

## APPENDIX A: 2018-19 CHARTER SCHOOL ANNUAL REPORT

PART 1: SCHOOL INFORMATION AND EXECUTIVE SUMMARY	
Name of Charter School:	Year School Opened:
Highville Charter School	1998
Street Address:	City/Zip Code:
1 Science Park	New Haven, CT 06511
School Director:	School Director Contact Information:
Janet Brown-Clayton	Jbrown-clayton@highvillecharter.com/ 203-287-0528
Grades Authorized to Serve in 2018-19:	Charter Term:
PK-12	2014-2020 (renewed a year early)
<p><b>1. School Performance Best Practices:</b> In 250 words or less, summarize a successful school model resulting in strong student outcomes and a positive school climate during the 2018-19 school year. Describe the strategy and its impact on the school referencing quantitative data. Provide evidence of collaboration with local school districts in this area, as appropriate.</p>	
<p>Highville Charter School is committed to school and community-wide continuous improvement. Our commitment is supported by our areas of success including increasing student attendance; providing continuous professional development for all staff; curriculum partnerships including the use of pacing guides to direct instruction; and community partnerships, such as Relay Connecticut, New Haven Reads, Alpha Kappa Alpha Sorority, Junior Achievement of Southwest New England, Whitney Center, New Haven Reads and Leadership, Education &amp; Athletics in Partnership, Inc.</p> <p>In partnership with the SDE, our staff has completed year one of PBIS training and will continue training for the next two years. We will then implement more proactive measures using the PBIS framework to curb behaviors. Staff has also been trained in restorative practices, school culture, and participated in climate and minority workshops. It is our hope that with changes in behavior, we will strengthen attendance, build culture and decrease suspensions. Highville continues to demonstrate a safe and strong learning environment for all students by conducting daily morning meetings with our younger students and weekly morning meetings with our older students.</p> <p>We have made success with our growing High School in our College, Career and Readiness program. The class of 2017, our first senior class, had a 100% matriculation rate of students. Additionally, that same year, one student completed an associate's degree in our Post University dual program. In the following years, the classes of 2018 and 2019 continued to have a 100% rate of students being matriculated. Three students from the class of 2018 earned an associate's degree while three students from the class of 2019 earned an associate's degree and one student earned a bachelor's degree. For 2019-20 academic year, we have partnered with Goodwin College to offer more opportunities for our high school students. They will now have the opportunity to take courses at Goodwin in advanced manufacturing, a growing field in Connecticut. We will also shift our focus to increasing the interaction between students and teachers.</p>	

**PART 2: SCHOOL PERFORMANCE**

**2. School Goals:** State the school’s mission statement. Provide the school’s mission-specific, measurable goals. Analyze school progress toward these goals, providing data as appropriate. Add/Remove rows, as necessary.

**Mission Statement:**

The Highville Charter School, an enterprising and caring community with strong parent and community involvement, prepares and instills a desire for all learners to confidently use technology, think globally and develop into globally conscious citizens. Students will utilize world languages and the study of various world cultures as the basis for developing into independent thinkers. Through Highville’s academic process students will gain exposure to the interdependent systems put in place to make the world function. They will gain the confidence necessary to chart their course through an ever changing society and utilize their global knowledge to make informed decisions. Such a globally-conscious citizen will be values oriented, wellness conscious, career directed, competent in communications and problem solving, skillful in creative and critical thinking, culturally sophisticated, and acutely aware of global interdependence.

Goal Statement:	Evidence of Progress toward Goal:
Students will increase their overall literacy competency as measured by NWEA.	Literacy coach modeling and working with small groups. Ages and Stages, DIBELS and CORE assessments implemented to triangulate with NWEA data. SRBI targeted goals set for students in need. Tier 1 planning support for literacy instruction. Intervention and enrichment groups established. Support for literacy lesson planning in all grades
Students will increase their understanding, accuracy, and fluency in foundational math skills.	Math interventionists working with small groups of students. Lesson planning using the CCSS to guide instruction. Fact fluency practice school wide. Performance tasks provided with scaffolded instruction.
There will be a decrease in student behaviors requiring in or out of school suspensions.	Restorative practices employed. Tiered behavior intervention systems. Student support team working with teachers, students and families. PBIS school wide.

1. **Student Achievement:** Data summarizing school performance and academic achievement from the last three years is provided below. Please review data evidencing student growth and progress toward closing achievement gaps.

Performance Metric	*2015-16:	*2016-17:	*2017-18:
ELA Performance Index – All Students	59.6%	54.9%	54.6%
ELA Performance Index – High Needs Students	59.2%	53.7%	52.7%
Math Performance Index – All Students	52.4%	50.5%	48.1%
Math Performance Index – High Needs Students	51.9%	49.8%	46.9%
Science Performance Index – All Students	41.8%	39.6%	N/A
Science Performance Index – High Needs Students	40.5%	37.7%	N/A
ELA Avg. Percentage of Growth Target Achieved – All Students	54.8%	46.3%	47.3%
ELA Avg. Percentage of Growth Target Achieved – High Needs Students	63.0%	45.2%	45.8%
Math Avg. Percentage of Growth Target Achieved – All Students	67.9%	52.6%	41.6%
Math Avg. Percentage of Growth Target Achieved – High Needs Students	68.1%	53.0%	39.8%
Average daily attendance rate:	96.0%	95.6%	95.2%
Chronic absenteeism rate:	7.0%	8.6%	10.4%
Overall suspension rate: (% of students with 1+ suspension/ expulsion)	21.3%	14.9%	18.1%
Number of in-school suspensions:	156	66	106
Number of out-of-school suspensions:	103	97	72
Number of expulsions:	0	0	0
Four Year Adjusted Cohort Graduation Rate (if applicable):	N/A	N/A	N/A
Six Year Adjusted Cohort Graduation Rate (if applicable)	N/A	N/A	N/A
Accountability Index charter school:	71.8%	59.8%	61.0%
Accountability Index state:	73.1%	73.2%	74.9%

**4. Legal compliance Best Practices:** In 250 words or less, summarize methods illustrating that the school is acting in compliance with applicable laws and regulations (e.g. support for students with disabilities, English learners, employee and student rights). Describe the areas of operation including policies and procedures that ensure compliance with applicable laws and regulations. Include quantitative and qualitative information associated with compliance. Provide evidence of collaboration with local school districts in this area, as appropriate.

**At Highville Charter School (PreK-8) we utilize a PBIS system to encourage and recognize positive contributions to our school community. This is reinforced with the program Second Step to build students' social and emotional skills. These measures provide us a platform for building a positive learning environment that is conducive to learning and allows all students to feel safe to take educational risks. We also utilize a mathematics program aligned with the CCSS. We have implemented an ELA program driven by the CSSS and a science program that is aligned to the Next Generation standards and expect to see similar results in mathematics. We utilize NWEA MAP assessments to measure students' mastery levels throughout the year and use the data from these assessments to drive targeted at-level instruction to increase student mastery of the CCSS.**

**At Highville Change Academy (high school) we utilize a team approach to discipline. We meet almost daily to discuss ways to improve our process. We also use a monthly rubric to help students, parents and teachers assess student progress both socially and academically. As a Capstone requirement, all students must take at least one college course with our partner Post University where students can obtain an Associate's Degree. Students also attend classes on the Post Campus. In addition, we prepare students by having them take online classes through Edgenuity. We have school-wide nonnegotiable standards per subject. All teachers are required to use the same researched based delivery method. We also used NWEA data to determine this year's focus on language usage and improving overall math skills.**

### **PART 3: STEWARDSHIP, GOVERNANCE, AND MANAGEMENT**

**5. Financial Documents:** As required by C.G.S. § 10-66cc(b)(2) and 10-66pp, the charter school and if applicable, the charter school management organization of the state or local charter school, (1) shall submit FY 2017-18 certified audit statements, including the statement of activities (showing all revenues from public and private sources, expenditures, and net operating gain/loss), balance sheet and statement of cash flows. (2) The charter school and if applicable, the charter school management organization of the state or local charter school, shall submit a complete copy of the most recently completed Internal Revenue Service form 990, including all parts and schedules, **other than Schedule B** of such form. (3) Provide the FY 2018-19 budget. (4) Provide a FY 2019-20 board-approved budget.

