



INDEPENDENT AUDITOR'S REPORT

CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY

REGULAR AUDIT

FOR THE YEAR ENDED JUNE 30, 2014



Dave Yost • Auditor of State

Board of Directors
Cincinnati Leadership Academy
7243 Eastlawn Drive
Cincinnati, Ohio 45237

We have reviewed the *Independent Auditor's Report* of the Cincinnati Leadership Academy, Hamilton County, prepared by Richardson & Associates, LLC, for the audit period July 1, 2013 through June 30, 2014. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Cincinnati Leadership Academy is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

June 30, 2015

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CINCINNATI LEADERSHIP ACADEMY

HAMILTON COUNTY

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INDEPENDENT AUDITOR'S REPORT

Cincinnati Leadership Academy
Hamilton County
7243 Eastlawn Drive
Cincinnati, Ohio 45237

To the Board of Directors:

Report on the Financial Statements

We have audited the accompanying financial statements of the Cincinnati Leadership Academy, Hamilton County, Ohio (the Academy), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Academy's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Academy's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Academy's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

Cincinnati Leadership Academy
Hamilton County
Independent Auditor's Report
For the Year Ended June 30, 2014

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Cincinnati Leadership Academy, Hamilton County, Ohio as of June 30, 2014, and the respective changes in its financial position and its cash flows for the year then ended in accordance with the 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 this presentation to include *Management's discussion and analysis*, listed in the table of contents, to supplement the basic financial statements. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. We applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, consisting of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, to the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not opine or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to opine or provide any other assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2015, on our consideration of the Academy'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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine 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 the Academy's internal control over financial reporting and compliance.

Richardson & Associates, LLC

Richardson & Associates, LLC
Cincinnati, Ohio
March 20, 2015

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CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY
MANAGEMENT DISCUSSION AND ANALYSIS
(UNAUDITED)

The management's discussion and analysis of Cincinnati Leadership Academy's financial performance provides an overall review of the Academy's financial activities for the fiscal year ended June 30, 2014. The intent of this discussion and analysis is to look at the academy's financial performance as a whole; readers should review the basic financial statements and notes to the basic financial statements to enhance their understanding of the Academy's financial performance.

Financial Highlights

- Total net position of the Academy increased \$34,165 in fiscal year 2014. Ending net position of the Academy was \$10,119.
- Total assets decreased \$22,346 from the prior year while total liabilities decreased by \$56,510.
- The Academy's operating loss for fiscal year 2014 was \$582,170 compared with an operating loss of \$593,868 reported for the prior year. Total revenues decreased by \$113,189 while total expenses decreased by \$179,650 over those reported for the prior year.

Using the Basic Financial Statements

This financial report contains the basic financial statements of the Academy, as well as the Management's Discussion and Analysis and Notes to the Basic Financial Statements. The basic financial statements include a Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, and a Statement of Cash Flows. As the Academy reports its operations using enterprise fund accounting, all financial transactions and accounts are reported as one activity, therefore the entity wide and the fund presentations information is the same.

Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position

The statement of net position and the statement of revenues, expenses and changes in net position answer the question, "How did we do financially during the fiscal year?" The statement of net position includes all assets and deferred outflows of resources and all liabilities and deferred inflows of resources, both financial and capital, and short-term and long-term, using the accrual basis of accounting and the economic resources measurement focus, which is similar to the accounting used by most private-sector companies. This basis of accounting takes into account all revenues and expenses during the year, regardless of when the cash is received or paid. This statement reports the Academy's net position; however, in evaluating the overall position and financial viability of the Academy, non-financial information such as the condition of the Academy's property and potential changes in the laws governing charter schools in the State of Ohio will also need to be evaluated.

The statement of revenues, expenses and changes in net position reports the changes in net position. This change in net position is important because it tells the reader that, for the Academy as a whole, the financial position of the Academy has improved or diminished. The causes of this change may be the result of many factors, some financial, some not.

CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY
MANAGEMENT DISCUSSION AND ANALYSIS
(UNAUDITED)

Table I provides a summary of the Academy’s net position for fiscal years 2014 and 2013:

| TABLE I | Governmental Activities | |
|----------------------------|-------------------------|-----------------|
| | June 30 2014 | June 30 2013 |
| Assets | | |
| Current Assets | \$ 113,099 | \$ 127,943 |
| Deposits | 10,000 | 10,000 |
| Capital Assets - Net | 25,067 | 32,569 |
| Total assets | 148,166 | 170,512 |
| Liabilities | | |
| Current Liabilities | 138,048 | 194,558 |
| Non-Current Liabilities | - | - |
| Total liabilities | 138,048 | 194,558 |
| Net Position | | |
| Invested in capital assets | 25,067 | 32,569 |
| Unrestricted | (14,948) | (56,515) |
| Total net position | \$ 10,119 | (\$ 24,046) |

Total net position increased by \$34,165. Cash decreased \$8,570. Intergovernmental receivables decreased \$28,981 mostly due to a reduction in uncollected Title I funds. Accounts receivable consists of \$23,123 in eRate reimbursements received shortly after fiscal year end.

CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY
MANAGEMENT DISCUSSION AND ANALYSIS
(UNAUDITED)

Table 2 shows the changes in net position for fiscal years 2014 and 2013, as well as a listing of revenues and expenses.

TABLE 2

| | June 30 2014 | June 30 2013 |
|-------------------------------|-----------------|-----------------|
| Operating Revenues | | |
| Foundation Payments | \$ 1,477,743 | \$ 1,659,259 |
| Food Services | 60 | |
| Other Revenues | 23,123 | 7,784 |
| | 1,500,926 | 1,667,043 |
| Nonoperating Revenues | | |
| Federal Grants | 447,138 | 548,004 |
| State Grants | 169,197 | 14,418 |
| Contributions and Donations | - | 327 |
| Other Revenues | - | 658 |
| | 616,335 | 563,407 |
| Total revenue | 2,117,261 | 2,230,450 |
| Operating Expenses | | |
| Purchased Services | 1,947,971 | 2,075,563 |
| Materials and Supplies | 65,869 | 121,010 |
| Depreciation (unallocated) | 13,268 | 12,767 |
| Other expenses | 55,988 | 51,571 |
| | 2,083,096 | 2,260,911 |
| Nonoperating Expenses | | |
| Interest | - | 1,835 |
| Total expenses | 2,083,096 | 2,262,746 |
| Change in Net Position | \$ 34,165 | (\$ 32,296) |

Net position increased by \$34,165. Other revenue increased by \$15,339 due to increased eRate reimbursements. Foundation payments decreased by \$181,516 due to a combination of decreased student count and the movement of poverty based assistance to State Grants. Materials and supplies decreased \$55,141 due to decreased spending and availability of federal funds.

CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY
MANAGEMENT DISCUSSION AND ANALYSIS
(UNAUDITED)

Capital Assets

At the end of fiscal year 2014, the Academy had \$25,067 invested in furniture, fixtures, and equipment (net of depreciation). Table 3 shows capital assets (net of depreciation) for fiscal years 2014 and 2013.

TABLE 3

| | 2014 | 2013 |
|-----------------------------------|-----------|-----------|
| Furniture, fixtures and equipment | \$ 10,593 | \$ 15,833 |
| Leasehold Improvements | 14,474 | 16,735 |
| Total Capital Assets | \$ 25,067 | \$ 32,568 |

For more information on capital assets, see Note 5 to the basic financial statements.

Current Financial Issues

Cincinnati Leadership Academy was formed in 2007 under a contract with the Buckeye Community Hope Foundation. During the 2013-2014 school year there were 227 students enrolled in the Academy. The Academy receives its finances mostly from state aid. Foundation payments for fiscal year 2014 amounted to \$1,477,743.

Contacting the Academy's Financial Management

The financial report is designed to provide our citizens with a general overview of the Academy's finances and to show the Academy's accountability for the funds it receives. If you have questions about this report or need additional information, contact Don Ash, Fiscal Officer of Cincinnati Leadership Academy, 2125 University Park Drive, Okemos, MI 48864 or e-mail at don.ash@leonagroup.com.

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**CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY**

STATEMENT OF NET POSITION
JUNE 30, 2014

Assets

Current Assets:

| | | |
|-------------------------------|----|---------|
| Cash and Cash Equivalents | \$ | 11,526 |
| Accounts Receivable | | 23,123 |
| Intergovernmental Receivables | | 63,700 |
| Prepaid Items | | 14,750 |
| <i>Total Current Assets</i> | | 113,099 |

Non-Current Assets:

| | | |
|---------------------------------|--|---------|
| Deposits | | 10,000 |
| Capital Assets: | | |
| Depreciable Capital Assets, Net | | 25,067 |
| <i>Total Non-Current Assets</i> | | 35,067 |
| <i>Total Assets</i> | | 148,166 |

Liabilities

Current Liabilities:

| | | |
|----------------------------------|--|---------|
| Accounts Payable | | 19,667 |
| Accrued Wages Payable | | 95,414 |
| STRS-SERS Payable | | 5,351 |
| Intergovernmental Payable | | 506 |
| Contracts Payable | | 16,785 |
| Deferred Revenue | | 325 |
| <i>Total Current Liabilities</i> | | 138,048 |
| <i>Total Liabilities</i> | | 138,048 |

Net Position

| | | |
|---|--|-----------|
| Invested in Capital Assets, Net of Related Debt | | 25,067 |
| Unrestricted | | (14,948) |
| <i>Total Net Position</i> | | \$ 10,119 |

