

# I. SCHOOL INFORMATION AND COVER PAGE

Created Wednesday, July 31, 2013

## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331900860880 ACHVMNT FIRST E NY CS

### 2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 19

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
557 Pennsylvania Avenue, Brooklyn, NY 11207	718-485-4924	718-342-5194	tonysiddall@achievementfirst.org

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Melissa Zurlinden
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Title	Director of School Operations
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

<http://www.achievementfirst.org/schools/new-york-schools/east-ny-elementary/about/>

### 6. DATE OF INITIAL CHARTER

2005-01-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2005-09-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

## 9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

• K

• 1

• 2

• 3

• 4

• 5

• 6

• 7

• 8

## 10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes/No	Name of CMO/EMO
Yes	Achievement First

### 10a. Please provide the name and contact information for each of the following individuals who are management level personnel associated with the CMO.

	Name	Work Phone	Alternate Phone	Email Address	Contact this individual also in emergencies
CEO (e.g., network superintendent)	Doug McCurry	██████████	██████████	██████████	No
CFO (e.g., network CFO)	Max Polaner	██████████	██████████	██████████	No
Compliance Contact	Tony Siddall	██████████	██████████	██████████	Yes

Complaint Contact

## 11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 2 sites

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/C SD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	557 Pennsylvania Avenue Brooklyn, NY 11207	718-485-49 24	CSD 19	K-4	Yes	DOE space
Site 2	158 Richmond Street Brooklyn, NY 11208	347-471-25 70	CSD 19	5-8	Yes	DOE space
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Injy Carpenter	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Melissa Zurlinden	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Tony Siddall	[REDACTED]	[REDACTED]	[REDACTED]

Complaint Contact

12b. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Fatimah Barker	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Cinthia Ruiz	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact		[REDACTED]	[REDACTED]	[REDACTED]

Complaint Contact

13. Are the School sites co-located?

Yes

13a. Please list the terms of your current co-location.

Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)					
Site 2					
Site 3					

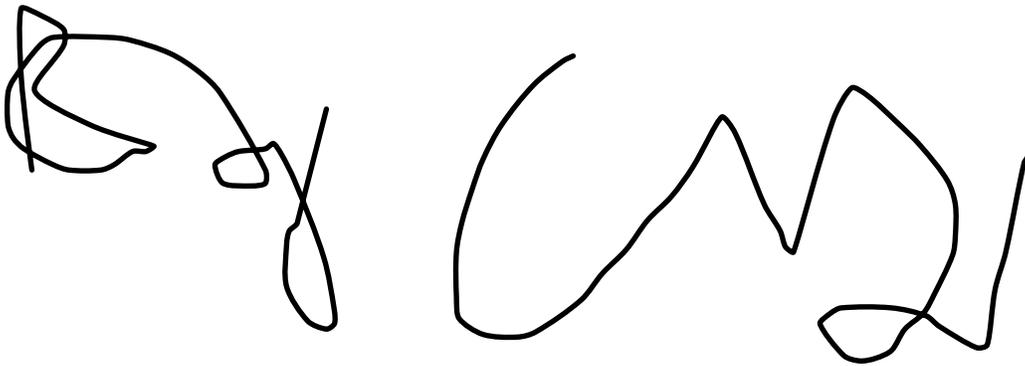
14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

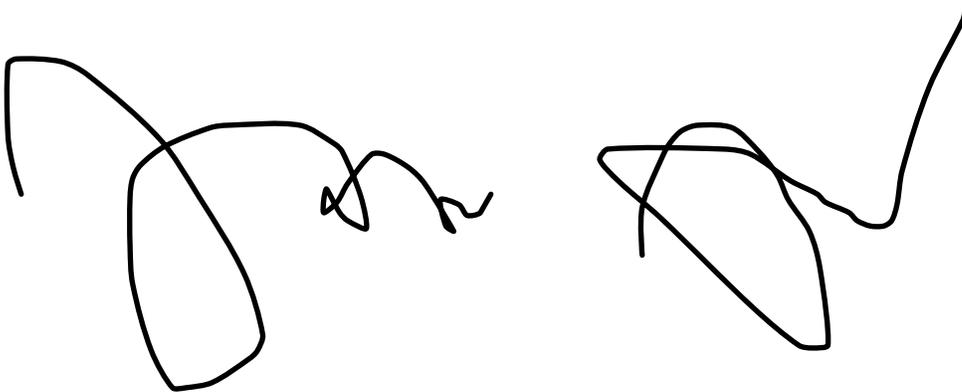
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Signature, President of the Board of Trustees

A handwritten signature in black ink, featuring a large loop on the left and a long vertical stroke on the right.

