

# I. SCHOOL INFORMATION AND COVER PAGE

Created Saturday, July 12, 2014  
Updated Tuesday, August 19, 2014

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## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

343000860932 VOICE CS OF NEW YORK

### 2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 30

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
36-24 12th St Long Island City, NY, 11106	718-361-1694	646-537-1703	[REDACTED]

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Franklin Headley
Title	Principal
Emergency Phone Number (###-###-####)	[REDACTED]

### 5. SCHOOL WEB ADDRESS (URL)

www.voicecharterschool.org

### 6. DATE OF INITIAL CHARTER

2008-01-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2008-08-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

**9. GRADES SERVED IN SCHOOL YEAR 2013-14**

Check all that apply

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 K

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 1

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 2

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 3

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 4

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 5

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 6**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes/No	Name of CMO/EMO
No	

## 11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 2 sites

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/C SD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	36-24 12th Street Long Island City, NY 11106	718-361-16 94	CSD 30	2,4,5,6	No	Rent/Lease
Site 2	37-15 13th Street Long Island City, NY 11101	718-786-62 13	CSD 30	K, 1, 3	Yes	DOE space

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Franklin Headley	[REDACTED]		[REDACTED]
Operational Leader	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]

12b. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Franklin Headley	[REDACTED]		[REDACTED]
Operational Leader	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

Yes

13a. Please list the terms of your current co-location.

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	Lower Campus, Share PS 111 Q - no plans to leave	No		No		Yes

14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

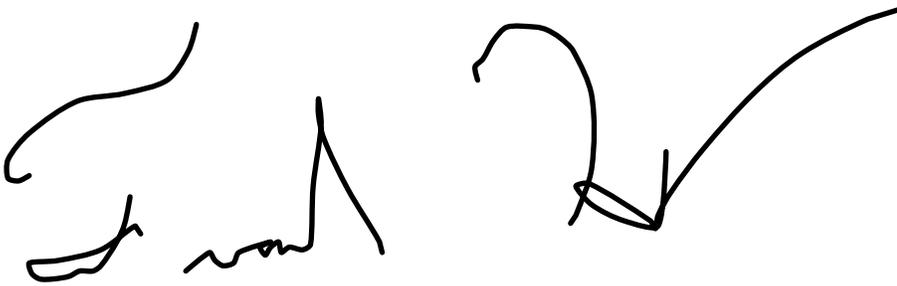
15. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in discipline policy	Revision of Discipline Code to comply with provisions in the Dignity for All Students Act (DASA)	6/19/2013	2/10/2014
2	Change in design or educational program	Change in assessment tools used for First and Second Grades, removing Terra Nova testing for internally created assessments that better align with Common Core curriculum changes	6/19/2013	2/10/2014

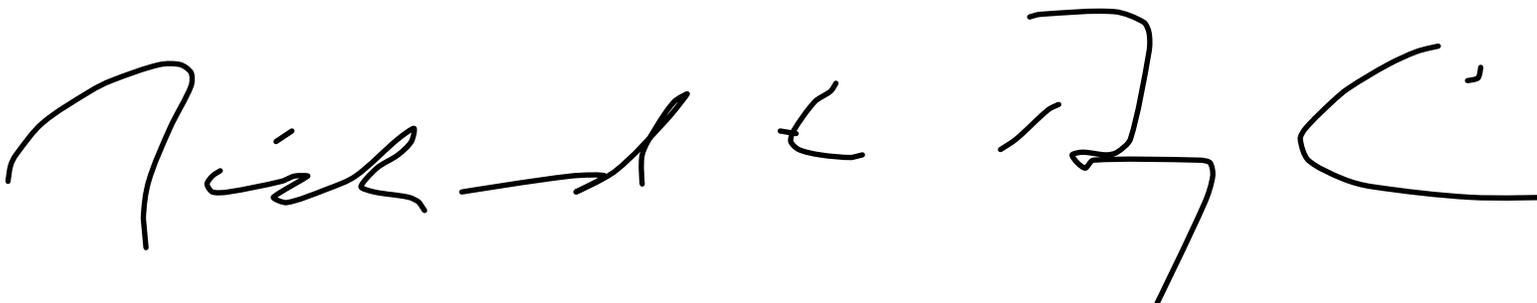
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Thank you.

# Appendix A: Progress Toward Goals

Created Tuesday, July 29, 2014

Updated Saturday, November 01, 2014

## Page 1

Charter School Name: 343000860932 VOICE CS OF NEW YORK

### 1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<http://data.nysed.gov/profile.php?instid=800000061089>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Beginning in 2014, VOICE will achieve C or greater on the Overall and Progress sections of the Progress Report in all years of the charter term.	NYCDOE Progress Report	Results Pending	
Academic Goal 2	Beginning in 2014, VOICE will achieve C or greater in Environment Section of the Progress Report in all years of the charter term.	NYCDOE Progress Report	Results Pending	
Academic Goal 3	Each year, 75 percent of third through eighth graders will perform at or above Level 3 on the New York State ELA examination.	NYS ELA Assessment	VOICE did not achieve this measure.  Percent at levels 3 & 4  Grade All / 2 Yr Cohort 3 42% / 48% 4 38% / 44% 5 32% / 31% 6 45% / 41% All 39% / 41%	This year VOICE is focusing on the development of a more robust ELA Skills block to bring together the components of balanced literacy instruction to ensure our students have a variety of learning opportunities with different kinds of text. We have launched a passion reading initiative where students can find books on a topic of their

