

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORTS  
SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
JUNE 30, 2013**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
JUNE 30, 2013**

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**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
JUNE 30, 2013**

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**INDEPENDENT AUDITOR'S REPORT  
ON THE BASIC FINANCIAL STATEMENTS**

The Honorable Board of Education  
Santa Fe South Middle School  
No. E-011, OKC Charter  
Oklahoma City, Oklahoma County, Oklahoma

***Report on the Financial Statements***

We have audited the accompanying fund type and account group financial statements of Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma, component unit of Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma's basic financial statements as listed in the table of contents.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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 opinions.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As discussed in Note 1, Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma, prepares its financial statements in conformity with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The differences between the regulatory basis of accounting and accounting principles generally accepted in the United States of America are also described in Note 1. In addition, the financial statements of the School are intended to provide the financial position and changes in financial position of the Independent School District No. 89 of Oklahoma County, Oklahoma, also known as the Oklahoma City Public Schools, of only that portion of the governmental activities attributable to the transactions of the School.

As discussed in Note 1, the financial statements referred to above do not include the General Fixed Asset Account Group. The amount that should be recorded in the General Fixed Asset Account Group is not known.

As discussed in Note 1, the financial statements present only the financial position of Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma, and do not purport to, and do not, present fairly the financial position of Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma as of June 30, 2013, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

### ***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the School's policy to prepare its financial statements on the basis of accounting discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraphs, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma, as of June 30, 2013, or the results of its operations for the year then ended.

### ***Opinion on Regulatory Basis of Accounting***

However, in our opinion, except for the omission of the general fixed asset account group as discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraphs, the financial statements referred to above present fairly, in all material respects, the cash and unencumbered cash balances arising from regulatory basis transactions of each fund type and account group of Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma, as of June 30, 2013, and the revenues it received and expenditures it paid for the year then ended, on the regulatory basis of accounting described in Note 1.

### ***Other Matters***

Our audit was conducted for the purpose of forming an opinion on the fund type and account group financial statements that collectively comprise Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma's basic financial statements. The accompanying Combining Financial Statements and Schedule of Expenditures of Federal Awards as listed in the accompanying Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Combining Financial Statements and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the fund type and account group financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the financial statements being prepared in compliance with the regulatory basis as prescribed by the Oklahoma State Department of Education as discussed in Note 1, such information is fairly stated, in all material respects, in relation to the basic 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 18, 2013, on our consideration of Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma'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 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 Santa Fe South Middle School, No. E-011, OKC Charter, Oklahoma City, Oklahoma's internal control over financial reporting and compliance.

*Britton, Kuykendall & Miller*

BRITTON, KUYKENDALL & MILLER  
Certified Public Accountants

Weatherford, Oklahoma  
November 18, 2013

**COMBINED FINANCIAL STATEMENTS**

**OF**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA**

SANTA FE SOUTH MIDDLE SCHOOL  
 NO. E-011 OKC CHARTER  
 OKLAHOMA CITY, OKLAHOMA  
 COMBINED BALANCE SHEET  
 ALL FUND TYPES AND ACCOUNT GROUPS - REGULATORY BASIS  
 JUNE 30, 2013

	Governmental Fund Types	Fiduciary Fund Types	Total
	General	Trust and Agency	(Memorandum Only - Note 1) 2013
<u>ASSETS</u>			
Cash and Investments	\$ 618,527.03	\$ 30,193.46	\$ 648,720.49
Total Assets	<u>\$ 618,527.03</u>	<u>\$ 30,193.46</u>	<u>\$ 648,720.49</u>
 <u>LIABILITIES AND FUND BALANCE</u>			
Liabilities:			
Warrants payable	\$ 81,130.09	\$ 0.00	\$ 81,130.09
Encumbrances	25,882.38	0.00	25,882.38
Due to others	0.00	30,193.46	30,193.46
Total Liabilities	<u>107,012.47</u>	<u>30,193.46</u>	<u>137,205.93</u>
Fund Equity:			
Undesignated	<u>511,514.56</u>	<u>0.00</u>	<u>511,514.56</u>
Total fund balances	<u>511,514.56</u>	<u>0.00</u>	<u>511,514.56</u>
Total Liabilities and Fund Balances	<u>\$ 618,527.03</u>	<u>\$ 30,193.46</u>	<u>\$ 648,720.49</u>

The notes to the financial statements are an integral part of this statement.

