



The Exploris School

Board Meeting

Date and Time

Tuesday November 27, 2018 at 4:30 PM EST

Location

The Exploris School - Middle Campus

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance and Guests		Tom Miller	1 m
B. Call the Meeting to Order		Tom Miller	1 m
C. Approve Minutes	Approve Minutes	Keely Byars-Nichols	3 m
Approve minutes for Board Meeting on October 30, 2018			
D. Public Comment Opportunity		Tom Miller	15 m
The Exploris Board desires to hear from their stakeholders. Members of the general public are provided three (3) minutes of time to state a concern or bring ...			
II. Auditor Presentation			4:50 PM
A. 2017-2018 Fiscal Audit Review	Vote	Thomas, Judy and Tucker	30 m
Amanda Habich will join via Google hangout to present our 2017-2018 audit.			
III. Facility Updates			5:20 PM
A. Lease Updates	FYI	Bob Kingery	30 m
The finance committee will provide an update on the Mod Space leases and property for the long term planning of Exploris Elementary.			
IV. Strategic Plan Updates			5:50 PM
A. Presentation of Partnership Options	Vote	Ellie Schollmeyer	15 m

Board approval is requested to contract with Emerald Education to assist us with the development of a revised strategic plan. Total cost for the project is \$2,500.

V. ED Report 6:05 PM

A. Academic/ Personnel / Operations	Vote	Ellie Schollmeyer	10 m
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Academic Results

EVAAS Data released on 11/16/18 will be shared. The Exploris School met growth with an overall .95 growth index. Data for Math, Reading, Science, and Students with Disabilities will be discussed. A data snapshot for the Fall of 2018 is also included to highlight Beginning of the Year results.

Board approval is requested for the following positions:

Callie Kirsch - Teaching Partner 2nd Grade
Koren Morgan - Business Office Manager

B. Finance	FYI	Ellie Schollmeyer	10 m
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The local revenue was updated and projections were increased due to the increase in local revenue from each County. After reviewing the year to date expenditures and projecting future impacts, we are projecting an end of year surplus of **\$89,116.56**. The balance sheet and income statement along with the YTD budget are attached for your review

VI. Committee Updates 6:25 PM

A. Development Committee	FYI	Kim Von Weihe	5 m
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The Development committee will share an update on their progress towards their 90 day goal and ask for specific support, if needed.

B. Governance Committee	Vote	Camesha Jones	5 m
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Further review of the Lottery policy, State Statute, and Office of Charter School input illuminated additional changes that were needed to our lottery policy and procedures. The governance committee is recommending the removal of the surname priority.

The Governance committee will share an update on their progress towards their 90 day goal and ask for specific support, if needed.

The board member evaluation will be sent to each member to complete prior to January 15, 2019.

C. Educational Excellence Committee	FYI	Keely Byars-Nichols	5 m
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D. Facilities Update	Discuss	Bob Kingery	5 m
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VII. Closing Items 6:45 PM

A. Closing and Commitments	Discuss	Tom Miller	5 m
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The board will be prepared for January 29th meeting and set your calendar for an extended session (4:30 - 8:00) to identify the key meeting and identify the commitments prior to the next meeting.

B. Adjourn Meeting	Vote		
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VIII. Other Business

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on October 30, 2018



The Exploris School

Minutes

Board Meeting

Date and Time

Tuesday October 30, 2018 at 4:30 PM

Location

The Exploris School

Directors Present

B. Kingery, C. Hutchens (remote), C. Jones, E. Schollmeyer, G. Burnette, K. Byars-Nichols, K. Furr, K. Johnson, K. Von Weihe, L. Perry Lawless

Directors Absent

J. Frawley, K. Harris, M. Mitchell-Neal, T. Kingsberry, T. Miller

Directors Arrived Late

C. Hutchens, G. Burnette, K. Johnson

Guests Present

M. Parkerson

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Jones called a meeting of the board of directors of The Exploris School to order on Tuesday Oct 30, 2018 @ 4:33 PM at The Exploris School.

C. Approve Minutes

B. Kingery made a motion to approve minutes from the Board Meeting on 09-25-18.

K. Furr seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Public Comment Opportunity

No general public in attendance.

II. Strategic Plan Updates

A. Presentation of Partnership Options

After researching several options, Ellie presented the board with information and several options.

K. Furr made a motion to approve Ellie to enter into a contract with the consultant firm of her choice to help us design a new strategic plan, not to exceed \$3500.

K. Byars-Nichols seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Weighted Lottery Updates

A. Policy Approval

Ellie reported that the revised weighted lottery policy was approved by CSAB on Monday 9/10/18 and on October 4 by the State Board of Education. An update to our lottery policy to reflect the priority weighted lottery as well as reflect changes in lottery procedure is being recommended, The Governance committee is recommending changes to the timing for families to accept their seat once school starts, defining the timing for registration materials, and clarifying that students are required to be present on the first day of school or risk losing their seat to the next candidate on the wait list.

K. Johnson arrived late.

M. Parkerson arrived late.

C. Hutchens arrived late.

G. Burnette arrived late.

K. Byars-Nichols made a motion to approve the policy revision as revised.

K. Furr seconded the motion.

The board **VOTED** unanimously to approve the motion.

Ellie noted that the leadership team is working closely with the Equity and Diversity subcommittee on the lottery and enrollment process. The team has also been working on the implementation systems and recruitment efforts. The application will be online utilizing School Mint for running our lottery and enrollment process in the upcoming year. Paper applications will also be available for families as an option, Spanish application will also be available, and several recruiting and information sessions are planned. The application period opens 11/5 and runs through 2/1.

B. EEC Updates (Marketing and Research)

Keely let the group know that EEC has secured a facilitator for 12/6 Town Hall event, where we will address questions or concerns the Exploris Community has about the changes to the Lottery Policy and our efforts to increase diversity at and equity to Exploris.

IV. ED Report

A. School Goal Updates

Ellie presented School Improvement Goals around Enrollment Planning/Equity, School Culture and Climate, Academic Growth, and Scaling Resources. Ellie set definitions and goals around each one, and will assess, present, and (if needed) revise these by May 2019.

When asked what the greatest challenge was, Ellie replied that it was finding resources. We discussed various supplemented funding options, specifically grants.

K. Furr made a motion to approve ED goals as presented.

G. Burnette seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Academic/ Personnel / Operations

Board approval is requested for the following positions:

- Austin Cole: Teaching Partner - funded with Special State Reserve EC funds for one on one
- Lori Mauro: School Counselor - funded by Grant for School Mental Health Counselor
- Tara Delgado: Social Worker - funded by grant Partnership with Wake County and Communities in School
- Koren Morgan: for Business Office Manager (budget approval granted last month)
- Part-Time Teaching Partner for EC (room in budget for this PT position)

Center for Innovation Consultant position is still open, interview process begins Friday.

K. Byars-Nichols made a motion to approve Ellie's beginning teacher support plan to present to DPI, as presented.

K. Furr seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Closed Session

The board moved to go in to closed session to discuss issues related to personnel. Kim made the motion, Kelly seconded and motion passed unanimously.

After discussion, Bob moved to come out of closed session, Kim seconded, and motion passed unanimously.

D. Finance

The budget was adjusted for amendments approved at the last Board meeting and new positions approved. After reviewing the year to date expenditures and projecting future impacts we are projecting an end of year surplus of \$13,807.13. The balance sheet and income statement along with the YTD budget are included in packet.

Board approval is requested for the following amendments to the school budget:

- Amend budget to account for transfer of \$32,000 from reserve account to cover Legal Expenses
- Scholarships in the total amount of \$4,200.

C. Jones made a motion to approve revisions to budget as stated above.

K. Furr seconded the motion.

The board **VOTED** unanimously to approve the motion.

Christine updated the board that she is working to update several procedures about how the Finance Committee operates.

V. Committee Updates

A. Development Committee

Kim does not have an update, but says she will talk to Joyce about the future of the committee. Ellie added that a parent is working on fundraising and she hopes that she will lead us somewhere productive while we wait on groundbreaking, and new building news. Bob wondered if the Center for Innovation could also be an impetus for fundraising.

B. Facility

Bob updated the board that he and Ellie met with SFL&A and Metcom and let the board know that they cannot move forward without their financing in place. Bob reported that they had all permits in hand. Bob, Theo, Tom, and Ellie reviewed all leasing contracts to see if anything can be renegotiated.

VI. Closing Items

A. Closing and Commitments

NOVEMBER MEETING ITEMS
Development Commitment
Financial Policy Update
Facilities Update
Strategic Plan
Next meeting 11/27

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:03 PM.

Respectfully Submitted,
K. Byars-Nichols

Cover Sheet

2017-2018 Fiscal Audit Review

Section: II. Auditor Presentation
Item: A. 2017-2018 Fiscal Audit Review
Purpose: Vote
Submitted by:
Related Material: A3.01a.4 The Exploris School 2018 Audit Report.pdf
A3.01a.5 The Exploris School 2018 Communications Letter.pdf

THE EXPLORIS SCHOOL

Financial Statements
Year Ended June 30, 2018

DRAFT

THE EXPLORIS SCHOOL
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As of June 30, 2018

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Caroline P. Abbott
Jeffrey A. Brovet
Thomas R. Crawford
Amanda P. Habich
Kristen T. Hoyle



David A. Johnson
Chris P. Judy
Geri H. Lail
James K. Tiller
David W. Tucker

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
The Exploris School
Raleigh, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Exploris School as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise The Exploris School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Exploris School as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise The Exploris School's basic financial statements. The budgetary schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal and State Awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The budgetary schedules, as well as the accompanying Schedule of Expenditures of Federal and State Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary schedules, and the accompanying Schedule of Expenditures of Federal and State Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2018 on our consideration of The Exploris School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of the report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Exploris School's internal control over financial reporting and compliance.

Thomas, Judy & Tucker, P.A.

November 14, 2018

Management's Discussion and Analysis
The Exploris School
June 30, 2018

As management of The Exploris School, we offer readers of The Exploris School's audited financial statements this narrative overview and analysis of the financial activities of The Exploris School for the fiscal year ended June 30, 2018. We encourage readers to read the information presented herein in conjunction with additional information that we have furnished in the School's financial statements, which follow this narrative.

Financial Highlights

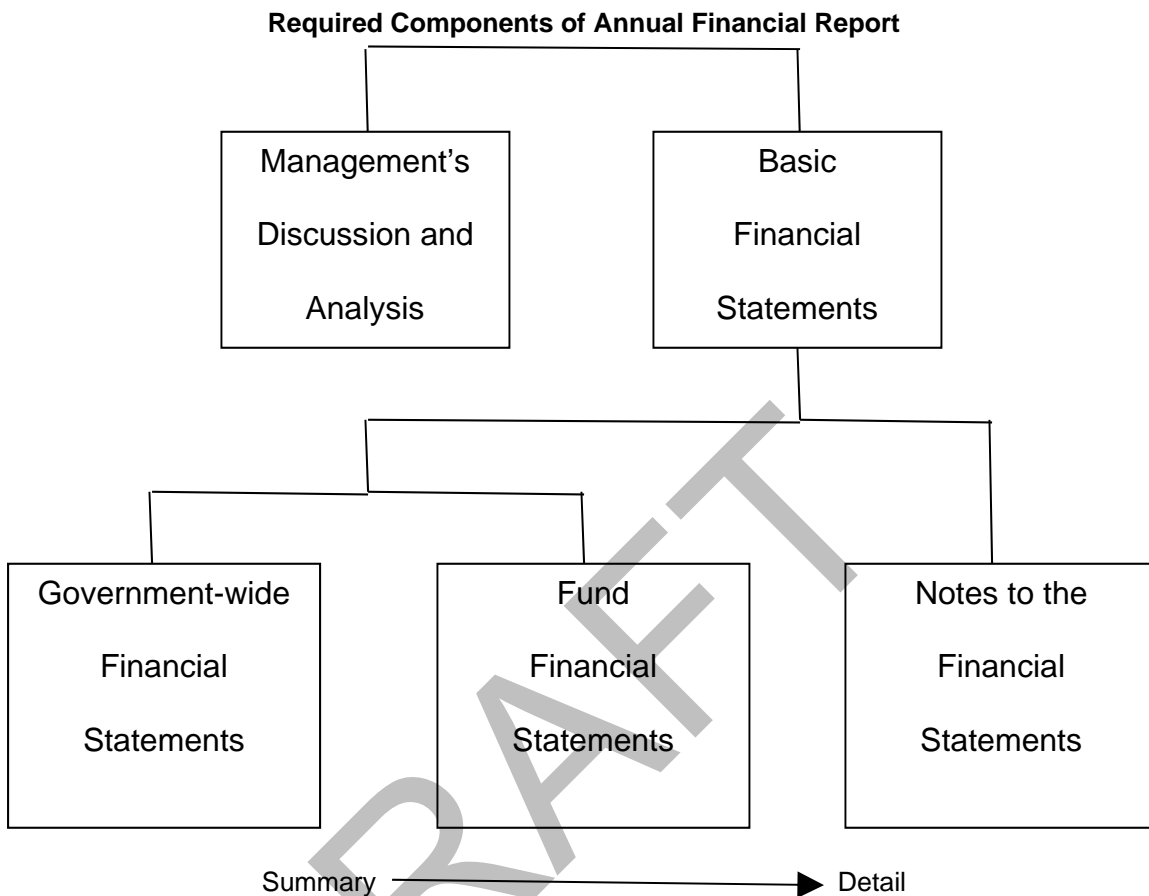
- The assets of The Exploris School exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$2,012,604 (**net position**).
- The School's total net assets increased by \$545,095.
- As of the close of the current fiscal year, The Exploris School's governmental funds reported combined ending fund balances of \$1,013,364.
- Enrollment has remained steady at the School. In 2015-2016 the State funded Average Daily Membership (ADM) was 421. In 2016-2017 it was 419, and in 2017-2018 it was 420.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to The Exploris School's basic financial statements. The School's basic financial statements consist of three components; 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). The basic financial statements present two distinct financial perspectives of the School through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of The Exploris School.

