

2011-2012 Annual Report

Prepared for the New York State Education Department  
Charter School Office  
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SCHOOL INFORMATION AND COVER PAGE

School Name: Amani Public Charter School  
School Leader: Debra Stern  
Primary address: 261 E. Lincoln Avenue, Mount Vernon, NY 10552  
School website: www.amanicharter.org  
School email: info@amanicharter.org  
Telephone: 914 668-6450 Fax: 914 699-0839  
BEDS # 660900861000  
District/CSD of Location: Mount Vernon City School District  
Charter authorizer: SED  
Chair, Board of Trustees: Sidney Burke  
Date school first opened for instruction: August 29, 2011  
2011-2012 Enrollment: 79  
2011-2012 Grades Served: 5th

Our signatures below attest that all of the information contained herein is truthful and accurate.

Debra Stern  
Print Name, Head of Charter School

 8/1/12  
Signature and Date

Sidney Burke  
Print Name, ~~President~~ Board of Trustees  
Chair

 8/1/12  
Signature and Date

## NEW YORK STATE SCHOOL REPORT CARD

The New York State Report Card for Amani Public Charter School provided by New York State Testing and Accountability Reporting Tool (nyStart) is not available. This link will be updated when the Report Card is available.

### Key Focus Areas

The Amani Public Charter School opened its doors in August 2011, with 83 students in fifth grade. During the first year, we have given special attention to the goal of the charter, to provide a rigorous academic program and developing a strong school culture. Amani's charter defines the school's process for inserting change into the teaching and learning process as a continuous cycle of improvement. In order to continue to work toward these goals, the school is shifting all teachers to a single subject model, in which each teacher will have responsibility for teaching one or at most two subjects instead of four. There will also be an enhanced instructional coaching program in which team leaders will provide additional mentoring and observation. We are also focusing on the delivery of Special Education services, implementation of a full Response to Intervention Program (RTI), early delivery of teaching materials, school culture and behavioral model changes, additional formative assessments in ELA and math and once again providing a rigorous professional development program for teachers prior to the beginning of school in August.

### APPENDIX A : PROGRESS TOWARDS CHARTER GOALS

#### Academic Goals Table

This section is intended to describe the progress toward charter goals for 2011-2012. Since New York State released the test results in July 2012 and we will need additional time to analyze the data, this component of the Annual report will be submitted separately as described in the guidelines no later than November 1, 2012.

#### Organizational Goals Table

2011-2012 Progress Toward Attainment of Organizational Charter Goals			
Organizational goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-2012 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
Each year the school will have a daily student attendance rate of at least 95 percent.	This will be measured by school reported data from an attendance tracking system.	The school attained 97% attendance for the school year.	

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Each year the school will comply with all applicable laws, rules, regulations and contract terms and have in place and maintain effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met.	Board Policies and Meetings	Amani has generally and substantially complied with all applicable laws, rules and regulations. The staff is trained with respect to applicable procedures and systems. The staff is empowered to identify and address any possible legal or compliance issues.	
Each year, student enrollment will be within 10% of full enrollment as defined in the schools contract.	Measured by Student Enrollment data.	The chartered enrollment for 2010-11 is 80 and the actual ending student enrollment is 79.	
Amani will maintain a strong teaching and leadership team that furthers the school's mission, program and goals.	Measured by staff retention.	Amani retained all but one of the teaching staff, who voluntarily left the school and retained 100% of the operations and leadership team.	

**Financial Goals Table**

2011-2012 Progress Toward Attainment of Financial Charter Goals			
Financial goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-2012 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that	Independent Financial Audit Findings		The school will undergo a first financial audit in September 2012. The findings will be added to this report when received, on or before November 1.

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will result in an unqualified opinion and no major findings			
Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Monthly and weekly financial statements are prepared by Charter School Business Management and reviewed by the Director of Operations, Business Manager, Executive Director, and Treasurer of the Board. They are then distributed to the board of directors. In addition with the year ending June 30, 2011 audited financial statements when they are completed.	The school maintained a positive operating and cash surplus throughout the year and kept within the limits of the budget of operating expenses throughout the school year.	

**Charter-Specific Goals Table**

<b>2011-2012 Progress Toward Attainment of Charter-Specific Goals</b>			
Charter-specific goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-2012 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
Each year parents will express satisfaction with the schools programs.	49% of parents completed an internally created parent survey	Parent's responded as follows along the following domains as strongly agreeing:  Feel welcome - 61.5% Am Informed of child's progress - 50% Child is safe at school - 56% School meets academic needs of students - 61.5% School sets high expectations - 66.7% School has excellent learning environment- 53.8%	
Develop a strong school culture	Amani continues to strive toward building a strong school	Parents express satisfaction with the school culture. Our	

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	<p>culture. We have done this through support of development of a Student Affairs department and school culture committee that is laser focused on developing policies and procedures to support and build the school culture.</p>	<p>retention rate in the first year was also high. Only 2 students indicated that they would not return for the following year, one returned to their home district school and the other transferred to a private school.</p>	
<p>Develop a rigorous academic program</p>	<p>Amani continues to make progress on this goal by development of a curriculum model that blends content and standard mastery.</p>	<p>Rigorous two week training program for all teachers. Continuing professional development ongoing throughout the school year.</p>	

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## Appendix B: Instructional Time Table

Total number of instructional days for the 2011-2012 school year.	195 school days
First and last day of the 2011-2012 school year.	First Day: August 29, 2011 Last Day: June 22, 2011
Length of school day (please note if schedule varies throughout the week or the year)	Monday through Thursday Start time: 8:00am End time: 4:30pm  Friday Start time: 8:00am End time: 2:45pm

## Appendix C: Total Expenditures and Administrative Expenditures Per Child

**Appendix C (Total Expenditures and Administrative Expenditures Per Child):**

- o Total expenditures per pupil: the sum of all expenditures divided by the total number of enrolled students; and,
- o Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

Total Per Pupil FTE:	81.17
Total Expenditures	1,914,992.12
Total Expense Per Pupil	23,592.07
Total Per Pupil FTE:	81.17
Total Administrative Expenditures	185,649.22
Total Expense Per Pupil	2,287.14