SANTA FE SOUTH MIDDLE SCHOOL  
 NO. E-011 OKC CHARTER  
 OKLAHOMA CITY, OKLAHOMA  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES - REGULATORY BASIS -  
 ALL GOVERNMENTAL FUND TYPES  
 FOR THE YEAR ENDED JUNE 30, 2013

	Governmental Fund Types	Total (Memorandum Only - Note 1) 2013
	General	
Revenues:		
Local sources	\$ 17,880.11	\$ 17,880.11
Charter schools per capita sources	2,094,354.18	2,094,354.18
Intermediate sources	0.00	0.00
State sources	16,719.72	16,719.72
Federal Sources	430,846.50	430,846.50
Total Revenues Collected	2,559,800.51	2,559,800.51
Expenditures:		
Instruction	1,366,836.82	1,366,836.82
Support services	987,032.33	987,032.33
Non - Instructional services	159,453.75	159,453.75
Capital outlay	165,450.00	165,450.00
Other outlays	2,150.00	2,150.00
Total Expenditures	2,680,922.90	2,680,922.90
Excess of revenue over (under) expenditures	(121,122.39)	(121,122.39)
Adjustments to prior year encumbrances	12,484.95	12,484.95
Prior Period Adjustments	0.00	0.00
Beginning fund balance	620,152.00	620,152.00
Ending fund balance	\$ 511,514.56	\$ 511,514.56

The notes to the financial statements are an integral part of this statement.

SANTA FE SOUTH MIDDLE SCHOOL  
 NO. E-011 OKC CHARTER  
 OKLAHOMA CITY, OKLAHOMA  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
 BALANCES - BUDGET AND ACTUAL - REGULATORY BASIS  
 BUDGETED GOVERNMENTAL FUND TYPES  
 FOR THE YEAR ENDED JUNE 30, 2013

	General Fund		
	Original Budget	Final Budget	Actual
Beginning fund balances, budgetary basis	\$ 620,152.00	\$ 620,152.00	\$ 620,152.00
Revenues:			
Local sources		0.00	17,880.11
Charter schools per capita sources	2,091,814.36	2,091,814.36	2,094,354.18
Intermediate sources	0.00	0.00	0.00
State sources		0.00	16,719.72
Federal sources	403,871.09	403,871.09	430,846.50
Total Revenue, budgetary basis	<u>2,495,685.45</u>	<u>2,495,685.45</u>	<u>2,559,800.51</u>
Expenditures:			
Instruction	1,704,763.01	1,704,763.01	1,366,836.82
Support services	1,079,940.44	1,079,940.44	987,032.33
Non - Instructional services	160,475.00	160,475.00	159,453.75
Capital Outlay	165,450.00	165,450.00	165,450.00
Other Outlays	5,209.00	5,209.00	2,150.00
Debt Service:			
Principal retirement	0.00	0.00	0.00
Interest and fiscal agent charges	0.00	0.00	0.00
Judgments paid	0.00	0.00	0.00
Total Expenditures, budgetary basis	<u>3,115,837.45</u>	<u>3,115,837.45</u>	<u>2,680,922.90</u>
Excess of revenue and beginning fund balances over (under) expenditures - budgetary basis	(0.00)	0.00	499,029.61
Other financing sources (uses):			
Bond sale proceeds	0.00	0.00	0.00
Operating Transfers	0.00	0.00	0.00
Excess of revenues and other sources over (under) expenditures and other uses	(0.00)	0.00	499,029.61
Adjustments to prior year encumbrances	0.00	0.00	12,484.95
Prior Period Adjustments	0.00	0.00	0.00
Ending fund balances	<u>\$ (0.00)</u>	<u>\$ 0.00</u>	<u>\$ 511,514.56</u>

The notes to the financial statements are an integral part of this statement.

**NOTES TO COMBINED FINANCIAL STATEMENTS**

**OF**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

1. **Nature of Organization and Summary of Significant Accounting Policies**

The basic financial statements of Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma (the "School"), component unit of Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma, have been prepared in conformity with another comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education.

The financial statements present only the financial position of Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma, and do not purport to, and do not, present fairly the financial position of Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma as of June 30, 2013, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. The more significant of the School's accounting policies are described below.

Independent School District No. 89 of Oklahoma County, Oklahoma, also known as the Oklahoma City Public Schools (the "District"), has contracted with Santa Fe South Middle School ("Santa Fe South Schools, Inc.") for the operation of the School, a charter school under the Oklahoma Charter School Act.

The school receives funding from local, state, and federal government sources and must comply with the applicable requirements of these funding source entities.

A. **Reporting Entity**

The School is governed by the board of directors of Santa Fe South Schools, Inc. The financial data of the School is also reported within the general fund of the District's financial statements. The accompanying financial statements are intended to present only the results of the operations of the School and not that of the general fund of the District.

