

**DAYS CREEK  
CHARTER SCHOOL  
DAYS CREEK, OREGON**

**Audit Report**

**June 30, 2013**

**STEVE TUCHSCHERER**  
Certified Public Accountant  
A Professional Corporation

# DAYS CREEK CHARTER SCHOOL

PO BOX 10  
Days Creek, Oregon 97429  
(541) 825-3296

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## BOARD OF DIRECTORS

DIANE SWINGLEY . . . . .	Parent-Patron / Board Chair
PO Box 73, Days Creek, OR 97429	
RON DUNN. . . . .	Staff / Director
PO Box 91, Days Creek, OR 97429	
PAULINE MONTGOMERY-BORG. . . . .	Parent-Patron / Director
PO Box 221, Tiller, OR 97484	
KAT PIERRE . . . . .	Parent-Patron / Director
2765 Days Creek Rd, Days Creek, OR 97429	
DIANE PARKER . . . . .	Parent-Patron/ Director
465 Vineyard Lane, Roseburg, OR 97471	
CHELCE BORG . . . . .	District Board / Director
PO Box 142, Days Creek, OR 97429	
DANA STONE . . . . .	District Board / Director
3542 Days Creek Rd, Days Creek, OR 97429	
STAN HUEBNER . . . . .	District Board / Director
PO Box 73, Days Creek, OR 97429	

## ADMINISTRATION

LAURIE NEWTON . . . . .	Superintendent/Principal
PO Box 10, Days Creek, OR 97429	
KIM DUNN . . . . .	Board Secretary
PO Box 10, Days Creek, OR 97429	

**DAYS CREEK CHARTER SCHOOL**

**AUDIT REPORT**

**JUNE 30, 2013**

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Days Creek Charter School  
PO Box 10  
Days Creek, Oregon 97429

I have audited the accompanying financial statements of the governmental activities and each major fund of the Days Creek Charter School, a component unit of the Days Creek School District No. 15, as of and for the year ended June 30, 2013, 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 standards 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**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### **Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Days Creek Charter School as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and supplementary information on pages 2 through 7 and page 21 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. I have applied certain limited procedures to the management's discussion and analysis in accordance with the auditing standards generally accepted in the United States of America, which

consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Days Creek Charter School's basic financial statements.

The budgetary comparison schedule is the responsibility of management and was 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 basic financial statements and certain other 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 my opinion, the budgetary comparison schedules are fairly stated in all material respects in relation to the financial statements taken as a whole.



Steve Tuchscherer, CPA  
December 19, 2013

**MANAGEMENT'S DISCUSSION**  
**AND ANALYSIS**

**DAYS CREEK CHARTER SCHOOL**  
**Management's Discussion and Analysis (MD&A)**  
**For the Fiscal Year Ended June 30, 2013**  
**Unaudited**

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The discussion and analysis of Days Creek Charter School's financial performance provides an overview of the school's financial activities for the fiscal year that ended June 30, 2013. The intent of this discussion and analysis is to look at the school's financial performance as a whole. Readers should also review the basic financial statements and notes to enhance their understanding of the school's financial performance.

Days Creek Charter School is a quasi-government organization. Wherever the term government or governmental is used in this report, the reader should be aware that the reference is to the Charter School.

### **FINANCIAL HIGHLIGHTS**

Key financial highlights for the fiscal year ended June 30, 2013 are as follows:

- The School has net position of \$16,694.
- The School's cash and cash equivalents are \$16,694 at June 30, 2013.
- The School has no liabilities.
- Program revenue of \$1,404,073 accounted for 100% of all revenues. Program revenues were down 1.1 percent from the prior year.
- The School had \$1,388,878 in expenses related to school activities, a decrease of \$37,699 from prior year expenses.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

Management's Discussion and Analysis introduces the School's basic financial statements. The basic financial statements include: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also includes additional supplementary information to supplement the basic financial statements.

#### *Government-wide Financial Statements*

The first of the government-wide statements is the *Statement of Net Position*. This is the government-wide statement of financial position presenting information that includes all of the School's assets and liabilities. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the School as a whole is improving or deteriorating. Evaluation of the overall economic health of the School would extend to other non-financial factors such as the condition of school buildings and other facilities and changes in the School's enrollment, which dictates the majority of revenue to be collected from Days Creek School District.