				choice to spend time reading about. We have expanded our coaching capacity for teachers by developing a teacher leadership pipeline that has increased our coaching capacity by 50%. In addition we have refined our coaching model to have more specific targets for improvement.
Academic Goal 4	Beginning in 2011-2012, each grade-level cohort will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State ELA exam and 75 percent at or above Level 3 on the current year's State ELA exam. If a grade-level cohort exceeds 75 percent at or above Level 3 in the previous year, that cohort is expected to show at least an increase in the current year.	NYS ELA Assessment	VOICE did not achieve this measure.  Percent at levels 3 & 4  2014 2013 / 2014 Grade 4 35% / 44% 5 26% / 31% 6 29% / 41% All 30% / 41%	Each grade level cohort made gains from 2013 to 2014. For example, 35% of the 2013 grade 3 students achieved a level of 3 & 4. As 4th grade scholars, 44% scored at 3 and 4.  Please refer to the above ELA strategies for the 2014-15 year.
Academic Goal 5	Beginning in 2010-2011, the percent of all tested students who are enrolled in at least their second year and performing at or above Level 3 on the State ELA exam will be greater than that of all students in the same tested grades in local school district #30.	NYS ELA Assessment	VOICE did achieve this measure.  Percent at levels 3 & 4  Grade VOICE / District 30 3 48% / 34% 4 44% / 34% 5 31% / 30% 6 41% / 28% All 41% / 31%	
Academic Goal 6	Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will place the school in the top quartile of all similar schools.	NYCDOE Progress Report	Results Pending	
Academic Goal 7	Each year, 75 percent of third through eighth graders will perform at or above Level 3 on the New York State Mathematics examination.	NYS Assessment	VOICE did not achieve this measure.  Percent at levels 3 & 4  Grade All / 2 Yr Cohort 3 80% / 82% 4 60% / 64% 5 59% / 59% 6 81% / 84% All 70% / 72%	This year we are expanding our approach to problem solving to grades K-7 that uses a cognitively guided approach to build student's understanding around mathematics. We have provided our teachers with additional professional development to understand the process through which students build ideas. We are continuing to build a standards based homegrown curriculum by heavily drawing on Go Math and EngageNY resources.
Academic Goal 8	Beginning in 2011-2012, each grade-level cohort will reduce by one-half the gap between the	NYS Assessment	VOICE made great strides in math this year, but each grade level cohort did not improve by	

percent at or above Level 3 on the previous year's State Math exam and 75 percent at or above Level 3 on the current year's State Math exam. If a grade-level cohort exceeds 75 percent at or above Level 3 in the previous year, that cohort is expected to show at least an increase in the current year.

halfway to 75%.  
 Percent at levels 3 & 4  
 2014 2013 / 2014  
 Grade  
 4 67% / 64%  
 5 39% / 59%  
 6 29% / 84%  
 All 45% / 72%

## 2a1. Do have more academic goals to add?

Yes

### 2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9 Beginning in 2010-2011, the percent of all tested students who are enrolled in at least their second year and performing at or above Level 3 on the State Math exam will be greater than that of all students in the same tested grades in local school district #30.	NYS Math Assessment	VOICE did achieve this measure.  Percent at levels 3 & 4  Grade VOICE / District 30 3 82% / 42% 4 64% / 44% 5 59% / 41% 6 84% / 41% All 72% / 42%	
Academic Goal 10 Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will place the school in the top quartile of all similar schools.	NYCDOE Progress Report	Results Pending	
Academic Goal 11 Beginning in 2011-2012 when our student enrollment reaches 4th grade, 75 percent of fourth grade students who are enrolled in at least their second year will perform at or above Level 3 on the New York State Science examination.	NYS Science Assessment	VOICE achieved this measure.  90 percent of 4th grade students who have been enrolled for two plus years scored at levels 3 & 4 on the NYS Science 4 exam in 2013-14.	
Academic Goal 12 Beginning in 2011-2012 when our student enrollment reaches 4th grade, students who are enrolled in at least their second year and performing at or above Level 3 on the State Science exam will be greater than that of fourth grade students in local school district #30.	NYS Science Assessment	District results unavailable at the time of this report.	

## 2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Each year, the school will have a daily student attendance rate of at least 95 percent.	School ATS Records	VOICE achieved this objective.  The average attendance rate for the 2013-2014 was 95.1%.	
Org Goal 2	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be maintained on an ongoing basis and monitored bi-monthly.	Enrollment Records	VOICE achieved this objective.  The planned enrollment for 2013-2014 was in the 500-550 range. The BEDS Day count was 556.	
Org Goal 3	At least 95% of the students will re-enroll at the school each year, not including any who might leave due to geographic reasons.	Enrollment Records	VOICE achieved this measure.	
Org Goal 4	Beginning 2014, VOICE will achieve 80% satisfaction in the DOE Environmental survey in all years of the charter term.	NYCDOE School Survey	VOICE fell just short of achieving 80% satisfaction from parents, teachers and students. In just one category, Systems for Improvement, 78% reported satisfaction. Greater than 80% were satisfied with Instructional Core and School Culture.	
Org Goal 5	Each year, the school will comply with all applicable laws, rules, regulations and contract terms applicable to charter schools including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Board Policies and Meetings	VOICE achieved this objective.	

2b.1 Do you have more organizational goals to add?

(No response)

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 6	Per the 2010 amendment to the Charter Schools Act, the school shall demonstrate good faith efforts to attract,	School Programs, Policies &	VOICE achieved this objective.  Please refer to Appendix H of this	

retain, and meet or exceeded enrollment and retention targets as prescribed by the Board of Regents through the State Education of students with disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program.

Materials

document for detailed information.

## 2c. FINANCIAL GOALS

### 2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent Audit	VOICE achieved this measure.	
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	The budget is reviewed month to month by the Finance Committee of the Board of Trustees.	VOICE achieved this objective.  The school maintained a positive operating and cash surplus throughout the year and kept within the limits of the budget of operating expenses throughout the school year.	

# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Thursday, July 31, 2014

## Page 1

Charter School Name: 343000860932 VOICE CS OF NEW YORK

### B. Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

#### 1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child   Line 1: Total Expenditures	7166695
1. Total Expenditures Per Child   Line 2: BEDS Day Pupil Count	556
1. Total Expenditures Per Child   Line 3: Divide Line 1 by Line 2	12890

#### 2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 1: Relevant Personnel Services Cost (Row)	797839
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 2: Management and General Cost (Column)	00
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 3: Sum of Line 1 and Line 2	797839
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 4: BEDS Day Pupil Count	556
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 5: Divide Line 3 by the BEDS Day Pupil Count	1435

Thank you.

# Audited Financial Statement Checklist

Created Thursday, October 30, 2014

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	No
Corrective Action Plans for any Findings	No

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.

**VOICE CHARTER SCHOOL**

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FINANCIAL STATEMENTS

JUNE 30, 2014

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2013)

## VOICE CHARTER SCHOOL

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### TABLE OF CONTENTS

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INDEPENDENT AUDITOR'S REPORT	1-2
FINANCIAL STATEMENTS:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7-12
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	13-14



## INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees  
VOICE Charter School

### *Report on the Financial Statements*

We have audited the accompanying financial statements of VOICE Charter School (the "School"), which comprise the statement of financial position as of June 30, 2014, 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.

### *Auditor's 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 of 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 auditor's 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 School'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 School'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.

An Independent Member of Baker Tilly International

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of VOICE Charter School as of June 30, 2014, 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 VOICE Charter School's 2013 financial statements and we expressed an unmodified opinion on those audited financial statements in our report dated October 22, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2013 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 20, 2014 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 the 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.