## Appendix D: Unaudited Financial Statements

**Amani Public Charter School  
Balance Sheet  
As of June 30, 2012**

**ASSETS**

**Current Assets  
Bank Accounts**

**Total**

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1000 Cash	-
1010 Hudson Valley Bank - Operating - 4601	220,818
1020 Hudson Valley Bank - Savings - 6320	3,906
1030 Petty Cash	2
1040 PayPal	157
Total 1000 Cash	<u>224,882</u>
Total Bank Accounts	224,882
Accounts Receivable	
1100 Accounts Receivable	<u>27,683</u>
Total Accounts Receivable	27,683
Other Current Assets	
1200 Grants Receivable	38,289
1300 Prepaid Expenses	17,893
1310 Prepaid Insurance	11,017
1320 Prepaid Rent	-
2500 Sales Tax Receivables	<u>1,385</u>
Total Other Current Assets	<u>68,584</u>
Total Current Assets	321,149
Fixed Assets	
1500 Fixed Assets	-
1515 Classroom Furniture	22,487
1520 Office Equipment	7,331
1540 Computer Hardware and Software	11,689
1550 Website Development	3,750
1555 Leasehold Improvements	74,175
1560 Construction in Progress	650

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1570 Architect Fees	28,032
Total 1500 Fixed Assets	<u>148,114</u>
Total Fixed Assets	148,114
Other Assets	
1400 Security Deposits	<u>14,707</u>
Total Other Assets	<u>14,707</u>
<b>TOTAL ASSETS</b>	<b>483,969</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	<u>16,435</u>
Total Accounts Payable	16,435
Other Current Liabilities	
2200 Current Liabilities	-
2210 Accrued Expenses	20,000
2220 Accrued Salaries	51,540
2230 Accrued Taxes	3,943
2240 Unearned/Deferred Revenue	<u>-</u>
Total 2200 Current Liabilities	<u>75,483</u>
Total Other Current Liabilities	<u>75,483</u>
Total Current Liabilities	<u>91,918</u>
Total Liabilities	91,918
Equity	
3200 Retained Earnings	214,899
Net Income	<u>177,152</u>
Total Equity	<u>392,052</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>483,969</b>

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**Amani Public Charter School  
Profit & Loss  
July 2011 - June 2012**

	<b>Total</b>
<b>Income</b>	
4100 State Grants	-
4101 Per Pupil Allocation - General Education	1,363,182
4102 Per Pupil Allocation - Special Education	121,025
<b>Total 4100 State Grants</b>	<b>1,484,207</b>
4200 Federal Grants	-
4201 Title I	25,303
4202 Title IIA	4,050
4206 IDEA for Special Education	12,701
4207 E-Rate	2,260
4208 Charter School Planning Grant (CSP)	145,264
4209 Federal Meals Reimbursement	27,597
<b>Total 4200 Federal Grants</b>	<b>217,175</b>
4300 Contributions	-
4301 Individual Contributions	370
4303 Corporate Contributions	326
4304 In-Kind Legal Services	269,999
4305 In Kind Services Educational	110,000
4306 In-Kind Contribution	449
4307 Board Contribution	5,600
<b>Total 4300 Contributions</b>	<b>386,743</b>
4400 Fundraising Events	-
4401 Fundraising Events - Gross Receipts	1,340
4402 Fundraising Events - Contributions	-
4403 Fundraising Events - Monetary Contributions	-
4404 Fundraising - General	1,585
4405 Fundraising - Raffles	700
4406 Fundraising - Book Fair	394
<b>Total 4403 Fundraising Events - Monetary Contributions</b>	<b>2,679</b>
<b>Total 4402 Fundraising Events - Contributions</b>	<b>2,679</b>
<b>Total 4400 Fundraising Events</b>	<b>4,019</b>
4500 Miscellaneous Income	-
4501 Interest Income	1
<b>Total 4500 Miscellaneous Income</b>	<b>1</b>
<b>Total Income</b>	<b>2,092,145</b>
<b>Gross Profit</b>	<b>2,092,145</b>

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Expenses	
5000 Compensation	-
5100 Administrative Staff	-
5102 Director of Operations	75,000
5103 Bookkeeper	31,592
5104 Office Manager	36,000
5105 Social Worker / Dean of Scholars and Families	51,608
5106 School Nurse	48,565
Total 5100 Administrative Staff	<u>242,765</u>
5200 Instructional Staff	-
5201 Director of Curriculum and Instruction	80,455
5202 Classroom Teachers	319,678
5205 School Aide	14,958
5206 SPED Teacher/Coordinator	106,189
Total 5200 Instructional Staff	<u>521,279</u>
Total 5000 Compensation	764,044
6000 Benefits	-
6001 FUTA	1,675
6002 NY Disability Expense	272
6003 Social Security - ER	46,594
6004 Social Security - EE Clearing	-
6005 Medicare - ER	10,897
6006 Medicare - EE Clearing	-
6007 Federal Income Tax - Clearing	-
6008 State Income Tax - Clearing	-
6009 Local Income Tax - Clearing	-
6011 401K Employee - Clearing	-
6012 401K Fees	4,025
6013 State Unemployment Insurance	12,509
6014 Metro Commuter Tax	458
6016 HRA/FSA Admin Fees	5,962
6018 ERISA	551
6020 Personnel Insurance	-
6015 HRA/FSA Premium	152
6021 Medical Insurance	31,834
6022 Dental Insurance	4,437
6023 Vision Insurance	-
6024 Workers Compensation	5,603
6026 STD/LTD Insurance	3,605
Total 6020 Personnel Insurance	<u>45,631</u>
Total 6000 Benefits	<u>128,574</u>
6100 Direct Educational Expenses	-
6101 Classroom Supplies	11,138
6102 Textbooks & Materials	31,440
6103 Special Education Supplies	341
6104 Classroom Libraries	19,673
6105 Standardized Testings/Assessment Materials	4,603
6109 Student Transportation	1,000