The second government-wide statement is the *Statement of Activities* which reports how the School's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the *Statement of Activities* is to show the financial reliance of the distinct activities or functions of the School that are supported exclusively by revenues received from Days Creek School District. The governmental activities of the School include instruction, instructional support services, operation and maintenance of plant and non-instructional support services.

**DAYS CREEK CHARTER SCHOOL**  
**Management's Discussion and Analysis (MD&A)**  
**For the Fiscal Year Ended June 30, 2013**  
**Unaudited**

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*Fund Financial Statements*

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The School uses fund accounting to ensure and demonstrate compliance with finance-related laws and regulations.

At this time the School has only one fund, the General Fund, a governmental type fund.

*Governmental funds*, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. Unlike the government-wide financial statements, these statements report short-term fiscal accountability focusing on use of spendable resources during the year and balances of spendable resources available at the end of the fiscal year. They are useful in evaluating whether the annual financing requirements of governmental programs such as regular and special education were financed in the short term and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide reconciliation to government-wide statements to assist in understanding the differences between these two perspectives.

Budgetary comparison statements are included in the basic financial statements for the Days Creek Charter School. These statements and schedules demonstrate compliance with the School's adopted and final revised budget. Budgetary comparison schedules for the other governmental funds can be found in a later section of this report.

*Notes to the Financial Statements*

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin immediately following the basic financial statements.

*Other Information*

In addition to the basic financial statements and accompanying notes, this report also presents as required supplementary information budgetary comparison statements for the Days Creek Charter School. The required supplementary information immediately follows the notes to the financial statements

**DAYS CREEK CHARTER SCHOOL**  
**Management's Discussion and Analysis (MD&A)**  
**For the Fiscal Year Ended June 30, 2013**  
**Unaudited**

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**Financial Analysis of the School as a Whole**

Recall that the Statement of Net Position provides the perspective of the School as a whole. Net position may serve over time as a useful indicator of a government's financial position. The School's net position at fiscal year-end are \$16,694.

The following table provides a summary of the School's net position. Comparative information from the previous year is provided.

**Summary of Net Position**

	Governmental Activities		
	June 30, 2013	June 30, 2012	Percentage Change
<b>Assets</b>			
Current and Other Assets	\$ 16,694	\$ 1,498	1014.42%
Total Assets	16,694	1,498	1014.42%
<b>Net Position</b>			
Restricted			
Unrestricted	16,694	1,498	1014.42%
Total Net Position	\$ 16,694	\$ 1,498	-1014.42%

**DAYS CREEK CHARTER SCHOOL**  
**Management's Discussion and Analysis (MD&A)**  
**For the Fiscal Year Ended June 30, 2013**  
**Unaudited**

The following table shows the changes in net position. Prior-year information is provided for comparative analysis of government-wide revenue and expense information.

**Changes in Net Position**

	<u>Governmental Activities</u>		
	<u>2012-13</u>	<u>2011-12</u>	<u>Percentage Change</u>
<b>Revenues</b>			
Program Revenues			
Charges for Services	\$ 1,404,073	\$ 1,420,275	-1.14%
Total Revenues	<u>1,404,073</u>	<u>1,420,275</u>	-1.14%
<b>Program Expenses</b>			
Instruction	942,265	1,020,119	-7.63%
Support Services	<u>446,613</u>	<u>406,458</u>	9.88%
Total Program Expenses	<u>1,388,878</u>	<u>1,426,577</u>	-2.64%
<b>Change in Net Position</b>	<u>\$ 15,195</u>	<u>\$ (6,302)</u>	-341.11%

The Statement of Activities shows the cost of program services and the charges for services, grants, and contributions offsetting those services. The following table shows, for governmental activity, the total cost of the two major functional activities of the School. The table also shows each function's net cost (total cost less charges for services generated by the activities and intergovernmental aid provided for specific programs). The net cost shows the financial burden that was placed on the State and School's taxpayers by each of these functions.