**Management’s Discussion and Analysis
The Exploris School
June 30, 2018**

Figure 1



Basic Financial Statements

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the School’s financial standing.

The next statements (Exhibits 3 through 8) are **Fund Financial Statements**. These statements focus on the activities of the individual segments of the School’s government and are more detailed than the government-wide financial statements. There are two parts to the Fund Financial Statements: 1) the governmental funds statements; and 2) the proprietary fund statements.

Immediately following the fund financial statements are the **Notes to the Financial Statements** (i.e. “Notes”). The Notes offer a detailed explanation of the data contained in those statements. Next, **supplemental information** is provided to show details about the School’s funds. Budgetary information for the School can also be found in this section of the statements.

**Management's Discussion and Analysis
The Exploris School
June 30, 2018**

Government-wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the School's finances, similar in format to the financial statements of a private-sector business. The government-wide statements provide short and long-term information about the School's financial status, as a whole.

The two government-wide statements report the School's net position and how they have changed. Net position equals the difference between the School's total assets and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the School's financial condition.

The government-wide statements are divided into two categories: 1) governmental activities; and 2) business-type activities. The governmental activities include most of the School's basic functions such as instructional services and business services. These functions are funded almost entirely through state, county, and federal educational funds. The business-type activities are those services that the School charges its students and other customers. These include the Before and After School Care program carried out by The Exploris School.

The government-wide financial statements are enumerated in Exhibits 1 and 2 of this report.

Fund Financial Statements

The fund financial statements provide a more detailed look at the School's most significant activities. A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Exploris School, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related statutory requirements, such as the North Carolina General Statutes or the School's budget ordinance, where and when applicable. All of the funds of The Exploris School can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds – Governmental funds are used to account for functions reported as governmental activities in the government-wide financial statements. Most of the School's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and monies remaining at year-end that will be available for spending in the next fiscal year. Governmental funds are reported using the modified accrual accounting method, which provides a short-term spending focus. The governmental fund financial statements assist the reader in determining whether there has been an increase or a decrease in the financial resources available to finance the School's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is an integral part of the fund financial statements.

Management's Discussion and Analysis
The Exploris School
June 30, 2018

Although not compelled or required to do so by federal, state, or local law, The Exploris School has elected to adopt an annual budget. Since the budget is not required by law, the budgetary comparison statements are not included in the basic financial statements, but are part of the supplemental statements and schedules following the notes. The budget incorporates input from the faculty, management, and the Board of Directors of the School and specifies which activities will be pursued and which services the School will provide during the year. It also authorizes the School to obtain funds from identified sources to finance current period activities. The budgetary statement demonstrates how well the School has complied with the budget ordinance and whether or not the School has succeeded in providing the services as originally planned.

Proprietary Funds – The Exploris School has two proprietary funds, which are enterprise funds. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The Exploris School uses enterprise funds to account for its Before and After School Care functions.

Notes to the Financial Statements – The notes provide additional information essential to facilitating a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 19 of this report.

Government-Wide Financial Analysis

As noted earlier, net assets may serve over time as one useful indicator of a school's financial condition. The assets of The Exploris School exceeded liabilities by \$2,012,604 as of June 30, 2018. As of June 30, 2017, the net position of The Exploris School stood at \$1,467,509. The School's net position increased by \$545,095 for the fiscal year ended June 30, 2018, compared to an increase of \$243,449 in 2017. The amount of \$203,716 reflects the School's investment in capital assets (e.g. leasehold improvements, furniture, and electronic equipment), less any related debt still outstanding that was issued to acquire those items. The Exploris School uses these capital assets to provide services to its students; consequently, these assets are not available for future spending. Although The Exploris School's investment in its capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities. An additional portion of The Exploris School's net assets represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$1,808,888 is unrestricted. In 2017, the net investment in capital assets was \$326,671, with unrestricted net position standing at \$1,140,838.

Management's Discussion and Analysis
The Exploris School
June 30, 2018

Figure 2
The Exploris School's Net Position

	Governmental Activities		Business-Type Activities		Total	
	2018	2017	2018	2017	2018	2017
Current and other assets	\$ 1,547,911	\$ 945,364	\$ 280,171	\$ 210,325	\$ 1,828,082	\$ 1,155,689
Capital assets, net of depreciation	203,716	326,671	-	-	203,716	326,671
Total assets	1,751,627	1,272,035	280,171	210,325	2,031,798	1,482,360
Other liabilities	19,104	-	-	-	19,104	-
Long-term liabilities outstanding	-	-	-	-	-	-
Total liabilities	19,104	-	-	-	19,104	-
Deferred inflows of resources	-	14,851	-	-	-	14,851
Net position:						
Net investment in capital assets	203,716	326,671	-	-	203,716	326,671
Unrestricted	1,528,717	930,513	280,171	210,325	1,808,888	1,140,838
Total net position	\$ 1,732,433	\$ 1,257,184	\$ 280,171	\$ 210,325	\$ 2,012,604	\$ 1,467,509

Several aspects of the School's financial operations positively influenced the total unrestricted governmental net assets:

- The School adopted an annual budget. The School's performance was measured using this budget on a monthly basis, allowing changes to be made in spending as needed to remain within the confines of the budget.
- The School applied for and was awarded federal grants to assist with meeting the educational needs of the student population.

Management's Discussion and Analysis
The Exploris School
June 30, 2018

Figure 3

The Exploris School's Changes in Net Position

	Governmental Activities		Business-Type Activities		Total	
	2018	2017	2018	2017	2018	2017
Charges for services	\$ -	\$ -	\$ 90,358	\$ 81,080	\$ 90,358	\$ 81,080
Operating grants and contributions	63,068	72,634	-	-	63,068	72,634
County, State, and federal Funds	3,417,810	3,346,083	-	-	3,417,810	3,346,083
Donations and other revenues	767,751	319,554	-	-	767,751	319,554
Total revenues	4,248,629	3,738,271	90,358	81,080	4,338,987	3,819,351
Instructional programs	3,138,418	3,066,506	-	-	3,138,418	3,066,506
Support services	634,962	487,365	-	-	634,962	487,365
Child care	-	-	20,512	17,365	20,512	17,365
Interest on long-term debt	-	4,666	-	-	-	4,666
Total expenses	3,773,380	3,558,537	20,512	17,365	3,793,892	3,575,902
Increase (decrease) in net assets	475,249	179,734	69,846	63,715	545,095	243,449
Net assets, July 1	1,257,184	1,077,450	210,325	146,610	1,467,509	1,224,060
Net assets, June 30	\$ 1,732,433	\$ 1,257,184	280,171	\$ 210,325	\$ 2,012,604	\$ 1,467,509

Governmental activities. Governmental activities increased the School's net position by \$475,249.

Business-type activities. Business-type activities increased The Exploris School's net position by \$69,846.

By adopting a budget for the enterprise funds that comprise the business-type activities, the Board is able to monitor the School's revenues and expenditures and adjust their estimates as needed during the year.

**Management's Discussion and Analysis
The Exploris School
June 30, 2018**

Financial Analysis of the School's Funds

As noted earlier, The Exploris School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of The Exploris School's governmental funds is to provide information on near-term inflows, outflows, and balances of usable financial resources. Such information is useful in assessing The Exploris School's financing requirements. Specifically, unassigned fund balance can be a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the chief operating fund of The Exploris School. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$965,062, while total fund balance reached \$1,013,364. \$48,302 is nonspendable as of June 30, 2018 and is reported as assigned fund balance within the general fund.

Proprietary Funds. The School's proprietary funds provide the same type of information found in the government-wide statements but in more detail. Unrestricted net position of the Before and After School Care Fund at the end of the fiscal year amounted to \$280,171.

Capital Asset and Debt Administration

Capital assets. The Exploris School's investment in capital assets for its governmental activities as of June 30, 2018, totals \$203,716 (net of accumulated depreciation). Capital assets include furniture, electronic equipment, and leasehold improvements.

**Figure 4
The Exploris School's Capital Assets
(net of depreciation)**

	Governmental Activities	
	2018	2017
Construction In Progress	\$ -	\$ -
Furniture	1,389	1,806
Electronic equipment	2,125	4,722
Leasehold improvements	200,202	320,143
Total	\$ 203,716	\$ 326,671

Additional information about the School's capital assets can be found in Note 2.A.2. of the Basic Financial Statements.

Long-term Debt. As of June 30, 2018, The Exploris School did not have any outstanding debt.

Management's Discussion and Analysis
The Exploris School
June 30, 2018

Economic Factors

The following key economic indicators reflect the growth and prosperity of the School:

- The LEA in which the school resides has experienced tremendous growth, which should provide a steady stream of students into the School's limited available space.
- The State of North Carolina per pupil funding for the 2017-2018 school year, increased by \$196.81 which equated to a 4.03% increase from the prior year.
- The downtown area of Raleigh continues to be revitalized bringing many new families into the new homes and apartments that surround the School which will continue to provide a steady stream of new students that can potentially enroll at Exploris.

Requests for Information

This report is designed to provide an overview of the School's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Board Chair, The Exploris School, 401 Hillsborough Street, Raleigh, North Carolina 27603, telephone (919) 715-3690.

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THE EXPLORIS SCHOOL
Statement of Net Position
June 30, 2018

Exhibit 1

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 896,919	\$ 280,171	\$ 1,177,090
Receivables	87,247	-	87,247
Pledges receivable	515,443	-	515,443
Security deposit	15,658	-	15,658
Prepaid items	32,644	-	32,644
Capital assets (Note 1):			
Other capital assets, net of depreciation	203,716	-	203,716
Total assets	1,751,627	280,171	2,031,798
LIABILITIES			
Accounts payable	19,104	-	19,104
Total liabilities	19,104	-	19,104
NET POSITION			
Net investment in capital assets	203,716	-	203,716
Unrestricted	1,528,717	280,171	1,808,888
Total net position	\$ 1,732,433	\$ 280,171	\$ 2,012,604

The notes to the financial statements are an integral part of this statement.

Exhibit 2

THE EXPLORIS SCHOOL
Statement of Activities
For the Year Ended June 30, 2018

Functions/Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Primary Government		
				Governmental Activities	Business-type Activities	Total
Primary government:						
Governmental activities:						
Instructional services	\$ 3,138,418	\$ -	\$ 63,068	\$ (3,075,350)	\$ -	\$ (3,075,350)
System-wide support services	634,962	-	-	(634,962)	-	(634,962)
Total governmental activities	3,773,380	-	63,068	(3,710,312)	-	(3,710,312)
Business-type activities:						
Child care	20,512	90,358	-	-	69,846	69,846
Total business-type activities	20,512	90,358	-	-	69,846	69,846
Total primary government	\$ 3,793,892	\$ 90,358	\$ 63,068	(3,710,312)	69,846	(3,640,466)
General revenues:						
Unrestricted county appropriations				1,048,419	-	1,048,419
Unrestricted State appropriations				2,369,391	-	2,369,391
Contributions and donations				717,641	-	717,641
Grants				15,000	-	15,000
Field trips				108,164	-	108,164
Miscellaneous, unrestricted				9,927	-	9,927
Loss in unconsolidated joint venture				(82,981)	-	(82,981)
Total general revenues and transfers				4,185,561	-	4,185,561
Change in net position				475,249	69,846	545,095
Net position-beginning				1,257,184	210,325	1,467,509
Net position-ending				\$ 1,732,433	\$ 280,171	\$ 2,012,604

The notes to the financial statements are an integral part of this statement.