The School's activities are reported for federal and Oklahoma tax purposes by Santa Fe South Schools, Inc. Santa Fe South Schools, Inc. is an organization described in Internal Revenue Code Section 501(c)(3). As such, the income of the School is subject to federal or state income taxes only to the extent it generates income from unrelated activities. The School had no unrelated income in the year ended June 30, 2013.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

In evaluating how to define the school, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic -- but not the only -- criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the School and/or its citizens, or whether the activity is conducted within the geographic boundaries of the School and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the School is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no potential component units included in the School's reporting entity. Although, the School is a component unit of Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma.

**B. Fund Accounting**

The School uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain school functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types."

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**Fund Accounting, (Continued)**

**Governmental Fund Types**

Governmental Funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds), the acquisition or construction of general fixed assets (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Funds).

**General Fund** - The General Fund is used to account for all financial transactions except those required to be accounted for in another fund. Major revenue sources include state funding under the Foundation and Incentive Aid Program. Expenditures include all costs associated with the daily operations of the school except for programs funded for building repairs and maintenance, school construction and debt service on bonds and other long-term debt. The General Fund includes federal and state restricted monies that must be expended for specific programs.

**Fiduciary Fund Types**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District. Agency funds generally are used to account for assets that the District holds on behalf of others as their agent and do not involve measurement of results of operations.

**Agency Fund** - The Agency Fund is the School Activities Fund which is used to account for monies collected principally through fundraising efforts of the students and District-sponsored groups. The administration is responsible, under the authority of the Board, for collecting, disbursing and accounting for these activity funds.

**Account Groups**

Account groups are not funds and consist of a self-balancing set of accounts used only to establish accounting control over long-term debt and general fixed assets not accounted for in proprietary funds. The only account group applicable to the School is the general fixed assets account group. As the School does not maintain a record of general fixed assets, the general fixed assets account group is not presented at June 30, 2013.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**Fund Accounting, (Continued)**

**Memorandum Only - Total Column**

The total column on the financial statements is captioned "memorandum only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**C. Basis of Accounting**

The School prepares its financial statements in a presentation format that is prescribed by the Oklahoma State Department of Education. This format is essentially the generally accepted form of presentation used by state and local governments prior to the effective date of GASB Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - for State and Local Governments*. This format differs significantly from that required by GASB Statement No. 34.

The basic financial statements are essentially prepared on a basis of cash receipts and disbursements modified as required by the regulations of the Oklahoma State Department of Education as follows:

- Encumbrances represented by purchase orders, contracts and other commitments for the expenditure of monies are recorded as expenditures when approved.
- Investments are recorded as assets when purchased.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded when incurred.

This regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred for governmental fund types.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**D. Budgets and Budgetary Accounting**

Budgets are maintained in the OCAS system of accounting and are included in the financial statements.

**E. Assets, Liabilities and Fund Equity**

**Cash and Cash Equivalents** - The School considers all cash on hand, demand deposits and highly liquid investments, with an original maturity of three months or less when purchased, to be cash and cash equivalents.

**Investments** - Investments consist of direct obligations of the United States Government and Agencies or certificates of deposit with maturities greater than three months when purchased. All investments are recorded at cost, which approximates market value.

**Inventories** - The value of consumable inventories at June 30, 2013, is not material to the financial statements.

**Warrants Payable** - Warrants are issued to meet the obligations for goods and services provided to the School. The School recognizes a liability for the amount of outstanding warrants that have yet to be redeemed by the School's treasurer.

**Fixed Assets and Property, Plant and Equipment** - The General Fixed Asset Account Group is not presented.

**Compensated Absences** - As the School reports under the regulatory basis of accounting, expenditures are generally recognized when encumbered/reserved rather than at the time the related fund liability is incurred. Thus, compensated absences have not been presented.

**Cash Fund Balance** - Cash fund balance represents the funds not encumbered by purchase order, legal contracts, and outstanding warrants.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**F. Revenue, Expenses and Expenditures**

**Local Revenues** - Revenue from local sources is the money generated from within the boundaries of the School and available to the School for its use. Local sources of revenues for the School include contributions, supplies and materials sold, commissions, and reimbursements.

**Intermediate Revenues** - Revenues from intermediate sources are the amounts of money from funds collected by an intermediate administrative unit, or a political subdivision between the School and the State, and distributed to schools in amounts that differ in proportion to those collected within such systems.