**Governmental Activities**

	<u>2012-13</u>		<u>2011-12</u>	
	<u>Total Cost of Services</u>	<u>Net Cost (Profit) of Services</u>	<u>Total Cost of Services</u>	<u>Net Cost (Profit) of Services</u>
Instruction	\$ 942,265	\$ 461,808	\$ 1,020,119	\$ (400,156)
Support Services				
Students	70,709	(70,709)	17,651	17,651
Instructional Staff	12,320	(12,320)	18,414	18,414
General Administration	6,000	(6,000)	-	-
School Administration	142,478	(142,478)	143,559	143,559
Business Services	33,012	(33,012)	32,410	32,410
Operation & Maintenance of Plant Services	158,851	(158,851)	172,633	172,633
Technology Services	<u>23,243</u>	<u>(23,243)</u>	<u>21,791</u>	<u>21,791</u>
Total Program Expenses	<u>\$ 1,388,878</u>	<u>\$ 15,195</u>	<u>\$ 1,426,577</u>	<u>\$ 6,302</u>

**DAYS CREEK CHARTER SCHOOL**  
**Management's Discussion and Analysis (MD&A)**  
**For the Fiscal Year Ended June 30, 2013**  
**Unaudited**

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The dependence on revenues received from Days Creek School District are apparent by analyzing what the net cost of each function is compared to the total cost. The higher the net cost is in comparison to total cost, the more dependent the School is on District support. 100 percent of all activities are supported by revenues received from Days Creek School District.

**Financial Analysis of the School's Funds**

*Governmental Funds*

As noted earlier, the School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the School's governmental funds is to provide information on short-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the School's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the School's net resources available for spending at the end of the fiscal year. The financial performance of the School as a whole is reflected in its governmental funds. As the School completed the year, its governmental funds reported a combined fund balance of \$1,498 during the fiscal year. The fund balance consists of non-spendable, restricted, committed, assigned and unassigned amounts. Of the current fund balance, \$16,694 is unassigned and available for spending at the School's discretion.

**Budgetary Highlights**

General Fund revenues were budgeted and anticipated to be collected in the amount of \$1,309,895 during the fiscal year. Actual General Fund revenues of \$1,404,073 exceeded the budgeted revenues by \$94,178. General Fund expenditures of \$1,309,895 were budgeted. General Fund expenditures of \$1,388,878 exceeded the budgeted amount by \$78,983. The actual ending fund balance is \$16,693. The budgeted ending fund balance is \$0.

**Capital Assets and Debt Administration**

*Capital Assets*

As of June 30, 2013, the School had invested \$0 in capital assets, including school buildings, athletic facilities, land, vehicles, computers and other equipment and furnishings.

*Long-Term Debt*

At June 30, 2013 the School had no long-term debt.

**DAYS CREEK CHARTER SCHOOL**  
**Management's Discussion and Analysis (MD&A)**  
**For the Fiscal Year Ended June 30, 2013**  
**Unaudited**

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**Economic Factors and Next Year's Budget and Rates**

The primary factors considered in developing the budget for next year were the School's continuing commitment to operate the high school as a charter school. Also of importance were consideration of the student population, employee contracts, and the economic uncertainties facing the State of Oregon. Budgeted revenues and expenditures in the General Fund increased 1.3 percent to \$1,327,400 in fiscal year 2013-2014.

In developing the School's 2013-14 budget, Oregon's economy, student enrollment, funding from federal sources were of primary consideration. State school support resources used to fund the School are currently supported by the State's 2011-13 biennium budget for the state basic school support revenues and most recent forecasts from the Oregon Department of Education for school support payments. The School continues to review the status of the various issues impacting our funding and continues to make expenditures conservatively in order to maintain reserves that will minimize fluctuations in program funding and availability.

**Contacting the School's Financial Management**

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the School's finances and to demonstrate the School's accountability for the resources it receives. If you have any questions about this report or need additional information, contact the Business Office, Days Creek Charter School, PO Box 10, Days Creek, Oregon 97429

**BASIC**

**FINANCIAL STATEMENTS**

**Government - Wide**

**Financial Statements**

# **Fund Financial Statements**

# **DAYS CREEK CHARTER SCHOOL**

## **STATEMENT OF NET POSITION**

**June 30, 2013**

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	<b>Governmental Activities</b>
<b><u>ASSETS:</u></b>	
Current Assets:	
Cash and Investments	\$ 16,694
<b>Total Assets</b>	<b>\$ 16,694</b>
<b><u>NET POSITION:</u></b>	
Unrestricted	\$ 16,694
<b>Total Net Position</b>	<b>16,694</b>