THE EXPLORIS SCHOOL
Balance Sheet
Governmental Funds
June 30, 2018

Exhibit 3

	Major Funds		Non-major Fund	Total Governmental Funds
	General	State Public School	Federal Grants Fund	
ASSETS				
Cash and cash equivalents	\$ 896,919	\$ -	\$ -	\$ 896,919
Receivables	87,247	-	-	87,247
Security deposit	15,658	-	-	15,658
Prepaid items	32,644	-	-	32,644
Total assets	\$ 1,032,468	\$ -	\$ -	\$ 1,032,468
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 19,104	\$ -	\$ -	\$ 19,104
Total liabilities	19,104	-	-	19,104
Fund balances:				
Nonspendable:				
Security deposit	15,658	-	-	15,658
Prepaid items	32,644	-	-	32,644
Unassigned	965,062	-	-	965,062
Total fund balances	1,013,364	-	-	1,013,364
Total liabilities, deferred inflows of resources, and fund balances	\$ 1,032,468	\$ -	\$ -	

Amounts reported for governmental activities in the statement of net position (Exhibit 1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

203,716

Pledges receivable are not current financial resources and therefore are not reported in the funds.

515,443

Net position of governmental activities

\$ 1,732,523

The notes to the financial statements are an integral part of this statement.

THE EXPLORIS SCHOOL
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2018

Exhibit 4

	Major Funds		Non-major Fund	Total Governmental Funds
	General	State Public School	Federal Grants Fund	
REVENUES				
State of North Carolina	\$ -	\$ 2,369,391	\$ -	\$ 2,369,391
Boards of Education	1,048,419	-	-	1,048,419
U.S. Government	-	-	63,068	63,068
Contributions and donations	202,198	-	-	202,198
Grants	15,000	-	-	15,000
Field Trips	108,164	-	-	108,164
Other	9,927	-	-	9,927
Total revenues	1,383,708	2,369,391	63,068	3,816,167
EXPENDITURES				
Current:				
Instructional services	749,551	2,183,956	63,068	2,996,575
Support services	449,020	185,435	-	634,455
Capital outlay:	19,305	-	-	19,305
Total expenditures	1,217,876	2,369,391	63,068	3,650,335
Excess (deficiency) of revenues over expenditures	165,832	-	-	165,832
Net change in fund balance	165,832	-	-	165,832
Fund balances-beginning	847,532	-	-	847,532
Fund balances-ending	<u>\$ 1,013,364</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,013,364</u>

The notes to the financial statements are an integral part of this statement.

THE EXPLORIS SCHOOL
Reconciliation of the Statement of
Revenues, Expenditures, and Changes in Fund Balance of
Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2018

Exhibit 5

Amounts reported for governmental activities in the statement of activities are different because:

Net changes in fund balances - total governmental funds	\$ 165,832
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays in the current period.	(122,955)
The loss in unconsolidated joint venture is not a current financial resource and therefore is not reported in the funds.	(82,981)
Some revenues are reported in the statement of activities do not relate to current financial resources and, therefore, are not reported as revenues in the governmental funds.	<u>515,353</u>
Total changes in net position of governmental activities	<u><u>\$ 475,249</u></u>

The notes to the financial statements are an integral part of this statement.

**THE EXPLORIS SCHOOL
Statement of Net Position
Proprietary Funds
June 30, 2018**

Exhibit 6

	<u>Enterprise Fund</u> <u>Major Fund</u> After <u>School Care</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 280,171
Total assets	\$ 280,171
NET POSITION	
Unrestricted	\$ 280,171
Total net position	\$ 280,171

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The notes to the financial statements are an integral part of this statement.

THE EXPLORIS SCHOOL
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2018

Exhibit 7

	Enterprise Fund
	Major Fund
	After
	School Care
OPERATING REVENUES	
Child care fees	\$ 90,358
Total operating revenues	90,358
OPERATING EXPENSES	
Salaries and benefits	20,512
Total operating expenses	20,512
Operating income	69,846
Total net position - beginning	210,325
Total net position - ending	\$ 280,171

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The notes to the financial statement are an integral part of this statement.

THE EXPLORIS SCHOOL
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2018

Exhibit 8

	Enterprise Fund
	Major Fund
	After
	School Care
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 90,358
Cash paid to employees for services	(20,512)
Net cash provided by operating activities	69,846
Net increase in cash and cash equivalents	69,846
Balance-beginning of the year	210,325
Balance-end of the year	\$ 280,171
Reconciliation of operating income to net cash provided by operating activities	
Operating income	\$ 69,846
Changes in assets and liabilities:	
Increase in accounts receivable	-
Increase in accounts payable	-
Net cash provided by operating activities	\$ 69,846

The notes to the financial statements are an integral part of this statement.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies

The accounting policies of The Exploris School (the "School") conform to generally accepted accounting principles ("GAAP") as applicable to governments. Charter schools are established by non-profit entities, such as The Exploris School. Because of the authority of the State Board of Education ("SBE") to terminate, not renew or seek applicants to assume a charter on grounds set out in the North Carolina General Statutes at G.S. 115C-218.95 with all net assets purchased with public funds reverting to a local education agency (G.S. 115C-218.100), the charter schools in North Carolina follow the governmental reporting model as used by local education agencies. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The Exploris School is a North Carolina non-profit corporation incorporated in 1996. Pursuant to the provisions of the Charter School Act of 1996 as amended (the "Act"), The Exploris School has been approved to operate The Exploris School, a public school serving approximately 420 students. The School operates under an approved charter received from the SBE and applied for under the provisions of G.S. 115C-218.1. G.S. 115C-218.6(b)(1) states that a charter school shall be subject to the audit requirements adopted by the SBE, which includes the audit requirements established by G.S. 115C-447 of the School Budget and Fiscal Control Act ("SBFCA"), and requires the financial statements to be prepared in accordance with GAAP. The current charter is effective until June 30, 2027, and may be renewed for subsequent periods of ten (10) years unless one of the conditions in G.S. 115C-218.6(b) applies in which case the SBE may renew the charter for a shorter period or not renew the charter.

Blended Component Unit: Although legally separate, Exploris School Foundation (the "Foundation") is reported as if it were part of the School. The Foundation was organized for the sole purpose of supporting the School and provides services to entirely benefit the School. The Foundation is reported as part of the general fund of the School. The blended presentation method presents component units as a department or unit of the School, and offers no separate presentation.

B. Basis of Presentation

In accordance with GASB Statement No. 34, Basic Financial Statements – and Management Discussion and Analysis – for State and Local Governments ("GASB 34"), the School is a special-purpose government that is engaged in governmental activities and is not a component unit of another government. Therefore, the financial statements are prepared in the same manner as general purpose governments.

Government-wide Statements: The statement of net position and the statement of activities display information about the School. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the *governmental* and *business-type activities* of the School. Governmental activities generally are financed through intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies (Continued)

B. Basis of Presentation (Continued)

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the School and for each function of the School's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the School's funds. Separate statements for each fund category – *governmental and proprietary* – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as non-major funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from non-exchange transactions or ancillary activities.

The School reports the following major governmental funds:

General Fund. The General Fund is the general operating fund of the School. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund.

State Public School Fund. The State Public School Fund includes appropriations from the Department of Public Instruction for specific operating needs of the School and is reported as a special revenue fund.

The School reports the following non-major governmental fund:

Federal Grants Fund. The Federal Grants Fund is used to account for Federal monies that are payed through the State Department of Public Instruction to the School.

The School reports the following major enterprise fund:

After School Care. The After School Care Fund is used to account for activity of the after school care at the School.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies (Continued)

C. Measurement Focus and Basis of Accounting

Government-wide and Proprietary Fund Financial Statements. The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the School gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants and donations. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The School considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. These could include federal, State, and county grants, and some charges for services. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the School funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the School's policy to first apply cost-reimbursement grant resources to such programs, and then general revenues.

D. Budgetary Data

Annual budgets are adopted for all funds, on a school-wide basis. All budgets are prepared using the modified accrual basis of accounting.

The governing board has voluntarily established the policy, as a sound business practice, that expenditures may not exceed appropriations, for all the School's funds, based on the adopted budget and subsequent amendments. During the year, several amendments to the original budget were necessary, the effects of which were not material. The budget presented in these financial statements represents the budget of the School at June 30, 2018. All appropriations lapse at year end.

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity

1. Deposits and Investments

All deposits of the School are made in a local bank, whose accounts are FDIC insured. Also, the School may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

2. Cash and Cash Equivalents

The School pools money from several funds to facilitate disbursement and investment and to maximize investment income. Therefore, all cash and investments held with original maturities of three months or less are considered cash and cash equivalents.

3. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

4. Accounts Receivable and Pledges Receivable.

Accounts receivable and due from other governments consist of amounts owed to the School from students and local school boards. Pledges receivable consist of amounts pledged to the School by donors. Pledges receivable expected to be collected within one year are recorded at net realizable value. Pledges receivable that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to years in which the promises are received. The School has reviewed the receivable balances and determined the amounts to be fully collectible.

5. Allowance for Doubtful Pledges

An allowance for doubtful pledges is provided for the estimated losses which may be incurred due to uncollectible pledges receivable. The estimated losses are based upon a review of the current status of the existing receivables. The allowance recorded as of June 30, 2018 totaled \$25,000.

6. Capital Assets

The School's donated capital assets received prior to June 30, 2015 are recorded at their estimated fair value at the date of donation. Donated capital assets received after June 30, 2015 are recorded at acquisition value. All other capital assets are recorded at original cost. The total of these estimates is not considered large enough that any errors would be material when capital assets are considered as a whole.

It is the policy of the School to capitalize all capital assets costing more than \$2,500 with an estimated useful life of two or more years. In addition, other items which are purchased and used in large quantities such as student desks and office furniture are capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets. All depreciable assets are depreciated using the straight-line method of depreciation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

6. Capital Assets (Continued)

Capital assets are depreciated over the following estimated useful lives:

	Years
Leasehold Improvements	5 - 20
Furniture	5 - 7
Electronic Equipment	3 - 5

7. Investment in Joint Venture

The School's investment in joint venture represented its equity interest in the joint venture. The School did not control the major operating and financial policies of the joint venture. The School held a fifteen percent membership interest in the investment and the membership was redeemed during the year ended June 30, 2018.

8. 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 and so will not be recognized as an expense or expenditure until then. The School has no items that meet this criterion. 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 and so will not be recognized as revenue until then. The School has no items that meet this criterion.

9. Long-Term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund-type statement of net position.

In the fund financial statements, governmental fund types report the face amount of debt issued as other financing sources.

10. Net Position/Fund Balances

Net Position

Net position in the government-wide and proprietary fund financial statements are classified as net investment in capital assets, net of related debt; restricted; and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through State statute.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

10. Net Position/Fund Balances (Continued)

Fund Balance

In the governmental fund financial statements, fund balance is composed of three (out of five possible) classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Nonspendable – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Security Deposit – portion of fund balance not available for appropriation because it represents the year-end balance of a security deposit on the school facility, which is not an expendable, available resource.

Prepaid Items – portion of fund balance that is not an available resource because it represents the year-end balance of prepaid expense which is not a spendable resource.

Unassigned – portion of fund balance that has not been assigned to another fund or restricted, committed, or assigned to specific purposes with the general fund.