Thank you.

# Appendix A: Progress Toward Goals

Created Friday, November 01, 2013

## Page 1

Charter School Name: 331900860880 ACHVMNT FIRST E NY CS

### 1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

(No response)

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

#### 2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Each year, 75 percent of all students who are enrolled in at least their second year will perform at or above Level 3 on the New York State ELA and math examination.	The State Test	Goal Not Met - Following the significant increase in the rigor of the new Common Core-aligned exams, proficiency decreased significantly, and this goal was not met in any grade. However, a significant organizational investment in Common Core alignment gives us confidence that future performance will reach and surpass these rigorous targets.	Goal Not Met - Following the significant increase in the rigor of the new Common Core-aligned exams, proficiency decreased significantly, and this goal was not met in any grade. However, a significant organizational investment in Common Core alignment gives us confidence that future performance will reach and surpass these rigorous targets.
Academic Goal 2	Each year, the percent of all tested students who are enrolled in at least their second year and performing at or above Level 3	The State Test	Goal Met.	

on the State ELA and math exam will be greater than that of students in the same tested grades in the local school district. Achievement First East New York Charter School is currently located in Districts 19 as defined by the New York City Department of Education.

Academic Goal 3	Each year, each grade-level cohort of students will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State ELA and math exam and 75 percent at or above Level 3 on the current year's State ELA and math exam. If a grade-level cohort exceeds 75 percent at or above Level 3 in the previous year, the cohort is expected to show at least an increase in the current year.	The State Test	Goal not Met - As a result of the new and significantly more rigorous Common Core aligned exams, proficiency rates across the state decline substantially. As a result of the change in exams, the results from 2011-12 and 2012-13 are not comparable, and the therefore this goal cannot be evaluated. The 2012-13 results will establish a new baseline for future growth targets.	Goal not Met - As a result of the new and significantly more rigorous Common Core aligned exams, proficiency rates across the state decline substantially. As a result of the change in exams, the results from 2011-12 and 2012-13 are not comparable, and the therefore this goal cannot be evaluated. The 2012-13 results will establish a new baseline for future growth targets.
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2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

(No response)

## 2b. ORGANIZATIONAL GOALS

### 2012-13 Progress Toward Attainment of Organizational Goals

Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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2b.1 Do you have more organizational goals to add?

No

## 2c. FINANCIAL GOALS

### 2012-13 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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**Annual Report Requirement**  
*For All New York State Charter Schools*  
*Fiscal Year 2012-13*

**Achievement First East New York CS**

Total expenditures per pupil:	18,129.35
Administrative Expenses Per Pupil:	1,730.02

# Audited Financial Statement Checklist

Created Friday, November 01, 2013

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	True	False	False
CSP Agreed Upon Procedures (if applicable)	True	False	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	True	False	False
Corrective Action Plans for any Findings	True	False	False

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	False	True
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you Tony .

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

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FINANCIAL STATEMENTS

JUNE 30, 2013

# ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees  
Achievement First East New York Charter School

### *Report on the Financial Statements*

We have audited the accompanying financial statements of Achievement First East New York Charter School (the "School"), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Achievement First East New York Charter School as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Report on Summarized Comparative Information***

We have previously audited Achievement First East New York Charter School's 2012 financial statements and we expressed an unmodified opinion on those audited financial statements in our report dated November 20, 2012. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2012 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2013, on our consideration of Achievement First East New York Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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* in considering Achievement First East New York Charter School's internal control over financial reporting and compliance.

