



I. SCHOOL INFORMATION AND COVER PAGE

Last updated: 06/22/2015

2013-2014 ANNUAL REPORT COVER PAGE TO BE COMPLETED BY ALL CHARTER SCHOOLS

Page 1

1. SCHOOL NAME AND AUTHORIZER

(Select School Name/Authorizer from drop down menu).

PENINSULA PREPARATORY ACADEMY CS (NYC DOE)

2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 27

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	611 Beach 19th Street	347-403-9231	718-327-2581	[REDACTED]

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Jason Pierre
Title	Chief Operations Officer
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

www.peninsulaprep.org

6. DATE OF INITIAL CHARTER

2004-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2015-06-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

314

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5
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10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

	Yes/No	Name of CMO/EMO
	No	

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11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	611 Beach 19th Street	347-403-9231	CSD 27	K-5	Yes	Rent/Lease
Site 2						
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				
Operational Leader				
Compliance Contact				
Complaint Contact				

13. Are the School sites co-located?

(No response)

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

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

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14. Were there any revisions to the school's charter during the 2013-2014 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).**

Responses Selected:

Yes

Signature, Head of Charter School

.

.

Signature, President of the Board of Trustees

Thank you.



Appendix A: Link to the New York State School Report Card

Created: 06/22/2015

Last updated: 07/15/2015

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Charter School Name:

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).

Survey_Report_2015_Q170.pdf



Appendix A: Progress Toward Goals

Created: 06/22/2015

Last updated: 07/25/2015

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Charter School Name:

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/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

(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).

http://schools.nyc.gov/OA/SchoolReports/2013-14/School_Quality_Guide_2014_EMS_Q170.pdf

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

2a. ACADEMIC STUDENT PERFORMANCE GOALS

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	The Academic Goal initially submitted from the former Principal stated that the goal was to earn a letter grade of B or more. As letter grades are no longer given, this is no longer an academic goal of PPA.	DNA	DNA	

Academic Goal 2	The Goal was that the School would show progress for the 14-15 school year to 75% proficiency on NYS-ELA exams for 3-5 grade. As the new administrator, I stated in the November 1st report that our school would make 15% or better growth per year as we would methodically work to the 75% proficiency. This will occur over a 3-year period.	The measure used to insure that this occurs is regular, weekly review of student work AND curriculum-embedded assessments. We will maintain consistent data in order to measure this progress over the course of the school year. We will provide purposeful professional development and regular observations of teacher implementation of language arts instruction.	We have met the goal of at least 15% growth in ELA performance for the 14-15 school year. We maintained regular observations of teacher practice, reviewed student work and assessments, and provided purposeful professional development. In addition to coaching, we also used the consultants from the curriculum programs 2x a year to observe and train, as needed.	
Academic Goal 3	The Goal was that the School would show progress for the 14-15 school year to 75% proficiency on NYS-Mathematics exams for 3-5 grade. As the new administrator, I stated in the November 1st report that our school would make 15% or better growth per year, as we would methodically work to the 75% proficiency. This will occur over a 3-year period.	The measure used to insure that this occurs is regular, weekly review of student work AND curriculum-embedded assessments. We will maintain consistent data in order to measure this progress throughout the school year. In addition, we will provide purposeful professional development, and regular observations of teacher implementation of mathematics instruction.	We have met the goal of at least 15% growth in mathematics for the 14-15 school year. We maintained regular observations of teacher practice, reviewed student work and assessments, and provided purposeful professional development. In addition to coaching, we also used the consultants from the curriculum programs 2x a year to observe and train, as needed.	
Academic Goal 4	The goal stated in the former principal's report was that Peninsula Prep would exceed the performance level of other schools within the surrounding district in which the school is located. At this time, we do not have that information.	We will be able to determine this proficiency when the NYS results of all schools is released. This information will be presented in the November 1st submission.		
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 1	The charter of PPA states that the School will maintain at least a 95% attendance rate.	Peninsula Prep Academy will use our ATS records which have recorded our attendance throughout the 2014-15 academic year.	Peninsula Prep was able to meet the target of 95% rate of attendance of our students.	
Org Goal 2	The Goal from the 2013-14 school year stated that 95% of students enrolled at PPA would return the following school year.	At the close of the school year 2014-15, PPA was 100% enrolled, including in-coming kindergarten students and returning PPA students. All 5th grade students left PPA.	Peninsula Prep Academy was able to have over a 450-student wait list to ensure full enrollment.	
Org Goal 3	The School will comply with all applicable laws, rules, regulations and contract terms including, the NY Charter Schools Act, the NY Open meetings Act, IDEA, and the Family Educational Rights and Privacy Act.	The Board of Trustees has in place and maintains effective systems, policies, and other controls for ensuring that legal and charter requirements are met.	PPA has complied with all applicable laws, rules, and regulations presented by the NYS DoE. The staff is aware of such rules, laws, and policies and is bound by employment with the school to adhere to such policies.	
Org Goal 4	The School will demonstrate good faith efforts to attract, retain, and meet/exceed enrollment and retention targets in regards to students with disabilities, ELL, students that are homeless, and those eligible for free/reduced meals. These targets should be similar/match those of the surrounding district schools.	We will use school enrollment records, recruitment and communication materials.	We did not meet the goal of meeting the surrounding district schools in recruiting or identifying SpEd students, however, we made a substantial effort in identifying those students from the already-enrolled student population and was able to increase our SpEd population. We also have 10 students that will have evaluations during the summer. We did identify ELL students, hire a first-time ELL teacher and launched a significant effort in welcoming those families whose primary language is not English. We also included in all communications with families translated into the language of those families.	We will continue our identification efforts, thru the RTI process. We have an RTI team and coordinator to insure implementation. Our ELL Teacher has received increased professional development to improve her practice. We have continued advertisement to various pre-school locations to include the various demographics of the Far Rockaway community.
Org Goal 5	Parents will express satisfaction with PPA's programs and learning environment.	The NYC School Survey will provide results of the Parent Survey.	The families of PPA reported 90% or better satisfaction with the school, thus meeting/exceeding goals. The parent participation rate was 100% compliance.	