**6. Financial Condition:** Provide the following financial data for FY 2018-19

Total margin (net income/total revenue):	<b>0.04</b>
Debt to asset ratio (total liabilities/total assets):	<b>0.8274</b>
Debt service coverage ratio (net income+depreciation+interest expense)/ (principal+interest payments):	<b>1.9284</b>
Current asset ratio (current assets/current liabilities):	<b>1.1872</b>
Days of (unrestricted cash/((total expenditures-depreciation)/365)):	<b>168</b>
Cash flow (change in cash balance):	<b>371,974</b>

7. **Governing Board:** Consistent with C.G.S. § 10-66bb(d)(3)(A), provide the following information for all governing board members. The governing board should include teachers and parents and guardians of students enrolled in the school, and the chairperson of the local or regional board of education of the town in which the charter school is located and which has jurisdiction over a school that resembles the approximate grade configuration of the charter school, or the designee of such chairperson, provided such designee is a member of the board of education or the superintendent of schools for the school district, or the superintendents designee.

Name:	Occupation:	Board Role/Term:	Mailing/Email:	Background Check:
Sean Hutchinson	Teacher	Chairperson	shutchinson@highvillecharter	X Yes <input type="checkbox"/> No
Alison Given	Teacher	Secretary	agiven@highvillecharter.com	X Yes <input type="checkbox"/> No
Jessica Philpotts	Banker/Parent	Treasurer	jphilpotts@highvillecharter.com	X Yes <input type="checkbox"/> No
Linda Baylor	Probation Officer/Parent	Vice Chair	Lbaylor@highvillecharter.com	X Yes <input type="checkbox"/> No
Alexis Smith	Attorney	Member	asmith@highvillecharter.com	X Yes <input type="checkbox"/> No
Seth Poole	Program Coordinator	Member	spoole@highvillecharter.com	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agata Raszczak	Attorney	Member	arlawska@highvillecharter.com	X Yes <input type="checkbox"/> No
Kim Boyd-Hunter	Paraprofessional	Member	Kboyd-hunter@highvillecharter.com	X Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**8. Renewal Terms and Other Issues:** Provide a progress update on terms established in the charter school’s most recent renewal; summarize actions taken and progress data to substantiate efforts to address such terms. Provide an update on how the charter school is addressing or plans to address the issues noted. The chart below is pre-populated to include terms documented in the school’s last renewal resolution or issues identified by the CSDE.

Standard/Indicator:	Term or Condition:	Progress Update:
1.1 Academic Achievement	Many of the school’s Performance Index rates (1a.-1d.) and Average Percentage of Growth Targets Achieved (2a.-2d.) in the 2017-18 Next Generation Accountability Report have slipped below New Haven, the host district.	According to the CSDE released data For the 18-19 school year, we’ve reduced the number of high need students that didn’t meet in ELA and Math by 7-15% points
3.5 School Culture and Climate	For the 2016-17 school year the school’s suspension rate was 14.9%, while the state average was 6.7%. The school’s rate for the 2017-18 school year was 18.1%, which remains above the state average of 6.8%.	Highville has had a decline in both ISS/OSS rates as compared to 2017-2018: ISS: 95-31= 65% decline OSS: 62-46 = 26% decline. While this may not mirror the state’s rate, it is an improvement and we’re moving in the right direction
4.5 Teacher/Staff Credentials	As of May 2019, the Bureau of Educator Standards and Certification reported 1 staff identified in the Educator Data System as being out of compliance for the 2018-19 school year. It is the responsibility of the school to take steps to make certain that 100% of the staff hold appropriate authorizations for their positions.	We are able to report that 95% of our staff holds appropriate certification for their current positions. There were two employees that were moved to non-certified positions. There are 4 teachers who are recovering and submitting paperwork to the state with the assistance of the Human Resources Specialist.

**9. Stewardship, Governance, and Management Best Practices:** In 250 words or less, summarize processes established in the areas of **stewardship, governance, and management** (e.g., financial management, reporting compliance, sustaining financial viability, and school operations), to ensure the school is financially viable and organizationally healthy and strong. Describe the strategy and its impact on the school referencing quantitative and qualitative data. Provide evidence of collaboration with local school districts in this area, as appropriate.

Financial transactions with parents. Historically, Highville has only accepted cash payments from parents for everything from uniform purchases to student field trips. Parents have not been able to pay for supplies or events with checks, credit cards or money orders. This is problematic because it creates a significant liability for the school in the areas of accountability and tracking. Lack of accountability can create an environment where theft is easy and unchecked. Moving forward, Highville has now hired a Finance Director, Business Manager and Human Resources Specialist. Systems are being put into place that offer more payment options for parents, as well as provide more accountability to the business office in terms of tracking payments and reporting. Highville recently purchased a cell phone for the business office specifically to utilize the Square payment system. This provides parents with at least one alternative to payments in cash. In the future, we'd like to move towards cash-less system where parents would pay for items and services either with a credit card or a simple cash app such as Zelle.

In the meantime, Highville is still accepting cash payments from parents and we have implemented a system where cash transactions are recorded by the Finance Director and then checked by the Business Manager to ensure the receipts and payments are reconciled. Deposits are made weekly, or as needed, into the school's bank account by the Finance Director with only \$200 in cash being available on site at any given time for petty cash.

Accounts payable. Because of numerous staff transitions at Highville during the 2018-19 academic year, particularly with the leadership and business staff, the Board of Directors decided to contract with Charter School Business Management (CSBM), a financial consulting agency, to help manage both the day-to-day financial operations of the school as well as long term fiscal planning. Although this team has been helpful during the transitions, it is not necessary to continue to work with them since Highville now has a complete business management team. However, Highville will continue to partner with CSBM.

## PART 4: STUDENT POPULATION

**10. Enrollment and Demographic Data:** Provide 2018-19 student demographic and enrollment information.

Grades Served:	PreK 3-12	Student Enrollment:	502
% Free/Reduced-Price Lunch:	50%	% Black:	96%
% Special Education:	5.37%	% Hispanic:	3%
% Limited English Proficiency:	0.39%	% Caucasian:	1%

**2018-19 Enrollment by Grade Level:**

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
110	44	42	39	40	35	34	27	27	29	19	16	15	12	<b>504</b>

**11. Enrollment Efforts:** Summarize the school’s efforts to attract, enroll, and retain a diverse and representative student population, including minority students, low-income students, English learners, and students with disabilities.

For the first time (19-20 SY) in three years, Highville Charter School will be included in New Haven’s Schools of Choice Booklet. Additionally, we have been diligent in purging our enrollment list to have a clear roster for a waiting list and sibling preference to be filled, with fidelity.

Strategies employed to address student academic improvement:

1. Students with a history of low academic performance:
  - a. Differentiated instruction is used to meet individual students learning needs;
  - b. Paraprofessionals support students in small groups to develop skills;
  - c. Students are tested to see where they struggle and then they work directly with math or literacy coaches and interventionists;
  - d. If the above strategies are not successful, students are referred to the Student Assistance Team (“SAT”) for additional support.
2. Students with a history of behavioral and social difficulties:
  - a. Students who struggle with behavior and social difficulties are first seen by our Director of Student Services to develop strategies;
  - b. Paraprofessionals are trained to push into classrooms to assist students;
  - c. Students are tested to see where they struggle and then they work directly with our Math or Literacy coach;
  - d. If needed, time is scheduled with the school social worker;
  - e. If the above strategies are not successful, students are referred to SAT for further support.
3. Students identified as requiring special education:
  - a. Differentiated instruction is used to meet individual students learning needs;
  - b. Paraprofessionals support students in areas of need;
  - c. Student data is analyzed and students are assigned to academic interventionists in one-on-one or small group settings;
  - d. Identified special education students are also seen by special education teachers provided by local school districts based on student individualized education programs, with whom Highville works collaboratively to ensure IEP requirements are met

**12. Waitlist Data:** Provide waitlist totals below, illustrating demand and community support for the school.

2018-19 Waitlist:	2019-20 Waitlist:
106	132



**13. Student Population Best Practice:** In 250 words or less, summarize systems used in the area of student population (e.g., family and community engagement, recruitment processes, retention strategies), to ensure the school promotes equity by effectively attracting, enrolling and retaining students particularly among targeted populations. Include a brief narrative on the school’s unique model and describe the strategy and its impact on the school referencing quantitative and qualitative data. Provide evidence of collaboration with local school districts in this area, as appropriate.

