



ORLANDO SCIENCE CENTER

777 East Princeton Street, Orlando, FL 32803 • www.osc.org

BCC Mtg. Date: December 17, 2019

November 11, 2019

SENT VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Ms. Robin Ragaglia
Director of Finance and Accounting
Orange County Comptroller
201 S. Rosalind Ave., 4th Floor
Orlando, FL 32801

Re: Orlando Science Center's FY19 Audited Financials

Dear Ms. Ragaglia,

Please find enclosed a copy of Orlando Science Center's FY2019 Audited Financials for recording. This is a requirement as outlined in the agreement for capital funds through the Tourist Development Tax from Orange County Government for Orlando Science Center's project *Life*.

If you have any questions or concerns, please do not hesitate to contact me by e-mail at ntyler@osc.org or by phone at 407-514-2082.

Sincerely,

Nona Tyler
Grants Senior Manager

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CLERK OF BCC
NOV 25 2019

*Financial Statements and
Supplemental Information*

ORLANDO SCIENCE CENTER, INC.

June 30, 2019

ORLANDO SCIENCE CENTER, INC.

**Financial Statements
and
Supplemental Information**

June 30, 2019

(With Independent Auditor's Report Thereon)

ORLANDO SCIENCE CENTER, INC.

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Independent Auditor's Report

The Board of Trustees
Orlando Science Center, Inc.:

We have audited the accompanying financial statements of Orlando Science Center, Inc., which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not

for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Orlando Science Center, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Orlando Science Center, Inc.'s 2018 financial statements, and our report dated September 21, 2018 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 20, 2019 on our consideration of the Orlando Science Center, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Orlando Science Center, Inc.'s internal control over financial reporting and compliance.

Schaefer, Tschoy, Whitcomb, Mitchell & Shulan, LLP

Maitland, Florida
September 20, 2019

ORLANDO SCIENCE CENTER, INC.

Statements of Financial Position

June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<u>Assets</u>		
Cash	\$ 1,148,101	1,098,843
Restricted cash (note 1)	1,041,708	134,320
Contributions and grants receivable (note 3)	10,696,287	852,434
Pledges receivable (note 3)	772,101	1,149,837
Property, equipment and exhibits, net (note 4)	11,129,236	11,215,826
Other assets	720,670	632,395
Endowment fund investments (notes 1 and 2)	<u>1,502,241</u>	<u>1,413,486</u>
 Total assets	 <u>\$ 27,010,344</u>	 <u>16,497,141</u>
<u>Liabilities and Net Assets</u>		
Liabilities:		
Accounts payable and accrued expenses - operating	\$ 1,253,729	990,954
Accounts payable and accrued expenses - capital project	133,021	50,913
Deferred revenue and support	1,514,293	1,494,073
Capital leases payable (note 6)	<u>60,711</u>	<u>93,653</u>
 Total liabilities	 <u>2,961,754</u>	 <u>2,629,593</u>
Commitments and contingency (notes 6, 7 and 9)		
Net assets:		
Without donor restrictions:		
Designated:		
Operating reserve	750,000	700,000
Product reserve	104,447	75,000
Maintenance reserves	280,491	259,059
Undesignated	<u>9,319,693</u>	<u>9,582,942</u>
Without donor restrictions total	10,454,631	10,617,001
With donor restriction (note 11)	<u>13,593,959</u>	<u>3,250,547</u>
 Total net assets	 <u>24,048,590</u>	 <u>13,867,548</u>
 Total liabilities and net assets	 <u>\$ 27,010,344</u>	 <u>16,497,141</u>

See accompanying notes to financial statements.

ORLANDO SCIENCE CENTER, INC.

Statements of Activities

Year ended June 30, 2019

(With summarized comparative data from the year ended June 30, 2018)

	Year Ended June 30, 2019			Year Ended June 30, 2018
	Without Donor Restrictions	With Donor Restrictions	Total	
Revenue and other support:				
General admission	\$ 2,662,879	-	2,662,879	2,687,429
Memberships (note 1)	1,744,137	-	1,744,137	1,781,963
Educational programs	1,941,448	-	1,941,448	1,925,529
Public funding	1,296,890	904,087	2,200,977	1,325,068
Private contributions and grants	1,766,867	75,000	1,841,867	1,987,077
Comprehensive campaign support	166,328	10,123,696	10,290,024	1,630,104
Fundraising events	534,447	20,311	554,758	535,892
Garage income and retail sales (note 10)	688,785	-	688,785	599,518
Facility rentals and lease income	714,589	-	714,589	729,522
Other income	82,145	-	82,145	86,268
Investment income or (loss), net and other interest income (note 2)	38,754	-	38,754	19,170
Net assets released from restrictions	779,682	(779,682)	-	-
Total revenue and other support	<u>12,416,951</u>	<u>10,343,412</u>	<u>22,760,363</u>	<u>13,307,540</u>
Expenses:				
Program	8,158,314	-	8,158,314	7,810,032
Occupancy costs	1,348,804	-	1,348,804	1,238,216
Management, general and development	1,441,237	-	1,441,237	1,342,448
Contributed materials, facilities and services	361,097	-	361,097	288,580
Total expenses before depreciation	<u>11,309,452</u>	<u>-</u>	<u>11,309,452</u>	<u>10,679,276</u>
Change in net assets before depreciation	1,107,499	10,343,412	11,450,911	2,628,264
Less depreciation	<u>1,269,869</u>	<u>-</u>	<u>1,269,869</u>	<u>1,076,185</u>
Change in net assets after depreciation	(162,370)	10,343,412	10,181,042	1,552,079
Net assets at beginning of year	<u>10,617,001</u>	<u>3,250,547</u>	<u>13,867,548</u>	<u>12,315,469</u>
Net assets at end of year	<u>\$ 10,454,631</u>	<u>13,593,959</u>	<u>24,048,590</u>	<u>13,867,548</u>

