

# I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 16, 2013

Updated Thursday, August 01, 2013

## Page 1

### 1. SCHOOL NAME

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

310500860886 HARLEM CHLDRN ZONE ACADEMY II

### 2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 5

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
35 East 125th Street, New York, NY 10035	212-360-3255		kevin.dougherty@hczpromi se.org

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

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Sharleen Morris
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Title	Director of Student Services
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

<http://www.hczpromiseacademy.org/home>

### 6. DATE OF INITIAL CHARTER

2005-04-01 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

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

Yes/No	Name of CMO/EMO
No	

### 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/CS D	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	35 East 125th Street, New York, NY 10035	212-360-3255	CSD 5	7-9	No	Own
Site 2	2005 Madison Ave., New York, NY 10035	917-492-1481	CSD 5	K-6	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	Geoffrey Canada	[REDACTED]		[REDACTED]
Operational Leader	Sharleen Morris	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact				
Complaint Contact				

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Kathleen Fernald	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Sharleen Morris	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact				
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)	Not colocated			
Site 2	NA	No	No	Yes
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

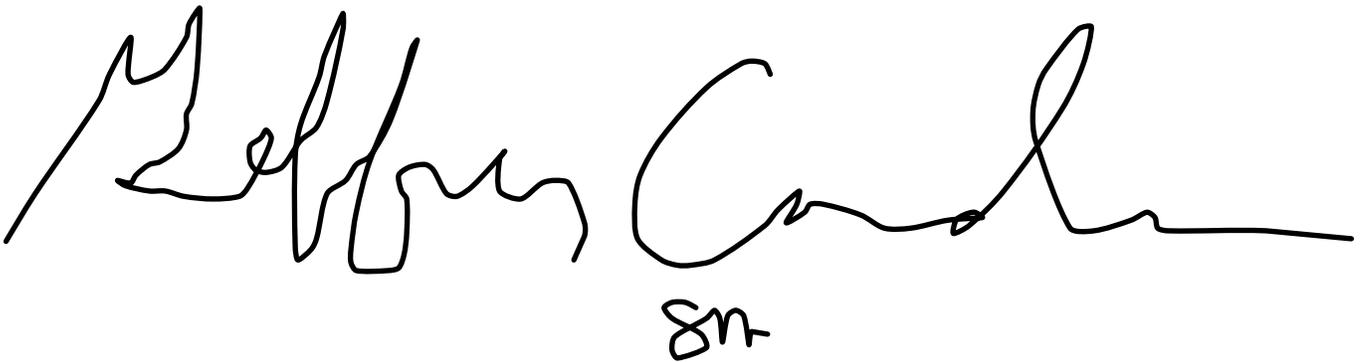
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right. Below the second signature, the initials "SN" are written in a smaller, cursive hand.

Signature, President of the Board of Trustees

Two handwritten signatures in black ink, identical to the ones above. The first signature is on the left and the second is on the right. Below the second signature, the initials "SN" are written in a smaller, cursive hand.

Thank you.

# Appendix A: Progress Toward Goals

Created Monday, July 29, 2013

Updated Friday, November 01, 2013

## Page 1

Charter School Name: 310500860886 HARLEM CHLDRN ZONE ACADEMY II

### 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).

<https://reportcards.nysed.gov/files/2011-12/RC-2012-310500860886.pdf>

### 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, the School will have an annual average student attendance rate of at least 95% as calculated by ATS.	Average daily attendance figures in ATS.	Goal not met.  Promise Academy II had an annual average attendance rate of 94%	We have added staff to our family worker team. This will allow us to strengthen our efforts raising the attendance rate. In addition, we have developed incentives for students and families which we feel will help support our efforts.
Academic Goal 2	Each year, 95% of all students enrolled on the last day of the school year who do not move out of district will return the following September.	Student enrollment figures in ATS.	Goal met.  96% of students enrolled on the last day of school and who did not move out of the district returned in September	

Academic Goal 3	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be maintained on an ongoing basis and monitored bi-monthly.	Student enrollment figures in ATS.	Goal met.  Student enrollment was 88.2% of full enrollment.	
Academic Goal 4	Each year, 75 percent of students in grades 3—8 who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS ELA exams.	New York State English Language Arts Exam	Goal not met.  24.6% of students enrolled for at least two consecutive years performed at Level 3 or above on the NY State ELA exam.	This year we are continuing to modify our curriculum based upon the CCSS. As a partner with the Teachers College Reading and Writing Project for grades K-8, we are adopting their ongoing ELA curricula changes. The units of study in both reading and writing fully support the CCSS. In addition, we are giving pre assessments and post assessments prior to or following each unit of study for both reading and writing. Teams of teachers work together scoring student responses using standardized rubrics. In Grades 3-6 we will give mini-assessments every 4-6 weeks utilizing reading comprehension and writing passages which are based upon CCSS and reflect the types of questions students will face on the NYS Assessments.
Academic Goal 5	Each year, 75 percent of students in grades 3—8 who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS Math exams.	New York State Mathematics Exam	Goal not met.  35.0% of students enrolled for at least two consecutive years performed at Level 3 or above on the NY State Math exam.	In grades 3-6 we are utilizing the CCSS math curriculum and modules on EngageNY. We conduct pre and post domain (unit) assessments. Similarly, in all grades K-8 we are using the I-Ready adaptive computerized assessment and practice lessons. We will give a formal I-Ready assessment 3 times a year.  We track all of the data from the above assessments to analyze student strengths, weaknesses, and growth and use this data to drive instruction.
Academic Goal 6	Each year, 75 percent of students in grades 4 and 8 who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS Science exams.	New York State Science Exam	Goal not met.  90% (69/77) of Promise Academy II students in grade 4, who have been enrolled for two consecutive years, performed at a level 3 or above on the NY State Science Exam.  65% (20/31) of Promise	We are now holding weekly lesson planning, video study sessions, and observations to ensure top-level instruction within the classroom. We have also bi-weekly data meetings to see how students are performing on our bi-weekly benchmark assessments.

			Academy II students in grade 8, who have been enrolled for two consecutive years, performed at a level 3 or above on the NY State Science Exam.	
Academic Goal 7	Each year, 75 percent of students in grades 5 and 8 who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the NYS Social Studies exams.	New York State Social Studies Exam	New York State did not administer a Social Studies Exam during the 2012-2013 school year	
Academic Goal 8	For each year of the charter, grade-level cohorts[1] of the same students (i.e. students who were continuously enrolled in the school at least two years on BEDS day) will reduce the gap between the percent at or above Level 3 on the previous year's State ELA exam and 90 percent at or above Level 3 on the current year's State ELA exam. In the event that the number of students scoring above proficiency in a grade level cohort exceeded 90 percent on the previous year's ELA exam, Harlem Children's Zone Promise Academy II will demonstrate growth (from proficient to advanced) in the current year.	New York State English Language Arts Exam	Goal not met.  For all grade level cohorts the percent of students who scored a level 3 or 4 decreased from 11-12 to 12-13.	Due to the major changes to the NYS exams to align them with the Common Core, the percentages passing are not directly comparable from 2012 to 2013. However, we have put a number of strategies in place to increase our scores in 2014. Please see responses above for further details.