The Exploris School has a revenue spending policy that provides guidance for programs with multiple revenue sources. The School will use resources in the following hierarchy: federal funds, State funds, local non-board of education funds, board of education funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balances, assigned fund balance and lastly, unassigned fund balance. The School has the authority to deviate from this policy if it is in the best interest of the School.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, Deferred Outflows and Inflows of Resources, and Fund Equity (Continued)

11. Reconciliation Between Government-wide and Fund Statements

The governmental fund balance sheet includes a reconciliation between governmental funds' total fund balance and governmental activities' net position as reported in the government-wide statement of net position. The net adjustment of \$719,159 consists of several elements as follows:

Capital assets used in governmental activities are not financial resources and are therefore not reported in the fund (total capital assets on government-wide statement in governmental activities column).	\$ 959,030
Less accumulated depreciation	(755,314)
Pledges receivable are not current financial resources and therefore are not reported in the funds.	<u>515,443</u>
Total adjustment	<u>\$ 719,159</u>

F. Revenues, Expenditures, and Expenses

1. Funding

The Exploris School is funded by the SBE, receiving (i) an amount equal to the average per pupil allocation for the average daily membership ("ADM") from the local school administrative unit allotments in which the School is located (i.e. Wake County Board of Education) for each child attending the School except for the allocation for children with special needs and (ii) an additional amount for each child attending the School who is a child with special needs (G.S. 115C-218.105(a)). Subject to certain limitations, funds allocated by the SBE may be used to enter into operational and financing leases for real property or mobile classroom units for use as school facilities for charter schools and may be used for payments on loans made to charter schools for facilities, equipment, or operations (G.S. 115C-218.105(b)). Additionally, the School receives for each student an amount equal to the per pupil share of the local current expense fund of the local school administrative unit in which the child resides (G.S. 115C-218.105(c)). Amounts transferred that consist of revenue from supplemental taxes shall be transferred only to a charter school located in the district where the taxes are levied and the child resides. For the fiscal year ended June 30, 2018, The Exploris School received funding from the Boards of Education of Wake County, Johnston County, Durham County, Franklin County, and Harnett County.

Furthermore, The Exploris School has received donations of cash and/or equipment from private organizations. The cash is available to be used throughout the year for the School's various programs and activities.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2018

1. Summary of Significant Accounting Policies (Continued)

F. Revenues, Expenditures, and Expenses (Continued)

2. Reconciliation Between Government-Wide and Fund Statements

The governmental fund statement of revenues, expenditures, and changes in fund balance is followed by a reconciliation between the change in governmental funds' fund balance and the change in governmental activities' net position as reported on the government-wide statement of activities. The net difference of \$309,417 between the two amounts consists of the following elements:

Capital outlay expenditures recorded in the fund statements but capitalized as assets on the statement of activities.	\$ 19,305
Depreciation expense that is recorded on the statement of activities but not in the fund statements.	(142,260)
The loss of the investment in joint venture is not a current financial resource and therefore is not reported in the funds.	(82,981)
Current year pledge receivable revenues do not relate to current financial resources and, therefore, are not reported as revenues in the funds.	<u>515,353</u>
Total	<u>\$ 309,417</u>

G. Use of Estimates and Assumptions

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenditures.

2. Detail Notes on All Funds

A. Assets

1. Deposits

At June 30, 2018, the School had deposits with banks and savings and loans with a carrying amount of \$1,177,090. The bank balance with the financial institutions was \$1,244,275, of which \$994,275 was not covered by federal depository insurance. The School does not have a deposit policy for custodial credit risk.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

2. Detail Notes on All Funds (Continued)

A. Assets (Continued)

2. Pledges Receivable

Pledges receivable at June 30, 2018 were as follows:

Receivable in less than one year	\$ 123,462
Receivable in more than one year	479,268
Less: discount to present value	(62,287)
Less: allowance for doubtful accounts	<u>(25,000)</u>
 Total pledges receivable	 <u>\$ 515,443</u>

The discount rate used on long-term pledges receivable was 4.75% at June 30, 2018.

3. Capital Assets

Capital asset activity related to governmental activities for the year ended June 30, 2018 was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
Governmental activities:				
Capital assets being depreciated:				
Furniture	\$ 22,891	\$ -	\$ -	\$ 22,891
Electronic equipment	213,541	-	-	213,541
Leasehold improvements	<u>703,293</u>	<u>19,305</u>	<u>-</u>	<u>722,598</u>
Total capital assets being depreciated	<u>939,725</u>	<u>19,305</u>	<u>-</u>	<u>959,030</u>
Less accumulated depreciation for:				
Furniture	21,085	417	-	21,502
Electronic equipment	208,819	2,597	-	211,416
Leasehold improvements	<u>383,150</u>	<u>139,246</u>	<u>-</u>	<u>522,396</u>
Total accumulated depreciation	<u>613,054</u>	<u>142,260</u>	<u>-</u>	<u>755,314</u>
Total capital assets being depreciated, net	<u>326,671</u>			<u>203,716</u>
Total governmental capital assets, net	<u>\$ 326,671</u>			<u>\$ 203,716</u>

Depreciation expense was charged to governmental functions as follows:

Instructional programs	\$ 141,843
Supporting services	<u>417</u>
	<u>\$ 142,260</u>

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

2. Detail Notes on All Funds (Continued)

A. Assets (Continued)

4. Investment in Unconsolidated Joint Venture

An operating agreement was executed in April 2016 in which the School had a fifteen percent membership and profit and loss allocation interest in Exploris Development Group, LLC (the "Venture"). The entity was formed to hold a parcel of land that was purchased in April 2016, and to develop the property for a permanent downtown Raleigh campus for the School. The investment was recorded at an initial cost of \$70,000 and adjusted for the School's share of earnings, cash contributions and distributions. The School had an ongoing financial interest due to the School's fifteen percent ownership and profit and loss earnings allocation in the entity, but this ownership was redeemed during the year ended June 30, 2018. The investment balance at June 30, 2018 totaled \$0 and a loss on investment of \$82,891. Financial information for Exploris Development Group can be obtained from their administrative offices in Raleigh, North Carolina.

B. Liabilities

1. Pension Plan Obligations

The School does not participate in the North Carolina Teachers' and State Employees' Retirement System. The School has established a deferred compensation plan. Under the plan, all full-time employees who meet certain eligibility requirements can participate. The School matches 50% of employee contributions up to 4%. The expenses of the Plan totaled \$36,448, \$24,955, and \$23,858 for the years ended June 30, 2018, 2017, and 2016, respectively.

2. Risk Management

The School is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School maintains general liability and errors and omissions insurance coverage of \$1 million per occurrence with a commercial carrier.

The School has obtained a major medical insurance policy for its personnel through a commercial insurer. Through the plan, permanent, full-time employees of the School are eligible to receive health care benefits.

The School carries commercial coverage for all other risks of loss. There have been no significant reductions in insurance coverage in the prior year, and claims have not exceeded coverage in any of the past two fiscal years.

The School has elected not to carry flood insurance because the School is not in an area of the state that has been mapped and designated an "A" area (an area close to a river, lake or stream) by the Federal Emergency Management Agency.

The School carries fidelity bond coverage in the amount of \$250,000 for all its employees.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2018

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

3. Claims and Judgements

At June 30, 2018, the School was a defendant to a lawsuit. In the opinion of the School's management and the School's attorney, the ultimate effect of this legal matter will not have a material adverse effect on the School's financial position.

4. Long-Term Obligations

Operating Leases

Effective July 2009, the School entered into an operating lease for the school building. The lease required monthly payments of \$15,592 for July and August 2017. The lease increases annually based on either the CPI or the increase in per pupil allotment. Effective September 2017, the lease requires \$15,842 per month. The lease expires August 31, 2024.

In July 2017, the School entered into a ground lease agreement which matures in August 2019 and requires monthly payments of \$5,000 until September 2018 and which time monthly payments will be \$5,150. The School also has a modular lease agreement which matures in December 2018 and requires monthly payments of \$7,524. Additionally, the School leased various equipment under lease agreements that expired during the current fiscal year. Monthly payments ranged from \$320 to \$620.

Rent expense for the year ended June 30, 2018 under noncancelable lease agreements totaled \$346,412.

The following is a schedule of the future minimum lease payments as of June 30:

<u>Year Ending June 30,</u>	
2019	\$ 300,677
2020	208,214
2021	201,872
2022	205,909
2023	210,028
2024-2025	<u>250,050</u>
	<u>\$ 1,376,750</u>

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

2. Detail Notes on All Funds (Continued)

B. Liabilities (Continued)

4. Long-Term Obligations (Continued)

Development Agreement

Effective December 2017, the School entered into an operating lease agreement to lease a school building currently in construction. The lease payments are to commence the later of August 31, 2019, or the first full day of school after the earliest summer, fall, winter or spring break following the date a tenant certificate of occupancy is issued. This date is expected to be January 2021 and require monthly payments of \$76,367 the first year and \$94,083 thereafter for thirty years after the date of commencement. The annual rent will be adjusted at the commencement of the third year of the term and each year thereafter, by the same percentage as the North Carolina state allotment for Average Daily Membership ("ADM"). As part of the lease agreement, the landlord shall bear all costs of tenant improvements up to but not to exceed \$30 per square foot. The School will bear all improvement costs in excess of such allowance and will be paid via a promissory note with the Landlord in an amount up to \$2,500,000.

The following is a schedule of the future minimum lease payments under this lease as of June 30:

<u>Year Ending June 30,</u>	
2019	\$ -
2020	-
2021	458,200
2022	1,022,700
2023	1,129,000
2024-2050	<u>31,047,500</u>
	<u>\$ 33,657,400</u>

The School also entered into a donation agreement with the developer whereas the developer will make a donation to the School for the exclusive restricted purpose of paying for the interior space upfits of the building. The developer will match funds raised by the School for upfit through July 1, 2019 on a dollar-for-dollar basis, up to the amount of \$1,000,000. A receivable of \$479,268 was recorded as of June 30, 2018 for the current year match owed from the developer and is included in pledges receivable.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
 For the Fiscal Year Ended June 30, 2018

2. Detail Notes on All Funds (Continued)

C. Fund Balance

The Exploris School has a revenue spending policy that provides policy for programs with multiple revenue sources. The School will use resources in the following hierarchy: federal funds, State funds, local non-board of education funds, The Exploris School funds. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance and lastly unassigned fund balance. The School has the authority to deviate from this policy if it is in the best interest of the School.

The following schedule provides information on the portion of general fund balance that is available for appropriation:

Total fund balance	\$ 1,013,364
Less:	
Prepaid Items	(32,644)
Security Deposit	<u>(15,658)</u>
Remaining fund balance	<u>\$ 965,062</u>

3. Related Party Transactions

Two employees of the School served as members of the governing board of The Exploris School. For the fiscal year ended June 30, 2018, these employees were paid salaries of \$100,000 and \$62,304 from the State Public School Fund.

4. Claims and Judgments

At June 30, 2018, the School was a defendant to a lawsuit. In the opinion of the School's management and the School's attorney, the ultimate effect of this legal matter will not have a material adverse effect on the School's financial position.

5. Summary Disclosure of Significant Contingencies

Federal and State Assisted Programs

The School has received proceeds from several federal and State grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant monies to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant monies.

THE EXPLORIS SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018

6. Significant Effects of Subsequent Events

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through November 14, 2018, which is the date the financial statements were available to be issued.

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THE EXPLORIS SCHOOL
All Governmental Fund Types
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended June 30, 2018

Statement 1

	2018		Favorable (Unfavorable) Variance
	Final Budget	Actual	
Revenues:			
State of North Carolina	\$ 2,362,079	\$ 2,369,391	\$ 7,312
Board(s) of Education:			
Wake County	935,000	1,011,237	76,237
Johnston County	27,229	24,975	(2,254)
Durham County	12,353	10,122	(2,231)
Franklin County	-	1,745	1,745
Harnett County	3,000	340	(2,660)
U.S. Government	72,543	63,068	(9,475)
Contributions and donations	-	202,198	202,198
Grants	30,000	15,000	(15,000)
Field Trips	1,585	108,164	106,579
Other	6,000	9,927	3,927
Total	<u>3,449,789</u>	<u>3,816,167</u>	<u>366,378</u>
Expenditures:			
Current:			
Instructional services:			
Regular programs	-	2,067,485	-
Special programs	-	310,710	-
Alternative programs	-	83,960	-
School leadership programs	-	433,303	-
Co-Curricular programs	-	2,269	-
School based support programs	-	98,848	-
Total instructional programs	<u>2,971,342</u>	<u>2,996,575</u>	<u>(25,233)</u>
Support services:			
Curriculum Support	-	25,817	-
Technology	-	65,340	-
Operational support	-	64,590	-
Finance and human resources	-	84,211	-
Policy, leadership and public relations	-	394,497	-
Total support services	<u>532,462</u>	<u>634,455</u>	<u>(101,993)</u>
Total expenditures	<u>3,503,804</u>	<u>3,631,030</u>	<u>(127,226)</u>

THE EXPLORIS SCHOOL
All Governmental Fund Types
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended June 30, 2018
(Continued)

Statement 1

	2018		Favorable (Unfavorable) Variance
	Final Budget	Actual	
Capital outlay	\$ -	\$ 19,305	\$ (19,305)
Other financing sources (uses):			
Fund balance appropriated	54,015	-	(54,015)
Total other financing sources and (uses)	54,015	-	(54,015)
Excess of revenue over expenditures	\$ -	\$ 165,832	\$ 165,832

DRAFT

THE EXPLORIS SCHOOL
Proprietary Fund Types
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2018

Statement 2

	2018		Favorable (Unfavorable) Variance
	Final Budget	Actual	
Revenues:			
Child care fees	\$ 76,705	\$ 90,358	\$ 13,653
Total revenues	<u>76,705</u>	<u>90,358</u>	<u>13,653</u>
Expenditures:			
Salaries and benefits	16,468	20,512	(4,044)
Total expenditures	<u>16,468</u>	<u>20,512</u>	<u>(4,044)</u>
Revenues over expenditures	<u>60,237</u>	<u>69,846</u>	<u>9,609</u>
Other financing sources (uses):			
Fund balance appropriated	(60,237)	-	60,237
Total other financing sources (uses)	<u>(60,237)</u>	<u>-</u>	<u>60,237</u>
Revenues and other sources over expenditures	<u>\$ -</u>	<u>69,846</u>	<u>\$ 69,846</u>
Reconciliation from budgetary basis (modified accrual) to full accrual:			
Reconciling items:			
Change in net assets		<u>\$ 69,846</u>	

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

To the Board of Directors
The Exploris School
Raleigh, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Exploris School as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise The Exploris School's basic financial statements, and have issued our report thereon dated November 14, 2018.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Thomas, Judy & Tucker, P.A.