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

# DAYS CREEK CHARTER SCHOOL

## STATEMENT OF ACTIVITIES

For the Fiscal Year Ended June 30, 2013

	<u>(Expenses)</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expense) Revenue and Change in Net Position</u>
<b><u>GOVERNMENTAL ACTIVITIES:</u></b>			
Instruction			
Regular Instruction	\$ 942,265	\$1,404,073	\$ 461,808
<b>Total Instruction</b>	<b>942,265</b>	<b>1,404,073</b>	<b>461,808</b>
Support Services			
Students	70,709	-	(70,709)
Instructional Staff	12,320	-	(12,320)
General Administration	6,000	-	(6,000)
School Administration	142,478	-	(142,478)
Business Services	33,012	-	(33,012)
Operation & Maint. of Plant Services	158,851	-	(158,851)
Student Transportation Services	-	-	-
Technology Services	23,243	-	(23,243)
<b>Total Support Services</b>	<b>446,613</b>	<b>-</b>	<b>(446,613)</b>
<b>Total Governmental Activities</b>	<b><u>\$1,388,878</u></b>	<b><u>\$ 1,404,073</u></b>	<b>15,195</b>
			<u>15,195</u>
			Net Position, July 1, 2012
			1,499
			<b><u>\$ 16,694</u></b>

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

**DAYS CREEK CHARTER SCHOOL**

**BALANCE SHEET**

**GOVERNMENTAL FUND**

**June 30, 2013**

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	<b><u>Days Creek Charter School- General Fund</u></b>
<b><u>ASSETS:</u></b>	
Cash and Cash Equivalents	\$ 16,694
<b>Total Assets</b>	<b><u>\$ 16,694</u></b>
 <b><u>FUND BALANCE:</u></b>	
Committed for:	
Education Programs	<u>16,694</u>
<b>Total Fund Balance</b>	<b>16,694</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 16,694</u></b>

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

# **DAYS CREEK CHARTER SCHOOL**

## **Statement of Revenues, Expenditures, and Changes in Fund Balances**

### **GOVERNMENTAL FUNDS**

**For The Fiscal Year Ended June 30, 2013**

	<b>Days Creek Charter School- General Fund</b>
<b><u>REVENUES:</u></b>	
Fees and Charges	\$ 1,404,073
<b>Total Revenues</b>	<b>1,404,073</b>
<b><u>EXPENDITURES:</u></b>	
Instruction	
Regular Instruction	942,265
Supporting Services	
Students	70,709
Instructional Staff	12,320
General Administration	6,000
School Administration	142,478
Business Services	33,012
Operation & Maintenance of Plant Services	158,851
Technology Services	23,243
<b>Total Expenditures</b>	<b>1,388,878</b>
Net Change in Fund Balance	15,195
Fund Balance - July 1, 2012	1,499
<b>Fund Balance - June 30, 2013</b>	<b>\$ 16,694</b>

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

**Notes To The Basic**  
**Financial Statements**

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2013**

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Days Creek Charter School is an Oregon Charter School as authorized by Oregon Revised Statute Chapter 338 with the powers and authority vested by their charter in a Board of Directors. The Board is made up of twelve members, three representing instructors, three representing students, four representing the community, and two representing the School District board.

Days Creek Charter School is a quasi-government organization. Wherever the term government or governmental is used in this report, the reader should be aware that the reference is to the Charter School.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The basic financial statements of Days Creek Charter School have been prepared in conformity with accounting principals generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The more significant of the government's accounting policies are described below.

**A. Reporting Entity**

In determining the financial reporting entity, Days Creek Charter School complies with Governmental Accounting Standards Board Statement 14, "The Financial Reporting Entity." The criteria for including organizations as component units within the School's reporting entity, include whether 1) the School appoints a voting majority of the organization's board; 2) the School is able to impose its will on the organization; 3) the organization has the potential to impose a financial benefit or burden on the School; and 4) there is fiscal dependency by the organization on the School.

The Days Creek Charter School is a component unit of the Days Creek School District.

