a component unit of the School Board of Miami-Dade County, Florida, is established as a charter school for children from kindergarten through fifth grade. As of June 30, 2018, approximately 645 students were enrolled in the School. The School is funded primarily through the School Board of Miami-Dade County, Florida.

In April 2005, Archimedean Academy, Inc. was granted an additional charter from the School Board of Miami-Dade County, Florida to operate a public middle school within the school district. This school, Archimedean Middle Conservatory (the "Middle"), has separate financial statements and is not part of the School's basic financial statements.

In March 2008, Archimedean Academy, Inc. was granted an additional charter from the School Board of Miami-Dade County, Florida to operate a public high school within the school district. This school, Archimedean Upper Conservatory (the "Upper"), has separate financial statements and is not part of the School's basic financial statements.

The financial statements of the School present only the balances, activity, and disclosures related to the School. They do not purport to, and do not, present fairly the financial position of Archimedean Academy, Inc. as of June 30, 2018 and its change in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## Note 2 - Summary of Significant Accounting Policies

**Reporting entity:** The School operates under a charter granted by the sponsoring School Board, the School Board of Miami-Dade County, Florida (the "Sponsor" or "Board"). The current charter is effective until June 30, 2027, and may be renewed for an additional fifteen years by mutual written agreement between the School and the Sponsor. At the end of the term of the charter, the Board may choose not to renew the charter under grounds specified in the charter, in which case the Board is required to notify the School in writing at least ninety days prior to the charter's expiration. During the term of the charter, the Board may also terminate the charter if good cause is shown. Archimedean Academy is considered a component unit of the School Board of Miami-Dade County, Florida.

The School may also be financially accountable if an organization is fiscally dependent on the School regardless of whether the organization has a separately elected governing board, a governing board appointed by another government, or a jointly approved board. In addition, component units can be other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the reporting entity's basic financial statements to be misleading or incomplete.

As a result of evaluating the above criteria, management has determined that no component units exist for which the School is financially accountable, which would require inclusion in the School's basic financial statements.

**Basis of presentation:** Based on the guidance presented in the American Institute of Certified Public Accountants Audit and Accounting Guide – Not-for-Profit Organizations and provisions of Section 228.056(9), Florida Statutes, the School is presented as a governmental organization for financial statement reporting purposes.

**Government-wide financial statements:** Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

## Note 2 - Summary of Significant Accounting Policies (continued)

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

**Fund financial statements:** Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School reports the following major funds:

**General Fund** – This fund is used to account for all operating activities of the School except for those required to be accounted for in another fund.

**Special Revenue Fund** – This fund is used to account for federal grants that are legally restricted to expenditures for particular purposes.

**Capital Project Fund** – This fund is used to account for state capital outlay funding that is legally restricted to expenditures for particular purposes.

**Measurement focus and basis of accounting:** Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the basic financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. Governmental funds use the current financial resources measurement focus and the governmental-wide statement uses the economic resources measurement focus.

Governmental activity in the government-wide basic financial statements is presented on the full accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

The governmental fund basic financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Measurable means the amount of the transaction can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The School considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for long-term debt principal and interest which are reported as expenditures in the year due.

**Cash and cash equivalents:** Cash and cash equivalents are defined as demand deposits, money market accounts, and short-term investments with original maturities of three months or less from the date of acquisition.

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Due from other governments:** Amounts due to the School by other governments or agencies are for grants or programs under which the services have been provided by the School.

**Due to/from other funds:** Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. The balances result from the time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and payments between funds are made.

**Allowance for doubtful accounts:** Management of the School reviews and provides an allowance for doubtful accounts equal to the estimated uncollectible amounts. At June 30, 2018, management's estimate is based on historical collection experience and a review of the current status of accounts receivable. At June 30, 2018, management considered the accounts receivable balance to be fully collectible within the current accounting period and no allowance for doubtful accounts was considered necessary.

**Prepaid expenses/expenditures:** Certain payments to vendors reflect costs applicable to a future accounting period and are recorded as prepaid items in both government-wide and fund financial statements.

**Capital assets:** Property and equipment purchased or acquired are capitalized at historical cost or estimated historical cost. Capital assets are defined by the School as assets with an initial cost of \$ 500 and a useful life of over one year. Donated property and equipment assets are valued at the estimated fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized and depreciated over the remaining useful lives of the related capital assets. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all capital assets is provided on a straight-line basis over the estimated useful lives as follows:

Improvements	10 years
Furniture, equipment, and textbooks	5 - 10 years
Computer equipment	5 years
Audiovisual materials	5 years

**Deferred outflows/inflows of resources:** In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and therefore will *not* be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and therefore will *not* be recognized as an inflow of resources (revenue) until that time. The School does not have any items that qualify for reporting in this category.

