

## Baudoin, Larry

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**Subject:** FW: Ben Franklin Open Audit Items

**From:** Sean McGovern [<mailto:seanm@bb-cpa.com>]

**Sent:** Thursday, August 11, 2011 10:20 AM

**To:** Bent, Allison; Baudoin, Larry

**Cc:** Julie Walsh; Larry Holmes

**Subject:** Ben Franklin Open Audit Items

Below is the listing of open items as of yesterday that we discussed. Please let us know if you have any questions, or if you believe that any of the below items have already been provided.

- 1) We will need to go through some of the items in the permanent file with you to see if there are any updates to some of the documents we have, this is not all-inclusive
  - Any new leases for 2011?
  - Need a copy of new Charter 10 Year agreement
  - Need a copy of Dr. Rusnack's contract
  - Update to Vacation Policy / any employee handbook policies
  - Any updated to the LOC
  - Update/Extension of contract with Sodexo
  - Any changes to the By-Laws / Articles of Incorporation
  - Updates to the Conflict of Interest Policy
  - Any updated IRS determination letter
  - Any Debt Service Interest payment Agreement with OPSB for 10/11 or 11/12 school year?
  - Listing of Board Members
- 2) We will need to draft a new attorney letter to be signed per our discussion yesterday. We will send you a copy of this.
- 3) Copies of the July 2011 Board Minutes
- 4) Preliminary analytics & Variance analysis for income and expense
- 5) Cash – We need an understanding of the reconciliations for Operating and SAF
- 6) Detailed listing of SAF Account Payable
- 7) Temp restricted net assets – We need a schedule of temp restricted net assets and detail of releases. Similar to the roll-forward/schedule that you provided last year.
- 8) We will need to test SAF expense/revenue when all entries are completed
- 9) Schedule of functional expenses.
- 10) Millage report for us to do the testing
- 11) Schedule 1 for us to test
- 12) JE Testing -We will provide you with a selection
- 13) Prepaid Expenses – we will need to discuss the cancelled / reissued check at year end
- 14) LA Compliance Questionnaire & Fraud Interviews - We need to do a fraud interview with you, Larry, and 2 other employees.

There may be additional requests based on what we receive.

Please let us know later today how you are progressing.

Thanks, Sean

BFHS

rev 090811

SCHOOL ENROLLMENT STATISTICS BY GRADE

ALL NUMBERS ARE AS OF OCTOBER 1 OF THE SCHOOL YEAR, EXCEPT FOR 05-06, WHICH IS AS OF FEBRUARY OF 2006, ONE MONTH AFTER BFHS RE-OPENED.

YEAR	GRADE LEVEL						TOTAL
	9	10	11	12			
2005-06	124	144	145	126			539
2006-07	121	174	171	162			628
2007-08	100	123	163	162			548
2008-09	160	130	121	152			563
2009-10	183	172	136	118			609
2010-11	192	169	166	130			657
2011-12 ANTICIPATED	226	193	163	161			743
2011-12 AS OF 081911	221	193	162	161			737
2011-12 AS OF 082411	219	193	161	161			734
2011-12 AS OF 090211	219	193	161	161			734
2011-12 AS OF 090811	218	193	161	161			733
2011-12 PROJECTED	217	191	161	161			730
2011-12 BUDGETED	210	190	160	160			720

YEARLY N	INCREASE %
89	17%
-80	-13%
15	3%
46	8%
48	8%
86	13%
80	12%
77	12%
77	12%
76	12%
73	11%
63	10%

**CFO Report**

**September, 2011**

- The NOPS required Final Trial Balance by fund in LAUGH code sequence was prepared and provided to OPSB business office.
- Required reports to the State and to NOPS have been completed on time.
- The Business Office continued processing over 700 student registrations into Blackbaud in order to post charges and payments to student accounts and to create related student activity accounts.
- Meeting with parents regarding student accounts, installment plans and financial hardship requests continued to be a time consuming task.
- Adjusting entries and preparation of documents for the auditors were on-going tasks in August. The auditors were back on site as of 9/8. The completion date is still projected to be in compliance with the September 30 due date. The requested information from NOPS for the audit was received 9/9.
- During a faculty meeting, the Business Office shared information regarding the importance of staying within budgeted expenditures; i.e. including such activities as coordinating events at school on a one-weekend per month to economize on utilities, housekeeping and security services. There was additional briefing regarding payroll, benefits and general accounting procedures.
- The Business Office completed processing insurance and benefits materials through the open enrollment period which ended 8/31.
- Discussions continued with potential and existing vendors for housekeeping and maintenance of BFHS facilities.
- Discussions continued with potential and existing vendors of insurance programs at BFHS.
- Please see the financial reports as they become available.

Respectfully submitted,

Larry A. Baudoin