**State Revenues** - Revenues from state sources for current operations are primarily governed by the state aid formula under the provisions of Article XVIII, Title 70, Oklahoma Statutes. The State Board of Education administers the allocation of state aid funds to school districts based on information accumulated from the districts.

After review and verification of reports and supporting documentation, the State Department of Education may adjust subsequent fiscal period allocations of money for prior year errors disclosed by review. Normally, such adjustments are treated as reductions or additions of revenue of the year when the adjustment is made.

The School receives revenue from the state to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical programs. The State Department of Education requires that categorical, educational program revenues be accounted for in the general fund.

**Federal Revenues** - Federal revenues consist of revenues from the federal government in the form of operating grants or entitlements. An operating grant is a contribution to be used for a specific purpose, activity or facility. A grant may be received either directly from the federal government or indirectly as a pass-through from another government, such as the State.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Summary of Significant Accounting Policies, (Continued)**

**Revenue, Expenses and Expenditures, (Continued)**

**Non-revenue Receipts** - Nonrevenue receipts represent receipts deposited into a fund that are not considered new revenues to the School, but rather the return of assets that also includes miscellaneous receipts.

**Interfund Transactions** - Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund or expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers. There were no operating transfers or residual equity transfers during fiscal year 2013.

**G. Statement of Cash Flows**

Since the School does not currently have any Proprietary Fund Types, the statement of cash flows has not been presented in the fiscal 2013 accompanying financial statements.

**H. GASB 34**

In June 1999, the Governmental Accounting Standards Board (GASB) issued statement 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. GASB Statement 34 establishes new financial reporting requirements for state and local governments throughout the United States of America. The School, along with other Oklahoma charter schools requested and received an exemption from the District to delay the adoption of GASB Statement 34 beginning with fiscal year 2003. When implemented, GASB Statement 34 will require new information and will restructure much of the financial information to include the accrual basis of accounting as prescribed by accounting principles generally accepted in the United States of America that will provide readers a broad overview of the School's finances, in a manner similar to a private-sector business.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

2. **Cash and Investments**

The School's investment policies are governed by state statute. Permissible investments include direct obligations of the United States Government and Agencies; certificates of deposit of savings and loan associations, and bank and trust companies; and savings accounts or savings certificates of savings and loan associations, and trust companies. Collateral is required for demand deposits and certificates of deposit for all amounts not covered by federal deposit insurance.

**Deposits** - The District's cash deposits at June 30, 2013, are categorized to give an indication of the level of risk assumed by the School at year end as follows:

**Deposit Categories of Credit Risk**

- (A) Insured or collateralized with securities held by the School or by its agent in the District's name.
- (B) Collateralized with securities held by the pledging financial institution's trust department or agent in the District's name.
- (C) Uncollateralized.

	Category			Bank Balance
	(A)	(B)	(C)	
Cash	\$ 280,193.46	\$ 368,527.03	\$ 0.00	\$ 648,720.49
Investments	0.00	0.00	0.00	0.00
Totals	\$ 280,193.46	\$ 368,527.03	\$ 0.00	\$ 648,720.49

3. **Other Information**

A. **Investment Income**

Investment income deposits to the General Fund account are receipted as allocated by the School Treasurer. School Funds are required to be invested in accordance with Title 70 of the Oklahoma Statutes, Article 5, Section 115. Interest income on investments totaled \$1,696.39 for the year ended June 30, 2013.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Other Information, (Continued)**

**B. Risk Management**

The School is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School purchases commercial insurance to cover these risks of loss, including general and auto liability, property damage, and public officials liability. Management believes such coverage is sufficient to preclude any significant uninsured losses to the School. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

**C. Health Care Coverage**

Medical insurance is paid for employees in the amount of the full premium for full time eligible employees and partial payment consistent with the amount of preauthorized work for part time eligible employees. The School will pay 50% of dependent coverage if employees cover the remaining 50%. Part time employees are eligible if they work at least 30 hours per week. The School pays the applicable percentage of the premiums in relation to full time rates.

**D. Contingencies**

**Grantor Agencies** - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already received, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the School expects such amounts, if any, to be immaterial.

