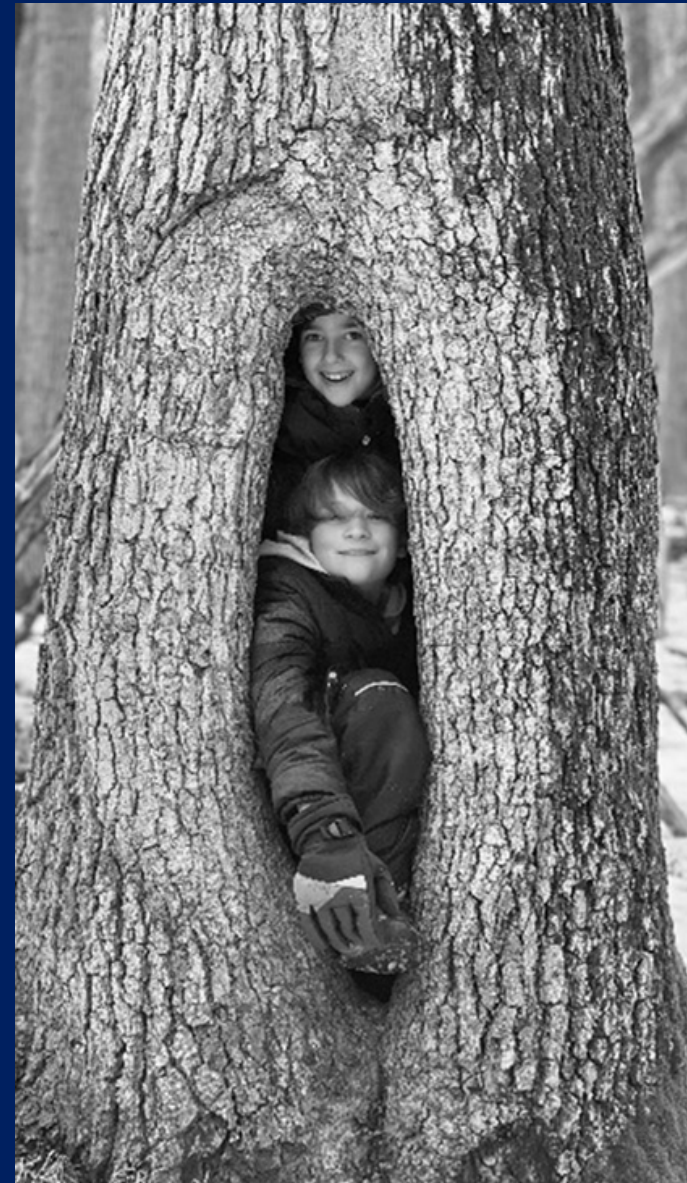
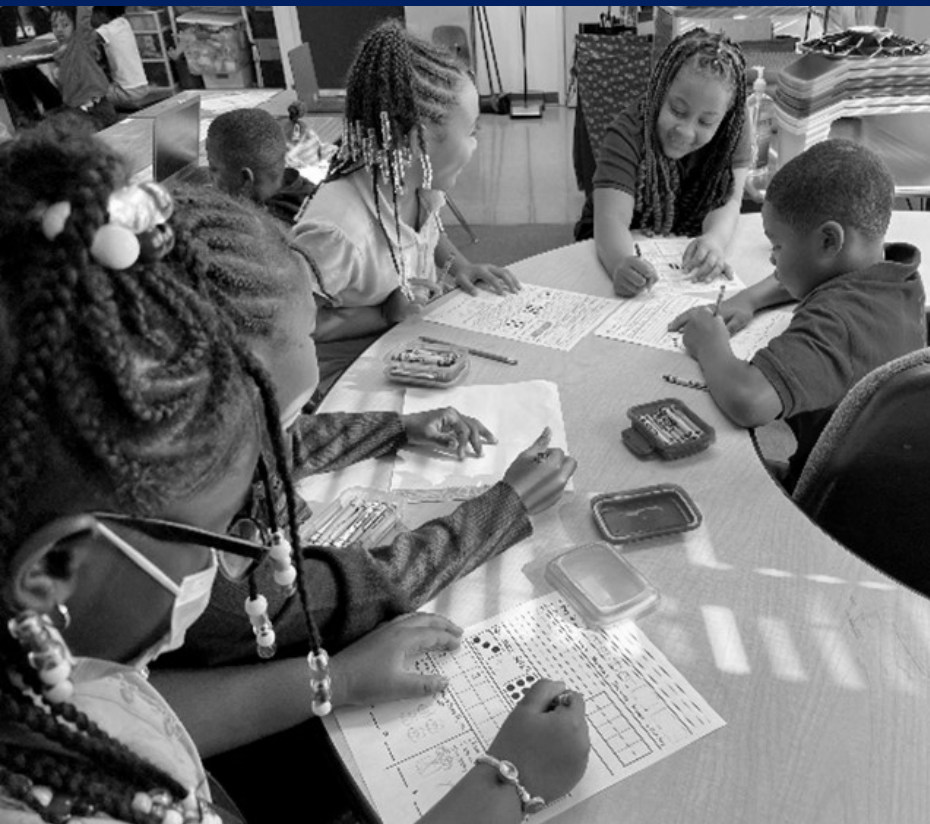