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

| | |
|--|-------------------------|
| Operating Revenues | |
| Foundation Payments | \$ 1,477,743 |
| Food Services | 60 |
| Other Revenues | <u>23,123</u> |
| <i>Total Operating Revenues</i> | <u>1,500,926</u> |
| Operating Expenses | |
| Purchased Services (Note 11) | \$ 1,947,971 |
| Materials and Supplies | 65,869 |
| Depreciation | 13,268 |
| Other | <u>55,988</u> |
| <i>Total Operating Expenses</i> | <u>2,083,096</u> |
| <i>Operating Loss</i> | <u>(582,170)</u> |
| Non-Operating Revenues and Expenses | |
| Federal Grants | 447,138 |
| State Grants | <u>169,197</u> |
| <i>Total Non-Operating Revenues and Expenses</i> | <u>616,335</u> |
| <i>Change in Net Position</i> | 34,165 |
| <i>Net Position Beginning of Year</i> | <u>(24,046)</u> |
| <i>Net Position End of Year</i> | <u><u>\$ 10,119</u></u> |

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY**

**STATEMENT OF CASH FLOWS
PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

Increase (Decrease) in Cash and Cash Equivalents:

Cash Flows from Operating Activities:

| | |
|---|--------------------|
| Cash Received from State of Ohio | \$ 1,477,833 |
| Cash Received from Other Operating Revenues | 60 |
| Cash Payments to Suppliers for Goods and Services | <u>(2,126,996)</u> |

Net Cash Used for Operating Activities (649,103)

Cash Flows from Noncapital Financing Activities:

| | |
|---|------------|
| Other Non-Operating Revenues | |
| Federal Grants Received | 475,959 |
| State Grants Received | 169,682 |
| Cash Received from Other Non-Operating Revenues | <u>658</u> |

Net Cash Provided by Noncapital Financing Activities 646,299

Cash Flows from Capital and Related Financing Activities:

| | |
|-----------------------------------|----------------|
| Payments for Capital Acquisitions | <u>(5,766)</u> |
|-----------------------------------|----------------|

Net Cash Used for Capital and Related Financing Activities (5,766)

Net Increase in Cash and Cash Equivalents (8,570)

Cash and Cash Equivalents at Beginning of Year 20,096

Cash and Cash Equivalents at End of Year \$ 11,526

(Continued)

**CINCINNATI LEADERSHIP ACADEMY
HAMILTON COUNTY**

STATEMENT OF CASH FLOWS
PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2014
(Continued)

**Reconciliation of Operating Loss to Net
Cash Used by Operating Activities:**

Operating Loss \$ (582,170)

**Adjustments to Reconcile Operating Loss to
Net Cash Used by Operating Activities**

Depreciation 13,268

Changes in Assets and Liabilities:

(Increase)/Decrease in Accounts Receivable (23,123)

(Increase)/Decrease in Prepaid Items 417

Increase/(Decrease) in Accounts Payable (35,017)

Increase/(Decrease) in Intergovernmental Payable 223

Increase/(Decrease) in STRS-SERS Payable (17,562)

Increase/(Decrease) in Accrued Wages Payable 1,947

Increase/(Decrease) in Contracts Payable (7,086)

Total Adjustments (66,933)

Net Cash Provided by Operating Activities \$ (649,103)

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

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**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

1. DESCRIPTION OF THE ACADEMY AND REPORTING ENTITY

Cincinnati Leadership Academy (the Academy) is a nonprofit corporation established pursuant to Ohio Revised Code Chapters 3314 and 1702. The Academy's mission is to provide an atmosphere where students will develop a thirst for learning, creative expression and awareness of new horizons. As a family of learners, students and staff exhibit depth of understanding, acceptance of others, personal integrity and responsibility, and a willingness to exercise leadership in their educational and social interactions. Staff, students and their families are committed to facing the challenges of the new century, believing that there is no problem too complex nor goal too lofty that cannot be mastered. The Academy, which is part of the State's education program, is independent of any school district and is nonsectarian in its programs, admission policies, employment practices, and all other operations. The Academy may acquire facilities as needed and contract for any services necessary for the operation of the Academy.

The Academy was approved for operation under a contract with the Buckeye Community Hope Foundation (the Sponsor) for a period of five years commencing March 7, 2007. The latest renewal was for a one-year period expiring June 30, 2015. The Sponsor is responsible for evaluating the performance of the Academy and has the authority to deny renewal of the contract at its expiration or terminate the contract prior to its expiration.

The Academy operates under the direction of a four member Governing Board. The Governing Board is responsible for carrying out the provisions of the contract which include, but are not limited to, state-mandated provisions regarding student population, curriculum, academic goals, performance standards, admission standards, and qualifications of teachers. The Governing Board controls the Academy's instructional/support facility staffed by fifteen certificated teachers and eleven non-certificated staff who provide services to 227 students.

