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ANNUAL FINANCIAL REPORT

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**JUNE 30, 2016**

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

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**JUNE 30, 2016**

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## INDEPENDENT AUDITOR'S REPORT

Governing Board  
Westside Innovative School House  
(A California Nonprofit Public Benefit Corporation)  
Los Angeles, California

### Report on the Financial Statements

We have audited the accompanying financial statements of Westside Innovative School House (WISH) (A California Nonprofit Public Benefit Corporation), which are comprised of the statement of financial position as of June 30, 2016, and the related statements of activities and changes in net assets, 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 opinions 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; and the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by the California Education Audit Appeals Panel as regulations. 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 WISH'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 WISH'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 opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Westside Innovative School House, as of June 30, 2016, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise WISH's basic financial statements. The accompanying supplementary information as listed on the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying supplementary information as referenced in the previous paragraph is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic 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 December 8, 2016, on our consideration of the Westside Innovative School House'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 WISH's internal control over financial reporting and compliance.

*Varrinck, Tein, Day & Co., LLP*

Rancho Cucamonga, California

December 8, 2016

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2016**

	Charter Elementary School	Charter Middle School	Total
<b>ASSETS</b>			
Current Assets			
Cash	\$ 224,116	\$ 123,280	\$ 347,396
Accounts receivable	508,936	349,192	858,128
Prepaid expenses and other current assets	2,449	259	2,708
Intra-company Receivables	345,929	-	345,929
Total Current Assets	<u>1,081,430</u>	<u>472,731</u>	<u>1,554,161</u>
Non-Current Assets			
Fixed assets	121,255	96,450	217,705
Less: accumulated depreciation	<u>92,211</u>	<u>25,363</u>	<u>117,574</u>
Total Non-Current Assets	<u>29,044</u>	<u>71,087</u>	<u>100,131</u>
Total Assets	<u>\$ 1,110,474</u>	<u>\$ 543,818</u>	<u>\$ 1,654,292</u>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts payable	\$ 282,840	\$ 80,263	\$ 363,103
Deferred revenue	50,674	-	50,674
Current portion of long-term obligations	268,500	67,504	336,004
Intra-company Payables	-	345,929	345,929
Total Current Liabilities	<u>602,014</u>	<u>493,696</u>	<u>1,095,710</u>
Long-Term Obligations			
Non-current portion of long-term note	<u>15,000</u>	<u>100,000</u>	<u>115,000</u>
Total Liabilities	<u>617,014</u>	<u>593,696</u>	<u>1,210,710</u>
<b>NET ASSETS (DEFICIT)</b>			
Designated for Educator Effectiveness Funds	-	4,693	4,693
Unrestricted (deficit)	<u>493,460</u>	<u>(54,571)</u>	<u>438,889</u>
Total Net Assets	<u>493,460</u>	<u>(49,878)</u>	<u>443,582</u>
Total Liabilities and Net Assets	<u>\$ 1,110,474</u>	<u>\$ 543,818</u>	<u>\$ 1,654,292</u>

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

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

	Charter Elementary School	Charter Middle School	Total
<b>REVENUES</b>			
Local Control Funding Formula	\$ 3,581,891	\$ 813,281	\$ 4,395,172
Federal revenue	131,536	262,405	393,941
Other State revenue	770,502	102,246	872,748
Local revenue	546,392	121,742	668,134
Total Revenue	5,030,321	1,299,674	6,329,995
<b>EXPENSES</b>			
Program services			
Teacher salaries and benefits	2,708,501	603,735	3,312,236
Other student services	88,451	39,276	127,727
Educational programs	71,735	26,827	98,562
Student supplies	83,984	97,856	181,840
Student nutrition	38,865	31,053	69,918
Special education fee	258,145	44,226	302,371
Depreciation	20,999	16,346	37,345
Capital outlay	89,001	39,343	128,344
Subtotal	3,359,681	898,662	4,258,343
Management and general			
Clerical salaries and benefits	742,330	181,664	923,994
District supervisory fee	35,815	8,129	43,944
Occupancy	232,610	21,411	254,021
Insurance	33,622	8,055	41,677
Other sources and uses	280	403	683
Operating expenses	294,562	114,188	408,750
Subtotal	1,339,219	333,850	1,673,069
Total Expenses	4,698,900	1,232,512	5,931,412
<b>CHANGE IN UNRESTRICTED NET ASSETS</b>	331,421	67,162	398,583
<b>NET ASSETS, BEGINNING OF YEAR</b>	162,039	(117,040)	44,999
<b>NET ASSETS (DEFICIT), END OF YEAR</b>	\$ 493,460	\$ (49,878)	\$ 443,582