2a1. Do have more academic goals to add?

Yes

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 9	For each year of the charter, grade-level cohorts of the same students (i.e. students who were continuously enrolled in the school at least two years on BEDS day) will reduce the gap between the percent at or above Level 3 on the previous year's State Math exam and 90 percent at or above Level 3 on the current year's State Math exam. In the event that the number of students scoring above proficiency in a grade	New York State Mathematics Exam	For all grade level cohorts the percent of students who scored a level 3 or 4 decreased from 11-12 to 12-13. Due to the changes made to the NYS test to align it with the Common Core, these percentages do not seem comparable	?????????????

	level cohort exceeded 90 percent on the previous year's Math exam, Harlem Children's Zone Promise Academy II will demonstrate growth (from proficient to advanced) in the current year.			
Academic Goal 10	Each year, the school will earn a score sufficient to place it in the 75th percentile of all schools on the citywide Progress Report.	New York City Department of Education 2012-2013 Progress Report	Goal not met.  Promise Academy II was in the 16th percentile	Although we improved in the Student Progress category, we slipped in the Student Performance category to a B (15.6 out of 25 points). We are carefully analyzing the student growth scores from last year's test to determine why our lowest performing scholars demonstrated considerably more growth than the higher performing scholars.
Academic Goal 11	Each year, the school will earn a score sufficient to place it in the 75th percentile of all schools on the "Performance" section of the citywide Progress Report.	New York City Department of Education 2012-2013 Progress Report	Goal met.  The NYC DOE has not yet released the progress report data publicly, so we cannot yet calculate this percentile.	
Academic Goal 12	Each year, the school will earn a score sufficient to place it in the 75th percentile of all schools on the "Progress" section of the citywide Progress Report.	New York City Department of Education 2012-2013 Progress Report	Goal met.  The NYC DOE has not yet released the progress report data publicly, so we cannot yet calculate this percentile.	
Academic Goal 13	Each year, the school will be deemed "In Good Standing" on the NYS Report Card.	New York City Department of Education 2012-2013 Progress Report [1]	Goal met.  Promise Academy II was deemed "In Good Standing"	
Academic Goal 14	Each year, parents will express satisfaction with the school's program, based on the NYCDOE Learning Environment Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal if 50% or more parents participate in the survey.	New York City Department of Education 2012-2013 Learning Environment Survey	Goal met.  Academic Expectations: 8.3 Communication: 8.4 Engagement: 8.1 Safety & Respect: 7.8	
Academic Goal 15	Each year, teachers will express satisfaction with school leadership and	New York City Department of Education	Goal not met.  Academic Expectations: 7.4	These scores have all increased from the previous year. In order to continue to

<p>professional development opportunities as determined by the teacher section of the NYCDOE Learning Environment Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal if 50% or more teachers participate in the survey.</p>	<p>2012-2013 Learning Environment Survey</p>	<p>Communication: 6.9 Engagement: 7.2 Safety &amp; Respect: 7.4</p>	<p>improve, we plan to review the survey results with teachers to gather feedback and suggestions for improvement. We are increasing teacher communication by increasing utilizing technology (e-mail, text message and phone blast)..</p>	
<p>Academic Goal 16</p>	<p>For grades 5 and higher, each year, students will express satisfaction with the school as determined by the teacher section of the NYCDOE Learning Environment Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal if 50% or more of students enrolled participate in the survey.</p>	<p>New York City Department of Education 2012-2013 Learning Environment Survey</p>	<p>Goal not met. Academic Expectations: 8.1 Communication: 7.7 Engagement: 6.7 Safety &amp; Respect: 6.2</p>	<p>These scores have all increased from the previous year. We will review student survey data with the students as well as continue to provide character education classes to our students.</p> <p>Since we have moved grades 7-9 to a private facility, many of our middle school safety and respect issues have been reduced since we no longer have middle school students mingling with secondary students from other schools.</p>

2a2. Do have more academic goals to add?

Yes

## 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 17	Each year, 75% of students enrolled in grades 9-12 will accumulate 10 or more credits towards graduation. The school will report this each September by submitting a report of student credit accumulation from the previous school year for purposes of the NYCDOE Progress Report.	Promise Academy II did not have a high school in 2012-2013	N/A	
Academic Goal 18	Each year, beginning in 2016-2017, 75 percent of the cohort will have scored at least 65 on the New York State Regents examinations in ELA.	Promise Academy II did not have a high school in 2012-2013	N/A	
Academic Goal 19	Each year, beginning in 2016-2017, 75 percent of the first cohort will have scored at least 65 on the New York State Regents examinations in Math.	Promise Academy II did not have a high school in 2012-2013	N/A	
Academic Goal 20	Each year, beginning in 2016-2017, 75 percent of the initial cohort will have scored at least 65 on the New York State Regents examinations in Science (Living Environment, Chemistry, or other).	Promise Academy II did not have a high school in 2012-2013	N/A	
Academic Goal 21	Each year, at least 75% of each student cohort (as defined by NYSED) graduates within five years.	Promise Academy II did not have a high school in 2012-2013	N/A	
Academic Goal 22	Each year, the school will earn a score sufficient to place it in the 75th percentile of all schools on the citywide Progress Report.	Promise Academy II did not have a high school in 2012-2013	N/A	
Academic Goal 23	Each year, the school will earn a score sufficient to place it in the 75th percentile of all high schools in credit accumulation as measured by the citywide Progress Report.	Promise Academy II did not have a high school in 2012-2013	N/A	

## 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
Org Goal 1	Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.		Goal was met.	
Org Goal 2	As reflected in the Board minutes, the Superintendent or Principals will present Program reports that outline enrollment, attendance, discharge status, IEP, and ELL numbers as well as any available testing results at every Board of Trustees meeting. The Superintendent or Chief Financial Officer will present an up-to-date Financial Report as well.		Goal was met.	
Org Goal 3	95% of the members of the Board of Trustees will be active members of a subcommittee of the Board.		Goal was met.	

### 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
Financial Goal 1	Upon completion of the each school year the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings[3].		Audit pending	
Financial Goal 2	Each year, the school will operate on a balanced budget[4] and maintain a stable cash flow.		Audit pending	

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

**Total expenditures (FY 2013) per pupil (BEDS Day Count)**

	<b>BEDS Day Count</b>	<b>Total Expenditures</b>	<b>Cost per child</b>
<b>PA2</b>	603	8,383,878.26	13,903.61

**Administrative expenditures per pupil:**

	<b>BEDS Day Count</b>	<b>Total Expenditures</b>	<b>Cost per child</b>
<b>PA2</b>	603	419,193.91	695.18

# 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)	False	True	False
CSP Agreed Upon Procedures (if applicable)	False	True	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
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	True	False
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	True	False

Thank you Sharleen .