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6110 Field Trips	1,575
6111 School Food Services	59,370
6112 Other Student Food	573
6113 Student Uniforms/Apparel	170
6114 Student/Family Appreciation	1,066
6115 Student Information System - SIS	13,717
<b>Total 6100 Direct Educational Expenses</b>	<b>144,665</b>
7000 Administrative Expenses	-
7001 Office Supplies	12,075
7002 Phone & Internet	5,835
7003 Postage & Delivery	1,873
7004 Printing & Copying	286
7005 Copier Lease	6,666
7006 Staff Food	495
7007 Staff Travel/Transportation	246
7008 Dues & Subscriptions	5,997
7009 Technology Supplies	1,598
7010 Non-capitalized Furniture	1,789
7011 Non-Capitalized Equipment	24,665
7200 Insurance	-
7201 General Liability	2,891
7202 Commercial/Umbrella	1,002
7203 Directors & Officers	3,769
7204 Catastrophic Accident	300
7205 Student Accident	300
7207 Insurance Fee	28
<b>Total 7200 Insurance</b>	<b>8,290</b>
<b>Total 7000 Administrative Expenses</b>	<b>69,815</b>
7100 Professional Services	-
7101 Audit/Accounting Services	24,500
7102 Financial Management Services - CSBM	30,974
7105 Payroll Service Fees	4,584
7107 Custodial Services	28,270
7109 Legal Services - In Kind	269,999
7110 In-Kind Services - General	110,000
7111 Start-Up Consultants/Services	850
7112 Incubation/Curriculum Development Services - NYCSI	19,625
7114 SPED/Speech Consultants	13,369
7116 Educational Services Consultants	15,900
7117 Security Guard	38,327
7118 E-Rate Consulting Services	202
<b>Total 7100 Professional Services</b>	<b>556,600</b>
7300 Professional Development	-
7301 Instructional Staff PD	29,743
7302 Administrative Staff PD	424
7305 Board PD/Strategic Planning	15,500
7307 Conferences & Workshops	1,900
<b>Total 7300 Professional Development</b>	<b>47,568</b>

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7400 Marketing and Recruitment	-
7405 Student Recruitment	-
7406 Translation Services	297
7407 Student Recruitment - Advertising	9,551
Total 7405 Student Recruitment	<u>9,849</u>
7415 Staff Recruitment	365
Total 7400 Marketing and Recruitment	<u>10,214</u>
8100 Facility	-
8101 Rent	175,276
8103 Custodial Supplies	416
8104 Repairs & Maintenance	10,280
8105 Security/Permits/Event Expense	840
Total 8100 Facility	<u>186,812</u>
8200 Fundraising Expenses	-
8201 Fundraising Events	5,050
8202 Fundraising Supplies & Materials	1,636
Total 8200 Fundraising Expenses	<u>6,686</u>
8800 Miscellaneous Expense	-
8801 Bank Fees	15
Total 8800 Miscellaneous Expense	<u>15</u>
Total Expenses	<u>1,914,992</u>
Net Operating Income	<u>177,152</u>
Net Income	177,152

Friday, Jul 13, 2012 10:24:43 AM GMT-4 - Accrual Basis

Final, audited financial statements will be submitted to SED's Charter School Office no later than November 1, 2012.

**Appendix E: FY 2013 Budget**

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# Amani Public Charter School FY13 Budget

FY13 Board  
Approved Budget

**Income**

<b>4100 State Grants</b>	
4101 Per Pupil Allocation - General Education	2,552,688
4102 Per Pupil Allocation - Special Education	233,629
<b>Total 4100 State Grants</b>	<b>2,786,317</b>
<b>4200 Federal Grants</b>	
4201 Title I	49,105
4202 Title IIA	4,477
4206 IDEA for Special Education	30,591
NYSSL/NYSLIB/NYSTL	10,754
4207 E-Rate	6,796
4208 Charter School Planning Grant	287,555
4209 Federal Meals Reimbursement	39,549
<b>Total 4200 Federal Grants</b>	<b>428,827</b>
<b>4300 Contributions</b>	
4301 Individual Contributions	500
4303 Corporate Contributions	100
4304 In-Kind Legal Services	5,000
4305 In Kind Services Educational	45,000
4306 In-Kind Contribution	-
4307 Board Contribution	25,000
<b>Total 4300 Contributions</b>	<b>75,600</b>
<b>4400 Fundraising Events</b>	
4401 Fundraising Events - Gross Receipts	6,000
4402 Fundraising Events - Contributions	16,000
4403 Fundraising Events - Monetary Contributions	-
4404 Fundraising - General	1,268
4405 Fundraising - Raffles	700
Total 4403 Fundraising Events - Monetary Contributions	-
<b>Total 4402 Fundraising Events - Contributions</b>	<b>23,968</b>
<b>Total 4400 Fundraising Events</b>	<b>23,968</b>

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4500 Miscellaneous Income	
4501 Interest Income	2
<b>Total 4500 Miscellaneous Income</b>	<b>2</b>
<b>Total Income</b>	<b>3,314,714</b>
<b>Gross Profit</b>	<b>3,314,714</b>
<b>Expenses</b>	
5000 Compensation	
5100 Administrative Staff	
5101 Principal/Executive Director	65,000
5102 Director of Operations	77,250
5103 Bookkeeper/Business Manager	55,000
5104 Office Manager	45,000
5105 Social Worker / Dean of Scholars and Families (2)	103,560
5106 School Nurse (2)	51,500
<b>Total 5100 Administrative Staff</b>	<b>397,310</b>
5200 Instructional Staff	
5201 Director of Curriculum and Instruction (1)	92,700
5202 Classroom Teachers	559,025
5205 School Aide (2) Instructional and Admin	56,000
5206 SPED Teacher/Coordinator	179,375
<b>Total 5200 Instructional Staff</b>	<b>887,100</b>
<b>Total 5000 Compensation</b>	<b>1,284,410</b>
6000 Benefits	
6001 FUTA	-
6002 NY Disability Expense	1,812
6003 Social Security - ER	79,633
6005 Medicare - ER	18,624
6012 401K/403B Fees	2,125
6013 State Unemployment Insurance	12,546
6014 Metro Commuter Tax	-
6016 HRA/FSA Admin Fees	1,816
6018 ERISA	2,500
6020 Personnel Insurance	
6015 HRA/FSA Premium	-
6021 Medical Insurance	131,380
6022 Dental Insurance	16,824
6023 Vision Insurance	-
6024 Workers Compensation	10,000
6025 Life Insurance/AD&D	-
6026 STD/LTD Insurance	5,667
<b>Total 6020 Personnel Insurance</b>	<b>163,872</b>