2b.1 Do you have more organizational goals to add?

Yes

2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 6	Teachers will express satisfaction with school leadership and professional development opportunities.	The NYC School Survey will provide data to evaluate progress.	The majority of teachers feel that there is suitable collaboration between colleagues. (90+) However, they have also stated that they would like more time to digest and evaluate new ideas. (78%) In the areas of increased teacher-input in matters regarding spending, hiring, setting standards for student behavior, and selecting materials for classroom use, teachers registered the most concern. They also felt that the principal should spend more time in their classrooms.	During our pre-service training, we will address the issues of those areas of teacher comfort and those concerns that teachers have identified. We will implement more definitive ways to help teachers feel more supported and the principal will spend far more time in classrooms, providing written feedback on those visits. Most importantly, teachers want more "say" on what occurs in the school. We will establish an increased number of committees to address each of the areas of the school.
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

2c. FINANCIAL GOALS

2014-15 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				

Financial Goal 5				
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Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 06/23/2015

Last updated: 07/31/2015

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Charter School Name:

B. Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	4715875
Line 2: Year End Per Pupil Count	314
Line 3: Divide Line 1 by Line 2	15005

2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	272744
Line 2: Management and General Cost (Column)	196301
Line 3: Sum of Line 1 and Line 2	459046
Line 4: Year End Per Pupil Count	314
Line 5: Divide Line 3 by the Year End Per Pupil Count	1461

Thank you.

PENINSULA PREPARATORY ACADEMY
CHARTER SCHOOL

FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2015
(With Comparative Totals as of June 30, 2014)

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

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KOCH GROUP & COMPANY, LLP
CERTIFIED PUBLIC ACCOUNTANTS
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(212) 631-0700 FAX (212) 631-0109

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Peninsula Preparatory Academy Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Peninsula Preparatory Academy Charter School, which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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 entity'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 entity'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 Peninsula Preparatory Academy Charter School as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Peninsula Preparatory Academy Charter School's 2014 financial statements, and our report dated October 28, 2014, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2015, on our consideration of Peninsula Preparatory Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Peninsula Preparatory Academy Charter School's internal control over financial reporting and compliance.

New York, New York
October 29, 2015

Koch Group + Company, LLP
Certified Public Accountants

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2015

(With Comparative Totals as of June 30, 2014)

ASSETS

	<u>2015</u>	<u>2014</u>
CURRENT ASSETS		
Cash	\$ 140,153	\$ 14,778
Restricted cash	75,396	75,348
Due from government agencies	48,759	35,400
Other receivables	36,611	17,785
Prepaid expenses	17,519	17,188
Security deposits	71,667	-
	<u>390,105</u>	<u>160,499</u>
PROPERTY AND EQUIPMENT, at cost, less accumulated depreciation	<u>753,825</u>	<u>794,297</u>
Total Assets	<u><u>\$ 1,143,930</u></u>	<u><u>\$ 954,796</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 283,931	\$ 202,095
Accrued payroll and benefits	358,336	332,818
Capital lease	12,111	-
Deferred rent	18,364	-
Unearned income	-	2,083
	<u>672,742</u>	<u>536,996</u>
Total Current Liabilities	<u>672,742</u>	<u>536,996</u>
Capital lease, less current portion	<u>14,471</u>	<u>-</u>
Total Liabilities	<u>687,213</u>	<u>536,996</u>
NET ASSETS - UNRESTRICTED	<u>456,717</u>	<u>417,800</u>
Total Liabilities and Net Assets	<u><u>\$ 1,143,930</u></u>	<u><u>\$ 954,796</u></u>

See notes to financial statements.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2015

(With Comparative Totals for the year ended June 30, 2014)