Financial Statements and Supplementary  
Schedule Together with  
Reports of Independent Certified Public Accountants

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**

For the years ended June 30, 2013 and 2012

# HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

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## REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Trustees of  
**Harlem Children's Zone Promise Academy II Charter School:**

### **Report on the financial statements**

We have audited the accompanying financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and cash flows for the years 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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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 Harlem Children’s Zone Promise Academy II Charter School as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Supplementary information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Functional Expenses for the years ended June 30, 2013 and 2012 is presented for purposes of additional analysis and is not a required part of the financial statements. Such supplementary 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 audits of the financial statements and certain additional procedures. These additional procedures included comparing and reconciling the 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 supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other reporting required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report, dated November 1, 2013, on our consideration of the 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 effectiveness of 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 the School’s internal control over financial reporting and compliance.



New York, New York  
November 1, 2013

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
Statements of Financial Position  
As of June 30, 2013 and 2012

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ASSETS	<u>2013</u>	<u>2012</u>
Cash	\$ 5,933,503	\$ 4,786,156
Restricted cash	70,505	70,399
Government grants and contracts receivable	395,983	357,837
Due from related party	82,017	1,401
Due from Harlem Children's Zone - 457(f) plan	3,228,415	2,344,105
Other assets	49,140	35,929
Property and equipment, net	<u>187,785</u>	<u>84,021</u>
Total assets	<u>\$ 9,947,348</u>	<u>\$ 7,679,848</u>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 981,171	\$ 934,919
457(f) plan liability	<u>3,100,155</u>	<u>2,287,273</u>
Total liabilities	<u>4,081,326</u>	<u>3,222,192</u>
 NET ASSETS - unrestricted	 <u>5,866,022</u>	 <u>4,457,656</u>
Total liabilities and net assets	<u>\$ 9,947,348</u>	<u>\$ 7,679,848</u>

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

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
Statements of Activities  
For the years ended June 30, 2013 and 2012

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	<u>2013</u>	<u>2012</u>
<b>SUPPORT AND REVENUE</b>		
Support:		
In-kind contributions	\$ 2,770,140	\$ 2,712,742
Subsidy from Harlem Children's Zone for 457(f) plan	<u>601,500</u>	<u>484,920</u>
Total support	<u>3,371,640</u>	<u>3,197,662</u>
Revenue:		
Government grants and contracts	9,000,399	7,961,361
Other income	<u>14,327</u>	<u>4,264</u>
Total revenue	<u>9,014,726</u>	<u>7,965,625</u>
 Total support and revenue	 <u>12,386,366</u>	 <u>11,163,287</u>
<b>EXPENSES</b>		
Program services:		
Regular education	8,955,568	7,965,406
Special education	<u>1,373,240</u>	<u>1,086,194</u>
Total program services	10,328,808	9,051,600
Management and general	<u>649,192</u>	<u>665,422</u>
Total expenses	<u>10,978,000</u>	<u>9,717,022</u>
 Change in net assets	 <u>1,408,366</u>	 <u>1,446,265</u>
Net assets, beginning of year	<u>4,457,656</u>	<u>3,011,391</u>
Net assets, end of year	<u>\$ 5,866,022</u>	<u>\$ 4,457,656</u>

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

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
Statements of Cash Flows  
For the years ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 1,408,366	\$ 1,446,265
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	49,326	68,810
Changes in assets and liabilities:		
Increase in government grants and contracts receivable	(38,146)	(55,879)
(Increase) decrease in due from related party	(80,616)	220,740
Increase in due from Harlem Children's Zone - 457(f) plan	(884,310)	(750,579)
(Increase) decrease in other assets	(13,211)	72,002
Increase in accounts payable and accrued expenses	46,252	260,720
Increase in 457(f) plan liability	<u>812,882</u>	<u>693,747</u>
Net cash provided by operating activities	<u>1,300,543</u>	<u>1,955,826</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	<u>(153,090)</u>	<u>(1,899)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Change in restricted cash	<u>(106)</u>	<u>(106)</u>
Net increase in cash	1,147,347	1,953,821
Cash, beginning of year	<u>4,786,156</u>	<u>2,832,335</u>
Cash, end of year	<u>\$ 5,933,503</u>	<u>\$ 4,786,156</u>

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

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2013 and 2012**

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**1. NATURE OF OPERATIONS**

Harlem Children's Zone Promise Academy II Charter School (the "School") is a public charter school that is open to all New York City public school children via a lottery. Opened in 2005, the School features small class sizes, an extended day and year, high expectations, and access to an extended support system through its Institutional Partner, Harlem Children's Zone, Inc. ("HCZ").

HCZ is a not-for-profit organization that offers a wide array of education and social programs to the children and families of Harlem. Created in 1970 as a truancy prevention agency (then called "Rheedlen"), HCZ has expanded its services to address the needs of children from birth through college, and as part of that mission, it also works to strengthen families and the surrounding community.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("US GAAP").

The financial statement presentation conforms with accounting principles generally accepted in the United States of America for non-profit organizations, which require that the School report information regarding its financial position and changes in net assets according to three classes of net assets, as follows:

Unrestricted net assets

Net assets that are not subject to donor-imposed stipulations and are, therefore, available for the general operations of the School.

Temporarily restricted net assets

Net assets which include resources that have been limited by donor-imposed stipulations that either expire with the passage of time and/or can be fulfilled by the actions of the School pursuant to those stipulations. At June 30, 2013 and 2012, the School did not possess any temporarily restricted net assets.

Permanently restricted net assets

Net assets which include funds whereby the donors have stipulated that the principal contributed be invested and maintained in perpetuity. Income earned from these investments is available for expenditures according to restrictions, if any, imposed by donors. At June 30, 2013 and 2012, the School did not possess any permanently restricted net assets.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2013 and 2012**

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**Property and Equipment**

Property and equipment purchased for a value greater than \$1,000 and with depreciable lives greater than one year are carried at cost, net of depreciation. Significant additions or improvements extending asset lives are capitalized; normal maintenance and repair costs are expensed as incurred. Leasehold improvements are amortized based on the lesser of the estimated useful life or remaining lease term. Property and equipment used in operations are depreciated over their estimated useful lives using the straight-line method, as follows:

	<u>Useful Life(Years)</u>
Furniture, fixtures, and equipment	5

**Revenue**

Revenue is recorded on the accrual basis of accounting. The School derives its revenue principally from the New York state and New York City governments, through the New York City Department of Education Office of Charter Schools, based on pupil enrollment for regular and special education, with the balance from contributions, subsidies and US Federal government grants.

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by explicit donor-imposed restrictions. Revenues based on pupil enrollment are recognized over the period earned. Amounts received in advance are reported as deferred revenue.

Revenue from other grants and contracts is recognized as the related expenses are incurred in accordance with the terms of the respective grant or contract agreement. Amounts received in advance are reported as deferred revenues.