**Facilities Acquisition and Construction** - During the year ended June 30, 2013, the School posted expenditures for the General Fund totaling \$165,450.00 into their accounting records using the expenditure code 4000 Facilities Acquisition and Construction from the Oklahoma Cost Accounting System (OCAS) expenditure codes. The School made these expenditures to purchase a building to be used as a School site. At the end of the fiscal year June 30, 2013, the School submitted their accounting data to the Oklahoma State Department of Education (OSDE). The OSDE later examined the School's financial data and determined that errors existed. These errors related to the School using expenditure code 4000 Facilities Acquisition and Construction for the building purchase. The OSDE's position is that the School is not allowed to purchase

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Other Information, (Continued)**

**Contingencies, (Continued)**

**Facilities Acquisition and Construction, (Continued)**

buildings out of the General Fund. Title 70 Oklahoma Statutes § 1-117 require that expenditures from the General Fund shall be noncapital in nature. They define a capital expenditure as an expenditure which results in the acquisition of fixed assets or additions to fixed assets. Included in their definition of capital expenditures are purchases of land or existing buildings, purchase of real property, construction of buildings, additions to buildings, remodeling of buildings if such remodeling involves changes to roof structures or load bearing walls, and installments and lease payments on property that results in the acquisition of property.

Article X, Section 10, of the Oklahoma Constitution provides for a building fund for a school district that consists of monies derived from the proceeds of a building fund levy, voted by the people of a school district for the purpose of capital expenditures that may be used for purchasing, remodeling, and erecting buildings. It is the School's position that neither the Oklahoma Constitution nor Oklahoma Statutes contain a provision allowing charter schools to levy taxes that could be used for the purchase or construction of buildings. Therefore, there is not a very practical way for a charter school to use a fund other than the General Fund to acquire additional building properties to serve additional students when the need arises. The School was growing and needed buildings for additional classes, and without a way to levy taxes to purchase the building, the School used General Funds to make the purchase.

The School and OSDE are trying to reach an agreement on how to properly handle this disparity. The Facilities Acquisition and Construction expenditures are shown in the current year financial statements as capital outlay expenditures in the General Fund.

E. **Employee Benefit Plan**

The School participates in a defined contribution salary deferral plan which covers substantially all employees. Under the plan the School contributes 7% of an employee's monthly gross wages. Employee contributions to the plan are voluntary and may be made up to 10% of monthly gross wages.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Other Information, (Continued)**

**Employee Benefit Plan, (Continued)**

School employees are 100% vested with their first contribution. The School has no control over the fund, and employees may remove what they have contributed at any time, but must leave the School's contribution in the plan until termination of employment.

Upon termination, the employee has the option to (1) remove all funds contributed by him or her or on their behalf, (2) leave the employee and employer contributions made on his or her behalf in the plan and continue to draw interest, or (3) roll the funds over into another qualified plan.

**F. Surety Bonds**

The School has a public employee dishonesty bond with Ohio Casualty Insurance Company, bond number 3-821-159, which covers Christopher Brewster for the penal sum of \$100,000.00 from July 1, 2012 until June 30, 2013. The School has a Treasurer's bond with Liberty Mutual, bond number 5096658, which covers Ronald L. Grant, Jr. for the penal sum of \$100,000.00 from February 17, 2013 until February 17, 2014. The School has bond number 5013760, which covers Maria Garcia for the penal sum of \$10,000.00 from July 1, 2012 until June 30, 2013. In addition, the School has bond number 3927403, which covers Janet Cartmill for the penal sum of \$10,000.00 from July 1, 2012 until June 30, 2013.

**G. Subsequent Events**

Management has evaluated subsequent events through November 18, 2013, which is the date the financial statements were available to be issued and have determined that no additional information needs to be added to the financial statements.

**SUPPORTING SCHEDULES**

**OF**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA**

**COMBINING FINANCIAL STATEMENTS**

**OF**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA**

SANTA FE SOUTH MIDDLE SCHOOL  
 NO. E-011 OKC CHARTER  
 OKLAHOMA CITY, OKLAHOMA  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES  
 - REGULATORY BASIS - FIDUCIARY FUNDS  
 JUNE 30, 2013

	<u>Agency Fund</u> <u>Activity</u> <u>Funds</u>	<u>Totals</u> <u>2013</u>
<u>ASSETS</u>		
Cash and Investments	\$ 30,193.46	\$ 30,193.46
Total Assets	<u>\$ 30,193.46</u>	<u>\$ 30,193.46</u>
<u>LIABILITIES AND FUND BALANCE</u>		
Liabilities:		
Due to others	\$ 30,193.46	\$ 30,193.46
Total Liabilities	<u>30,193.46</u>	<u>30,193.46</u>
Total fund balances	<u>0.00</u>	<u>0.00</u>
Total Liabilities and Fund Balances	<u>\$ 30,193.46</u>	<u>\$ 30,193.46</u>

SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
REGULATORY BASIS  
ALL AGENCY FUNDS  
JULY 1, 2012 THROUGH JUNE 30, 2013