	<u>2015</u>	<u>2014</u>
OPERATING REVENUE AND OTHER SUPPORT		
State and local per pupil	\$ 4,754,313	\$ 4,526,400
Grants and Contracts		
State and local	61,062	19,823
Federal	161,391	146,807
Contributions and other	<u>15,787</u>	<u>12,140</u>
Total Public Support and Revenue	<u>4,992,553</u>	<u>4,705,170</u>
EXPENSES		
Program Expenses		
Regular education	3,743,741	3,162,062
Special education	<u>719,250</u>	<u>896,334</u>
	4,462,991	4,058,396
Supporting Services		
Management and general	<u>490,645</u>	<u>541,005</u>
Total Expenses	<u>4,953,636</u>	<u>4,599,401</u>
CHANGE IN NET ASSETS	38,917	105,769
UNRESTRICTED NET ASSETS		
Beginning of year	<u>417,800</u>	<u>312,031</u>
End of year	<u><u>\$ 456,717</u></u>	<u><u>\$ 417,800</u></u>

See notes to financial statements.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2015

(With Comparative Totals for the year ended June 30, 2014)

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 38,917	\$ 105,769
ADJUSTMENTS TO RECONCILE DECREASE IN NET ASSETS TO NET CASH USED IN OPERATING ACTIVITIES		
Depreciation	191,373	169,384
Changes in Assets and Liabilities		
Due from government agencies	(13,359)	(26,412)
Other receivables	(18,826)	(9,025)
Prepaid expenses	(331)	(9,015)
Security deposits	(71,667)	-
Unearned income	(2,083)	(9,347)
Deferred rent	18,364	(6,170)
Accounts payable and accrued expenses	81,836	11,282
Accrued payroll and benefits	25,518	(43,218)
Net cash provided by operating activities	<u>249,742</u>	<u>183,248</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Restricted cash	(48)	(55)
Acquisition of fixed assets	(150,901)	(327,928)
Net cash used in investing activities	<u>(150,949)</u>	<u>(327,983)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Capital lease	26,582	-
Net cash provided by financing activities	<u>26,582</u>	<u>-</u>
NET INCREASE IN CASH	125,375	(144,735)
CASH		
Beginning of year	<u>14,778</u>	<u>159,513</u>
End of year	<u>\$ 140,153</u>	<u>\$ 14,778</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash Paid for Interest	<u>\$ -</u>	<u>\$ 3,445</u>

See notes to financial statements.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2015

(With Comparative Totals for the year ended June 30, 2014)

	<u>Regular Education</u>	<u>Special Education</u>	<u>Total Programs</u>	<u>Management & General</u>	<u>Total 2015</u>	<u>Total 2014</u>
<u>Personnel Expenses</u>						
Salaries and wages	\$ 2,032,351	\$ 399,381	\$ 2,431,732	\$ 200,150	\$ 2,631,882	\$ 2,203,911
Payroll taxes and fringe benefits	623,332	122,492	745,824	61,387	807,211	703,350
Total Personnel Expenses	<u>2,655,683</u>	<u>521,873</u>	<u>3,177,556</u>	<u>261,537</u>	<u>3,439,093</u>	<u>2,907,261</u>
<u>Operating Expenses</u>						
Contracted services						
- financial and accounting	-	-	-	115,500	115,500	94,000
Contracted services						
- academic and program	10,460	1,040	11,500	-	11,500	119,306
Administrative	15,383	3,023	18,406	1,515	19,921	25,062
Insurance	23,386	4,435	27,821	2,140	29,961	27,707
Legal and professional	-	-	-	10,580	10,580	32,536
Maintenance and repairs	164,778	32,381	197,159	16,228	213,387	233,957
Occupancy	422,283	82,984	505,267	41,587	546,854	540,943
Postage and shipping	14,972	2,942	17,914	1,474	19,388	19,215
Staff development	19,939	3,918	23,857	14,505	38,362	85,110
Advertising and recruitment	3,834	753	4,587	378	4,965	9,845
Student meals	11,634	1,156	12,790	-	12,790	10,358
Instruction supplies and materials	145,503	14,460	159,963	-	159,963	189,107
Travel and transportation	4,313	848	5,161	425	5,586	13,762
Technology and communication	94,121	18,496	112,617	9,269	121,886	111,789
Dues and subscription	9,673	1,901	11,574	953	12,527	6,671
Depreciation	147,779	29,040	176,819	14,554	191,373	169,384
Other expenses	-	-	-	-	-	3,388
Total Operating Expenses	<u>1,088,058</u>	<u>197,377</u>	<u>1,285,435</u>	<u>229,108</u>	<u>1,514,543</u>	<u>1,692,140</u>
TOTAL EXPENSES	<u>\$ 3,743,741</u>	<u>\$ 719,250</u>	<u>\$ 4,462,991</u>	<u>\$ 490,645</u>	<u>\$ 4,953,636</u>	<u>\$ 4,599,401</u>

See independent auditors' report

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

1. Organization

Peninsula Preparatory Academy Charter School (the “School”), a 501 (c) (3) tax-exempt organization, is a public charter school for children in grades kindergarten through fifth grade located in Far Rockaway, New York. The School’s charter was renewed in 2014 for an additional five years. The mission of the School is to create a challenging, technology-rich learning environment in which the cornerstone of high expectations and focused instruction guarantee that every child - including those at-risk - succeeds academically. Enrollment in available class slots is open to all potential student candidates, with those residing in the immediate area given first preference. A lottery is held to award these available slots.