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**FY13 Board  
Approved Budget**

<b>Total 6000 Benefits</b>	<b>282,928</b>
<b>6100 Direct Educational Expenses</b>	
6101 Classroom Supplies	30,000
6102 Textbooks & Materials	52,900
6103 Special Education Supplies	5,000
6104 Classroom Libraries	15,000
6105 Standardized Testing/Assessment Materials	24,000
6106 NYSTL Expense	10,754
6109 Student Transportation	2,000
6110 Field Trips	3,000
6111 School Food Services	173,000
6113 Student Uniforms/Apparel	-
6114 Student/Family Appreciation	2,500
6115 Student Info System - SIS	25,000
<b>Total 6100 Direct Educational Expenses</b>	<b>343,154</b>
<b>7000 Administrative Expenses</b>	
7001 Office Supplies	26,072
7002 Phone & Internet	7,551
7003 Postage & Delivery	1,785
7004 Printing & Copying	600
7005 Copier Lease	5,376
7006 Staff Food/Appreciation	1,000
7007 Staff Travel/Transportation	500
7008 Dues & Subscriptions	11,884
7009 Technology Supplies	11,500
7010 Non-Capitalized Furniture	5,000
7011 Non-Capitalized Equipment	2,400
7012 Staff Apparel	
7200 Insurance	
7201 General Liability	5,804
7202 Commercial/Umbrella	996
7203 Directors & Officers	3,396
7204 Catastrophic Accident	400
7205 Student Accident	421
7206 Property & Casualty	-

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7207 Insurance Fee	84
<b>Total 7200 Insurance</b>	<b>11,101</b>
<b>Total 7000 Administrative Expenses</b>	<b>84,769</b>
<b>7100 Professional Services</b>	
7101 Audit/Accounting Services	20,000
7102 Financial Management Services - CSBM	24,000
7104 Technology Services	46,000
7105 Payroll Service Fees	6,000
7107 Custodial Services	57,600
7109 Legal Services	45,000
7110 In-Kind Services - General/Educational	45,000
7111 Start-Up Consultants/Services/Other	-
7112 Incubation Services - NYCSI	-
7114 SPED/Speech Consultants	20,000
7116 Physical Education	-
7117 Security Guard	41,800
7118 E-Rate Consulting Services	544
<b>Total 7100 Professional Services</b>	<b>305,944</b>
<b>7300 Professional Development</b>	
7301 Instructional Staff PD	26,000
7302 Administrative Staff PD	4,500
7305 Board PD/Strategic Planning	20,000
7307 Conferences & Workshops	8,000
<b>Total 7300 Professional Development</b>	<b>58,500</b>
<b>7400 Marketing and Recruitment</b>	
7405 Student Recruitment	3,500
7415 Staff Recruitment	5,100
<b>Total 7400 Marketing and Recruitment</b>	<b>8,600</b>
<b>8100 Facility</b>	
8101 Rent	316,654
8103 Custodial Supplies	8,000
8104 Repairs & Maintenance	7,780
8105 Security/Permits/Event Expense	-
<b>Total 8100 Facility</b>	<b>332,434</b>
<b>8200 Fundraising Expenses</b>	
8201 Fundraising Events	5,050
8202 Fundraising Supplies & Materials	1,487
<b>Total 8200 Fundraising Expenses</b>	<b>6,537</b>
8800 Miscellaneous Expense	

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	FY13 Board Approved Budget
8801 Bank Fees	30
<b>Total 8800 Miscellaneous Expense</b>	<b>30</b>
8900 Depreciation Expense	60,899
<b>Total Expenses</b>	<b>2,768,204</b>
Net Operating Income	546,510
Net Income	546,510
<b>Capital Expenditures:</b>	
1500 Fixed Assets	
1510 Office Furniture	5,000
1515 Classroom Furniture	35,000
1520 Office Equipment	1,500
1525 Classroom Equipment	7,250
1540 Computer Hardware and Software	48,925
Internal Connections - New Building	180,504
1550 Website Development	3,000
1555 Leasehold Improvement	8,000
1560 Construction in Progress	
1570 Architect Fees	75,000
<b>Total Fixed Assets</b>	<b>364,179</b>

#### Charter Revisions

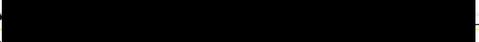
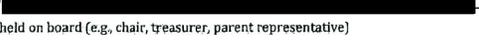
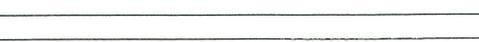
There were no charter revisions.

### Appendix F: Disclosure of Financial Interest Form

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Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Sidney Burke
2. Charter School Name Aman Public Charter School
3. Charter Authorizer Entity Board of Regents
4. Home Address\* 
5. Business Address\* 
6. Daytime Phone\* 
7. E-Mail Address\* 
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Board Chair

9. Is the trustee an employee of the school?  Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g. did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None			

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
DLA Piper LLP (US) ("DLA")	DLA serves as pro bono counsel to the School on certain matters.	DLA does not charge for its services, but may be reimbursed for out-of-pocket expenses.	I am a partner at DLA.	Disclosed potential conflict of interest and did not vote.

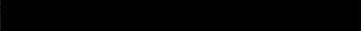
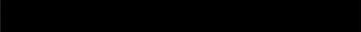
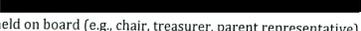
Signature 

7/9/12

Date

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

*\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. Trustee Name (print) DAVID EICHLER
2. Charter School Name AMANI PUBLIC CHARTER SCHOOL
3. Charter Authorizer Entity NEW YORK STATE EDUCATION DEPARTMENT
4. Home Address\* 
5. Business Address 
6. Daytime Phone\* 
7. E-Mail Address\* 
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Treasurer \_\_\_\_\_

9. Is the trustee an employee of the school?  Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
\_\_\_\_\_

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No

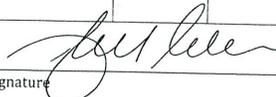
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
\_\_\_\_\_

