



Dave Yost • Auditor of State

**COLUMBUS COLLEGIATE ACADEMY
FRANKLIN COUNTY**

TABLE OF CONTENTS

TITLE	PAGE
Independent Auditor's Report	1
Management's Discussion and Analysis.....	3
Basic Financial Statements:	
Statement of Net Position	7
Statement of Revenues, Expenses and Changes in Net Position.....	8
Statement of Cash Flows	9
Notes to the Basic Financial Statements	11
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required By <i>Government Auditing Standards</i>	25
Independent Accountant's Report on Applying Agreed Upon Procedures	27

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Dave Yost • Auditor of State

INDEPENDENT AUDITOR'S REPORT

Columbus Collegiate Academy
Franklin County
1469 East Main Street
Columbus, Ohio 43205

To the Board of Directors:

Report on the Financial Statements

We have audited the accompanying financial statements of Columbus Collegiate Academy, Franklin County, Ohio, (the School) as of and for the year ended June 30, 2013, 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 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 School'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 School'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 overall financial statement presentation.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Columbus Collegiate Academy, Franklin County, Ohio, as of June 30, 2013, and the 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 February 10, 2014, 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. 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 School's internal control over financial reporting and compliance.



Dave Yost
Auditor of State
Columbus, Ohio

February 10, 2014

**Columbus Collegiate Academy
Franklin County**

Management's Discussion and Analysis
For the Year Ended June 30, 2013
(Unaudited)

The discussion and analysis of Columbus Collegiate Academy's (the School) financial performance provides an overall review of the financial activities for the fiscal year ended June 30, 2013. The intent of this discussion and analysis is to look at the School's financial performance as a whole. Readers should also review the basic financial statements and the notes to the basic financial statements to enhance their understanding of the School's financial performance.

The Management's Discussion and Analysis (MD&A) is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999. Certain comparative information between the current year and the prior year is required to be presented, and is presented in the MD&A.

Financial Highlights

Key financial highlights for the Columbus Collegiate Academy during fiscal year 2013 are as follows:

- Total net position of the School decreased \$26,041 in fiscal year 2013. Ending net position of the School was \$212,272 compared to \$238,313 at June 30, 2012.
- Total assets increased \$27,876 from the prior year and total liabilities increased by \$53,917 from the prior year.
- The School's operating loss for fiscal year 2013 was \$436,402 compared with an operating loss of \$390,253 reported for the prior year.

Using this Financial Report

This financial report contains the basic financial statements of the School, 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 School 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

The Statement of Net Position answers the question, "How did we do financially during the fiscal year?" This statement includes all assets and liabilities, both financial and capital, and short-term and long-term, using the accrual basis of accounting and the economic resources 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.

**Columbus Collegiate Academy
Franklin County**

Management's Discussion and Analysis
For the Year Ended June 30, 2013
(Unaudited)

This statement reports the School's net position; however, in evaluating the overall position and financial viability of the School, non-financial information such as the condition of the School's property and potential changes in the laws governing charter schools in the State of Ohio will also need to be evaluated.

Table 1 provides a summary of the School's net position for fiscal year 2013 compared to those reported for fiscal year 2012.

Table 1
Net Position

	2013	2012
Assets:		
Current Assets	\$ 250,513	\$ 183,648
Capital Assets, Net	44,760	83,749
Total Assets	295,273	267,397
Liabilities		
Current Liabilities	83,001	29,084
Total Liabilities	83,001	29,084
Net Position:		
Net Investment in Capital Assets	44,760	83,749
Restricted	14,505	5,975
Unrestricted	153,007	148,589
Total Net Position	\$ 212,272	\$ 238,313

Current Assets increased significantly in comparison with the prior fiscal year. This increase is the result of an increase in intergovernmental receivable due to an increase in federal grants, coupled with an increase in prepaid assets due to rent credits received related to building roof repairs.

Capital Assets, Net and Net Investment in Capital Assets both decreased significantly in comparison with the prior fiscal year. These decreases both represents the amount in which current year depreciation expense exceeded current year acquisitions.

Total Liabilities increased significantly over those reported one year ago. This increase is the result of increases in salary and salary-related benefit accruals and loans payable. Salary and salary-related benefits accruals increased because the School hired additional staff due to increased enrollment. Loans payable increased because the School had to borrow funds to pay for necessary roof repairs.