2. Summary of Significant Accounting Policies

a) Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

b) Financial Statement Presentation

The School reports information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

- i) Unrestricted net assets – Net assets that are not subject to grant or donor- imposed stipulations.
- ii) Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the School and/or passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. There are no temporarily restricted net assets at June 30, 2015.
- iii) Permanently restricted net assets – Net assets subject to grantor or donor-imposed stipulations that they be maintained permanently by the School to use all or part of the assets for general or specific purposes. There are no permanently restricted net assets at June 30, 2015.

Furthermore, The School is required to segregate program service expenses from support expenses.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

2. Summary of Significant Accounting Policies (Continued)

c) Cash and Cash Equivalents

The School maintains its cash in bank deposit accounts, which, at times, may exceed federally insured limits. The School has not experienced any losses in such accounts. The School believes it is not exposed to significant credit risk on cash and equivalents. For the purposes of the statement of cash flows, the School considers all highly liquid debt instruments purchased with maturity of three months or less to be cash equivalents.

d) Grants and Contributions Receivable

Unconditional promises to give that are expected to be collected within one year are recorded as grants and contribution receivable at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using interest rates applicable to the years in which the promises are received. Conditional promises to give are not included as support until the conditions are substantially met.

e) Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence or nature of any donor restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the School reports the support as unrestricted.

f) Donated Services

The School receives donated services from unpaid volunteers. No amounts have been recognized in the statement of activities since the services do not meet the specialized skill criteria for recognition under generally accepted accounting principles.

g) Functional Allocation of Expenses

Costs and expenses of various programs and other activities have been analyzed on a functional basis. Accordingly, certain costs and expenses incurred have been allocated among the programs and supporting services benefited. Salaries, wages, and fringe benefits were allocated as direct costs to programs; supporting activity and other costs were allocated as directed costs based on actual costs associated with the activity.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

2. Summary of Significant Accounting Policies (Continued)

h) Property and Equipment

Purchases of property and equipment are capitalized at cost. Donated assets are capitalized at the estimated fair value at date of receipt. The cost of maintenance and repairs is charged to expense as incurred; significant improvements are capitalized. The School capitalizes additions and significant improvements in excess of \$1,500. Depreciation is computed using the straight-line method over estimated useful lives of 3 to 7 years.

i) Income Taxes

On July 5, 2005 Peninsula Preparatory Academy Charter School filed and received approval of its application for tax exempt status from the Internal Revenue Service under section 501(c)(3) of the Internal Revenue code to be classified as a publicly supported organization as described in Internal Revenue Code section 509 (A)(1) and 170 (B)(1)(A)(II).

Management believes that the School has no uncertain tax positions that would require financial statement recognition. The School is no longer subject to income tax examination by federal, state or local tax authorities in the United States for years before 2011, which is standard statute of limitations look-back period.

j) Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

3. Restricted Cash

Pursuant to an addendum to the Charter Agreement dated August 4, 2008, from the New York City Department of Education (“NYCDOE”), the NYCDOE requires the School to establish an escrow of at least \$75,000 to be used in the event of termination of the charter. 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.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

4. Revenue Recognition

Revenue from the state and local government resulting from its charter school status is based on the number of students enrolled and is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the School when qualifying expenditures are incurred and billable. Funds received in advance for which qualifying expenditures have not been incurred are reflected as refundable advances from state and local government grants in the accompanying statement of financial position.

5. Property and Equipment

At June 30, 2015 and 2014, property and equipment consisted of the following:

	<u>2015</u>	<u>2014</u>	<u>Estimated Useful Life</u>
Leasehold improvements	\$ 1,029,191	\$ 946,085	2 years
Furniture and fixtures	161,464	152,984	7 years
Computer equipment	363,863	319,597	5 years
Office equipment	<u>266,529</u>	<u>251,479</u>	5-7 years
	1,821,047	1,670,145	
Less: Accumulated Depreciation	<u>(1,067,222)</u>	<u>(875,848)</u>	
Total	<u>\$ 753,825</u>	<u>\$ 794,297</u>	

Depreciation expense for the years ended June 30, 2015 and 2014 was \$191,373 and \$169,384

6. Accrued Payroll and Benefits

Accrued payroll and benefits consist of amounts earned by the staff during the school year that is paid out over the summer months.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

7. Capital Lease

In August, 2014, the School obtained equipment, pursuant to a capital lease agreement. The lease requires monthly payments of \$1,048, through maturity in August 2017.

Future payments under this capital lease are as follows:

<u>Year ending June 30</u>	
2016	\$12,111
2017	14,471
Add: Amount attributable to interest	<u>666</u>
	<u>\$27,248</u>

8. Retirement Plan

The School offers a 401(k) plan for all employees. Employees are eligible for the plan immediately upon employment and participation in the plan is voluntary. Employees can make pretax contributions up to a maximum of 100% of their annual compensation, subject to IRS restrictions. The School matches the employee contribution up to 4% of the employee's annual compensation. The School's contribution recognized in the statement of activities was \$53,906 and \$54,302 for the years ended June 30, 2015 and 2014. Such plan assets are held in a separate trust and are not included in the accompanying financial statements. All plan assets are held for the exclusive benefit of the Plan's participants and beneficiaries.