**MBAF CPAs, LLC**

New York, NY  
October 20, 2014

**VOICE CHARTER SCHOOL**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2014**  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2013)

<b>ASSETS</b>	<b>2014</b>	<b>2013</b>
Cash	\$ 1,646,746	\$ 1,104,143
Cash - NYCDOE Set-aside	70,000	70,000
Grants and other receivables	170,519	427,860
Prepaid expenses and other assets	449,397	396,801
Property and equipment, net	1,459,788	1,072,458
Construction in progress	<u>334,794</u>	<u>358,573</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 4,131,244</u></b>	<b><u>\$ 3,429,835</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 87,915	\$ 90,484
Accrued salaries and other payroll related expenses	1,025,447	893,781
Deferred rent	<u>906,940</u>	<u>684,626</u>
<b>TOTAL LIABILITIES</b>	<b><u>2,020,302</u></b>	<b><u>1,668,891</u></b>
<b>NET ASSETS</b>		
Net assets - unrestricted	2,010,942	1,552,444
Net assets - temporarily restricted	<u>100,000</u>	<u>208,500</u>
<b>TOTAL NET ASSETS</b>	<b><u>2,110,942</u></b>	<b><u>1,760,944</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 4,131,244</u></b>	<b><u>\$ 3,429,835</u></b>

The accompanying notes are an integral part of these financial statements.

VOICE CHARTER SCHOOL

STATEMENT OF ACTIVITIES

FOR YEAR ENDED JUNE 30, 2014

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR YEAR ENDED JUNE 30, 2013)

	Temporarily		Total
	Unrestricted	Restricted	
	2014	2013	2013
<b>OPERATING REVENUE</b>			
Slate and local per pupil operating revenue	\$ 8,183,319	\$ -	\$ 8,183,319
Government grants and contracts	223,765	-	223,765
	8,407,084	-	8,407,084
			7,020,394
<b>EXPENSES</b>			
Program services	7,172,840	-	7,172,840
Management and general	888,987	-	888,987
	8,061,827	-	8,061,827
			6,556,545
<b>SURPLUS FROM SCHOOL OPERATION</b>	345,257	-	345,257
			463,849
<b>SUPPORT AND OTHER INCOME</b>			
Contributions, grants, and other income	2,616	-	2,616
Interest income	2,125	-	2,125
Net assets released from restrictions	108,500	(108,500)	-
	113,241	(108,500)	4,741
			397,083
<b>CHANGE IN NET ASSETS</b>	458,498	(108,500)	349,998
			860,932
<b>NET ASSETS - BEGINNING OF YEAR</b>	1,552,444	208,500	1,760,944
			900,012
<b>NET ASSETS - END OF YEAR</b>	\$ 2,010,942	\$ 100,000	\$ 2,110,942
			\$ 1,760,944

The accompanying notes are an integral part of these financial statements.

VOICE CHARTER SCHOOL  
 STATEMENT OF FUNCTIONAL EXPENSES  
 FOR YEAR ENDED JUNE 30, 2014  
 (WITH SUMMARIZED COMPARATIVE INFORMATION FOR YEAR ENDED JUNE 30, 2013)

	Program Services	Management and General	2014	2013
<b>FUNCTIONAL EXPENSES</b>				
Salaries and wages	\$ 3,516,660	\$ 527,574	\$ 4,044,234	\$ 3,277,861
Payroll taxes and employee benefits	994,516	75,836	1,070,352	890,023
Rent and utilities	647,348	87,118	734,466	730,444
Accounting fees	38,828	25,295	64,123	86,573
Professional fees	138,852	79,647	218,499	211,944
Classroom supplies and instructional materials	391,965	187	392,153	285,684
Furniture and fixtures - non-capitalizable	-	-	-	-
Insurance	30,920	4,438	35,358	25,185
Office expense	29,287	55,763	85,050	64,778
Parent activities	7,155	-	7,155	10,702
Postage and delivery	2,276	889	3,165	3,142
Printing and photocopying	1,514	419	1,933	6,725
Publications and advertisements	1,657	505	2,162	-
Repairs and maintenance	114,685	2,871	117,556	71,436
Other contracted services	678,707	1,861	680,568	323,602
Staff professional development	359,536	818	360,354	370,027
Student field trips and incentive programs	3,531	-	3,531	24,322
Student recruitment	14,275	-	14,275	-
Student food services	645	-	645	3,499
Staff recruitment	55,910	37	55,947	66,644
Telephone and internet	44,313	8,491	52,804	34,157
Depreciation and amortization	100,260	17,237	117,497	69,125
Loss on disposal of property and equipment	-	-	-	672
	<b>\$ 7,172,840</b>	<b>\$ 888,987</b>	<b>\$ 8,061,827</b>	<b>\$ 6,556,545</b>

The accompanying notes are an integral part of these financial statements.

**VOICE CHARTER SCHOOL**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2014**  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2013)

	2014	2013
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from operating revenue	\$ 8,548,668	\$ 6,915,326
Other cash received	120,498	319,743
Cash paid to employees and suppliers	<u>(7,645,515)</u>	<u>(6,287,781)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>1,023,651</u>	<u>947,288</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	<u>(481,048)</u>	<u>(619,180)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(481,048)</u>	<u>(619,180)</u>
NET INCREASE IN CASH	542,603	328,108
CASH - BEGINNING OF YEAR	<u>1,104,143</u>	<u>776,035</u>
CASH - END OF YEAR	<u>\$ 1,646,746</u>	<u>\$ 1,104,143</u>
Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ 349,998	\$ 860,932
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	117,497	69,125
Loss on disposal of property and equipment	-	672
Changes in operating assets and liabilities:		
Grants and other receivables	257,341	(182,410)
Prepaid expenses and other assets	(52,596)	(163,265)
Accounts payable and accrued expenses	(2,569)	(47,124)
Accrued salaries and other payroll related expenses	131,666	117,045
Deferred rent	222,314	302,313
Security deposit	<u>-</u>	<u>(10,000)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 1,023,651</u>	<u>\$ 947,288</u>

The accompanying notes are an integral part of these financial statements.

## VOICE CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2014

#### 1. NATURE OF THE ORGANIZATION

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VOICE Charter School (the "School") aims to create a safe and healthy learning environment that will nurture, motivate, and challenge all of our children to achieve the highest level of academic excellence and to develop into mindful, responsible, contributing participants in their education, their community, and the diverse society in which we live. The School incorporates music into a rigorous academic program. On January 15, 2008, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The School was renewed for an additional 5 year period on January 15, 2013 for a period from July 1, 2013 to June 30, 2018.