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

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

	Charter Elementary School	Charter Middle School	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Increase in unrestricted net assets	\$ 331,421	\$ 67,162	\$ 398,583
Adjustments to reconcile increase in net assets to net cash provided by operating activities			
Depreciation expense	20,999	16,346	37,345
Changes in operating assets and liabilities			
Increase in accounts receivable	(399,160)	(294,353)	(693,513)
Decrease (Increase) in prepaid expenditures	(1,455)	616	(839)
Increase in accounts payable	49,687	347,044	396,731
Net Cash Provided by Operating Activities	<u>1,492</u>	<u>136,815</u>	<u>138,307</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Capital expenditures	(9,970)	(41,046)	(51,016)
Net Cash Used in Investing Activities	<u>(9,970)</u>	<u>(41,046)</u>	<u>(51,016)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Loan Proceeds	21,000	-	21,000
Loan principal payments	(20,001)	(49,996)	(69,997)
Net Cash Provided (Used) by Financing Activities	<u>999</u>	<u>(49,996)</u>	<u>(48,997)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	<u>(7,479)</u>	<u>45,773</u>	<u>38,294</u>
<b>CASH, BEGINNING OF YEAR</b>	<u>231,595</u>	<u>77,507</u>	<u>309,102</u>
<b>CASH, END OF YEAR</b>	<u><u>\$ 224,116</u></u>	<u><u>\$ 123,280</u></u>	<u><u>\$ 347,396</u></u>
<b>Supplemental cash flow disclosure:</b>			
Cash paid during the period for interest	<u>\$ 280</u>	<u>\$ 403</u>	<u>\$ 683</u>

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



**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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***NOTE 1 - ORGANIZATION AND MISSION***

**Westside Innovative School House**

Westside Innovative School House (WISH) is a California non-profit corporation specifically organized to operate public charter schools. The initial charter petition was approved by the Los Angeles Unified School District (the District) for five years commencing July 1, 2010. On November 18, 2014, the District's Governing Board voted to renew WISH for a five-year term effective July 1, 2015 through June 30, 2020. WISH receives most of its support from the Federal, State, and local governments directly or through the District. Although WISH is a part of the sponsoring district, it is considered independent from the District because all decisions, including curriculum and those regarding management and the use of funds, are made at the school level. WISH operates two school sites located in Los Angeles, California at 6550 W. 80<sup>th</sup> Street and 7615 Cowan Ave.

**Westside Innovative School House Charter Elementary School**

Westside Innovative School House Charter Elementary School (the Elementary School) was numbered by the California State Board of Education on November 19, 2009, and began on September 7, 2010, and currently serves 513 students in transitional kindergarten through sixth grade.

Charter School number authorized by the State: 1149

**Westside Innovative School House Charter Middle School**

Westside Innovative School House Charter Middle School (the Middle School) was numbered by the California State Board of Education on January 16, 2014, and began on August 18, 2014, and currently serves 105 students in seventh through eighth grade.

Charter School number authorized by the State: 1627

**Other Related Entities**

**Joint Powers Agency and Risk Management Pools** - The Charter School is associated with the California Charter Schools Joint Powers Authority (CCS-JPA) *dba* CharterSAFE. CharterSAFE does not meet the criteria for inclusion as a component unit of the Charter School. Additional information is presented in Note 13 to the financial statements.

**Mission and Philosophy**

The WISH mission is to maximize every scholar's learning potential within an atmosphere of caring and belonging. The WISH instructional philosophy rests upon the concepts of hands on learning, meaningful instructional activities, systematic instruction, and a collaborative group of professionals working together to make the learning environment exciting for students. Evidence-based teaching strategies are tailored to meet individual development.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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

The significant policies followed by WISH are described below to enhance the financial statements.

**Financial Statement Presentation**

WISH is required to report information about its financial position and activities in three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets. WISH had no temporarily restricted and permanently restricted net assets, as of June 30, 2016. In addition, WISH is required to present a statement of cash flows.

**Accounting Method - Basis of Accounting**

The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported on the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied. WISH uses the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized in the accounting period in which the liability is incurred.

**Revenue Recognition**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted depending upon the existence and/or nature of any donor restrictions.