**MBAF CPAs, LLC**

New York, NY  
October 31, 2013

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2013

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2012)

<b>ASSETS</b>	<b>2013</b>	<b>2012</b>
Cash	\$ 2,903,611	\$ 3,177,543
Cash - restricted	70,305	70,130
Grants and other receivables	395,418	529,666
Prepaid expenses and other assets	4,138	56,301
Property and equipment, net	783,621	193,898
Due from other schools	15,595	9,522
	<u>\$ 4,172,688</u>	<u>\$ 4,037,060</u>
<b>LIABILITIES AND NET ASSETS</b>		
LIABILITIES		
Accounts payable and accrued expenses	\$ 142,795	\$ 140,778
Accrued salaries and other payroll related expenses	182,324	229,335
Due to Achievement First, Inc.	304,993	1,436
Due to other schools	8,778	1,044
Due to NYC Department of Education	37,687	60,090
	<u>676,577</u>	<u>432,683</u>
NET ASSETS		
Unrestricted		
Operating	783,621	193,898
Board-designated reserve	2,712,490	3,410,479
	<u>3,496,111</u>	<u>3,604,377</u>
	<u>\$ 4,172,688</u>	<u>\$ 4,037,060</u>

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

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)

	<b>2013</b>	<b>2012</b>
<b>OPERATING REVENUE</b>		
State and local per pupil operating revenue	\$ 10,186,014	\$ 9,397,642
Government grants and contracts	734,695	612,062
	<u>10,920,709</u>	<u>10,009,704</u>
<b>EXPENSES</b>		
Program services	9,500,944	8,289,525
Management and general	1,425,126	1,290,915
Fundraising	120,056	110,791
	<u>11,046,126</u>	<u>9,691,231</u>
<b>(DEFICIT) SURPLUS FROM SCHOOL OPERATIONS</b>	<u>(125,417)</u>	<u>318,473</u>
<b>SUPPORT AND OTHER INCOME</b>		
Contributions, grants and other income	<u>17,151</u>	<u>9,077</u>
<b>CHANGE IN NET ASSETS</b>	(108,266)	327,550
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u>3,604,377</u>	<u>3,276,827</u>
<b>NET ASSETS - END OF YEAR</b>	<u><b>\$ 3,496,111</b></u>	<u><b>\$ 3,604,377</b></u>

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

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2013

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)

	<b>Program Services</b>	<b>Management and General</b>	<b>Fundraising</b>	<b>2013</b>	<b>2012</b>
<b>FUNCTIONAL EXPENSES</b>					
Salaries and wages	\$ 5,592,596	\$ 607,562	\$ -	\$ 6,200,158	\$ 5,847,201
Payroll taxes and employee benefits	1,095,215	118,559	-	1,213,774	1,133,861
Professional fees	80,374	296,775	-	377,149	140,530
Accounting fees	-	71,427	-	71,427	46,437
After-school academic program	16,067	-	-	16,067	38,385
Special education contracted services	4,949	534	-	5,483	5,446
Classroom supplies and instructional materials	250,026	-	-	250,026	223,797
Furniture and fixtures - non-capitalizable	135,422	31,823	-	167,245	58,002
Insurance	34,697	3,742	-	38,439	34,681
Legal	-	-	-	-	4,910
Interest and bank service charge	-	818	-	818	1,898
Uniforms	2,215	-	-	2,215	493
Management and ancillary services fees	924,429	156,073	120,056	1,200,558	1,107,908
Office expense	332,987	53,555	-	386,542	305,182
Parent activities	4,222	-	-	4,222	4,322
Postage and delivery	5,344	1,336	-	6,680	6,936
Printing and photocopying	51,209	12,802	-	64,011	40,195
Rent - building permit fees	8,114	875	-	8,989	-
Repairs and maintenance	284,957	30,736	-	315,693	56,706
Staff professional development	93,698	-	-	93,698	85,429
Student field trips and incentive programs	125,667	-	-	125,667	111,340
Student food services	51,333	-	-	51,333	43,101
Student transportation	46,164	-	-	46,164	24,715
Technology infrastructure and software	182,658	4,319	-	186,977	161,258
Telephone and internet	83,751	9,033	-	92,784	120,963
Depreciation and amortization	94,850	23,712	-	118,562	62,994
Bad debt expense	-	1,445	-	1,445	24,541
	<b><u>\$ 9,500,944</u></b>	<b><u>\$ 1,425,126</u></b>	<b><u>\$ 120,056</u></b>	<b><u>\$ 11,046,126</u></b>	<b><u>\$ 9,691,231</u></b>