**Columbus Collegiate Academy
Franklin County**

Management's Discussion and Analysis
For the Year Ended June 30, 2013
(Unaudited)

The net position reported for fiscal year 2013 decreased by \$26,041 to \$212,272. Table 2 demonstrates the details of this decrease.

Table 2
Change in Net Position

	2013	2012
Operating Revenues:		
Foundation Payments	\$ 1,206,404	\$ 1,009,611
Charges for Services	61,712	80,000
Other Unrestricted Grants-in-Aid	3,954	-
Non Operating Revenues:		
State and Federal Grants	363,938	276,369
Local Grants and Contributions	54,604	58,128
Total Revenues	1,690,612	1,424,108
Operating Expenses:		
Salaries & Wages	838,807	727,289
Fringe Benefits	229,272	164,774
Purchased Services	492,620	463,623
Materials and Supplies	91,286	64,862
Depreciation	41,674	47,487
Other Expenses	14,813	11,829
Non-Operating Expenses		
Interest Expense	8,181	-
Total Expenses	1,716,653	1,479,864
Change in Net Position	(26,041)	(55,756)
Net Position, Beginning of Year	238,313	294,069
Net Position, End of Year	\$ 212,272	\$ 238,313

Foundation Payments, State and Federal Grants, and Total Expenses all increased significantly in comparison with the prior fiscal year as a result of a higher student enrollment, increasing from 158 students in 2012 to 186 students in 2013.

**Columbus Collegiate Academy
Franklin County**

Management's Discussion and Analysis
For the Year Ended June 30, 2013
(Unaudited)

Capital Assets

At the end of fiscal year 2013, the School had \$44,760 invested in furniture and equipment, a \$38,989 decrease in comparison with the prior year. This decrease represents the amount in which current year depreciation of \$41,674 exceeded current year acquisition of \$2,685. See Note 5 of the basic financial statements for additional details.

Debt

During fiscal year 2013, the School entered into a loan agreement with Huntington Bank (4.28% interest loan) for \$200,000. As of June 30, 2013 the School had drawn down \$76,476. The School paid \$52,324 in principal payments during the year, leaving an outstanding balance of \$24,152 at fiscal year-end. See Note 15 of the basic financial statements for additional details.

Budgetary

Unlike other public schools located in the State of Ohio, community schools are not required to follow the budgetary provisions set forth in the Ohio Revised Code Chapter 5705 unless specifically provided in the School's contract with its Sponsor. The School does provide an annual budget in addition to five-year forecasts in October and May of each fiscal year according to its Sponsor agreement.

Current Financial Issues

The future financial stability of the School is not without challenges. However, the significant increase in student enrollment for the 2013 fiscal year has dramatically improved the financial health projections for the School. There will continue to be other challenges outside of the School's control (i.e. – the economy, the state budget). Since the primary source of funding is the state foundation program, an economic slowdown in the state could result in budgetary cuts to education, which would have a negative impact on the School.

Contacting the School

This financial report is designed to provide a general overview of the finances of the Columbus Collegiate Academy and to show the School's accountability for the monies it receives to all vested and interested parties, as well as meeting the annual reporting requirements of the State of Ohio. Any questions about the information contained within this report or requests for additional financial information should be directed to the Treasurer of the Columbus Collegiate Academy, 1469 East Main Street, Columbus, Ohio 43205.

**COLUMBUS COLLEGIATE ACADEMY
FRANKLIN COUNTY**

**STATEMENT OF NET POSITION
AS OF JUNE 30, 2013**

Assets:

Current Assets	
Cash and Cash Equivalents	\$ 190,056
Intergovernmental Receivables	38,640
Prepaid Assets	<u>21,817</u>
Total Current Assets	<u>250,513</u>
Noncurrent Assets	
Capital Assets, Net of Accumulated Depreciation	<u>44,760</u>
Total Noncurrent Assets	<u>44,760</u>
Total Assets	<u><u>\$ 295,273</u></u>

Liabilities:

Current Liabilities	
Accounts Payable	\$ 12,241
Accrued Wages and Benefits	28,496
Intergovernmental Payable	18,112
Loan Payable	<u>24,152</u>
Total Current Liabilities	<u>83,001</u>
Total Liabilities	<u>83,001</u>

Net Position:

Net Investment in Capital Assets	44,760
Restricted	14,505
Unrestricted	<u>153,007</u>
Total Net Position	<u>212,272</u>
Total Liabilities and Net Position	<u><u>\$ 295,273</u></u>

See accompanying notes to the basic financial statements.