The School records contributions of cash and other assets when an unconditional promise to give such assets is received from a donor. Contributions are recorded at the fair market value of the assets received and are classified as either unrestricted, temporarily restricted or permanently restricted support, depending on whether the donor has imposed a restriction on the use of such assets. When a donor restriction expires (i.e., when a stipulated time restriction ends and/or a purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted contributions are recorded as unrestricted contributions if the restriction is met in the same reporting period.

**Receivables**

Receivables contain some level of uncertainty surrounding timing and amount of collection. Therefore, management provides an allowance for doubtful accounts based on the consideration of the type of receivable, responsible party, the known financial condition of the respective party, historical collection patterns and comparative aging. These allowances are maintained at a level management considers adequate to provide for subsequent adjustments and potential uncollectible accounts. These estimates are reviewed periodically and, if the financial condition of a party changes significantly, management will evaluate the recoverability of any receivables from that organization and write off any amounts that are no longer considered to be recoverable. Any payments subsequently collected on such written-off receivables are recorded as income in the period received.

**HARLEM CHILDREN’S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2013 and 2012**

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**Accounting for Income Taxes**

The School follows guidance that clarifies the accounting for uncertainty in tax positions taken or expected to be taken in a tax return, including issues relating to financial statement recognition and measurement. The guidance provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if the position is “more-likely-than-not” to be sustained if the position were to be challenged by a taxing authority. The assessment of the tax position is based solely on the technical merits of the position, without regard to the likelihood that the tax position may be challenged. Management determined that there are no uncertain tax positions within its financial statements.

The School is exempt from federal income taxation by virtue of being an organizations described in section 501(c)(3) of the Internal Revenue Code. Nevertheless, the School may be subject to tax on any income deemed unrelated to its exempt purpose, unless that income is otherwise excluded by the code. The tax years ending June 30, 2010, 2011, and 2012 are still open to audit for both federal and state purposes.

**Estimates**

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures 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.

**3. CASH**

The School maintains cash balances in financial institutions, which from time to time exceed the amount insured by the Federal Deposit Insurance Corporation (“FDIC”) and subject the School to credit risk. The School monitors this risk on a regular basis and has not experienced, nor does it anticipate, nonperformance by any of these financial institutions.

**4. RESTRICTED CASH**

Pursuant to an addendum to the Charter Agreement dated August 4, 2008, with the NYCDOE, the School is required to set up an escrow of at least \$70,000. In the event of termination of the Charter, whether prematurely or otherwise, the School shall establish and follow procedures consistent with those required by Section 2851(2)(t) of the New York State Education Law in its use of the escrow.

**5. PUPIL ENROLLMENT AND OTHER REVENUES FROM GOVERNMENT AGENCIES**

Under the School’s Charter agreement and the Charter Schools Act, the School is entitled to receive funding from state and federal sources that are available to public schools. These funds include New York City pupil enrollment funds, federal food subsidies, and Title I and Title II funds. The calculation of the amounts to be paid to the School under these programs is determined by the State and is based on complex laws and regulations, enrollment levels, and economic information related to the home school districts of the children enrolled in the School. If these regulations, some of which are relatively new in the State of New York, were to change, or other factors included in the calculations were to change, the level of funding that the School receives could vary significantly.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
Notes to Financial Statements  
June 30, 2013 and 2012

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The amounts received and receivable from government agencies and included as revenue in the financial statements consisted of the following as of and for the years ended June 30, 2013 and 2012:

	<u>Revenues</u>	<u>Receivable</u>	<u>Revenues</u>	<u>Receivable</u>
City of New York (Pupil enrollment)	\$ 8,239,059	\$ -	\$ 7,496,248	\$ 5,483
Title I	265,295	40,677	196,978	32,354
Title II	22,241	3,557	2,550	-
Title IV	-	-	2,093	-
E-Rate	203,344	25,208	20,039	-
Food service - State of New York	270,460	326,541	243,453	320,000
Total grants and contracts from government sources	<u>\$ 9,000,399</u>	<u>\$ 395,983</u>	<u>\$ 7,961,361</u>	<u>\$ 357,837</u>

**6. PROPERTY AND EQUIPMENT**

At June 30, 2013 and 2012, property and equipment consisted of the following:

	<u>2013</u>	<u>2012</u>
Computer equipment	\$ 307,621	\$ 158,707
Leasehold improvements	34,634	34,634
Furniture and fixtures	<u>181,500</u>	<u>177,324</u>
	523,755	370,665
Less: accumulated depreciation	<u>(335,970)</u>	<u>(286,644)</u>
Total	<u>\$ 187,785</u>	<u>\$ 84,021</u>

Depreciation expense for the years ended June 30, 2013 and 2012 amounted to \$49,326 and \$68,810, respectively.

**7. PROFIT-SHARING PLAN**

The School maintains the Vanguard Profit Sharing Plan (the "Plan") with Vanguard Fiduciary Trust Company for all eligible employees. The Plan is non-contributory and employees become eligible once they have reached age 21 and have completed one year of service. Employees participating in the Plan will be fully vested after completing six years of service. Employer contributions made to the Plan are discretionary. For the years ended June 30, 2013 and 2012, contributions made to the Plan amounted to \$117,017 and \$125,000, respectively.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2013 and 2012**

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**8. RELATED-PARTY TRANSACTIONS**

**457(f) Plan**

HCZ maintains a 457(f) plan for certain eligible employees of the School. Employees become eligible to participate in this plan based solely at the discretion of the School's Board of Trustees. The amounts contributed vest five years after the date of the initial contribution and will then be paid to eligible employees when vested. Forfeitures of the plan are allocated to the remaining eligible employees at the discretion of management. Terminated employees become vested immediately at the date of their termination. HCZ provides the School with an annual subsidy to cover this cost by contributing to a HCZ investment account. During fiscal 2013 and 2012, HCZ provided a subsidy of \$601,500 and \$484,920 for the fiscal 2013 and 2012 contributions to the 457(f) plan. The cumulative amount due from HCZ relating to the 457(f) plan was \$3,228,415 and \$2,344,105 at June 30, 2013 and 2012, which will then be settled with the eligible employees when they become vested or represents reimbursements of amounts already paid by the School in advance of receiving the funds from HCZ. The cumulative amount due from the School to eligible employees was \$3,100,155 and \$2,287,273 at June 30, 2013 and 2012, respectively.

**In-Kind Support**

Pursuant to the terms of a commitment letter between HCZ and the School, HCZ, as the School's Institutional Partner, committed to provide the School, certain services at no cost at least through March 2015. These services include financial management, social, library, technology, fundraising, public relations, and teaching assistance services. The Commitment to the School can be cancelled by either party with one year's notice.

HCZ's in-kind services for the years ended June 30, 2013 and 2012 amounted to \$2,770,140 and \$2,712,742, respectively. These amounts included personnel service costs for the years ended June 30, 2013 and 2012, of \$2,265,996 and \$2,212,098 and non-personnel service costs of \$504,144 and \$500,644, respectively.

