



POLK STATE
Lakeland Collegiate
High School

Annual Financial Report

Fiscal Year Ending June 30, 2021

*We are Polk.*TM

POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL

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June 30, 2021

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Polk State College Collegiate High School

Report on the Financial Statements

We have audited the accompanying financial statements of the Polk State College Collegiate High School, (the "School"), a charter school and division of Polk State College, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School'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 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 respective financial position of Polk State College Collegiate High School, as of June 30, 2021, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT
(cont...)

Emphasis of Matters

As discussed in Note 1, the financial statements of the School are intended to present the financial position, the changes in financial position and cash flows of only that portion of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Polk State College that is attributable to the transactions of the School. They do not purport to, and do not, present fairly the financial position of Polk State College as of June 30, 2021, the changes in its financial position or, where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 29, 2021, on our consideration of Polk State College Collegiate High 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 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 Polk State College Collegiate High School's internal control over financial reporting and compliance.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
September 29, 2021

**POLK STATE COLLEGE
POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

The management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the Polk State College Lakeland Collegiate High School (School) for the year ended June 30, 2021 and should be read in conjunction with the financial statements and the notes thereto. This overview is required by Governmental Accounting Standards Board (GASB) codification section Co5 – *Colleges and Universities*. The MD&A, and the financial statements and notes thereto, are the responsibility of School management.

FINANCIAL HIGHLIGHTS

- Net position represents the residual interest in the School's assets after deducting liabilities. The School's net position at June 30, 2021 totaled \$1,889,006. The School's net position increased by \$503,192 during the current fiscal year as a result of total revenue of \$2,589,859 less total expenses of \$2,086,667.
- Governmental units are required to capitalize and depreciate capital assets including furniture, machinery and equipment. Florida State Colleges, of which the School is a division, have established guidelines for capitalizing assets and for depreciation. Furniture, machinery and equipment with a value less than \$5,000, all library books, and computer software will be expensed in the year of purchase. The School did not purchase furniture, machinery, and equipment that met the thresholds for capitalization during this fiscal year. Depreciation expense for this fiscal year totaled \$-0-.
- Fiscal year ended June 30, 2021 was the seventeenth year of existence for the School. Since prior period information is available for the 2019-20 fiscal year, comparative analysis data is presented in this management's discussion and analysis.

USING THIS ANNUAL REPORT

This report consists of three basic financial statements. The Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Position; and the Statement of Cash Flows that provide information on the School as a whole and presents a long-term view of the School's finances. The following activities are included in the School's basic financial statements:

The School is a public charter school of the School District of Polk County, Florida (the "District"), open to Polk County public, private, or home school students who are at the 11th and 12th grade level. The purpose of the School is to provide academic and technical education for serious high school students who desire to undertake college-level study. The two-year curriculum gives students the opportunity to complete a high school diploma and an associate degree, simultaneously, in either academic transfer or technical education options.

The School is operated by Polk State College and is housed on the College's Lakeland Campus. Students attending the School enjoy full access to all college facilities, activities and services. Enrollment during this seventeenth year of operation was 323 students. Enrollment for the fiscal year 2021-2022 is estimated to be 330 students.

**POLK STATE COLLEGE
POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

**THE STATEMENT OF NET POSITION AND THE STATEMENT OF REVENUES, EXPENSES,
AND CHANGE IN NET POSITION**

One of the most important questions asked about the School's finances is, "Is the School as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information on the School as a whole and on its activities in a way that helps answer this question. When revenues and other support exceed expenses, the result is an increase in net position. When the reverse occurs, the result is a decrease in net position. The relationship between revenues and expenses may be thought of as the School's operating results.

These two statements report the School's net position and changes in them. One can think of the School's net position, the difference between assets, deferred outflows, liabilities and deferred inflows, as one way to measure the School's financial health, or financial position. Over time, increases or decreases in the School's net position are one indicator of whether its financial health is improving or deteriorating.