The Governing Board has entered into a management contract with The Leona Group, LLC (TLG), a for-profit limited liability corporation, for management services and operation of its school. TLG operates the Academy's instructional/support facility, is the employer of record for all personnel and supervises and implements the curriculum. In exchange for its services, TLG receives a capitation fee of 12% of the per pupil expenditures. See details in Note 13.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Academy have been prepared in conformity with generally accepted accounting principles as applied to governmental nonprofit organizations. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Academy's accounting policies are described below.

A. Basis of Presentation

The Academy's basic financial statements consist of a statement of net position, a statement of revenue, expenses, and changes in net position, and a statement of cash flows. Enterprise fund reporting focuses on the determination of the change in net position, financial position, and cash flows.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus and Basis of Accounting

Enterprise accounting uses a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities are included on the statement of net position. The statement of changes in net position presents increases (i.e., revenues) and decreases (i.e., expenses) in net total position. The statement of cash flows provides information about how the Academy finances and meets the cash flow needs of its enterprise activities.

C. Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. The Academy's financial statements are prepared using the accrual basis of accounting.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place.

Non-exchange transactions, in which the Academy receives value without directly giving equal value in return, include grants, entitlements, and donations. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the Academy must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Academy on a reimbursement basis.

Expenses are recognized at the time they are incurred.

D. Budgetary Process

Unlike other public schools located in the state of Ohio, community schools are not required to follow budgetary provisions set forth in Ohio Revised Code Chapter 5705, unless specifically provided in the Academy's contract with its Sponsor. The contract between the Academy and its Sponsor does prescribe an annual budget requirement in addition to preparing a 5-year forecast which is to be updated on an annual basis.

E. Capital Assets

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The Academy maintains a capitalization threshold of \$1,000 for individual purchases of furniture and equipment, land, and buildings, or \$2,500 for aggregate purchases. Software costing more than \$10,000 per application is also capitalized. The Academy does not possess any infrastructure.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Capital Assets (continued)

Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. All reported capital assets except land are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets or over the life of the lease for leasehold improvements. Depreciation is computed using the straight-line method over the following useful lives:

| | |
|-----------------------------------|---------|
| Furniture, Fixtures and Equipment | 7 years |
| EDP Equipment and Software | 3 years |
| Non-EDP Equipment | 6 years |

F. Operating Revenues and Expenses

Operating revenues are those revenues that are generated directly from the primary activities. For the Academy, these revenues are primarily foundation payments. Operating expenses are necessary costs incurred to provide the goods or services that are the primary activity of the Academy. Revenues and expenses not meeting this definition are reported as non-operating.

G. Estimates

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

H. Security Deposit

The Academy entered into a lease for the use of the building for the administration and instruction of the Academy. Based on the lease agreement, a security deposit was required to be paid at the signing of the agreement. This amount, currently totaling \$10,000, is held by the lessor. (See Note 11)

3. DEPOSITS

The Academy has designated two banks for the deposit of its funds. The Academy's deposits consist solely of checking and/or savings accounts at local banks; therefore, the Academy has not adopted a formal investment policy. The Academy's cash is subject to custodial credit risk.

A. Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the Academy's deposits may not be returned to it. The Academy's deposit policy requires that financial institutions be evaluated and only those with an acceptable risk level for custodial risk are used for the Academy's deposits.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

4. RECEIVABLES

Receivables at June 30, 2014, consisted primarily of intergovernmental grants and reimbursements. All receivables are considered collectible in full and will be received within one year.

A summary of the principal items of receivables follows:

| <u>Receivables</u> | <u>Amounts</u> |
|-----------------------|-----------------------------|
| Title I | 24,131 |
| Title I SIG | 7,698 |
| Race to the Top | 9,482 |
| Child Nutrition | 16,672 |
| Title IIa | 17 |
| Casino Tax Revenue | 5,702 |
| eRate Reimbursement | 23,123 |
| Total Receivables | <u><u>\$ 86,824</u></u> |

5. CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2014:

| | <u>Balance 6/30/13</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance 6/30/14</u> |
|------------------------------------|----------------------------|-----------------------|------------------|----------------------------|
| Business-Type Activity | | | | |
| Capital Assets Being Depreciated | | | | |
| Furniture, Fixtures, and Equipment | 35,680 | 1,284 | - | 36,964 |
| Buildings | 62,656 | 4,482 | - | 67,138 |
| Total Capital Assets | | | | |
| Being Depreciated | <u>98,336</u> | <u>5,766</u> | <u>-</u> | <u>104,102</u> |
| Less Accumulated Depreciation: | | | | |
| Furniture, Fixtures, and Equipment | (19,847) | (6,524) | - | (26,371) |
| Buildings | (45,921) | (6,744) | - | (52,664) |
| Total Accumulated Depreciation | <u>(65,768)</u> | <u>(13,268)</u> | <u>-</u> | <u>(79,035)</u> |
| Total Capital Assets | | | | |
| Being Depreciated, Net | <u><u>32,568</u></u> | <u><u>(7,501)</u></u> | <u><u>-</u></u> | <u><u>25,067</u></u> |

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

6. RISK MANAGEMENT

A. Property and Liability

The Academy is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2014, the Academy contracted with Philadelphia Insurance for general liability, property insurance and educational errors and omissions insurance.