<u>ASSETS</u>					
<u>ACTIVITIES</u>	Beginning Balance As of 7-1-12	Total Receipts	Total Adjustments	Total Disbursements	Ending Balance As of 6-30-13
General Activity	\$ 157.51	\$ 2,908.83	\$ 0.00	\$ 1,891.00	\$ 1,175.34
Cheerleading	614.22	2,394.00	0.00	1,510.24	1,497.98
Daytime Concessions	0.00	1,084.20	0.00	1,011.20	73.00
Folmsbee's Team	226.00	0.00	0.00	0.00	226.00
Student Council	1,106.37	0.00	0.00	0.00	1,106.37
Yearbook	172.00	525.00	0.00	0.00	697.00
Concessions	2,250.00	185.05	(1,500.00)	0.00	935.05
Football	688.00	904.25	2,300.00	1,487.92	2,404.33
Willis' Team	54.63	265.00	0.00	235.50	84.13
Football Concessions	1,746.17	3,165.69	0.00	3,618.80	1,293.06
Baseball	578.00	80.00	0.00	0.00	658.00
McCrary's Team	42.42	316.00	(42.42)	220.00	96.00
Softball	681.25	0.00	0.00	0.00	681.25
Outdoor Ed	37.21	5,248.50	0.00	3,003.75	2,281.96
Yearbook	563.00	1,575.00	781.47	622.70	2,296.77
B. Grant's Team	0.00	252.00	0.00	252.00	0.00
Soccer	1,103.94	0.00	(800.00)	0.00	303.94
Track	6.17	470.00	0.00	0.00	476.17
Miles Team	61.50	550.00	0.00	540.00	71.50
Hallman's Team	0.00	654.90	0.00	380.25	274.65
Troy's Team	69.39	216.00	0.00	189.00	96.39
MS Choir	80.50	0.00	0.00	0.00	80.50
Sawyer's Team	247.83	283.50	0.00	341.00	190.33
Daugherty's Team	100.76	380.00	0.00	385.50	95.26
Goodnoh's Team	781.47	240.00	(781.47)	240.00	0.00
Basketball Concessions	0.00	1,177.89	0.00	198.29	979.60
Demarchi's Team	12.87	362.90	0.00	183.23	192.54
Camp Goddard	0.00	2,962.00	216.75	1,958.32	1,220.43
Hutchinson Team	0.00	285.00	0.00	240.00	45.00
Harris Team	38.00	195.00	(38.00)	140.00	55.00
Cell Phones	0.00	0.00	0.00	0.00	0.00
Cook's Team	83.67	401.00	0.00	356.25	128.42
Villafana's Team	56.00	550.00	(56.00)	285.00	265.00
Master's Team	159.02	480.00	0.00	501.75	137.27
Fair's Team	122.75	477.08	(80.33)	0.00	519.50
Moseley - Great Ideas	47.60	0.00	0.00	0.00	47.60
Hopkin's Team	272.50	315.00	0.00	0.00	587.50
DC Trip	3,004.73	29,768.31	0.00	28,526.04	4,247.00
Stop Hunger Now	2,229.53	589.83	0.00	2,819.36	0.00
NCLR Srv Learning	0.00	6,000.00	0.00	2,932.71	3,067.29
Basketball	0.00	2,143.11	0.00	1,288.38	854.73
Wrestling	0.00	411.00	0.00	0.00	411.00
Science Olympiad	0.00	216.00	0.00	0.00	216.00
Water 4 Foundation	0.00	3,866.63	0.00	3,763.53	103.10
Drama	0.00	94.50	0.00	73.00	21.50
<b>TOTAL ASSETS</b>	<b>\$ 17,395.01</b>	<b>\$ 71,993.17</b>	<b>\$ 0.00</b>	<b>\$ 59,194.72</b>	<b>\$ 30,193.46</b>
<u>LIABILITIES</u>					
Due to Student Groups	\$ 17,395.01	\$ 71,993.17	\$ 0.00	\$ 59,194.72	\$ 30,193.46
<b>TOTAL LIABILITIES</b>	<b>\$ 17,395.01</b>	<b>\$ 71,993.17</b>	<b>\$ 0.00</b>	<b>\$ 59,194.72</b>	<b>\$ 30,193.46</b>

**SUPPLEMENTARY INFORMATION**

**OF**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA**

SANTA FE SOUTH MIDDLE SCHOOL  
 NO. E-011 OKC CHARTER  
 OKLAHOMA CITY, OKLAHOMA  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2013