**COLUMBUS COLLEGIATE ACADEMY
FRANKLIN COUNTY**

STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

Operating Revenues:	
Foundation Payments	\$ 1,206,404
Charges for Services	61,712
Other Unrestricted Grants-in-Aid	3,954
Total Operating Revenues	1,272,070
 Operating Expenses:	
Salaries & Wages	838,807
Fringe Benefits	229,272
Purchased Services	492,620
Materials and Supplies	91,286
Depreciation	41,674
Other Expenses	14,813
Total Operating Expenses	1,708,472
Operating Income (Loss)	(436,402)
 Non-Operating Revenues (Expenses):	
Federal Grants	361,686
State Grants	2,252
Local Grants and Contributions	54,604
Interest Expense	(8,181)
Total Non-Operating Revenues (Expenses)	410,361
Change in Net Position	(26,041)
Net Position Beginning of Year	238,313
Net Position End of Year	\$ 212,272

See accompanying notes to the basic financial statements.

**COLUMBUS COLLEGIATE ACADEMY
FRANKLIN COUNTY**

STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

Cash Flows from Operating Activities:	
Cash Received from State of Ohio	\$ 1,210,358
Cash Payments to Employees for Services and Benefits	(1,046,609)
Cash Payments to Suppliers for Goods and Services	(613,134)
Cash Received from Customers	61,712
Net Cash Used for Operating Activities	<u>(387,673)</u>
Cash Flows from Noncapital Financing Activities:	
Federal and State Grants	330,211
Local Grants and Contributions	54,604
Cash Received from Loan	76,476
Cash Payment for Loan Principal	(52,324)
Cash Payment for Loan Interest	(8,181)
Net Cash from Noncapital Financing Activities	<u>400,786</u>
Net Increase (Decrease) in Cash and Cash Equivalents	13,113
Cash and Cash Equivalents at Beginning of Year	176,943
Cash and Cash Equivalents at End of Year	<u>\$ 190,056</u>
Reconciliation of Operating Income (Loss) to Net Cash Used for Operating Activities:	
Operating Income (Loss)	\$ (436,402)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Used for Operating Activities:	
Depreciation	41,674
Changes in Assets and Liabilities:	
Intergovernmental Receivable	(5,949)
Prepaid Assets	(15,622)
Accounts Payable	1,934
Intergovernmental Payable	10,542
Accrued Wages and Benefits Payable	16,150
Net Cash Used for Operating Activities	<u>\$ (387,673)</u>

Capital asset acquisitions totaling \$2,685 are included in accounts payable at fiscal year-end.

See accompanying notes to the basic financial statements.

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COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013

1. Description of the School and Reporting Entity:

Columbus Collegiate Academy (the School), is a nonprofit corporation established pursuant to Ohio Revised Code Chapters 3314 and 1702 to address the needs of students in grades 6 through 8. The School, which is part of the State's education program, is independent of any school district and is non sectarian in its programs, admission policies, employment practices, and all other operations. The School may sue and be sued, acquire facilities as needed, and contract for any services necessary for the operation of the School.

The School had one fiscal service provider during the fiscal year, Mangen & Associates, and The Thomas B. Fordham Foundation was the School's sponsor. The Sponsor is responsible for evaluating the performance of the School and has the authority to deny renewal of the contract at its expiration or terminate the contract prior to its expiration.

The School operates under the direction of a nine-member Board of Trustees (the Board). The 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 Board controls the School's instructional/support facility staffed by 7 non-certified and 15 certificated full time teaching personnel who provide services to 186 students.

The School has a service agreement with Mangen & Associates to provide certain financial and accounting services, including performing all duties required of the Treasurer of the School. See Note 11 for more information.

2. Summary of Significant Accounting Policies:

The financial statements of the School have been prepared in conformity with accounting principles generally accepted in the United States of America 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 School's accounting policies are described below.