On October 3, 2008, the School, as determined by the Internal Revenue Service, was approved for Federal income tax exemption under section 501(a) of the Internal Revenue Code ("IRC") as an organization described in Section 501(c)(3) of the IRC. It is also currently exempt under a similar provision under New York State income tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the IRC and qualifies for deductible contributions as provided in section 170(b)(1)(A)(ii) of the IRC. The School's primary sources of income are per pupil and other government funding. VOICE Charter School, located in Long Island City, Queens, primarily educates children residing in District 30.

In fiscal year 2014, the School operated classes for students in grades kindergarten through sixth grade. In fiscal year 2013, the School operated classes for students in grades kindergarten through fifth grade.

The New York City Department of Education ("NYCDOE") provides free lunches and transportation directly to a majority of the School's students.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

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##### Financial Statement Presentation

The School's financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

The classification of an organization's net assets and its support, revenues, and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the three classes of net assets, permanently restricted, temporarily restricted, and unrestricted, be displayed in a statement of financial position and that the amounts of change in each of those classes of net assets be displayed in a statement of activities.

These classes are defined as follows:

##### Permanently Restricted

Net assets resulting from contributions and other inflows of assets whose use by the School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the School.

##### Temporarily Restricted

Net assets resulting from contributions and other inflows of assets whose use by the School are limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the School pursuant to those stipulations. When such stipulations end or are fulfilled, such temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities. However, if a restriction is fulfilled in the same period in which the contribution is received, the School reports the support as unrestricted.

## VOICE CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2014

#### 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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##### Unrestricted

The part of net assets that is neither permanently nor temporarily restricted by donor-imposed stipulations.

##### Cash

Included in cash is an escrow account of \$70,000, which is held aside for contingency purposes as required by the NYCDOE.

##### Grants and Other Receivables

Grants and other receivables represent unconditional promises to give by donors. Grants and other receivables that are expected to be collected within one year and recorded at net realizable value amounts to \$170,519 and \$427,860 at June 30, 2014 and 2013, respectively. The School has determined that no allowance for uncollectible accounts is necessary as of June 30, 2014 and 2013. Such estimate is based on management's assessments of the creditworthiness of its donors, the aged basis of its receivables, as well as current economic conditions and historical information.

##### Revenue Recognition

Revenue from the state and local governments resulting from the School's charter status is based on the number of students enrolled and is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the School when qualifying expenditures are incurred and billable. Funds received in advance for which qualifying expenditures have not been incurred, if any, are reflected as refundable advances from state and local government grants in the accompanying statements of financial position.

##### Premises Provided by Government Authorities

The School does not record any in-kind contributions and related costs with respect to dedicated and shared space provided to it by the NYCDOE (see Note 8) as the premises are temporary in nature, is excess shared space whereby a fair value cannot be determined, and is industry practice.

##### Property and Equipment

Property and equipment are stated at cost less accumulated depreciation. Property and equipment are being depreciated in accordance with the straight-line method over their estimated useful lives. Leasehold improvements are amortized over the shorter of the life of the asset or the life of the lease. The School has established a \$5,000 threshold above which assets are capitalized. Property and equipment acquired with certain government contract funds is recorded as expenses pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized.

##### Impairment

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the year ended June 30, 2014.

## VOICE CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2014

#### 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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##### Deferred Rent

In accordance with U.S. GAAP, rent expense is recognized on a straight-line basis over the life of the lease, including future escalations of rent, rather than in accordance with lease payments. Deferred rent represents the adjustment to future rents as a result of using the straight-line method.

##### Functional Allocation of Expenses

Expenses that can be directly identified with a specific program or supporting service are charged accordingly. Other expenses by function have been allocated among program and supporting service classifications based upon benefits received.

##### Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

##### Subsequent Events

The School has evaluated events through October 20, 2014, which is the date the financial statements were available to be issued.

##### Comparative Financial Information

The June 30, 2014 financial statements include certain prior year summarized comparative information in total but not by net asset class. In addition, only certain of the notes to the financial statements for June 30, 2013 are presented. As a result, the June 30, 2013 comparative information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such June 30, 2013 information should be read in conjunction with the School's financial statements for the year ended June 30, 2013, from which the summarized information was derived.

##### Income Taxes

The School follows the accounting standard for uncertainty in income taxes. The standard prescribes a minimum recognition threshold and measurement methodology that a tax position taken or expected to be taken in a tax return is required to meet before being recognized in the financial statements. It also provides guidance for derecognition, classification, interest and penalties, disclosure and transition.

The School files informational returns in the federal and New York State jurisdictions. With few exceptions, the School is no longer subject to federal, state, or local income tax examinations by tax authorities for fiscal years before 2011.

The School believes that it has appropriate support for the positions taken on its tax returns. Nonetheless, the amounts ultimately paid, if any, upon resolution of the issues raised by the taxing authorities may differ materially from the amounts accrued for each year. Management believes that its nonprofit status would be sustained upon examination.

Should there be interest on underpayments of income tax, the School would classify it as "Interest Expense." The School would classify penalties in connection with underpayments of tax as "Other Expense."

VOICE CHARTER SCHOOL

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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Recent Accounting Pronouncement

In May 2014, the Financial Accounting Standards Board ("FASB") issued an accounting standard update which affects the revenue recognition of entities that enter into either (1) certain contracts to transfer goods or services to customers or (2) certain contracts for the transfer of nonfinancial assets. The update indicates an entity should recognize revenue in an amount that reflects the consideration the entity expects to be entitled to in exchange for the goods or services transferred by the entity. The update is to be applied to the beginning of the year of implementation or retrospectively and is effective for annual periods beginning after December 15, 2017 and in interim periods in annual periods beginning after December 15, 2018. Early application is permitted but no earlier than annual reporting periods beginning after December 31, 2016. The School is currently evaluating the effect the update will have on its financial statements.

Reclassifications

The prior year statement of cash flows has been reclassified from the indirect method to the direct method in the current year financial statements. This reclassification had no effect on previously reported change in net assets.

3. PROPERTY AND EQUIPMENT

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Property and equipment consist of the following as of June 30:

	2014	2013	Estimated Useful Lives
Furniture and fixtures	\$ 136,676	\$ 108,910	7 years
Musical instruments	6,610	6,610	3 years
Computers	74,842	38,415	3 years
Software	26,401	18,530	3 years
Leasehold improvements	<u>1,471,513</u>	<u>1,029,850</u>	Life of lease
	1,716,042	1,211,215	
Less: accumulated depreciation and amortization	<u>(256,254)</u>	<u>(138,757)</u>	
	<u>\$ 1,459,788</u>	<u>\$ 1,072,458</u>	

Depreciation and amortization expense for the years ended June 30, 2014 and 2013 was \$117,497 and \$69,797, respectively.