Federal Grantor/Pass Through Grantor/Program Title	Federal CFDA Number	Project Reporting Number	Program Approved Amount	Beginning Balance at July 1, 2012	Receipts	Expenditures	Ending Balance at June 30, 2013
<u>2011-2012 Programs</u>							
Title I	84.010	511	\$ 0.00	\$ (55,784.90)	\$ 55,784.90	\$ 0.00	\$ 0.00
Title I - School Improvement	84.010	515	0.00	(8,893.27)	8,893.27	0.00	(0.00)
Title II, Part A Tchr & Prin Training & Rcrft Fur	84.367	541	0.00	(10,326.93)	10,326.93	0.00	0.00
Title II, Part D Tech-Prof. Development	84.318	548	0.00	0.00	0.00	0.00	0.00
IDEA-B Flowthrough	84.027	621	0.00	(3,488.31)	3,488.31	0.00	(0.00)
<u>2012-2013 Programs</u>							
Title I	84.010	511	183,213.05	0.00	107,284.31	132,149.63	(24,865.32)
Title II, Part A Tchr & Prin Training & Rcrft Fur	84.367	541	56,581.66	0.00	23,839.23	23,839.23	0.00
IDEA-B Flowthrough	84.027	621	77,418.35	0.00	72,134.44	72,341.90	(207.46)
Total Department of Education			317,213.06	(78,493.41)	281,751.39	228,330.76	(25,072.78)
U.S. Department of Agriculture Passed Through State Dept. of Education:							
Cash Assistance:							
National School Lunch Program	10.555	763	123,321.10	0.00	123,321.10	123,321.10	0.00
School Breakfast Program	10.553	764	25,774.01	0.00	25,774.01	25,774.01	0.00
Non-Cash Assistance (Commodities):							
National School Lunch Program	10.555	n/a	3,725.40	0.00	3,725.40	3,725.40	0.00
Total USDA			152,820.51	0.00	152,820.51	152,820.51	0.00
TOTAL FEDERAL ASSISTANCE			\$ 470,033.57	\$ (78,493.41)	\$ 434,571.90	\$ 381,151.27	\$ (25,072.78)

Note - The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements. Nonmonetary assistance in the form of commodities is reported in the schedule at the fair market value of the commodities received and disbursed.

**REPORT ON INTERNAL CONTROL AND ON COMPLIANCE**

**OF**

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA**



**BRITTON, KUYKENDALL, & MILLER**  
CERTIFIED PUBLIC ACCOUNTANTS

JAMES M. KUYKENDALL  
RICK D. MILLER

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106 N. COLLEGE - P.O. BOX 266  
CORDELL, OK 73632  
580-832-5313  
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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*

The Honorable Board of Education  
Santa Fe South Middle School  
No. E-011 OKC Charter  
Oklahoma City, Oklahoma County, Oklahoma

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 fund type and account group financial statements of Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma, component unit of Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma's basic financial statements, and have issued our report thereon dated November 18, 2013. As stated in our report, the financial statements were prepared in compliance with the cash basis as prescribed by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. In addition, the financial statements present only the financial position of Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma, and do not purport to, and do not, present fairly the financial position of Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma as of June 30, 2013, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. In our report, our opinion was qualified because the omission of the General Fixed Assets Account Group results in an incomplete presentation. In accordance with accounting principles generally accepted in the United States America, Santa Fe South Schools, Inc., Santa Fe South High School, No. E-007 OKC Charter, Oklahoma City, Oklahoma, has issued separate primary government financial statements for which we have issued our report dated November 18, 2013. Our audit, described below, does not include the results of our testing of the primary government internal controls over financial reporting or compliance and other matters that are reported separately in our report issued to the primary government.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity'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 Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma'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* in the United States of America.

However, we noted certain matters that we have reported to the Board of Education and administrative employees of Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma, in a separate statement of audit comments included with this report.

### ***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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



BRITTON, KUYKENDALL AND MILLER  
Certified Public Accountants

Weatherford, Oklahoma  
November 18, 2013

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
AUDIT COMMENTS  
JUNE 30, 2013**

CURRENT YEAR

1. During our audit of the General Fund and Activity Fund, we noted instances where invoices were dated prior to purchase order approval. Policies should be enforced to follow purchasing procedures as provided by law.
2. During our audit of the Activity Fund, we noted instances where invoices were not signed to verify receipt of goods or services. The person receiving goods or services should sign the invoice, statement, or delivery ticket to indicate that the goods or services were received and in good condition.
3. During our audit of the payroll records, we noted some extra duty pay where remunerations for services exceeding \$500.00 did not have a written extra duty contract as required by Title 70 § 5-123 of the Oklahoma Statutes.

