

**Thursday, August 20, 2020**  
**Rocketship Public Schools Audit Committee Meeting (2020-21 Q1)**

**Meeting Time: 9:30am to 10:00am**

**Webinar link: <https://rocketshipschools.zoom.us/j/92162345783>**

**Public Comment: Members of the public can make comment on off-agenda items at the start of the meeting, and on agenda items immediately preceding the board's discussion of each item. Please use the webinar's "raise hand" feature to indicate you would like to make a comment. You will be recognized once the public comment time begins, and will be unmuted by the host and permitted to make comment for a duration of up to 3 minutes.**

**1. Opening Items (9:30am-9:35am)**

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- A. Call to order
- B. Public comment on off-agenda items

**2. Consent Items (9:35am-9:40am)**

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- A. Approve minutes from June 11th, 2020 Audit committee meeting

**3. Agenda Items (9:40am - 10:00am)**

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- A. Update on interim audit and 403(b) audit
- B. 2019-20 end-of-year audit process update

**4. Adjourn (10:00am)**

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THE ORDER OF BUSINESS AND TIMINGS MAY BE CHANGED WITHOUT NOTICE: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice, provided that the Board takes action to effectuate such change. Timings listed on the agenda are estimates only and may change depending on the duration of public comment and discussion around prior items.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Apoorva Katikaneni at [akatikaneni@rsed.org](mailto:akatikaneni@rsed.org).

## **Minutes -- Rocketship Public Schools Audit Committee Meeting (2019-20 Q4) (Thursday, June 11, 2020)**

### **1. Opening Items**

#### **A. Call to Order**

At 3:31pm, Mr. Jordan called the meeting to order. With a quorum of committee members present, Mr. Jordan called the meeting to order.

Present: Louis Jordan, Greg Stanger

Advisor: Julie Miller

#### **B. Public Comment on Off-Agenda Items**

At 3:32pm, Mr. Jordan called for public comment. No members of public were present.

### **2. Consent Items**

#### **A. Approve minutes from March 4th, 2020 Audit committee meeting**

#### **B. Acknowledge selection of Clifton Larsen Allen as Rocketship 403(b) auditor**

At 3:33pm, Mr. Jordan called for a motion to approve the consent items. A motion was made by Mr. Stanger, seconded by Mr. Jordan, and carried unanimously by roll call vote.

Y: Louis Jordan, Greg Stanger

N: --

Abstain: --

### **3. Agenda Items**

#### **A. Update on interim audit process**

At 3:37pm, the committee discussed agenda item 3(A).

#### **B. Update on timeline and preparation for formal audit process for fiscal year ending 6/30/20**

At 3:51pm, the committee discussed agenda item 3(B).

#### **C. Review and approve IRS Form 990 for Rocketship Education for fiscal year ending 6/30/19**

At 3:55pm, the committee discussed agenda item 3(C). At 4:00pm, Mr. Jordan called for a motion to approve the IRS Form 990 for Rocketship Education for fiscal year ending 6/30/19. A motion was made by Mr. Stanger, seconded by Mr. Jordan, and carried unanimously by roll call vote.

Y: Louis Jordan, Greg Stanger

N: --

Abstain: --

### **4. Adjourn**

At 4:01pm, Mr. Jordan called for a motion to adjourn the meeting. A motion was made Mr. Stanger, seconded by Mr. Jordan, and carried unanimously by roll call vote.