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

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2013

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)

	<b>2013</b>	<b>2012</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (108,266)	\$ 327,550
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	118,562	62,994
Bad debt expense	1,445	24,541
Changes in operating assets and liabilities:		
Cash - restricted	(175)	(44,641)
Grants and other receivables	132,803	(112,711)
Prepaid expenses and other assets	52,163	(10,698)
Due from other schools	(6,073)	(7,712)
Accounts payable and accrued expenses	2,017	(48,237)
Accrued salary and other payroll related expenses	(47,011)	52,540
Due to Achievement First, Inc.	303,557	(239,200)
Due to other schools	7,734	-
Due to NYC Department of Education	(22,403)	1,663
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>434,353</u></b>	<b><u>6,089</u></b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(708,285)	(112,084)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b><u>(708,285)</u></b>	<b><u>(112,084)</u></b>
<b>NET DECREASE IN CASH</b>	<b>(273,932)</b>	<b>(105,995)</b>
<b>CASH - BEGINNING OF YEAR</b>	<b><u>3,177,543</u></b>	<b><u>3,283,538</u></b>
<b>CASH - END OF YEAR</b>	<b><u>\$ 2,903,611</u></b>	<b><u>\$ 3,177,543</u></b>

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

# ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2013

### 1. NATURE OF THE ORGANIZATION

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Achievement First East New York Charter School (the "School") was incorporated to focus on strengthening the academic and character skills needed for all students to excel in top-tier colleges, to achieve success in a competitive world, and to serve as the next generation of leaders in their communities. On March 15, 2005, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. On March 15, 2010, the charter was subsequently renewed for another five year term, renewable upon expiration.

The School, as determined by the Internal Revenue Service, is exempt from Federal income tax under section 501(a) of the Internal Revenue Code ("IRC") as an organization described in Section 501(c)(3) of the IRC and under the corresponding provisions of the New York State tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the IRC and qualifies for deductible contributions as provided in section 170(b)(1)(A)(ii) of the IRC. Today, the School serves students from low income households in Brooklyn, New York.

In fiscal year 2013, the School operated classes for students in kindergarten to eighth grade. The School shares space with a New York City public school and is not responsible for rent, utilities, custodial services, maintenance, or school safety. Approximately 60,000 feet of square footage is allocated to the School.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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#### Financial Statement Presentation

The School's financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

The classification of the School's net assets and its support, revenues and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the three classes of net assets - permanently restricted, temporarily restricted, and unrestricted - be displayed in the statement of financial position and that the amounts of change in each of those classes of net assets be displayed in the statement of activities.

These classes are defined as follows:

**Permanently Restricted** – Net assets resulting from contributions and other inflows of assets whose use by the 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 School.

**Temporarily Restricted** – Net assets resulting from contributions and other inflows of assets whose use by the School are limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the School pursuant to those stipulations. When such stipulations end or are fulfilled, such temporarily restricted net assets are reclassified to unrestricted net assets and reported as such in the statement of activities.

**Unrestricted** – The part of net assets that is neither permanently nor temporarily restricted by donor-imposed stipulations.

During the year ended June 30, 2009, the Board of Trustees enacted a Board Designated Reserve Policy in which unrestricted net assets are set aside to be used only with the approval of the Board. The reserve is calculated by netting the current fiscal year's current assets against current liabilities and reducing that difference by any assets whose use is contractually limited. The reserve at June 30, 2013 and 2012 is \$2,712,490 and \$3,410,479, respectively.

## **ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2013**

#### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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##### **Cash - Restricted**

The School has an escrow account of \$70,305 which is held aside for contingency purposes as required by the New York City Department of Education ("NYCDOE").

##### **Grants and Other Receivables**

Grants and other receivables represent unconditional promises to give by donors. Grants and other receivables are expected to be collected within one year, are recorded at net realizable value, and amounts to \$395,418 and \$529,666 at June 30, 2013 and 2012, respectively. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2013. Such estimate is based on management's assessments of the creditworthiness of its donors, the aged basis of its receivables, as well as current economic conditions and historical information.