Coverage is as follows:

| | |
|--------------------------------------|-------------|
| Educator's Legal Liability: | |
| Part 1, D&O Liability | \$1,000,000 |
| Part 2, Employment Practices | 1,000,000 |
| Aggregate | 2,000,000 |
| General Liability: | |
| Per occurrence | 1,000,000 |
| Aggregate | 2,000,000 |
| Personal and ADV Injury | 1,000,000 |
| Automobile - Hired and Not Owned CSL | 1,000,000 |
| Property: | |
| Personal Property | 250,000 |
| BI | 101,000 |
| Umbrella | 3,000,000 |

Settled claims have not exceeded this commercial coverage in any of the past three years.

B. Workers' Compensation

The Academy pays the State Worker's Compensation System a premium for employee injury coverage. The premium is calculated by multiplying the monthly total gross payroll by a factor that is calculated by the State.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

7. DEFINED BENEFIT PENSION PLANS

A. School Employees Retirement System

The Academy contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple-employer defined benefit pension plan. SERS provides retirement, disability, and survivor benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by state statute per Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That report can be obtained on SERS' website at www.ohsers.org under Employers/Audit Resources.

Plan members are required to contribute 10% of their annual covered salary and [name of your school district] is required to contribute 14% of annual covered payroll. The contribution requirements of plan members and employers are established and may be amended, up to statutory maximum amounts, by the SERS' Retirement Board. The Retirement Board acting with the advice of the actuary, allocates the employer contribution rate among four of the funds (Pension Trust Fund, Death Benefit Fund, Medicare B Fund, and Health Care Fund) of the System. For fiscal year ending June 30, 2014, the allocation to pension and death benefits is 13.10%. The remaining .90% of the 14% employer contribution rate is allocated to the Health Care and Medicare B Funds. The School District's contributions to SERS for the years ended June 30, 2014, and 2013 were \$17,800, and \$26,688 respectively, which equaled the required contributions each year.

B. State Teachers Retirement System of Ohio

State Teachers Retirement System of Ohio (STRS Ohio) is a cost-sharing, multiple-employer public employee retirement system.

STRS Ohio is a statewide retirement plan for licensed teachers and other faculty members employed in the public schools of Ohio or any school, community school, college, university, institution or other agency controlled, managed and supported, in whole or in part, by the state or any political subdivision thereof.

New members have a choice of three retirement plan options. In addition to the Defined Benefit (DB) Plan, new members are offered a Defined Contribution (DC) Plan and a Combined Plan. The DC Plan allows members to allocate all their member contributions and employer contributions equal to 10.5% of earned compensation among various investment choices. The Combined Plan offers features of the DC Plan and the DB Plan. In the Combined Plan, member contributions are allocated to investment choices by the member, and employer contributions are used to fund a defined benefit payment at a reduced level from the regular DB Plan. Contributions into the DC Plan and the Combined Plan are credited to member accounts as employers submit their payroll information to STRS Ohio, generally on a biweekly basis.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

7. DEFINED BENEFIT PENSION PLANS (continued)

B. State Teachers Retirement System of Ohio (continued)

DC and Combined Plan members transfer to the DB Plan during their fifth year of membership unless they permanently select the DC or Combined Plan.

DB Plan Benefits Benefits are established under Chapter 3307 of the Revised Code. Any member may retire who has (i) five years of service credit and attained age 60; (ii) 25 years of service credit and attained age 55; or (iii) 30 years of service credit regardless of age. The annual retirement allowance, payable for life, is the greater of the “formula benefit” or the “money-purchase benefit” calculation. Under the “formula benefit,” the retirement allowance is based on years of credited service and final average salary, which is the average of the member’s three highest salary years.

The annual allowance is calculated by using a base percentage of 2.2% multiplied by the total number of years of service credit (including Ohio-valued purchased credit) times the final average salary. The 31st year of earned Ohio service credit is calculated at 2.5%. An additional one-tenth of a percent is added to the calculation for every year of earned Ohio service over 31 years (2.6% for 32 years, 2.7% for 33 years and so on) until 100% of final average salary is reached. For members with 35 or more years of Ohio contributing service, the first 30 years will be calculated at 2.5% instead of 2.2%. Under the “money-purchase benefit” calculation, a member’s lifetime contributions plus interest at specified rates are matched by an equal amount from other STRS Ohio funds. This total is then divided by an actuarially determined annuity factor to determine the maximum annual retirement allowance.