Y: Louis Jordan, Greg Stanger

N: --

Abstain: --

Respectfully Submitted,

Apoorva Katikaneni  
Senior Compliance Associate  
Rocketship Public Schools

# RPS Audit Committee Update August 2020

August 20, 2020

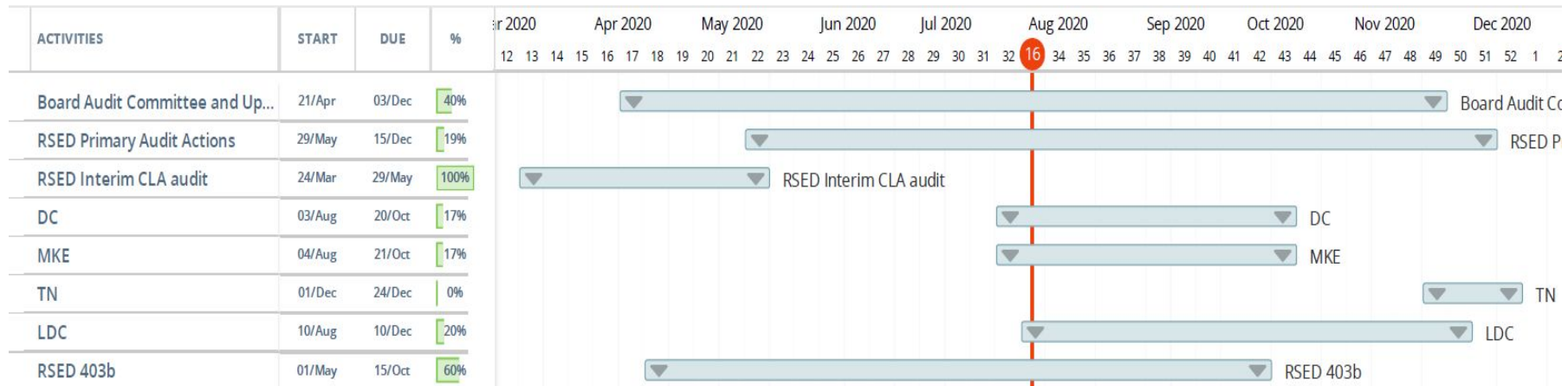


# Audit Calendar Overview

- Interim audit - completed
- 403b audit in progress - Extension of 5500 filing 10/15
- Year end close completing week of 8/17 across all RSED entities
- Consolidated audit completion target date of Nov 30

## Audit Calendar FY19-20

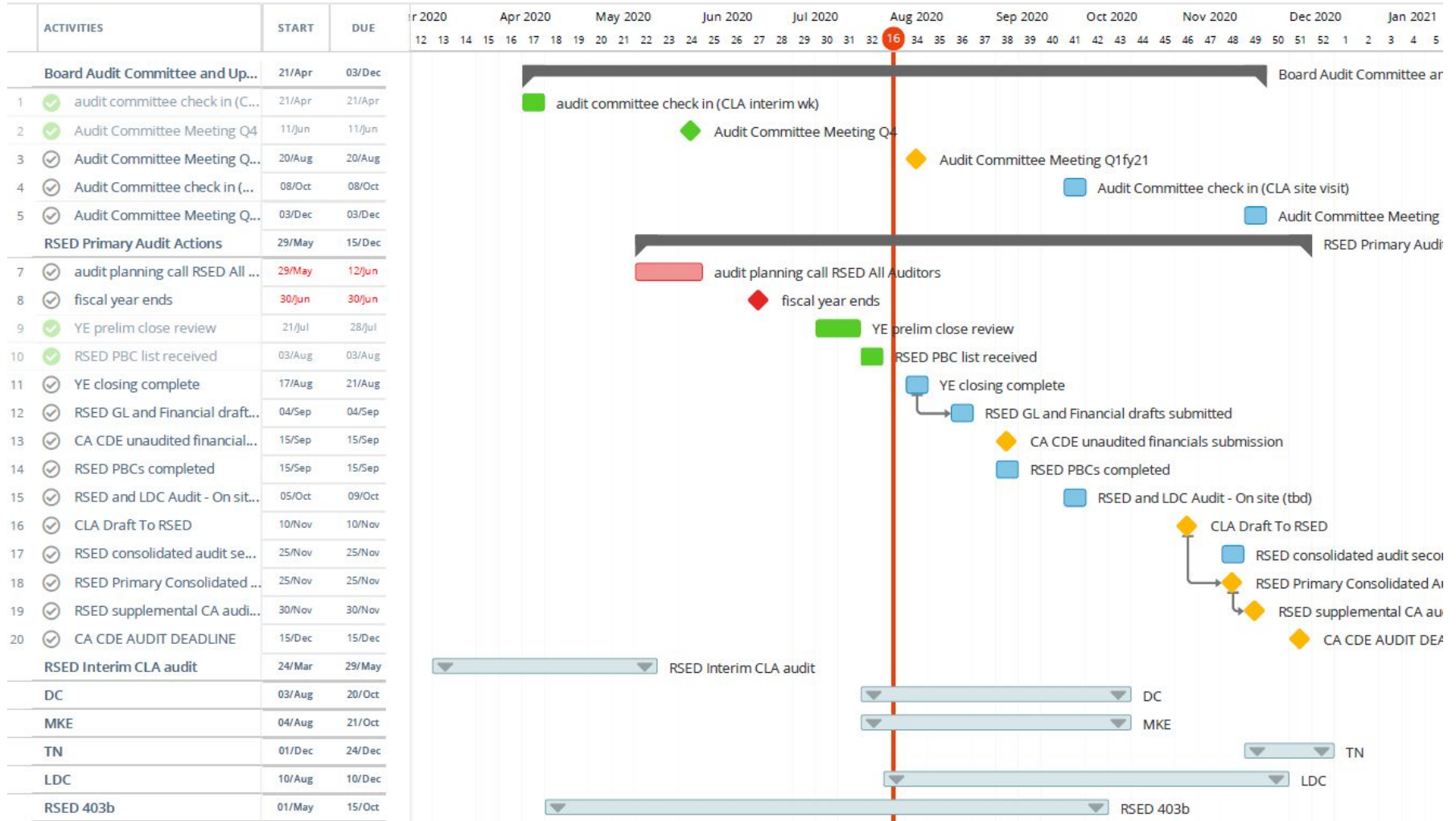
Read-only view, generated on 16 Aug 2020