See accompanying notes to financial statements.

ORLANDO SCIENCE CENTER, INC.

Statements of Cash Flows

Years ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Change in net assets	\$ 10,181,042	1,552,079
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,269,869	1,076,185
Net realized and unrealized (gains) or losses on endowment fund investments	(38,754)	(19,170)
Cash provided for (used in) changes in:		
Contributions and grants receivable	(9,466,117)	320,218
Other assets	(88,275)	(43,143)
Accounts payable and accrued expenses - operating	262,775	(122,610)
Accounts payable and accrued expenses - capital project	82,108	50,913
Deferred revenue and support	<u>20,220</u>	<u>(299,103)</u>
Net cash provided by operating activities	<u>2,222,868</u>	<u>2,515,369</u>
Cash flows from investing activities:		
Net (increase) decrease in investments	(50,000)	(1,000)
Payments for property, equipment and exhibits	(1,183,280)	(2,584,531)
(Increase) decrease in restricted cash	<u>(907,388)</u>	<u>312,989</u>
Net cash used in investing activities	<u>(2,140,668)</u>	<u>(2,272,542)</u>
Cash flows from financing activities:		
Payments on capital lease obligations	<u>(32,942)</u>	<u>(95,440)</u>
Net cash used in financing activities	(32,942)	(95,440)
Net increase in cash and cash equivalents	49,258	147,387
Cash and cash equivalents at beginning of year	<u>1,098,843</u>	<u>951,456</u>
Cash and cash equivalents at end of year	<u>\$ 1,148,101</u>	<u>1,098,843</u>
Supplemental cash flow data:		
Interest paid	<u>\$ 3,204</u>	<u>2,249</u>

Supplemental disclosure of non cash investing and financing activities:

During the year ended June 30, 2018, the Organization acquired equipment with a cost of \$106,453 under a financing agreement accounted for as a capital lease.

See accompanying notes to financial statements.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

June 30, 2019

(1) **Summary of Significant Accounting Policies**

(a) **Organization and Nature of Business**

Orlando Science Center, Inc. (OSC or the Organization) is a private, not-for-profit, tax-exempt, informal science education institution affiliated with the Association of Science Technology Centers and accredited by the American Association of Museums. OSC is also designated as a Major Cultural Institution by the State of Florida. A resource for lifelong learning, the Science Center's mission is "inspire science learning for life."

The Orlando Science Center also operates a Preschool, licensed by the Department of Children and Families (DCF) and is an approved Voluntary Pre-Kindergarten (VPK) facility.

(b) **Program Services**

OSC's many experiential venues (exhibits, live interpretive programs, school programs, labs, classes and theaters) integrate informal learning techniques into interpretive delivery methods and messages. OSC offers resources for lifelong learning, supports pre-K-12 school curricula, and provides exhibit and program content that is relevant to the science, technology, engineering and math (STEM) learning and workforce skills needed by the community's knowledge industries. On-site exhibits, education services and live programs focus on basic principles and processes of science and technology and how those principles and processes relate to daily life. Off-site programs complement and extend OSC's program experience throughout the Central Florida area. To those ends, OSC's experiential venues are designed to inspire and engage visitors through interaction, as follows:

Exhibitions – Core exhibit halls explore scientific content and processes behind topics of significance to Central Florida business, education, government, and philanthropic partners. Core exhibits include *NatureWorks*, which explores the flora and fauna of six of the region's common habitats; *Kinetic Zone*, which explores the fundamentals of forces, such as electricity, gravity, and Newton's Laws. *KidsTown* stimulates the hands-on creative play recognized by experts as important to the cognitive development of young children. *Dino Digs* explores paleontology and features fossil casts of the giant prehistoric creatures. *Our Planet, Our Universe* explores the mysteries of space as well as the dynamic forces and

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(b) **Program Services (Continued)**

systems that shape our Earth. *The Hive: A Makerspace* is a collaborative work space for making, learning, exploring, and sharing. Guests have access to real tools, materials and mentors that will help turn creative ideas into reality.

CineDome, Observatory and Digital Adventure Theater – The 240-seat Dr. Phillips CineDome combines 15/70mm large format film technology with a Digistar II projection system to offer visitors giant screen film shows in the domed venue.