4. CONSTRUCTION IN PROGRESS

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During the year ended June 30, 2012, the School underwent construction due to the expansion of the School. The School operates on a work-order basis and has not entered into any contract. For the years ended June 30, 2014 and 2013, construction in progress was \$334,794 and \$358,573, respectively.

While the School is not committed to any construction contract, the total estimated cost of the construction project is approximately \$1,200,000. At June 30, 2014 and 2013, approximately 67% and 49%, respectively, of the project has been completed.

VOICE CHARTER SCHOOL

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014

5. PENSION PLAN

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The School participates in the Teachers' Retirement System of the City of New York ("TRS" or "The Plan"), which covers principals and teachers. Employees enrolled in the Plan are required to contribute 4.85% for the first ten years and 1.85% thereafter through twenty-seven years. Employees become vested in the School's contribution to the Plan after ten years of service. The School's contribution is a rate based on actuarial assumptions and methods and a percentage of other participating TRS charter schools' contributions. During the years ended June 30, 2014 and 2013, the School used a rate of 12% and 13.75%, respectively. The difference between the two percentages yielded accumulative credits of approximately \$46,000 and \$74,000 for the years ended June 30, 2014 and 2013, respectively, which were netted against the pension expense. For the fiscal years ended June 30, 2014 and 2013, the School incurred a pension expense of \$318,133 and \$266,940, respectively, which is included in payroll taxes and employee benefits in the accompanying statement of functional expenses.

Accounting standards require employers participating in multiemployer plans to provide detailed quantitative and qualitative disclosures for these plans. TRS, which is sponsored by the City of New York, does not impose an expiration date on participating employers. The zone status is consistent with the Pension Protection Act and is for the Plan's year-end at June 30, 2013. The zone status is based on information provided in the TRS Comprehensive Annual Financial Report, which includes information from TRS' actuary and is certified by TRS' auditor. Among other factors, plans in the red zone are generally less than 65 percent funded, plans in the yellow zone are less than 80 percent funded and plans in the green zone are at least 80 percent funded. TRS did not report a rehabilitation plan. Information related to the Plan is comprised of the following:

<i>Pension Fund</i>	<i>Plan Month/Day End Date</i>	<i>Zone Status</i>	<i>Contributions</i>	
			<i>2014</i>	<i>2013</i>
<i>Teachers' Retirement System</i>	06/30	<i>Red - As of June 30, 2013</i>	\$318,133	\$266,940

Employees may also participate in a Tax-Deferred Annuity ("TDA") Program, which is defined-contribution pension plan. Employees may contribute as little as 1% of their salary to the TDA Program and as much as their designated Maximum Contribution Rate. This rate is based on their salary and the allowable maximum contribution amount the Internal Revenue Service (IRS) has established for that year.

In May 2014, the School adopted a 403(b) pension plan beginning fiscal year 2014-2015.

6. RISK MANAGEMENT

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The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks.

The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014

7. CONCENTRATIONS

Financial instruments that potentially subject the School to concentrations of credit risk consist principally of cash deposits. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

The School received approximately 97% and 90% of its total revenue from per pupil funding from NYCDOE during the years ended June 30, 2014 and 2013, respectively.

The School's grants and other receivables consist of two major grantors as of June 30, 2014.

The School's payables consist of four major vendors as of June 30, 2014.

8. COMMITMENT AND CONTINGENCIES

In June 2011, the School entered into a Lease Agreement with The Roman Catholic Church of St. Rita, for leasing the premises at 36-25 11<sup>th</sup> Street, Long Island City, New York 11106. The lease term is from July 1, 2011 to June 30, 2031. Future minimum rental lease payments are as follows:

June 30,	
2015	\$ 560,000
2016	560,000
2017	616,200
2018	631,400
2019	647,185
Thereafter	<u>9,151,482</u>
	<u>\$ 12,166,267</u>

Rent expense for the years ended June 30, 2014 and 2013 was \$672,686 and \$668,335, respectively, and is included in rent and utilities on the statement of functional expenses.

The School also shares space with P.S. 111 Jacob Blackwell located at 37-15 13<sup>th</sup> Street, Queens, New York 11101. The School occupies 8,971 square feet at this location, and shares another 7,828 square feet. There is no lease or agreement in place for the shared space and no rent is charged to the School.

9. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are time restricted and consist of the following balances at June 30, 2014:

	2014
Time restricted:	
CEI-PEA Grant	<u>\$ 100,000</u>
Total temporarily restricted net assets:	<u>\$ 100,000</u>



**Independent Auditor's 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  
VOICE Charter School

We have audited, 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, the financial statements of VOICE Charter School (the "School"), which comprise the statement of financial position as of June 30, 2014, 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 20, 2014.

**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 of 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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School'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 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 of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the School in a separate letter dated October 20, 2014.

**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 School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**MBAF CPAs, LLC**

New York, NY  
October 20, 2014

# **VOICE Charter School**

## ***Communication With Those Charged With Governance***

October 20, 2014





October 20, 2014

To the Audit Committee  
VOICE Charter School

We have audited the financial statements of VOICE Charter School (the "School") for the year ended June 30, 2014 and are prepared to issue our report thereon dated October 20, 2014. Professional standards require that we provide you with the following information related to our audit. This letter is divided into two sections: 1) required communications from the auditors to those with audit oversight responsibilities and 2) opportunities for strengthening internal controls or enhancing operating efficiency and our related recommendations.

## **REQUIRED COMMUNICATIONS**

### **A. Our Responsibility under U.S. Generally Accepted Auditing Standards:**

As stated in our engagement letter May 13, 2014, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of VOICE Charter School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

### **B. Planned Scope and Timing of the Audit:**

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on July 23, 2014.

### **C. Auditor Independence:**

We affirm that MBAF CPAs, LLC is independent with respect to VOICE Charter School.

**D. Qualitative Aspects of Accounting Practices:**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by VOICE Charter School are described in Note 2 to the financial statements. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

**E. Accounting Estimates Used in the Financial Statements:**

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 financial statements were:

**Allowance for Doubtful Accounts:**

As of June 30, 2014, VOICE Charter School recorded grants and other receivables of \$170,519. Management concluded that no allowance for doubtful accounts was necessary. Management calculated based on the assessment of the credit-worthiness of the School's donors, the aged basis of the receivables, as well as economic conditions and historical information. Based on our audit procedures which included a discussion with the school leadership and a review of subsequent collections we concur with management's conclusion.