These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting, which is similar to the accounting used by most private-sector institutions. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

A condensed statement of net position of the School for the fiscal years ended June 30, 2021 and June 30, 2020, is shown in the following table:

Condensed Statement of Net Position at

	<u>6-30-2021</u>	<u>6-30-2020</u>
ASSETS		
Current Assets	\$ 2,001,793	\$ 1,494,213
TOTAL ASSETS	<u>2,001,793</u>	<u>1,494,213</u>
LIABILITIES		
Current Liabilities	34,722	33,791
Noncurrent Liabilities	<u>78,065</u>	<u>74,608</u>
TOTAL LIABILITIES	<u>112,787</u>	<u>108,399</u>
NET POSITION		
Unrestricted	1,889,006	1,385,814
TOTAL NET POSITION	<u>\$ 1,889,006</u>	<u>\$ 1,385,814</u>
Change in Net Position	<u>\$ 503,192</u>	

**POLK STATE COLLEGE
POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

Revenues and expenses for the School for the 2020-21 and 2019-20 fiscal years are shown in the following table:

Condensed Statement of Revenues, Expenses and Changes in Net Position for the fiscal years ended		
	6-30-2021	6-30-2020
Operating Revenues		
Federal Grants & Contracts	\$ 77,134	\$ -
State and Local Grants and Contracts	2,343,936	2,153,650
Other Operating Revenues	-	3,531
Total Operating Revenues	2,421,070	2,157,181
Less: Operating Expenses	2,086,667	2,083,027
Operating Income (Loss)	334,403	74,154
Nonoperating Revenue		
Capital Grants, Contracts, Gifts, and Fees	168,789	158,941
Change in Net Position	503,192	233,095
Net Postion, Beginning of Year	1,385,814	912,023
Restatement	-	240,696
Net Postion, End of Year	\$ 1,889,006	\$ 1,385,814

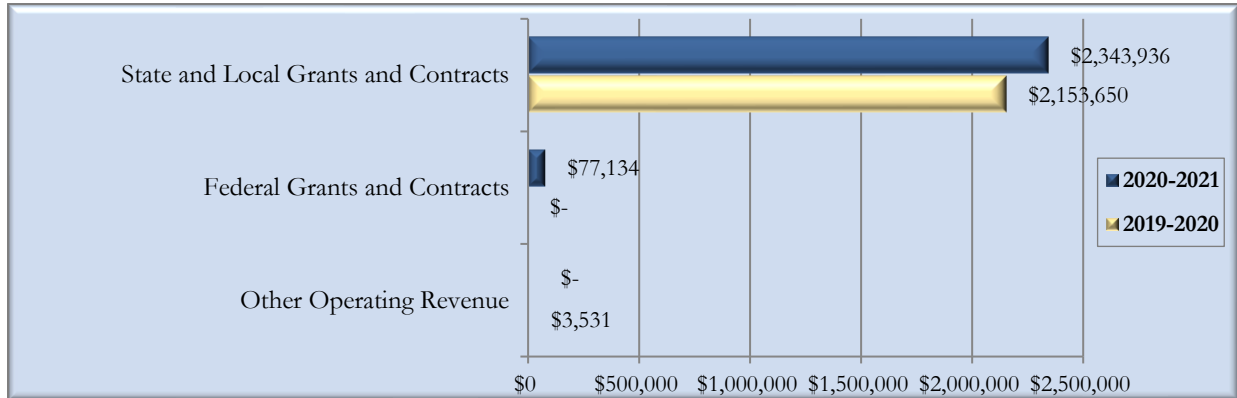
Operating Revenue

GASB Cod. Sec. Co5 categorizes revenues as either operating or non-operating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

**POLK STATE COLLEGE
POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
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MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

The following chart presents the School's operating revenues for the 2020-21 and 2019-20 fiscal years:

Operating Revenues



School operating revenues increased by \$263,889 or 12 percent, as compared to the prior fiscal year, primarily due to the following factors:

- State and local grants and contracts increased by \$190,286 or 9 percent primarily as a result of increased enrollment used for funding purposes and increased FTE funding.
- Federal grants increased \$77,134 as a result of the Elementary and Secondary School Emergency Relief Fund (ESSER).

