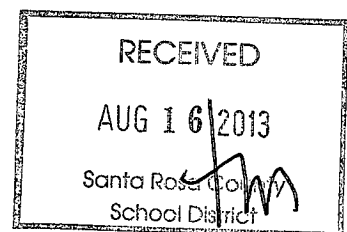


**Capstone Academy Milton  
(Program of United Cerebral Palsy  
of Northwest Florida, Inc.)  
(A Nonprofit Organization)**

**Financial Statements**

**June 30, 2013**



**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Financial Statements**  
**June 30, 2013**

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**Independent Auditor's Report**

To The Board of Directors  
United Cerebral Palsy of Northwest Florida, Inc.  
Capstone Academy Milton  
Pensacola, Florida

We have audited the accompanying financial statements of Capstone Academy Milton (Program of United Cerebral Palsy of Northwest Florida, Inc.) (a nonprofit organization) which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements.

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

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

**Auditor's Responsibility**

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

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

To The Board of Directors  
United Cerebral Palsy of Northwest Florida, Inc.  
Capstone Academy Milton  
Pensacola, Florida

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Capstone Academy Milton (Program of United Cerebral Palsy of Northwest Florida, Inc.) as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated August 13, 2013, on our consideration of Capstone Academy Milton'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 Capstone Academy Milton's internal control over financial reporting and compliance.

*Scott E. H. & Company, P.A.*

August 13, 2013  
Pensacola, Florida

**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Statement of Financial Position**  
**June 30, 2013**

<u><b>Assets</b></u>	
Receivables	\$ 22,891
Property and Equipment:	
School equipment	\$ 228,531
Less accumulated depreciation	<u>(76,360)</u>
Net Property and Equipment	<u>152,171</u>
<b>Total Assets</b>	<b><u><u>\$ 175,062</u></u></b>

<u><b>Liabilities and Net Assets</b></u>	
<b>Liabilities:</b>	
Accounts payable	\$ 4,350
Due to Capstone Pensacola	50,925
Notes payable	12,620
Prepaid income	149
Accrued compensated absences	<u>6,009</u>
Total Liabilities	<u>74,053</u>
<b>Net Assets:</b>	
Temporarily restricted	2,769
Unrestricted	<u>98,240</u>
Total Net Assets	<u>101,009</u>
<b>Total Liabilities and Net Assets</b>	<b><u><u>\$ 175,062</u></u></b>

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

**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Statement of Activities and Changes in Net Assets**  
**For the Year Ended June 30, 2013**

**Unrestricted:**

**Revenues:**

Florida Education Finance Program	\$ 306,813
Voluntary Prekindergarten Program	70,422
Therapy income	93,892
After-school tuition and fees	82,418
Contributions	26,995
	<hr/> 580,540
Net assets released from restrictions:	
Restrictions satisfied by payments	<hr/> 1,165
Total Unrestricted Revenues	<hr/> 581,705

**Expenditures:**

Instruction and support	446,277
Board	25
General administration	9,358
School administration	83,717
Fiscal services	4,031
Food services	2,478
Central services	1,176
Pupil transportation	7,232
Operation of plant	21,972
Maintenance of plant	1,667
Depreciation	30,862
	<hr/> 608,795
Total Expenditures	<hr/> 608,795

<b>Decrease in Unrestricted Net Assets</b>	<hr/> (27,090)
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**Temporarily Restricted:**

School capital outlay funding	3,934
Net assets released from restrictions	<hr/> (1,165)

<b>Increase in Temporarily Restricted Net Assets</b>	<hr/> 2,769
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<b>Decrease in Net Assets</b>	(24,321)
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<b>Net Assets—Beginning of Period</b>	<hr/> 125,330
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<b>Net Assets—End of Period</b>	<hr/> <hr/> \$ 101,009
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*The accompanying notes are an integral part of these financial statements.*

**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2013**

**Cash Flows From Operating Activities:**

Decrease in net assets	\$ (24,321)
Adjustments to reconcile change in unrestricted net assets to net cash provided by operating activities—	
Depreciation	30,862
Changes in—	
Receivables	(1,374)
Accounts payable	1,151
Prepaid income	149
Accrued compensated absences	1,532

<b>Net Cash Provided by Operating Activities</b>	7,999
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**Cash Flows from Investing Activities:**

Purchases of property and equipment	(17,235)
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<b>Net Cash Used by Investing Activities</b>	(17,235)
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**Cash Flows From Financing Activities:**

Proceeds from notes payable	12,620
Payments to Capstone Pensacola	(3,384)