**Pension Plan:**

The School participates in the Teachers' Retirement System of the City of New York ("TRS" or "The Plan"), which covers principals and teachers. Employees enrolled in the Plan are required to contribute 4.85% for the first ten years and 1.85% thereafter through twenty-seven years. Employees become vested in the School's contribution to the plan after ten years of service. The School's contribution is a rate based used on actuarial assumptions and methods and a percentage of other participating TRS charter schools' contributions. During the years ended June 30, 2014 and 2013, the School used a rate of 12% and 13.75%, respectively. The difference between the two percentages yielded accumulative credits of approximately \$46,000 and \$74,000 for the years ended June 30, 2014 and 2013, respectively, which were netted against the pension expense. For the fiscal years ended June 30, 2014 and 2013, the School incurred a pension expense of \$318,133 and \$266,940, respectively, which is included in payroll taxes and employee benefits in the accompanying statement of functional expenses.

**Functional Statement Allocation:**

Management's estimate of the allocation of functional expenses is directly identified with the program or supporting service to which they relate. 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.

**Depreciation:**

Management's estimate of depreciation is based on estimated useful lives of assets. We evaluated the estimated useful lives of assets in comparison to generally accepted accounting principles in determining that it is reasonable in relation to the financial statements taken as a whole.

**F. Sensitive Disclosures Affecting the Financial Statements:**

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements were:

The disclosure of Risk Management in Note 6 to the financial statements describes various risks to which the School is exposed.

**G. Corrected and Uncorrected Misstatements:**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We will identify those adjustments proposed both corrected and uncorrected:

**Proposed and Corrected:**

There were 8 audit adjustments (1 of which was a reclassifying entry) that increased net assets by approximately \$196,000. In the prior year, there were 9 audit adjustments (3 of which were reclassifying entries) that increased net assets by approximately \$202,000. The most significant adjustments were as follow:

1. To increase net assets by approximately \$124,000 to adjust for over accrued payroll.
2. To increase net assets by approximately \$67,000 to record prepaid expenses for summer school 2014 that had been included with fiscal year 2014 expenses.

**Proposed and Uncorrected:**

There were no audit adjustments proposed and uncorrected during the fiscal year.

**H. Audit Difficulties and Disagreements with Management:**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

I. **Management Representations:**

We have requested certain representations from management that are included in the management representation letter dated October 20, 2014.

J. **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 School's financial statements or a determination of the type of auditor's 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.

K. **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 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.

**OPPORTUNITIES FOR STRENGTHENING INTERNAL CONTROLS OR ENHANCING OPERATING EFFICIENCY**

Please note: Comments with an asterisk (\*) was communicated in the prior fiscal year.

**\*School Facility Lease Agreement:**

Through conversations with the School's Principal, we have been informed that a formal written agreement between VOICE Charter School and the Department of Education does not exist. We recommend that VOICE Charter School periodically re-explore the risks of such a relationship.

**\*Federal Grants:**

We understand that the School was awarded various Federal grants. While federal funds are a valuable source of revenue, the grants impose very specific and stringent reporting requirements and compliance. In addition, where cumulative expenditures of federal funds exceed \$500,000 for fiscal year 2015 and \$750,000 for fiscal year 2016 and beyond, an additional audit is performed in accordance OMB Circular A-133 audit. We recommend that the School closely review its obligations under any programs in which federal funds are received.

We wish to thank management and personnel for their support and assistance during our audit. We would be pleased to further discuss the contents of this report with you at your convenience.

This information is intended solely for the use of the Audit Committee, Board of Trustees, and management of VOICE Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

**MBAF CPAs, LLC**

MBAF CPAs, LLC



**VOICE Charter School**

**PROJECTED BUDGET FOR 2014-2015**

**July 1, 2014 to June 30, 2015**

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

	PROGRAM SERVICES						TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		
<b>Total Revenue</b>	7,959,117	1,058,771	-	-	-	-	9,017,888
<b>Total Expenses</b>	7,046,303	1,061,376	-	-	910,209	-	9,017,888
<b>Net Income</b>	912,813	(2,605)	-	-	(910,209)	-	-
<b>Actual Student Enrollment</b>	508	82	-	-	-	-	590
<b>Total Paid Student Enrollment</b>	478	77	-	-	-	-	555
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-	-	-
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	92	3,655,156	872,486	-	551,875	-	5,079,517
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes	321,476	48,233	-	-	50,415	-	420,124
Fringe / Employee Benefits	387,382	67,629	-	-	62,047	-	517,058
Retirement / Pension	318,123	64,178	-	-	52,132	-	434,432
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	1,026,981	180,040	-	-	164,594	-	1,371,614
<b>TOTAL PERSONNEL SERVICE COSTS</b>	4,682,137	1,052,526	-	-	716,469	-	6,451,132
<b>CONTRACTED SERVICES</b>							
Accounting / Audit	-	-	-	-	77,185	-	77,185
Legal	-	-	-	-	70,000	-	70,000
Management Company Fee	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-
Payroll Services	-	-	-	-	23,224	-	23,224
Special Ed Services	-	-	-	-	-	-	-
Titelment Services (i.e. Title I)	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	95,104	-	-	-	-	-	95,104
<b>TOTAL CONTRACTED SERVICES</b>	95,104	-	-	-	170,409	-	265,513
<b>SCHOOL OPERATIONS</b>							
Board Expenses	-	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	128,830	5,000	-	-	-	-	133,830
Special Ed Supplies & Materials	-	-	-	-	-	-	-
Textbooks / Workbooks	211,000	-	-	-	-	-	211,000
Supplies & Materials other	6,300	-	-	-	-	-	6,300
Equipment / Furniture	-	-	-	-	-	-	-
Telephone	17,500	-	-	-	-	-	17,500
Technology	81,546	-	-	-	-	-	81,546
Student Testing & Assessment	46,224	-	-	-	-	-	46,224
Field Trips	2,000	-	-	-	-	-	2,000
Transportation (student)	-	-	-	-	-	-	-
Student Services - other	-	-	-	-	-	-	-
Office Expense	32,036	-	-	-	23,331	-	55,367
Staff Development	335,524	3,850	-	-	-	-	339,374
Staff Recruitment	54,710	-	-	-	-	-	54,710
Student Recruitment / Marketing	21,486	-	-	-	-	-	21,486
School Meals / Lunch	2,000	-	-	-	-	-	2,000
Travel (Staff)	1,200	-	-	-	-	-	1,200
Fundraising	-	-	-	-	-	-	-
Other	21,160	-	-	-	-	-	21,160
<b>TOTAL SCHOOL OPERATIONS</b>	961,515	8,850	-	-	23,331	-	993,695
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	39,583	-	-	-	-	-	39,583
Janitorial	81,000	-	-	-	-	-	81,000
Building and Land Rent / Lease	547,313	-	-	-	-	-	547,313
Repairs & Maintenance	46,898	-	-	-	-	-	46,898
Equipment / Furniture	-	-	-	-	-	-	-
Security	50,000	-	-	-	-	-	50,000
Utilities	60,600	-	-	-	-	-	60,600
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	825,394	-	-	-	-	-	825,394
<b>DEPRECIATION &amp; AMORTIZATION</b>	132,726	-	-	-	-	-	132,726