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
<b>NONE</b>			

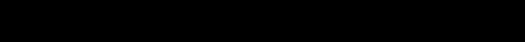
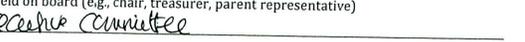
12. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school **and**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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>NONE</b>				

Signature  Date 7/28/12

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Stephanie McCane
2. Charter School Name Amory Public Charter School
3. Charter Authorizer Entity SED
4. Home Address\* 
5. Business Address\* 
6. Daytime Phone\* 
7. E-Mail Address\* 
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Chair, Academic Committee

9. Is the trustee an employee of the school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank.			
N	O	N	E

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
N	O	N	E	

Signature Stephanie McCane Date 7/25/12

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Laura Francis-Clarke  
 2. Charter School Name Amani Public Charter School  
 3. Charter Authorizer Entity New York State Education Department

4. Home Address [Redacted]  
 5. Business Address [Redacted]  
 6. Daytime Phone [Redacted]  
 7. E-Mail Address [Redacted]

8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Member, Education Accountability Committee

9. Is the trustee an employee of the school?  Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
 \_\_\_\_\_

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
 \_\_\_\_\_

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank.			
N	O	N	E

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
N	O	N	E	

Signature Laura Francis

Date July 27, 2012

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Jim Killoran
2. Charter School Name Amani Charter School
3. Charter Authorizer Entity \_\_\_\_\_
4. Home Address \_\_\_\_\_
5. Business Address \_\_\_\_\_
6. Daytime Phone \_\_\_\_\_
7. E-Mail Address \_\_\_\_\_
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Development committee co chair for Amani

9. Is the trustee an employee of the school? Yes  No
- If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.
- 
10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? Yes  No
- If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.
- 

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
	NONE	NONE	

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
	NONE		NONE	

Signature [Signature] Date 7/25/12

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) E. AVELL DOWDY
2. Charter School Name ANNI PUBLIC CHARTER SCHOOL
3. Charter Authorizer Entity SOCIAL EDUCATION DEPARTMENT
4. Home Address [REDACTED]
5. Business Address [REDACTED]
6. Daytime Phone [REDACTED]
7. E-Mail Address [REDACTED]
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
EXECUTIVE COMMITTEE MEMBER  
EXECUTIVE COMMITTEE VICE CHAIR

9. Is the trustee an employee of the school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank.			
	NONE		

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

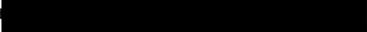
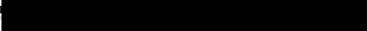
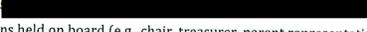
Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
			NONE	

Signature

Date

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Andrea J Rogers
  2. Charter School Name Amani Public Charter School
  3. Charter Authorizer Entity NY State Board of Regents
  4. Home Address 
  5. Business Address 
  6. Daytime Phone 
  7. E-Mail Address 
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Secretary, Member of Education and Accountability Committee, Chair of Governance Task Force, member of Facilities Task Force

9. Is the trustee an employee of the school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
\_\_\_\_\_
10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
\_\_\_\_\_

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE		NONE	

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE			NONE	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Chanelle Hyde
2. Charter School Name Amani Public Charter School
3. Charter Authorizer Entity S&D
4. Home Address [REDACTED]
5. Business Address [REDACTED]
6. Daytime Phone [REDACTED]
7. E-Mail Address [REDACTED]

8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Secretary 2010-2012 ; Trustee 2012 -Present

9. Is the trustee an employee of the school? Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

NONE			
------	--	--	--

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE				

Chanelle Hyde Signature — 7/29/12 Date

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2010-11**

*\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. Trustee Name (print) **Gerald Marshall Coleman**
2. Charter School Name **Amani Public Charter School**
3. Charter Authorizer Entity **New York State Education Department**
4. Home Address [Redacted]
5. Business Address [Redacted]
6. Daytime Phone [Redacted]
7. E-Mail Address [Redacted]
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
\_\_\_\_\_  
\_\_\_\_\_

9. Is the trustee an employee of the school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
\_\_\_\_\_

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No  
If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
\_\_\_\_\_

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE	Please write "None" if applicable. Do not leave this space blank.		

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE				

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member  
Annual Report 2011-2012

\*Note: This Disclosure is a public record, but asterisked data fields will be redacted.

1. Trustee Name (print) Richard Thomas
2. Charter School Name Amani Public Charter School
3. Charter Authorizer Entity \_\_\_\_\_
4. Home Address \_\_\_\_\_
5. Business Address \_\_\_\_\_
6. Daytime Phone \_\_\_\_\_
7. E-Mail Address \_\_\_\_\_
8. List all positions held on board (e.g., chair, treasurer, parent representative)  
Member

9. Is the trustee an employee of the school?  Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
N/A

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school?  Yes  No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.  
N/A

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE	NONE	NONE	NONE
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE	NONE	NONE	NONE	NONE
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
Signature

July 31, 2012  
Date

## Appendix G: Board of Trustees Membership Table

Current Board Members					
Trustee Name and Email Address	Position on the Board (e.g., Officers or constituent representatives)	Committee affiliation(s)	Voting Member (Yes/No)	Area of expertise, and/or additional role at school (parent, staff member etc.)	Number of terms served and length of each, including date of election and expiration
Sidney Burke	Vice Chair	Executive Committee Facilities	Y	Legal	2010-Present
Gerald Coleman		Fundraising Facilities Finance	Y		2010-Present
Adell Dowdy		Executive Committee Educational Accountability Committee	Y		2010-Present
David Eichler	Treasurer	Finance	Y		2010-Present
Laura Francis		Educational Accountability	Y		2011-Present
Chanelle Hyde			Y		2010-Present
Jim Killoran		Fundraising Facilities	Y		2011 - Present
Stephanie McCaine	Board Chair		Y		2010-Present
Andrea Rogers		Educational Accountability	Y		2010-Present
Richard Thomas		Fundraising Facilities	Y		2010-Present
<b>Total Members joining the board the 2011-2012 school year</b>					2
<b>Total Members departing the board during the 2011-2012 school year</b>					1

### Enrollment and Retention Targets

Describe the good faith efforts the charter school has utilized in 2011-2012 and a plan for efforts to be taken in 2012-2013 to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program.