DC Plan Benefits Benefits are established under Sections 3307.80 to 3307.89 of the Revised Code. For members who select the DC Plan, all member contributions and employer contributions at a rate of 10.5% are placed in an investment account. The member determines how to allocate the member and employer money among various investment choices. A member is eligible to receive a retirement benefit at age 50 and termination of employment. The member may elect to receive a lifetime monthly annuity or a lump-sum withdrawal. Employer contributions into members’ accounts are vested after the first anniversary of the first day of paid service. Members in the DC Plan who become disabled are entitled only to their account balance. If a member dies before retirement benefits begin, the member’s designated beneficiary is entitled to receive the member’s account balance.

Combined Plan Benefits member contributions are allocated by the member, and employer contributions are used to fund a defined benefit payment. A member’s defined benefit is determined by multiplying 1% of the member’s final average salary by the member’s years of service credit. The defined benefit portion of the Combined Plan payment is payable to a member on or after age 60. The defined contribution portion of the account may be taken as a lump sum or converted to a lifetime monthly annuity at age 50.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

7. DEFINED BENEFIT PENSION PLANS (continued)

B. State Teachers Retirement System of Ohio (continued)

A retiree of STRS Ohio or another Ohio public retirement system is eligible for reemployment as a teacher following the elapse of two months from the date of retirement. Contributions are made by the reemployed member and employer during the reemployment. Upon termination of reemployment or age 65, whichever comes later, the retiree is eligible for an annuity benefit or equivalent lump-sum payment in addition to the original retirement allowance. A reemployed retiree may alternatively receive a refund of only member contributions with interest before age 65, once employment is terminated. Benefits are increased annually by 3% of the original base amount for DB Plan participants.

The DB and Combined Plans offer access to health care coverage to eligible retirees who participated in the plans and their eligible dependents. Coverage under the current program includes hospitalization, physicians' fees, prescription drugs and partial reimbursement of monthly Medicare Part B premiums. By Ohio law, health care benefits are not guaranteed.

A DB or Combined Plan member with five or more years' credited service who becomes disabled may qualify for a disability benefit. Eligible spouses and dependents of members who die before retirement may qualify for survivor benefits. A death benefit of \$1,000 is payable to the beneficiary of each deceased retired member who participated in the DB Plan. Death benefit coverage up to \$2,000 can be purchased by participants in the DB, DC or Combined Plans. Various other benefits are available to members' beneficiaries.

Chapter 3307 of the Revised Code provides statutory authority for member and employer contributions. Contribution rates are established by the State Teachers Retirement Board, upon recommendations of its consulting actuary, not to exceed statutory maximum rates of 14% for members and 14% for employers. Contribution requirements and the contributions actually made for the fiscal year ended June 30, 2014, were 11% of covered payroll for members and 14% for employers. The Academy's required contributions for pension obligations to STRS Ohio for the fiscal years ended June 30, 2014, and 2013 were \$80,933, and \$79,362, respectively; 100% has been contributed for all years. Member and employer contributions actually made for DC and Combined Plan participants will be provided upon written request.

Additional information or copies of STRS Ohio's 2014 Comprehensive Annual Financial Report can be requested by writing to STRS Ohio, 275 E. Broad St., Columbus, OH 43215-3771, by calling toll-free 1-888-227-7877, or by visiting the STRS Ohio website at www.strsoh.org.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

8. POSTEMPLOYMENT BENEFITS

A. School Employee Retirement System

In addition to a cost-sharing multiple-employer defined benefit pension plan the School Employees Retirement System of Ohio (SERS) administers two postemployment benefit plans.

The Medicare Part B plan reimburses Medicare Part B premiums paid by eligible retirees and beneficiaries as set forth in Ohio Revised Code (ORC) 3309.69. Qualified benefit recipients who pay Medicare Part B premiums may apply for and receive a monthly reimbursement from SERS. The reimbursement amount is limited by statute to the lesser of the January 1, 1999 Medicare Part B premium or the current premium. The Medicare Part B monthly premium for calendar year 2014 was \$104.90 for most participants, but could be as high as \$335.70 per month depending on their income. SERS' reimbursement to retirees was \$45.50. The Retirement Board, acting with the advice of the actuary, allocates a portion of the current employer contribution rate to the Medicare B Fund. For fiscal year 2014, the actuarially required allocation is .76%. The Academy's contributions for the years ended June 30, 2014, 2013, and 2012 were \$1,032, \$1,508, and \$1,016 respectively, which equaled the required contributions each year.

ORC 3309.375 and 3309.69 permit SERS to offer health care benefits to eligible retirees and beneficiaries. SERS' Retirement Board reserves the right to change or discontinue any health plan or program. SERS offers several types of health plans from various vendors, including HMOs, PPOs, Medicare Advantage and traditional indemnity plans. A prescription drug program is also available to those who elect health coverage. SERS employs two third-party administrators and a pharmacy benefit manager to manage the self-insurance and prescription drug plans, respectively.