<b>Net Cash Provided by Investing Activities</b>	9,236
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<b>Increase in Cash</b>	-
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<b>Cash—Beginning of Period</b>	-
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<b>Cash—End of Period</b>	\$ -
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*The accompanying notes are an integral part of these financial statements.*

**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 1—Summary of Significant Accounting Policies**

**Organization and Purpose**

Capstone Academy Milton (the "School") was organized as a limited liability company, Capstone Academy, LLC, on August 27, 2004, by its managing member, United Cerebral Palsy of Northwest Florida, Inc., (UCP) a nonprofit corporation, to serve as a charter school for three- to five-year-old children with, or in danger of, developmental delay, pursuant to a charter school contract with The School Board of Escambia County, Florida. The Milton location started January 1, 2010, and its contract is with the School Board of Santa Rosa County, Florida (the "Board"). The School further provides a Voluntary Prekindergarten Program for four-year-old children in the community, after-school care and therapy services. The School's other financial support is obtained from grants, contributions from individuals, special fundraising events organized by its managing member and transfers from its managing member.

**Basis of Presentation**

The accompanying special purpose financial statements of Capstone Academy Milton are prepared pursuant to the rules of the Florida Auditor General and are a component part of United Cerebral Palsy of Northwest Florida, Inc. The land, building and substantially all of the operating equipment acquired by UCP for the School are not included in the accompanying financial statements.

**Use of Estimates**

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

**Cash and Cash Equivalents**

Cash and cash equivalents include all highly liquid investments purchased with an original maturity of ninety days or less. There is no cash or cash equivalents at June 30, 2013, as cash transactions are reflected in the Due to Capstone Pensacola account (see Note 3).



**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 1—Summary of Significant Accounting Policies (continued)**

**Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

**Financial Statement Presentation**

Capstone Academy Milton reports information regarding financial position and activities according to three classes of net assets: Unrestricted, temporarily restricted, and permanently restricted. Net assets are classified based on externally imposed restrictions, if any, that may or may not be met by actions of management or by the passage of time. There were no temporarily or permanently restricted net assets as of June 30, 2013.

**Property and Equipment**

Property and equipment are recorded at cost. Donated property and equipment are recorded at their estimated market value on the date of contribution. Expenditures which equal or exceed \$500 and materially increase values, change capacities, or extend useful lives are capitalized. Repairs and maintenance costs are charged to operations when incurred. Certain equipment was acquired with public funds and shall revert to the Board upon termination of the charter. Depreciation is computed using the straight-line method. The estimated useful life of its property and equipment is three (3) to ten (10) years.

**Public Support**

Public support revenue from local governments and government grants is recorded based upon the terms of the grantor allotment which generally provides that revenue is earned when the allowable costs of the specific grant provisions have been incurred or the performance of the services has been rendered.

**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 1—Summary of Significant Accounting Policies (continued)**

**Income Taxes**

Capstone Academy Milton is exempt from federal income taxes under Internal Revenue Service Code Section 501(c)(3). As a result, there is no provision for taxes in the accompanying financial statements.

**Events Occurring After Reporting Date**

The School has evaluated events and transaction that occurred between June 30, 2013, and August 13, 2013, which is the date that the financials were available to be issued, for possible recognition or disclosure in the financial statements.

**Note 2—Receivables**

Receivables consists of amounts related to service fees charged and are stated at the amount management expects to collect. Management considers receivables to be fully collectible; accordingly, no allowance for uncollectible accounts has been established.

**Note 3—Due to Capstone Pensacola**

The Pensacola charter school in Escambia County, Florida, has been in operation since 2004. The balance in this account represents advances received from Pensacola for Milton's operations and is expected to be repaid in future operating periods.

**Note 4—Note Payable**

The School's note payable represents \$12,620 borrowed from UCP to complete the purchase of a bus. The terms of the note include monthly payments of \$548 including interest at 4% beginning July 1, 2013, and ending June 1, 2015. Future maturities of the note are as follows:

Year ending June 30	
2014	\$ 6,184
2015	<u>6,436</u>
	<u>\$ 12,620</u>

**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 5—Florida Education Finance Program**

Revenues for current operations are received primarily from the Santa Rosa County School District (the "District") pursuant to the funding provisions included in the School's charter. In accordance with funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent 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 students and related data to the Florida Department of Education (the "Department") for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the Department under the FEFP and the actual weighted full-time equivalent students reported by the School during the designated full-time equivalent survey periods. The District receives a 5% administrative fee from the School and is calculated based on the unweighted full-time equivalent students. For the period ended June 30, 2013, administrative fees paid the District included in the statements of activities under general administration expenses totaled \$4,558.