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MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

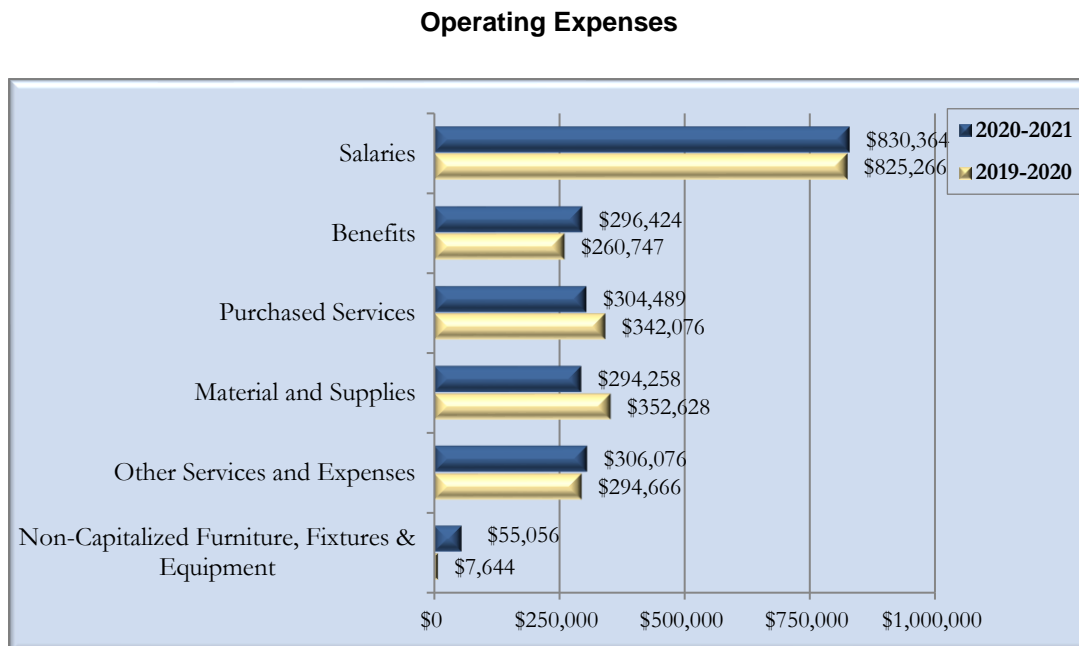
Operating Expenses

Expenses are categorized as operating or non-operating. The majority of the School's expenses are operating expenses as defined by GASB Cod. Sec. Co5.

Operating expenses for the School for the 2020-21 and 2019-20 fiscal years are presented in the following table:

Operating Expenses For the Fiscal Years Ended		
	6-30-2021	6-30-2020
Operating Expenses		
Salaries	\$ 830,364	\$ 825,266
Benefits	296,424	260,747
Purchased Services	304,489	342,076
Materials and Supplies	294,258	352,628
Other Services and Expenses	306,076	294,666
Non-Capitalized Furniture, Fixtures and Equipment	55,056	7,644
Total Operating Expenses	<u>\$2,086,667</u>	<u>\$2,083,027</u>

The following chart presents the School's operating expenses for the 2020-21 and 2019-20 fiscal years:



**POLK STATE COLLEGE
POLK STATE COLLEGE LAKE LAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

School operating expenses increased by \$3,640 or less than one percent, as compared to the prior fiscal year, primarily due to the following factors:

- Purchased services decreased in the current year by \$37,587 or 11 percent as a result of the school teaching virtually and did not incur transportation expenses.
- Materials and supplies decreased in the current year by \$58,370 or 17 percent as a result of a purchase in the prior year for approximately \$66,800 for small furniture such as desks, chairs, and tables that did not recur in the current year.
- Non-capitalized furniture, fixtures, and equipment increased \$47,412 or 620 percent as a result of computers purchased in the current year.
- Benefits increased in the current year by \$35,677 or 14 percent as a result of the increase in the FRS employer contribution rate and increased costs associated with health insurance.