All donor-restricted contributions are recorded as increases in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, either by the passage of time or the purpose is satisfied, the temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as "net assets released from restrictions." During 2015-2016, WISH did not receive donor-restricted contributions.

**Income Taxes**

WISH is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. Income tax returns for 2012 and forward may be audited by regulatory agencies, however, WISH is not aware of any such actions at this time.

WISH has adopted Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain, and, accordingly, no accounting adjustment has been made to the financial statements.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Cash**

For purposes of the Statement of Cash Flows, WISH considers all cash on hand and in banks.

**Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from the outstanding balance. Management provides an analysis of the probable collection of the accounts through a provision for bad debt expense and an adjustment to a valuation allowance. At June 30, 2016, management had determined that all accounts receivable are fully collectible, and no allowance for bad debts has been established.

**Prepaid Expenses**

Prepaid expenses represent amounts paid in advance of receiving goods or services. WISH has reported prepaid items either when purchased or during the benefiting period. Security deposits represent amounts paid per the rental agreement of facilities that will not be returned within one year and are recorded as non-current assets.

**Intra-company Receivable/Payable**

Intra-company receivable/payable results from a net cumulative difference between resources provided by the Charter Elementary School to the Charter Middle School and reimbursement for those resources.

**Fixed Assets**

It is WISH's policy to capitalize individual property and equipment purchases over \$1,000. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Leasehold improvements, furniture, and equipment are depreciated using the straight-line method, over 3 to 39 years. Depreciation expense for the year ended June 30, 2016, was \$37,345.

**Deferred Revenue**

Deferred revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by WISH prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when WISH have a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized. Certain grants received before the eligibility requirements are met are recorded as deferred revenue.

**Donated Services, Goods, and Facilities**

A substantial number of volunteers have donated their time and experience to WISH's program services and fundraising campaigns during the year. However, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include the value of the beneficial interest in a charitable remainder trust.

**Unrestricted/Designated Net Assets**

Designations of the ending net assets indicate tentative plans for financial resource utilization in a future period. As of June 30, 2016, WISH had a designated balance of \$4,693 for Educator Effectiveness funding.

**NOTE 3 - CASH**

Cash at June 30, 2016, consisted of the following:

	Charter Elementary School	Charter Middle School	Total	Bank Balance
Deposits				
Cash on hand and in banks	\$ 224,116	\$ 123,280	\$ 347,396	\$ 380,258

Cash balances held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). WISH maintains its cash in bank deposit accounts that at times may exceed federally insured limits. WISH has not experienced any losses in such accounts. At June 30, 2016, WISH has a balance of \$130,258 in excess of FDIC insured limits. Management believes WISH is not exposed to any significant risk related to cash.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**NOTE 4 - ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2016, consisted of the following:

	Charter Elementary School	Charter Middle School	Total
Local Control Funding Formula	\$ 367,767	\$ 97,950	\$ 465,717
Federal receivable	17,333	193,584	210,917
Other State receivable	6,857	14,190	21,047
Lottery	57,273	16,965	74,238
Local receivable	59,706	26,503	86,209
Total Accounts Receivable	<u>\$ 508,936</u>	<u>\$ 349,192</u>	<u>\$ 858,128</u>

**NOTE 5 - INTRA-COMPANY RECEIVABLE/PAYABLE**

At June 30, 2016, the Charter Elementary School had a temporary intra-company receivable due from the Charter Middle School in the amount of \$345,929 for cash flow of operations.

**NOTE 6 - PREPAID EXPENSES AND OTHER CURRENT ASSETS**

Prepaid expenses and other current assets at June 30, 2016, consisted of the following:

	Charter Elementary School	Charter Middle School	Total
Prepaid rent, insurance and other dues	<u>\$ 2,449</u>	<u>\$ 259</u>	<u>\$ 2,708</u>

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 7 - FIXED ASSETS**

Fixed assets at June 30, 2016, consisted of the following:

	Charter Elementary School	Charter Middle School	Total
Improvement of sites	\$ 12,900	\$ -	\$ 12,900
Computer and equipment	101,959	85,311	187,270
Furniture	6,396	11,139	17,535
Subtotal	121,255	96,450	217,705
Less: Accumulated depreciation	(92,211)	(25,363)	(117,574)
Total Fixed Assets	<u>\$ 29,044</u>	<u>\$ 71,087</u>	<u>\$ 100,131</u>

During the year ended June 30, 2016, \$37,345 was charged to depreciation expense.