# Audit Calendar Detail : Board Review and RPS Primary

## Audit Calendar FY19-20

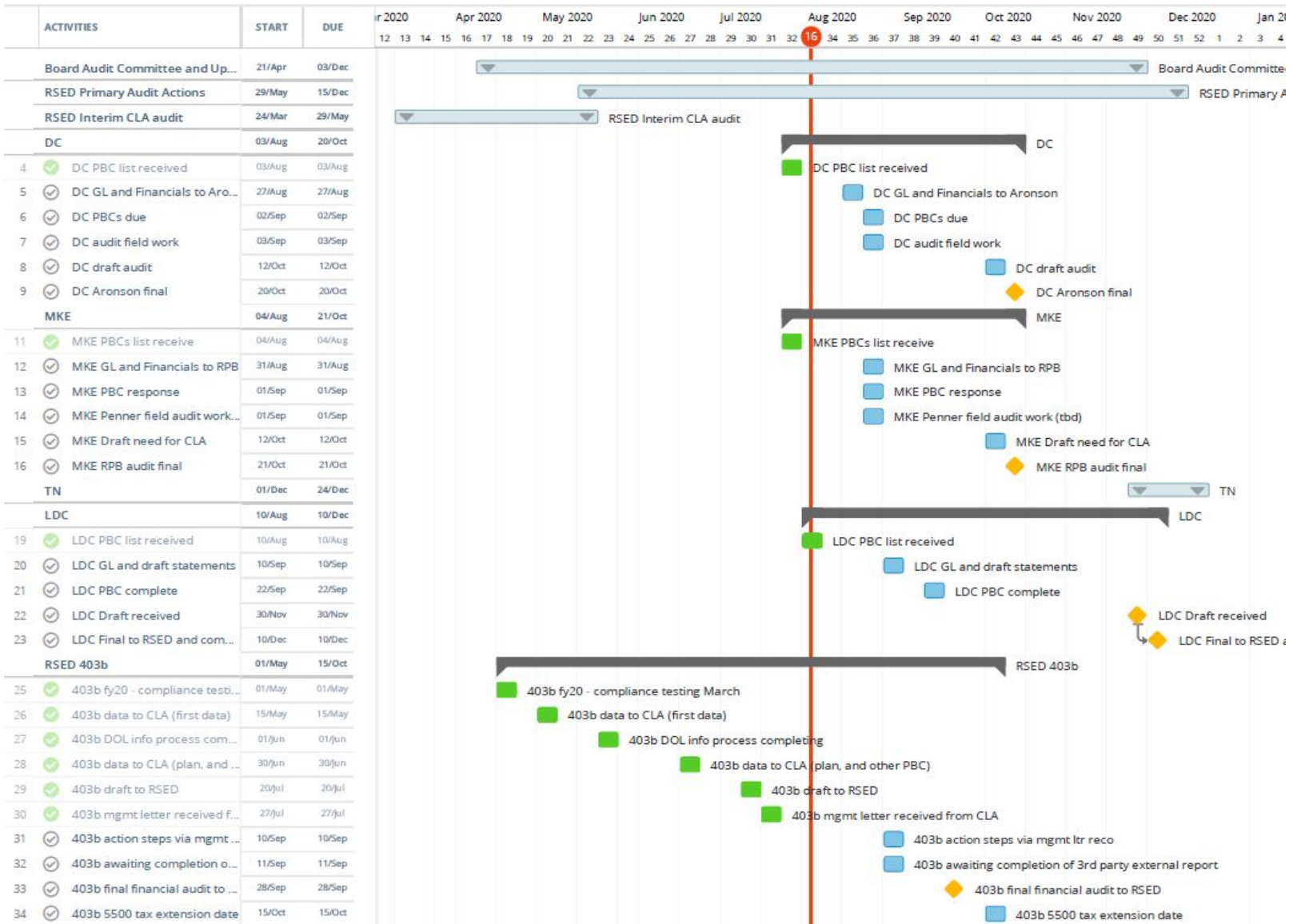
Read-only view, generated on 16 Aug 2020



# Audit Calendar Detail : DC/MKE/LDC/TN/403b

## Audit Calendar FY19-20

Read-only view, generated on 16 Aug 2020



# Process and Action Item Updates

- **Team Update**

- Accounting team fully staffed; FP&A team has hiring and consulting needs

- **Procedures**

- Close time reducing; FY21 goal of Floqast as audit support tool (details follow)
- Documentation, reconciliation procedures codified and followed
- Segregation of duties improved throughout year to improve risk management