**Unearned revenue:** Unearned revenue arises when the School receives resources before it has a legal claim to them.

**Net position:** Net position is classified in three categories. The general meaning of each is as follows:

**Note 2 - Summary of Significant Accounting Policies (continued)**

- Net investment in capital assets - represents the difference between the cost of capital assets, less accumulated depreciation reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets.
- Restricted – consists of net position with constraints placed on their use either by 1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- Unrestricted - indicates that portion of net position that can be used for future operations.

**Fund balance:** The School has implemented the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance classifications to report on the nature and extent to which the School is bound to have constraints on the specific purposes for which amounts in those funds can be spent.

The following classifications describe the relative strength of the spending constraints:

- Nonspendable – amounts that are not in spendable form (such as prepaid items and deposits) or are legally or contractually required to be maintained intact.
- Restricted – amounts constrained to specific purposes by external providers (such as grantors) or imposed by law through constitutional provisions, or by enabling legislation.
- Committed – amounts constrained to specific purposes by formal action of the School itself, using its highest level of decision making authority (i.e., the School Board) through Resolution. To be reported as committed, amounts cannot be used for any other purpose unless the School Board takes the same highest level action (i.e., Resolution) to remove or change the constraint.
- Assigned – amounts the School intends to use for a specific purpose but are neither restricted nor committed. Assignments can be made by the Executive Committee or by an official or body which the School Board delegated the authority at their direction.
- Unassigned – amounts that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the General Fund.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, the School considers restricted funds to have been spent first. When expenditures are incurred for which committed, assigned or unassigned fund balances are available, the School considers amounts to have been spent first out of committed funds, then assigned funds and finally unassigned funds, as needed, unless the School Board or its delegated official or body has provided otherwise in its commitment or assignment actions.

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Revenue sources:** Revenues for operations are received primarily from the Miami-Dade County District School Board pursuant to the funding provisions included in the School's charter. Funding for the School's student population is adjusted during the year to reflect the revised calculations by the Florida Department of Education under the Florida Education Finance Program and the actual weighted full-time equivalent students reported by the School during the designated full-time equivalent student survey periods. In addition, the School receives an annual allocation of charter school capital outlay funds for leasing of school facilities.

**Donated goods and services:** The School receives donated teaching services from the Greek government, as well as donated goods, which are Greek textbooks. These donated services are recorded as contributions and a corresponding expense account at their estimated fair value, while the donated goods are recorded as contributions and their estimated fair value is capitalized. For the year ended June 30, 2018, the School received \$ 172,318 in donated teachers' salaries.

**Income taxes:** The School is a department of a nonprofit corporation whose revenue is derived primarily from other governmental entities. The School is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in these basic financial statements.

**Use of estimates:** 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 reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**Date of management review:** Subsequent events are evaluated by management through September 13, 2018, which is the date the financial statements were available for issuance.

**Note 3 - Deposits**

At June 30, 2018, the carrying amount of the School's deposits and cash on hand totaled \$ 1,232,189 with a bank balance of \$ 1,375,960.

State statutes require, and it is the School's policy, that all deposits be made into, and be held by, financial institutions designated by the treasurer of the State of Florida as qualified public depositories as defined by Chapter 280 of the Florida statutes. This statute requires that every qualified public depository institution maintain eligible collateral to secure the public entity's funds.

The minimum collateral to be pledged by an institution, the collateral eligible for pledge, and reporting requirements of the qualified public depositor to the treasurer is defined by the statute. Collateral is pooled in a multiple qualified public depository institution pool with the ability to assess members of the pool should the need arise. The School's deposits are held in a qualified public depository. They are covered by the collateral pool, as the School has identified itself as a public entity at June 30, 2018.

**Note 4 - Due from Other Governments**

Due from other governments is comprised of amounts due from the Miami-Dade School Board and other as follows:

School recognition award	\$	65,000
Capital outlay		<u>9,503</u>
	\$	<u><u>74,503</u></u>

**Note 5 - Investment in Joint Venture**

The School previously acquired a 17% equity interest in Archimedean Properties, LLC (Notes 7, 10 and 12) which is the entity that owns the property the School's primary campus occupies and leases.

The investment is accounted for using the cost method and recorded as an investment on the government wide financial statements. On the fund financial statements, this amount has been expended under GASB 14, *The Financial Reporting Entity*. The School believes this investment will assist with further expansion of the School. The cost basis of the investment of \$ 1,000,000.