THE STATEMENT OF CASH FLOWS

Another way to assess the financial health of the School is to look at the Statement of Cash Flows. Its primary purpose is to provide relevant information about the cash receipts and cash payments of an entity during a period. The Statement of Cash Flows also helps users assess:

- An entity's ability to generate future net cash flows
- Its ability to meet its obligations as they come due
- Its need for external financing

A summary of the School's cash flows for the 2020-21 and 2019-20 fiscal years is presented in the following table:

**Condensed Statement of Cash Flows
For the year ended**

	<u>6-30-21</u>	<u>6-30-20</u>
Cash provided (Used) by:		
Operating Activities	\$ 245,075	\$ 74,586
Noncapital Financing Activities	(413,186)	(233,612)
Capital and Related Financing Activities	<u>168,111</u>	<u>159,026</u>
Net Increase (Decrease) in Cash and Cash Equivalents	-	-
Cash and Cash Equivalents, Beginning of Year	<u>-</u>	<u>-</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Because the School does not have its own bank account, cash flows can be measured in terms of the increase or decrease in the Due from Polk State College.

**POLK STATE COLLEGE
POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

CAPITAL ASSETS

At June 30, 2021, the School had \$65,611 in capital assets, less accumulated depreciation of \$65,611, for net capital assets of \$-0-. At June 30, 2020, the School had \$30,700 in capital assets, less accumulated depreciation of \$30,700, for net capital assets of \$-0-. The change is due to reallocation of fully depreciated capital assets based on increased School use of College facilities. Depreciation charges for the current and prior fiscal year totaled \$0. More information about the School's capital assets is presented in the notes to financial statements.

LONG TERM OBLIGATIONS

At June 30, 2021, the School had \$78,065 of noncurrent liabilities consisting of solely compensated absences payable. More information about the School's noncurrent liabilities is presented in the notes to financial statements.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

Polk State College's and the School's economic condition is closely tied to that of the State of Florida. For the 2021-2022 fiscal year, the School will continue its on-going efforts to contain costs and to continue to serve the School in its commitment to the growth of educational programs, improved student access, and overall excellence in the service to its students and community. The conservative budgetary stance taken by the College and School provides a framework for a focused response in support of our educational mission and provides financial stability in the face of limited economic growth and increased demand for State and College resources.

The School plans to enroll approximately 330 students in the 2021-2022 fiscal year.

Management continues to monitor the ongoing effects of the COVID-19 pandemic and has concluded that while it is reasonably possible that the virus could have a negative effect on the financial condition and results of operations of the School, the specific impact is not readily determinable as of the date of these financial statements.

REQUEST FOR INFORMATION

Questions concerning information provided in the MD&A, and financial statements and notes thereto, or requests for additional information should be addressed to the Vice President for Administration and Finance, Polk State College, 999 Avenue H, Northeast, Winter Haven, Florida 33881.

**POLK STATE COLLEGE
LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
STATEMENT OF NET POSITION
As of June 30, 2021**

ASSETS

Current Assets:

Due from Polk State College	\$ 1,892,046
Due from Other Governmental Agencies	109,747
Total Current Assets	<u>2,001,793</u>

TOTAL ASSETS

2,001,793

LIABILITIES

Current Liabilities:

Accounts Payable	486
Salary and Payroll Taxes Payable	34,236
Total Current Liabilities	<u>34,722</u>

Noncurrent Liabilities:

Compensated Absences Payable	78,065
Total Noncurrent Liabilities	<u>78,065</u>

TOTAL LIABILITIES

112,787

NET POSITION

Unrestricted	<u>1,889,006</u>
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TOTAL NET POSITION

\$ 1,889,006

See Accompanying Notes to Financial Statements

**POLK STATE COLLEGE
LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
For the fiscal year ended June 30, 2021**

REVENUES

Operating Revenues:

Federal Grants and Contracts	\$ 77,134
State and Local Grants and Contracts	2,343,936
Total Operating Revenues	<u>2,421,070</u>

EXPENSES

Operating Expenses:

Salaries	830,364
Benefits	296,424
Purchased Services	304,489
Materials and Supplies	294,258
Other Services and Expenses	306,076
Non-Capitalized Furniture, Fixtures and Equipment	55,056
Total Operating Expenses	<u>2,086,667</u>

Operating Loss	<u>334,403</u>
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NONOPERATING REVENUES

Capital Grants, Contracts, Gifts, and Fees	168,789
Total Nonoperating Revenues	<u>168,789</u>

Change in Net Position	<u>503,192</u>
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Net Position, Beginning of Year	1,385,814
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Net Position, End of Year	<u><u>\$ 1,889,006</u></u>
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See Accompanying Notes to Financial Statements