**VOICE Charter School**

**PROJECTED BUDGET FOR 2014-2015**

PROJECTED BUDGET FOR 2014-2015							<u>Assumptions</u>
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	7,959,117	1,058,771	-	-	-	9,017,888	
Total Expenses	7,046,303	1,061,376	-	-	910,209	9,017,888	
Net Income	912,813	(2,605)	-	-	(910,209)	-	
Actual Student Enrollment	508	82				590	
Total Paid Student Enrollment	478	77				555	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	349,428	-	-	-	-	349,428	
<b>TOTAL EXPENSES</b>	<b>7,046,303</b>	<b>1,061,376</b>	<b>-</b>	<b>-</b>	<b>910,209</b>	<b>9,017,888</b>	
<b>NET INCOME</b>	<b>912,813</b>	<b>(2,605)</b>	<b>-</b>	<b>-</b>	<b>(910,209)</b>	<b>-</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
District of Location	508	82	590				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>508</b>	<b>82</b>	<b>590</b>				
<b>REVENUE PER PUPIL</b>	<b>15,668</b>	<b>12,912</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>13,871</b>	<b>12,944</b>	<b>-</b>				

# Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 16, 2014

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Page 1

343000860932 VOICE CS OF NEW YORK

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.  
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 16, 2014

Updated Tuesday, July 29, 2014

## Page 1

### 343000860932 VOICE CS OF NEW YORK

#### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Carmela Collier	Member Ex-Officio	No	Parent	9/21/13-present	
2	Randolph Ford	Vice Chair/Vice President	Yes	Education, Administrative Leadership	2 full terms served; currently in 3rd full term 6/9/08 - 6/15/11 6/15/11 - 6/11/14 6/11/14 - 6/17	Academic, Accountability
3	Jessica Wilt	Member	Yes	Art Direction, Management	Currently in 1st full term 6/13/13-6/13/16	Academic, Accountability
4	Christina Young	Member	Yes	Finance, Law	Currently in 1st full term 6/13/12-6/13/15	
5	Arthur Stainman	Member	Yes	Organizational Leadership, Finance	1 full term served, currently in 2nd full term 6/16/10-6/12/13 6/12/13-6/16	Chairman of Audit Committee
6	Robert de Luna	Member	Yes	Health/Medical	1 full term served, currently in 2nd full term  6/16/10-6/12/13 6/12/13-6/16	Nomination Committee
7	Michael Karp	Member	Yes	Organizational Management	Currently in 1st full term 6/13/12-6/15	Academic Accountability
8	Richard Bayles	Chair/President	Yes	Finance	2 full terms served; currently in 3rd full term 6/9/08 - 6/15/11 6/15/11 - 6/11/14 6/11/14 - 6/17	Finance Committee
9	Richard Grasse	Member	Yes	Finance	Currently in 1st full term 6/13/12 -6/15	Finance Committee
10	Christopher Doyle	Secretary	Yes	Law, Finance	2 full terms served; currently in 3rd full term 6/9/08 - 6/15/11 6/15/11 - 6/11/14 6/11/14 - 6/17	Academic, Accountability
11	Kevin Bean	Member	Yes	Administration	Currently in 1st full term 6/14/14 – 6/17	

12	Gretchen Pusch	Member	Yes	Music, Education	1 full term served, currently in 2nd full term 6/16/10-6/12/13 6/12/13-6/16	
13	Marc Cohen	Member	Yes	Finance, Enrollment	1 full term served, currently in 2nd full term 6/16/09-6/13/12 6/13/12-6/15	Nomination Committee, Audit Committee
14	Michael Kirkbride	Treasurer	Yes	Budgeting and Development	2 full terms served; currently in 3rd full term 6/9/08 - 6/15/11 6/15/11 - 6/11/14 6/11/14 - 6/17	Finance Committee Chair
15	Lorraine Cecere	Member	Yes	Administrative Leadership	1 full term served, currently in 2nd full term 6/16/10-6/12/13 6/12/13-6/16	Academic, Acountability

2. Total Number of Members Joining Board during the 2013-14 school year

1

3. Total Number of Members Departing the Board during the 2013-14 school year

1

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

15

5. How many times did the Board meet during the 2013-14 school year?

11

6. How many times will the Board meet during the 2014-15 school year?

11

Thank you.

## ***Enrollment and Retention Targets***

- a. In 2013-14, the school made a good faith effort to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program. The following list summarizes the actions taken.

### Students with Special Needs

- Direct mail advertising that mentions special needs
- School website that mentions special needs
- Other advertising (e.g. community newspapers, fliers) that mentions special needs
- Outreach to specialized feeder schools and programs

### English Language Learners

- Direct mail advertising in languages other than English
- Other advertising (e.g. radio, TV, flyer) in languages other than English
- Outreach by multi-lingual staff
- Outreach to immigrant community/ies
- Outreach to specialized feeder schools and programs
- Advertising and school materials are translated as needed
- Distributing applications to ELL families at VOICE and encouraging them to give them out to other families they might know outside of VOICE to get them to apply for admission.
- Distribution to immigrant advocacy groups in district.
- All sessions had at least one Spanish speaking individual present and office staff is bilingual.

### Students Eligible for Free and Reduced Lunch Programs

- Meal program was covered at school open house, on application and during tours
- Support is offered to assist families in completing all necessary paperwork to ensure eligible students participate in the lunch program
- Recruitment occurred throughout neighborhoods surrounding the school and in the local district

Going forward in 2014-15, the school plans to utilize additional measures.