**Note 6 - Capital Assets**

Capital asset balances and activity for the year ended June 30, 2018 are as follows:

	Balance at July 1, 2017	Additions	Retirements	Balance at June 30, 2018
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Capital assets, being depreciated:				
Buildings and improvements	\$ 1,208,300	\$ 101,222	\$ (281)	\$ 1,309,241
Furniture, equipment and textbooks	391,051	28,925	(15,224)	404,752
Computer equipment	231,599	6,209	-	237,808
Audiovisual materials	<u>47,929</u>	<u>-</u>	<u>-</u>	<u>47,929</u>
Total capital assets, being depreciated	<u>1,878,879</u>	<u>136,356</u>	<u>(15,505)</u>	<u>1,999,730</u>
Accumulated depreciation:				
Buildings and improvements	645,472	133,191	(281)	778,382
Furniture, equipment and textbooks	228,045	47,264	(15,224)	260,085
Computer equipment	170,461	37,637	-	208,098
Audiovisual materials	<u>19,695</u>	<u>4,470</u>	<u>-</u>	<u>24,165</u>
Total accumulated depreciation	<u>1,063,673</u>	<u>222,562</u>	<u>(15,505)</u>	<u>1,270,730</u>
Net capital assets	\$ <u><u>815,206</u></u>	\$ <u><u>(86,206)</u></u>	\$ <u><u>-</u></u>	\$ <u><u>729,000</u></u>

**Note 6 - Capital Assets (continued)**

Provision for depreciation was charged to governmental activities as follows:

Instructional support services - maintenance of plant	\$	111,281
Instruction - regular		75,671
Operation of non-instructional services - general administration		17,805
Instructional support services - administrative services		<u>17,805</u>
Total	\$	<u><u>222,562</u></u>

**Note 7 - Related Parties**

As mentioned in Note 1 to the financial statements, the School is a department of Archimedean Academy, Inc. (the "Corporation") and is affiliated with the Middle and the Upper, other departments of the Corporation. The three schools share various costs inherent with operating out of the same facility. In addition, the schools may also advance monies on an interim basis to one another. As a result of these transactions, there remains a net payable to the Middle of \$ 518,434 and a net payable to the Upper of \$ 437,259 as of June 30, 2018. This amount is shown as due to other schools in the amount of \$ 955,693 in the accompanying financial statements.

The School holds a 17% equity interest in Archimedean Properties, LLC (Notes 5, 10 and 12), the School's landlord. At June 30, 2018, the School is owed \$ 161,767 from Archimedean Properties, LLC for certain reimbursable facility costs and this amount is included in due from related party in the accompanying financial statements.

**Note 8 - Notes Payable**

The School previously entered into an agreement to borrow money with Regions Bank in the amount of \$ 550,000. The note requires monthly principal and interest payments of \$ 7,493 through July 2020, at which time all unpaid principal and accrued interest is due. Interest on the note accrues at 3.9% annually. At June 30, 2018, the balance outstanding was \$ 339,738. In addition, this agreement includes certain financial covenants, which have been met at June 30, 2018.

The School previously entered into an agreement to borrow money with Regions Bank in the amount of \$ 282,000. The note requires monthly principal and interest payments of \$ 5,264 through May 2019 at which time all unpaid principal and accrued interest is due. Interest on the note accrues at 4.55% annually. At June 30, 2018, the balance outstanding was \$ 59,730. In addition, this agreement includes certain financial covenants, which have been met at June 30, 2018.



**Note 8 - Notes Payable (continued)**

The activity for notes payable for the year ended June 30, 2018 is as follows:

	Balance July 1, 2017	Additions	Retirements	Balance June 30, 2018	Amount Due Within One Year
Regions Bank Commercial Loan	\$ 414,599	\$ -	\$ 74,861	\$ 339,738	\$ 78,080
Regions Bank	117,338	-	57,608	59,730	59,730
Academica Corporation	8,256	-	8,256	-	-
	<u>\$ 540,193</u>	<u>\$ -</u>	<u>\$ 140,725</u>	<u>\$ 399,468</u>	<u>\$ 137,810</u>

Approximate future payments on the debt are as follows:

Year Ending June 30,	Principal	Interest	Total
2019	\$ 137,800	\$ 13,100	\$ 150,900
2020	81,500	8,700	90,200
2021	180,200	600	180,800
Thereafter	-	-	-
Total	<u>\$ 399,500</u>	<u>\$ 22,400</u>	<u>\$ 421,900</u>

**Note 9 - Contingencies**

**Grants and awards:** The School received financial assistance from federal and local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and may be subject to audit by the grantor agencies. In accordance with Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and the Florida Single Audit Act, the School is not required to conduct "single audits" since the required threshold for both federal awards and state financial assistance is currently \$ 750,000 and the School did not exceed either threshold.

**Donated goods and services:** The School receives a significant in-kind contribution in the form of teachers and textbooks from the Greek government. These contributions are relied upon by the School to help maintain their operational effectiveness. A reduction in donated goods and services could have a significant impact on the operations of the School.