The Digital Adventure Theater’s updated technology includes a 4K resolution Christie dual 2D/3D Digital Cinema Projector, High Definition (HD) capable, with a Dolby 7.1 sound system. To transition to full digital quality, a motorized Digital Cinema Screen by Severtson was installed. The screen, measuring 28.5’ by 15.25’, is retractable when the proscenium stage is used for live performances.

The theater, designed with the global theater industry standard in mind, delivers outstanding cinema experiences. Families can experience educational movies such as *Backyard Wilderness*, *Plant Power*, and *Superpower Dogs* – all in 3D. Hollywood movies like *Black Panther* and *Hidden Figures* can also be shown at various times. With its webcasting and videoconferencing capabilities, adults and schoolchildren can watch remote broadcasts from space and undersea, hospital operating rooms, high technology manufacturing sites, or research facilities.

The digital theater is also used for “big bang” science shows and demonstrations as well as a forum for guest scientists and presenters serving up to 250 guests. The upgraded theater enables the Science Center to present outstanding education programs, attract new audiences, and provide a unique space for varied arts and cultural performances.

The Crosby Observatory features Central Florida’s largest refractor telescope and is often the site for community observances of astronomical events.

Education Services and Live Programs – On-site demonstrations, programs, labs, exhibit experiences for area schools’ field trip students, professional development programs for teachers, lifelong learning opportunities via a variety of camps and classes, and participatory demonstrations are offered for visitors of all ages. Off-site programs bring classroom and assembly-type programs to students and their parents at local schools, libraries, and other educational and cultural venues.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(b) **Program Services (Continued)**

In 2018-2019, the Orlando Science Center Preschool served 72 students. The Preschool provides a safe, hands-on, play-based nurturing environment. The curriculum is based on the standards of the National Association for the Education of Young Children (NAEYC), the Florida Department of Education's Standards for Three- to Five-Year-Olds, STEM objectives, and Teaching Strategies *Creative Curriculum*. OSC's Preschool provides an educational setting that identifies and meets individual learning styles while stimulating progression at a child's own pace. Science, math, literacy, music, art, and motor development are regular topics in the Preschool curriculum.

School readiness is a top priority at OSC's Preschool as a Department of Children and Families licensed child care center. The Preschool is also an approved Voluntary Pre-Kindergarten (VPK) provider for the Early Learning Coalition of Orange County. Classes are provided for ages 3-5 with age/developmental-appropriate practices and activities. The staff is Level 2 Background screened, trained in First Aid/CPR, and credentialed in Early Childhood/Elementary teaching with yearly in-service training in classroom management, STEM, and related topics.

(c) **Income Taxes**

OSC is exempt from federal income tax under a provision of Section 501(c)(3) of the Internal Revenue Code. In addition, OSC has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Code. Consequently, no provision for income taxes has been included in the accompanying financial statements.

In accordance with *Income Taxes* Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic 740 (Topic 740), all entities are required to evaluate and disclose income tax risks. Topic 740 clarifies the accounting for uncertainty in tax positions and prescribes guidance related to the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. The tax benefit from an uncertain tax position is only recognized in the statement of financial position if the tax position is more likely than not to be sustained upon an examination, based on the technical merits of the position. Interest and penalties, if any, are included in expenses in the statement of activities. As of June 30, 2019, OSC had no uncertain tax positions that qualify for recognition or disclosure in the financial statements.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(c) **Income Taxes (Continued)**

OSC's income tax returns are subject to review and examination by federal authorities. OSC is not aware of any activities that would jeopardize its tax-exempt status. OSC is not aware of any activities that are subject to tax on unrelated business income, excise or other taxes. The tax returns for the fiscal years ended from 2016 to 2018 are open to examination by federal authorities.

(d) **Basis of Accounting**

The accompanying financial statements are prepared on the accrual basis of accounting and represent the financial position and results of operations of OSC.

OSC adopted Accounting Standards Update ("ASU") 2014-06, Presentation of Financial Statements of Not-for-Profit Entities (Topic 958), for the year ended June 30, 2019. This standard was issued by FASB to improve the previous net asset classification requirements and the information presented in the financial statements and notes about a not-for-profits entity's liquidity, financial performance, and cash flows. ASU 2014-06 reduces the number of net asset classifications from three to two: with donor restrictions and without donor restrictions. The ASU also requires not-for-profits to report expenses by functional and natural classification in one location in the financial statements or accompanying disclosures, and requires not-for-profits to report quantitative and qualitative information about management of liquidity resources and availability of financial assets.

As required by ASU 2014-16, OSC applied the requirement on a retrospective basis in the year of adoption. As a result, all amounts previously reported as "Unrestricted net assets" have been reclassified to "Net assets without donor restrictions." Similarly, all amounts previously reported as "Temporarily restricted net assets" and "Permanently restricted net assets" have been reclassified to "Net assets with donor restrictions." The changes in net assets have been similarly reclassified. There was no change in total net assets or total change in net assets as a result of the adoption of ASU 2014-16.

