



**Audited Financial Statements In Accordance
With Government Auditing Standards**

June 30, 2017

URBAN DOVE TEAM CHARTER SCHOOL

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Independent Auditors' Report

To the Board of Trustees of
Urban Dove Team Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Urban Dove Team Charter School (the "School"), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the 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 organization'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 organization'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 opinion.

Opinion

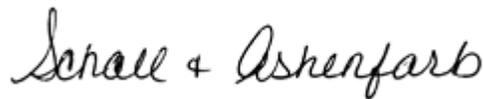
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Urban Dove Team Charter School as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 24, 2016. In our opinion, the summarized comparative information presented herein as of and for the year-ended June 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2017 on our consideration of the 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 that report is 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 School's internal control over financial reporting and compliance.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 24, 2017

URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2017
(With comparative totals at June 30, 2016)

	<u>6/30/17</u>	<u>6/30/16</u>
Assets		
Cash and cash equivalents	\$686,649	\$1,311,932
Restricted cash (Note 3)	75,191	75,153
Government grants receivable	110,708	76,121
Other receivables	10,281	13,923
Prepaid expenses	44,167	51,498
Security deposit	200,000	200,000
Fixed assets, net (Note 4)	<u>240,995</u>	<u>317,532</u>
 Total assets	 <u><u>\$1,367,991</u></u>	 <u><u>\$2,046,159</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$572,167	\$447,369
Government grant advances (Note 5)	<u>202,281</u>	<u>391,085</u>
Total liabilities	<u><u>774,448</u></u>	<u><u>838,454</u></u>
Net assets:		
Unrestricted	<u>593,543</u>	<u>1,207,705</u>
Total net assets	<u><u>593,543</u></u>	<u><u>1,207,705</u></u>
 Total liabilities and net assets	 <u><u>\$1,367,991</u></u>	 <u><u>\$2,046,159</u></u>

The attached notes and auditors' report are an integral part of these financial statements.

URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017
(With comparative totals for the year ended June 30, 2016)

	<u>6/30/17</u>	<u>6/30/16</u>
Unrestricted:		
Public support and revenue:		
Public school district revenue: (Note 5)		
Resident student enrollment	\$3,638,085	\$3,511,575
Students with special education services	<u>1,540,795</u>	<u>1,740,126</u>
Subtotal public school district revenue	5,178,880	5,251,701
Government grants	600,352	459,418
Contributions	3,450	55,628
Loss on equipment disposals	0	(1,500)
Other income	<u>1,174</u>	<u>3,698</u>
Total public support and revenue	<u>5,783,856</u>	<u>5,768,945</u>
Expenses:		
Program services:		
Regular education	4,109,349	3,294,668
Special education	<u>1,157,375</u>	<u>985,339</u>
Total program services	<u>5,266,724</u>	<u>4,280,007</u>
Supporting services:		
Management and general	1,096,294	951,166
Fundraising	<u>35,000</u>	<u>27,000</u>
Total supporting services	<u>1,131,294</u>	<u>978,166</u>
Total expenses	<u>6,398,018</u>	<u>5,258,173</u>
Change in net assets	(614,162)	510,772
Net assets - beginning	<u>1,207,705</u>	<u>696,933</u>
Net assets - ending	<u><u>\$593,543</u></u>	<u><u>\$1,207,705</u></u>

The attached notes and auditors' report are an integral part of these financial statements.

**URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2017**

(With comparative totals for the year ended June 30, 2016)

	Program Services			Supporting Services		Total Expenses 6/30/17	Total Expenses 6/30/16	
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising			Total Supporting Services
Personnel service costs:								
Salaries	\$2,372,049	\$756,580	\$3,128,629	\$474,200		\$474,200	\$3,602,829	
Payroll taxes and employee benefits	538,831	171,863	710,694	130,234		130,234	680,254	
Total personnel service costs	2,910,880	928,443	3,839,323	604,434	0	604,434	4,443,757	
Professional development			0	23,844		23,844	23,844	
Legal fees			0	1,700		1,700	1,700	
Management company fees - institutional partner (Note 6)	192,500		192,500	122,500	35,000	157,500	350,000	
Professional fees	111,317	26,754	138,071	106,762		106,762	244,833	
Student and staff recruitment			0	7,654		7,654	7,654	
Supplies and materials	32,651		32,651			0	32,651	
Office expenses	50,186	15,632	65,818	16,944		16,944	82,762	
Food services	16,284	4,978	21,262	5,240		5,240	26,502	
Student services	174,384		174,384			0	174,384	
Insurance	26,969	8,400	35,369	8,842		8,842	44,211	
Technology	12,535	3,904	16,439	4,110		4,110	20,549	
Equipment and furnishings	11,834	3,686	15,520	3,880		3,880	19,400	
Repairs and maintenance	77,394	24,107	101,501	25,375		25,375	126,876	
Occupancy and facility costs	361,517	100,700	462,217	106,000		106,000	568,217	
Utilities	60,963	18,988	79,951	19,988		19,988	99,939	
Depreciation	69,935	21,783	91,718	22,929		22,929	114,647	
Bad debt			0			0	0	
Other			0	16,092		16,092	16,092	
Total expenses	\$4,109,349	\$1,157,375	\$5,266,724	\$1,096,294	\$35,000	\$1,131,294	\$6,398,018	\$5,258,173