**NOTE 8 - ACCOUNTS PAYABLE**

Accounts payable at June 30, 2016, consisted of the following:

	Charter Elementary School	Charter Middle School	Total
Salaries and benefits	\$ 116,326	\$ 25,798	\$ 142,124
Vendor payables	158,131	41,803	199,934
Due to Los Angeles Unified School District	14	1,786	1,800
Due to grantors	8,369	10,876	19,245
Total Accounts Payable	<u>\$ 282,840</u>	<u>\$ 80,263</u>	<u>\$ 363,103</u>

**NOTE 9 - DEFERRED REVENUE**

Deferred revenue at June 30, 2016, consisted of the following:

	Charter Elementary School
State source	<u>\$ 50,674</u>

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**NOTE 10 - LONG TERM OBLIGATIONS**

**California School Finance Authority Revolving Loan Fund Program**

During the 2010-2011 fiscal year, the WISH Charter Elementary School applied for, and was accepted into the California School Finance Authority Revolving Loan Fund Program. The WISH Charter Elementary School received a loan in the amount of \$100,000. The loan bears an interest rate of 0.54 percent and will be repaid during the months of August, September, October, November, December, and January of each year. The loan is scheduled to be repaid over a period of five years and the repayments will be withheld from the apportionment payments due to the WISH Charter Elementary School. At June 30, 2016, there is no remaining balance.

During the 2013-2014 fiscal year, WISH Charter Middle School applied for, and was accepted into the California School Finance Authority Charter School Revolving Loan Fund Program. The WISH Charter Middle School received a loan in the amount of \$250,000. The loan bears an interest rate of 0.22 percent and will be repaid during the months of September, October, November, December, January and March of each year. The loan is scheduled to be repaid over a period of five years and the repayments will be withheld from the apportionment payments due to WISH Charter Middle School.

Future Payments are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2017	\$ 50,004	\$ 292	\$ 50,296
2018	50,000	184	50,184
2019	50,000	76	50,076
Total	<u>\$ 150,004</u>	<u>552</u>	<u>\$ 150,556</u>

**Promissory Note**

During 2014-15 fiscal year, WISH entered into a promissory note agreement with Lynda Modaff and Steve O'Loughlin for \$250,000. A portion of the loan in the amount of \$17,500 went to WISH Charter Middle School and the remaining \$232,500 went to WISH Charter Elementary School. Repayment of the loan shall be repaid in its entirety after June 30, 2016, with interest payable on unpaid principal at the rate of three percent per annum. As of June 30, 2016, the outstanding balance of the loan for WISH Charter Elementary School is \$232,500 and WISH Charter Middle School is \$17,500.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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***NOTE 11 - OPERATING LEASES***

For the 2015-2016 fiscal year, WISH Charter Elementary School entered into a lease agreement with LAUSD for the use of one of their school sites for WISH Charter Elementary School. The location is at Orville Wright Engineering and Design Magnet and the pro rata share charge for the use of the site will be \$216,142.

For the 2015-2016 fiscal year, WISH Charter Elementary School and WISH Charter Middle School entered into a lease agreement with LAUSD for the use of one of their school sites for WISH Charter Elementary's sixth grade and WISH Charter Middle School. The location is at Cowan Elementary School and the pro rata share charge for the use of the site will be \$37,138.

***NOTE 12 - EMPLOYEE RETIREMENT SYSTEMS***

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic and classified employees are members of the California State Teachers' Retirement System (CalSTRS) or are covered by a 403(b) Tax Deferred Annuity Plan (TDA).

The risks of participating in this multi-employer defined benefit pension plan is different from single-employer plans because: (a) assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and State contribution rates are set by the California Legislature, and (c) if the Charter School chooses to stop participating in the multi-employer plan, it may be required to pay a withdrawal liability to the plan. The Charter School has no plans to withdraw from this multi-employer plan.

The details of each plan are as follows:

**California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The Charter School contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2015, total actuarial value of assets are \$177 billion, the actuarial obligation is \$242 billion, contributions from all employers totaled \$2.6 billion, and the plan is 68.5 percent funded. The Charter School did not contribute more than five percent of the total contributions to the plan.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2015, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publically available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.