These financial statements are prepared on an entity-wide basis, focusing on the organization as a whole and present balances and transactions according to the existence or absence of donor-imposed restrictions. This has been accomplished by aggregating all funds into one set of financial statements and classifying fund balances and transactions into two classes of net assets – without donor restrictions and with donor restrictions as follows:

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) Summary of Significant Accounting Policies (Continued)

(d) Basis of Accounting (Continued)

<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<u>\$ 10,454,631</u>	<u>13,593,959</u>	<u>24,048,590</u>

Categories presented in the statement of activities are as follows:

- *Without Donor Restrictions* - Net assets which are free of donor-imposed restrictions; all revenues, expenses, gains and losses that are not changes in donor restricted assets. OSC reports donor-restricted contributions whose restrictions are met in the same reporting period as unrestricted support. Additionally, OSC reports gifts of property, equipment and exhibits as unrestricted support unless explicit donor stipulations specify how the donated assets must be used.
- *With Donor Restrictions* - Net assets whose use by OSC is limited by donor-imposed stipulations that either expire by passage of time or that can be fulfilled by actions of OSC pursuant to those stipulations. In addition, net assets with donor-imposed stipulations that they be maintained in perpetuity by OSC for the perseveration and general maintenance of OSC and its exhibits. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used; and, gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, OSC reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Under generally accepted accounting principles, contributions are generally recognized as revenue when the gift is made and are recorded as with or without donor restrictions, depending on the presence or absence and type of donor-imposed restrictions or conditions.

OSC also adopted ASU 2018-08, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made, for the year ended June 30, 2019. The FASB issued this new standard to clarify and improve the scope and the accounting guidance for contributions received and made, including guidance to help an entity evaluate whether transactions should be accounted for as contributions (nonreciprocal transactions) or as exchange (reciprocal) transactions and determine whether a contribution is conditional. As required by ASU 2018-08, OSC applied the requirements on a modified prospective basis to agreements that either are not completed as of July 1, 2018 or entered into after July 1, 2018. Upon adoptions of ASU 2018-08, OSC determined that certain contracts and grants previously treated as exchange transactions meet the new definition of conditional contributions.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(d) **Basis of Accounting (Continued)**

Revenue and other support are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses and losses are reported as decreases in net assets without donor restrictions unless their use is limited by donor-imposed restrictions. Expirations of donor restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between the applicable classes of net assets. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted support.

Pledges are recorded as unconditional promises to give in the period that notification is received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. OSC also receives indications of intent to support, which are commitments that are open-ended and subject to unilateral change by the donor. The amounts are not measurable since the commitments do not express a term or period. Thus, they are not considered to be unconditional promises to give and are not recognized prior to the receipt of the contribution.

(e) **Use of Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(f) **Concentration of Credit Risk**

Financial instruments which potentially subject OSC to concentration of credit risk consist principally of cash and short-term investments. OSC places its cash and investments with PNC Bank and other banks. At certain times throughout the year, cash and investments may exceed federally insured limits. OSC has not experienced any losses in such accounts. OSC management believes it is not exposed to any significant credit risk on cash and temporary cash investments.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(g) **Restricted Cash**

Cash designated for a specific purpose by the Board of Trustees or which is externally restricted by agreements is classified as restricted cash. Such cash is excluded from the statements of cash flows as it is not available for general operating purposes. Restricted cash as of June 30, 2019 was restricted for the following purposes:

Comprehensive Campaign	\$ 966,708
Educational & Community Programs	<u>75,000</u>
Total	<u>\$ 1,041,708</u>

(h) **Unconditional Promises to Give**

Unconditional promises to give, less an allowance for uncollectible accounts, are recognized as revenues in the period received. Pledges are discounted, using a market discount rate, to present value for collections expected in future years. Accretion of the discount in subsequent years is also recorded as contribution revenue.

(i) **Investments**

OSC has adopted accounting standards in which investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in net assets without donor restrictions if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

(j) **Endowments**

The Board of Trustees of OSC has interpreted the Florida Uniform Prudent Management of Institutional Funds Act (FUPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization recognizes as net assets with donor restrictions (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(j) **Endowments**

classified in net assets with donor restrictions is classified as net assets without donor restriction until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by FUPMIFA. Any amount not appropriated for expenditure will be reclassified, subject to the original endowment restrictions imposed by the donor. In accordance with FUPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. The duration and preservation of the fund
2. The purposes of the organization and the donor-restricted endowment fund
3. General economic conditions
4. The possible effect of inflation and deflation
5. The expected total return from income and the appreciation of investments
6. Other resources of the organization
7. The investment policies of the organization

Return Objectives and Risk Parameters

The Organization has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Under this policy the endowment assets are invested in a manner that focuses on long-term capital appreciation while achieving predictable and modest current income requirements.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Organization relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Organization targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term objectives with prudent risk constraints.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(j) **Endowments (Continued)**

Spending Policies and How the Investment Objectives Relate to Spending Policies

Endowments are established to preserve principal and generate an income stream to support the purpose of the funds held. A spending policy establishes a reasonable, sustainable, consistent and predictable expenditure level which enables the Organization to use endowment earnings to support its operations, while ensuring that the principal value of the endowment is maintained and protected from the effects of inflation.