The attached notes and auditors' report an integral part of these financial statements.

URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2017
(With comparative totals for the year ended June 30, 2016)

	<u>6/30/17</u>	<u>6/30/16</u>
Cash flows from operating activities:		
Change in net assets	(\$614,162)	\$510,772
Adjustments to reconcile change in net assets to net cash (used for)/provided by operating activities:		
Depreciation expense	114,647	113,589
Loss on equipment disposals	0	1,500
Changes in assets and liabilities:		
Restricted cash	(38)	(47)
Grant receivable - New York City	0	9,988
Government grants receivable	(34,587)	76,306
Other receivables	3,642	(4,186)
Prepaid expenses	7,331	(829)
Accounts payable and accrued expenses	124,798	178,302
Government grant advances	(188,804)	391,085
Due to institutional partner	0	(1,759)
Deferred rent	0	(187,548)
Total adjustments	<u>26,989</u>	<u>576,401</u>
Net cash (used for)/provided by operating activities	<u>(587,173)</u>	<u>1,087,173</u>
 Cash flows from investing activities:		
Purchase of fixed assets	<u>(38,110)</u>	<u>(90,832)</u>
Net cash used for investing activities	<u>(38,110)</u>	<u>(90,832)</u>
 Net (decrease)/increase in cash and cash equivalents	(625,283)	996,341
 Cash and cash equivalents - beginning of year	<u>1,311,932</u>	<u>315,591</u>
 Cash and cash equivalents - end of year	<u><u>\$686,649</u></u>	<u><u>\$1,311,932</u></u>
 Supplemental disclosures:		
Interest and taxes paid	<u><u>\$0</u></u>	<u><u>\$0</u></u>

The attached notes and auditors' report are an integral part of these financial statements.

**URBAN DOVE TEAM CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017**

Note 1 - Organization and Nature of Activities

Urban Dove Team Charter School (the "School"), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the University of the State of New York Education Department. Beginning its initial school year in September 2012, the School was launched to help the vulnerable, growing population of transfer students and is the first-ever alternative high school for over-aged, under-credited youth in New York City. Through a sports, health, and fitness curriculum, layered with a career and technical program, the School is expanding its reach to energize, educate and empower youth. The School completed the 2016-2017 fiscal year with an average enrollment of approximately 259 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education ("NYCDOE").

On December 14, 2010, the School was granted a provisional charter under the University of the State of New York, by the Board of Regents for and on behalf of the Education Department of the State of New York. After being approved for a planning year, the School opened in August 2012. The initial charter term ran from July 1, 2012 through June 30, 2017. On June 13, 2017, such provisional charter was renewed by the Board of Regents through June 30, 2022 in accordance with the provisions of Article 56 of the Education Law.

On October 22, 2013, the Board of Regents of the University of the State of New York, for and on behalf of the State Education Department approved the name change of the School from Urban Dove Charter School to Urban Dove Team Charter School.

The School is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Significant Accounting Policies

a. Basis of Presentation

The accompanying financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

The School's net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Unrestricted* – represent those resources for which there are no restrictions by donors as to their use.
- *Temporarily restricted* – represent those resources, the uses of which have been restricted by donors to specific purposes or the passage of time. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. Temporarily restricted contributions, the requirements

of which are met in the year of donation, are reported as unrestricted. The School did not have any temporarily restricted net assets at June 30, 2017 or June 30, 2016.