**POLK STATE COLLEGE
LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
STATEMENT OF CASH FLOWS
For the fiscal year ended June 30, 2021**

CASH FLOWS FROM OPERATING ACTIVITIES

Grants and Contracts	\$ 2,325,597
Payments to Suppliers	(653,317)
Payments to Employees	(829,919)
Payments for Employee Benefits	(292,967)
Payments for Other Services and Expenses	(306,076)
Other Receipts	1,757
Net Cash Provided by (Used for) Operating Activities	<u>245,075</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Due from Polk State College	(413,186)
Net Cash Provided by (Used for) Noncapital Financing Activities	<u>(413,186)</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Capital Grants and Gifts	168,111
Net Cash Provided by (Used for) Capital and Related Financing Activities	<u>168,111</u>

Net Increase (Decrease) in Cash and Cash Equivalents	-
Cash and Cash Equivalents, Beginning of Year	<u>-</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ -</u></u>

RECONCILIATION OF OPERATING INCOME (LOSS)

TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES

Operating Income (Loss)	\$ 334,403
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used for) Operating Activities:	
(Increase) decrease in Accounts Receivable	1,757
(Increase) decrease in Due from Other Governmental Agencies	(95,473)
Decrease (increase) in Accounts Payable	486
Decrease (increase) Salary and Payroll Taxes Payable	445
Decrease (increase) Compensated Absences Payable	3,457
Net Cash Provided by (Used for) Operating Activities	<u><u>\$ 245,075</u></u>

See Accompanying Notes to Financial Statements

**POLK STATE COLLEGE
POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity. Polk State College Lakeland Collegiate High School (School) is a charter school and division of Polk State College (College). The School is organized pursuant to Section 1002.33, Florida Statutes and is governed by the Board of Trustees of the College who are appointed by the governor of the State of Florida.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the School District of Polk County, Florida (District). The existing charter contract expires on June 30, 2029. The District may terminate the charter if good cause is shown.

Basis of Presentation. As a division of the College, the School's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by the Governmental Accounting Standards Board (GASB). The GASB is responsible for establishing GAAP for public colleges and universities through its statements (GASBS) and Interpretations (GASBI). The National Association of College and University Business Officers (NACUBO) also provided the College with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB. The College reports as an entity engaged in only business-type activities. The College has adopted the accrual basis of accounting and entity wide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Net Position
 - Statement of Cash Flows
 - Notes to Financial Statements

Basis of Accounting. Basis of accounting refers to when revenues, expenses, and related assets, deferred outflows of resources, liabilities and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. As a division of the College, the School's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from non-exchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The School follows GASB standards of accounting and financial reporting.

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POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

The School's principal operating activity is instruction. Operating revenues and expenses generally include all fiscal transactions directly related to instruction as well as administration, academic support, student services, and depreciation of capital assets. Non-operating revenues include capital outlay funding as provided under Section 1013.62, Florida Statutes as well as grants or contributions restricted for capital construction or equipment.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the School's policy to first apply the restricted resources to such programs followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources.

The statement of cash flows is presented using the direct method in compliance with GASB Cod. Sec. 2450 – *Cash Flow Statements*.

Inventory. Supplies inventory is immaterial and such items are charged to expense when purchased.

Receivables. Consist primarily of amounts due from other governments. All receivables are deemed collectible and no allowance for uncollectible accounts is considered necessary.

Deferred Outflows/Inflows of Resources. In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until that time.

In addition to liabilities, the statement of net position will sometimes report a section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Capital Assets. School capital assets include furniture, machinery, and equipment. These assets are capitalized and recorded at cost at the date of acquisition or acquisition value at the date received in the case of gifts and purchase of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other cost incurred for repairs and maintenance are expensed as incurred. The School has a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements. Depreciation is computed on the straight-line basis over the estimated useful life of 3 years for furniture, machinery, and equipment.