ANNUAL GOVERNANCE, COMPLIANCE, FINANCIAL REPORT

—
2022-2023



Muskegon Maritime Academy

This 2022–23 Annual Governance, Compliance, and Financial Report provides a measure of your academy’s performance at the end of the school year (June 30, 2023) against the benchmarks set forth in your Charter Contract and in alignment with state and federal guidelines.

It is the intention of the School/University Partnership Office to provide transparent reporting and accountability measures that allow academy leadership to greater understand their effectiveness in each of the specific pillars of Governance, Compliance, and Finance. This report has an updated look but still contains the rich and important information it always has. I invite you to read it fully and carefully and consider what adjustments should be made in the future.

We value your partnership as we strive to provide quality educational opportunities that are accessible to all. Thank you for striving for excellence and joining us on this journey of continuous improvement.

Candice Casey
Director of Operations

Muskegon Maritime Academy

Governance Benchmarks/Score

✓ Has the board conducted all regular meetings as scheduled with zero or few cancellations or reschedules? (0-2 = 2 3+ = 0)	0
✓ Are board meetings conducted according to the Open Meetings Act?	0
✓ Has the board approved all SVSU required financial reports for each month including all disbursements, whether by check, credit card, or electronic?	2
✓ Has the board properly advertised for and properly conducted a budget hearing?	1
✓ Does the board receive policy updates from a reputable school organization and approve at least once per year?	0
✓ Are board policies posted to the website as well as maintained in the school office?	0
✓ Are board meeting calendars, board member names and contact information, meeting minutes, and other board related information easy to locate either on the webpage or a properly labeled tab?	1
✓ Did the board conduct the annual July Organizational Meeting and approve all required information?	1
✓ Does the board have all seats filled?	1
✓ Has an evaluation of the Academy director(s) been completed? (MCL 380.1249)	0
✓ Has the board completed an annual evaluation of its Management Company? (Will be assessed in 23-24.)	NA
✓ Has the board completed a self-evaluation? (Will be assessed in 23-24.)	NA
✓ Board members have completed an Annual Conflict of Interest Form?	2
✓ Have new members of the Academy board participated in board training?	0
Overall Governance Score (out of 24):	8

Comments:

Complete annual evaluations of Academy school leader.
 Develop and complete an annual board self-evaluation. Consider the sample provided by Angie Irwin in the in-person board training.
 Develop and complete an annual evaluation of your management company.

of Board Meetings Held:

10

of Canceled/Rescheduled Meetings:

6

Muskegon Maritime Academy

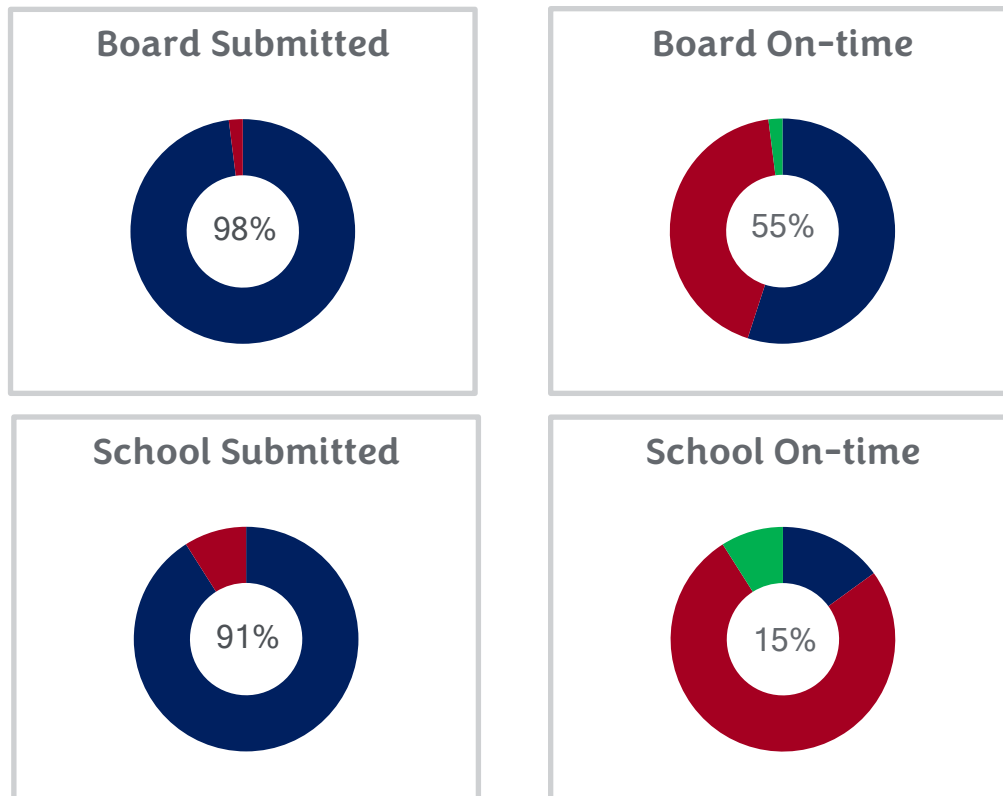
Compliance Benchmarks/Score

✓ Has the Academy completed the website Transparency requirements?	0
✓ Has the Academy completed all Personnel Checklist documentation?	0
✓ The facility reviews found no outstanding infractions?	0
✓ Is the Academy's Special Education Program compliant? (Will be assessed in 23-24.)	NA
✓ The Academy school leader(s) attended all the professional development sessions?	0
✓ Are documents uploaded to Epicenter on-time and as required?	1
✓ Has the Academy completed the Transportation Checklist? (If applicable)	NA
Overall Compliance Score (out of 10):	1

Comments:

All areas need immediate attention.

Epicenter Dashboard:



Muskegon Maritime Academy

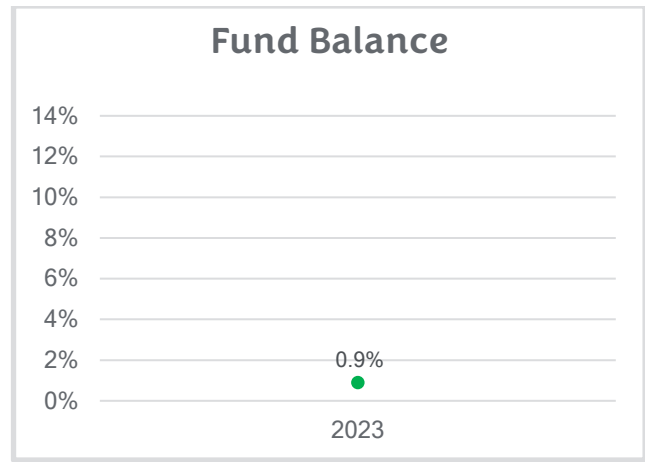
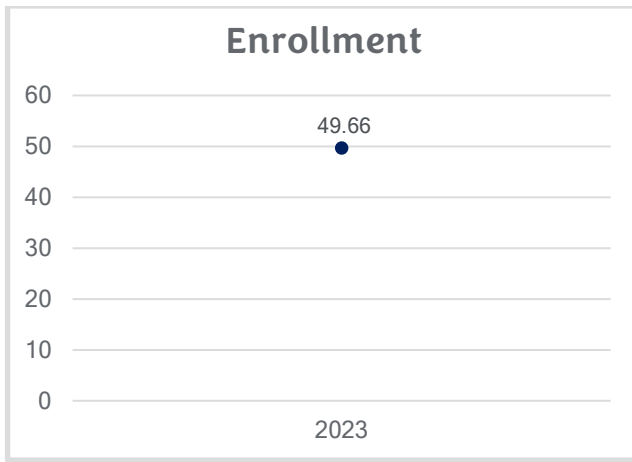
Financial Benchmarks/Score

- | | |
|--|---|
| ✓ Audited total general fund balance dollar amount to previous year: (decreased similar increased) | 2 |
| ✓ Audited total general fund balance as % of total expenditures: (below 5% between 5-10% more than 10%) | 0 |
| ✓ Audited total general fund balance trend – past 3 years % of total expenditures: (decreased more than 10% decreased between 1-10% increased) | 0 |
| ✓ The board has NOT approved any budget or amendment that contains a fund with a deficit fund balance? | 2 |
| ✓ Audited fall student FTE count was same/increased or decreased from prior year. | 2 |
| ✓ Audited fall student FTE count decreased more than 5% from prior year? | 2 |
| ✓ Audited fall student FTE count trend over past 3 years? (decreased more than or equal to 20% decreased less than 20% increased) | 2 |
| ✓ Total K-12 student count level for the last complete school year (less than 50 greater than 50, less than 100 100 or greater). | 0 |
| ✓ Does the Academy have and regularly updates a 15-month cash flow from July to the following September? | 2 |
| ✓ Are cash flow projected month revenues/expenditures reasonable to actual totals and in accordance with their budget? | 0 |
| ✓ Ratio of monthly cash balance to monthly expenditures: (less than 1/2:1 exp between 1/2 and 1:1 exp over 1:1 exp) | 1 |
| ✓ Does the Academy borrow for operations? (greater than 10% from previous years no more than 10% more than previous years about the same, does not borrow) | 2 |
| ✓ Was the audit submitted on time? | 2 |
| ✓ Have the auditors issued an unqualified audit opinion on the latest audit? | 2 |
| ✓ Were there management comments or questioned costs? (greater than 3 2-3 0-1) | 2 |
| ✓ Have prior audit report management comments and questioned costs all been corrected? | 2 |
| ✓ Have the auditors indicated any issues or concerns that came to their attention during the audit related to internal controls? | 2 |
| ✓ Current ratio (current assets divided by current liabilities) per audit: (less than 0.75:1 between 0.75-1.5:1 1.5 or greater than:1) | 0 |
| ✓ Loans and leases (debt) to total budget: (more than 40% between 20-40% less than 20%) | 2 |
| ✓ There is no litigation that could significantly impact Academy operations reflected in the notes to the Financial Statements? | 2 |

Overall Financial Score (out of 40): 29

Comments:

Cash flow balances are erratic. Budget expenditures are greater than identified in cash flow.



Summary/Next Steps:

Profound concerns exist regarding noncompliance at MMA. As per Michigan educational law, it is imperative that the board promptly address these issues to ensure compliance and uphold standards set by the State and the expectations set by the Authorizer.

Overall Governance Score:

8

- Address items listed in “Comments.”
- No further action is required.

Scoring Rubric by Color:

Score of 80% or Greater

Score of 70%-79%

Score of 69% or Less

Overall Compliance Score:

1

- Address items listed in “Comments.”
- No further action is required.

Overall Financial Score:

29

- Address items listed in “Comments.”
- No further action is required.