The ORC provides the statutory authority to fund SERS' postemployment benefits through employer contributions. Active members do not make contributions to the postemployment benefit plans. The Health Care Fund was established under, and is administered in accordance with Internal Revenue Code 105(e).

Each year after the allocation for statutorily required benefits, the Retirement Board allocates the remainder of the employer 14% contribution to the Health Care Fund. For the year ended June 30, 2014, the health care allocation is .14%. An additional health care surcharge on employers is collected for employees earning less than an actuarially determined minimum compensation amount, pro-rated according to service credit earned. Statutes provide that no employer shall pay a health care surcharge greater than 2% of that employer's SERS-covered payroll; nor may SERS collect in aggregate more than 1.5% of the total statewide SERS-covered payroll for the health care surcharge. For fiscal year 2014, the minimum compensation level was established at \$20,250. The surcharge, added to the unallocated portion of the 14% employer contribution rate is the total amount assigned to the Health Care Fund. The Academy's contributions assigned to health care for the years ended June 30, 2014, 2013, and 2012 were \$3,761, \$2,389, and \$2,152 respectively.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

8. POSTEMPLOYMENT BENEFITS (continued)

A. School Employee Retirement System (continued)

The SERS Retirement Board establishes the rules for the premiums paid by the retirees for health care coverage for themselves and their dependents or for their surviving beneficiaries. Premiums vary depending on the plan selected, qualified years of service, Medicare eligibility, and retirement status. The financial reports of SERS' Health Care and Medicare B plans are included in its Comprehensive Annual Financial Report. The report can be obtained on SERS' website at www.ohsers.org under Employers/Audit Resources.

B. State Teachers Retirement System

STRS Ohio administers a pension plan that is comprised of: a Defined Benefit Plan, a self-directed Defined Contribution Plan, and a Combined Plan that is a hybrid of the Defined Benefit Plan and the Defined Contribution Plan.

Ohio law authorizes STRS Ohio to offer a cost-sharing, multiple-employer health care plan. STRS Ohio provides access to health care coverage to eligible retirees who participated in the Defined Benefit or Combined Plans. Coverage under the current program includes hospitalization, physicians' fees, prescription drugs and reimbursement of monthly Medicare Part B premiums.

Pursuant to Chapter 3307 of the Revised Code, the Retirement Board has discretionary authority over how much, if any, of the associated health care costs will be absorbed by STRS Ohio. All health care plan enrollees, for the most recent year, pay a portion of the health care costs in the form of a monthly premium.

STRS Ohio issues a stand-alone financial report. Interested parties can view the most recent Comprehensive Annual Financial Report by visiting www.strsoh.org or by requesting a copy by calling toll-free 1-888-227-7877.

Under Ohio law, funding for post-employment health care may be deducted from employer contributions. Of the 14% employer contribution rate, 1% of covered payroll was allocated to post-employment health care for the years ended June 30, 2014, 2013, and 2012. The 14% employer contribution rate is the maximum rate established under Ohio law.

The Academy's contributions for health care for the fiscal years ended June 30, 2014, 2013, and 2012 were \$6,226, \$6,105, and \$5,780 respectively. 100% has been contributed for all years.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

9. CONTINGENCIES

A. Grants

The Academy received financial assistance from federal and state 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 are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Academy at June 30, 2014.

B. State Funding

The Ohio Department of Education reviews enrollment data and full time equivalency (FTE) calculations made by the schools. These reviews ensure the schools are reporting accurate student enrollment data to the State, upon which state foundation funding is calculated.

The Ohio Department of Education (ODE) has identified several community schools and/or STEM schools that made critical data errors between the June payment and the Final #1 payment. As a result, ODE will be running a Final #2 foundation report for community schools and STEM schools for fiscal year 2014. As of the date of this report, a final list of schools impacted and amounts are not yet available, but ODE believes this will result in receivables to the schools affected

10. PURCHASED SERVICE EXPENSES

For the period ended June 30, 2014, purchased service expenses were payments for services rendered by various vendors, as follows:

| | |
|---|---------------------|
| Salaries | \$ 765,802 |
| Fringe Benefits | 264,139 |
| Other Professional and Technical Services | 161,346 |
| The Leona Group, LLC. | 251,297 |
| Legal | 180 |
| Buckeye Community Hope Foundation | 48,334 |
| Cleaning Services | 29,193 |
| Repairs and Maintenance | 16,065 |
| Facilities Rental | 157,167 |
| Other rentals and leases | 5,424 |
| Communications | 27,374 |
| Advertising | 8,385 |
| Utilities | 56,025 |
| Contracted Food Services | 154,515 |
| Pupil Transportation | 2,725 |
| Total Purchased Services | <u>\$ 1,947,971</u> |

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

11. OPERATING LEASES

The Academy has entered into a lease for the period August 1, 2007 through July 31, 2012 with Our Mother of Sorrows Catholic Church. On July 31, 2012 the lease was amended to extend it through July 31, 2013, and on May 1, 2013, the lease was amended to extend it through July 31, 2016. Payments made totaled \$157,167 for the fiscal period. There is no option to extend the lease beyond the current termination date.