The Organization has established a policy that investment income from endowments are used to support its operations. Investment income from endowments to be used to support its operations is determined by investment earnings on endowments, net of any realized gains or losses. The original principal in the restricted endowment is investment in perpetuity and thus is not available to fund any draws.

(k) **Collections**

OSC will capitalize collections only if the value is material. If purchased, items accessioned into the collection are capitalized at cost, and if donated, they are capitalized at their appraised or fair value on the accession date (the date on which the item is accepted by the Board of Trustees). Gains or losses on the deaccession of collection items are classified on the statement of activities depending on donor restrictions, if any, placed on the item at the time of accession.

(l) **Contributed Assets, Materials, Facilities and Services**

Contributions of assets, materials, and facilities are recorded at their estimated fair value at the date of gift. Donated securities are sold immediately upon receipt unless otherwise restricted by the donor. Such values are recorded in the financial statements as an asset or expense and revenue. In addition, OSC receives contributed time related to various program, administrative or fundraising services. These contributed services are recorded at their estimated fair value at the date of service if they meet the following criteria: (a) the services would have otherwise been purchased by OSC, and (b) the services required specialized skills. Donated assets, materials, facilities, and services have been recorded as contribution revenue at June 30, 2019 and 2018 in the amounts of \$361,097 and \$288,580, respectively, in the accompanying statements of activities. Expenses associated with these contributions have been recorded at June 30, 2019 and 2018 in the amounts of \$361,097 and \$288,580, respectively, in the statements of activities.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) **Summary of Significant Accounting Policies (Continued)**

(l) **Contributed Assets, Materials, Facilities and Services (Continued)**

A substantial number of unpaid volunteers and members of OSC's auxiliary (The Community Council) have made significant contributions of their time toward the mission and vision of OSC. The value of this contributed time is not reflected in these statements since it is not susceptible to objective measurement of valuation. During fiscal 2019 and 2018, approximately 57,746 and 43,967 hours of service were provided to OSC, respectively.

(m) **Advertising**

OSC expenses advertising costs when the advertisement occurs. Total advertising expense amounted to approximately \$532,000 and \$473,000 in 2019 and 2018, respectively.

(n) **Memberships**

Individuals, families, and corporations support OSC through the purchase of memberships which entitle the member to certain benefits including admission privileges. Revenue from memberships is recognized as income ratably over the annual membership period. Unexpired unrestricted membership revenue is deferred and reported as deferred revenue in the accompanying statements of financial position.

(o) **Fair Value Measurements**

OSC has adopted accounting standards for fair value measurements, which defines fair value, establishes a framework for measuring fair value and expands disclosures about fair value measurements of assets and liabilities to include disclosure about inputs used in the determination of fair value using the three categories listed below. These accounting standards apply under other accounting pronouncements previously issued by the FASB, which require or permit fair value measurements. The adoption of the provisions of the new accounting standards did not impact financial position or results of operations.

Fair value is defined under *Fair Value Measurements and Disclosures*, FASB Accounting Standards Codification Topic 820 (Topic 820) as the price that would be received to sell an asset or paid to transfer a liability in the principal or most advantageous market in an orderly transaction between market participants on the measurement date. Topic 820 also establishes a three-level hierarchy, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) Summary of Significant Accounting Policies (Continued)

(o) Fair Value Measurements (Continued)

The valuation hierarchy is based upon the transparency of inputs to the valuation of an asset or liability on the measurement date. The three levels of inputs to the valuation methodology are:

Level 1: quoted prices (unadjusted) for identical assets or liabilities in an active market

Level 2: quoted prices for similar assets and liabilities in active markets or value-derived valuations in which all significant inputs are observable for substantially the full term of the asset or liability

Level 3: unobservable and significant to the fair value measurement of the asset or liability

The Organization's financial instruments measured at fair value on a recurring basis subject to the disclosure requirements of Topic 820 at June 30, 2019 were as follows:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Fair Value as of June 30, 2019
Guaranteed Indexed Annuity	\$ 726,389	-	-	726,389
Cash	2,759	-	-	2,759
Certificates of Deposit	300,009	-	-	300,009
Fixed Income	137,018	-	-	137,018
Equity:				
U.S. Large Equity	44,040	-	-	44,040
U.S. Small Equity	20,013	-	-	20,013
Non-U.S. Equity (Large)	237,265	-	-	237,265
Non-U.S. Equity (Small)	8,957	-	-	8,957
Non-U.S. Equity (Emerging)	8,174	-	-	8,174
Real Estate Securities	5,790	-	-	5,790
Mixed Allocation Fund (50% - 70% equity)	11,827	-	-	11,827
Endowment Fund Investments	\$ 1,502,241	-	-	1,502,241

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) Summary of Significant Accounting Policies (Continued)

(o) Fair Value Measurements (Continued)

OSC's financial instruments are cash and cash equivalents, prepaid expenses, accounts receivable, contributions receivable, accounts payable, accrued expenses, investments, and capital lease obligations. The carrying amounts of cash and cash equivalents, deferred revenue, prepaid expenses, accounts receivable, short-term contributions receivable, accounts payable, and accrued expenses, approximate their fair value based on their short-term nature.