**POLK STATE COLLEGE
POLK STATE COLLEGE LAKELAND COLLEGIATE HIGH SCHOOL
A CHARTER SCHOOL AND DIVISION OF POLK STATE COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

Support Allocation. The College segregates direct instructional costs from support costs within the College's accounting information system and performs an annual analysis to systematically allocate these support costs to the different functional classifications of direct instruction to ultimately arrive at a total cost per FTE for each education segment. The College-wide support allocation rate was \$4,092 per FTE for the year ended June 30, 2021. The College charges a support cost allocation to the School at a rate per FTE not to exceed this amount. The actual per FTE support allocation charge is determined at the end of each fiscal year by College management and is based on all available factors including the results of operations of the School and the level of the School's net position.

The total support allocation charge for the year ended June 30, 2021 was \$1,500 per full-time equivalent student enrolled at the School and totaled \$485,205. A portion of the total support allocation was charged as an estimate for School facility use costs of building and grounds maintenance, utilities, custodial services, security and insurance at a rate of \$13 per square footage of the School facilities and totaled \$178,997 for the year ended June 30, 2021. The remainder of the support allocation charge was for finance, payroll, technology, administrative and student services as well academic support and totaled \$306,208 for the year ended June 30, 2021.

Use of Estimates. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make use of estimates and assumptions that affect the reported amounts in the financial statements. Actual results could differ significantly from those estimates.

Equity Classifications. The difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and displayed in three components:

- a) *Investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation.
- b) *Restricted net position* - Consists of net position with constraints placed in its use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c) *Unrestricted net position* - Consists of the net amount of assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of the investment in capital assets or the restricted component of net position.

When both restricted and unrestricted net position are available for use, it is the School's policy to use restricted net position first, then unrestricted net position as they are needed.

NOTE 2 – DUE FROM POLK STATE COLLEGE

The School does not have its own bank accounts and, therefore, the amount of \$1,892,046 reported as "Due from Polk State College" represents the School's equity in the College's current resources. Because the College's current resources are invested in a variety of different types of assets, this balance is not reported as cash.

**POLK STATE COLLEGE
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NOTE 3 – CAPITAL ASSETS

Capital assets activity for the fiscal year ended June 30, 2021 is shown below:

Description	Beginning Balance	Additions	Reductions	Ending Balance
Depreciable Capital Assets:				
Furniture, Machinery, and Equipment	\$ 30,700	\$ 34,911	\$ -	\$ 65,611
Total Depreciable Capital Assets	<u>30,700</u>	<u>34,911</u>	<u>-</u>	<u>65,611</u>
Less, Accumulated Depreciation				
Furniture, Machinery, and Equipment	(30,700)	(34,911)	-	(65,611)
Total Accumulated Depreciation	<u>(30,700)</u>	<u>(34,911)</u>	<u>-</u>	<u>(65,611)</u>
Total Depreciable Capital Assets, Net	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE 4 – LONG-TERM LIABILITIES

Long-term liabilities activity for the fiscal year ended June 30, 2021, is shown below:

Descriptions	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
Compensated Absences Payable	<u>\$ 74,608</u>	<u>\$ 3,457</u>	<u>\$ -</u>	<u>\$ 78,065</u>	<u>\$ -</u>
Less amount due in one year				-	
Net due after one year				<u>\$ 78,065</u>	

School employees may accrue annual vacation and sick leave on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The School reports a liability for the accrued leave; however, State appropriations fund only the portion of accrued leave that is paid in the current fiscal year. Although the School expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2021, the estimated liability for compensated absences, which includes the School's share of the Florida Retirement System, totaled \$78,065. None of this amount is considered a current liability that is expected to be paid in the coming fiscal year. The School calculates its current portion of compensated absences liability by applying the remaining percentage of time for those employees in the Deferred Retirement Option Program plus the total payouts of all employees who have notified the School that they are leaving employment during the fiscal year.

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NOTE 5 – STATE RETIREMENT PROGRAMS

The School follows GASB Cod. Sec. P20 for reporting the employers' proportionate share of the net pension liabilities for the Florida Retirement System (FRS) defined benefit pension plans.

General Information about the Florida Retirement System (FRS)

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan.

The Retiree Health Insurance Subsidy (HIS) Program is a cost-sharing multiple employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance under Section 112.363, Florida Statutes.

Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class (SMSC) employed by the State and faculty and specified employees of State colleges.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, and other relevant information, is available from the Florida Department of Management Services' Web site (www.dms.myflorida.com).