**B. Basis of Presentation**

*Government-wide Statements:* The statement of net position and the statement of activities display information about the School as a whole. These statements include the financial activities of the overall School. Eliminations have been made to minimize the double counting of internal activities. Governmental activities include programs supported primarily by taxes, state school support payments, grants and other intergovernmental revenues. The School has no business type activities that rely, to a significant extent, on fees and charges for support. The School also reports no fiduciary activities.

The statement of activities demonstrates the degree to which direct expenses of a given function are offset by program revenues. Direct expenses are those that are specifically associated with a program of function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**  
**JUNE 30, 2013**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

B. Basis of Presentation (Cont.)

*Fund Financial Statements:* During the fiscal year, the School segregates transactions related to school functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. The fund financial statements provide reports on the financial condition and results of operations for governmental operations. Major individual governmental funds are reported as separate columns in the fund financial statements.

The School reports the following major governmental funds:

Days Creek Charter School- General Fund - The amounts transferred to the Days Creek Charter School from the Days Creek School District are the only revenues accounted for in this fund. The expenditures incurred in operating the Charter School including the cost of instructors, administrators, instructional aides and building maintenance and operation of the school are accounted for in this fund.

C. Measurement Focus/Basis of Accounting:

Measurement focus refers to what is being measured; basis of accounting refers to when transactions are recognized in the financial records and reported on the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied. The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net position and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized when the liability is incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or within sixty days after year end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt which are reported when due. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

The revenues susceptible to accrual are charges for services, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received, as they are deemed immaterial. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. In subsequent periods, when the revenue recognition is met or when the School has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**

**JUNE 30, 2013**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

C. Measurement Focus/Basis of Accounting (Cont.):

The School's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

D. Budgeting

The School budgets for all funds on a modified accrual basis. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. Total expenditures are controlled by annual appropriations at the following organizational levels: instruction and support services. Appropriations lapse as of the fiscal year-end. A detailed budget document is required that contains more detailed information for the above-mentioned expenditure categories.

Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. A supplemental budget may require hearings before the public, publications in newspapers, and approval by the School Board of Directors. Original and supplemental budgets may be modified by the use of appropriations transfers between the levels of control. Such transfers require approval by the School Board of Directors.

Budget amounts shown in the budgetary comparison schedules include both the original and, when applicable, the revised amount. The combining fund financial statements and individual fund financial statements include in the budget column any revisions to the budget since original budget amounts were adopted.

E. Cash and Investments

The School has adopted an investment policy requiring compliance with Oregon statutes, which authorizes the School to invest in obligations of the United States, the agencies and instrumentalities of the United States and the State of Oregon, and numerous other investment instruments.

The School's investments may consist of time certificates of deposit, banker's acceptances, commercial paper, U.S. Government Agency securities, and the State of Oregon Treasurer's Local Government Investment Pool (LGIP). The School's investments are reported at fair value at year-end. Changes in the fair value of investments are recorded as investment earnings. The LGIP is stated at cost, which approximates fair value. Fair value of the LGIP is the same as the School's value in the pool shares.

The Oregon State Treasury administers the LGIP. It is an open-ended, non-load diversified portfolio offered to any agency, political subdivision or public corporation of the State that by law is made the custodian of, or has control of, any fund. The LGIP is included in the Oregon Short Term Fund (OSTF) which was established by the State Treasurer. In seeking to best serve local governments of Oregon, the Oregon legislature established the Oregon Short-Term Fund Board. The purpose of the Board is to advise the Oregon State Treasury in the management and investment options of the LGIP.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**  
**JUNE 30, 2013**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

F. Receivables

Uncollected revenues from sources that are earned but not received by the fiscal year end are reported as receivable in the current assets section in the government-wide statement of net position by the School. Government grant reimbursement and entitlement amounts for which all eligibility requirements imposed by the provider have been met, but which were not received by the fiscal year end, are reported as due from other governments in the current assets section in the government-wide statement of net position by the School. All receivables are considered fully collectible; consequently no allowance for uncollectible taxes has been established. Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received.

G. Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the School or through external restrictions imposed by creditors, grantors, or law or regulations of other governments.