The fair values of capital lease obligations approximates fair value because actual interest rates do not significantly differ from current rates offered for instruments with similar characteristics.

The recorded net present value of contributions receivable approximates fair value, as the discount rate approximates market rates.

The recorded value of investments approximates fair value based on quoted market prices (Level 1 inputs) in active markets for identical assets or liabilities (see note 2).

(p) Functional Allocation of Expenses

OSC's primary program service is operating and maintaining its core exhibit halls, theaters, live programming, and educational services.

	2019			2018	
	<u>Program</u>	<u>Occupancy</u>	<u>Management, general and development</u>	<u>Total</u>	<u>Total</u>
Salaries, wages, and benefits	\$ 5,279,714	133,626	1,046,728	6,460,068	5,865,083
Occupancy and office expense	578,852	692,370	40,749	1,311,971	1,264,074
Programming/educational supplies	997,855	69,806	63,579	1,131,240	1,126,610
Services and professional fees	106,447	452,866	288,877	848,190	880,979
Royalties and exhibit rentals	581,813	-	-	581,813	562,301
Advertising	460,727	-	27,346	488,073	439,010
Other and indirect cost allocation	152,906	136	(26,042)	127,000	252,639
Subtotal	8,158,314	1,348,804	1,441,237	10,948,355	10,390,696
Contributed materials, facilities and services	353,283	-	7,814	361,097	288,580
Depreciation	-	1,269,869	-	1,269,869	1,076,185
Total expenses	<u>\$ 8,511,597</u>	<u>2,618,673</u>	<u>1,449,051</u>	<u>12,579,321</u>	<u>11,755,461</u>

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(1) Summary of Significant Accounting Policies (Continued)

(q) Reclassification

Certain amounts in the June 30, 2018 financial statements have been reclassified in order to conform to the June 30, 2019 presentation. These classifications had no impact on total assets, total liabilities, change in net assets, or total cash flows as previously reported.

(r) Subsequent Events

In preparing these financial statements, OSC has evaluated subsequent events and transactions for potential recognition and disclosure through September 20, 2019, which is the date the financial statements were available to be issued.

(2) Endowment Fund Investments

Endowment fund investments as of June 30, 2019 are summarized as follows:

	<u>Cost</u>	<u>Market Value</u>
Guaranteed Indexed Annuity	\$ 726,389	726,389
Cash	2,759	2,759
Certificates of Deposit	300,000	300,009
Fixed Income	136,624	137,018
Equity:		
U.S. Large Equity	44,600	44,040
U.S. Small Equity	22,600	20,013
Non-U.S. Equity (Large)	231,742	237,265
Non-U.S. Equity (Small)	11,000	8,957
Non-U.S. Equity (Emerging)	8,700	8,174
Real Estate Securities	5,000	5,790
Mixed Allocation Fund (50% - 70% equity)	11,283	11,827
Grand Total All OSC Endowment Funds	<u>\$ 1,500,697</u>	<u>1,502,241</u>

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(2) **Endowment Fund Investments (Continued)**

The following schedule summarizes the investment return from endowment funds and interest income from working reserves and other interest earning cash accounts and their classification in the statement of activities for the year ended June 30, 2019:

Net realized and unrealized income	<u>\$ 39,315</u>
Investment income or (loss) from endowment funds, net	39,315
Net realized and unrealized income or (loss) from working reserves and interest-earning cash accounts	<u>(561)</u>
Total investment income or (loss), net and other interest income	<u>\$ 38,754</u>

(3) **Pledges, Contributions and Grants Receivable**

As of June 30, 2019, contributors to OSC have unconditionally promised to give the following amounts:

Pledges receivable:	
Receivable in less than one year	\$ 334,400
Receivable in one to five years	<u>511,621</u>
Total pledges receivable	846,021
Less: allowance for uncollectible accounts	(10,895)
Discounts to net present value	<u>(63,025)</u>
Net pledges receivable	<u>\$ 772,101</u>
Contributions and grants receivable:	
Orange County Tourism Development Tax Grant	\$ 10,000,000
Less: discount to net present value	(465,746)
Orange County Blockbuster Grant	546,000
Orange County Cultural Facilities Grants	298,857
City of Orlando Renewal and Replacement	112,534
Other	<u>204,642</u>
Total contributions and grants receivable	<u>\$ 10,696,287</u>

Unconditional promises to give, receivable in more than one year, are discounted to net present value using an interest rate of 4%. The discount will be recognized as contribution income as the discount is amortized using an effective yield over the duration of the pledge.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(4) **Property, Equipment and Exhibits**

The following is a summary of the components of property, equipment and exhibits which are stated at cost when purchased or at estimated fair market value at the date of donation. Depreciation is computed on a straight-line method over their estimated useful lives:

	<u>Useful Life</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net</u>
Exhibits	5 – 24 years	\$ 10,255,094	(6,618,640)	3,636,454
Parking garage and pedestrian bridge	40 – 50 years	3,416,919	(1,771,879)	1,645,040
Furniture, equipment and vehicles	3 – 10 years	2,738,230	(2,130,965)	607,265
Leasehold improvements	5 – 20 years	7,342,820	(2,408,120)	4,934,700
Work-in-process	5 – 24 years	305,777	-	305,777
		<u>\$ 24,058,840</u>	<u>(12,929,604)</u>	<u>11,129,236</u>

