



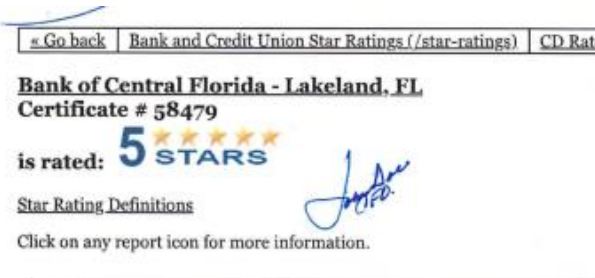
FAQ's 2019-2020

Section I – Be sure to attach the compliance letter or other proof of eligibility from the DOE confirming the current school year is verified. This must be for the School Year being tested.

Information can also be obtained online through the DOE website at <http://www.fldoe.org/schools/school-choice>

Section III.A.2.1 – If the FDIC limit is exceeded or funds are not held in a FDIC bank, inspect the documentation indicating that the school annually reviews the bank’s ratings by a reputable ratings provider. Confirm the rating is in the top two ratings. Include that in your report.

Example:



BAUER FINANCIAL	RATINGS	CD RATES	PRODUCTS	NEWS	ABOUT	ACCOUNT
5 STARS	Superior (These institutions are recommended by Bauer)					
4 STARS	Excellent (These institutions are recommended by Bauer)					
3 1/2 STARS	Good					
3 STARS	Adequate					
2 STARS	Problematic					
1 STAR	Troubled					
ZERO STARS	Our lowest rating					
S.U. START UP	Start-up. Institutions that are too new to rate. (Obsolete beginning with June 30, 2018 financial data.)					
N.R. NOT RATED	Credit Unions that either: have less than \$1.5 million in assets, are not NCUA insured or are too new to rate.					
FDIC/ RSLVD	Institution has failed or is operating under regulatory conservatorship.					

Section IV.A.2. & IV.B.1. - Sample must include students from each scholarship program. Please notate breakdown of sample selections indicating scholarship program. (See example)

IV. Adequate Process for Deposit and Classification of Scholarship Funds:

A. For Scholarship payments received as checks:

2. Select a sample of the greater of 10 Scholarship students or 5% of the Scholarship student population. The sample should include at least 2 students (or one if only one student participating in a given program attends the school) from each Scholarship program in which the school participates that distributes funds by check. Determine whether the Check Cashing Policies and statute referenced in step IV(A)(1) were followed. Determine whether the parent or guardian’s endorsement is reasonably similar to the signature in the student’s school file of the named payee or of their power of attorney (granted to a person that is not related to the school).

B. For Scholarship payments received as electronic funds:

1. Select a sample of the greater of 10 Scholarship students or 5% of the Scholarship student population. The sample should include at least 2 students (or one if only one student participating in a given program attends the school) from each Scholarship program in which the school participates that distributes funds by electronic funds.

Scholarship Sampling Breakout	
Program	# of Students Sampled
FTC	4
Gardiner	3
Hope	1
John McKay	3
Total Students Scholarships	11

Example:



V. Properly Expended Scholarship Funds for Education-Related Expenses:

11) **Section V.A** – Please notate the breakdown of total scholarship dollar amounts received in the body of the report.

- The scholarship distribution reports provided by the school indicate that the Scholarship funds awarded to students was **\$1,004,032**.

Example

Scholarship Breakdown		
Program	# of Scholarships	Dollar Amount Received
FTC	40	401,612.80
Gardiner	30	301,209.60
Hope	5	50,201.60
John McKay	25	251,008.00
Total Students Scholarships	100	1,004,032.00

Section V.B – Please attach a list of the total Education-Related Expenses broken out by categories.

Example:

- We examined the school’s general ledger and identified the following education-related expenses:

Education Related Expenses	Total Expenses
Salaries & Wages	660,783.00
Rent	195,270.00
Food Program	33,978.00
School Supplies	24,885.00
Insurance	24,073.00
Uniforms	16,922.00
Repair & Maintenance	15,134.00
Books, Materials & Testing	14,172.00
Computer/Internet Charges	12,213.00
Utilities	11,803.00
Totals	1,009,233.00

See below for an example of non-education related expenses.

Athletic (team/afterschool) equipment, field trips, construction and or renovations, cleaning supplies, gift certificates, awards, alcoholic beverages, promotional materials, lobbying, personal expenses, etc.



DUE TO THE COVID-19 SEE THE GUIDELINES BELOW FOR THE FOLLOWING SECTIONS OF THE AGREED UPON PROCEDURES

IV. Adequate Process for Deposit and Classification of Scholarship Funds:

B. For Scholarship payments received as electronic funds:

1. Select a sample of the greater of 10 Scholarship students or 5% of the Scholarship student population. The sample should include at least 2 students (*or one if only one student participating in a given program attends the school*) from each Scholarship program in which the school participates that distributes funds by electronic funds.
2. Determine whether the sampled students' scholarship payments were recorded in accordance with the policies or standard practices identified in section III (C)(1)(i) and whether the funds are classified in the general ledger as tuition, books and fees payments and the corresponding general ledger bank account.
3. Determine whether the funds are posted to each student's tuition account/statement and whether the funds are deposited into the school's bank account.
4. For electronic funds received from AAA, determine whether the parent or guardian endorsement on the Payment Received Form is reasonably similar to the signature of the named payee on file with the school.
5. Report any exceptions as Material Exceptions.

Guidelines to assist in performing Section IV.B due to the current Covid-19 virus situation.

Most of the FTC scholarship payments administered by SUFS will be issued through ACH payments for the 4th quarter and going forward. The ACH payments are only issued after the parent or guardian has approved the payment. Complete items 1-3 above when sampling SUFS electronic funds.

VI. Other Procedures:

- E. Without advance notice to the school of the sample of students, select 10 students from the Scholarship payment history and observe the student's presence in school that day. The sample should include at least 2 students (or one if only one student participating in a given program attends the school) from each Scholarship program in which the school participates. If the student is not present, determine whether the student is listed as absent on the school's attendance record. Report any exceptions found as Material Exceptions.

Guidelines to assist in performing Section VI.E due to the current Covid-19 virus situation.

Determining how to proceed is based on the school's operating status. The following three scenarios will provide additional information.

School is Open and operating currently: *Follow the existing instructions found in the 2019-2020 AUP instructions.*

School is Closed and will not operate anymore during the 2019-2020 school year: *Mark this section as a Material Exception and include an explanation for the assessment and description of the specific situation relating to the school.*

School is operating remotely: *Remote operating schools are maintaining attendance records either through the remote software or through some other process. Describe what form the attendance records take and ascertain the student's presence by using the process the schools are using to track remote attendance online.*