H. Equity Classifications:

*Government-wide Statements*

Equity is classified as net position, which represents the difference between assets and liabilities. Net position is displayed in three components:

- a. Invested in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantor, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

The School's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**  
**JUNE 30, 2013**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

H. Equity Classifications (Cont.):

*Fund Financial Statements*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the School is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Nonspendable: This classification includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. The School did not have any non-spendable resources at June 30, 2013.
- Restricted: This classification includes fund balance amounts that are constrained for specific purposes which are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. The School had no restricted resources at June 30, 2013.
- Committed: This classification includes fund balance amounts that are constrained for specific purpose that are internally imposed by the government through resolution of the highest level of decision making authority, the Board of Directors, and does not lapse at year-end.
- Assigned: This classification includes fund balance amounts that are intended to be used for specific purposes that are neither restricted nor committed. This intent can be expressed by the Board of Directors or through the Board of Directors delegating this responsibility to selected staff members or through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. . The School had no assigned resources at June 30, 2013.
- Unassigned: This classification includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories, and negative fund balances of other governmental funds. The school had no unassigned resources at June 30, 2013.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**  
**JUNE 30, 2013**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):**

H. Equity Classifications (Cont.)

The School would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

J. Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities as well as disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**2. CASH AND INVESTMENTS:**

For discussion of deposit and investment policies and other related information, see Note 1.E.

The School follows the practice of aggregating the cash assets of various funds to maximize cash management efficiency and returns. Various restrictions on deposits and investments are imposed by state statutes. These restrictions are summarized at Note 1.E.

Investments, including amounts held in pool cash and investments are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, investments with a remaining maturity of more than one year at the time of purchase are stated at fair value. Fair value is determined at the quoted market prices, if available; otherwise, the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value.

Deposits - All cash is deposited in compliance with Oregon statutes. The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. FDIC insurance of \$250,000 applies to the deposits in each depository. Where balances continually exceed \$250,000, ORS 295 requires the depositor to verify that deposit accounts are only maintained at financial institutions on the list of qualified depositories found on the state treasurer's website. Qualifying depository banks must pledge securities with a particular value based on the bank's level of capitalization. The balances in excess of the FDIC insurance are considered exposed to custodial credit risk.

Custodial Credit Risk for Deposits - Custodial credit risk for deposits exists when, in the event of a depository failure, the School's deposits may not be returned to it. The School does not have a deposit policy for custodial credit risk.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**  
**JUNE 30, 2013**

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**2. CASH AND INVESTMENTS (Cont.):**

As of June 30, 2013, the reported amount of the School's deposits was \$1,498 and the bank balance was \$1,498. Of the bank balance, the entire amount was covered by federal depository insurance or by pledged securities with the qualifying depository banks.

Investments - Oregon statutes authorize the School to invest in obligations of the U.S. Treasury and U.S. agencies, banker's acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the Local Governmental Investment Pool. The School has no credit risk policy or investment policy that would further limit its investment choices

Credit Risk - Credit risk exists when there is a possibility the issuer or other counterparty to an investment may be unable to fulfill its obligations. As of June 30, 2013, the School's investment in the Oregon State Treasurer's Local Government Investment Pool (LGIP) was unrated.

At June 30, 2013, the School's deposits in financial institutions were not exposed to custodial credit risk.

Concentration of Credit Risk - An increased risk of loss occurs as more investments are acquired from one issuer. This results in a concentration of credit risk. The School places no limit on the amount that may be invested in any one issuer. More than 5 percent of the School's investments are in the Oregon State Treasurer's Local Government Investment Pool (LGIP). This investment is 100% of the School's total investments.

**3. PENSION PLAN:**

**Plan Description** – Eligible school employees are covered by Days Creek School District's PERS program. The District contributes to two pension plans administered by the Oregon Public Employees Retirement System (PERS). The Oregon Public Employees Retirement Fund (OPERF) applies to the District's contribution for qualifying employees who were hired before August 29, 2003, and is a cost-sharing multiple-employer defined benefit pension plan. The Oregon Public Service Retirement Plan (OPSRP) is a hybrid successor plan to the OPERF and consists of two programs: The Pension Program, the defined benefit portion of the plan, applies to qualifying District employees hired after August 29, 2003, and to inactive employees who return to employment following a six-month or greater break in service. Benefits are calculated by a formula for members who attain normal retirement age. The formula takes into account final average salary and years of service. Beginning January 1, 2004, all PERS member contributions go into the Individual Account Program (IAP), the defined contribution portion of the plan. PERS members retain their existing PERS accounts, but any future member contributions are deposited into the member's IAP, not the member's PERS account.