##### **Revenue Recognition**

Revenue from the state and local government resulting from the School's charter status is based on the number of students enrolled and 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 School when qualifying expenditures are incurred and billable. Funds received in advance for which qualifying expenditures have not been incurred would be reflected as due to NYC Department of Education in the accompanying statement of financial position.

The School receives a substantial portion of its support and revenue from the NYCDOE. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

##### **Donated Goods and Services**

The School occasionally receives contributed goods and services. Such goods and services are only recorded as in-kind contributions at their fair value, provided it meets the criteria for recognition. Such criteria includes contributions of services that (i) create or enhance non-financial assets or those that require specialized skills, (ii) are provided by individuals possessing those skills, and (iii) would typically need to be purchased if not provided by donation, and are recorded at their fair value in the period received. The School did not receive any donated goods or services for the years ending June 30, 2013 and June 30, 2012, respectively.

##### **Premises Provided by Government Authorities**

The School does not record any in-kind contributions and related costs with respect to dedicated and shared space provided to it by the NYCDOE as the premises are temporary in nature, is excess shared space whereby a fair value cannot be determined, and is industry practice.

##### **Property and Equipment**

Property and equipment are stated at cost and are being depreciated on the straight-line method over the estimated useful lives of the assets. The School has established a \$1,000 threshold above which assets are capitalized. Property and equipment acquired with certain government contract funds is recorded as an expense pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized.

# ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2013

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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#### **Impairment**

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were required to be recognized for the years ended June 30, 2013 and 2012.

#### **Advertising**

The School expenses advertising costs as incurred. The School had no advertising costs for either of the years ended June 30, 2013 and 2012.

#### **Functional Allocation of Expenses**

Expenses that can be directly identified with the program or supporting service to which they relate are charged accordingly. Other expenses have been allocated by function among program and supporting service classifications using bases determined by management based upon benefits received.

#### **Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **Subsequent Events**

The School has evaluated events through October 31, 2013, which is the date the financial statements were available to be issued.

#### **Comparative Financial Information**

The June 30, 2013 financial statements include certain prior year summarized comparative information in total but not by net asset class. In addition, only certain of the notes to the financial statements for June 30, 2012 are presented. As a result, the June 30, 2012 comparative information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such June 30, 2012 information should be read in conjunction with the School's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

#### **Income Taxes**

The School follows the accounting standard for uncertainty in income taxes. The standard prescribes a minimum recognition threshold and measurement methodology that a tax position taken or expected to be taken in a tax return is required to meet before being recognized in the financial statements. It also provides guidance for derecognition, classification, interest and penalties, accounting in interim periods, disclosure, and transition.

The School files informational returns in the federal jurisdiction. With few exceptions, the School is no longer subject to federal tax examination by tax authorities for fiscal years before 2010.

The School believes that it has appropriate support for the positions taken on its tax returns. Nonetheless, the amounts ultimately paid, if any, upon resolution of the issues raised by the taxing authorities may differ materially from the amounts filed. Management believes that its nonprofit status would be sustained upon examination.

## **ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2013**

#### **2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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##### **Income Taxes (Continued)**

Should there be interest on underpayments of income tax, the School would classify it as "Interest Expense." The School would classify penalties in connection with underpayments of tax as "Other Expense."

#### **3. AGREEMENT FOR SCHOOL FACILITY**

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The School has entered into a verbal agreement ("the Agreement") with the NYCDOE for dedicated and shared space at P.S. 13, a New York City public school located at 557 Pennsylvania Avenue, Brooklyn, New York. The Agreement commenced on July 1, 2005 at a cost of \$1 per year. In accordance with industry standards, this amount has not been recorded. This facility houses the elementary academy (grades kindergarten through four). In addition, the school has entered into a similar verbal agreement for dedicated and shared space at P.S. 65, a New York City public school located at 158 Richmond Street, Brooklyn, New York. The agreement commenced on July 1, 2009. This facility houses the middle academy (currently grades five to eight). The School will be responsible for any overtime-related costs for services provided beyond the regular opening hours. For the years ended June 30, 2013 and 2012, the School incurred overtime permit fees of \$8,989 and \$0, respectively, which is included in the accompanying statement of functional expenses.