At Highville Charter School (preK-8) we utilize a PBIS system to encourage and recognize positive contributions to our school community. This is reinforced with the program Second Step to build students' social and emotional skills. Second Step curriculum in grades K-8 focuses on the development of interpersonal skills, responsible and considerate behavior, empathy, conflict resolution, and respect for divergent views. SWIS was implemented to collect data to be used to support staff and students with positive behavioral support and classroom management strategies. SWIS data collection provides a data driven platform to improve the PBIS initiative. Our collaborative work with SERC prior to the end of the 2017/2018 school year helped grow the PBIS initiative. These measures provide us a platform for building a positive learning environment that is conducive to learning and allows all students to feel safe to take educational risks.

## APPENDIX B: 2020-22 TWO YEAR PRELIMINARY ENROLLMENT REQUEST

**Directions:** On an annual basis, charter schools must submit an enrollment request for the following school year. Consistent with C.G.S. § 10-66bb(c), the State Board of Education considers enrollment requests in the context of each school’s charter and record of student achievement.

C.G.S. § 10-66bb(c)(2) places an enrollment cap on the number of students that a state charter school may enroll. However, charter schools with a demonstrated record of achievement may seek a waiver. If the school submitted 2020-21 and enrollment request 2021-22 requires an enrollment waiver, please specify that below.

1. Complete the table below providing the school’s enrollment and growth history. Submit an enrollment request and growth projections for the upcoming school year.															
School Year:	Actual Enrollment:														
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2017-18	103	40	40	40	37	36	38	29	29	35	18	18	17	22	502
2018-19	110	44	42	39	40	35	34	27	27	29	19	16	15	12	504
2019-20	87	60	44	37	39	38	33	38	42	29	20	15	16	15	513
School Year:	2020-2022 Two Year Enrollment Requests:														
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2020-21	100	42	54	36	36	36	36	34	34	34	16	15	15	15	503
2021-22	80	60	42	50	36	36	36	36	34	34	16	15	15	15	505
2. Based on the requests entered above, is the school seeking a waiver to the enrollment cap described in C.G.S. § 10-66bb(c)(2), no state charter school shall enroll more than two hundred fifty students, or in the case of a kindergarten to grade eight, inclusive, school, more than three hundred students, or twenty-five per cent of the enrollment of the school district in which the state charter school is to be located, whichever is less.													<input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Provide a rationale for the enrollment request(s), by school year, including a synopsis of all relevant assumptions.															
<p>For the 19-20 SY Highville has engaged with the school choice office of our LEA, the continuity of fidelitous documentation, community relationships, and active recruitment announcements on radio, Facebook and favorable word of mouth. Traditionally, Highville has done online and paper advertising to inform parents of our location and ability on how to enroll. Participating in New Haven’s School Choice Fair, Highville will provide applications and information in both English and Spanish, and deliver these flyers to various communities in the Greater New Haven Area. The process in place for enrolling students will be more efficient by checking, recording, and filing all required documents. Files will be requested from the host school within two business days.</p> <p>Highville’s retention of the SPED population has been consistent as most students do not leave unless it’s during a transition year. Also, the SPED team generally forms a bond in and out of school with these students, which results in stronger relationships. The SPED team members have had several training sessions in areas of differentiation of instruction, updated laws and technique, PMT training, social emotional learning and EL laws and practices.</p>															

4. Summarize the school's plans to successfully expand and accommodate the needs of the students served (e.g., programming, staffing, facilities, and class size).

Highville Charter has traditionally maintained a high demand for early grade levels due to the smaller class sizes: 1:10 teacher student ratios in Pk -K and 1:20 ratios in grades 1<sup>st</sup> through 8<sup>th</sup> grades. This attracts parents/ guardians who desire to enhance their child's academic and social development through closer interactions with teachers. These class sizes also allow for greater opportunities to differentiate instruction and offer enrichment.

Students have demonstrated a propensity to transition from Highville in 8<sup>th</sup> grade for opportunities to participate in sports, after school programs and additional enrichment opportunities.

Our transiency rate is relatively low, particularly if parents are able to provide transportation.

With the addition of advanced manufacturing career opportunities, our partnership with Goodwin College and continued growth with Post University we hope to increase the number of 8<sup>th</sup> graders who choose to remain at Highville for their high school years.

## APPENDIX D: STATEMENT OF ASSURANCES

It is imperative that charter schools – as with all other public schools – adopt and uphold the highest ethical and legal standards while delivering excellent academic opportunities for students and their families. As the authorized representative of **Highville Charter School**, to the best of my knowledge, I affirm that:

1. Pursuant to C.G.S.A. § 10-66rr, all board members and staff have satisfactorily completed background checks, including a state and national criminal records checks and a record check of the Department of Children and Families child abuse and neglect registry.
2. Pursuant to C.G.S.A. § 10-66rr, if applicable, all charter school management organization (CMO) governing board members and staff members, who performs a service involving direct student contact have satisfactorily completed background checks, as described in (1).
3. All contractors doing business with the school, who performs a service involving direct student contact have satisfactorily completed background checks, as described in (1).
4. Records of any and all background checks described above, are on file at **Highville Charter School** and available for random audit by the Connecticut State Department of Education (CSDE).
5. Pursuant to C.G.S.A. § 10-66oo, **Highville Charter School** Governing Board has adopted written antinepotism and conflict of interest policies consistent with state law and best practices in nonprofit corporate governance, and pursuant to 10-66bb(d), that no member or employee of the Governing Board has a personal or financial interest in any asset, real or personal, of the charter school.
6. Pursuant to C.G.S.A. § 10-66oo, each member of a governing council of a state or local charter school shall complete training related to charter school governing council responsibilities and best practices at least once during the term of the charter, and that no board member of **Highville Charter School** serves on the board of another charter school or CMO.
7. All public funds received by **Highville Charter School** have been, or are being, expended prudently and in a manner required by law.
8. All Governing Board meetings are open and accessible to the public, and that **Highville Charter School** has posted, and continues to post, on any Internet website that the Governing Board operates, the schedule, agenda, and minutes of each Governing Board meeting, including any meeting of a subcommittee of the Governing Board.
9. **Highville Charter School** does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.
10. **Highville Charter School** does not operate any school location outside the scope of its approved charter or subsequent State Board of Education approval.



By signing this Statement of Assurances on behalf of the Governing Board of **Highville Charter School**, I acknowledge that I understand the terms contained herein and affirm the validity of each statement to the best of my knowledge. I further understand that **Highville Charter School** may be subject to random audit by the CSDE to verify these statements.

Signature:

Sean Hutchinson

Name of Board Chairperson:

Sean Hutchinson

Date:

10/18/19

**HIGHVILLE CHARTER SCHOOL, INC.**

**Financial Statements**

**JUNE 30, 2018**

HIGHVILLE CHARTER SCHOOL, INC.

Audited Financial Statements  
JUNE 30, 2018

TABLE OF CONTENTS

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	<u>PAGE</u>
Financial Section:	
Independent Auditors' Report.....	1-2
Statement of Financial Position, June 30, 2018 .....	3
Statement of Activities, For the Year Ended June 30, 2018 .....	4
Statement of Cash Flows, For the Year Ended June 30, 2018 .....	5
Notes to Financial Statements For the Year Ended June 30, 2018 .....	6-10
Statement of Functional Expenses For the Year Ended June 30, 2018 .....	11

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# Shane, Navratil & Co.

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CERTIFIED PUBLIC ACCOUNTANTS

WILLIAM K. NAVRATIL, CPA  
MICHAEL A. RUBIN, CPA

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## INDEPENDENT AUDITOR'S REPORT

To The Board of Directors  
Highville Charter School, Inc.

### Report on the Financial Statements

We have audited the accompanying financial statements of Highville Charter School, Inc., which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the 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 entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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



## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Highville Charter School, Inc. as of June 30, 2018, 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 Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page twelve is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2018, on our consideration of Highville Charter School, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Highville Charter School, Inc.'s internal control over financial reporting and compliance.