9. Commitment

The School is a lessee under an operating lease, principally for classroom space and administrative offices. For the year ended June 30, 2015, rent of \$450,000 was included in occupancy expense. The accompany statement of activities reflects occupancy expense on a straight-line basis over the term of the lease. At June 30, 2015 deferred rent payable in the amount of \$18,364, represents the excess of the rental expense recognized over the actual rent billed.

Minimum lease payments for the next four years are as follows:

<u>Year ended June 30,</u>	
2016	\$ 459,000
2017	468,180
2018	477,544
2019	487,095

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

10. Revenue Concentration

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

11. Food and Transportation

The New York City Department of Education provides free lunches directly to some of the School's students. Such costs are not included in these financial statements. The School covers the unreimbursed cost of lunches for children not entitled to free lunches. The office of Pupil Transportation provides free transportation to the majority of the students during the district's school days.

12. Contingency

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 such audits of government and contracts by government agencies is presently not determinable, it should not, in the opinion of the management, have a material effect on the financial position or results of operations. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

13. Subsequent Events

Management has evaluated subsequent events through October 29, 2015, the date that financial statements were available to be issued. No significant subsequent events have been identified that would require adjustment or disclosure in the accompanying financial statements.



KOCH GROUP & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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New York, NY 10001

(212) 631-0700 FAX (212) 631-0109

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

To the Board of Trustees of
Peninsula Preparatory Academy Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Peninsula Preparatory Academy Charter School, which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 29, 2015.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Koch Group & Company, LLP
Certified Public Accountants

New York, New York
October 29, 2015

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2015-16 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Peninsula Preparatory Academy Charter School

PROJECTED BUDGET FOR 2015-2016

July 1, 2015 to June 30, 2016							Assumptions	
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable	
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Total Revenue	3,557,549	1,070,628	-	-	477,732	5,105,910		
Total Expenses	3,551,230	1,074,048	-	-	458,636	5,083,915		
Net Income	6,319	(3,420)	-	-	19,096	21,995		
Actual Student Enrollment	314	30				-		
Total Paid Student Enrollment	314	30				344		
PROGRAM SERVICES			SUPPORT SERVICES					
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
REVENUE								
REVENUES FROM STATE SOURCES								
Per Pupil Revenue	CY Per Pupil Rate							
District of Location								
School District 2 (Enter Name)	\$13,877.00						\$13,887 per 314 Gen Ed pupils	
School District 3 (Enter Name)								
School District 4 (Enter Name)								
School District 5 (Enter Name)								
	3,036,009	913,673	-	-	407,696	4,357,378		
Special Education Revenue	398,172	119,828	-	-	53,469	571,470	\$10,802 per 30 SPED pupils	
Grants								
Stimulus								
Other								
Other State Revenue	17,390	5,233	-	-	2,335	24,958	Based on 314 GenEd pupils x FAMIS Rates: NYSTL [\$58.24], NYSSL [\$6.25], NYSLIB [\$14.98]	
TOTAL REVENUE FROM STATE SOURCES	3,451,571	1,038,734	-	-	463,501	4,953,806		
REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs	19,650	5,914	-	-	2,639	28,202	Based on FY15 award	
Title I	65,634	19,752	-	-	8,814	94,200	Based on FY15 award	
Title Funding - Other	7,526	2,265	-	-	1,011	10,802	Based on FY15 award	
School Food Service (Free Lunch)								
Grants								
Charter School Program (CSP) Planning & Implementation								
Other								
Other Federal Revenue								
TOTAL REVENUE FROM FEDERAL SOURCES	92,810	27,931	-	-	12,463	133,204		
LOCAL and OTHER REVENUE								
Contributions and Donations, Fundraising								
Erate Reimbursement	13,169	3,963	-	-	1,768	18,900	Based on FY15 projection	
Interest Income, Earnings on Investments,								
NYC-DYCD (Department of Youth and Community Developmt.)								
Food Service (Income from meals)								
Text Book								
Other Local Revenue								
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	13,169	3,963	-	-	1,768	18,900		
TOTAL REVENUE	3,557,549	1,070,628	-	-	477,732	5,105,910		
EXPENSES								
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions							
Executive Management	1.00	36,334	3,836	-	-	62,830	103,000	Business Mgr-61% M&G, 0% Frsng, 39% Student Allocation
Instructional Management	2.00	159,496	16,840	-	-	67,774	244,110	Principal-60% M&G, 0% Frsng, 40% SA [90.54% Gen Ed, 9.55% SPED], Assistant Principal - 11% M&G,0% Frsng, 89% Student Allocation SA [90.54% Gen Ed, 9.55% SPED]
Deans, Directors & Coordinators	1.00	83,847	8,853	-	-	-	92,700	Dean of Students
CFO / Director of Finance	-	-	-	-	-	-	-	
Operation / Business Manager	-	-	-	-	-	-	-	
Administrative Staff	4.00	126,025	20,003	-	-	46,732	192,760	Custodian, IT Directory, School Secretary, Pupil Accountant - 80% M&G, 0% Frsng, Balance - SA 90.45% Gen Ed, 9.55% SPED
TOTAL ADMINISTRATIVE STAFF	8	405,702	49,532	-	-	177,336	632,570	
INSTRUCTIONAL PERSONNEL COSTS								