#### **4. STUDENT MEALS & TRANSPORTATION**

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The NYCDOE provides free lunches and transportation directly to a majority of the School's students.

#### **5. RELATED PARTY TRANSACTIONS**

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The School entered into an "Academic and Business Services" Agreement (the "Agreement") with Achievement First, Inc. ("Achievement First"), a not-for-profit organization dedicated to helping start and run charter schools. The Agreement provides management and other administrative support services to the School.

Pursuant to the terms of the Agreement, the School pays a service fee equivalent to 10% of all public revenues received by the School during the school year. Public revenues include all sources of revenue from a public source, but specifically exclude in-kind contributions such as student transportation and food services, start-up funding, funding for student meals, and funding for competitive public grants. The initial term of the Agreement is for 5 years ending on June 30, 2015. The Agreement was also modified to incorporate additional services provided to the School by Achievement First. These services include bookkeeping, facilities acquisition and management, special education delivery support, data analysis management support, tutoring program support, and fundraising. The School is to pay Achievement First an Ancillary Services Fee that is mutually negotiated by the School and Achievement First. For the years ended June 30, 2013 and 2012, the School incurred management and ancillary services fees of \$1,200,558 and \$1,107,908, respectively, which is included in the accompanying statement of functional expenses.

At June 30, 2013 and 2012, the amount due to Achievement First was \$304,993 and \$1,436, respectively.

## ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2013

#### 5. RELATED PARTY TRANSACTIONS (CONTINUED)

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Throughout the school year, the School may share staff with another school and occasionally purchase equipment from another school. These costs are included on the statement of financial position and consist of the following:

<u>Due from other Schools</u>	<u>2013</u>	<u>2012</u>
Achievement First Apollo Charter School	\$ 1,386	\$ 1,386
Achievement First Bridgeport Charter School	1,033	-
Achievement First Bushwick Charter School	6,892	2,358
Achievement First Brownsville Charter School	<u>6,284</u>	<u>5,778</u>
	<u>\$ 15,595</u>	<u>\$ 9,522</u>

<u>Due to other Schools</u>	<u>2013</u>	<u>2012</u>
Achievement First Amistad Charter School	\$ 1,033	\$ -
Achievement First Crown Heights Charter School	7,427	153
Achievement First Endeavor Charter School	<u>318</u>	<u>891</u>
	<u>\$ 8,778</u>	<u>\$ 1,044</u>

#### 6. DUE TO NYC DEPARTMENT OF EDUCATION

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The NYCDOE paid the School per-pupil grant funds in six installments based on estimates from the School. At the end of the fiscal year, the NYCDOE reconciles the total amount paid against the full-time-equivalent enrollment for the year and determines if an overpayment or underpayment has been made. At June 30, 2013 and 2012, an overpayment totaling \$37,687 and \$60,090, respectively, was made. An adjustment for this amount will be reflected in the succeeding year's fourth payment.

#### 7. PROPERTY AND EQUIPMENT

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Property and equipment consist of the following as of June 30,

	<u>2013</u>	<u>2012</u>	<u>Estimated Useful Lives</u>
Furniture and fixtures	\$ 102,944	\$ 137,591	5 Years
Computers and hardware	83,585	502,836	3 Years
Equipment	170,432	193,503	5 Years
Facility improvements	703,344	64,763	5 Years
Musical instruments	<u>2,529</u>	<u>2,529</u>	5 Years
	1,062,834	901,222	
Less: accumulated depreciation and amortization	<u>(279,213)</u>	<u>(707,324)</u>	
	<u>\$ 783,621</u>	<u>\$ 193,898</u>	

Depreciation and amortization expense for the years ended June 30, 2013 and 2012 was \$118,562 and \$62,994, respectively.

## ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2013

#### 8. LINE OF CREDIT

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The School entered into an agreement with a bank whereby it is permitted to borrow up to \$50,000 under a secured line of credit. The agreement expired on July 29, 2013 and was renewed through September 27, 2013. The agreement was not renewed past this date. Interest is payable on any outstanding balance at the bank's prime rate plus one percent (4.25%) as of June 30, 2013. There was no outstanding balance on the line of credit at June 30, 2013 or 2012.

