

Michigan Collegiate Academy  
16911 Eastland  
Roseville, MI 48066

CBIZ CPAs P.C.  
345 Diversion Street, Suite 400  
Rochester, MI 48307

This representation letter is provided in connection with your audit of the financial statements of Michigan Collegiate Academy, which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2025, and the respective changes in financial position for the year then ended, and the related notes and schedules (collectively referred to as the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit:

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 10, 2025, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for 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.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
6. Related party relationships and transactions if any, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

CBIZ CPAs P.C.

Page 2

7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. We have reviewed and approved the various journal entries (adjusting and reclassifying) that were proposed by you for recording in our books and records and reflected in the financial statement.
9. We have reviewed, approved, and taken responsibility for accrual adjustments and an acknowledgment of the auditors' role in the preparation of the adjustments.
10. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the Academy is contingently liable, if any, have been properly recorded or disclosed.
12. We have made available to you:
  - a. all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b. additional information that you have requested from us for the purpose of the audit.
  - c. unrestricted access to persons within the Academy from whom you determined it necessary to obtain audit evidence.
  - d. all minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - e. the latest organizational structure and the names of all current officers, directors and individuals in financial reporting oversight role.
  - f. changes to the organization structure as a result of a sale, merger, acquisition transfer or other disposition, reorganization or transaction, and any changes to individuals in directors, officers and financial reporting oversight roles.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
14. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
15. We have no knowledge of any fraud or suspected fraud that affects the Board of Directors and involves—
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the Academy's financial statements communicated by employees, former employees, regulators, or others.

CBIZ CPAs P.C.

Page 3

17. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
18. There are no:
  - a. instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered for disclosure in the financial statements, as a basis for recording a loss contingency, or otherwise considered when preparing the financial statements.
  - b. other liabilities or gain or loss contingencies that are required to be accrued or disclosed by ASC 450 "*Contingencies*".
  - c. material transactions that have not been properly recorded in the accounting records underlying the financial statements.
  - d. cybersecurity breaches or other cyber events whose effects should be considered for disclosure in the financial statements, as a basis for recording a loss contingency, or otherwise considered when preparing the financial statements.
19. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with ASC 450 "*Contingencies*". We have disclosed to you all attorneys that have been consulted concerning litigation, claims or assessments and we are not aware of any pending or threatened litigation, claims or assessments or unasserted claims that are required to be accrued or disclosed in accordance with ASC 450 "*Contingencies*".
20. We have disclosed to you the identity of the Academy's related parties and all the related party relationships and transactions of which we are aware.
21. There have been no communications, whether written or oral, nor have there been inquiries from any governmental or regulatory agencies concerning noncompliance with, or deficiencies in, applicable law or financial reporting practices nor any other matters.
22. We have a process to track the status of audit findings and recommendations if any.
23. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
24. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
25. The Academy has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
26. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.

CBIZ CPAs P.C.

Page 4

27. We have not completed the process of evaluating the impact that will result from adopting Governmental Accounting Standards Board (GASBS) No. 103, *Financial Reporting Model Improvements* and No. 104, *Disclosure of Certain Capital Assets*. We are therefore unable to disclose the impact that adopting GASBS No. 103, *Financial Reporting Model Improvements* and No. 104, *Disclosure of Certain Capital Assets* will have on its financial position and the results of its operations when GASB 103 and 104 are adopted.
28. We have implemented GASB Statement No. 101, *Compensated Absences* and GASB Statement No. 102, *Certain Risk Disclosures*.
29. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
31. With respect to converting to the accrual basis of accounting based on information from our accounting records, preparation of the capital asset/depreciation schedules, and preparation of the Data Collection Form, we have performed the following:
  - a. Assumed all management responsibilities.
  - b. Designated an individual (within senior management) with suitable skill, knowledge, or experience to oversee the services.
  - c. Evaluated the adequacy and results of the services performed.
  - d. Accepted responsibility for the results of the services.
32. The Academy has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.
33. The Academy has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
34. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
35. The financial statements properly classify all funds and activities in accordance with [GASB Statement No. 34](#) as amended.

CBIZ CPAs P.C.

Page 5

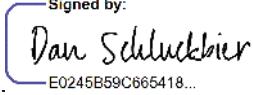
36. All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
37. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
38. Investments are properly valued.
39. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
40. Revenues are appropriately classified in the statement of activities within program revenues, general revenues and contributions.
41. Tax-exempt bonds issued have retained their tax-exempt status.
42. Interfund activity and balances have been appropriately classified and reported.
43. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed if applicable.
44. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
45. We have appropriately disclosed the Academy's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
46. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
47. We acknowledge our responsibility for the required supplementary information ("RSI"). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
48. With respect to the combining non-major fund financial statements, and schedules of revenues and expenditures – General Fund:
  - a. We acknowledge our responsibility for presenting the combining non-major fund financial statements and the schedules of revenues and expenditures – General Fund in accordance with accounting principles generally accepted in the United States of America, and we believe the combining non-major fund financial statements and the schedules of revenues and expenditures – General Fund, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining non-major fund financial statements and the schedules of revenues and expenditures – General Fund have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

CBIZ CPAs P.C.

Page 6

- b. If the combining non-major fund financial statements and the schedules of revenues and expenditures – General Fund is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 49. You have provided us with all documents and records for both the current year and for prior years (if applicable) that are necessary to ensure that our books and records are complete.
- 50. In assessing the appropriateness of the going concern basis for the entity, we have taken account of all relevant information covering a period of at least 12 months from the year end date of the financial statements.
- 51. As disclosed to you, we confirm the Academy has an active cyber insurance policy to help protect the Academy from a potential financial loss derived from a data breach and other cyber security issue.
- 52. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
- 53. Neither the Academy nor any of its affiliates have held CBIZ, Inc. (CBZ) securities, including stocks, bonds, notes, options, and other securities that is material to the Academy or that allows the Academy to exercise significant influence over CBIZ, Inc. for the period under audit through the date of this letter.

**Michigan Collegiate Academy**

Signed by:  
Signature:   
E0245B59C665418...

Title: Director of Education

Date: 11/25/2025 | 9:06 EST