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SHANE, NAVRATIL & CO.  
Certified Public Accountants

Willimantic, Connecticut  
October 17, 2018

HIGHVILLE CHARTER SCHOOL, INC.  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2018

ASSETS

Current Assets	
Cash	\$ 1,490,994
Grants Receivable	117,411
Inventory	15,099
Prepaid Expenses	6,986
Total Current Assets	1,630,490
Property and Equipment	
Land	600,000
Construction in Process	224,367
Buildings and Improvements	7,861,365
Equipment and Motor Vehicles	488,640
	9,174,372
Less: Accumulated Depreciation	880,257
Total Property and Equipment	8,294,115
Other Assets	
Intangible Asset - Goodwill	55,875
Restricted Cash - Bond	1,193,260
Total Other Assets	1,249,135
Total Assets	\$ 11,173,740

LIABILITIES AND NET ASSETS

Current Liabilities	
Accounts Payable and Accrued Expenses	\$ 95,436
Accrued Interest	325,428
Advances from Grantors	125,633
Current Portion of Bonds Payable	20,000
Total Current Liabilities	566,497
Long Term Liabilities	
Bonds Payable - net of bond issuance costs	8,840,932
Total Long Term Liabilities	8,840,932
Total Liabilities	9,407,429
Net Assets	
Unrestricted	1,286,311
Temporarily Restricted	480,000
Total Net Assets	1,766,311
Total Liabilities and Net Assets	\$ 11,173,740

See Accompanying Auditor's Report and Notes to Financial Statements

HIGHVILLE CHARTER SCHOOL, INC.  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2018

**Changes in Unrestricted Net Assets**

**Revenues and Support:**

Federal & State Grants	\$ 5,964,133
Insurance Proceeds	32,306
Investment Income	10,802
Program Service Revenue	<u>395,014</u>
<b>Total Unrestricted Revenues and Support</b>	<u>6,402,255</u>

**Expenses:**

Operating Expenses:	
Program Services	6,202,917
Supporting Services:	
Management and General	<u>430,243</u>
<b>Total Expenses</b>	<u>6,633,160</u>

Net assets released from restrictions	<u>350,000</u>
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<b>Increase in Unrestricted Net Assets</b>	<u>119,095</u>
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**Changes in Temporarily Restricted Net Assets**

Donations	480,000
Net assets released from restrictions	<u>(350,000)</u>

<b>Increase in Temporarily Restricted Net Assets</b>	<u>130,000</u>
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<b>Increase in Net Assets</b>	249,095
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<b>Net Assets - Beginning of Year</b>	<u>1,517,216</u>
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<b>Net Assets - End of Year</b>	<u>\$ 1,766,311</u>
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See Accompanying Auditor's Report and Notes to Financial Statements

HIGHVILLE CHARTER SCHOOL, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2018

**Cash Flows from Operating Activities**

Increase in Net Assets	\$	249,095
Adjustments to reconcile Increase in Net Assets to net cash provided by operating activities:		
Depreciation and Amortization		284,224
Decrease/(Increase) in:		
Grants Receivable		49,430
Inventory		(5,392)
Prepaid Expenses		24,893
Increase/(Decrease) in:		
Accounts Payable and Accrued Expenses		5,827
Deferred Insurance Proceeds		125,633
		125,633
Net cash provided by operating activities		733,710

**Cash Flows from Investing Activities**

Purchases of Property and Equipment		(224,367)
Net cash (used) in investing activities		(224,367)

**Cash Flows from Financing Activities**

Principal payments on long-term debt		(20,000)
Net cash (used) by financing activities		(20,000)

**Increase in Cash** 489,343

**Cash - Beginning of Year** 2,194,911

**Cash - End of Year** \$ 2,684,254

**Supplemental Disclosures:**

Taxes paid	\$	-
Interest paid	\$	651,435

Cash	\$	1,490,994
Restricted Cash - Bonds	\$	1,193,260
	\$	2,684,254

See Accompanying Auditor's Report and Notes to Financial Statements

HIGHVILLE CHARTER SCHOOL, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018

**NOTE 1 – NATURE OF ACTIVITIES:**

Highville Charter School, Inc. (the Corporation) is a not-for-profit organization incorporated under the laws of the State of Connecticut. The Corporation's charter is granted by the State of Connecticut's Department of Education and is based on the ideas of global education, student achievement as well as family and community involvement. The charter provides for a maximum enrollment of 502 students for the year ended June 30, 2018.

**NOTE 2-- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

**Basis of Presentation** - The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Corporation and changes therein are classified and reported as follows:

**Unrestricted Net Assets** – Net assets that are not subject to donor-imposed stipulations.

**Temporarily Restricted Net Assets** – Net assets subject to donor-imposed stipulations that may or will be met, whether by actions of the Corporation and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted revenues that are met or expire within the same fiscal year are recorded as unrestricted.

**Permanently Restricted Net Assets** – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Corporation. Generally, the donors of these assets permit the Corporation to use all or part of the income earned on any related investment for general or specific purposes.

The Corporation has \$480,000 temporarily restricted net assets and no permanently restricted net assets as of June 30, 2018.

**Contributions** – Contributions, including unconditional promises to give, are recorded as made. All contributions are available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Intangible Asset – Goodwill** - In 2008, the Corporation recorded an Intangible Asset – Goodwill for the excess of liabilities assumed in excess of assets received. The goodwill is annually reviewed for impairment and, if needed, an adjustment is made.

**Use of Estimates** – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

*See Accompanying Independent Auditor's Report.*

HIGHVILLE CHARTER SCHOOL, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:(concluded)**

**Allocation of Expenses** – Directly identifiable expenses are charged to programs and supporting services. Management and general expenses include those expenses that are not directly identifiable with any specific function, but provide for the overall support and direction of the Corporation.

**Property and Equipment** – Expenditures for property, equipment and improvements are capitalized at cost. Equipment expenditures of \$1,000 or less are charged to expense. Ordinary repairs and maintenance are charged to expense when incurred. Donated assets are capitalized, and recorded as support, at their fair value at the date of receipt. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use, and contributions of cash that must be used to acquire property and equipment, are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Corporation reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Corporation reclassifies temporarily restricted net assets to unrestricted net assets at that time. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets which are as follows:

	<u>Years</u>
Equipment & Motor Vehicles	2-5
Buildings & Improvements	10-39

Depreciation expense for the year ending June 30, 2018 was \$262,488.

**Federal Income Taxes** – The Corporation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is exempt from State of Connecticut income taxes. Additionally, the Corporation has been determined not to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code.

The Corporation regularly reviews and evaluates its tax positions taken in previously filed information returns and as reflected in its financial statements, with regard to issues affecting its tax-exempt status, unrelated business income, and related matters. It believes that in the event of an examination by taxing authorities, its positions would prevail based upon the technical merits of such positions. Therefore, the Corporation has concluded that no tax benefits or liabilities are required to be recognized.

**Advertising Costs** – The Corporation expenses advertising costs as incurred.

**Inventory** – Inventory consists of school uniforms for sale through the School. Inventory is stated at net realizable value. Inventory for the year ending June 30, 2018 was \$15,099.

**NOTE 3 – CASH:**

The Corporation maintains deposits in financial institutions that may, at times, exceed federal depository insurance limits. The Corporation has not experienced any losses in such accounts, and management believes that the Corporation's deposits are not subject to significant credit risk.

At June 30, 2018, the carrying amount of the Corporation's cash balance was \$1,490,994 and the bank balance was \$1,661,674. The balance up to \$250,000 was insured by federal depository insurance. The corporation believes the bank is a sound institution and does not represent a credit risk.

*See Accompanying Independent Auditor's Report.*

HIGHVILLE CHARTER SCHOOL, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018

**NOTE 4 – CONCENTRATION OF SUPPORT GRANTS:**

The operations of the Corporation are funded primarily through grants from the State of Connecticut and the Federal Government. The grants for the current year amounted to \$5,668,434. This amounts to 90% of total support and revenue.