- All school brochures, mailings and application will mention that the school accommodates students with disabilities, English language learners and participates in the free and reduced lunch program
- With notice, translators will be made available for families at school events, such as parent-teacher conferences

# Appendix I: Teacher and Administrator Attrition

Created Thursday, July 31, 2014

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## Page 1

Charter School Name: 343000860932 VOICE CS OF NEW YORK

Instructions for completing the Teacher and Administrator Attrition Tables  
ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
26	13	9

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
3	0	0

Thank you

# Appendix J: Uncertified Teachers

Created Tuesday, July 29, 2014

## Page 1

Charter School Name: 343000860932 VOICE CS OF NEW YORK

### Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	2
Total FTE (Sum of all Uncertified Teaching Staff)	2

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

33

Thank you.



# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 16, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/d85b2>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Dayna Quinn*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Parent Representative
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

(No response)

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1			
2			
3			
4			
5			

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

(No response)

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1				
2				
3				
4				
5				

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 17, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/7c942>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Carmela Collier*

### 2. Charter School Name:

*VOICE Charter School of New York*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- 
- Parent Representative
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Earl Clark". The signature is written in a cursive, somewhat stylized font. The first name "Earl" is written in a larger, more prominent script, and "Clark" follows in a similar but slightly smaller script.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Tuesday, July 22, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/3022e>

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## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Randolph Ford*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "R. M. Ford". The signature is written in a cursive style with a large, stylized initial "R" and a distinct "Ford" at the end.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/3d9d>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Jessica Wilt

2. Charter School Name:

VOICE Charter School of New York

3. Charter Authorizer:

NYC Department of Education

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Member

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Filled out on beh a  
Jessica w

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Thursday, August 14, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/3f937>

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## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Christina Young*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Member

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

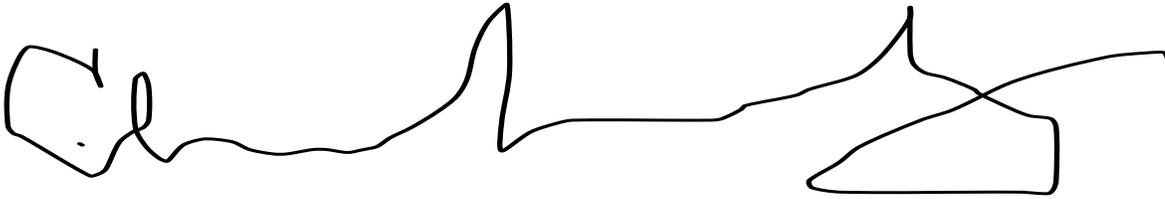
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, written across the page.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Wednesday, July 23, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/e5e66>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Arthur Stainman*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: member

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Saturday, July 19, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/b4094>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Robert de Luna*

### 2. Charter School Name:

*VOICE Charter School of New York*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

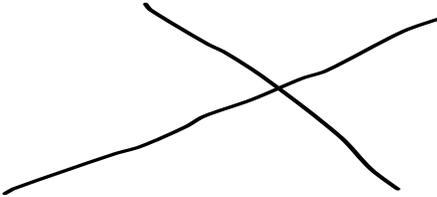
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Saturday, July 26, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/c3124>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*michael karp*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

(No response)

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	(No response)
---	---------------

[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	(No response)
--	---------------

[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	(No response)
--	---------------

[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	(No response)
--	---------------

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Monday, July 21, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/caeb8>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Richard Bayles*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Chair/President

---

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "D. J. [unclear]", written in a cursive style.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Sunday, July 27, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/a3cf3>

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## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Richard Grassey*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Member

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Friday, July 25, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/39fa9>

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## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Christopher Doyle*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

- 
- Secretary
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

,

,

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Saturday, July 19, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/55a7a>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Gretchen Pusch*

### 2. Charter School Name:

*VOICE Charter School of New York*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Chair Music Committee

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Sunday, July 27, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/a09be>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Marc Cohen*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Admissions, Nominating Committee

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Man Cohen". The signature is written in a cursive, flowing style.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Monday, July 21, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/b9eb6>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Michael Kirkbride*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Treasurer
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

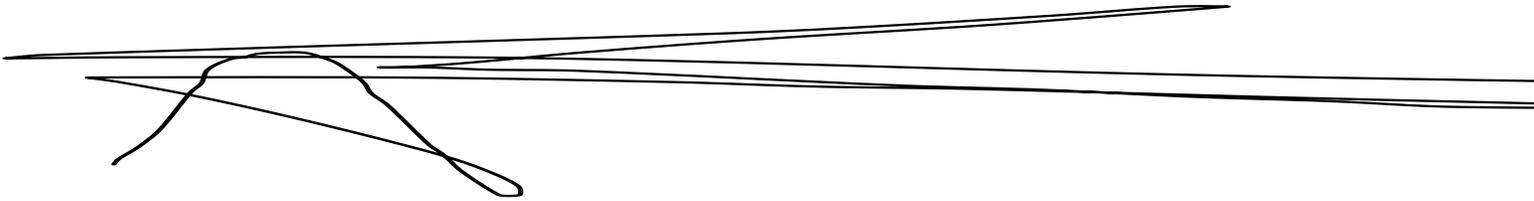
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several overlapping, sweeping lines that form a stylized, somewhat abstract shape. The signature starts with a long horizontal line that curves upwards and then loops back down, crossing itself several times before ending in a long horizontal line that extends across the width of the page.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, July 18, 2014

Updated Monday, July 21, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/951d4>

---

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Lorraine Cecere*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: member

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

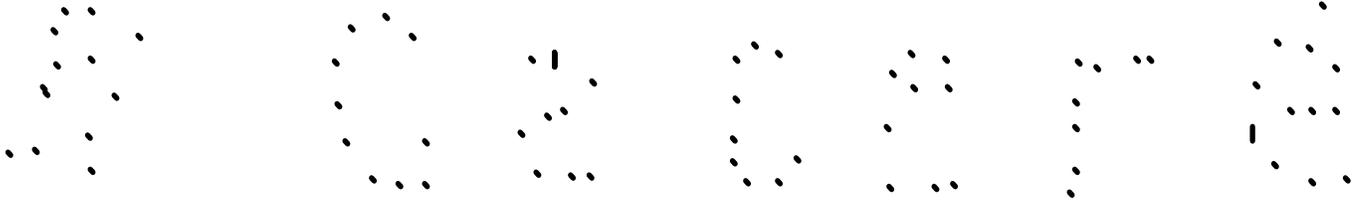
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/80a1c>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Kevin Bean*

2. Charter School Name:

*VOICE Charter School of New York*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Member of Board

---

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Kevin D. Beaman