- *Permanently restricted* – accounts for activity restricted by donors that must remain intact in perpetuity. The School did not have any permanently restricted net assets at June 30, 2017 or June 30, 2016.

b. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with an initial maturity of three months or less are considered to be cash and cash equivalents.

c. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentration of credit risk consist of cash and money market accounts, which have been placed with a financial institution that management deems to be creditworthy. At year end and at various times throughout the year, material cash balances were in excess of FDIC insurance levels; however, the School has not experienced any losses from the failure of any financial institution.

d. Fixed Assets and Capitalization Policy

Furniture, equipment and leasehold improvements are stated at cost or at fair value on the date of the gift, if donated. The School capitalizes fixed assets in excess of pre-defined amounts that have a useful life of more than one year. Depreciation is computed using the straight-line method over the estimated useful life of the respective asset, as follows:

Office equipment – 5 years

Computer equipment – 3 years

Furniture and fixtures – 7 years

Leasehold improvements – *Life of lease*

e. Deferred Rent

Rent expense is recognized on the straight-line basis over the life of the lease. In periods where rent expense is recognized in excess of cash payments, primarily due to free rent received at the beginning of the lease, deferred rent is recorded. As future payments exceed the annual expense recognized, deferred rent will be reduced to zero by the end of the lease term.

f. Contributions

Contributions are recorded as revenue at the earlier of the receipt of cash or when a pledge is considered unconditional in nature. Contributions are available for unrestricted use, unless specifically restricted by the donor, in which case they are recorded as temporarily restricted.

Contributions expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discount rate. Conditional contributions are recognized as income when the conditions have been substantially met.

g. Revenue

Program revenue is recognized on the accrual basis based on the number of students enrolled using rates established by the School's funding sources.

Government grants are recognized as revenue when the expenditure is reimbursable from the grantor. The difference between cash received and the amount recognized as revenue is reflected as grants receivable or refundable advances.

h. In-Kind Contributions

Donated services that create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would be purchased if not provided by donation, are recorded at fair value.

Although many board members contribute a significant amount of their time, these services have not been recorded because they do not meet the criteria outlined above.

i. Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

j. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

k. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax returns for periods ending June 30, 2014 and later are subject to examination by applicable taxing authorities.

l. Subsequent Events

Management has evaluated for potential recognition and disclosure events subsequent to the date of the statement of financial position through October 24, 2017, the date the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date, through our evaluation date that would require adjustment to or disclosure in the financial statements.

m. Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

n. New Accounting Pronouncement

On August 18, 2016, the Financial Accounting Standards Board (FASB) issued an Accounting Standards Update (ASU), No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. The ASU, which becomes effective for the June 30, 2019 year, with early implementation permitted, focuses on improving the current net asset classification requirements and information presented in the financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance and cash flows.

In addition, FASB issued ASU No. 2016-02, *Leases*. The ASU, which becomes effective for the June 30, 2021 year, requires all leases to be reflected as assets and liabilities on the statement of financial position.

The School has not yet evaluated the impact these standards will have on future financial statements.

Note 3 - Restricted Cash

An escrow account has been established to meet the requirement of NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 4 - Fixed Assets

At year end, fixed assets consisted of the following:

	<u>6/30/17</u>	<u>6/30/16</u>
Furniture and equipment	\$390,567	\$352,457
Leasehold improvements	<u>223,467</u>	<u>223,467</u>
	614,034	575,924
Less: accumulated depreciation	<u>(373,039)</u>	<u>(258,392)</u>
Fixed assets, net	<u>\$240,995</u>	<u>\$317,532</u>

Note 5 - Government Grant Advance – New York City Department of Education

	<u>6/30/17</u>	<u>6/30/16</u>
Beginning grant (advance)/receivable	(\$391,085)	\$9,988
Bad debt	0	(9,988)
Funding based on allowable FTE's	5,178,880	5,251,701
Advances received	<u>(4,990,076)</u>	<u>(5,642,786)</u>
Ending grant advance	<u>(\$202,281)</u>	<u>(\$391,085)</u>

Note 6 - Institutional Partner

In October 2013, the School signed an institutional partnership with The Urban Dove, Inc., which is an affiliate by nature of common board members and management. An "Institutional Partnership Agreement" (IPA) serves as the foundation of the governance relationship between the School and The Urban Dove, Inc.

Service fees were \$350,000 and \$270,000 for the years ended June 30, 2017 and 2016, respectively. At June 30, 2017 and June 30, 2016, the School's statement of financial position reflected no amount due to or from The Urban Dove, Inc.

