



**School Financial Reporting Agreement  
2023-2024**

**Please read and provide the requested information confirming you are aware of the school's financial requirements as stated in Florida Statute 1002.421.(1)(q) for Agreed Upon Procedures reporting. Completion of this form is a requirement.**

**Agreement:**

- I understand my school will likely receive more than \$250,000 in combined scholarship funds from the Florida Tax Credit Scholarship (FTC), the Family Empowerment Scholarship (FES-EO), Family Empowerment Scholarship -Unique Abilities (FES-UA) and the Hope Scholarship for the 2023-24 school year.
- I understand I am required to submit a financial report in the form of Agreed-Upon Procedures (AUPs) to Step Up For Students.
- I understand I must contract with a Florida-licensed CPA with a firm license to preform attestations to complete this report.
- I understand a copy of the report must be submitted to Step Up For Students on or before September 15, 2024.
- I understand not complying with the above will result in disciplinary action from the Florida Department of Education.

**Please provide the contact information of the responsible parties at your school for fulfilling the financial report for the 2023-2024 school year:**

**School Name:** \_\_\_\_\_ **DOE Code:** \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_

**School Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Please provide the contact information for the CPA that will be preparing your Agreed Upon Procedures report:**

**CPA Firm:** \_\_\_\_\_

**Firm License#: AD** \_\_\_\_\_ **CPA Name:** \_\_\_\_\_

**CPA/Firm Phone Number:** \_\_\_\_\_ **CPA/Firm Email Address:** \_\_\_\_\_