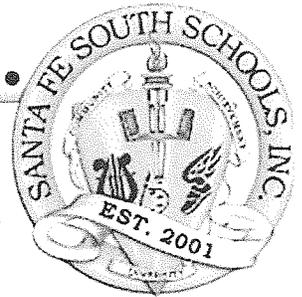
PRIOR YEAR

1. During our audit of the Activity Fund, we noted instances where invoices were dated prior to purchase order approval. Policies should be enforced to follow purchasing procedures as provided by law.

# SANTA FE SOUTH SCHOOLS, INC.

CHRIS BREWSTER - SUPERINTENDENT      RAUL FORT - ASSISTANT SUPERINTENDENT

301 SE 38th St. Oklahoma City, OK 73129  
405.631.6100 fax.405.681.6993



[www.santafesouth.org](http://www.santafesouth.org)

January, 2014

Audit Response for Santa Fe South Middle School – 55E007

To Whom It May Concern,

The following are the audit responses to the 2013 SFS Middle School Audit

*Comment 1: During our audit of the General Fund and Activity Fund, we noted instances where invoices were dated prior to purchase order approval. Policies should be reinforced to follow purchasing procedures as provided by law.*

Response: Staff have been retrained to ensure that this does not occur in the future. Procedures are in place which denies payment for invoices submitted without a prior purchase order approval.

*Comment 2: During our audit of the Activity Fund, we noted instances where invoices were not signed to verify receipt of goods or services. The person receiving goods or services should sign the invoice, statement, or delivery ticket to indicate that the goods or services were received and in good condition.*

Response: Staff have been trained to double-check our procedures in this area. We have also retrained all staff members to reemphasize this point. We see that these procedures are now in place.

*Comment 3: During our audit of the payroll records, we noted some extra duty pay where remunerations for services exceeding \$500.00 did not have a written extra duty contract as required by Title 70 5-123 of the Oklahoma Statutes.*

Response: All personnel files have been checked and all personnel receiving extra-duty in excess of \$500 have extra- duty contracts on file. Personnel have been trained and procedures are in place to verify that this will not be an issue in the future.

Other Finding 4: In this finding, it is pointed out that the School posted expenditures for the General Fund totaling \$165,450.00 into our accounting records using the expenditure code 4000 Facilities Acquisition and Construction from the OCAS expenditure Codes. We are currently working with the SDE to reach an agreement as to how this is to be handled.

Other Finding 5: Property purchased with School's funds was titled in the name of SFS Development, the Development company established to hold all property for the use of SFS Schools. The school is now in the process, however, of conveying this title to SFS Schools where it is held in the School's name.

Respectfully,

Chris Brewster  
Superintendent  
Santa Fe South Schools

# SANTA FE SOUTH SCHOOLS, INC.

CHRIS BERWATER - SUPERINTENDENT    RAUL FOXE - ASSISTANT SUPERINTENDENT

301 SE 38th St, Oklahoma City, OK 73129  
405.631.6100 fax 405.681.6993



[www.santafesouth.org](http://www.santafesouth.org)

Tuesday, November 20, 2012

Audit Response for Santa Fe South Middle School – 55E011

Oklahoma State Department of Education:

1. All faculty and staff will receive instruction on proper purchasing procedure in the Fall and Spring. Invoices dated prior to the Purchase Order date or the Purchase Request date will be returned as unpayable. An employee will check payment folders for cm

Respectfully,

Ronnie Grant  
Business Manager  
Santa Fe South Schools, Inc.

**SANTA FE SOUTH MIDDLE SCHOOL  
NO. E-011 OKC CHARTER  
OKLAHOMA CITY, OKLAHOMA  
SCHEDULE OF ACCOUNTANT'S PROFESSIONAL  
LIABILITY INSURANCE AFFIDAVIT  
JULY 1, 2012 THROUGH JUNE 30, 2013**

State of Oklahoma     )  
  ) ss  
County of Custer     )

The undersigned auditing firm of lawful age, being first duly sworn on oath, says that said firm had in full force and effect Accountants' Professional Liability Insurance in accordance with the "Oklahoma Public School Audit Law" at the time of audit contract and during the entire audit engagement with Santa Fe South Middle School, No. E-011 OKC Charter, Oklahoma City, Oklahoma, for the audit year 2012-13.

*Britton, Kuykendall & Miller*

BRITTON, KUYKENDALL & MILLER  
Certified Public Accountants

*James Kuykendall*  
by

Subscribed and sworn to before me this 15<sup>th</sup> day of November, 2013.

*Patty Klein*  
\_\_\_\_\_  
NOTARY PUBLIC