**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Benefits Provided**

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

The Charter School contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2016, are summarized as follows:

	<b>STRP Defined Benefit Program</b>	
	<b>On or before December 31, 2012</b>	<b>On or after January 1, 2013</b>
Hire date		
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0% - 2.4%	2.0% - 2.4%
Required employee contribution rate	9.20%	8.56%
Required employer contribution rate	10.73%	10.73%
Required state contribution rate	7.12589%	7.12589%

**Contributions**

Required member, Charter School and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1 percent of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2016, are presented above and the Charter School's total contributions were \$255,457.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**On Behalf Payments**

The State of California makes contributions to CalSTRS on behalf of WISH. These payments consist of State General Fund contributions to CalSTRS in the amount of \$103,708 (7.12589 percent of the Charter's 2012-2013 creditable compensation subject to CalSTRS). Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. Accordingly, these amounts have been recorded in these financial statements.

**403(b) Tax Deferred Annuity Plan**

WISH established a classified employee 403(b) retirement plan (the Plan) effectively on January 1, 2014, which is a defined contribution pension plan. A defined contribution pension plan provides pension benefits in return for services rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depend solely on the amount contributed to the participant's account, the returns earned on investments of those contributions, and forfeitures of other participants' benefits that may be allocated to such participant's account. In accordance with the terms of the Plan, all eligible employees can make pre-tax deferral contributions and/or Roth deferral contributions. Employers may make a discretionary matching contribution equal to a uniform percentage or dollar amount of effective deferrals up to six percent of each participant's compensation.

There are no excluded employees with regard to elective deferrals while certificated employees are excluded from matching contributions. WISH defines employees for discretionary employer matching contributions as employees who are 21 years of age, employed for a period of 90 days and are not participants of California State Teachers Retirement System (CalSTRS).

For eligibility of matching contributions, an employee must complete 1,000 hours of service during the relevant eligibility computation period to receive a credit for one year of service.

During the fiscal year ended June 30, 2016, WISH contributed \$7,009 which is two percent matching contributions of eligible participants.

***NOTE 13 - PARTICIPATION IN JOINT POWERS AUTHORITY***

WISH is a participant in the California Charter Schools Joint Powers Authority (CCS-JPA) *dba* CharterSAFE for risk management services for workers' compensation insurance. The relationship between WISH and CharterSAFE is such that CharterSAFE is not considered a component unit of the Charter School for financial reporting purposes.

CharterSAFE has budgeting and financial reporting requirements independent of member units and CharterSAFE's financial statements are not presented in these financial statements; however, transactions between CharterSAFE and the Charter School are included in these statements. Audited financial statements for CharterSAFE were not available for fiscal year 2015-2016 at the time this report was issued. However, financial statements should be available from the respective agency.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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During the year ended June 30, 2016, the Charter School made payments of \$73,824 to CharterSAFE for service related to workers' compensation and liability insurance. At June 30, 2016, the Charter School had no recorded accounts receivable or accounts payable to CharterSAFE.

***NOTE 14 - LEGAL SETTLEMENTS***

WISH and the District have a Memorandum of Understanding that requires both WISH and the District to be named as respondents in any due process proceeding initiated by a parent or guardian of WISH student.

These financial statements include an accrual of \$36,000 reported as current portion of long-term obligations and for a settlement agreement entered into in a prior year. WISH has agreed to pay back the settlement and have made required payments as outlined in the agreement.

***NOTE 15 - CONTINGENCIES***

**Grants**

WISH has received State and Federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any reimbursement, if required, would not be material.

**Litigation**

WISH is not currently a party to any litigation.

***NOTE 16 - SUBSEQUENT EVENTS***

WISH's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through December 8, 2016, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions, other than those noted below, that would have a material impact on the current year financial statements.

Subsequent to June 30, 2016, WISH renewed its lease agreement with Los Angeles Unified School District in which grades K-6 would occupy the Wright Middle School site for its first campus location for an estimated amount of \$294,514. Additionally, WISH entered into a new agreement with Los Angeles Unified School District in which grade seventh through eighth of the Middle School will occupy Cowan Avenue Elementary School for an estimated amount of \$54,836. The term of these agreements expires on June 30, 2017.

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***SUPPLEMENTARY INFORMATION***

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**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE**  
**JUNE 30, 2016**

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**ORGANIZATION**

Westside Innovative School House operates two school sites for the Elementary School (Charter № 1149) and Middle School (Charter № 1627). The schools are authorized by the Los Angeles Unified School District.