Amani Public Charter School utilized the following good faith efforts in 2011-2012 to attract students with Disabilities, English language learners and students who are eligible for free and reduced price lunch:

- Targeted schools where there are a high concentration of the targeted population during the month of January, February and March by handing out fliers daily.
- Targeted housing complexes in Mount Vernon by going door-to-door to distribute applications.
- Held three community outreach open houses in the targeted areas.
- Held community open house in predominantly Spanish Speaking communities with Spanish speaking staff members present.

A

**Appendix A: Progress Toward Charter Goals**

The following Tables reflect suggested formatting for Board of Regents-authorized charter schools. Schools should follow formats prescribed by their respective authorizers.

**Academic Goals Table**

<b>2011-2012 Progress Toward Attainment of Academic Charter Goals</b>			
Academic goal or objective	Measure used to evaluate progress toward attainment of goal or objective	2011-2012 progress toward attainment of goal or objective	If not met, describe efforts to be undertaken to meet goal or objective
75% of scholars will achieve a level 3 or above on State ELA and Math tests	Annual State Tests in Math and ELA  Periodic assessments in ELA and Math 3x during academic year	<ul style="list-style-type: none"> <li>• 46.8% met goal in ELA</li> <li>• 68% met goal in Math</li> </ul>	<ul style="list-style-type: none"> <li>• Structural changes to program including single subject teaching</li> <li>• Use of State testing data to determine AIS program early in subsequent year</li> <li>• Summer school and Saturday school programs for struggling learners</li> </ul>

<b>2011-2012 Instructional Time</b>	
Total number of instructional days for the 2011-2012 school year	195
First and last day of the 2011-2012 school year	August 29-June22
Length of school day (please note if schedule varies throughout the week or the year)	8:00-4:30

## Appendix B: Instructional Timetable

**AMANI PUBLIC CHARTER SCHOOL**  
**MOUNT VERNON, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**  
**OTHER FINANCIAL INFORMATION**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITORS' REPORTS**

**JUNE 30, 2012**

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# MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Amani Public Charter School

We have audited the accompanying statement of financial position of Amani Public Charter School (the "Charter School") as of June 30, 2012, and the related statements of activities and changes in net assets, functional expenses and cash flows for the period from December 14, 2010 (date of inception) to June 30, 2012. These financial statements are the responsibility of the Charter School's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Amani Public Charter School as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2012 on our consideration of Amani Public Charter School's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
October 17, 2012

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2012

ASSETS

CURRENT ASSETS

Cash	\$ 228,931
Grants and other receivables	90,808
Prepaid expenses and other current assets	<u>34,463</u>
TOTAL CURRENT ASSETS	354,202

PROPERTY AND EQUIPMENT, net 111,860

TOTAL ASSETS \$ 466,062

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$ 21,266
Accrued expenses	25,019
Accrued payroll and benefits	55,483
Deferred revenue	<u>58,140</u>
TOTAL CURRENT LIABILITIES	159,908

NET ASSETS, unrestricted 306,154

TOTAL LIABILITIES AND NET ASSETS \$ 466,062

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO JUNE 30, 2012

Operating revenue and support:		
State and local per pupil operating revenue	\$	1,476,441
Governmental grants		327,402
Contributions		199,365
Contributed legal and educational services		443,064
Special events		<u>25,159</u>
TOTAL OPERATING REVENUE AND SUPPORT		2,471,431
Expenses:		
Program:		
Regular education		1,020,012
Special education		420,952
Management and general		714,327
Fundraising and special events		<u>9,986</u>
TOTAL EXPENSES		<u>2,165,277</u>
CHANGE IN NET ASSETS		306,154
Unrestricted net assets at beginning of period		<u>-</u>
UNRESTRICTED NET ASSETS AT END OF PERIOD	\$	<u>306,154</u>

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO JUNE 30, 2012

	Program Services			Supporting Services			Total
	Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total	
Personnel services costs:							
Administrative staff personnel	\$ 11,250	\$ 3,750	\$ 15,000	\$ 127,592	\$ -	\$ 127,592	\$ 142,592
Instructional personnel	267,857	158,010	425,867	-	-	-	425,867
Non-instructional personnel	163,881	31,705	195,586	-	-	-	195,586
Total personnel services costs	442,988	193,465	636,453	127,592	-	127,592	764,045
Fringe benefits and payroll taxes	74,625	32,591	107,216	21,494	-	21,494	128,710
Supplies and materials	63,673	12,319	75,992	-	-	-	75,992
Student services	6,980	1,350	8,330	-	-	-	8,330
Food service	50,226	9,717	59,943	-	-	-	59,943
Other	1,267	244	1,511	15,515	6,686	22,201	23,712
Office expense	16,630	7,263	23,893	4,790	-	4,790	28,683
Technology	6,435	2,810	9,245	1,854	-	1,854	11,099
Non-capitalized equipment and furnishings	18,115	7,911	26,026	5,217	-	5,217	31,243
Insurance	6,343	2,770	9,113	1,827	-	1,827	10,940
Accounting / audit services	-	-	-	67,746	-	67,746	67,746
Other purchased / professional / and consulting services	182,730	94,614	277,344	66,776	3,300	70,076	347,420
Legal service	-	-	-	332,615	-	332,615	332,615
Staff development	29,591	5,725	35,316	823	-	823	36,139
Repairs and maintenance	7,994	3,491	11,485	2,303	-	2,303	13,788
Marketing and recruitment	9,922	1,920	11,842	-	-	-	11,842
Depreciation and amortization	-	-	-	36,254	-	36,254	36,254
Building and land rent / lease	102,493	44,762	147,255	29,521	-	29,521	176,776
	\$ 1,020,012	\$ 420,952	\$ 1,440,964	\$ 714,327	\$ 9,986	\$ 724,313	\$ 2,165,277

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF CASH FLOWS

PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO JUNE 30, 2012

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets	\$ 306,154
Adjustments to reconcile change in net assets to net cash provided from operating activities:	
Depreciation and amortization	36,254
Changes in certain assets and liabilities affecting operations:	
Grants and other receivables	(90,808)
Prepaid expenses and other current assets	(34,463)
Accounts payable	21,266
Accrued expenses	25,019
Accrued payroll and benefits	55,483
Deferred revenue	58,140
	<u>58,140</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	377,045

CASH FLOWS - INVESTING ACTIVITIES

Purchases of property and equipment	<u>(148,114)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(148,114)</u>
NET INCREASE IN CASH AND CASH AT END OF PERIOD	<u>\$ 228,931</u>

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

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2012

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Amani Public Charter School (“the Charter School”) is an educational corporation that operates as a charter school in Mount Vernon, New York. On December 14, 2010, the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. The Charter School was established to provide its students in grades 5-8 with the academic skills necessary to succeed in competitive high school programs, college and career of their choice.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Charter School. The Charter School had no permanently restricted net assets at June 30, 2012.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had no temporarily restricted net assets at June 30, 2012.