**NOTE 5 – INTANGIBLE ASSET – DEBT ASSUMPTION PAYABLE:**

The Corporation assumed debt in exchange for the assets and operations of the Highville Mustard Seed Development Corporation, Inc. in accordance with a court order dated January 10, 2008. Under the order, the Corporation assumed a total debt of \$322,227 to be paid without interest over a period of five years. The debt has been paid in full. The amount of \$124,379 was capitalized as an Intangible Asset – Goodwill and \$68,504 of the Goodwill was written off in a previous year. The remaining Goodwill is being measured each year for impairment.

**NOTE 6 – CONTINGENCIES:**

The Corporation provides 15 sick or personal days each year which the employee can accumulate to a maximum of 150 days. The benefit is not vested and therefore no liability is reflected on the financial statements.

The Corporation has elected to self pay its unemployment obligations rather than pay into the state unemployment system. The Corporation paid \$26,466 in claims in 2018. The amount of potential liability has been estimated at \$60,000 and a liability has been recorded.

**NOTE 7 – BOND ISSUANCE COSTS:**

The Corporation incurred Bond Issuance costs of \$665,420. The amounts are being amortized using the interest method over the life of the bond. Amortization for the year ended June 30, 2018 was \$21,736 and accumulated amortization as of June 30, 2018 is \$66,352.

**NOTE 8 – STATE ALLOWABLE CARRYOVER:**

The Corporation is allowed to carryover its' surplus of up to 5% of the State Charter School Grant reported to the State of Connecticut Department of Education Form ED001C for capital expenditures. As of June 30, 2018, the Corporation has \$460,706 State funded net assets available for capital improvements. In addition, the State of Connecticut allows the Corporation a carryover of 10% of its' state funding that can be used in the subsequent year for the educational purposes of the Corporation, as of June 30, 2018 there was \$179,544 available.

**NOTE 9 – TEMPORARILY RESTRICTED NET ASSETS:**

The Corporation received a donation in May 2018 in the amount of \$480,000. The donation has a time and use restriction that it is to be used for the fiscal year ending June 30, 2019.

**NOTE 10 – RESTRICTED CASH:**

Restricted Cash represents cash restricted for certain purposes by the outstanding bonds. The cash is being held at a Trust Service Center and all requests for payments are made directly to the Center. Restricted cash at June 30, 2018 is \$1,193,260.

HIGHVILLE CHARTER SCHOOL, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018

**NOTE 11 – BONDS PAYABLE:**

During 2015, the Public Finance Authority of the State of Wisconsin issued \$9,480,000 of tax-exempt blended rate revenue bonds on behalf of the Corporation. The bonds are reported as a liability of the Corporation.

The proceeds of the bonds were used to purchase a building and land with remaining to finance improvements to the building. The bonds have a blended rate of interest ranging from 5.8% to 7.05%. The bonds are secured against the real estate and revenues of the Corporation. The bonds require certain escrow accounts and certain amounts of cash to be restricted. Principal of the bonds will be paid back starting July 1, 2017 and continuing until July 1, 2045. The first payment of interest started July 1, 2015.

The bonds contain two financial covenants that must be met or the bonds could be considered in default. The Corporation has met both of the loan covenants for the year ending June 30, 2018.

The bonds require that the Corporation has a Debt Service Ratio of 1.2. Below is the calculation showing the Corporation has met the loan covenant as defined in the loan agreement.

Net Income Available for Debt Service

Pledged Revenues	
Revenue and Support	\$6,402,255
Additional Temporarily Restricted Donation	480,000
Plus: required payments from Capitalized Interest Account:	
Interest Expense for Bonds in Operating Expense	
30yr Bonds	439,215
20yr Bonds	165,240
10yr Bonds	46,400
Net Revenues	<u>\$7,533,110</u>
Less:	
Operating Expenses	\$6,633,160
Adjustment for Depreciation	(262,488)
Adjustment for Amortization	(21,736)
Net Reduction for Operating Expenses and Adjustments	<u>\$5,348,936</u>
Net Income Available for Debt Service	<u>\$1,184,174</u>
Succeeding Year Amounts	
Principal	20,000
Interest	650,275
Debt Service for 2018/2019	<u>\$670,275</u>
Debt Service Ratio	
Net Income Available for Debt Service\Debt Service	<u>1.7667</u>

See Accompanying Independent Auditor's Report.



HIGHVILLE CHARTER SCHOOL, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018

**NOTE 11 – BONDS PAYABLE:**(concluded)

The bonds also require the Corporation to meet a Days Cash on Hand calculation which is shown below:

Average Cash Balance for each month of fiscal year	3,255,273
Operating Expenses and Adjustments	6,348,936
Operating Expenses and Adjustments per Day	17,394
Days Cash on Hand	
Average Cash Balance\Operating Expenses & Adjustments per Day	187
Days Cash on Hand Requirements per Bond Agreement	45

The Corporation has met the Days Cash on Hand requirement.

In accordance with generally accepted accounting principles Bonds Payable are netted with the unamortized Bond Issuance Costs on the Statement of Financial Position:

Bonds Outstanding	\$9,460,000
Less: Unamortized Issuance Costs	<u>599,068</u>
Net Bond Payable	<u>\$8,860,932</u>

In 2016, the Corporation retroactively adopted the requirements in FASB ASC 835-20 to present bond issuance costs as a reduction of the carrying amount of the debt rather than as an asset. Amortization of the Bond Issuance Costs is reported as Interest Expense in the Statement of Activities.

Maturities of the bonds are as follows as of June 30, 2018:

<u>Year ending June 30</u>	<u>Amount</u>
2019	25,000
2020	135,000
2021	140,000
2022	150,000
Future	<u>9,010,000</u>
	<u>\$9,460,000</u>

**NOTE 12 – LEASES:**

The Corporation leases several copiers. The leases on the copiers expire on various dates through September of 2019.

<u>Future minimum lease payments:</u>	<u>Copiers</u>
Year ending June 30, 2019	\$ 8,928
Year ending June 30, 2020	<u>1,488</u>
Total	<u>\$ 10,416</u>

**NOTE 13 – SUBSEQUENT EVENTS:**

Subsequent events were evaluated through October 17, 2018 which is the date the financial statements were available to be issued.

*See Accompanying Independent Auditor's Report.*

HIGHVILLE CHARTER SCHOOL, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2018

	Program Service	Management and General	Total
Salaries	\$ 3,453,380	\$ 274,006	\$ 3,727,386
Payroll Taxes	164,883	24,632	189,515
Employee Benefits	444,962	38,160	483,122
Professional Fees	25,537	30,510	56,047
Interest Expense	618,414	32,548	650,962
Insurance	25,876	6,490	32,366
Telephone	3,831	-	3,831
Depreciation	249,364	13,124	262,488
Amortization	21,736	-	21,736
Utilities	217,145	-	217,145
Equipment Rental	16,288	857	17,145
Travel	6,878	-	6,878
Office Expense	2,294	8,010	10,304
Program Supplies	488,515	-	488,515
Professional Development	28,102	1,906	30,008
Repairs and Maintenance	204,132	-	204,132
Dues	1,025	-	1,025
School Activities	219,739	-	219,739
Miscellaneous Expense	10,816	-	10,816
	<u>\$ 6,202,917</u>	<u>\$ 430,243</u>	<u>\$ 6,633,160</u>

See Accompanying Auditor's Report and Notes to Financial Statements

**HIGHVILLE CHARTER SCHOOL - 2018-2019 BUDGET**

**BOD Approved March 21, 2018**

**Budget Based on Enrollment of:**  
**State Funding**

**502 Students**  
**\$11,250/Student**

**Account**

**2018-2019**

**REVENUE**

910	Fund Raising Collections	1,800
900/901	Title I and II Grant Allocation - State of CT	169,170
915	State Tuition Per Pupil Allocation	5,647,500
960	Buck General Operating Grant	350,000
940	Staff Food Income	3,000
940	Federal Government Food Reimbursement	279,000
933	New Haven Special Education Contract	63,654
	<b>TOTAL REVENUE</b>	<b>6,514,124</b>

**EXPENSES**

**Salaries/Substitutes/Stipends**

1111	Teacher Salaries	1,616,970
1112	Executive Administration	582,581
1113	HCS Administration Salaries	283,849
1114	HCA Administration Salaries	149,786
1121	Paraprofessional Salaries	377,160
1122	Administration Support/Nurse	154,125
1132	Stipends	12,000
1150	Substitute Teaching Salaries	16,200
1151	Summer School - Remedial	3,000
1154	Post Summer Program	3,000
1155	Employee Retention	88,579
	<b>subtotal</b>	<b>3,287,250</b>