**Post-retirement benefits:** The School does not provide post-retirement benefits to retired employees.

**Note 10 - Leases**

The School leases its campus from Archimedean Properties, LLC, a related party, (Notes 5, 7 and 12) which will expire in June 2037. The School shares its facilities with the Middle and Upper and lease payments are allocated 50% to the School, 25% to the Middle, and 25% to the Upper (Notes 1 and 6). Monthly lease payments for the School under the agreement are approximately \$ 47,000 through the expiration of the lease. The School is also responsible to pay the owners' taxes and insurance costs.

**Note 10 – Leases (continued)**

In addition, the School also leases an additional space for their Kindergarten classes. Monthly lease payments are \$ 7,500 through June 2020.

Total rent expense paid by the School for the year ended June 30, 2018 was approximately \$ 562,000. Lease payments for the campus were at lower amounts for part of the year due to there being construction delays on the facility. Future minimum payments required under the revised operating lease and other leases are approximately as follows:

<u>Year Ending June 30,</u>	<u>School Premises Leases</u>
2019	\$ 654,000
2020	\$ 654,000
2021	\$ 564,000
2022	\$ 564,000
2023	\$ 564,000
2024-2028	\$ 2,820,000
2029-2033	\$ 2,820,000
2034-2037	\$ 2,256,000

**Note 11 - Risk Financing**

The School is exposed to various risks of loss related to torts, thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School places all insurance risk, less nominal deductibles, in the hands of commercial carriers. At the present time, management believes that any claims the School may have are insured and that any expense associated with them will not materially affect the financial position of the School.

REQUIRED SUPPLEMENTARY  
INFORMATION

**Archimedean Academy  
Statement of Revenues and Expenditures -  
Budget and Actual - General Fund  
For the Year Ended June 30, 2018**

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Revenues:</b>			
State sources	\$ 4,771,650	\$ 4,741,606	\$ (30,044)
Local sources	<u>1,428,964</u>	<u>1,759,119</u>	<u>330,155</u>
Total revenues	<u>6,200,614</u>	<u>6,500,725</u>	<u>300,111</u>
<b>Expenditures:</b>			
Current:			
Regular instruction	3,061,624	2,818,518	243,106
Instructional services:			
Pupil personnel services	-	95,759	(95,759)
Instruction and curriculum services	-	68	(68)
Instructional staff training services	-	582	(582)
Instructional-related technology	8,476	3,350	5,126
Administrative services	84,179	132,838	(48,659)
Operation of plant	963,972	1,092,637	(128,665)
Maintenance of plant	210,100	55,624	154,476
Operation of noninstructional services:			
General administration	444,262	358,423	85,839
Board services	19,192	23,877	(4,685)
Fiscal services	85,917	64,466	21,451
Central services	19,259	81,537	(62,278)
Community services	523,968	1,146,244	(622,276)
Food services	426,050	220,792	205,258
Capital outlay:			
Equipment and improvements	-	-	-
Debt service:			
Principal	-	140,725	(140,725)
Interest	<u>33,065</u>	<u>22,073</u>	<u>10,992</u>
Total expenditures	<u>5,880,064</u>	<u>6,257,513</u>	<u>(377,449)</u>
Net change in fund balance	<u>\$ 320,550</u>	<u>\$ 243,212</u>	<u>\$ (77,338)</u>

**Archimedean Academy  
Statement of Revenues and Expenditures -  
Budget and Actual - Special Revenue Fund  
For the Year Ended June 30, 2018**

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	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Revenues:</b>			
Federal sources:			
National School Lunch Program	\$ -	\$ 326,778	\$ 326,778
Total revenues	<u>-</u>	<u>326,778</u>	<u>326,778</u>
<b>Expenditures:</b>			
Food services	<u>-</u>	<u>326,778</u>	<u>(326,778)</u>
Total expenditures	<u>-</u>	<u>326,778</u>	<u>(326,778)</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**OTHER INDEPENDENT  
AUDITOR'S REPORTS**

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

To the Board of Directors  
Archimedean Academy  
A Department of Archimedean Academy, Inc.  
Miami, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Archimedean Academy (the "School"), a department of Archimedean Academy, Inc. and a component unit of the School Board of Miami-Dade County, Florida, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated September 13, 2018.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
September 13, 2018



## INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF DIRECTORS

To the Board of Directors  
Archimedean Academy  
A Department of Archimedean Academy, Inc.  
Miami, Florida

### Report on the Financial Statements

We have audited the financial statements of Archimedean Academy (the "School"), a department of Archimedean Academy, Inc. and a component unit of the School Board of Miami-Dade County, Florida, as of and for the fiscal year ended June 30, 2018, and have issued our report thereon dated September 13, 2018.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.850, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our 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*. Disclosures in that report, which is dated September 13, 2018, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding audit report.

### Official Title

Section 10.854(1)(e)5, Rules of the Auditor General, requires the name or official title of the entity. The official title of the entity is Archimedean Academy.

### Financial Condition and Management

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, requires us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### **Transparency**

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

### **Additional Matters**

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
September 13, 2018