Florida Retirement System (FRS) Defined Benefit Pension Plan

Plan Description. The FRS Pension Plan (Plan) is a cost-sharing multiple employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

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The Deferred Retirement Option Program (DROP), subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Benefits Provided. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>% Value</u>
Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
Senior Management Service Class	2.00

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

HIS Defined Benefit Pension Plan

Plan Description. The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

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Benefits Provided. Eligible retirees and beneficiaries receive a monthly HIS payment as determined by years of creditable service and subject to a minimum and maximum monthly benefit pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

Contributions: The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2020-21 fiscal year were:

Class	Percent of Gross Salary	
	Employee	Employer (A)
Florida Retirement System, Regular	3.00	10.00
Florida Retirement System, SMSC	3.00	27.29
Deferred Retirement Option Program – Applicable to Members from all the above classes	0.00	16.98

Notes: (A) – Employer rates include 1.66 percent for the post-employment health insurance subsidy. Also, employer rates, other than for DROP participants, include .06 percent for administrative costs of the Public Employee Optional Retirement Plan.

The School's contributions to the FRS plan totaled \$85,100 for the fiscal year ended June 30, 2021 and included \$64,812 of normal contributions and \$20,288 of contributions to the investment plan.

Management has elected not to allocate pension related deferred outflows of resources, deferred inflows of resources or the net pension liability to the School's financial statements. Because of this, the disclosures required by GASB Cod. Sec. P20 are not presented in the School's financial statements.

A complete presentation in accordance with GASB Cod. Sec. P20 of the pension related elements, financial statement disclosures and required supplementary information for the College can be found in the annual audited financial statements of Polk State College which is available by contacting the Vice President, Administration and Finance, Polk State College, 999 Avenue H NE, Winter Haven, Florida, 33881.

NOTE 6 – RISK MANAGEMENT

The College 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 College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under authority of Section 1001.64(27), Florida Statutes, by the boards of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated Statewide College risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Excess insurance from commercial companies provided coverage of up to \$100 million for property insurance. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past 3 fiscal years. Bonding of the members of the College Board of Trustees is provided through purchased commercial insurance with minimum deductibles.

NOTE 7 – LITIGATION

The School has no pending or threatened legal actions.

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NOTE 8 – SCHEDULE OF DISTRICT SCHOOL BOARD REVENUE SOURCES

Revenues for current operations are received primarily through the Polk County District School Board pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent (FTE) students and related data to the District. Under the provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program. Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE and under the Florida Education Finance Program and the actual weighted full-time equivalent students reported by the Education Finance Program and the actual weighted full-time equivalent students reported by the School during the designated full-time equivalent student survey periods.

In response to State of Florida Department of Education emergency orders 2020-EO-06 and 2020-EO-07, local school district funding for the fall 2020 semester was based on the School's estimated FTE student enrollment for the 2020-2021 school year as determined in May 2020, regardless of actual enrollment. Funding for the spring 2021 semester was based on the greater of estimated or actual FTE student enrollment in the spring. The School's actual FTE student enrollment was 323 while the FTE student enrollment that was estimated for the 2020-2021 school year was 337, as a result the School was funded by the local school district based upon the 337 FTE student enrollment amount.

Section 1002.33(20)(a)2, Florida Statutes allows the District to withhold an administrative fee equal to 2% (high performing charter school rate) of the School's funding provided by the Florida Education Financing Program (FEFP) and totaled \$34,501 for the 2020-21 fiscal year. This expense is reflected as a component of purchased services expense in the accompanying statement of revenues, expenses and changes in net position.

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The following is a schedule of Polk County District School Board revenue sources and amounts:

Source	Amount
Base Funding	\$ 1,504,928
Class Size Reduction	293,873
Dual Enrollment	129,142
Discretionary Millage Compression Allocation	99,889
Discretionary Local Effort	95,975
Elementary and Secondary School Emergency Relief Fund	76,584
Additional Allocation	68,052
Teacher Salary Increase Allocation	51,809
Instructional Material Allocation	41,736
Safe Schools	18,345
Total Funds Compression Allocation	14,536
Reading Allocation	13,296
Student Transportation	6,657
Early graduation adjustment	3,104
Teacher Supply Allocation	2,191
IDEA Funds	550
Digital Classroom Allocation	403
Subtotal	\$ 2,421,070
Capital Outlay	168,789
Total Revenue through Polk County District School Board	2,589,859
Total Revenue	\$ 2,589,859