A. Basis of Presentation

Enterprise accounting is used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

2. Summary of Significant Accounting Policies (Continued):

B. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise accounting uses a flow of economic resources measurement focus. With this measurement focus, all assets and deferred outflows of resources and all liabilities and deferred inflows of resources are included on the Statement of Net Position. The difference between total assets and deferred outflows of resources and liabilities and deferred inflows of resources is defined as net position. The Statement of Revenues, Expenses and Changes in Net Position present increases (i.e., revenues) and decreases (i.e., expenses) in net total position.

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made.

The accrual basis of accounting is utilized for reporting purposes. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

C. 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 Rev. Code Section 5705, unless specifically provided in the School's contract with its Sponsor. The contract between the School and its Sponsor does prescribe an annual budget requirement in addition to preparing a five-year forecast which is to be updated on an annual basis.

D. Cash and Cash Equivalents

All monies received by the School are maintained in a demand deposit account. For internal accounting purposes, the School segregates its cash into separate funds.

E. Prepaid Assets

Payments made to vendors for services that will benefit periods beyond fiscal year-end are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of purchase and an expense is reported in the year which services are consumed.

F. Capital Assets

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the fiscal year. Donated capital assets are recorded at their fair market values as of the date received. The School does not possess any infrastructure. The School maintains a capitalization threshold of \$500. Improvements are capitalized. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

2. Summary of Significant Accounting Policies (Continued):

All reported capital assets are depreciated. Improvements to capital assets are depreciated over the remaining useful life of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimate Life</u>
Furniture and Equipment	5 years

G. 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 so will not be recognized as an outflow of resources (expense) until then. The School did not have any deferred outflows of resources at fiscal year-end.

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 so will not be recognized as an inflow of resources (revenue) until that time. The School did not have any deferred inflows of resources at fiscal year-end.

H. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from these estimates.

I. Intergovernmental Revenues

The School is a participant in the State Foundation Program. In addition, the State distributes among all public schools, a percentage of proceeds received from the tax on gross casino revenue, to be used to support primary and secondary education. Foundation funding and casino revenues are both recognized as operating revenues in the accounting period in which they are earned, essentially the same as the fiscal year received. Federal and state grants and entitlements are recognized as non-operating revenues in the accounting period in which all eligibility requirements of the grants have been met.

J. Operating and Non-Operating Revenues and Expenses

Operating revenues are those revenues that are generated directly by the School's primary mission. For the School, operating revenues include revenues paid through the State Foundation Program, Other Unrestricted Grants-in-Aid, and Charges for Services. Operating expenses are necessary costs incurred to support the School's primary mission, including salaries, benefits, purchased services, materials and supplies, depreciation and other.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

2. Summary of Significant Accounting Policies (Continued):

Non-operating revenues and expenses are those that are not generated directly by the School's primary mission. Various federal and state grants, interest earnings and expense, if any, and contributions comprise the non-operating revenues and expenses of the School.

K. Accrued Liabilities Payable

The School has recognized certain liabilities on its Statement of Net Position relating to expenses, which are due but unpaid as of fiscal year-end, including:

Wages and Benefits payable – salary payments made after year-end to instructional and support staff for services rendered prior to the end of June, but whose payroll continues into the summer months based on the fiscal year 2013 contract.

Accounts payable – payments due for services or goods that were rendered or received during fiscal year 2013.

Intergovernmental payable - payments made after year-end for the Schools' share of retirement contributions, Medicare and Workers' Compensation associated with services rendered during the fiscal year.

L. Unearned Revenue

If the School receives restricted funds that were not spent by the end of the fiscal year, the amount received is classified as unearned revenue and is carried over to the next fiscal year and repaid if not spent.

M. Federal Tax Exemption Status

The School is a non-profit organization that has been determined by the Internal Revenue Service to be exempt from federal income taxes as a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue Code.

N. Net Position

Net position represents the difference between total assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net Investment in Capital Assets consists of capital assets, net of accumulated depreciation. Net position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The School applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

3. Deposits and Investments:

At June 30, 2013, the carrying amount of the School's deposits was \$190,056 and the bank balance was \$209,967. The School's entire bank balance was covered by the Federal Deposit Insurance Corporation (FDIC). Although all statutory requirements for the deposit of public money had been followed, noncompliance with federal requirements could potentially subject the School to a successful claim by the FDIC.

The School has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the School or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be a least 105% of the deposits being secure.

