

**Christ Church Episcopal School**  
**Summary and Explanation of Procedures Performed**

**Agreed-Upon Procedures Defined:**

An agreed-upon procedures engagement differs from a financial statement audit. A financial statement audit is a "snapshot" of the financial picture of an organization at a point in time. In an audit, the auditor obtains reasonable assurance whether the financial statements are free of material misstatement, examines evidence supporting the financial statements, and assesses both accounting principles used and overall financial statement presentation. The auditor then renders an opinion on whether the financial statements are presented fairly in conformity with generally accepted accounting principles. This engagement is not a financial statement audit.

This engagement, an agreed-upon procedures engagement, is defined as one in which we perform specific procedures and report findings. We do not perform an audit or provide an opinion relating to the subject matter. Rather, we perform only those procedures that have been agreed upon with management and report findings. These procedures often are at a more detailed level than is customary in a financial audit.

**Procedures to be performed:**

We will perform the following procedures:

1. Determine that Christ Church Episcopal School can document and verify that all grants received under the Educational Credit for Exceptional Needs Children Program in 2014-2015 were for eligible children enrolled at Christ Church Episcopal School.
2. Determine that Christ Church Episcopal School has documentation of the total amount of each grant per child from every scholarship funding organization (SFO).
3. Determine that Christ Church Episcopal School can document that no grant exceeded \$10,000 during the school year 2014-2015.
4. Determine that Christ Church Episcopal School returned a prorated amount of the grant to the SFO if any student withdrew during the school year.
5. Determine the total amount of each grant was used for tuition, which is defined as "the total amount of money charged for the cost of a qualifying student to attend an independent school including, but not limited to, fees for attending the school and school-related transportation."

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Christ Church Episcopal School and the SC Education Oversight Committee

We have performed the procedures enumerated below, which were agreed to by the Christ Church Episcopal School and the SC Education Oversight Committee, solely to assist the you with respect to compliance with the requirements of the Educational Credit for Exceptional Needs Children Program. Christ Church Episcopal School's management is responsible for the School's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures as listed in the Table of Contents either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Determine that Christ Church Episcopal School can document and verify that all grants received under the Educational Credit for Exceptional Needs Children Program in 2014-2015 were for eligible children enrolled at Christ Church Episcopal School.

We viewed the documentation maintained by Christ Church Episcopal School for each student receiving a grant under the Educational Credit for Exceptional Needs Children Program and verified that the eligible children were enrolled at Christ Church Episcopal School.

2. Determine that Christ Church Episcopal School has documentation of the total amount of each grant per child from every scholarship funding organization (SFO).

The Student Billing Manager provided an Excel spreadsheet that listed each child and the amount of grant received from the Palmetto Kids First Scholarship program.

3. Determine that Christ Church Episcopal School can document that no grant exceeded \$10,000 during the school year 2014-2015.

The Student Billing Manager provided Excel spreadsheet that listed each child and the amount of grant received from the Palmetto Kids First Scholarship program. No grant exceeded \$10,000 during the school year 2014-2015.

4. Determine that Christ Church Episcopal School returned a prorated amount of the grant to the SFO if any student withdrew during the school year.

Per inquiry of the Director of the Achievement Center at Christ Church Episcopal School, no students receiving grants withdrew from the school during the school year.

5. Determine the total amount of each grant was used for tuition, which is defined as "the total amount of money charged for the cost of a qualifying student to attend an independent school including, but not limited to, fees for attending the school and school-related transportation."

We obtained the tuition contracts for students receiving grants and reviewed to determine that the Palmetto Kids First Scholarships were applied to the net tuition, after applying any financial assistance, for the 2014-2015 school year.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Christ Church Episcopal School and the SC Education Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*McAbee, Schwartz, Halliday & Co.*

McAbee, Schwartz, Halliday & Co.

July 22, 2015