Both PERS plans provide retirement and disability benefits, post employment health care benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS is administered under Oregon Revised Statute Chapter 238, which establishes the Public Employees Retirement Board as the governing body of PERS. PERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to PERS, PO Box 23700, Tigard, OR, 97281-3700 or by calling 503-598-7377.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**  
**JUNE 30, 2013**

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**3. PENSION PLAN (Cont.):**

**Funding Policy** - Members of PERS are required to contribute 6.00% of their salary covered under the plan, which is invested in the OPSRP Individual Account Program. The District is required by ORS 238.225 to contribute at an actuarially determined rate for the qualifying employees under the OPERF plan, and a general service rate for the qualifying employees under the OPSRP plan. The OPERF and the OPSRP rates in effect for the year ended June 30, 2013 were 19.48% and 17.97% respectively. The contribution requirements for plan members are established by ORS Chapter 238 and may be amended by an act of the Oregon Legislature.

**Annual Pension Cost** - The School's contributions to PERS for the years ending June 30, 2011, 2012, and 2013 are reported by Days Creek School District.

**4. CONTINGENT LIABILITIES:**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, 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 amount, if any, to be immaterial.

The potential effects of an illegal act or of material revenue derived from transactions involving illegal acts or significant unusual risks may constitute a liability of the applicable fund. The School expects such liability amount, if any, to be immaterial.

The School is not currently named as a defendant in any pending or threatened litigation.

**5. RISK MANAGEMENT:**

The School is exposed to various risks of loss related to limited torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters. The School is joined together with other schools and special Districts in the state, which are members of Special Districts of Oregon (SDOA). SDOA oversees the Special Schools Insurance Services Trust, a public entity risk pool currently operating as a common risk management and insurance program for member governments. The School has an annually renewable contract to pay SDOA an annual premium for its general liability, property liability, automobile liability, boiler and machinery, comprehensive crime, and umbrella insurance coverage.

The School carries commercial insurance for all other losses, including workers' compensation and employee health and accident insurance. Premiums to the health insurance company are paid through a combination of employer contributions and payroll withholdings for eligible employees.

The School came under the State Unemployment Act as of July 1, 1974. The School has elected to reimburse the State of Oregon Employment Division for any claims paid to former employees.

There have been no significant reductions in coverage from the prior years and settlements have not exceeded insurance coverage in the past three years.

**DAYS CREEK CHARTER SCHOOL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS (Continued)**  
**JUNE 30, 2013**

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**6. OVER-EXPENDITURE OF APPROPRIATIONS:**

Expenditures in the funds and appropriation areas exceeded the appropriation amounts as follows:

<u>Fund / Category</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Variance</u>
Days Creek Charter School Fund #700 / Support Services	1,309,895	1,388,878	78,983