4. Intergovernmental Receivables:

All intergovernmental receivables are considered collectible in full due to the stable condition of State programs. Intergovernmental receivables at year-end represent federal grants.

5. Capital Assets:

Capital asset activity for the fiscal year ended June 30, 2013 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital Assets:				
Furniture and Equipment	<u>237,434</u>	<u>2,685</u>	<u>-</u>	<u>240,119</u>
Total Capital Assets	<u>237,434</u>	<u>2,685</u>	<u>-</u>	<u>240,119</u>
Less Accumulated Depreciation:				
Furniture and Equipment	<u>153,685</u>	<u>41,674</u>	<u>-</u>	<u>195,359</u>
Total Accumulated Depreciation	<u>153,685</u>	<u>41,674</u>	<u>-</u>	<u>195,359</u>
Net Capital Assets	<u>\$ 83,749</u>	<u>\$ (38,989)</u>	<u>\$ -</u>	<u>\$ 44,760</u>

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

6. Risk Management:

A. Property and Liability

The School 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. For the year ended June 30, 2013, the School contracted with Argonaut Insurance Company for its insurance coverage as follows:

Commercial Property - Building	\$4,250,000
Commercial Property – Personal Property	\$250,000
Commercial Inland Marine – Computer Equipment	\$500,000
Public Employee Dishonesty, Forgery or Alteration	\$50,000
Theft, Disappearance, and Destruction	\$25,000
General Liability per occurrence (\$0 Deductible)	\$1,000,000
General Liability (aggregate)	\$3,000,000
Commercial Auto	\$1,000,000

Settlement amounts did not exceed coverage amounts in the three prior years. There also have been no significant reductions in coverage compared to prior year.

B. Workers' Compensation

The School 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 determined by the State.

7. Defined Benefit Pension Plans:

A. School Employees Retirement System

Plan Description - The School contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple employer defined benefit pension plan. SERS provides retirement, disability, 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. The School Employees Retirement System 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 Employer/Audit Resources.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

7. Defined Benefit Pension Plans (Continued):

Funding Policy - Plan members are required to contribute 10% of their annual covered salary and the School 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 the fiscal year ended June 30, 2013, 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's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2013, 2012, and 2011, were \$9,125, \$13,265, and \$8,589, respectively. The entire amount has been contributed for fiscal years 2011, 2012 and 2013.

B. State Teachers Retirement System

Plan Description - The School contributes to the State Teachers Retirement System of Ohio (STRS Ohio), 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, college, university, institution or other agency controlled, managed and supported, in whole or in part, by the state or any political subdivision thereof. STRS Ohio issues a stand-alone financial report that may be obtained 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 Web site at www.strsoh.org.

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

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

7. Defined Benefit Pension Plans (Continued):

DB Plan Benefits – Plan 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.

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.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

7. Defined Benefit Pension Plans (Continued):

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 10% for members and 14% for employers. Contribution requirements and the contributions actually made for the fiscal year ended June 30, 2013, were 10% of covered payroll for members and 14% for employers.

The School's required contributions for pension obligations for the fiscal years ended June 30, 2013, 2012, and 2011 were \$100,304, \$80,969, and \$55,862, respectively. The entire amount has been contributed for fiscal years 2011 and 2012. For fiscal year 2013, the School has contributed 88% of the required amount. The unpaid contribution has been recorded as a liability.

8. Post-employment Benefits:

A. School Employees Retirement System

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

Medicare Part B Plan – The Medicare 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 2013 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 2013, the actuarially required allocation is .74%. The School's required contributions for the years ended June 30, 2013, 2012 and 2011 were \$515, \$783 and \$553, respectively. The entire amount has been contributed for fiscal years 2011, 2012 and 2013.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

8. Post-employment Benefits (Continued):

Health Care Plan – 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, 2013, the health care allocation is .16%. 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 2013, the minimum compensation level was established at \$20,525. The surcharge, added to the unallocated portion of the 14% employer contribution rate is the total amount assigned to the Health Care Fund. The School's required contributions assigned to health care, including the surcharge, for the years ended June 30, 2013, 2012 and 2011 were \$187, \$2,402 and \$2,198, respectively. The entire amount has been contributed for fiscal years 2011, 2012 and 2013.