**9. CONCENTRATION OF RISK**

The School is dependent on various government agencies for funding and is responsible for meeting the requirements of such agencies. If the School were to lose students or the related government funding, it could have a substantial effect on the School's ability to continue operations.

As discussed in Note 8, HCZ is responsible for certain operations of the School and donates its services. If this relationship were to change or cease, such change could have a substantial effect on the School's ability to continue operations.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2013 and 2012**

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**10. CONTINGENCIES**

**Government Agency Audits**

The School participates in a number of federal and state programs. These programs require that the School comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from any such audits of government contracts by government agencies is presently not determinable, it should not, in the opinion of management, have a material effect on the School's financial position or change in net assets. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

**Litigation**

The School may be involved in various legal actions from time to time arising in the normal course of business. In the opinion of management, there are no matters outstanding that would have a material adverse effect on the financial statements of the School.

**11. SUBSEQUENT EVENTS**

The School evaluated its June 30, 2013 financial statements for subsequent events through November 1, 2013, the date the financial statements were available to be issued. The School is not aware of any subsequent events which would require recognition or disclosure in the financial statements.

**SUPPLEMENTARY INFORMATION**

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
Supplementary Schedule of Functional Expenses  
For the year ended June 30, 2013

	<u>Regular Education</u>	<u>Special Education</u>	<u>Management and General</u>	<u>Total</u>
Salaries	\$ 6,061,301	\$ 929,435	\$ 518,479	\$ 7,509,215
Payroll taxes	508,336	77,948	30,857	617,141
Employee benefits	1,015,442	155,707	61,639	1,232,788
Retirement plan contribution	<u>96,386</u>	<u>14,780</u>	<u>5,851</u>	<u>117,017</u>
 Total personnel services	 <u>7,681,465</u>	 <u>1,177,870</u>	 <u>616,826</u>	 <u>9,476,161</u>
 Admissions	 38,222	 5,861	 2,320	 46,403
Student travel	69,564	10,667	-	80,231
Consultants and professional fees	31,412	4,817	1,909	38,138
Depreciation	40,632	6,230	2,464	49,326
Classroom supplies	195,463	29,972	1,079	226,514
Equipment rental and maintenance	112,509	17,252	6,830	136,591
Food	430,528	66,017	-	496,545
Insurance	35,954	5,513	2,183	43,650
Occupancy	33,084	5,073	2,008	40,165
Office supplies and furniture	33,304	5,107	2,022	40,433
Payroll processing	7,449	1,142	452	9,043
Printing, publications, and memberships	34,758	5,330	2,110	42,198
Software/software maintenance	26,825	4,113	1,628	32,566
Special services/incentives	39,812	6,105	-	45,917
Staff travel	10,463	1,604	635	12,702
Telephone and internet	63,184	9,689	3,835	76,708
Training	38,725	5,938	2,351	47,014
Uniforms	23,278	3,569	-	26,847
Miscellaneous	<u>8,937</u>	<u>1,371</u>	<u>540</u>	<u>10,848</u>
 Total other than personnel services	 <u>1,274,103</u>	 <u>195,370</u>	 <u>32,366</u>	 <u>1,501,839</u>
 Total expenses	 <u>\$ 8,955,568</u>	 <u>\$ 1,373,240</u>	 <u>\$ 649,192</u>	 <u>\$ 10,978,000</u>

*This schedule should be read in conjunction with the accompanying financial statements and notes thereto.*

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL  
Supplementary Schedule of Functional Expenses  
For the year ended June 30, 2012**

	<u>Regular Education</u>	<u>Special Education</u>	<u>Management and General</u>	<u>Total</u>
EXPENSES				
Salaries	\$ 5,115,308	\$ 697,542	\$ 481,969	\$ 6,294,819
Payroll taxes	424,567	57,896	36,977	519,440
Employee benefits	914,615	124,720	54,701	1,094,036
Retirement plan contribution	<u>104,500</u>	<u>14,250</u>	<u>6,250</u>	<u>125,000</u>
Total personnel services	<u>6,558,990</u>	<u>894,408</u>	<u>579,897</u>	<u>8,033,295</u>
Admissions	76,042	10,369	-	86,411
Student travel	73,886	10,075	952	84,913
Consultants and professional fees	105,130	14,336	9,142	128,608
Depreciation	57,524	7,844	3,442	68,810
Classroom supplies	212,250	28,943	1,037	242,230
Equipment rental and maintenance	28,694	3,913	4,288	36,895
Food	435,622	59,403	658	495,683
Insurance	12,038	1,642	720	14,400
Occupancy	33,259	4,535	1,875	39,669
Office supplies and furniture	105,131	14,336	10,094	129,561
Payroll processing	6,422	876	384	7,682
Printing, publications, and memberships	2,660	363	18,081	21,104
Software/software maintenance	108,649	14,816	11,454	134,919
Special services/incentives	10,622	1,448	2,489	14,559
Staff travel	3,792	517	419	4,728
Telephone and internet	26,828	3,658	11,085	41,571
Training	63,943	8,719	6,027	78,689
Uniforms	42,151	5,748	3,303	51,202
Miscellaneous	<u>1,773</u>	<u>245</u>	<u>75</u>	<u>2,093</u>
Total other than personnel services	<u>1,406,416</u>	<u>191,786</u>	<u>85,525</u>	<u>1,683,727</u>
Total expenses	<u>\$ 7,965,406</u>	<u>\$ 1,086,194</u>	<u>\$ 665,422</u>	<u>\$ 9,717,022</u>

*This schedule should be read in conjunction with the accompanying financial statements and notes thereto.*

**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

To the Board of Trustees of  
**Harlem Children’s Zone Promise Academy II Charter School:**

We have audited, 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, the financial statements of Harlem Children’s Zone Promise Academy II Charter School (the “School”), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 1, 2013.

**Internal control over financial reporting**

In planning and performing our audit of the financial statements, we considered the School’s internal control over financial reporting (“internal control”) to design 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 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 School’s financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses. However, we identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as finding 2013-01, that we consider to be a material weakness in the School’s internal control.

Our consideration of internal control was also not designed to identify all deficiencies in internal control that might be significant deficiencies. 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. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2013-02, that we consider to be significant deficiencies in the School's internal control.

**Compliance and other matters**

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

**School's response to findings**

The School's response to our findings, which is described in the accompanying schedule of findings and questioned costs, was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on the School's response.

**Intended purpose**

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

*Grant Thornton LLP*

New York, New York  
November 1, 2013

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL  
Schedule of Findings and Questioned Costs  
For the year ended June 30, 2013**

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**FINDING NO. 2013-01 – INTERNAL CONTROLS OVER FINANCIAL REPORTING (MATERIAL WEAKNESS)**

**Criteria:**

Government Auditing Standards require an auditee to design and implement an internal control environment to achieve effective and efficient operations; reliability of financial reporting; and compliance with applicable laws and regulations. The control environment sets the tone of an organization, which influences the control consciousness of its people. The key factors impacting the control environment include, among other things, management's philosophy and operating style, organizational structure, assignment of authority and responsibility and policies and practices with respect to human resources.