Peninsula Preparatory Academy Charter School

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,557,549	1,070,628	-	-	477,732	5,105,910	
Total Expenses	3,551,230	1,074,048	-	-	458,636	5,083,915	
Net Income	6,319	(3,420)	-	-	19,096	21,995	
Actual Student Enrollment	314	30				-	
Total Paid Student Enrollment	314	30				344	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Teachers - Regular	12.00	645,032	68,137	-	-	713,169	SA 90.45% Gen Ed, 9.55% SPED
Teachers - SPED	7.00	-	407,040	-	-	407,040	100% SPED
Substitute Teachers							
Teaching Assistants	8.00	247,731	26,169	-	-	273,900	Associate Teachers SA 90.45% Gen Ed, 9.55% SPED
Specialty Teachers	7.00	411,502	43,468	-	-	454,970	Art, Music, Physical Ed, AIS (2), Librarian, Robotics/Chess Teacher, ELL SA 90.45% Gen Ed, 9.55% SPED
Aides	3.00	108,266	11,436	-	-	119,702	SA 90.45% Gen Ed, 9.55% SPED
Therapists & Counselors	1.00	63,315	6,685	-	-	70,000	Counselor SA 90.45% Gen Ed, 9.55% SPED
Other	2.00	133,591	14,122	-	-	147,713	Literacy Coach, Data Coordinator - SA 90.45% Gen Ed, 9.55% SPED
TOTAL INSTRUCTIONAL	40	1,609,437	577,057	-	-	2,186,494	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	
SUBTOTAL PERSONNEL SERVICE COSTS	48	2,015,139	626,589	-	177,336	2,819,064	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		185,377	57,265	-	-	242,642	FICA & Medicare rates
Fringe / Employee Benefits		372,744	115,145	-	-	487,889	Medical, Dental, Vision, Workers' Comp, Disability, Life Insurance Benefits
Retirement / Pension		58,955	18,212	-	-	77,167	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
TOTAL PAYROLL TAXES AND BENEFITS		617,076	190,622	-	-	807,698	
TOTAL PERSONNEL SERVICE COSTS		2,632,216	817,211	-	177,336	3,626,763	
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	18,025	18,025	100% M&G
Legal		-	-	-	1,000	1,000	100% M&G
Management Company Fee		-	-	-	100,000	100,000	CSBM contract, 100% M&G
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		-	-	-	4,750	4,750	100% M&G
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		7,236	764	-	3,500	11,500	Compliance 100% M&G, Other Consultants SA 90.45% Gen Ed, 9.55% SPED
TOTAL CONTRACTED SERVICES		7,236	764	-	127,275	135,275	
SCHOOL OPERATIONS							
Board Expenses		-	-	-	3,750	3,750	100% M&G
Classroom / Teaching Supplies & Materials		30,995	3,274	-	-	34,269	SA 90.45% Gen Ed, 9.55% SPED
Special Ed Supplies & Materials		-	-	-	-	-	
Textbooks / Workbooks		18,089	1,911	-	-	20,000	SA 90.45% Gen Ed, 9.55% SPED
Supplies & Materials other		22,573	2,385	-	-	24,958	SA 90.45% Gen Ed, 9.55% SPED
Equipment / Furniture		15,784	4,876	-	1,562	22,222	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Telephone		17,665	5,457	-	1,748	24,870	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Technology		36,906	11,401	-	3,652	51,959	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Student Testing & Assessment		13,567	1,433	-	-	15,000	SA 90.45% Gen Ed, 9.55% SPED
Field Trips		7,351	777	-	-	8,128	SA 90.45% Gen Ed, 9.55% SPED
Transportation (student)		1,791	553	-	177	2,521	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Student Services - other		7,011	741	-	-	7,752	SA 90.45% Gen Ed, 9.55% SPED
Office Expense		16,939	5,233	-	1,676	23,848	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Staff Development		23,491	3,359	-	2,927	29,777	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G