- **403b Processes**

- Integrating tech connectivity between ADP to Principal
- Establishing quarterly external review protocols (determining firm selection)
- Retained ERISA counsel to supplement Advisor and Principal guidelines and interpretations

- **Future Initiatives**

- Adoption of lease standard change ASC 842 delayed by FASB, due to COVID; RPS will complete preparations in Q3/Q4 after FY20 audit finishes; Leasequery software and data set up work complete, detail and analysis remains



# Close process improvement - Additional Information

#ioQast CLOSE THE BOOKS CHECKLIST RECONCILIATIONS REVIEW NOTES

01 RSED May 2020 View Error

Well done! Your Close is finished, time to lock the folders.

Lock All Folders

Checklists

100% Prepared

100% Reviewed

Reconciliations

100% Tied-Out

100% Prepared

100% Reviewed

Folder Progress

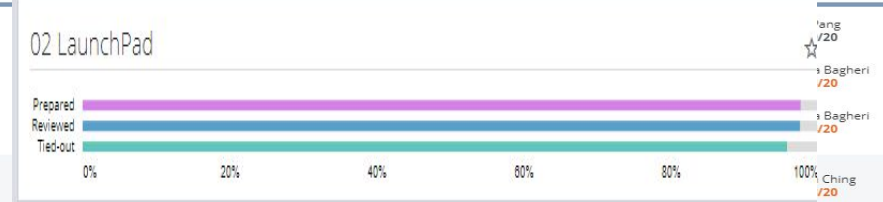
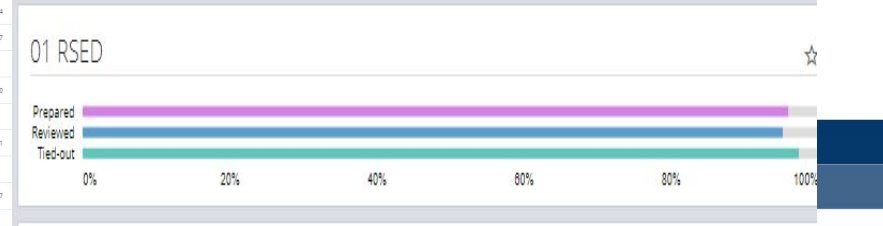
12 Folders

FOLDER	TIED-OUT	PROGRESS	
01 Cash and cash equivalents	✓	100%	135/135
04 Accounts receivable	✓	100%	36/36
05 Prepaid expenses and other current assets	✓	100%	14/14
06 Fixed assets	✓	100%	27/27
07 Accounts payable	✓	100%	9/9
08 Accrued liabilities	✓	100%	70/70
09 Deferred revenue	✓	100%	4/4
10 Payroll	✓	100%	21/21
11 Student Information	✓	100%	2/2
12 Misc reconciliation and reporting	✓	100%	27/27

FOLDER	ACCOUNT	PER INTACCT	PER EXCEL
01 Cash and cash equivalents	9265-0001 Wellstrade - Cash and Equivalents	\$332,179.99	\$332,179.99
01 Cash and cash equivalents	9339 SPED Set Aside	\$0.00	\$0.00
05 Prepaid expenses and other current assets	9341 Intercompany Loan (A)	\$5,729,000.00	\$5,729,000.00
04 Accounts receivable	9361 Receivable - Management Fee [Long Term]	\$3,326,811.95	\$3,326,811.95
04 Accounts receivable	9361-0001 Receivable - Rocketship Education DC [Long Term]	\$2,625,991.00	\$2,625,991.00
12 Misc reconciliation and reporting	9362 Grants Receivable - Long Term	\$0.00	\$0.00

#ioQast CLOSE THE BOOKS CHECKLIST RECONCILIATIONS REVIEW NOTES

All Entities June 2020



06/12/20	DC	Derek Chen Reviewer	100%	FB	Fariba Bagheri 06/24/20
06/16/20	VC	Vivian Ching Preparer	100%	VC	Vivian Ching 06/23/20
06/16/20	DC	Derek Chen Reviewer	100%	DC	Derek Chen 07/01/20
06/16/20	VC	Vivian Ching Preparer	100%	VC	Vivian Ching 06/25/20
06/16/20	DC	Derek Chen Preparer	100%	DC	Derek Chen 07/01/20
06/16/20	VC	Vivian Ching Preparer	100%	VC	Vivian Ching 06/23/20
06/16/20	DC	Derek Chen Reviewer	100%	FB	Fariba Bagheri 06/24/20
06/16/20	JP	Joey Pang Preparer	100%	JP	Joey Pang 06/10/20