**Condition, Context, Effect and Recommendation:**

During our fiscal 2013 audit, we noted a material weakness in the internal control over financial reporting with regard to the School's journal entry process. We noted that the CFO, Assistant CFO, Controller and Senior Accountants all had the ability to prepare and post journal entries. Additionally, while the School's policies and procedures call for the CFO to review journal entries, our review of the journal entry documentation did not indicate that an approval process was performed. We also noted that many reversing journal entries were made to correct prior entries made during the year. The above findings indicate that there is both a lack of segregation of duties, as well as a lack of internal controls over the journal entry process. We recommend that a formal journal entry process be implemented that will address the segregation of duties as well as the review process.

**FINDING NO. 2013-02 – INTERNAL CONTROLS OVER FINANCIAL REPORTING (SIGNIFICANT DEFICIENCY)**

**Criteria:**

Government Auditing Standards require an auditee to design and implement an internal control environment to achieve effective and efficient operations; reliability of financial reporting; and compliance with applicable laws and regulations. The control environment sets the tone of an organization, which influences the control consciousness of its people. The key factors impacting the control environment include, among other things, management's philosophy and operating style, organizational structure, assignment of authority and responsibility and policies and practices with respect to human resources.

**Condition, Context, Effect and Recommendation:**

During our audit, we noted a significant deficiency in the internal control over financial reporting with regard to the following:

Accounting for 457(f) Plan

During our fiscal 2013 audit, we noted that the School does not retain adequate documentation or approval of the calculations performed for payments made to terminated employees and that the School does not have formal policies or procedures in place for the payments to terminated employees. We recommend that the school establish formal policies and procedures for deferred compensation payments made to employees, including formal documentation and approval for all payments.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL  
Schedule of Findings and Questioned Costs  
For the year ended June 30, 2013**

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Accounting for In-kind Contributions

During our fiscal 2013 audit, we noted that the School recorded an incorrect amount of in-kind revenue and expense for employer payroll taxes that were paid by HCZ for the School's employees. As a result, an audit adjustment was recorded for approximately \$14,000 to decrease in-kind contribution revenue and in-kind payroll tax expenses. We recommend that the School meet with personnel from HCZ on a monthly basis to capture, reconcile and record all of the in-kind contributions made by HCZ.

Accounting for Grant Revenues

During our fiscal 2013 audit, we noted that the School did not properly record all grant revenues earned during the fiscal year. As a result, an audit adjustment of approximately \$18,000 was recorded to increase the fiscal 2013 grant revenues and the grant receivable balance as of June 30, 2013. We recommend that the School periodically review grant agreements and applicable costs to ensure proper recording of revenue for cost reimbursements.

Bank Reconciliations

During our fiscal 2013 audit, we noted that the School did not complete bank reconciliations on a monthly basis for its payroll account. We recommend that the School complete bank reconciliations on a monthly basis going forward, in order to properly manage cash balances throughout the year.

Accounting Staff

Although HCZ hired a new controller during fiscal 2013, the position was not filled until the latter part of the year. As a result, as of year-end, the School had not implemented adequate monitoring controls and there were significant processes that were not supported by up-to-date written policies and procedures. We recommend that HCZ and the School ensure the personnel in the accounting/finance function are sufficiently qualified to meet the financial reporting needs of the organization. We also recommend that additional written policies, procedures and controls be implemented to ensure that accounts are analyzed and reconciled in a timely manner, that the general ledger is closed timely and that financial statements are accurately prepared.

**Questioned Costs:**

None noted.

**Views of Responsible Officials and Planned Corrective Action:**

Journal Entries

We agree that the ability to both prepare and post journals is not a proper segregation of duties; however, we note that there were no improper journal entries posted as a result. The staff size and skill sets that existed throughout most of the fiscal year were not conducive to establishing the requisite segregation of duties with regard to journal entries. During the second half of the year, a new CFO and Controller were added to the financial management team and, effective beginning fiscal 2014, we have implemented a procedure whereby each journal entry contains a cover sheet, requiring signoff by a preparer and a separate approver, generally the Controller – the CFO signs off of any journal entries prepared by the controller.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Schedule of Findings and Questioned Costs**  
**For the year ended June 30, 2013**

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Accounting for 457(f) Plan

Though the payments made to terminated employees were based on account balances at the time of termination, we agree that not retaining a copy of such account balances was an inadequate control. Effective late in fiscal 2013, accounting for the 457(f) plan was transferred to the new Controller and, effective for fiscal 2014, we will retain a copy each month's file of employee account balances. We will also ensure each payment to employees is properly authorized and documented.

Accounting for In-kind Contributions

Beginning effective with fiscal 2014, we implemented weekly staff meetings of the financial and business office personnel for HCZ and the School to better ensure proper coordination of accounting and payment activities between HCZ and the School.

Accounting for Grant Revenues

Beginning effective with fiscal 2014 and upon implementation of the new staffing plan for Finance (see response to Accounting Staff), one individual will be assigned to oversee revenue accounting activities, including review of all cost applicable to grants to ensure proper revenue recognition.

Bank Reconciliations

We note that all reconciliations of the payroll bank accounts were completed prior to finalizing the audit, but that such reconciliations were not performed timely during fiscal 2013. We are in the process of adding accounting resources, with roles specifically assigned to prepare such reconciliations on a monthly basis.

Accounting Staff

As noted in prior comments, we added a new CFO and Controller in the second half of fiscal 2013. We have recently concluded a review of our staffing and are implementing a new staffing plan that will better define the roles and add resources to improve the internal control environment as well as the quality and timeliness of financial reporting, both internally and externally.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Schedule of Prior Year (Fiscal 2012) Audit Findings and Corrective Action Plan**  
**For the year ended June 30, 2013**

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**Finding No. 2012-01 – Internal Controls Over Financial Reporting (Material Weakness)**

**Criteria:**

Government Auditing Standards require an auditee to design and implement an internal control environment to achieve effective and efficient operations; reliability of financial reporting; and compliance with applicable laws and regulations. The control environment sets the tone of an organization, which influences the control consciousness of its people. The key factors impacting the control environment include, among other things, management's philosophy and operating style, organizational structure, assignment of authority and responsibility and policies and practices with respect to human resources.

**Condition, Context, Effect and Recommendation:**

During our audit, we noted a material weakness in the internal control over financial reporting with regard to the following:

**Accounting for 457(f) Plan**

During our fiscal 2012 audit, we noted that the deferred compensation balance related to the School's 457(f) Plan was overstated at June 30, 2012. The School does not maintain and/or reconcile a schedule by participant, which was why the overstatement was not detected. As such, an audit adjustment was recorded to reduce the deferred compensation balance by approximately \$66,000. We recommend that the School maintain a detailed schedule by participant and reconcile the balance to the general ledger periodically throughout the year to ensure that the deferred compensation balance is properly stated.