*Unrestricted* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

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

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2012

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

The Charter School maintains its cash balances at a certain financial institution located in Mount Vernon, New York. Cash account balances are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In addition, certain non-interest bearing transaction accounts at the financial institution are 100% insured through December 31, 2012. In the normal course of business, the interest bearing account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to any significant risk in cash.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2012.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School has filed for and received income tax exemptions in the jurisdictions where it is required to do so. The Charter School files Form 990 in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2011 through 2012 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2012

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require “specialized skills” and would typically not be purchased if they were not contributed.

The Charter School received contributed educational services which were valued at approximately \$110,000 and legal services valued at \$333,000, which are included in the accompanying statement of activities and changes in net assets for the period from December 14, 2010 (date of inception) to June 30, 2012.

Marketing and recruiting costs

The Charter School expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$12,000 for the period from December 14, 2010 (date of inception) to June 30, 2012.

Use of estimates in the preparation of financial statements

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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 17, 2012, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2012

NOTE B: SCHOOL FACILITY

The Charter School entered into a facilities Lease Agreement with Friendship Worship Center Agape Community Development Corp. LTD for dedicated space starting June 1, 2011 through July 31, 2012. The Charter School paid \$14,707 a month plus additional \$1,200 a month for use of the gymnasium through April 2012. Total expense paid for the period December 14, 2010 through June 30, 2012 was approximately \$177,000. In April 2012, the Charter School entered into a new lease agreement including additional space, effective August 1, 2012 through July 31, 2013, with monthly rental payments of \$22,672.

The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2013	\$ 264,101
2014	<u>22,672</u>
	<u>\$ 286,773</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

Furniture and fixtures	\$ 22,487
Office equipment	22,770
Leasehold improvements	102,207
Construction in progress	<u>650</u>
	148,114
Less accumulated depreciation and amortization	<u>36,254</u>
	<u>\$ 111,860</u>

NOTE D: OPERATING LEASE

The Charter School leases office equipment under a non-cancelable lease agreement expiring in November 2015. The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2013	\$ 5,364
2014	5,364
2015	<u>2,235</u>
	<u>\$ 12,963</u>

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2012

NOTE E: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. All employees of the Charter School are eligible to participate. The Charter School has a discretionary employee match contribution. The Charter School has made no contributions to the plan for the period from December 14, 2010 (date of inception) to June 30, 2012.

NOTE F: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

The school district in which the Charter School resides has brought legal action against the New York State Education Department to vacate the Charter School's charter. The current lawsuit is the third attempt by the district to challenge the validity of the School's charter. However, after the Charter School amended its application to comply with these orders, the Board of Regents has twice reissued the Charter School's charter. The Charter School believes that this case will be successfully defended.

NOTE G: CONCENTRATIONS

At June 30, 2012, approximately 54% of grants and other receivables are due from the New York State Department of Education relating to certain grants. At June 30, 2012, approximately 23% of grants and other receivables are due from a grantor. Also at June 30, 2012, approximately 22% of grants and other receivables are due from New Rochelle School District relating to per pupil funding.

During the period from December 14, 2010 (date of inception) to June 30, 2012, 60% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

**AMANI PUBLIC CHARTER SCHOOL**

**OTHER FINANCIAL INFORMATION**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITORS' REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Amani Public Charter School

We have audited the financial statements of Amani Public Charter School as of June 30, 2012 and for the period from December 14, 2010 (date of inception) to June 30, 2012, and our report thereon dated October 17, 2012, which expressed an unqualified opinion on those financial statements, appears on page 3. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter 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 for the period from December 14, 2010 (date of inception) to June 30, 2012, as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
October 17, 2012

AMANI PUBLIC CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEAR ENDED JUNE 30, 2012 AND THE PERIOD FROM  
DECEMBER 14, 2010 (DATE OF INCEPTION) TO JUNE 30, 2011

	<u>Year ended June 30, 2012</u>	<u>Period from December 14, 2010 (date of inception) to June 30, 2011</u>	<u>Total</u>
State and local per pupil operating revenue	\$ 1,476,441	\$ -	\$ 1,476,441
Governmental grants	227,402	100,000	327,402
Contributions	7,255	192,110	199,365
Contributed legal and educational services	443,064	-	443,064
Special events	25,157	2	25,159
TOTAL OPERATING REVENUE AND SUPPORT	2,179,319	292,112	2,471,431
Personnel services costs:			
Administrative staff personnel	142,592	-	142,592
Instructional personnel	425,867	-	425,867
Non-instructional personnel	195,586	-	195,586
Total personnel services costs	764,045	-	764,045
Fringe benefits and payroll taxes	128,710	-	128,710
Supplies and materials	75,968	24	75,992
Student services	7,519	811	8,330
Food service	59,943	-	59,943
Other	23,527	185	23,712
Office expense	27,638	1,045	28,683
Technology	10,976	123	11,099
Non-capitalized equipment and furnishings	30,003	1,240	31,243
Insurance	8,290	2,650	10,940
Accounting / audit services	55,474	12,272	67,746
Other purchased / professional / and consulting services	240,640	106,780	347,420
Legal service	332,615	-	332,615
Staff development	33,140	2,999	36,139
Repairs and maintenance	13,600	188	13,788
Marketing and recruitment	10,213	1,629	11,842
Depreciation and amortization	36,254	-	36,254
Building and land rent / lease	175,276	1,500	176,776
TOTAL EXPENSES	2,033,831	131,446	2,165,277
CHANGE IN NET ASSETS	\$ 145,488	\$ 160,666	\$ 306,154

**AMANI PUBLIC CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITORS' 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

Board of Trustees  
Amani Public Charter School

We have audited the financial statements of Amani Public Charter School (the "Charter School") as of and for the year ended June 30, 2012, and have issued our report thereon dated October 17, 2012. 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.