**GOVERNING BOARD**

<b><u>MEMBER</u></b>	<b><u>OFFICE</u></b>	<b><u>TERM EXPIRES</u></b>
Daphne Pierre Bishop	President	June 30, 2016
Michelle Windmueller	Vice President/Secretary	June 30, 2018
Benjamin Tysch	Treasurer	June 30, 2017
Dr. Danelle Fisher	Member	June 30, 2017
Suzanne Madison Goldstein	Member	June 30, 2018
Victoria Graf	Member	June 30, 2018
Irene Oliver	Member	June 30, 2018
Miles Remer	Member	June 30, 2018
Manny Aceves	Member	June 30, 2018
Matthew Swanlund	Member	June 30, 2018

**ADMINISTRATION**

Shawna Draxton	Executive Director
Jennie Brook	Financial Manager

See accompanying note to supplementary information.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SCHEDULE OF AVERAGE DAILY ATTENDANCE**  
**FOR THE YEAR ENDED JUNE 30, 2016**

**WISH Charter Elementary School**

	Final Report	
	Second Period Report	Annual Report
Regular ADA		
Transitional kindergarten through third	278.85	279.42
Fourth through sixth	214.61	214.24
Total Regular ADA	<u>493.46</u>	<u>493.66</u>
Extended Year Special Education		
Transitional kindergarten through third	1.90	1.90
Fourth through sixth	0.50	0.50
Total Extended Year Special Education	<u>2.40</u>	<u>2.40</u>
Classroom based ADA		
Transitional kindergarten through third	278.01	278.68
Fourth through sixth	214.23	213.92
Total Classroom based ADA	<u>492.24</u>	<u>492.60</u>
Extended Year Special Education		
Transitional kindergarten through third	1.90	1.90
Fourth through sixth	0.50	0.50
Total Extended Year Special Education	<u>2.40</u>	<u>2.40</u>

WISH Charter Elementary School operated a short-term non-classroom based independent study program.

See accompanying note to supplementary information.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SCHEDULE OF AVERAGE DAILY ATTENDANCE, Continued**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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**WISH Charter Middle School**

	Final Report	
	Second Period Report	Annual Report
Regular ADA		
Seventh and eighth	101.61	101.46
Extended Year Special Education		
Seventh and eighth	0.33	0.33
Total ADA	101.94	101.79
Classroom Based ADA		
Seventh and eighth	101.50	101.38
Extended Year Special Education		
Seventh and eighth	0.33	0.33
Total ADA	101.83	101.71

WISH Charter Middle School operated a short-term non-classroom based independent study program.

See accompanying note to supplementary information.



**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SCHEDULE OF INSTRUCTIONAL TIME**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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Grade Level	1986-87	2015-16	Number of Days		Status
	Minutes Requirement	Actual Minutes	Traditional Calendar	Multitrack Calendar	
Kindergarten	36,000	48,600	180	N/A	Complied
Grades 1 - 3	50,400				
Grade 1		54,725	180	N/A	Complied
Grade 2		54,725	180	N/A	Complied
Grade 3		56,205	180	N/A	Complied
Grades 4 - 6	54,000				
Grade 4		56,205	180	N/A	Complied
Grade 5		56,205	180	N/A	Complied
Grade 6		61,574	180	N/A	Complied
Grades 7 - 8	54,000				
Grade 7		61,574	180	N/A	Complied
Grade 8		61,574	180	N/A	Complied

See accompanying note to supplementary information.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH  
AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2016**

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There were no adjustments to the Unaudited Actual Financial Report, which required reconciliation to the audited financial statements at June 30, 2016.

See accompanying note to supplementary information.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**NOTE TO SUPPLEMENTARY INFORMATION**  
**JUNE 30, 2016**

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***NOTE 1 - PURPOSE OF SUPPLEMENTARY SCHEDULES***

**Local Education Agency Organization Structure**

This schedule provides information about the schools boundaries, schools operated, members of the governing board, and members of the administration.

**Schedule of Average Daily Attendance**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the Charter School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to local education agencies. This schedule provides information regarding the attendance of students.

**Schedule of Instructional Time**

This schedule presents information on the amount of instructional time offered by WISH and whether WISH complied with the provisions of *Education Code* Sections 46200 through 46206, if applicable.

WISH must maintain their instructional minutes at the 1986-87 requirements, as required by *Education Code* Section 46201.

**Reconciliation of Annual Financial Report With Audited Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Unaudited Actual Financial Report to the audited financial statements.

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***INDEPENDENT AUDITOR'S REPORTS***

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board  
Westside Innovative School House  
(A California Nonprofit Public Benefit Corporation)  
Los Angeles, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Westside Innovative School House (WISH) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise WISH's basic financial statements, and have issued our report thereon dated December 8, 2016.