#### 9. COMMITMENTS AND CONTINGENCIES

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The School leases office equipment under non-cancelable operating lease agreements expiring November 2016 and February 2017. The future minimum payments are as follows:

<u>June 30,</u>	
2014	\$ 45,396
2015	45,396
2016	43,297
2017	<u>3,368</u>
	<u>\$ 137,457</u>

#### 10. PENSION PLAN

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Effective September 1, 2006, the School adopted a 403(b) profit sharing plan (the "Plan") which covers most of the employees. The Plan is a defined contribution plan. Employees are eligible to enroll in the Plan either the first day of the Plan year or the first day of the seventh month of the Plan year. Those employees who have completed at least 1 full year of service are also eligible for employer contribution. The Plan provides for the School to contribute up to 4% of an employee's salary, up to a maximum match of \$2,500 per year per employee. The School contribution does not become vested until the employee's third year of service with the School. For the years ended June 30, 2013 and June 30, 2012, pension expense was \$114,256 and \$140,811 respectively, which is included in payroll taxes and employee benefits in the accompanying statement of functional expenses.

#### 11. RISK MANAGEMENT

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The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to protect itself from such risks.

The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund.

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013

**12. CONCENTRATIONS**

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Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceed the Federal Deposit Insurance Corporation insured limit of \$250,000. The School limits its credit risk by selecting financial institutions considered to be highly credit worthy.

The School received approximately 93% and 94% of its total revenue from per pupil funding from the NYCDOE during the years ended June 30, 2013 and 2012, respectively.

The School's grants and other receivables consist of one major grantor at June 30, 2013. The School's grants and other receivables consist of two major grantors at June 30, 2012.

The School's accounts payable consist of two major vendors at June 30, 2013. The School's accounts payable consist of one major vendor at June 30, 2012.



**Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

To the Board of Trustees  
Achievement First East New York Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Achievement First East New York Charter School (the “School”) which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2013.

**Internal Control Over Financial Reporting**

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

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

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

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the 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 the School in a separate letter dated October 31, 2013.

## **Purpose of this Report**

This report is intended solely for the information and use of the audit committee, board of trustees, management, the New York State Education Department and the Board of Regents of the University of the State of New York and is not intended to be and should not be used by anyone other than these specified parties.

**MBAF CPAs, LLC**

New York, NY  
October 31, 2013

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

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SCHEDULE OF FINDINGS AND RESPONSES  
JUNE 30, 2013

**Section I – Summary of Auditor’s results**

None Reported

**Section II - Financial Statement Findings**

None Reported

**ACHIEVEMENT FIRST EAST NEW YORK CHARTER SCHOOL**

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SCHEDULE OF PRIOR AUDIT FINDINGS  
JUNE 30, 2013

**Section III - Financial Statement Findings**

**Finding No. 2012-01**

**Condition:**

The School must be in compliance with internal policies and procedures regarding bank account review and reconciliation, located in the School's Fiscal Policies and Procedures (page 27). Management is required to reconcile and review bank statements on a timely basis and properly record transactions.

**Current Status:**

The performance has improved.

**Findings: 2012-02**

**Condition:**

The School must be in compliance with internal policies and procedures regarding monthly accounting close, located in the School's Fiscal Policies and Procedures (page 27). Management is required to reconcile and review the statement of revenue and expenses on a timely basis and properly record transactions.

**Current Status:**

The performance has improved.

**Findings: 2012-03**

**Condition:**

The School must be in compliance with internal policies and procedures regarding quarterly reconciliation of payroll to accounting records, located in the School's Fiscal Policies and Procedures (page 27). Management is required to reconcile their payroll accounts quarterly to their IRS Form 941's submissions.

**Current Status:**

The performance has improved.

**Findings: 2012-04**

**Condition:**

Several adjustments as well as all year end reconciliations were required to be performed to correct the books and records of the School.

**Current Status:**

The performance has improved.

# Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

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## Page 1

331900860880 ACHVMNT FIRST E NY CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 31, 2013

## Page 1

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### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Jonathan Atkeson	Chair/President	Yes			
2	Lee Gause	Member	Yes			
3	Melanie Mullan	Member	Yes			
4	Matt Tartaglia	Member	Yes			
5	Sarah Coon	Member	Yes			
6	Aaron Koffman	Member	Yes			
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

### 2. Total Number of Members Joining Board during the 2012-13 school year

0

### 3. Total Number of Members Departing the Board during the 2012-13 school year

0

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

6

5. How many times did the Board meet during the 2012-13 school year?

6

6. How many times will the Board meet during the 2013-14 school year?

6

Thank you.

## Enrollment and Retention Targets

AF East New York partners with the Achievement First Network Support recruitment team to carry out a comprehensive recruitment strategy consisting of direct outreach, school-based open houses, presentations at community based organizations, targeted mailings, and both online and outdoor advertising. As the demand numbers above suggest, these techniques have been successful in generating applications. The efforts have also been very effective in sharing the opportunity to apply with low-income families. In 2009, all Achievement First schools implemented an at-risk preference for low-income families, and as a result virtually all entering families (with the exception of a few siblings of families that enrolled before the preferences were in place) have qualified for free or reduced-price lunch. As a result of extensive presentations to community organizations that serve low-income families, particularly Head Start and NYCHA daycare centers, the pool of free and reduced-price applicants has been large, and the preference has been effective at substantially matching the district percentages of low-income students for the incoming classes.

The AF student recruitment team has made extensive efforts to reach out to families who speak languages other than English. All outdoor signs are in both English and Spanish, as are all brochures and other marketing materials, including the Achievement First website page for student enrollment. Additionally, Spanish-speaking members of the recruitment team have presented in Spanish at head start daycares and community organizations (including The Coalition for Hispanic Family Services, El Puente Bushwick Center, and the Hispanic Service Society), and two members of the parent-led “street teams” that recruited directly in the community were Spanish speakers (in addition to one speaker of Haitian Creole). Collectively, these street teams logged nearly 240 person-hours of direct community outreach.

Efforts to recruit students with disabilities have focused primarily on making clear in promotional materials and presentations that the Achievement First is highly effective for special education students, and that we offer services in accordance with IEPs. In addition, the recruitment team reaches out annually to day care centers that are identified by the NYC Department of Education as serving students with disabilities. The AF student recruitment team has partnered with the network special services team to ensure that marketing materials capture the range of services available. We expect that in the 2012-13 recruiting season the network special services team will participate actively in student recruitment efforts. The AF External Relations team has reached out specifically to community organizations that serve at risk families with social and health services. One such organization, The Family Center, agreed to partner with the community outreach team to conduct a family focus group on how AF schools could best meet their needs. During this focus group, the mother of a student with a disability said that her greatest struggle was finding a public school option that held the highest academic standards for her child, despite his disability. Achievement First East New York is just such an option, committed to getting every scholar who walks through our doors to and through college. We believe that this sending this message to families with students who have special needs will be a powerful recruiting technique, and will help us meet the enrollment target for this population.

Retention of students at Achievement First schools is a network wide priority. The Achievement First report card sets a target of 5% loss attrition for each school, meaning if a school exceeds this level of student attrition the financial bonus of the leadership team is jeopardized. We believe that retention of students within at-risk populations depends primarily on the academic progress these students are making. As such, the most important retention efforts for at-risk populations will be great instruction, and regular review of data that ensures that students in these populations are receiving the supports

and services they need in order to be successful. Data-including academic performance, attendance, and behavior data-is disaggregated and shared with the school leadership team (by the network data team), so that early warning signs can be identified and appropriate interventions identified.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, September 17, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/87235287e620244b90f341f1f58b2d>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Aaron Koffman*

### 2. Charter School Name:

*Achievement First East New York Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Middle School Rep

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Alan P. K...". The signature is written in a cursive style with a large initial "A" and a prominent "P".

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, September 24, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/dca2ee6c8586210bdb67268b2ddea0>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

*Melanie Mullan*

2. Charter School Name:

*Achievement First East New York Charter School*

3. Charter Authorizer:

*NYC Department of Education*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

*m*

8. Select all positions you held on Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

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# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/3c82fe56a17942a7f3cd7d47f7a09b1>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Matthew Tartaglia*

### 2. Charter School Name:

*Achievement First East New York Charter School*

### 3. Charter Authorizer:

*NYC Department of Education*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Treasurer

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

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