**Grant Revenue**

During our fiscal 2012 audit, we noted that the School incorrectly calculated grant revenue earned during the year, which resulted in both the revenue and receivable to be overstated. As such, an audit adjustment was recorded for approximately \$147,000 to reduce both the revenue and the receivable recorded during fiscal 2012.

**Year-end Accruals**

During our fiscal 2012 audit, we noted that the School did not accrue for severance package agreements that were in effect at the end of fiscal 2012. As such, an audit adjustment was recorded for approximately \$15,000 to record the severance accrual at June 30, 2012.

**Backdating Checks**

During our fiscal 2012 audit, we noted that checks written in July 2012 for expenses incurred during fiscal 2012 were backdated using a June 30, 2012 date. These checks were then included in the list of June 30, 2012 outstanding checks as if they were issued in June. As such, an audit adjustment was recorded for approximately \$38,000 to reclassify the amount of these checks to accounts payable.

**Journal Entries**

During our fiscal 2012 audit, we noted that the CFO, Assistant CFO, and Senior Accountants all had the ability to prepare and post journal entries. Also, while the School's policies and procedures call for the CFO to review journal entries, our review of the journal entry documentation did not indicate that an approval process was performed. We also noted that many reversing journal entries were made to correct prior entries made during the year. The above findings indicate that there is both a lack of segregation of duties, as well as a lack of internal controls over the journal entry process. We recommend that a formal journal entry process be followed that will address the segregation of duties as well as review process.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Schedule of Prior Year (Fiscal 2012) Audit Findings and Corrective Action Plan**  
**For the year ended June 30, 2013**

---

Accounting Staff

During our fiscal 2012 audit, we noted that the School lacks an adequate number of experienced accounting/finance personnel to properly manage the accounting/ finance function and prepare financial statements in a timely and accurate manner. The School has not implemented adequate monitoring controls and there are significant processes that are not supported by up-to-date written policies and procedures. We recommend that the School hire additional competent personnel to strengthen its accounting/finance function. We also recommend that additional written policies, procedures and controls be implemented to ensure that accounts are analyzed and reconciled in a timely manner, that the general ledger is closed timely and that financial statements are accurately prepared.

**Questioned Costs:**

None noted.

**Views of Responsible Officials and Planned Corrective Action:**

Accounting for 457(f) Plan

During the Fiscal 2012 audit, a detailed schedule by participant was created which resulted in the overstatement being detected. The School will maintain the schedule going forward and reconcile the balance to the general ledger periodically through the year to ensure that the deferred compensation balance is properly stated.

Grant Revenue

The School will ensure that grant revenue is recorded properly and in the correct fiscal year.

Year-end Accruals

The School will ensure that year-end accruals are properly reconciled to ensure expenses are accurately reported.

Backdating Checks

The School only backdated checks related to invoices which they received during the first ten days of the following fiscal year. In the future, the School will ensure that all checks are dated the day they are written.

Journal Entries

The CFO and the Assistant CFO do not post journal entries for the School. In the future, the School will ensure that the proper approval is in place to ensure the accuracy of the entry and to avoid multiple reversing journal entries.

Accounting Staff

A new Controller has been hired and the School, in partnership with HCZ, is still in the process of finalizing an internal review of accounting policies and personnel. Based on the results of the internal review, the School and HCZ will develop policies and procedures to ensure that all accounting related activities are accounted for consistently and in accordance with US GAAP.

**Fiscal 2013 Status:**

Please refer to Findings 2013-01 and 2013-02.

# Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

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## Page 1

310500860886 HARLEM CHLDNRN ZONE ACADEMY II

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

310500860886 HARLEM CHLDRN ZONE ACADEMY II

## 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	Geoffrey Canada	Chair/President	Yes	CEO	2005, 4 terms, expired June 2013	Supervision and Evaluation Subcommittee, Student Achievement Subcommittee, Executive Subcommittee and Finance Subcommittee
2	Kenneth G. Langone	Vice Chair/Vice President	Yes		2005, 4.5 terms, expires June 2014	Executive Subcommittee
3	Mitch Kurz	Member	Yes		2010, 2.5 terms, expires June 2014	Supervision and Evaluation Committee, Executive Subcommittee and Finance Subcommittee
4	Stanley Druckenmiller	Member	Yes		2005, 5.5 terms, expires June 2014	Executive Subcommittee
5	Arlene Gibson	Member	Yes		2007, 3.5 terms expires June 2014	Student Achievement Subcommittee
6	Willie Mae Lewis	Member	Yes		2012, 1/2 term, expires in June 2014	Student Achievement Subcommittee
7	Madeline White	Member	Yes		2005, 5.5 terms, expires June 2014	
8	Denise-Nash Fuller	Member	Yes		2010, 1.5 terms, expires June 2014	Supervision and Evaluation Subcommittee
9	O'Donna-Hue Osbourne	Member	Yes		2011, 1 term, expired June 2013	
10	Hope Williams	Member	Yes		2005, 4 terms, expired June 2013	
11						
12						
13						
14						
15						
16						

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17

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18

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19

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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

2

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

17

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

5

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

9

Thank you.

**Describe the efforts the charter school has utilized in 2012-2013 and a plan for efforts to be taken in 2013-2014 to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.**

HCZ Promise Academy 2 encourages students and families with special needs, students and families who speak English as a second language, and those who are eligible for free and reduced lunch to apply for admission to the school and ensures equal access to admissions for students with disabilities. HCZ Promise Academy 2 will employ procedures for identifying and servicing special education students that are consistent with the *Child Find* regulations (34CFR#300.125), which require schools to have in place a process for identifying, locating, and evaluating students with disabilities.

Publicity used by HCZ Promise Academy 2 to inform parents and students about its programs will be carefully reviewed for the purpose of identifying and removing any statement, photo, statistic, etc. that may discourage parents of students who have or may have a disability from participating in HCZ Promise Academy 2's enrollment process. Publicity will also include specific reference to the policies and procedures of HCZ Promise Academy 2 that describe its compliance with all laws, regulations and guidelines related to the education of students with disabilities, language needs, and who are eligible for free and reduced lunch. HCZ Promise Academy 2 will also provide the general public with information about its educational practices related to special education and its philosophical commitment to its inclusion approach in the education of its special education, English language learning, and free and reduced lunch eligible students.

HCZ Promise Academy 2, in coordination with its partner Harlem Children's Zone, will implement several recruiting measures with consideration to parents of children with special needs, students who speak languages besides English at home, and students who are eligible for free and reduced lunch, including: (1) posting flyers and placing notices in local newspapers, supermarkets, churches, community centers, and apartment complexes; (2) conducting open houses at after-school programs and youth centers; (3) visiting local organizations in surrounding neighborhoods; and (4) canvassing neighborhoods to further reach interested families. With the success of these measures, HCZ Promise Academy 2 expects to attract and retain a comparable or greater enrollment of students with disabilities, students who are English language learners, and students who are eligible for free and reduced lunch, as compared to the enrollment figures for students in its Community School District.