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 by contacting SERS, 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3746 or by calling toll free (800) 878-5853. It is also posted on SERS' website at www.ohsers.org under Employers/Audit Resources.

B. State Teachers Retirement System

Plan Description - The School contributes to the cost-sharing, multiple employer postemployment benefit Health Plan (the "Plan") administered by the State Teachers Retirement System of Ohio (STRS Ohio) for eligible retirees who participated in the defined benefit or combined pension plans offered by STRS Ohio. Benefits include hospitalization, physicians' fees, prescription drugs and reimbursement of monthly Medicare Part B premiums. The Plan is included in the report of STRS Ohio which may be obtained by writing 275 E. Broad St., Columbus, OH 43215-3371, by calling 1-888-227-7877, or by visiting the STRS Ohio web site at www.strsoh.org.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

8. Post-employment Benefits (Continued):

Funding Policy – Ohio law authorizes STRS Ohio to offer the Plan and gives the Retirement Board authority over how much, if any, of the health care costs will be absorbed by STRS Ohio. Active employee members do not contribute to the Plan. All benefit recipients pay a monthly premium. Under Ohio law, funding for post-employment health care may be deducted from employer contributions. For 2013, STRS Ohio allocated employer contributions equal to 1% of covered payroll to post-employment health care. The School’s required contributions for health care for the fiscal years ended June 30, 2013, 2012 and 2011 were \$7,716, \$6,228 and \$4,297 respectively. The entire amount has been contributed for fiscal years 2011 and 2012. For fiscal year 2013, the School has contributed 88% of the required amount. The unpaid contribution has been recorded as a liability.

9. Restricted Net Position:

At June 30, 2013 the School reported restricted net position totaling \$14,505. The nature of the net position restrictions are as follows:

Food Service program	\$ 13,805
Federal specific educational program grants	<u>700</u>
Total	<u>\$ 14,505</u>

10. Contingencies:

A. Grants

The School District received financial assistance from federal and State agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. The effect of any such disallowed claims on the overall financial position of the School District at June 30, 2013, if applicable, cannot be determined at this time. However, in the opinion of the School, any such disallowed claims will not have a material adverse effect on the financial position of the School at fiscal year-end.

B. Full-Time Equivalency Reviews

The Ohio Department of Education reviews enrollment and full-time equivalency (FTE) calculations made by the School. These reviews are conducted to ensure the School is reporting accurate student enrollment data to the State, upon which state foundation funding is calculated. The results from the fiscal year 2013 review did not have a significant impact on the School’s financial statements.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

11. Contracted Fiscal Services:

The School is a party to a fiscal services agreement with Mangen & Associates (M&A) School Resource Center, which is an education finance consulting company. The Agreement may be terminated by either party, with or without cause, by giving the other party ninety days written notice to terminate. The Agreement provides that M&A will perform the following services:

1. Financial Management Services
2. Treasurer Services
3. Payroll / Payables Services
4. CCIP Budget / Federal Programs Monitoring
5. EMIS / DASL / SOES Services

The total fee paid for these services during fiscal year 2013 was \$47,100.

12. Other Employee Benefits

A. Employee Medical and Dental Benefits

The School has purchased insurance from Anthem blue Cross Blue Shield and Vision Services Plan – OH to provide employee medical/surgical, dental, life and vision benefits. The School pays 80% of the employee premium.

13. Purchased Services:

During the fiscal year, purchased service expenses for services rendered by various vendors were as follows:

Professional and Technical Services	\$ 228,734
Contracted Food Services	144,516
Garbage Removal and Cleaning	1,694
Rentals	62,619
Travel/Meetings	109
Postage	360
Utilities	33,088
Printing and Binding	595
Transportation	20,905
Total	<u>\$ 492,620</u>

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

14. Operating Lease – Lessee Disclosure:

The School entered into an operating lease with Columbus City Schools for the School’s facilities. The lease commenced July 1, 2011 and extends through June 30, 2014, with monthly rental payments of \$5,418. See Note 15 for additional information on rental payments

15. Loan Payable:

The changes in the School’s long-term obligation during the fiscal year are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Loan Payable	\$ -	\$ 76,476	\$ (52,324)	\$ 24,152	\$ 24,152
Total	<u>\$ -</u>	<u>\$ 76,476</u>	<u>\$ (52,324)</u>	<u>\$ 24,152</u>	<u>\$ 24,152</u>

In fiscal year 2013, the School entered into a loan with Huntington Bank to secure funds for roof repairs of the rented School facilities. The lease agreement with Columbus City Schools allows for a rent credit for any payments made for roof repairs. The loan was approved for \$200,000, however, the School has only drawn down \$70,199 of the available loan. The School included financing charges of \$6,277 in the loan for total draw downs of \$76,476 for fiscal year 2013. The loan carried an interest rate of 4.28% and a maturity date of February 5, 2016 once the School has completed the draw downs.