November 14, 2018

DRAFT

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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE
AND THE STATE SINGLE AUDIT IMPLEMENTATION ACT**

To the Board of Directors
The Exploris School
Raleigh, North Carolina

Report on Compliance for Each Major State Program

We have audited The Exploris School's compliance with the types of compliance requirements described in the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, that could have a direct and material effect on each of The Exploris School's major State programs for the year ended June 30, 2018. The Exploris School's major State programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its State programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of The Exploris School's major State programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the applicable sections of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as described in the *Audit Manual for Governmental Auditors in North Carolina*, and the State Single Audit Implementation Act. Those standards, Uniform Guidance, and the State Single Audit Implementation Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major State program occurred. An audit includes examining, on a test basis, evidence about The Exploris School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major State program. However, our audit does not provide a legal determination of The Exploris School's compliance.

Opinion on Each Major State Program

In our opinion, The Exploris School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major State programs for the year ended June 30, 2018.

Report on Internal Control over Compliance

Management of The Exploris School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered The Exploris School's internal control over compliance with the types of requirements that could have a direct and material effect on each major State program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major State program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of The Exploris School's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Thomas, Judy & Jucker, P.A.

November 14, 2018

THE EXPLORIS SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2018

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of auditors’ report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness identified? _____ Yes X No
- Significant deficiencies? _____ Yes X None Reported
- Noncompliance material to financial statements noted? _____ Yes X No

State Awards

Internal control over major State programs:

- Material weakness identified? _____ Yes X No
- Significant deficiency identified that is not considered to be a material weakness? _____ Yes X None Reported

Type of auditors’ report issued on compliance for major State programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the State Single Audit Implementation Act? _____ Yes X No

Identification of major State programs:

Program Name
State Public School Fund

SECTION II – FINANCIAL STATEMENT FINDINGS

No Findings

THE EXPLORIS SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
For the Fiscal Year Ended June 30, 2018

SECTION III – STATE AWARD FINDINGS AND QUESTIONED COSTS

None.

DRAFT

THE EXPLORIS SCHOOL
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Fiscal Year Ended June 30, 2018

Finding 2017-1

Eligibility

Status: The School implemented policies and monitored policies to ensure that all exceptional children have a DEC 6 or DEC 7 form kept on file.

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THE EXPLORIS SCHOOL
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
 For the Year Ended June 30, 2018

<u>Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>State/ Pass-through Grantor's Number</u>	<u>Expendi- tures</u>
Federal Grants:			
Cash Assistance:			
<u>U.S. Department of Education</u>			
Passed-through the N.C. Department of Public Instruction:			
Improving America School Act of 1994 (IASA)			
<u>IDEA VI Cluster</u>			
IDEA VI-B	84.027	PRC 060	\$ 63,068
Total U.S. Department of Education			<u>63,068</u>
Total Federal Assistance			<u>63,068</u>
State Grants:			
Cash Assistance:			
N.C. Department of Public Instruction:			
State Public School Fund - Charter Schools	xxxx	PRC 036	2,338,233
Summer Reading	xxxx	PRC 016	20,447
State Bonus	xxxx	PRC 048	10,711
Total N.C. Department of Public Instruction			<u>2,369,391</u>
Total State Assistance			<u>2,369,391</u>
Total Federal and State Assistance			<u>\$ 2,432,459</u>

Notes to the Schedule of Expenditures of Federal and State Financial Awards:

Note 1: Basis of Presentation

The accompanying schedule of expenditures of federal and State awards includes the federal and State grant activity of the School and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of *Title 2 US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the State Single Audit Implementation Act*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

Note 2: Summary of Significant Accounting Policies

Expenditures reported in the SEFSA are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited. The Exploris School has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

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November 14, 2018

To the Board of Directors
The Exploris School

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Exploris School (the "School") for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 21, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by The Exploris School are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by The Exploris School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the School's financial statements were:

Management's estimate of the depreciable lives is based on the estimated useful lives of the capital assets. We evaluated the key factors and assumptions used to develop the depreciable lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the carrying value of the School's investment in the unconsolidated joint venture is based upon certain estimates used to prepare the financial statements of the joint venture. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for uncollectible promises to give is based on the amount management expects to collect from outstanding balances at June 30, 2018. We evaluated the key factors and assumptions used to develop the allowance for uncollectible promises to give in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

November 14, 2018
Page 2 of 3

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 14, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to The Exploris School's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as The Exploris School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Review of Bank Reconciliations

We noted that the bank accounts are formally reconciled monthly to transactions recorded in the accounting system. However, we noted that this reconciliation has no indication of review or approval by another member of management. We recommend that another member of management initial and date the reconciliation at the time of review. This will ensure that there is adequate support for segregation of duties.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

November 14, 2018
Page 3 of 3

We were engaged to report on the budgetary schedules and the schedule of expenditures of federal and State awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of The Exploris School and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Thomas, Judy & Tucker, P.A.

Thomas Judy & Tucker, P.A.

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Client: **59120 - The Exploris School**
 Engagement: **AUD - 6/30/2018**
 Period Ending: **6/30/2018**
 Workpaper: **A11.02 - Passed Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Passed Journal Entries JE # 22				
To correct pledge receivable balance to actual at year end				
		E03		
7.TJT4	Pledges Receivable		4,000.00	
7.TJT7	Pledge receivable revenue			4,000.00
Total			<u>4,000.00</u>	<u>4,000.00</u>

DRAFT

Cover Sheet

Academic/ Personnel / Operations

Section: V. ED Report
Item: A. Academic/ Personnel / Operations
Purpose: Vote
Submitted by:
Related Material: Data Snapshot Fall 2018.pdf
ED Report Nov 2018.pdf

Data Snapshot - Fall 2018

K-3 Literacy:

Percent of Students At or Above Grade Level at the Beginning of the Year

Grade Level	Fluency and Phonemics (DIBELS)	Reading Comprehension (F&P)
K	87%	66%
1	79%	71%
2	77%	77%
3	95%	92%*

*BOG pass rate was 67%

2-8 Literacy and Math:

Percent of Students At or Above Proficiency at the Beginning of the Year (MAP)

Grade Level	Reading Comprehension	Math Proficiency
2		82%
3		86%
4	92%	89%
5	97%	92%
6	89%	84%
7	93%	79%
8	89%	88%

Cohort Comparison BOY 2017 & BOY 2018

K-3 Literacy:

Percent of Students At or Above Grade Level at the Beginning of the Year

2018 Grade Level	Fluency and Phonemics (DIBELS)		Reading Comprehension	
	Cohort in 2017	Cohort in 2018	Cohort in 2017	Cohort in 2018
K		87%		66%
1	82%	79%	64%	71%
2	71%	77%	71%	77%
3	94%	95%	87%	92%

4-8 Literacy and Math:

Percent of Students At or Above Proficiency at the Beginning of the Year (MAP)

2018 Grade Level	Reading Comprehension		Math Proficiency	
	Cohort in 2017	Cohort in 2018	Cohort in 2017	Cohort in 2018
4 ¹		92%	94%	89%
5	96%	97%	96%	92%
6 ²				
7	85%	93%	72%	79%
8	83%	89%	83%	88%

¹ Reading MAP begins in 4th grade, so no cohort data is available for this group of students

² 6th grade doubles in size with 30+ new students, so cohort data is not reliable

ED Report – November 2018

Academic Update:

The EVAAS data was released on 11/16/18 and highlighted reports are summarized below for your reference. A data snapshot of the Fall 2018 highlighting beginning of the year proficiency for literacy and math using mClass, MAP, and Fountas & Pinnel is included as an attachment in the Board packet.

Report: School Accountability Growth **School:** The Exploris School (92B)
Year: 2018 **District:** The Exploris School (92B)

School Accountability Growth Estimates						
School Accountability Growth Type	2018*		2017*		2016*	
	Index	Level	Index	Level	Index	Level
Overall	0.95	Meets Expected Growth	-5.01	Does Not Meet Expected Growth	5.41	Exceeds Expected Growth

*Year Estimate

The index value is the growth measure divided by its standard error, and it provides a signal as to whether the progress estimate is significantly different from the expected growth. The index value also standardizes growth measures across different models, subjects, grades and/or years for a more equitable comparison than the growth measure alone.

Report: School Value-Added Summary **Test:** End of Grade
District: The Exploris School (92B) **Subject:** Math
Year: 2018

LEARN HOW TO USE THIS REPORT (Flash required)
[Summary Reports](#)


Estimated School Growth Measure by Grade						
School Name		4	5	6	7	8
The Exploris School (92B)	2018	-3.1	-0.3	4.3	2.4	7.2
	3-Yr-Avg	1.1	2.1	1.7	1.4	1.2

- Significant evidence that the school's students made more progress than the Growth Standard
- Evidence that the school's students made progress similar to the Growth Standard
- Significant evidence that the school's students made less progress than the Growth Standard
- The school does not have data for this test and subject in the most recent year.

Report: School Value-Added Summary **Test:** End of Grade
District: The Exploris School (92B) **Subject:** Reading
Year: 2018


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[Summary Reports](#)

Estimated School Growth Measure by Grade							
School Name		3	4	5	6	7	8
The Exploris School (92B)	2018	-1.9	-2.0	2.0	0.8	-0.5	0.9
	3-Yr-Avg	-1.7	-1.5	4.6	1.6	-2.9	-0.3

Report: School Value-Added Summary **Test:** End of Grade 
District: The Exploris School (92B) **Subject:** Science
Year: 2018

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[Summary Reports](#)

Estimated School Growth Measure			
School Name		5	8
The Exploris School (92B)	2018	-1.3	-1.1
	3-Yr-Avg	-0.7	-2.0

Report: School Value-Added Summary **Test:** K-2 Assessment 
District: The Exploris School (92B) **Subject:** Text Reading and Comprehension
Year: 2018
Semesters: Winter to Spring

 **LEARN HOW TO USE THIS REPORT (Flash required)**
[Summary Reports](#)

Estimated School Growth Measure by Grade		
School Name		K
The Exploris School (92B)	2018	0.8
	3-Yr-Avg	-0.0

Estimated School Growth Measure		
School Name		Math 1
The Exploris School (92B)	2018	-2.3
	3-Yr-Avg	-1.0

Estimated School Growth Measure		
School Name		Math 2
The Exploris School (92B)	2018	0.4
	3-Yr-Avg	--

Students with Disabilities

▼ Collapse

Subject	Growth Measure	Standard Error	Growth Index	Level
▼ Math			2.63	B
▼ End of Grade			2.63	B
6th Grade	1.2	3.2	0.38	G
7th Grade	2.1	3.4	0.61	G
8th Grade	16.1	4.0	4.08	B
▼ Reading			0.76	G
▼ End of Grade			0.76	G
6th Grade	7.7	3.4	2.26	B
7th Grade	-3.4	3.8	-0.88	G
8th Grade	-2.3	4.1	-0.55	G
Overall			2.2	B

Professional Development:

Teachers participated in professional development on ADHD, Autism, and Mindfulness during the teacher workdays in November.

Personnel and Staffing

Board approval is requested for the following positions:

Callie Kirsch – Teaching Partner
 Koren Morgan – Business Office Manager

Operations:

Enrollment Data for 2018 - 2019:

<u>Total Enrollment</u>										
	K	1	2	3	4	5	6	7	8	
<i>Total</i>	38	37	39	38	37	38	76	76	74	453*

*Changes since Oct – (-1) in 1st grade due to commute, (-1) in 4th returned to homeschooling, +1 in 6th grade

Emergency Drills:

An evacuation drill was held on 10/8 for the Elementary School. Lockdown drills held on 10/23 for the Elementary School and 10/24 for the Middle School. All emergency procedures went according to plans.

Fire Drills:

ES – 10/29/18
MS – 10/30/18

Strategic Plan:

Three vendors were evaluated to help support our initiative to update our strategic plan. Their proposals including their statement of work were included in the October Board packet. Our goal is to incorporate input from all stakeholder groups including parents, students, staff, and Board members using surveys (parents/students) and focus group sessions (Board and staff). A strategic planning steering team will then work with the consulting group to evaluate and prioritize all input to fine tune the goals and action steps required for the next strategic planning period. The strategic planning steering team will consist of the following members.

Timeline:

Parent / Student Surveys – December / January
Entire Board Focus Group for Strategic Plan – January 29, 2019
All Staff Focus Group – January 30, 2019

Strategic Planning Steering Committee – 1-2 -1/2 day Sat sessions in February

Executive Director
2 Elementary Staff Representatives
2 Middle School Staff Representatives
3 Board Member Representatives
1 Parent Representative
1 Student Representative as needed

Board approval is requested to contract with Emerald Education to assist us with the development of a revised Strategic Plan. June Atkinson (former State Superintendent) will be our consultant on the project. **Total cost for the project is \$2,500.**

Finance:

The local revenue was updated and projections were increased due to the increase in local revenue from each County (Wake increased from \$209.39 in June 18 to \$225.40 in Oct 18 and Durham increased from \$281.18 in June 2018 to \$285.98). Awaiting updates from other counties but revenue change would be insignificant. After reviewing the year to date expenditures and projecting future impacts, we are projecting an end of year surplus of \$89,116.56. The balance sheet and income statement along with the YTD budget are attached for your review.

Governance

Further review of the Lottery policy, State Statute, and Office of Charter School input illuminated additional changes that were needed to our lottery policy and procedures. The governance committee is recommending the removal of the surname priority. Each applicant and sibling will be entered into the lottery at their own grade level so that each student has an opportunity for acceptance. Once enrolled, siblings would then have priority in the following school year.

Board approval will be requested for the new Lottery Policy.

Capital Campaign/ Foundation / Center for Innovation

Foundation Account Balance as of 11/16/18: **\$490,342.40**

Capital Campaign will kick off on Giving Tuesday -11/27/18. Letters from the ED were sent to all families and targeted letters from parent volunteer Kristi Pettibone to all returning families on 11/23/18. We are asking all Board members and Staff members to contribute to the Capital Campaign so that we reach 100% participation. Donations can be made directly on our website linked [here](#) for your convenience.

The Foundation Board approved a new position to kickoff phase I of the Center for Innovation with a targeted \$25,000 funding level. Interviews were conducted and candidates will be recommended at the December Foundation meeting.

Cover Sheet

Finance

Section: V. ED Report
Item: B. Finance
Purpose: FYI
Submitted by:
Related Material: Balance Sheet 2018.10 Exploris.pdf
Board Report 2018.10 Exploris.pdf
Income Statement 2018.10 Exploris.pdf

The Exploris School

Balance Sheet

Fiscal Year: 2019 | Fiscal Month: October
Include Funds: All

Assets		
1.1010.000.000.000.000.00	Cash OP FCIT 6528	(62,559.09)
2.1010.000.000.000.000.00	Cash OP FCIT 6528	372,975.28
2.1011.000.000.000.000.00	Cash - Reserve	230,934.54
2.1020.000.000.000.000.00	Cash CK FCIT 4317	11,689.55
2.1160.000.000.000.000.00	Accounts Receivable - Non-Gove	(2,963.51)
2.1180.000.000.000.000.00	Accounts Receivable - Employee	2,895.59
2.1611.000.000.000.000.00	Security Deposit	15,658.00
3.1010.000.000.000.000.00	Cash OP FCIT 6528	(20,974.46)
5.1010.000.000.000.000.00	Cash OP FCIT 6528	300,033.79
	TOTAL Assets:	847,689.69
 Liabilities		
1.2210.000.000.000.000.00	EEs' FICA Taxes - EFTPS	153.02
1.2278.000.000.000.000.00	EEs' Other Ins. Deductions	489.12
2.2010.000.000.000.000.00	Accounts Payable	(851.00)
	TOTAL Liabilities:	(208.86)
 Reserves and Equity		
2.2960.000.000.000.000.00	Fund Equity	480,568.58
5.2960.000.000.000.000.00	Fund Equity	280,531.10
	TOTAL Reserves and Equity:	761,099.68
	NET GAIN (LOSS):	86,798.87
	TOTAL LIABILITIES / RESERVES / INCOME:	847,689.69

The Exploris School
Budget Analysis Report

Fiscal Year: 2019 | Date Range: 10/01/2018 - 10/31/2018
Grouped by Account Category/Subcategory | Summary Only

Revenues

Account		Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
001. STATE REVENUE	TOTAL:	(2,655,506.96)	(212,577.42)	(977,733.68)	36.82	\$ (2,673,809.96)
002. LOCAL REVENUE	TOTAL:	(1,236,666.65)	(300,137.46)	(842,506.34)	31.87	\$ (1,325,431.98)
003. FEDERAL REVENUE	TOTAL:	(68,164.00)	0.00	(68,164.00)	0.00	\$ (68,164.00)
004. FOUNDATION REVENUE	TOTAL:	(20,580.00)	0.00	(20,580.00)	0.00	\$ (6,400.00)
005. B&A CARE REVENUE	TOTAL:	(90,000.00)	(4,120.00)	(62,826.97)	30.19	\$ (90,000.00)
006. FIELD TRIP REVENUE	TOTAL:	(0.08)	(22,751.35)	39,484.29	49,355,462.50	\$ (39,484.37)
Revenues	TOTAL:	(4,070,917.69)	(539,586.23)	(1,438,551.39)		\$ (4,203,290.31)

Expenses

Account		Period Activity	YTD Activity	Remaining Budget	% Used	
01. SALARIES AND BONUSES	TOTAL:	2,516,923.33	208,187.57	1,737,815.45	30.95	\$ 2,520,976.15
02. BENEFITS	TOTAL:	594,663.26	44,149.38	429,001.76	27.86	\$ 613,168.39
03. BOOKS AND SUPPLIES	TOTAL:	65,810.00	1,262.93	42,550.41	35.34	\$ 65,833.35
04. TECHNOLOGY	TOTAL:	103,544.94	13,320.00	37,185.30	64.09	\$ 101,902.32
05. NON-CAP EQUIPMENT & LEASES	TOTAL:	19,500.00	827.07	15,509.38	20.46	\$ 19,500.00
06. CONTRACTED STUDENT SERVICES	TOTAL:	36,500.00	1,960.62	32,598.38	10.69	\$ 36,500.00
07. FIELD TRIPS	TOTAL:	4,000.12	18,113.80	(18,279.70)	556.98	\$ 47,684.38
08. STAFF DEVELOPMENT	TOTAL:	11,000.00	47.00	7,747.50	29.57	\$ 11,000.00
09. ADMIN SERVICES	TOTAL:	105,580.00	10,109.90	56,990.38	46.02	\$ 116,615.25
10. INSURANCES	TOTAL:	33,111.00	1,916.00	15,319.58	53.73	\$ 33,111.00
11. FACILITIES	TOTAL:	462,264.52	18,643.68	280,386.56	39.34	\$ 467,724.52
14. B&A CARE	TOTAL:	39,581.51	3,335.38	32,013.66	19.12	\$ 39,581.51
61. VARIOUS GRANTS-CASMT	TOTAL:	40,576.88	0.00	12,464.38	69.28	\$ 40,576.88
Expenses	TOTAL:	4,033,055.56	321,873.33	1,351,752.52		\$ 4,114,173.75
(SURPLUS)/DEFICIT		\$ (37,862.13)	\$ (217,712.90)	\$ (86,798.87)		\$ (89,116.56)

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Income Statement**Fiscal Year: 2019 Month: October****Include Fund(s): 1, 2, 3, 5**

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
Fund 1						
	Revenue					
	1.3100.016.000.000.000.00 Rev - Summer Reading - 016	1,097.68	0.00	477.08	1,097.68	1,908.33
	1.3100.036.000.000.000.00 Rev - Charter Schools	764,058.58	212,577.42	220,815.16	976,636.00	883,260.65
	Revenue Total:	765,156.26	212,577.42	221,292.24	977,733.68	885,168.98
	Expense					
	1.5110.036.121.000.000.00 Salary - Teacher	360,629.71	128,056.15	127,060.53	488,685.86	508,242.13
	1.5110.036.142.000.000.00 Salary - Teacher Assistant	21,444.19	8,034.59	6,539.17	29,478.78	26,156.67
	1.5110.036.162.000.000.00 Substitute Pay	1,600.00	1,561.25	2,083.33	3,161.25	8,333.33
	1.5110.036.183.000.000.00 Salary - Bonus	0.00	0.00	416.67	0.00	1,666.67
	1.5110.036.211.000.000.00 ER's Social Security Cost	26,845.24	9,837.84	15,525.70	36,683.08	62,102.81
	1.5110.036.229.000.000.00 ER's Other Retirement Cost	6,969.17	2,421.64	3,965.66	9,390.81	15,862.63
	1.5110.036.229.100.000.00 ER's Other Retirement Cost- CONTINGENCY	0.00	0.00	2,135.35	0.00	8,541.42
	1.5110.036.231.000.000.00 ER's Hospitalization Insurance	40,510.34	15,472.40	25,291.60	55,982.74	101,166.40
	1.5110.036.232.000.000.00 ER's Workers' Comp. Insurance	0.00	0.00	812.83	0.00	3,251.33
	1.5110.036.233.000.000.00 ER's Unemployment Insurance Co	0.00	0.00	953.87	0.00	3,815.47
	1.5110.036.234.000.000.00 ER's Dental Ins. Cost	621.38	234.65	518.84	856.03	2,075.36
	1.5110.036.235.000.000.00 ER's Life Ins. Cost	136.35	0.00	133.08	136.35	532.33
	1.5110.036.239.000.000.00 Other Ins. Cost	1,042.93	0.00	687.25	1,042.93	2,749.00
	1.5110.036.299.000.000.00 Long Term Disability	0.00	0.00	343.92	0.00	1,375.67
	1.5110.036.315.000.000.00 Reproduction Costs	630.00	0.00	0.00	630.00	0.00
	1.5110.036.411.000.000.00 Supplies and Materials	48.86	0.00	0.00	48.86	0.00
	1.5110.036.418.000.000.00 Computer Software and Supplies	0.00	5,160.00	0.00	5,160.00	0.00
	1.5210.036.121.000.000.00 Salary - EC Teacher	32,144.39	12,085.53	16,000.10	44,229.92	64,000.40
	1.5210.036.142.000.000.00 Salary - EC Teacher Assistant	23,100.03	8,900.01	8,666.67	32,000.04	34,666.67
	1.5210.036.211.000.000.00 ER's Social Security Cost	4,115.35	1,456.23	0.00	5,571.58	0.00
	1.5210.036.229.000.000.00 ER's Other Retirement Cost	212.75	105.25	0.00	318.00	0.00
	1.5210.036.231.000.000.00 ER's Hospitalization Insurance	9,358.59	3,600.28	0.00	12,958.87	0.00
	1.5210.036.234.000.000.00 ER's Dental Ins. Cost	108.05	47.03	0.00	155.08	0.00
	1.5210.036.311.000.000.00 Contracted Services - EC	799.75	599.37	500.00	1,399.12	2,000.00
	1.5210.036.312.000.000.00 Workshop Expenses	0.00	0.00	83.33	0.00	333.33
	1.5210.036.317.000.000.00 Contracted Psychological Servi	0.00	0.00	833.33	0.00	3,333.33

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The Exploris School**Income Statement****Fiscal Year: 2019 Month: October****Include Fund(s): 1, 2, 3, 5**