**Internal Control Over Financial Reporting**

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of WISH's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether WISH's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of WISH's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering WISH's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Varrink, Tim, Day & Co., LLP*

Rancho Cucamonga, California  
December 8, 2016



## INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Governing Board  
Westside Innovative School House  
(A California Nonprofit Public Benefit Corporation)  
Los Angeles, California

### Report on State Compliance

We have audited Westside Innovative School House's (WISH) compliance with the types of compliance requirements as identified in the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, that could have a direct and material effect on each of the WISH's State government programs as noted below for the year ended June 30, 2016.

### *Management's Responsibility*

Management is responsible for compliance with the requirements of State laws, regulations, and the terms and conditions of its State awards applicable to its State programs.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on compliance of each of WISH's State programs based on our audit of the types of compliance requirements referred to above. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. These standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the applicable government programs noted below. An audit includes examining, on a test basis, evidence about WISH's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinions. Our audit does not provide a legal determination of WISH's compliance with those requirements.

### *Unmodified Opinion on Each of the Programs*

In our opinion, WISH complied, in all material respects, with the compliance requirements referred to above that are applicable to the government programs noted below that were audited for the year ended June 30, 2016.



## ***Other Matters***

In connection with the audit referred to above, we selected and tested transactions and records to determine the Charter School's compliance with the State laws and regulations applicable to the following items:

	<u>Procedures Performed</u>
<b>LOCAL EDUCATION AGENCIES OTHER THAN CHARTER SCHOOLS</b>	
Attendance	No, see below
Teacher Certification and Misassignments	No, see below
Kindergarten Continuance	No, see below
Independent Study	No, see below
Continuation Education	No, see below
Instructional Time	No, see below
Instructional Materials	No, see below
Ratios of Administrative Employees to Teachers	No, see below
Classroom Teacher Salaries	No, see below
Early Retirement Incentive	No, see below
Gann Limit Calculation	No, see below
School Accountability Report Card	No, see below
Juvenile Court Schools	No, see below
Middle or Early College High Schools	No, see below
K-3 Grade Span Adjustment	No, see below
Transportation Maintenance of Effort	No, see below
<b>SCHOOL DISTRICTS, COUNTY OFFICES OF EDUCATION, AND CHARTER SCHOOLS</b>	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	No, see below
After School Education and Safety Program:	
General Requirements	No, see below
After School	No, see below
Before School	No, see below
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control Accountability Plan	Yes
Independent Study - Course Based	No, see below
Immunizations	No, see below
<b>CHARTER SCHOOLS</b>	
Attendance	Yes
Mode of Instruction	Yes
Non Classroom-Based Instruction/Independent Study for Charter Schools	No, see below
Determination of Funding for Non Classroom-Based Instruction	No, see below
Annual Instruction Minutes Classroom-Based	Yes
Charter School Facility Grant Program	No, see below

Programs listed above for local education agencies are not applicable to charter schools; therefore, we did not perform any related procedures.

The Charter School did not have expenditures related to the California Clean Energy Jobs Act; therefore, we did not perform any related procedures.

The Charter School does not operate a before or after school program within the After School Education and Safety Program; therefore, we did not perform any related procedures.

The Charter School does not operate Independent Study – Course Based instruction; therefore, we did not perform any related procedures.

The Charter School did not have any schools listed on the immunization assessment reports; therefore, we did not perform any related procedures.

We did not perform any procedures related to Non Classroom-Based Instruction/Independent Study for Charter Schools or Determination of Funding for Non Classroom-Based Instruction because ADA was below the threshold required for testing.

The Charter School did not receive funding for the Charter School Facility Grant Program; therefore, we did not perform any related procedures.

*Vannink, Tim, Day & Co., LLP*

Rancho Cucamonga, California  
December 8, 2016

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***SCHEDULE OF FINDINGS AND QUESTIONED COSTS***

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**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SUMMARY OF AUDITOR'S RESULTS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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**FINANCIAL STATEMENTS**

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

Material weakness identified?

No

Significant deficiency identified?

None reported

Noncompliance material to financial statements noted?

No

**STATE AWARDS**

Type of auditor's report issued on compliance for programs:

Unmodified

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**FINANCIAL STATEMENT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**STATE AWARDS FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.



**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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Except as specified in previous sections of this report, summarized below is the current status of all audit findings reported in the prior year's schedule of financial statement findings.