**Internal Control Over Financial Reporting**

Management of Amani Public Charter School is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Amani Public Charter School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Amani Public Charter School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of findings and responses, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

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 combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses, item 2012-1, to be a material weakness in internal control over financial reporting.

*Compliance and Other Matters*

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

We noted certain matters that we reported to management of Amani Public Charter School in a separate letter dated October 17, 2012.

The Charter School's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. We did not audit the Charter School's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Trustees, management, federal, state and local awarding agencies, The Charter Schools Institute of the State University of New York, the State Education Department of the State University of New York, Mt. Vernon Department of Education and others within the Charter School and is not intended to be and should not be used by anyone other than these specified parties.

*Mengel, Metzger, Bar & Co. LLP*

Rochester, New York  
October 17, 2012

AMANI PUBLIC CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2012

**Finding 2012-1**

Statement of condition

We noted the Charter School is required to maintain \$75,000 in an escrow account to pay for legal and audit expenses that would be associated with a dissolution should it occur per their charter agreement with the Board of Regents of the State of New York and as of June 30, 2012, the Charter School does not have such an escrow account.

Criteria and effect of conditions

We noted per review of the Amani Public Charter School Initial Charter agreement dated December 14, 2010 with the Board of Regents of the State of New York, the Charter School is required to maintain \$75,000 in an escrow account to pay for legal and audit expenses that would be associated with a dissolution should it occur. The School may provide for the full amount in its first-year budget, or provide a minimum of \$25,000 per year by December 31<sup>st</sup> of each of the first three years of its charter term. As of June 30, 2012, the Charter School does not have such an escrow account.

Recommendation

We recommend the Charter School set up an escrow account for no less than \$50,000 by December 31, 2012 to maintain compliance with the School's charter agreement.

Management response

The Charter School opened an escrow account in October 2012 to be in compliance with the Charter.

**AMANI PUBLIC CHARTER SCHOOL**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2012**



# MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 17, 2012

The Finance Committee  
Amani Public Charter School

We have audited the financial statements of Amani Public Charter School (the "Charter School") for the period from December 14, 2010 (date of inception) to June 30, 2012, and have issued our report thereon dated October 17, 2012. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Governmental Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 11, 2012. Professional standards also require that we communicate to you the following information related to our audit.

## **Significant Audit Findings**

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Amani Public Charter School are described in Note A to the financial statements. We noted no transactions entered into by the Charter School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the collectability of grants receivable, as well as the allocation of costs for the statement of functional expenses. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 17, 2012.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Charter School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Charter School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Information in Documents Containing Audited Financial Statements*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Internal Control Matters**

We have communicated, in writing, to management and to the Board of Trustees all material weaknesses and significant deficiencies over financial reporting that we are aware of.

**Independence**

We are not aware of any circumstances or relationships that would impair our independence.

\* \* \* \* \*

Should you desire further information concerning these matters, Michelle Cain or Jackie Lee will be happy to meet with you at your convenience.

This letter is intended solely for the use of the Finance Committee, the Board of Trustees and management of Amani Public Charter School and should not be distributed to any other persons or used for any other purpose.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**AMANI PUBLIC CHARTER SCHOOL**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2012**



# MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 17, 2012

To the Board of Trustees  
Amani Public Charter School

In planning and performing our audit of the financial statements of Amani Public Charter School (the “Charter School”) as of June 30, 2012 and for the period from December 14, 2010 (date of inception) to June 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter School’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

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 combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiency in Amani Public Charter School’s internal control to be a material weakness:

**Escrow Account for Dissolution**

We noted per review of the Amani Public Charter School Initial Charter agreement dated December 14, 2010 with the Board of Regents of the State of New York, the Charter School is required to maintain \$75,000 in an escrow account to pay for legal and audit expenses that would be associated with a dissolution should it occur. The School may provide for the full amount in its first-year budget, or provide a minimum of \$25,000 per year by December 31<sup>st</sup> of each of the first three years of its charter term. As of June 30, 2012, the Charter School does not have such an escrow account.

**Recommendation**

We recommend the Charter School set up an escrow account for no less than \$50,000 by December 31, 2012 to maintain compliance with the School's charter agreement.

**Managements Response**

The Charter School opened an escrow account in October 2012 to be in compliance with the Charter.

During the course of our audit of the financial statements of Amani Public Charter School as of June 30, 2012 and for the period from December 14, 2010 (date of inception) through June 30, 2012, we observed the Charter School's significant accounting policies and procedures and certain business, financial and administrative practices. As a result of our observations, we suggest you consider the following comments which we do not consider to be significant deficiencies or material weaknesses:

**Competitive Bidding**

We noted during our audit the Charter School solicited three competitive bids from two different vendors for a certain procurement of goods over \$10,000. The current Fiscal Policies and Procedures Manual requires obtaining competitive bids from three different vendors when procuring goods or services over \$10,000. We also noted the Director of Operations had properly maintained all documentation along with a written explanation of the final determination of the chosen vendor.

**Recommendation**

We recommend the Charter School adhere to their purchasing policy requiring competitive bids from three separate vendors for all amounts over \$10,000, unless procuring goods or services from a "preferred" or "sole" vendor, and continue to maintain all documentation.

**Dual Signatures**

We noted the Charter School's Fiscal Policies and Procedures Manual requires two signatures on checks over \$10,000. We noted during our audit two out of four checks over \$10,000 selected for testing did not have two signatures.

**Recommendation**

We recommend the Charter School adhere to their check signing policy requiring dual signatures for all amounts over \$10,000.

\* \* \* \* \*

We believe that the implementation of these recommendations will improve the controls in place and efficiency of the Charter School's internal control.

This communication is intended solely for the information and use of Management, Finance Committee Members and Board Members and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the outstanding cooperation from your staff that our personnel received during the audit of the Charter School's financial statements. Should you have any questions or comments, please contact Michelle Cain or Jackie Lee.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP