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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Trustees of Libertas Academy Charter School and  
The Department of Elementary and Secondary Education:

We have performed the procedures enumerated below on the Federal Charter Schools Program grant (the CSP grant) of Libertas Academy Charter School (the School) for the year ended June 30, 2021. The School's management is responsible for the compliance with the requirements of the CSP grant.

The School has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the CSP grant.

Additionally, the Massachusetts Department of Elementary and Secondary Education have agreed to and acknowledge that the procedures performed are appropriate for their purposes.

This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Our procedures and findings are as follows:

### Procedure #1:

- Obtain a copy of the CSP grant award, inclusive of any amendments.

### Result #1:

- We obtained copies of the CSP grant award, inclusive of amendments without exceptions.

### Procedure #2:

- Obtain the detail of expenditures incurred for the period under review relating to the CSP grant and reconcile the total expenditures incurred to the CSP grant revenue recorded by the School in the general ledger and investigate the differences.

### Result #2:

- We noted no differences in total expenditures relating to the CSP grant revenue incurred and what was recorded in the School's accounting system.

### Procedure #3:

- Ascertain if the School exercised flexibilities allowed by the U.S. Department of Education under the Every Student Succeeds Act (ESSA) for minor facility repairs, necessary renovations, and one-time transportation cost and, if so, obtain evidence that guidelines and instructions were followed in accordance with Part III of the Request for Proposal (RFP).

Result #3:

- The School was not obligated to exercise flexibilities allowed by the U.S. Department of Education under ESSA for minor facility repairs, necessary renovations, and one-time transportation cost, and the guidelines and instructions were followed in accordance with Part III of the RFP.

Procedure #4:

- Compare the approved CSP budget to the actual expenditures incurred and investigate any differences greater than 10% of the total budget.

Result #4:

- We noted no difference between total actual expenditures incurred as compared to total budget.

Procedure #5:

- Select a sample of expenditures from the detail expenditures incurred during the period based on the criteria set forth below:
  - a. Payroll - Select 10 items or 10% of the total number of payroll items charged to the CSP grant, whichever is less.
  - b. Other expenses - Select 10 items or 10% of the total number of items charged to the CSP grant, whichever is less.

And determine the following:

- i. The expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods. (See non-regulatory guidance on the CSP grant at <http://www2.ed.gov/programs/charter/nonregulatory-guidance.html>).
- ii. The expenditure was charged to the proper budget category.
- iii. The expenditure was charged to the appropriate fiscal period.

Result #5:

- We selected 10% (2 transactions) of payroll transactions and 10% (1 transaction) of other non-personnel related disbursements and noted that these transactions were in line with the intended purpose of the grant. We also noted that these transactions were charged to the proper budget category and were charged to the appropriate fiscal period.

Procedure #6:

- Obtain Request for Funds forms (RF1) submitted to the Department during the period under review.
  - a. Trace the amounts reported in the RF1 to the listing of expenditures and determine if any discrepancies exist.
  - b. If items have not yet been requested for reimbursement, inquire of responsible Charter School officials as to the plan for requesting reimbursement, and determine if a receivable is recorded within the general ledger, if appropriate.
  - c. If RF1 form includes amounts for cash advances (cash expenditures anticipated during next month), determine if the total of the funds expended in the month subsequent to the date of the request is equal to or exceeds the amount requested.

Result #6:

- We noted no discrepancies between actual expenditures incurred and recorded as compared with amounts reported in the RF1. In addition, we noted the RF1 did not include any amounts for cash advanced during fiscal year 2021.

We are engaged by the School to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an audit or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of management of the School and the Massachusetts Department of Elementary and Secondary Education, and is not intended to be, and should not be, used by anyone other than those specified parties.

Westborough, Massachusetts  
October 21, 2021