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
1.5240.036.318.000.000.00	Contracted Services - Speech	1,141.25	1,361.25	1,416.67	2,502.50	5,666.67
1.5330.036.121.000.000.00	Intervention Teacher	13,221.51	4,407.17	0.00	17,628.68	0.00
1.5330.036.211.000.000.00	Intervention SS	931.34	300.19	0.00	1,231.53	0.00
1.5330.036.229.000.000.00	Intervention Other Retirement	396.66	132.22	0.00	528.88	0.00
1.5330.036.231.000.000.00	Intervention Hospitalization	1,566.60	522.20	0.00	2,088.80	0.00
1.5330.036.234.000.000.00	ER' Dental	37.05	12.35	0.00	49.40	0.00
1.5350.016.121.000.000.00	Teacher - Summer Reading Camp	818.54	0.00	0.00	818.54	0.00
1.5350.016.211.000.000.00	ER SS - Summer Reading Camp	279.14	0.00	0.00	279.14	0.00
1.5350.016.411.000.000.00	Supplies and Materials - 016	0.00	0.00	477.08	0.00	1,908.33
1.5400.036.151.000.000.00	Salary - Office Personnel	22,527.51	7,509.17	0.00	30,036.68	0.00
1.5400.036.211.000.000.00	ER's Social Security Cost	1,644.33	550.22	0.00	2,194.55	0.00
1.5400.036.229.000.000.00	ER's Other Retirement Cost	405.90	135.30	0.00	541.20	0.00
1.5400.036.231.000.000.00	ER's Hospitalization Insurance	3,133.20	1,044.40	0.00	4,177.60	0.00
1.5400.036.234.000.000.00	ER's Dental Ins. Cost	62.14	24.70	0.00	86.84	0.00
1.5400.036.411.000.000.00	Supplies and Materials - Offic	1,046.37	0.00	0.00	1,046.37	0.00
1.5410.036.114.000.000.00	Salary - Principal/Headmaster	27,500.01	9,166.67	0.00	36,666.68	0.00
1.5410.036.211.000.000.00	ER's SS	2,070.44	690.13	0.00	2,760.57	0.00
1.5410.036.229.000.000.00	ER's Other Retirement	825.00	275.00	0.00	1,100.00	0.00
1.5410.036.231.000.000.00	ER's Hospitalization	1,566.60	522.20	0.00	2,088.80	0.00
1.5410.036.234.000.000.00	ER's Dental	37.05	12.35	0.00	49.40	0.00
1.5410.048.180.000.000.00	Bonus - 048	0.00	1,000.00	0.00	1,000.00	0.00
1.5410.048.211.000.000.00	ER's Social Security Cost	0.00	76.51	0.00	76.51	0.00
1.5420.036.116.000.000.00	Salary - Assistant Principal	34,014.75	11,338.25	48,977.14	45,353.00	195,908.58
1.5420.036.211.000.000.00	ER's SS	2,544.74	845.54	0.00	3,390.28	0.00
1.5420.036.229.000.000.00	ER's Other Retirement	880.70	312.20	0.00	1,192.90	0.00
1.5420.036.231.000.000.00	ER's Hospitalization	3,133.20	1,044.40	0.00	4,177.60	0.00
1.5420.036.234.000.000.00	ER's Dental	37.05	12.35	0.00	49.40	0.00
1.5830.036.131.000.000.00	Guidance Counselor	14,475.42	9,714.03	0.00	24,189.45	0.00
1.5830.036.211.000.000.00	ER SS	1,064.45	728.80	0.00	1,793.25	0.00
1.5830.036.231.000.000.00	ER's Hospitalization	1,566.60	522.20	0.00	2,088.80	0.00
1.5830.036.234.000.000.00	ER's Dental Insurance Cost	37.05	12.35	0.00	49.40	0.00
1.6110.036.113.000.000.00	Curriculum Support & Dev	6,437.49	2,145.83	0.00	8,583.32	0.00
1.6110.036.211.000.000.00	ER's SS	492.46	164.15	0.00	656.61	0.00

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The Exploris School**Income Statement****Fiscal Year: 2019 Month: October****Include Fund(s): 1, 2, 3, 5**

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
1.6400.036.311.000.000.00	Contracted Services - Technolo	3,000.00	3,000.00	3,000.00	6,000.00	12,000.00
1.6510.036.341.000.000.00	Telephone	127.98	0.00	0.00	127.98	0.00
1.6530.036.321.000.000.00	Utilities - Electrical Service	1,507.05	0.00	0.00	1,507.05	0.00
1.6530.036.323.000.000.00	Utilities -Water and Sewer	0.00	480.00	0.00	480.00	0.00
1.6540.036.311.000.000.00	Contracted Services - Custodi	9,600.00	0.00	2,250.00	9,600.00	9,000.00
1.6540.036.411.000.000.00	Supplies and Materials	1,460.76	965.65	0.00	2,426.41	0.00
1.6580.036.325.001.000.00	Contracted Landscaping	0.00	0.00	300.00	0.00	1,200.00
1.6580.036.422.000.000.00	Repair Parts and Materials	27.87	0.00	0.00	27.87	0.00
1.6610.036.311.000.000.00	Contracted Services - Business	12,061.45	0.00	3,033.33	12,061.45	12,133.33
1.6610.036.371.000.000.00	Liability Insurance	10,232.02	(366.00)	1,678.33	9,866.02	6,713.33
1.6610.036.378.000.000.00	Scholastic Accident Insurance	0.00	0.00	226.42	0.00	905.67
1.6620.036.311.000.000.00	Contracted Services - HR	114.65	26.40	41.67	141.05	166.67
1.6920.036.311.000.000.00	Contracted Legal Services	106.82	484.50	2,916.67	591.32	11,666.67
1.6930.036.311.000.000.00	Contracted Audit Services	2,750.00	0.00	875.00	2,750.00	3,500.00
1.6940.036.327.000.000.00	Building Rentals & Leases	65,395.62	(16,855.84)	17,805.38	48,539.78	71,221.51
1.6940.036.327.001.000.00	Land Lease New Bern	15,300.00	5,150.00	5,150.00	20,450.00	20,600.00
1.6940.036.327.002.000.00	Modular Lease	0.00	0.00	8,333.33	0.00	33,333.33
1.6950.036.313.000.000.00	Advertising Cost	0.00	0.00	333.33	0.00	1,333.33
Expense Total:		795,895.85	245,039.06	309,365.58	1,040,934.91	1,237,462.37
Change in Fund 1 Balance:		(30,739.59)	(32,461.64)	(88,073.34)	(63,201.23)	(352,293.39)

Fund 2**Revenue**

2.3250.036.000.000.000.00	Rev - Sales Tax	0.00	0.00	547.50	0.00	2,190.00
2.4110.435.000.000.000.00	Rev - Durham County Schools	3,431.76	2,395.04	915.56	4,682.88	3,662.25
2.4110.447.000.000.000.00	Rev - Harnett County Schools	0.00	0.00	271.50	0.00	1,086.00
2.4110.456.000.000.000.00	Rev - Johnston County Schools	0.00	4,263.05	2,474.46	4,263.05	9,897.85
2.4110.502.000.000.000.00	Rev - Wake County Schools	293,002.44	293,002.44	90,790.12	293,002.44	363,160.49
2.4211.036.000.905.000.00	Rev - Field Trips - 04-05	421.50	395.35	0.00	816.85	0.00
2.4211.036.000.906.000.00	Rev - Field Trips - 06	549.20	2,898.00	0.00	2,371.20	0.00
2.4211.036.000.907.000.00	Rev - Field Trips - 07	6,676.32	3,730.00	0.00	6,676.32	0.00
2.4211.036.000.908.000.00	Rev - Field Trips - 08	19,925.00	14,078.00	0.00	21,745.00	0.00
2.4211.036.000.930.000.00	Rev - Field Trips - Japan	6,225.00	1,650.00	0.00	7,875.00	0.00

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The Exploris School**Income Statement****Fiscal Year: 2019 Month: October****Include Fund(s): 1, 2, 3, 5**

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
2.4430.036.000.000.000.00	Rev - Contributions	10,700.70	57.51	0.00	10,758.21	0.00
2.4430.690.000.000.000.00	REV- CAPITAL CAMPAIGN FOUNDATI	0.00	0.00	333.33	0.00	1,333.33
2.4450.036.000.001.000.00	Interest Income Reserve	34.31	29.42	8.33	63.73	33.33
2.4490.036.000.000.000.00	Rev - Various	0.00	40.00	0.00	40.00	0.00
2.4490.352.000.000.000.00	Rev - Foundation/PTO	0.00	0.00	1,181.67	0.00	4,726.67
2.4490.352.000.100.000.00	Rev - Foundation Financial Reporting Contrib	0.00	0.00	200.00	0.00	800.00
2.4493.036.000.000.000.00	Rev - Clubs	350.00	350.00	0.00	350.00	0.00
2.4890.559.000.000.000.00	Rev - CASMT Grant	25,000.00	0.00	2,242.71	25,000.00	8,970.83
2.4910.036.000.000.000.00	Fund Balance Appropriated - Legal	20,000.00	0.00	1,666.67	20,000.00	6,666.67
2.4910.036.000.002.000.00	Fund Balance Appropriated - Tech	36,000.00	0.00	3,000.00	36,000.00	12,000.00
2.4910.559.000.000.000.00	Fund Balance Appropriated CASMT	0.00	0.00	1,138.70	0.00	4,554.79
Revenue Total:		422,316.23	322,888.81	104,770.55	433,644.68	419,082.21
Expense						
2.5110.036.121.000.000.00	Salary - Teacher	25.00	0.00	0.00	25.00	0.00
2.5110.036.121.001.000.00	Salary - Teacher Homebound	175.00	0.00	0.00	175.00	0.00
2.5110.036.211.000.000.00	ER's Social Security Cost	1.47	0.00	0.00	1.47	0.00
2.5110.036.211.001.000.00	ER's Social Security	11.58	0.00	0.00	11.58	0.00
2.5110.036.231.000.000.00	ER's Hospitalization Insurance	2,313.86	(45.00)	0.00	2,268.86	0.00
2.5110.036.232.000.000.00	ER's Workers' Comp. Insurance	2,927.00	2,282.00	0.00	5,209.00	0.00
2.5110.036.233.000.000.00	ER's Unemployment Insurance Co	0.00	725.65	0.00	725.65	0.00
2.5110.036.235.000.000.00	ER's Life Ins. Cost	359.15	145.44	0.00	504.59	0.00
2.5110.036.239.000.000.00	Other Ins. Cost	3,314.71	1,146.48	0.00	4,461.19	0.00
2.5110.036.312.000.000.00	Workshop Expenses	3,203.00	47.00	833.33	3,250.00	3,333.33
2.5110.036.315.000.000.00	Reproduction Costs	2,401.61	827.07	1,100.00	3,228.68	4,400.00
2.5110.036.326.000.000.00	Contracted Repairs - Equipment	0.00	0.00	25.00	0.00	100.00
2.5110.036.333.903.000.00	Field Trips - 02-03	190.00	0.00	0.00	190.00	0.00
2.5110.036.333.905.000.00	Field Trips - 04-05	0.00	(100.00)	0.00	(100.00)	0.00
2.5110.036.333.906.000.00	Field Trips - 06	0.00	(136.09)	0.00	(136.09)	0.00
2.5110.036.333.907.000.00	Field Trips - 07	917.95	966.89	0.00	1,884.84	0.00
2.5110.036.333.908.000.00	Field Trips - 08	2,200.18	17,383.00	0.00	19,583.18	0.00
2.5110.036.333.930.000.00	Field Trips - Japan	857.89	0.00	166.67	857.89	666.67
2.5110.036.333.931.000.00	Field Trips - Germany	0.00	0.00	166.67	0.00	666.67

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The Exploris School**Income Statement****Fiscal Year: 2019 Month: October****Include Fund(s): 1, 2, 3, 5**

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
2.5110.036.361.000.000.00	Membership Dues and Fees	50.00	0.00	45.63	50.00	182.50
2.5110.036.411.000.000.00	Supplies and Materials	7,485.40	0.01	2,007.50	7,493.41	8,030.00
2.5110.036.418.000.000.00	Computer Software and Supplies	10,105.00	5,160.00	1,825.00	15,265.00	7,300.00
2.5110.036.461.000.000.00	Non-Cap Inst. Equipment	131.94	0.00	416.67	131.94	1,666.67
2.5110.036.462.000.000.00	Non-Cap Computer Hardware	36,547.38	0.00	3,182.50	36,547.38	12,730.00
2.5110.559.181.000.000.00	Salary - Stipend - CASMT	25,000.00	0.00	2,083.33	25,000.00	8,333.33
2.5110.559.211.000.000.00	ER's Social Security - CASMT	1,912.50	0.00	159.38	1,912.50	637.50
2.5110.559.312.000.000.00	Workshop Expense - CASMT	1,200.00	0.00	1,138.70	1,200.00	4,554.79
2.5210.036.411.000.000.00	Supplies and Materials	(1,530.20)	0.00	136.88	(1,530.20)	547.50
2.5400.036.332.000.000.00	Travel Reimbursement	2.50	0.00	0.00	2.50	0.00
2.5400.036.343.000.000.00	Telecommunications Services	102.52	0.00	165.00	102.52	659.98
2.5400.036.411.000.000.00	Supplies and Materials - Offic	135.91	857.07	821.25	992.98	3,285.00
2.5400.036.418.000.000.00	Computer Software and Supplies	259.75	0.00	365.00	259.75	1,460.00
2.5400.036.459.000.000.00	Food Purchase - Office	280.64	0.00	136.88	280.64	547.50
2.5400.036.461.000.000.00	Non-Cap Furniture and Equipmen	0.00	0.00	83.33	0.00	333.33
2.5400.036.462.000.000.00	Non-Cap Computer Hardware	24.99	0.00	91.25	24.99	365.00
2.5400.435.471.000.000.00	S/T - Durham County	2,791.84	0.00	0.00	2,791.84	0.00
2.5400.502.471.000.000.00	S/T - Wake County	746.66	213.20	547.50	959.86	2,190.00
2.5502.036.411.000.000.00	Supplies and Materials - Arts	75.51	116.23	0.00	191.74	0.00
2.5503.352.327.000.000.00	Rentals/Leases - PTO	0.00	0.00	1,181.67	0.00	4,726.67
2.5840.036.411.000.000.00	Supplies and Materials	554.47	16.38	45.63	570.85	182.50
2.5850.036.345.000.000.00	Security Monitoring	2,337.68	0.00	833.33	2,337.68	3,333.33
2.6400.036.311.000.000.00	Contracted Services - Technolo	3,000.00	0.00	0.00	3,000.00	0.00
2.6510.036.341.000.000.00	Telephone	0.00	127.98	166.67	127.98	666.67
2.6510.036.342.000.000.00	Postage	308.20	0.00	182.50	308.20	730.00
2.6530.036.321.000.000.00	Utilities - Electrical Service	2,895.64	1,536.62	1,750.00	4,432.26	7,000.00
2.6530.036.323.000.000.00	Utilities -Water and Sewer	632.30	0.00	416.67	632.30	1,666.67
2.6540.036.311.000.000.00	Contracted Services - Custodi	0.00	2,400.00	0.00	2,400.00	0.00
2.6540.036.411.000.000.00	Supplies and Materials	578.61	20.97	833.33	599.58	3,333.33
2.6580.036.325.000.000.00	Contracted Repairs and Mainten	750.29	0.00	416.67	750.29	1,666.67
2.6580.036.325.002.000.00	Contracted Pest Control	240.00	80.00	100.00	320.00	400.00
2.6580.036.325.003.000.00	Contracted Maint- Fire Inspect	1,675.90	0.00	250.00	1,675.90	1,000.00
2.6580.036.422.000.000.00	Repair Parts and Materials	261.01	0.00	166.67	261.01	666.67

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The Exploris School**Income Statement****Fiscal Year: 2019 Month: October****Include Fund(s): 1, 2, 3, 5**

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
2.6610.036.311.000.000.00	Contracted Services - Business	39.98	3,420.00	0.00	3,459.98	0.00
2.6610.036.362.000.000.00	Bank Service Fees	410.50	142.50	166.67	553.00	666.67
2.6610.036.362.000.000.20	Bank Service Fees 4317	15.00	5.00	0.00	20.00	0.00
2.6610.036.371.000.000.00	Liability Insurance	2,716.40	0.00	0.00	2,716.40	0.00
2.6610.036.376.000.000.00	International Travel Insurance	0.00	0.00	41.67	0.00	166.67
2.6620.036.311.000.000.00	Contracted Services - Personne	102.91	0.00	0.00	102.91	0.00
2.6910.036.411.000.000.00	Supplies and Materials - Board	9,995.00	0.00	1,083.33	9,995.00	4,333.33
2.6920.036.311.000.000.00	Contracted Legal Services	20,029.26	3,439.50	0.00	23,468.76	0.00
2.6940.036.327.000.000.00	Building Rentals & Leases	15,841.97	16,803.90	0.00	32,645.87	0.00
2.6940.036.327.001.000.00	Land Lease New Bern	5,000.00	0.00	0.00	5,000.00	0.00
2.6940.036.327.002.000.00	Modular Lease	40,458.00	7,934.40	0.00	48,392.40	0.00
2.6940.036.332.000.000.00	Travel - Parking	819.50	0.00	0.00	819.50	0.00
2.6950.690.411.000.000.00	Foundation - Supplies & Materials	1,173.25	0.00	0.00	1,173.25	0.00
2.6950.690.418.000.000.00	Foundation Computer Software	0.00	2,592.00	0.00	2,592.00	0.00
2.7100.036.311.000.000.00	Contracted Community Services	0.00	0.00	291.67	0.00	1,166.67
2.8100.036.715.000.000.00	Transfer FCIT 6528	(56,000.00)	0.00	0.00	(56,000.00)	0.00
2.8100.036.715.001.000.00	Transfer Reserve Account	56,000.00	0.00	0.00	56,000.00	0.00
Expense Total:		214,056.61	68,108.20	23,423.95	282,172.81	93,695.62
Change in Fund 2 Balance:		208,259.62	254,780.61	81,346.60	151,471.87	325,386.59
Fund 3						
Revenue						
3.3600.060.000.000.000.00	Rev - IDEA VI-B - 060	0.00	0.00	5,680.33	0.00	22,721.33
Revenue Total:		0.00	0.00	5,680.33	0.00	22,721.33
Expense						
3.5210.060.121.000.000.00	Salary - EC Teacher	12,806.76	4,268.92	0.00	17,075.68	0.00
3.5210.060.211.000.000.00	ER's Social Security Cost	928.69	308.97	0.00	1,237.66	0.00
3.5210.060.229.000.000.00	ER's Retirement	384.21	128.07	0.00	512.28	0.00
3.5210.060.231.000.000.00	ER's Hospitalization	1,566.60	522.20	0.00	2,088.80	0.00
3.5210.118.411.000.000.00	Supplies - PRC 118	0.00	60.04	0.00	60.04	0.00
Expense Total:		15,686.26	5,288.20	0.00	20,974.46	0.00

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The Exploris School**Income Statement****Fiscal Year: 2019 Month: October****Include Fund(s): 1, 2, 3, 5**

Fund	Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
Change in Fund 3 Balance:	(15,686.26)	(5,288.20)	5,680.33	(20,974.46)	22,721.33
Fund 5					
Revenue					
5.4210.701.000.000.000.00 Rev - Before & After School	24,208.03	4,120.00	7,500.00	27,173.03	30,000.00
Revenue Total:	24,208.03	4,120.00	7,500.00	27,173.03	30,000.00
Expense					
5.5350.701.178.000.000.00 Salary - B & A Care	3,965.00	3,128.10	3,193.75	7,093.10	12,775.00
5.5350.701.211.000.000.00 ER's Soc Sec Cost - B & A Care	267.47	207.28	104.71	474.75	418.84
5.5350.701.231.000.000.00 ER's Hospitalization	0.00	100.12	0.00	100.12	0.00
5.5350.701.234.000.000.00 Dental	0.00	2.37	0.00	2.37	0.00
Expense Total:	4,232.47	3,437.87	3,298.46	7,670.34	13,193.84
Change in Fund 5 Balance:	19,975.56	682.13	4,201.54	19,502.69	16,806.16

Cover Sheet

Governance Committee

Section: VI. Committee Updates
Item: B. Governance Committee
Purpose: Vote
Submitted by:
Related Material: Lottery 11 16 18.pdf

The Exploris School

Lottery Selection

As required by G.S. 115C-218.45(h): During each period of enrollment, the charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If there are more applications than spaces, the available spaces will be awarded by public lottery. Once enrolled, students are not required to reapply in subsequent enrollment periods; however, students who are placed on the waiting list must reapply for the lottery in subsequent school years.

Notwithstanding any law to the contrary, a charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

Enrollment Application Time Period

Requested applications for the upcoming school are available on the school's website, and can be mailed or electronically sent upon request, beginning in November through the time the lottery enrollment closes the first Friday of February of the proceeding school year. Any applications received after the close of business on the first Friday in February will be placed on the waiting list in order of receipt.

Lottery Process

Applications for enrollment will be made available from November through February. All applications must be received by the first Friday in February in order to be considered for the school's lottery. The Lottery is conducted on the first Friday of March. The date and location are made public so that anyone may attend. The lottery is conducted by an impartial third party firm in accordance with state standards and school priorities. Following the lottery, parents are notified of their acceptance. Upon filling all the available positions, the lottery continues through the entire pool of applicants to establish a waiting list.

Any student receiving a seat either through the initial lottery or through the wait list will have a limited time to accept or decline the seat and, if offered the seat prior to the first day of school, must be present beginning the first day of school. Should a parent decline a spot, the open position will be offered to the next chronological applicant on the waiting list and these guidelines will apply. Outlined below are the time limitations to accept or decline a seat:

- **From date of posting lottery results until June 1:** 1 week to accept or decline a seat for the next school year and submit required enrollment paperwork
- **From June 2 - to the first day of the new school year:** 48 hours to accept or decline a seat for the upcoming school year and submit required enrollment paperwork

Parents/Guardians must return all enrollment materials required within the time limit set above to

accept your seat at The Exploris School. Should an applicant decline enrollment, or fail to submit the required enrollment materials by the deadline, the slot will be offered to the next student on the waitlist, and the waitlist will be updated accordingly. If we do not receive your completed registration packet materials by the time allowed, families will be contacted by phone or email to inquire as to the status of your materials and your intent to enroll. If we do not hear back from you or you decline enrollment, your spot will be offered to the next applicant on the waiting list.

YOUR CHILD MUST BE IN ATTENDANCE THE FIRST DAY OF SCHOOL. If your child is not in school on the first day of school, the school will make reasonable efforts to contact the student's family via phone and email. If the school has not heard from the family, the seat will be offered to the next student on the waitlist on the next day of school.

Lottery Preference

The charter school shall not discriminate against any student on the basis of race, ethnicity, religion, sexual identity, gender, gender identity or expression, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

Siblings of already enrolled students, children of all full-time employees, children of the school's Board of Directors, and applicants who are Economically Disadvantaged will receive priority enrollment in the following manner:

Lottery Priorities

Children of current staff and siblings are given priority over children of board members and students who are considered Economically Disadvantaged. Should a full-time staff member be hired after the annual lottery has occurred, space will be made available for said staff member's children for the upcoming school year. Children of Board members are given the next preference followed by students whose families qualify for Free and Reduced Lunch. If there are more applicants than spaces, the available spaces will be awarded by public lottery with priority in the following order:

1. Children of current eligible staff
2. Siblings of currently enrolled students
3. Children of current Board members
4. Children whose families are considered Economically Disadvantaged
5. All other applicants.

Siblings: It is the intent of Exploris to support whole families and create school community. All families with siblings of currently enrolled students must submit an application. Siblings of enrolled students will receive priority for admission during the lottery process if their applications are received by the designated deadline.

If multiple birth siblings apply for admission to a charter school and a lottery is

needed under G.S. 115C-238.29(g), (2), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings. If the surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

Employees and Board of Directors: Exploris will limit to no more than 15% of the school’s total enrollment priority admission to children of full-time employees and the charter school’s Board of Directors.

Economically Disadvantaged Students: Exploris will institute a priority lottery for remaining available seats *in order to achieve 25% of our students meeting the “Economically Disadvantaged” (ED) criteria, defined by meeting national Free and Reduced Lunch (FRL) criteria, by the school year 2023-2024.* We will achieve this by meeting the following interim goals:

<u>ACADEMIC YEAR</u>	<u>Target ED %</u>
2018-2019	0%
2019-2020	up to 10%
2020-2021	up to 15%
2022-2023	up to 25%
2023-2024	up to 25%

With each lottery, the Executive Director will work to identify number of FRL seats to make available per grade level in order to balance students admitted across grade levels, total seats available, school resources, and planned annual target.

- Families will have the opportunity to complete an optional form, separate from their lottery application, where they can offer family income information in order to determine if they are FRL eligible for the purposes of the priority lottery. This supplemental form will ask applicants to consent to verify status as FRL eligible by Exploris staff, and will state that no specific information will be obtained beyond eligibility status and that the information will not be retained.

Transportation

Board and school administration will work annually to identify transportation opportunities for children and share the information with parents and guardians.

Legal Reference: Article 14A of Chapter 115C, G.S. 115C-218

- Adopted: 11/19/13
- Revised: 6/23/15
- Revised: 2/15/18
- Adopted: 2/27/18
- Revised: 10/22/18
- Adopted: 10/30/18
- Revised: 11/16/18
- Adopted: 11/27/18