The following is a schedule of the future minimum payments required under the operating leases as of June 30, 2014.

| Fiscal Year Ending June 30, | <u>Facility Lease</u> |
|------------------------------|-----------------------|
| 2015 | 144,000 |
| 2016 | 144,000 |
| 2017 | 12,000 |
| Total minimum lease payments | <u>\$ 300,000</u> |

12. NOTES PAYABLE

There was no debt activity during 2014.

13. RELATED PARTY TRANSACTIONS/MANAGEMENT AGREEMENT

The Academy entered into a five-year contract, effective March 15, 2007 through June 30, 2012, with The Leona Group, LLC for educational management services for all of the management, operation, administration, and education at the Academy. On March 15, 2010, the agreement was extended for an additional year through June 30, 2013, and is currently operating on an automatic renewal concurrent with the contract with the Authorizer. In exchange for its services, TLG receives a capitation fee of 12% of the per pupil expenditures. The amount paid to TLG for fiscal period 2014 totaled \$251,297. Terms of the contracts require TLG to provide the following:

- A. implementation and administration of the Educational Program;
- B. management of all personnel functions, including professional development;
- C. operation of the school building and the installation of technology integral to school design;
- D. all aspects of the business administration of the Academy;
- E. the provision of food service for the Academy; and
- F. any other function necessary or expedient for the administration of the Academy.

**CINCINNATI LEADERSHIP ACADEMY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

13. RELATED PARTY TRANSACTIONS/MANAGEMENT AGREEMENT (continued)

Also, there are expenses that are billed to the Academy based on the actual costs incurred for the Academy by The Leona Group, LLC. These expenses include salaries of The Leona Group, LLC. employees working at the Academy and other costs related to providing educational and administrative services.

| | |
|----------------------------------|-------------|
| Expenses | 2014 |
| Salaries | \$765,802 |
| Benefits | 264,139 |
| Other Professional and Technical | 19,841 |
| Communications | 33 |
| Advertising | 1,766 |
| Contracted Food Service | 1,408 |
| Total | \$1,052,989 |

At June 30, 2014, the Academy owed The Leona Group, LLC \$16,785. The following is a schedule of amounts due to The Leona Group, LLC.:

| | |
|-----------------|-----------|
| | Amount |
| Management Fees | \$ 7,595 |
| Miscellaneous | 9,190 |
| Total Expenses | \$ 16,785 |

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Cincinnati Leadership Academy
Hamilton County
7243 Eastlawn Drive
Cincinnati, Ohio 45237

To the Board of Directors:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the Cincinnati Leadership Academy, Hamilton County, Ohio, (the Academy) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Academy's basic financial statements and have issued our report thereon dated March 20, 2015.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Academy's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Academy's internal control. Accordingly, we have not opined on it.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. *A material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Academy's financial statements. *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 internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Compliance and Other Matters

As part of reasonably assuring whether the Academy's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under Government Auditing Standards.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Academy's internal control or on compliance. This report is an integral part of an audit performed under Government Auditing Standards in considering the Academy's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Richardson & Associates, LLC

Richardson & Associates, LLC
Cincinnati, Ohio
March 20, 2015

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURE

Cincinnati Leadership Academy
Hamilton County
7243 Eastlawn Drive
Cincinnati, Ohio 45237

To the Board of Directors:

Ohio Rev. Code Section 117.53 states “the auditor of state shall identify whether the school district or community school has adopted an anti-harassment policy in accordance with Section 3313.666 of the Revised Code. This determination shall be recorded in the audit report. The auditor of state shall not prescribe the content or operation of any anti-harassment policy adopted by a school district or community school.”

Accordingly, we have performed the procedure enumerated below, which was agreed to by the Board, solely to assist the Board in evaluating whether Impact Academy has updated its anti-harassment policy in accordance with Ohio Rev. Code Section 3313.666. Management is responsible for complying with this requirement. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of this procedure is solely the responsibility of the Board. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

1. Cincinnati Leadership Academy has adopted an anti-bullying policy that is in "Full compliance" with the additional agreed-upon procedures including "violence in dating", harassment on a school bus, and electronic means revisions that has been added since 2012.

Ohio Rev. Code Section 3313.666 required the School to amend its policy accordingly.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance with the anti-harassment policy. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board and the Center's sponsor, is not intended to be, and should not be used by anyone other than these specified parties.

Richardson & Associates, LLC

Richardson & Associates, LLC
Cincinnati, Ohio
March 20, 2015



Dave Yost • Auditor of State

CINCINNATI LEADERSHIP ACADEMY

HAMILTON COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
JULY 14, 2015**