Note 7 - Significant Concentrations

The School is dependent upon grants from NYCDOE to carry out its operations. For the years ended June 30, 2017 and 2016, approximately 90% and 91%, respectively, of the School's total public support and revenue was realized from NYCDOE. If NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

Note 8 - Defined Contribution Plan

The School offers a voluntary 401(k) plan for its employees. Employees who have completed six months of service and have attained age 21 are eligible to participate in voluntary salary deferrals. Employees can make pretax contributions up to a maximum as set by law, subject to IRS restrictions. The School may make a discretionary matching contribution equal to a uniform percentage of eligible salary deferrals. Employees who are employed on the last day of the plan year and who have completed one year of service are eligible to participate in the School's discretionary matching contribution. There were no discretionary matching contributions for the years ended June 30, 2017 and 2016.

Note 9 - Commitments and Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

The School entered into an operating lease for classroom space and administrative offices. During fiscal year 2015, the School amended its lease agreement to include additional space at a cost of \$80,000 per year.

During fiscal year 2016, the School exercised an option to extend the lease agreement for an additional three years through June 30, 2019.

Future minimum lease payments are as follows:

	<u>Amount</u>
Year ending: June 30, 2018	\$530,000
June 30, 2019	<u>530,000</u>
Total	<u>\$1,060,000</u>

**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 Trustees of
Urban Dove Team Charter School

Report on the Financial Statements

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 Urban Dove Team Charter School (the "School"), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 24, 2017.

Internal Control over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or 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 over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of 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 disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as Finding 2017-001.

Management's Response to Finding

The School's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 24, 2017

**URBAN DOVE TEAM CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2017**

Current Year:

2017-001 – NYCDOE Per Pupil Funding – Proof of Residency

Criteria: The School is required to document proof of residency of students who attend the school.

Condition: Four student files out of forty student files tested did not contain documentation of proof of residency.

Cause: While there is a system in place to ensure that all necessary documents are collected and are maintained in student's files, the proof of residency requested was not available for the auditors' inspection as the system is not operating as designed.

Effect: The School could erroneously bill for ineligible students.

Recommendation: The School should maintain complete student files with documentation of proof of residency. This could be accomplished by enforcing internal control procedures currently in place, such as review of personnel files by someone other than person who maintains the student files and a checklist of documents required to be collected from parents.

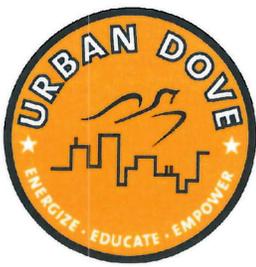
Management response: See management corrective action plan attached.

Prior Year Follow-Up:

2016-001 – This matter was resolved.

2016-002 – This matter was not resolved. See Finding 2017-001.

2016-003 – This matter was resolved.



TEAM

CHARTER SCHOOL

October 24, 2017

THE BOARD

Patricia Charlemagne
Arete Education, Inc.

Andrew Ehigiator
UJ Media, LLC

Patrick Fagan
NYC Dept. of Education

Michael Grandis
Loeb & Loeb LLP

Wanda Morales
Bedford-Stuyvesant
New Beginnings Charter
School

Spencer Rothschild
Barrio Foods

Kevin Turton
718imagnations, LLC

Amit Bahl
School Leader

To Whom It May Concern:

The following is the Urban Dove Team Charter School Board's response to the Schedule of Findings of the GAS report as a result of our audit for the year ending June 30, 2017 by our independent auditor firm – Schall & Ashenfarb. The auditors made the following recommendation:

NYC DOE per Pupil Funding – Proof of Residency

The auditors recommend that someone other than the person who maintains the student files review the student files to ensure proof of residency is documented.

Urban Dove Team Charter School has a protocol in place to ensure this happens. The Parent and Community Engagement Coordinator, Jennifer Villa, enrolls all new students and obtains all required documents for proof of residency. The Office Assistant, Patrina Phillips, maintains all student records and is supervised by the Operations Manager, April Shiver. They both manage and maintain the student files. Staff members who request access to a student's records may view the file in the Main Office. Original student files will not leave the main office. If a document from the file is required, April or Patrina will make the copy and place the original back into the file. The requesting staff member must initial the file access sheet located inside the cover of each file. The access coversheet will provide a record of who has accessed the file, when and for what reason. The Director of Operations, Mark Stevens, will check the files on a quarterly basis to ensure that all student files are complete.

Sincerely,

Michael Grandis
Board Chair