**FICA/Medicare/Unemployment/WC**

2111	FICA/Medicare	127,086
2121	Unemployment	75,650
2131	Health Insurance	514,587
2131.1	Health Insurance Opt Out Waivers	147,675
2131.2	Dental Insurance	34,812
2131.3	Life, STD, LTD	25,680
2131.4	403(b) Admin Expenses, Employee Navigator	5,600
2141	Workers Compensation	35,000
	<b>subtotal</b>	<b>966,090</b>

**Plant Operations/Service Contracts**

1123	Custodial Salaries	170,224
4102	Building Equipment & Maintenance	8,000
4103	Mechanical Contracts	17,000
4104	Rubbish Removal	10,620
4135	Technology Infrastructure	6,000

**HIGHVILLE CHARTER SCHOOL - 2018-2019 BUDGET**  
**BOD Approved March 21, 2018**

<u>Account</u>	<u>2018-2019</u>
4400 Snow Removal, Landscape	22,000
4402 Utilities	210,250
5901 Purchase Contracts/Vendors	25,250
6905 Custodial Supplies	21,000
7340 Capital Repairs/Improvements (known)	-
<b>subtotal</b>	<hr/> <b>490,344</b>
 <b><u>Mortgage and related Building Expense</u></b>	
4401 Mortgage/Insurance Escrow/Req'd Capital Maintenance	738,393
9100 Contingency for Repairs and Covenants	50,000
<b>subtotal</b>	<hr/> <b>788,393</b>
 <b><u>Programs/Enrichment/Extracurricular/Events</u></b>	
4405 Steel Band	2,000
5802 Field Trips	5,000
5805 Post Summer	5,000
5806 Post Degree	75,000
5807 Rosetta Stone Language Lab	30,604
6902 Special Event Supplies	22,600
6904 Young Diplomats Program	3,500
8000 Extracurricular Activities	9,640
8030 Athletic Event /Sport Program Expenses	2,500
8101 Family Hardship Scholarship Program	6,500
<b>subtotal</b>	<hr/> <b>162,344</b>
 <b><u>Academic/Operational/Financial Expenses</u></b>	
3211 Consultants	36,000
3221 Aces - Special Education/Behaviorial Support Services	125,800
3222 Professional Development Services	8,840
3223 Board Retreat	8,725
3302 Payroll Service	9,700
3306 Audit	12,000
3307 Legal	12,500
3308 Severance & Settlements	10,000
4121 Internet Connection	2,880
4133 Technology Maintenance and Service	46,800
4134 Software Licenses/Programs	50,000
4403 Copiers Lease/Maintenance Contract	23,000
5202 Insurance-Property/Liability	in mortgage
5212 Insurance-Leader and Executive Coverage	7,300
5301 Telephones	4,420
5302 Postage and Meter	3,400
5402 New England Charter School Network Dues/Naeyc	9,030
5801 Travel	3,600
6111 Instructional Supplies	24,795

**HIGHVILLE CHARTER SCHOOL - 2018-2019 BUDGET**

**BOD Approved March 21, 2018**

<u>Account</u>	<u>2018-2019</u>
6112 Student Test Supplies	3,780
6411 Textbooks	27,500
6452 Business Office Software	1,200
6901 Office Supplies	6,000
6903 Nursing Supplies	2,600
6907.0 Van Expenses	11,900
7301 Equipment Instructional Technology	5,000
7302 Equipment Administration	1,200
7303.2 Classroom Furniture	3,500
8500 Miscellaneous Expenses (Bank Service Fees)	6,300
<b>subtotal</b>	<b>467,770</b>

**Cafeteria Program Expenses**

1124 Cafeteria Salaries	88,837
5904 Food/Milk Supplies	165,000
5903 Cafeteria Management Service Contract	36,000
5905 Café Equipment Repairs	3,600
7350 Café Equipment	3,000
<b>subtotal</b>	<b>296,437</b>

**EXPENSE BUDGET TOTAL**

**6,458,628**

<b>TOTAL REVENUE</b>	<b>\$ 6,514,124</b>
<b>TOTAL EXPENSES</b>	<b>\$ 6,458,628</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 55,496</b>

**Budget Based on Enrollment of:**  
**State Funding**

**502 Students**  
**\$11,250/Student**  
**Approved**  
**2019-2020**

**Account**

**REVENUE**

910	Fund Raising Collections	1,890
900/901	Title I and II Grant Allocation - State of CT	169,170
915	State Tuition Per Pupil Allocation	5,647,500
960	Buck General Operating Grant	250,000
940	Staff Food Income	3,150
940	Federal Government Food Reimbursement	292,950
933	New Haven Special Education Contract	65,000
	<b>TOTAL REVENUE</b>	<b>6,429,660</b>

**EXPENSES**

**Salaries/Substitutes/Stipends**

1111	Teacher Salaries	1,775,055
1112	Executive Administration	445,000
1113	HCS Administration Salaries	227,962
1114	HCA Administration Salaries	61,800
1121	Paraprofessional Salaries	328,377
1122	Administration Support/Nurse	278,606.00
1132	Stipends	33,000
1150	Substitute Teaching Salaries	-
1151	Summer School - Remedial	9,000
1154	Post Summer Program	-
1155	Employee Retention	-
	<b>subtotal</b>	<b>3,158,800</b>

**FICA/Medicare/Unemployment/WC**

2111	FICA/Medicare	136,941
2121	Unemployment	144,000
2131	Health Insurance	654,470
2131.1	Health Insurance Opt Out Waivers	-
2131.2	Dental Insurance	32,760
2131.3	Life, STD, LTD	26,964
2131.4	403(b) Admin Expenses, Employee Navigator	5,712
2141	Workers Compensation	36,400
	<b>subtotal</b>	<b>1,037,247</b>

**Plant Operations/Service Contracts**

1125	Custodial Salaries	167,285
4102	Building Equipment & Maintenance	8,440
4103	Mechanical Contracts	17,935
4104	Rubbish Removal	11,151
4135	Technology Infrastructure	6,000
4400	Snow Removal, Landscape	27,825
4402	Utilities	220,763
5901	Purchase Contracts/Vendors	37,152
6905	Custodial Supplies	19,500
7340	Capital Repairs/Improvements	5,000

	<b>subtotal</b>	<b>521,051</b>
	<b><u>Rent/Mortgage/Building Deposit/Taxes</u></b>	
4401	Rent/Mortgage	783,245
9100	Contingency for Repairs and Covenants	175,000
		<b>958,245</b>
	<b>subtotal</b>	
	<b><u>Programs/Enrichment/Extracurricular/Events</u></b>	
4405	Steel Band	1,500
5802	Field Trips	-
5805	Post Summer	1,800
5806	Post Degree	30,000
5807	Rosetta Stone Lab	5,000
6902	Special Event Supplies	18,000
6904	Young Diplomats Program	2,000
8000	Extracurricular Activities	8,000
8030	Athletic Event /Sport Program Expenses	-
8101	Family Hardship Scholarship Program	1,250
	<b>subtotal</b>	<b>67,550</b>
	<b><u>Academic/Operational/Financial Expenses</u></b>	
3211	Consultants	22,400
3221	Relay Tuition	9,750
3222	Professional Development Services/Consultants	10,000
3223	Board Retreat	1,000
3302	Payroll Service	12,000
3306	Audit	13,500
3307	Legal	50,000
3308	Severance & Settlements	30,000
4121	Internet Connection (CEN & Fiber)	3,600
4133	Technology Maintenance and Service	52,500
4134	Software Licenses/Programs	24,000
4403	Copiers Lease/Maintenance Contract	28,000
5202	Insurance-Property/Liability	in mortgage
5212	Insurance-Leader and Executive Coverage	7,500
5301	Telephones	6,000
5302	Postage and Meter	3,000
5402	New England Charter School Network Dues	-
5801	Travel & Meals - Staff & Orientation	-
6111	Instructional Supplies	22,500
6112	Student Test Supplies	2,000
6411	Textbooks	5,000
6452	Business Office Software	1,200
6901	Office Supplies	3,000
6903	Nursing Supplies	1,500
6910.2	Van Expenses	13,000
7301	Equipment Instructional Technology	5,000
7302	Equipment-Administration and Technology	1,500
7303.2	Classroom Furniture	18,000
8500	Miscellaneous Expenses (Bank Service Fees)	3,500