***Financial Statement Findings***

<u>Five Digit Code</u>	<u>AB 3627 Finding Type</u>
30000	Internal Control

**2015-001      30000**

**Criteria or Specific Requirements**

Management is responsible for the accuracy and completeness of all financial records and related information. Management is responsible for controls over the financial reporting process, including controls over procedures used to enter transfer total into the general ledger: initiate, authorize and record recurring and nonrecurring transactions to the financial statements. The design, operation, and documentation of an effective internal control system allow management to prevent or detect and correct misstatements on a timely basis.

**Condition**

Auditor noted that the Finance Manager, who has access to the payroll system, was able to make changes to her own salary.

**Questioned costs**

There were no questioned costs associated with the condition found.

**Context**

The condition was identified were determined through analysis and testing of internal controls over the Charter School's processes.

**Effect**

A lack of proper segregation of duties increases the likelihood of misstatement due to error or fraud and increases the likelihood of inaccurate financial reporting.

**Cause**

There were insufficient internal controls surrounding payroll transactions due to a limited number of office employees.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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**Recommendation**

In order to strengthen internal controls over payroll, an independent review of the Finance Manager's payroll should be performed during each payroll period.

**Current Status**

Implemented.

**2015-002      30000**

**Criteria or Specific Requirements**

Management is responsible for the accuracy and completeness of all financial records and related information. Management is responsible for controls over the financial reporting process, including controls over procedures used to enter transfer total into the general ledger: initiate, authorize and record recurring and nonrecurring transactions to the financial statements. The design, operation, and documentation of an effective internal control system allow management to prevent or detect and correct misstatements on a timely basis.

**Condition**

A lack of segregation of duties exists in the performance of payroll functions. The Finance Manager performs recording functions and also reviews/authorizes employee timecards.

**Questioned Costs**

There were no questioned costs associated with the condition found.

**Context**

The condition was identified were determined through analysis and testing of internal controls over the Charter School's processes.

**Effect**

A lack of proper segregation of duties increases the likelihood of misstatement due to error or fraud and increases the likelihood of inaccurate financial reporting.

**Cause**

There were insufficient internal controls surrounding payroll transactions due to a limited number of office employees.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

---

**Recommendation**

To enhance internal control, all timecards or timesheets should be reviewed by the employee's direct supervisor in order to ensure that the hours are correct and complete.

**Current Status**

Implemented.

**2015-003      30000**

**Criteria or Specific Requirements**

Management is responsible for the accuracy and completeness of all financial records and related information. Management is responsible for controls over the financial reporting process, including controls over procedures used to enter transfer total into the general ledger: initiate, authorize and record recurring and nonrecurring transactions to the financial statements. The design, operation, and documentation of an effective internal control system allow management to prevent or detect and correct misstatements on a timely basis.

**Condition**

During internal control testing, auditor noted that the following deficiencies:

- Finance Manager did not have any form of an approved contract or agreement with the Charter School stipulating salary ranges or hours to be worked on file. Having such documentation would ensure that proper compensation approval by the Charter School Management and Employee is accurate and has been agreed upon.
- Two out of five hourly employees were paid at an inconsistent pay rate. One of the employees was being paid at a rate \$15.00 per hour for payroll periods 9/30/14 and 11/15/14 while being paid at a rate of \$12.00 per hour for payroll periods 10/15/14 and 10/31/14. The second employee was being paid at a rate of \$13.00 per hour for payroll periods 9/30/14, 10/31/14, and 11/15/14 while being at a rate of \$14.00 per hour for payroll period 10/15/14.

**Questioned costs**

There were no questioned costs associated with the condition found.

**Context**

The condition was identified were determined through analysis and testing of internal controls over the Charter School's processes.

**WESTSIDE INNOVATIVE SCHOOL HOUSE**  
**(A California Nonprofit Public Benefit Corporation)**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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**Effect**

A lack of proper segregation of duties increases the likelihood of misstatement due to error or fraud and increases the likelihood of inaccurate financial reporting.

**Cause**

The Charter School does not have adequate monitoring procedures to ensure that all employee contracts and payroll changes are approved by the appropriate personnel.

**Recommendation**

To improve the internal controls over the amount paid to hourly employees, we recommend that all personnel files contain the designated form with the appropriate approvals. This will assist the Charter School in ensuring that the employees and supervisors agree to the amount paid.

**Current Status**

Implemented.