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

Created Wednesday, July 24, 2013

Updated Friday, July 26, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/822a71978ada44cd45e6a75a446cf5>

## 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:

*Geoffrey Canada*

### 2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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)

- Chair/President

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?

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	President & CEO
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	(No response)
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	\$196,875
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	1990

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?

Yes

14a. 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 with Interest	Steps Taken to Avoid Conflict of Interest
1	Harlem Children's Zone, Inc.	Institutional Partner	None	Geoffrey Canada, President & CEO, HCZ, Inc.	N/A
2					
3					
4					
5					

Signature of Trustee



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

Created Monday, July 22, 2013

Updated Tuesday, July 23, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/c02495a66f00cd2d565a2bb72c7ce0a>

## 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:

*Stanley Druckenmiller*

2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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)

*(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?

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	Trustee of the Harlem Children's Zone, Inc.
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	Chairman
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	None
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	1995

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?

Yes

14a. 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 with Interest	Steps Taken to Avoid Conflict of Interest
1	Harlem Children's Zone, Inc.	Institutional Partner	None	Stanley Druckenmiller, Chairman, HCZ, Inc.	N/A
2					
3					
4					
5					

Signature of Trustee



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

Created Monday, July 22, 2013

Updated Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/d5652fb466e52253b647c5d61b2694>

## 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:

*Denise-Nash Fuller*

### 2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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)

*(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

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

Created Monday, July 22, 2013

Updated Tuesday, July 23, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/db04a8e421408c85413fbfe34352d9>

## 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:

*Arlene Gibson*

### 2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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)

*(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

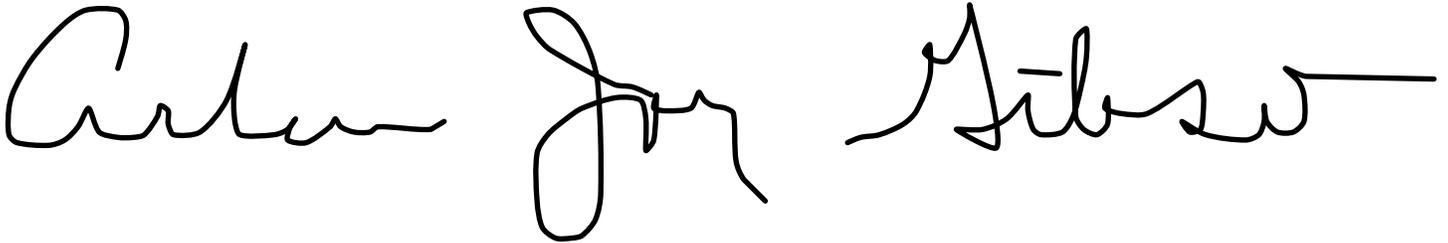
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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

Three handwritten signatures in black ink are displayed horizontally. From left to right, they appear to be 'Arthur', 'Jim', and 'Sibson'. Each signature is written in a cursive, flowing style.

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

Created Monday, July 22, 2013

Updated Tuesday, July 23, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/442ebdea59dd16da976cee82409839>

## 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:

*Mitch Kurz*

### 2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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?

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	Trustee of the Harlem Children's Zone, Inc.
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	Treasurer
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	None
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	1993

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?

Yes

14a. 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 with Interest	Steps Taken to Avoid Conflict of Interest
1	Harlem Children's Zone, Inc.	Institutional Partner	None	Mitch Kurz, Trustee, HCZ, Inc.	N/A
2					
3					
4					
5					

Signature of Trustee

A handwritten signature in black ink that reads "Mitch Kurz". The signature is written in a cursive style with a large, stylized "S" at the end of the name.

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

Created Monday, July 22, 2013

Updated Friday, July 26, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/f25eb1494d8733cdac2122715f1bd02>

## 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:

*Kenneth G. Langone*

2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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)

- Chair/President

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?

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	Trustee of the Harlem Children's Zone, Inc.
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	(No response)
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	None
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	2001

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?

Yes

14a. 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 with Interest	Steps Taken to Avoid Conflict of Interest
1	Harlem Children's Zone, Inc.	Institutional Partner	None	Kenneth G. Langone, Trustee, HCZ, Inc.	N/A
2					
3					
4					
5					

Signature of Trustee

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

Created Monday, July 22, 2013

Updated Thursday, July 25, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/175ed1db36eb2ecf50a0b2c11aa744c>

## 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:

*Willie Mae Lewis*

2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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)

*(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

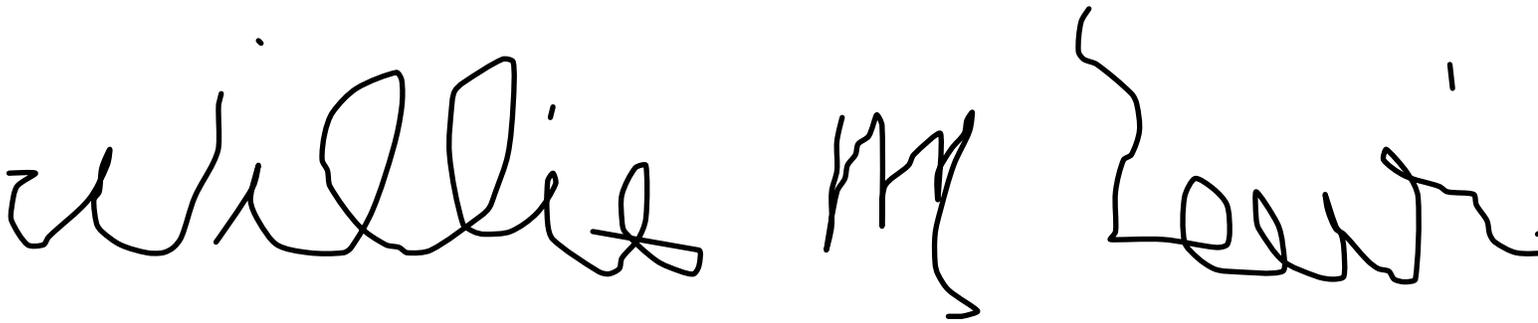
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 that reads "Willie M. Lewis". The signature is written in a cursive, flowing style. The first name "Willie" is the largest and most prominent part of the signature. The middle initial "M" is smaller and positioned between the first and last names. The last name "Lewis" is also written in a cursive style, with a distinct loop at the end.

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

Created Monday, July 22, 2013

Updated Sunday, July 28, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/42eac437b560c47932f064bd5b0ed1>

## 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:

*O'Donna-Hue Osbourne*

2. Charter School Name:

*Harlem Children's Zone Promise Academy II 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)

*(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

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 "Donald A. White", written over a light gray horizontal line.