**subtotal 349,450**

**Cafeteria Program Expenses**

1126	Cafeteria Salaries	77,118
5904	Food/Milk Supplies	165,000
5903	Cafeteria Management Service Contract	32,000
5905	Equipment Repairs	2,500
7350	Café Equipment	5,000

**subtotal 281,618**

**EXPENSE BUDGET TOTAL 6,373,961.04**

<b>TOTAL REVENUE</b>	<b>\$</b>	<b>6,429,660</b>
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>6,373,961</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$</b>	<b>55,699</b>

**CHARTER STATUS:**

**Highville Charter School, Inc. is authorized by the State of Connecticut Department of Education pursuant to a charter expiring June 30, 2020.**



**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A For the 2017 calendar year, or tax year beginning 07/01/17, and ending 06/30/18**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <p align="center"><b>Highville Charter School</b></p> Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <p><b>One Science Park</b></p> City or town, state or province, country, and ZIP or foreign postal code <p><b>New Haven CT 06511</b></p>	<b>D</b> Employer identification number <p align="center"><b>26-0858723</b></p> <b>E</b> Telephone number <p align="center"><b>203-285-6225</b></p>
<b>F</b> Name and address of principal officer: <p><b>Agata Raszyk-Lawska</b>  <b>16 Main St</b>  <b>New Britain CT 06051</b></p>		<b>G</b> Gross receipts \$ <b>6,882,255</b>  H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)

<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	<b>J</b> Website: ▶ <b>www.highvillecharter.com</b>	<b>H(c)</b> Group exemption number ▶
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	<b>L</b> Year of formation: <b>2007</b>	<b>M</b> State of legal domicile: <b>CT</b>

**Part I Summary**

<b>Activities &amp; Governance</b>	1 Briefly describe the organization's mission or most significant activities: <p align="center"><b>Global education for children in grades Pre-K through high school.</b></p> 2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.				
	3 Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>9</b>		
	4 Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>9</b>		
	5 Total number of individuals employed in calendar year 2017 (Part V, line 2a)	<b>5</b>	<b>97</b>		
	6 Total number of volunteers (estimate if necessary)	<b>6</b>	<b>550</b>		
	7a Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0</b>		
	b Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>	<b>0</b>		
<b>Revenue</b>		<b>Prior Year</b>		<b>Current Year</b>	
	8 Contributions and grants (Part VIII, line 1h)	<b>6,051,761</b>	<b>6,444,133</b>		
	9 Program service revenue (Part VIII, line 2g)	<b>378,882</b>	<b>395,014</b>		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>3,417</b>	<b>10,802</b>		
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>198,722</b>	<b>32,306</b>		
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>6,632,782</b>	<b>6,882,255</b>		
<b>Expenses</b>					
	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		<b>0</b>		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		<b>0</b>		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	<b>4,048,791</b>	<b>4,400,023</b>		
	16a Professional fundraising fees (Part IX, column (A), line 11e)		<b>0</b>		
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0</b>				
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	<b>2,015,018</b>	<b>2,233,137</b>		
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	<b>6,063,809</b>	<b>6,633,160</b>		
	19 Revenue less expenses. Subtract line 18 from line 12	<b>568,973</b>	<b>249,095</b>		
<b>Net Assets or Fund Balances</b>		<b>Beginning of Current Year</b>		<b>End of Year</b>	
	20 Total assets (Part X, line 16)	<b>11,412,254</b>	<b>11,772,806</b>		
	21 Total liabilities (Part X, line 26)	<b>9,895,034</b>	<b>10,006,491</b>		
	22 Net assets or fund balances. Subtract line 21 from line 20	<b>1,517,220</b>	<b>1,766,315</b>		

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer <p align="center"><b>Craig Drezek</b></p> Type or print name and title	Date <p align="center"><b>Executive Director</b></p>
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<b>Paid Preparer Use Only</b>	Print/Type preparer's name <p><b>Michael Rubin</b></p>	Preparer's signature <p align="center"><b>SHANE, NAVRATIL &amp; CO., CPA'S</b></p>	Date <p><b>10/11/18</b></p>	Check <input type="checkbox"/> if self-employed	PTIN <p><b>P01037664</b></p>
	Firm's name ▶ <b>SHANE, NAVRATIL &amp; CO., CPA'S</b> <b>20 WALNUT ST.</b> Firm's address ▶ <b>WILLIMANTIC, CT 06226</b>	Firm's EIN ▶ <b>06-0916777</b>  Phone no. <b>860-456-2297</b>			

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III



1 Briefly describe the organization's mission:

**Global education for children in grades Pre-K through high school.**

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes  No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes  No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ **6,202,917** including grants of \$ ) (Revenue \$ **395,014** )

**Provide a full range of educational services for grades pre-k through high school, for 502 students in the towns of Hamden, New Haven and surrounding towns.**

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses **6,202,917**



**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	<b>X</b>	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	<b>X</b>	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		<b>X</b>
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		<b>X</b>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		<b>X</b>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		<b>X</b>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		<b>X</b>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		<b>X</b>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		<b>X</b>
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		<b>X</b>
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	<b>X</b>	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		<b>X</b>
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		<b>X</b>
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	<b>X</b>	
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	<b>X</b>	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		<b>X</b>
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	<b>X</b>	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		<b>X</b>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	<b>X</b>	
14a Did the organization maintain an office, employees, or agents outside of the United States?		<b>X</b>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		<b>X</b>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		<b>X</b>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		<b>X</b>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		<b>X</b>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		<b>X</b>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		<b>X</b>



**Part IV Checklist of Required Schedules (continued)**

	Yes	No
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		<b>X</b>
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		<b>X</b>
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		<b>X</b>
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	<b>X</b>	
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	<b>X</b>	
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		<b>X</b>
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		<b>X</b>
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		<b>X</b>
<b>25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		<b>X</b>
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		<b>X</b>
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		<b>X</b>
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		<b>X</b>
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		<b>X</b>
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		<b>X</b>
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		<b>X</b>
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		<b>X</b>
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		<b>X</b>
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		<b>X</b>
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		<b>X</b>
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		<b>X</b>
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		<b>X</b>
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<b>X</b>
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
<b>36 Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		<b>X</b>
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		<b>X</b>
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O.	<b>X</b>	



**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
<b>1a</b>	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
<b>1b</b>	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
<b>1a</b>	<b>19</b>		
<b>1b</b>	<b>0</b>		
<b>c</b>	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
<b>1c</b>			
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
<b>2a</b>	<b>97</b>		
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<b>X</b>	
<b>2b</b>			
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?		<b>X</b>
<b>3a</b>			
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
<b>3b</b>			
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		<b>X</b>
<b>4a</b>			
<b>b</b>	If "Yes," enter the name of the foreign country: <b>▶</b> See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>4b</b>			
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		<b>X</b>
<b>5a</b>			
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		<b>X</b>
<b>5b</b>			
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
<b>5c</b>			
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		<b>X</b>
<b>6a</b>			
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>6b</b>			
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		
<b>7a</b>			
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
<b>7b</b>			
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		
<b>7c</b>			
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year		
<b>7d</b>			
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
<b>7e</b>			
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
<b>7f</b>			
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
<b>7g</b>			
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>7h</b>			
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>8</b>			
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966?		
<b>9a</b>			
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>9b</b>			
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>	
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>	
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders	<b>11a</b>	
<b>b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>	
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>	
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>	
<b>c</b>	Enter the amount of reserves on hand	<b>13c</b>	
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>	<b>X</b>
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	<b>14b</b>	