Significant additions to property, equipment and exhibits placed in service during the year ended June 30, 2019 included the following:

Restroom renovations	\$ 434,454
ONR Flight Simulator lab additions/improvements	263,921
Flooring replacements	186,910
New exhibit pieces	106,655
Founders Room renovation	60,236
HVAC major replacement	42,648
Automobiles	30,233
Minor asset additions under \$15,000 each, total	<u>86,078</u>
	<u>\$ 1,211,135</u>

In 2019, OSC completed major renovations to restrooms and exhibit hall flooring throughout the facility thanks to an Orange County Arts and Cultural Affairs Cultural Facilities matching grant. Other significant additions during 2019 included new software and equipment for the ONR Flight Simulator lab, a Tesla coil for public programming demonstrations, and the Dazzling Dinos holiday light display.

In 2018, OSC completed the STEM Discovery Center (SDC). The SDC includes seven renovated modern *Learning Laboratory* classrooms, a state-of-the-art *Flight Lab* funded by the Office of Naval Research, and a fabrication space called *The Hive: A Makerspace*. The SDC provides visitors new opportunities to experience STEM content in creative ways, incorporating modern tools and equipment into camps, classes, and general public program offerings. The *Learning Labs* enhance OSC's ability to provide students with authentic science and research experiences. The *Flight Lab* and *The Hive* create extra opportunities for guests' hands-on engagement while also giving speakers and workshop leaders more resources to build presentations and seminars.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(4) Property, Equipment and Exhibits (Continued)

OSC's revitalized KidsTown exhibition opened in October 2016, designed to address early learning development needs for children from infancy to age seven. KidsTown gives Central Florida children hands-on resources for building fundamental skills they need before entering school, such as critical thinking, communication, creativity, problem solving, and collaboration - key 21st Century skills that complement core subject knowledge in language, math, and science. Exhibit areas include an expansion of the popular Orange Grove and Drip Drop Splash water table areas, with new additions of a multi-story climber, interactive theater stage, classroom studio, and various engineering challenges.

In 2012, OSC completed a major retrofit of its facility to lead the community by example in the use of sustainable technologies. Born out of a need for a new HVAC system and a strong commitment to environmental stewardship, the "Green Building" project consisted of four primary elements: a new HVAC system, a lighting upgrade, a full roof replacement, and installment of a 45-kilowatt solar power system. These changes have produced significant reductions in energy consumption and have achieved LEED (Leadership in Energy and Environmental Design) gold certification for existing buildings: operations and maintenance from the U.S. Green Building Council.

Tri Party Agreement Information

In 1993, OSC had entered into a Community Educational Facility Funding, Construction, Lease, Operation and Maintenance Agreement (the "*Tri-Party Agreement*") with the School Board of Orange County and the City of Orlando for the operation and funding of the total cost of designing and constructing a new regional science center (the "*Project*"). The total capital campaign of \$48 million was comprised of \$32 million of public funds and \$16 million of private contributions. The Tri-Party Agreement was required in order for the Project to qualify for \$16 million in Public Education Capital Outlay (PECO) funds that were awarded to the School Board of Orange County from the State of Florida's Department of Education. Under the terms of the Tri-Party Agreement, OSC solicited and secured matching funds from local government sources of \$16,000,000 and, in June 1997, transferred to the City of Orlando assets totaling \$32 million. These included the construction costs of the new science center building and a pro-rated share of exhibits, furnishings and equipment. This transfer was made because the City of Orlando owns the science center facility under the terms of the Tri-Party Agreement.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(4) **Property, Equipment and Exhibits (Continued)**

Tri Party Agreement Information (Continued)

As of December 15, 1996, the completion date of the facility, and for a term of 50 years ending December 14, 2046, the City of Orlando granted the School Board of Orange County a lease for use of the facility for the sum of \$10, which was paid and acknowledged. The School Board of Orange County then granted the Orlando Science Center an exclusive license for use of the facility for the same term for the sum of \$10 which was paid and acknowledged.

Annually on January 1, the School Board of Orange County pays \$1 to the City of Orlando for rent of the facility. Annually on January 1, Orlando Science Center pays \$1 to the School Board of Orange County as a license fee for use of the facility.

(5) **Line of Credit**

OSC has a line of credit agreement in order to finance operational needs and construction costs of new exhibit areas. Under the agreement, OSC may borrow up to \$1,200,000 through March 2020 at the 1-month LIBOR rate plus 1.50% (3.90% at June 30, 2019). This line of credit is secured by certain assets of OSC. The outstanding balance on the line of credit agreement as of June 30, 2019 was \$0.

(6) **Capital Leases Payable**

In 2018, OSC entered into a capital lease purchase agreement for a phone system and related hardware. The agreement is payable over 36 months with monthly payments of \$3,143, including imputed interest using a net present value discount of 4.00% to calculate the fair value of the lease liability. The total of future payments as of June 30, 2019 was \$62,858.