NOTE 9 – CONTINGENCY

The COVID-19 pandemic has created economic disruptions throughout the country as of the date of this report. Management is evaluating the impact of the COVID-19 pandemic on the School and has concluded that while it is reasonably possible that the virus could have a negative effect on the financial condition and results of operations of the School, the specific impact is not readily determinable as of the date of these financial statements. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

OTHER REPORTS

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
Polk State College Collegiate High 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 Polk State College Collegiate High School (the "School") a charter school and division of Polk State College, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated September 29, 2021.

Internal Control over Financial Reporting

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

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

Our consideration of 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Compliance and Other Matters

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

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

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.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
September 29, 2021

MANAGEMENT LETTER

To the Board of Trustees
Polk State College Collegiate High School

Report on the Financial Statements

We have audited the financial statements of Polk State College Collegiate High School, (the "School"), a charter school and division of Polk State College, as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated September 29, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the *Comptroller General of the United States* and Chapter 10.850, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in this report, which is dated September 29, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

Financial Condition and Management

Sections 10.854(1)(e)2 and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit of the financial statements of the School, we determined that the School did not meet any of the specified conditions of a financial emergency described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

MANAGEMENT LETTER
(cont...)

Transparency

Sections 10.854(1)(e)7 and 10.855(13), Rules of the Auditor General, require that we report the results of our determination as to whether the School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit we have the following finding and recommendation:

2021-01: Charter Contract Compliance:

During our audit we noted certain noncompliance with the provisions in the District charter contract and the applicable Florida Statutes as follows:

- The charter contract requires all applicants and staff members to undergo fingerprinting and background screening in compliance with Section 1012.32(2)(a), Florida Statutes. During our audit we identified nine School staff members required to be rescreened in accordance with Section 1012.56(10)(b), Florida Statutes that did not receive the official District background rescreening clearance during the 2020-21 school year.

We recommend that management strengthen internal controls to help ensure compliance with the charter contract and applicable Florida Statutes to include official background rescreening clearance by the District before staff members are allowed direct contact with School students.

Polk State College Collegiate High School's Response to Recommendations – Polk State College High School's response to the above finding and recommendation are described in the accompanying letter of management's response and was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Official Title

Section 10.854(1)(e)5, Rules of the Auditor General, requires the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title of the entity is Polk State College Collegiate High School of District 53 Polk, School 8131.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Trustees, the School District of Polk County, Florida and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
September 29, 2021

Polk State Lakeland Collegiate High School
Management's Response to Noncompliance Concerns
2020-21 Financial Audit

Auditor Concerns, 2021-01

Sections 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of the contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit we have the following findings and recommendations:

2021-01: Charter Contract Compliance:

During our audit we noted certain noncompliance with the provisions in the District charter contract and the applicable Florida Statutes as follows:

- The charter contract requires all applicants and staff members to undergo fingerprinting and background screening in compliance with Section 1012.32(2)(a), Florida Statutes. During our audit we identified nine School staff members required to be rescreened in accordance with Section 1012.56(10)(b), Florida Statutes that did not receive the official District background rescreening clearance during the 2020-21 school year.

We recommend that management strengthen internal controls to help ensure compliance with the charter contract and the applicable Florida Statutes to include official background rescreening clearance by the District before staff members are allowed direct contact with School students.

Principal Response:

Polk State Lakeland Collegiate High School (CHS) values the importance of background screening and finger printing of all their employees. Per Florida Statute 1012.32, CHS will verify all employees have received their clearance letter prior to starting their employment with the school. These clearance letters will be kept on site and reviewed annually by the CHS Principal to verify that all faculty and staff have up to date clearance and will require anyone that has expired to be cleared again before continuing work. In addition, from time to time the Polk State College Human Resources department will perform an informal, internal audit of a sample of these letters and the teaching roster to provide corrective action as soon as possible in the process. This audit is not intended to relieve CHS from their responsibility in this but is intended to help support them for the benefit of the college community.