**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

		Yes	No
<b>1a</b>	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
<b>b</b>	Enter the number of voting members included in line 1a, above, who are independent		
<b>2</b>	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		<b>X</b>
<b>3</b>	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		<b>X</b>
<b>4</b>	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		<b>X</b>
<b>5</b>	Did the organization become aware during the year of a significant diversion of the organization's assets?		<b>X</b>
<b>6</b>	Did the organization have members or stockholders?		<b>X</b>
<b>7a</b>	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		<b>X</b>
<b>b</b>	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		<b>X</b>
<b>8</b>	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b>	The governing body?	<b>X</b>	
<b>b</b>	Each committee with authority to act on behalf of the governing body?	<b>X</b>	
<b>9</b>	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		<b>X</b>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
<b>10a</b>	Did the organization have local chapters, branches, or affiliates?		<b>X</b>
<b>b</b>	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
<b>11a</b>	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	<b>X</b>	
<b>b</b>	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b>	Did the organization have a written conflict of interest policy? If "No," go to line 13	<b>X</b>	
<b>b</b>	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	<b>X</b>	
<b>c</b>	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	<b>X</b>	
<b>13</b>	Did the organization have a written whistleblower policy?	<b>X</b>	
<b>14</b>	Did the organization have a written document retention and destruction policy?	<b>X</b>	
<b>15</b>	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b>	The organization's CEO, Executive Director, or top management official	<b>X</b>	
<b>b</b>	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		<b>X</b>
<b>16a</b>	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		<b>X</b>
<b>b</b>	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

<b>17</b>	List the states with which a copy of this Form 990 is required to be filed ▶ <b>CT</b>
<b>18</b>	Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. <input type="checkbox"/> Own website <input type="checkbox"/> Another's website <input checked="" type="checkbox"/> Upon request <input type="checkbox"/> Other (explain in Schedule O)
<b>19</b>	Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
<b>20</b>	State the name, address, and telephone number of the person who possesses the organization's books and records: ▶ <b>Nicole Grant</b> <b>1 Science Park</b> <b>New Haven</b> <b>CT 06511</b> <b>203-287-1507</b>

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
  - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Sean Hutchinson	2.00									
Chairperson	0.00	X		X			0	0	0	
(2) Linda Baylor	2.00									
Vice Chair	0.00	X		X			0	0	0	
(3) Amanda Roberts	2.00									
Secretary	0.00	X		X			0	0	0	
(4) Jessica Philpotts	2.00									
Treasurer	0.00	X		X			0	0	0	
(5) Kim Boyd-Hunter	2.00									
Paraprofessional Rep	0.00	X					0	0	0	
(6) Alison Given	2.00									
Teacher Rep	0.00	X					0	0	0	
(7) Alexis Highsmith	2.00									
Board Member	0.00	X					0	0	0	
(8) Agata Raszcyk-Lawska	2.00									
Board Member	0.00	X					0	0	0	
(9) Dave Thompson	2.00									
Board Member	0.00	X					0	0	0	
(10) Craig Drezek	40.00									
Executive Director	0.00			X			239,752	0	2,487	
(11) Nicole Grant	40.00									
CFO	0.00			X			169,528	0	19,282	







**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1a</b> Federated campaigns				
	<b>1b</b> Membership dues				
	<b>1c</b> Fundraising events				
	<b>1d</b> Related organizations				
	<b>1e</b> Government grants (contributions)	5,964,133			
	<b>1f</b> All other contributions, gifts, grants, and similar amounts not included above	480,000			
	<b>g</b> Noncash contributions included in lines 1a-1f: \$				
	<b>h Total.</b> Add lines 1a-1f	6,444,133			
<b>Program Service Revenue</b>	<b>2a</b> Program Service Revenue	395,014	395,014		
	<b>b</b>				
	<b>c</b>				
	<b>d</b>				
	<b>e</b>				
	<b>f</b> All other program service revenue				
	<b>g Total.</b> Add lines 2a-2f	395,014			
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts)	10,802			10,802
	<b>4</b> Income from investment of tax-exempt bond proceeds				
	<b>5</b> Royalties				
	<b>6a</b> Gross rents				
	<b>b</b> Less: rental exps.				
	<b>c</b> Rental inc. or (loss)				
	<b>d</b> Net rental income or (loss)				
	<b>7a</b> Gross amount from sales of assets other than inventory				
	<b>b</b> Less: cost or other basis & sales exps.				
	<b>c</b> Gain or (loss)				
	<b>d</b> Net gain or (loss)				
	<b>8a</b> Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18				
<b>b</b> Less: direct expenses					
<b>c</b> Net income or (loss) from fundraising events					
<b>9a</b> Gross income from gaming activities. See Part IV, line 19					
<b>b</b> Less: direct expenses					
<b>c</b> Net income or (loss) from gaming activities					
<b>10a</b> Gross sales of inventory, less returns and allowances					
<b>b</b> Less: cost of goods sold					
<b>c</b> Net income or (loss) from sales of inventory					
Miscellaneous Revenue					
<b>11a</b> Insurance Proceeds	32,306	32,306			
<b>b</b>					
<b>c</b>					
<b>d</b> All other revenue					
<b>e Total.</b> Add lines 11a-11d	32,306				
<b>12 Total revenue.</b> See instructions.	6,882,255	427,320	0	10,802	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX **Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
<b>4</b> Benefits paid to or for members				
<b>5</b> Compensation of current officers, directors, trustees, and key employees				
<b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
<b>7</b> Other salaries and wages	3,727,386	3,453,380	274,006	
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
<b>9</b> Other employee benefits	483,122	444,962	38,160	
<b>10</b> Payroll taxes	189,515	164,883	24,632	
<b>11</b> Fees for services (non-employees):				
<b>a</b> Management				
<b>b</b> Legal	12,913		12,913	
<b>c</b> Accounting	12,115		12,115	
<b>d</b> Lobbying				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	31,018	25,536	5,482	
<b>12</b> Advertising and promotion				
<b>13</b> Office expenses	520,819	511,952	8,867	
<b>14</b> Information technology				
<b>15</b> Royalties				
<b>16</b> Occupancy	421,277	421,277		
<b>17</b> Travel	6,878	6,878		
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials				
<b>19</b> Conferences, conventions, and meetings	30,008	28,102	1,906	
<b>20</b> Interest	650,962	618,414	32,548	
<b>21</b> Payments to affiliates				
<b>22</b> Depreciation, depletion, and amortization	262,490	249,366	13,124	
<b>23</b> Insurance	32,366	25,876	6,490	
<b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> Misc School Activities	219,739	219,739		
<b>b</b> Amortization	21,736	21,736		
<b>c</b> Misc & Contingency	10,816	10,816		
<b>d</b>				
<b>e</b> All other expenses				
<b>25</b> Total functional expenses. Add lines 1 through 24e	6,633,160	6,202,917	430,243	0
<b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				



**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A)		(B)	
		Beginning of year		End of year	
Assets	1	Cash—non-interest bearing	227,526	1	356,904
	2	Savings and temporary cash investments	805,336	2	1,134,090
	3	Pledges and grants receivable, net	166,842	3	117,411
	4	Accounts receivable, net		4	
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use	9,708	8	15,099
	9	Prepaid expenses and deferred charges	31,880	9	6,986
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 9,174,371		
	b	Less: accumulated depreciation	10b 880,258	10c 8,332,234	8,294,113
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets	55,875	14	55,875
	15	Other assets. See Part IV, line 11	1,782,853	15	1,792,328
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	11,412,254	16	11,772,806	
Liabilities	17	Accounts payable and accrued expenses	89,027	17	95,430
	18	Grants payable		18	
	19	Deferred revenue		19	125,633
	20	Tax-exempt bond liabilities	9,480,000	20	9,460,000
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	326,007	25	325,428
	26	<b>Total liabilities.</b> Add lines 17 through 25	9,895,034	26	10,006,491
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	Unrestricted net assets	1,167,220	27	1,286,315
	28	Temporarily restricted net assets	350,000	28	480,000
	29	Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
33	<b>Total net assets or fund balances</b>	1,517,220	33	1,766,315	
34	<b>Total liabilities and net assets/fund balances</b>	11,412,254	34	11,772,806	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	<b>6,882,255</b>
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	<b>6,633,160</b>
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	<b>249,095</b>
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	<b>1,517,220</b>
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	<b>1,766,315</b>

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
<b>1</b>	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b>	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>b</b>	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>X</b>	
<b>c</b>	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	<b>X</b>	
<b>3a</b>	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		<b>X</b>
<b>b</b>	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		