Peninsula Preparatory Academy Charter School

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,557,549	1,070,628	-	-	477,732	5,105,910	
Total Expenses	3,551,230	1,074,048	-	-	458,636	5,083,915	
Net Income	6,319	(3,420)	-	-	19,096	21,995	
Actual Student Enrollment	314	30				-	
Total Paid Student Enrollment	314	30				344	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Staff Recruitment	2,713	287	-	-	-	3,000	SA 90.45% Gen Ed, 9.55% SPED
Student Recruitment / Marketing	2,713	287	-	-	-	3,000	SA 90.45% Gen Ed, 9.55% SPED
School Meals / Lunch	8,380	2,589	-	-	829	11,798	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Travel (Staff)	3,552	1,097	-	-	351	5,000	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Fundraising	-	-	-	-	-	-	
Other	-	-	-	-	4,120	4,120	100% M&G
TOTAL SCHOOL OPERATIONS	229,520	45,659	-	-	20,792	295,972	
FACILITY OPERATION & MAINTENANCE							
Insurance	21,901	6,421	-	-	6,840	35,162	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	326,028	100,714	-	-	32,258	459,000	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Repairs & Maintenance	131,933	40,756	-	-	13,054	185,743	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	60,336	18,639	-	-	5,970	84,945	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
TOTAL FACILITY OPERATION & MAINTENANCE	540,198	166,530	-	-	58,122	764,850	
DEPRECIATION & AMORTIZATION	142,060	43,884	-	-	14,056	200,000	Indirect Allocation - 71.03% Gen Ed, 21.94%, 7.03% M&G
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	3,551,230	1,074,048	-	-	458,636	5,083,915	
NET INCOME	6,319	(3,420)	-	-	19,096	21,995	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location							
School District 2 (Enter Name)	314	30	344				
School District 3 (Enter Name)							
School District 4 (Enter Name)							
School District 5 (Enter Name)							
TOTAL ENROLLMENT	314	30	344				
REVENUE PER PUPIL	11,330	35,688	-				
EXPENSES PER PUPIL	11,310	35,802	-				



Appendix E: Disclosure of Financial Interest Form

Last updated: 06/23/2015

Page 1

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 2013-14 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-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

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 <https://fluidsurveys.com/account/surveys/540612/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: 06/23/2015

Last updated: 07/25/2015

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Betty Leon	[REDACTED]	Chair/Board President	Yes	Academics, legal counsel	4 terms. Sep 10th 2011 no expiration date listed
2	Doretha McFadden	[REDACTED]	Vice Chair/Vice President	Yes	Academics	3 terms
3	Jacqueline Burton Waal	[REDACTED]	Secretary	Yes	Academics	8 terms
4	Kevin Alexander	[REDACTED]	Treasurer	Yes	Finance and Fund Raising	4 terms
5	Sylvester Okonkwo	[REDACTED]	Trustee/Member	Yes	Finance	4 terms
6	Michelle Burchette	[REDACTED]	Parent Representative	Yes	Parent Rep & Academics	1 term expiration 6/30/16
7	Brandon Jeffries	[REDACTED]	Trustee/Member	Yes	Academics	1 term
8	Malik Sanders	[REDACTED]	Trustee/Member	Yes	Development	1 term
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2014-15 school year

3

3. Total Number of Members Departing the Board during the 2014-15 school year

1

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

7

5. How many times did the Board meet during the 2014-15 school year?

11

6. How many times will the Board meet during the 2015-16 school year?

11

Thank you.

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Peninsula Preparatory Academy 2015-16 Student Recruitment Plan

- This plan was designed and implemented by Peninsula Prep's RECRUITMENT TEAM.

Karen Jones (Principal)

Jason Pierre (COO)

Minerva Hernandez (Pupil Accounting secretary)

Larnice Johnson (Parent coordinator)

- All outreach and promotional activities will commence on January 20th 2015 and end on April 1st 2015.
 - Application deadline April 1st 2015
 - Lottery Date April 2nd 2015
1. Peninsula Prep will have 11 open house dates which will allow prospective parents to tour our facility, meet faculty, learn about the application and lottery process.
 2. All communication to the public will be in English and Spanish to attract ELL (district 27 is about 28 % Hispanic) Parents will also have to the opportunity to complete Peninsula Prep's application in various languages through the Charter School Common Application hosted by the NYCCC.

Board of Trustees:

Betty Leon, Esq. – Chairperson

Kevin Alexander – Vice-Chairperson

Jacqueline Burton Waal – Secretary, **Sylvester Okonkwo** – Member,

Doretha McFadden – Member, **Tracey Thomas** – PTO President

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3. Public Notification will posted: -

- Local Newspaper (weekly)
- School's website www.peninsulaprep.org
- Recruitment team will visit daycare and preschool centers
- Recruitment information will be backpacked and sent home by existing students for friends and relatives.
- Posters will be placed on school grounds and in local businesses.

4. Peninsula Preparatory will utilize an online randomization software hosted by www.random.org to facilitate the lottery process.

Board of Trustees:

Betty Leon, Esq. – Chairperson

Kevin Alexander – Vice-Chairperson

Jacqueline Burton Waal – Secretary, **Sylvester Okonkwo** – Member,

Doretha McFadden – Member, **Tracey Thomas**– PTO President

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Appendix I: Teacher and Administrator Attrition

Last updated: 07/25/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	24	4	4

2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	3	2	2

Thank you



Appendix J: Uncertified Teachers

Last updated: 07/25/2015

"thirty per centum or 5 teachers, whichever is less"

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

Charter School Name:

Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf)

How many **UNCERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	1
(ii) individuals who are tenured or tenure track college faculty	1
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
Total	2.0

How many **CERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

22

Thank you.