**Note 6—Related Party Transactions**

The School is managed and operated by United Cerebral Palsy of Northwest Florida, Inc., a nonprofit organization originally organized in 1953. The mission of United Cerebral Palsy of Northwest Florida, Inc., (UCP) is to enhance the quality of life for infants, children, youth and adults of all abilities and encourage acceptance and inclusion within our communities.

UCP's financial reporting year end is September 30. The School is reported as a program of UCP.

UCP owns the land and building and leases them to the School at a monthly cost of \$2,600. For the period ended June 30, 2013, total rent expense for the facilities included in the statement of activities under instruction and support expenditures totaled \$31,200.

UCP further provides management services to the School under an agreement which provides for a monthly fee of \$400. For the period ended June 30, 2013, fees for the management services included in the statement of activities under general administration expenditures totaled \$4,800.

UCP provides support to the School by sponsoring special events and receiving contributions and designating the proceeds for the School. For the period ended June 30, 2013, support from UCP from special events and contributions totaled \$23,851.

**Capstone Academy Milton**  
**(Program of United Cerebral Palsy of Northwest Florida, Inc.)**  
**(A Nonprofit Organization)**  
**Notes to Financial Statements**  
**June 30, 2013**

**Note 7—Retirement Plans**

School personnel participate in a retirement plan established by UCP. UCP offers a 401K plan with a 100% matching contribution up to the first 3% of compensation, and 50% for that portion of compensation over the 3% up to 5%. Participants in the 401K are 100% vested immediately. The expense recorded for the year ended June 30, 2013, was \$1,440.

**Note 8—Natural Classification of Expenditures**

Expenditures by natural expense classification for the period ended June 30, 2013, are as follows:

Salaries and related costs	\$ 493,397
Land and building rent expense	31,200
School supplies	6,826
Administrative fee to School District	4,558
Management fees	4,800
Depreciation	30,862
Utilities and telephone	17,591
Audit fees	4,000
Transportation costs	4,819
Repairs and maintenance	5,877
Other	4,865
	<u>\$ 608,795</u>

**Note 9—Temporarily Restricted Net Assets**

Temporarily restricted net assets at June 30, 2013, consist of capital outlay funds received from the Board. These funds are restricted to the uses as outlined in the capital outlay plan approved by the Board. During the year ended June 30, 2013, net assets of \$1,165 were released from restrictions.

**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 Directors  
United Cerebral Palsy of Northwest Florida, Inc.  
Capstone Academy Milton  
Pensacola, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Capstone Academy Milton (Program of United Cerebral Palsy of Northwest Florida, Inc.) (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated August 13, 2013.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Capstone Academy Milton'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 Capstone Academy Milton's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization'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.

*To The Board of Directors  
United Cerebral Palsy of Northwest Florida, Inc.  
Capstone Academy Milton  
Pensacola, Florida*

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

### **Purpose of this Report**

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

*Scott E. L. & Company, P.A.*  
Pensacola, Florida  
August 13, 2013

**Independent Auditor's Management Letter**

To The Board of Directors  
United Cerebral Palsy of Northwest Florida, Inc.  
Capstone Academy Milton  
Pensacola, Florida

We have audited the financial statements of Capstone Academy Milton (Program of United Cerebral Palsy of Northwest Florida, Inc.) (a nonprofit organization) as of and for the year ended June 30, 2013, and have issued our report thereon dated August 13, 2013.

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. We have issued our independent auditor's report on internal control over financial reporting and compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* dated August 13, 2013. Disclosures in that report, if any, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.850, Rules of the Auditor General, which governs the conduct of charter schools and similar entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports.

Section 10.854(1)(e)1, Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

Section 10.854(1)(e)2, Rules of the Auditor General, requires a statement be included as to 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, we determined that Capstone Academy Milton did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

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

*To The Board of Directors  
United Cerebral Palsy of Northwest Florida, Inc.  
Capstone Academy Milton  
Pensacola, Florida*

Section 10.854(1)(e)4, Rules of the Auditor General, require that we address violation of 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 more than inconsequential. In connection with our audit, we did not have any such findings.

Section 10.854(1)(e)5, Rules of the Auditor General, provide that the auditor may, based on professional judgment, report the following matters that are inconsequential to the determination of financial statement amounts, considering both quantitative and qualitative factors: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) deficiencies in internal controls that are not significant deficiencies. In connection with our audit, we did not have any such findings.

Section 10.854(1)(e)6, Rules of the Auditor General, require the name or official title of the school. The official title of the school is Capstone Academy Milton.

Pursuant to Sections 10.854(1)(e)6.a and 10.855(11), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor Capstone Academy Milton'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.

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

*Scott E. Ely & Company, P.A.*

Pensacola, Florida  
August 13, 2013