**REQUIRED**  
**SUPPLEMENTARY**  
**INFORMATION**

**DAYS CREEK CHARTER SCHOOL**

**Schedule of Revenues, Expenditures,  
and Changes in Fund Balance - Budget and Actual**

**For the Fiscal Year Ended June 30, 2013**

	Budgeted Amounts		Actual Amounts (Budgetary Basis) (See Note 1)	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Revenues from Local Sources:				
Charges for Services	1,309,895	1,309,895	1,404,073	94,178
<b>Total Local Revenues</b>	<b>1,309,895</b>	<b>1,309,895</b>	<b>1,404,073</b>	<b>94,178</b>
<b>Total Revenues</b>	<b>1,309,895</b>	<b>1,309,895</b>	<b>1,404,073</b>	<b>94,178</b>
<b>EXPENDITURES:</b>				
Instruction:				
#1121 Middle School Programs -				
Salaries	147,950	147,950	129,898	(18,052)
Employee Benefits	91,545	91,545	73,238	(18,307)
Purchased Services	1,000	1,000	2,472	1,472
Supplies and Materials	2,700	2,700	1,410	(1,290)
Other Objects	-	-	300	300
#1122 Middle School Extracurricular -				
Salaries	7,200	7,200	8,146	946
Employee Benefits	2,400	2,400	1,128	(1,272)
Supplies and Materials	2,000	2,000	986	(1,014)
Other Objects	-	-	25	25
#1131 High School Programs -				
Salaries	390,750	390,750	410,982	20,232
Employee Benefits	226,945	226,945	212,220	(14,725)
Purchased Services	12,500	12,500	23,439	10,939
Supplies and Materials	10,000	10,000	9,395	(605)
Other Objects	-	-	703	703
#1132 High School Extracurricular				
Salaries	35,600	35,600	31,006	(4,594)
Employee Benefits	9,000	9,000	8,038	(962)
Purchased Services	16,100	16,100	13,153	(2,947)
Supplies and Materials	5,000	5,000	8,538	3,538
Other Objects	5,000	5,000	7,188	2,188
<b>Total Instruction</b>	<b>965,690</b>	<b>965,690</b>	<b>942,265</b>	<b>(23,425)</b>
Support Services:				
#2110 Attendance Services -				
Salaries	5,000	5,000	34,268	29,268
Employee Benefits	1,750	1,750	24,516	22,766
#2120 Guidance Services -				
Salaries	1,350	1,350	1,330	(20)
Employee Benefits	525	525	443	(82)
Purchased Services	-	-	10,152	10,152
#2222 Library Media Services -				
Supplies and Materials	5,100	5,100	2,019	(3,081)
#2240 Instructional Staff Development -				
Employee Benefits	2,000	2,000	10,301	8,301
#2310 Board of Education Services				
Purchased Services	6,000	6,000	6,000	-
#2410 Office of the Principal -				
Salaries	78,575	78,575	81,200	2,625
Employee Benefits	55,455	55,455	50,691	(4,764)
Purchased Services	5,000	5,000	6,088	1,088
Supplies and Materials	4,000	4,000	4,499	499
Other Objects	200	200	-	(200)
#2520 Fiscal Services -				
Salaries	21,100	21,100	21,091	(9)
Employee Benefits	11,950	11,950	11,921	(29)
#2540 Care & Upkeep of Buildings				
Salaries	37,375	37,375	47,776	10,401
Employee Benefits	24,325	24,325	26,501	2,176
Purchased Services	49,500	49,500	70,202	20,702
Supplies and Materials	7,000	7,000	10,032	3,032
Other Objects	4,000	4,000	4,340	340
#2660 Technology Services				
Purchased Services	9,000	9,000	9,616	616
Supplies and Materials	15,000	15,000	13,627	(1,373)
<b>Total Support Services</b>	<b>344,205</b>	<b>344,205</b>	<b>446,613</b>	<b>102,408</b>
<b>Total Expenditures</b>	<b>1,309,895</b>	<b>1,309,895</b>	<b>1,388,878</b>	<b>78,983</b>
Excess (Deficiency) of Revenues Over Expenditures	-	-	15,195	15,195
Fund Balance - July 1, 2012	\$ -	\$ -	\$ 1,498	\$ 1,498
<b>Fund Balance - June 30, 2013</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,693</b>	<b>\$ 16,693</b>

**INDEPENDENT**

**AUDITOR'S**

**COMMENTS**

**DAYS CREEK CHARTER SCHOOL**  
**AUDITOR'S COMMENTS AND DISCLOSURES**  
**REQUIRED BY STATE REGULATION**  
**As of June 30, 2013**

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To the Governing Body of the Days Creek Charter School  
Days Creek, Oregon

We have audited the basic financial statements of the Days Creek Charter School as of and for the year ended June 30, 2013, and have issued our report thereon dated December 19, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether the Days Creek Charter School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements 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.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**
- **State school fund factors and calculation.**

In connection with our testing nothing came to our attention that caused us to believe the School was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, with the following exceptions:

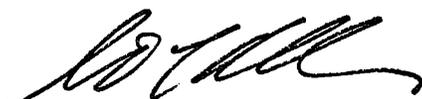
For the fiscal year ended June 30, 2013, over-expenditure of appropriations occurred in one fund, as noted on page 20 of the audit report.

The School has adopted new procedures to review actual vs. budget amounts regularly to avoid these over-expenditures in the future.

**OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the School's internal control over financial reporting as a basis for designing our auditing procedures 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 School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the School internal control over financial reporting.

This report is intended solely for the information and use of the Board of Directors and management of Days Creek Charter School and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



Steve Tuchscherer, CPA, PC  
Roseburg, Oregon  
December 19, 2013