Name	Position
Jones, Karen	<i>School Principal</i>
Berkley-Cummings,L	<i>Assistant Principal</i>
Pierre, Jason	<i>Chief Operations Officer</i>
Laurant, Rachele	<i>School Counselor</i>
Johnson, Larnice	<i>Parent Coordinator</i>
Inforna, Angela	<i>Literacy Coach</i>
Binns, Andrea	<i>Classroom Teacher</i>
Canner, Mellisa	<i>Associate Teacher</i>
Calamiong, Cheryl	<i>Classroom Teacher</i>
Caracappa, Michelle	<i>Classroom Teacher</i>
Cates, Jessie	<i>Associate Teacher</i>
Cepeda, Francheska	<i>Classroom Teacher</i>
Cervoni, Gabriella	<i>Data Specialist</i>
Chow, Katherine	<i>Classroom Teacher</i>
Cook, Jessica	<i>Classroom Teacher</i>
Cordova,Violeta	<i>Asso-Behavior Specialist</i>
Cvikevich, Audrey	<i>Classroom Teacher</i>
Estrada, Santos	<i>Custodian</i>
Fairley, Norman	<i>Sped Co-ordinator</i>
Ferrara, Shari	<i>Classroom Teacher</i>
Beckwith, Deana	<i>Classroom Teacher</i>
Frankel, Cara	<i>Sp. Ed. (3rd)</i>
Gales, Kimberly	<i>Associate Teacher</i>
Genzale, Kate	<i>Sp. Ed. (K)</i>
Glasco, Sean	<i>Behavior Intervention Specialist</i>
Gropper, Karissa	<i>Art Teacher</i>
Harrison, Lauren	<i>Music Teacher</i>
Hernandez, Minerva	<i>Pupil Accounting Secretary</i>
Jones, Ta	<i>Classroom Teacher</i>
Katz, Jennifer	<i>Sp. Ed.(K-2)</i>
Katz, Jared	<i>Gym Teacher</i>
Kramer, Katielynn	<i>Classroom Teacher</i>
Lee, Rosalind	<i>Associate Teacher</i>
Llewellyn, Claudette	<i>School Secretary</i>
Metellus, Asonia	<i>Associate Teacher</i>
Munro-Rowe, C.	<i>Classroom Teacher</i>
Paduano, Anthony	<i>IT Coordinator</i>
Pedretti, Danielle	<i>Academic Intervention Specialist</i>
Ramsey, Shaniqua	<i>Librarian</i>
Reeves, Robyn	<i>Associate Teacher</i>
Smith, Lashera	<i>Classroom Teacher</i>

Temps, James
Thompson, Jessica
Vega-Molina, Stephanie
Waldman, Jaclyn
Wareing, Michelle

Technology Teacher
Academic Intervention Specialist
Classroom Teacher
Sp. Ed. (1st)
Classroom Teacher



Peninsula Preparatory Academy Charter School

611 Beach 19th Street, Far Rockaway, NY 11691 ~ Phone: (347) 403-9231 ~ Fax: (718) 327-2580 Karen Jones ~ Principal

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Our Mission

By creating a rigorous, academic environment with high expectations and a focused and challenging curriculum, PPA engages its scholars, parents, and the community as crucial partners to create a nurturing school culture where every child achieves personal academic excellence and a demonstrated intrinsic motivation for learning while demonstrating strength of character.

Our Vision

Our vision is to firmly maintain a school environment that has high expectations for every child and challenges each child not only to surpass all the Common Core State Standards, but also to discover the unique talents and attributions they have to contribute to the world. In order for our vision to be realized we believe philosophically that every child must be provided first with a strong foundation in the academician – specifically Reading, Writing and Mathematics. The scholar's exploration of the academics must be interwoven with higher order thinking processes, including but not limited to: problem solving, analytical reasoning, inference, evaluation and creation. Our scholars will practice these skills by engaging in challenging work such as conducting experiments using scientific methodology; exploring cultures and histories using primary documents; engaging in conversations about classical literature; analyzing great works of art; speaking a foreign language; and appreciating musical/theatrical compositions. The educational experience the scholars receive at Peninsula Preparatory Academy will provide them with the academic foundation and confidence necessary to successfully navigate through life's journey as critical thinkers and life-long learners.

Goals

1. All scholars will become proficient in reading and writing the English language.
2. All scholars at the school will demonstrate competency in the understanding and application of mathematics computation and problem solving.
3. All scholars will demonstrate competency in the understanding and application of scientific reasoning.
4. All scholars at Peninsula Preparatory Academy Charter School will demonstrate competency in the understanding of social, geographical, civic and world studies.
5. Peninsula Preparatory Academy Charter School will demonstrate academic success by making adequate yearly progress as required by Federal, State, and local accountability requirements.

Board of Trustees:

Betty Leon, Esq. - *Chairperson*

Doretha McFadden - *Vice Chairperson*

Kevin Alexander, - *Treasurer*, Jacquellne Burton Waal - *Secretary*

Sylvester Okonkwo - *Member*, Patricia Woods - *Member*, Michelle Burchette - *PTO President*

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