Future minimum lease payments on all leases are as follows:

<u>Year ended June 30,</u>	
2020	\$ 37,715
2021	25,143
	<u>62,858</u>
Less amounts representing interest	<u>(2,147)</u>
	<u>\$ 60,711</u>

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(7) **Note Payable - Capital Project**

On December 16, 2009, OSC financed a portion of the Green building project with a \$1,200,000 loan from the City of Orlando. The loan was payable over ten years and had two payments annually of \$100,000 each, including interest at a rate of 4.75%. Also included in the payments of \$100,000 each was \$22,754 to be placed in a “Renewal and Replacement” account for OSC. As long as OSC made its principal, interest, and renewal and replacement payments on time, the City of Orlando also deposited the interest portion of each loan payment in the “Renewal and Replacement” account. Therefore, the interest was recorded as contribution revenue and interest expense in the accompanying statements of activities. As of June 30, 2019, \$112,534 had been recorded as the balance of the “Renewal and Replacement” as contributions and grants receivable in the accompanying statements of financial position related to the loan.

Effective June 15, 2015, the City of Orlando moved to forgive the outstanding loan balance. The remaining unpaid balance of \$675,913 that was forgiven was recorded as contributed revenue.

(8) **Financial Assets and Liquidity**

Financial assets available for general expenditure, that is, without donor or contractual restrictions limiting their use, within one year of the date of the statement of financial position, are comprised of the following as of June 30, 2019:

Financial assets:	
Cash	\$ 1,148,101
Contributions and grants receivable	10,696,287
Pledges receivable	772,101
Other assets	720,670
Endowment fund investments	<u>1,502,241</u>
Total financial assets	14,839,400
Less those unavailable for general expenditure within one year, due to:	
Contractual or donor-imposed restrictions	
Endowment funds	(1,452,802)
Funds restricted by donors through time or purpose restrictions	(11,541,112)
Internal designations	(286,060)
Prepaid expenses for services beyond one year	<u>(39,400)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 1,520,026</u>

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(8) Financial Assets and Liquidity (Continued)

OSC receives approximately two-thirds of its annual operating revenue through daily sales of admission fees, membership fees, and educational programming fees such as school field trips and offsite programming. Accordingly, OSC does not accumulate large surpluses of operating cash throughout the year and typically retains cash balances of 30 days of general operating expenses which average \$850,000. Operating cash is held in demand deposit accounts and an operating reserve account which is used to cover seasonal fluctuations in fee collections. A portion of contributions and grants carries donor restrictions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, OSC must maintain sufficient resources to meet those commitments to donors. Thus, certain financial assets may not be available for general expenditure within one year. As part of liquidity management, OSC has a practice to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In the event of an unanticipated liquidity need, OSC could draw upon a \$1.2 million operating line of credit (as further discussed in Note 5). In addition, OSC has \$286,060 of internally designated funds which are available, with appropriate internal approval, for general expenditures.

(9) Retirement Plan

OSC maintains a 403(b) Plan. Under the terms of the Plan, employees who work a consistent schedule of 30 hours per week for a minimum period of twelve months, aggregating at least 1,000 hours during a plan year, are eligible for employer matching in the Plan. OSC matches 50% of employee contributions for the first 5% of wages that an employee contributes. For the years ended June 30, 2019 and 2018, OSC's contributions to the Plan were \$72,701 and \$51,208, respectively.

(10) Food Service and Museum Store Agreements

OSC has an Operating Agreement with a company, Event Network, Inc., to operate its museum store. In August 2014, the Agreement was extended for an additional 10-year period ending in September 2024 with a five-year renewal term unless notice is given at least 180 days prior to the conclusion of the initial term.

OSC has a Concession Agreement with a company, Subway Real Estate, LLC, to operate its museum restaurant. Under the terms of the Agreement, OSC is to receive a commission based on gross sales. In March 2015, the Agreement was extended for an additional 5-year period ending August 2020. Renewal of this agreement will be discussed no later than 90 days prior to expiration of the Agreement.

ORLANDO SCIENCE CENTER, INC.

Notes to Financial Statements

(10) Food Service and Museum Store Agreements (Continued)

During the year ended June 30, 2019, OSC received commissions totaling \$182,142 compared to \$213,033 in 2018 associated with these agreements.

(11) Net Assets with Donor Restrictions

Net assets with donor restrictions at June 30, 2019 are restricted for the following purposes:

Comprehensive Campaign	\$ 11,707,718
Endowment - perpetual	940,995
Orange County Blockbuster Grant	710,712
City of Orlando – Renewal & Replacement Fund	112,534
Pledges receivable for periods after June 30, 2019	47,000
Educational & Community Programs	75,000
	<hr/>
	\$ 13,593,959

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Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Trustees
Orlando Science Center, Inc.

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Orlando Science Center, Inc., which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 20, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Orlando Science Center, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Orlando Science Center, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Orlando Science Center, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the organization's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Orlando Science Center, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Schaefer, Tschagg, Whitcomb, Mitchell & Shuilen, LLP

Maitland, Florida
September 20, 2019