During the fiscal year, the School paid \$52,324 in principal payments and \$1,904 in interest payments. As of fiscal year end, the School has \$21,817 in prepaid assets, which represents the remaining balance of rent credit with Columbus City Schools. This amount will be applied to rent in fiscal year 2014. Debt-service-to-maturity requirements to retire the loan is as follows:

Fiscal Year Ended June 30:	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 24,152	\$ 265	\$ 24,417
Total	<u>\$ 24,152</u>	<u>\$ 265</u>	<u>\$ 24,417</u>

16. Operator Agreement

In fiscal year 2012, the School entered into an agreement to operate Columbus Collegiate Academy West. During the fiscal year, the School received a stipend totaling \$57,412, in accordance with said agreement.

COLUMBUS COLLEGIATE ACADEMY

Notes to the Basic Financial Statements
For The Fiscal Year Ended June 30, 2013
(Continued)

17. Sponsor

The School has contracted with Thomas B. Fordham Foundation to provide sponsorship services. The School pays the Thomas B. Fordham Foundation 2 % of monthly foundation payments. The total fees paid under this contract for fiscal year 2013 totaled \$23,016. The sponsor provides oversight, monitoring, treasury and technical assistance for the School.

18. Change in Accounting Principle

For fiscal year 2013, the School has implemented the following:

GASB Statement No. 61 “The Financial Reporting Entity: Omnibus—an amendment of GASB Statements No. 14 and No. 34” improves financial reporting for a governmental financial reporting entity. The requirements of Statement No. 14, *The Financial Reporting Entity*, and the related financial reporting requirements of Statement No. 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, were amended to better meet user needs and to address reporting entity issues that have arisen since the issuance of those Statements. The implementation of this statement did not have a significant effect on the financial statements of the School.

GASB Statement No. 62 “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements” incorporates certain accounting and financial reporting guidance issued on or before November 30, 1989, into the GASB’s authoritative literature that do not conflict with or contradict GASB pronouncements. The implementation of this statement did not have a significant effect on the financial statements of the School.

GASB Statement No. 63 “Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position” identifies net position, rather than net assets, as the residual of all other elements presented in a statement of financial position. This change was incorporated in the School’s fiscal year 2013 financial statements; however, there was no effect on beginning net position.

GASB Statement No. 65 “Items Previously Reported as Assets and Liabilities” establishes financial accounting and reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as asset and liabilities. This change was incorporated in the School’s fiscal year 2013 financial statements; however, there was no effect on beginning net position.



Dave Yost • Auditor of State

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

Columbus Collegiate Academy
Franklin County
1469 East Main Street
Columbus, Ohio 43205

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 Columbus Collegiate Academy, Franklin County, Ohio, (the School) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated February 10, 2014.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the School'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 School'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 School'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*.

88 East Broad Street, Tenth Floor, Columbus, Ohio 43215-3506
Phone: 614-466-3402 or 800-443-9275 Fax: 614-728-7199

www.ohioauditor.gov

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 School's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

Dave Yost
Auditor of State
Columbus, Ohio

February 10, 2014



Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURE

Columbus Collegiate Academy
Franklin County
1469 East Main Street
Columbus, Ohio 43205

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 Columbus Collegiate Academy (the School) 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 procedures 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. We noted the School did not amend its anti-harassment policy to include prohibiting harassment, or bullying of any student "on a school bus".

Ohio Rev. Code Section 3313.666 required the School to amend its policy by November 4, 2012.

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 School's sponsor, and is not intended to be and should not be used by anyone other than these specified parties.

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

Dave Yost
Auditor of State
Columbus, Ohio

February 10, 2014

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Dave Yost • Auditor of State

COLUMBUS COLLEGIATE ACADEMY

FRANKLIN 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
MARCH 25, 2014**