

**EAST NEWARK SCHOOL DISTRICT
COUNTY OF HUDSON
NEW JERSEY**

**AUDITOR'S MANAGEMENT REPORT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2016**

**SAMUEL KLEIN AND COMPANY
CERTIFIED PUBLIC ACCOUNTANTS**

**EAST NEWARK SCHOOL DISTRICT
COUNTY OF HUDSON
NEW JERSEY**

**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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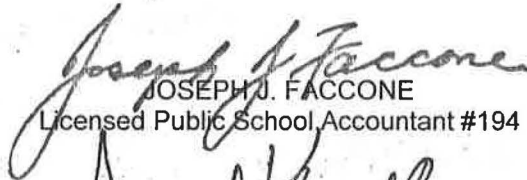

REPORT OF INDEPENDENT AUDITORS

Honorable President and Members
of the Board of Education
East Newark School District
East Newark, New Jersey 07029

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the East Newark School District in the County of Hudson for the year ended June 30, 2016, and have issued our report thereon dated December 1, 2016.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the East Newark Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.


JOSEPH J. FACCONO
Licensed Public School Accountant #194

SAMUEL KLEIN AND COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey
December 1, 2016

EAST NEWARK SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2016

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Moneys, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the District's CAFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Evelyn Lassalle	Board Secretary	\$ 75,000.00
Robert Knapp	Treasurer of School Moneys	150,000.00
David Eichenholtz	Business Administrator	150,000.00

There is an Employee Dishonesty Bond covering all other employees in the amount of \$25,000.00.

Tuition Charges

Not Applicable

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any major discrepancies with respect to signatures, certification or supporting documentation.

In verifying expenditures, computations were tested on claims approved and paid. No attempt was made in this connection to establish proof of rendition, character or extent of services, nor quantities, nature, propriety of prices or receipt of materials, these elements being left necessarily to internal review in connection with approval of claims.

Payroll Account and Position Control Roster

The net salaries of all employees of the Board were deposited in the payroll account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the payroll agency account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies.

The propriety of deductions from individual salaries for Pensions, Social Security, Withholding Tax and other purposes was not verified as part of this examination.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2016 for proper classification of orders as reserve for encumbrances and accounts payable.

All encumbrances, contracts, salaries and expenditures for state and federally funded projects were in accordance with laws and regulations and in conformity with procurement requirements.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. There were no transaction errors noted as a result of the procedures performed.

Board Secretary's Records

The financial records and books of accounts maintained by the Board Secretary were in satisfactory condition. The prescribed contractual order system was followed.

District funds were provided and expended in the proper GAAP account codes based upon audit testing of transactions.

The School District's double entry system of accounting records was maintained in accordance with the Department of Education's prescribed GAAP Technical System Manual, pursuant to N.J.S.A. 18A:4-14 and N.J.A.C. 6:20-2A.

Revenue and receipts were established and verified as to source and amount only insofar as the local records permitted.

Treasurer's Records

The Treasurer's records were examined and found to be in agreement with the records of the Board Secretary.

Elementary and Secondary Education Act (ESEA)/Improving America's Schools Act (IASA) as Reauthorized by the No Child Left Behind (NCLB) Act of 2001

The ESEA/NCLB financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for ESEA did not indicate any areas of noncompliance or questionable costs.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

Our audit of the federal and state funds, on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

The study of compliance for the Special Projects indicated that there were no areas of noncompliance and/or questioned costs.

TPAF Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for district employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days required by *N.J.S.A. 18A:66-90*. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Report(s) for all federal awards.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds, in accordance with *N.J.S.A. 18A:18A-2* are \$40,000.00 with a Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is currently \$18,800.00.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination indicated that there were no individual payments, contracts or agreements made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions of *N.J.S.A. 18A:18A-4*, as amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per *N.J.S.A. 18A:18A-5*.

School Food Service

The financial transactions and statistical records of the School Food Service Fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

School Food Service (Continued)

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications on file, times the number of operating days, on a school basis. The free and reduced price meal and free milk policy is uniformly administered throughout the school system. Sites approved to participate in provisions complied with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

The District utilizes a food service management company in depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the nonprofit status of the school food service. Net cash resources exceeded three months average expenditures.

Recommendation:

That the District take action to ensure that the net cash resources do not exceed three months average expenditures.

Cash received and bank records were reviewed for timely deposits.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Service employees authorized by the board of education. No exceptions were noted.

In accordance with AICPA Statement of Auditing Standards #88, food service management companies must have a service audit performed by an independent audit firm engaged by the food service management company. The service audit must report on the food service management company's control structure policies and procedures. The Local School District was able to provide such a service audit for the period under review.

USDA Food Distribution Program Commodities were received and a separate inventory was maintained on a first-in, first-out basis.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

Student Body Activities

Cash receipts and disbursement records were examined only insofar as the local records permitted. Our review did not determine any exceptions.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2015 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the District procedures related to its completion. The information on the ASSA was compared to the District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained workpapers on the prescribed state forms or their equivalents.

The District has adequate written procedures for the recording of student enrollment data.

Pupil Transportation

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Accounting for capital assets is required in order to maintain physical accountability over the assets owned by a school. The accounting system should provide a record of the fixed assets obtained over the years that are still in service and identify the funding source for the purchase of those assets. This provides the ability to prevent, detect and recognize losses of capital assets. The New Jersey Department of Education notified school districts that, effective July 1, 2001, there is a \$2,000.00 capitalization threshold for capital assets. This is a policy set for financial reporting and accounting purposes. Schools may use a lower threshold for asset management and insurance purposes.

Follow-Up on Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action was taken on all prior year findings.

Miscellaneous

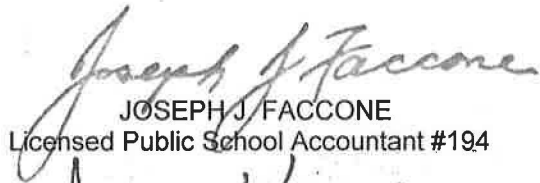
The minutes indicate that the Report on Examination of Accounts for the 2014-2015 fiscal year was reviewed by the Board, a Synopsis thereof distributed at a public meeting and public discussion held.

RECOMMENDATIONS

NONE

Acknowledgment

We received the complete cooperation of all the officials of the School District and greatly appreciate the courtesies extended to the members of the audit team.


JOSEPH J. FACCONI
Licensed Public School Accountant #194


SAMUEL KLEIN AND COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey
December 1, 2016

EAST NEWARK SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>(OVER)/ UNDER- CLAIM</u>
National School Lunch (High Rate)	Paid	4,307	4,307	4,307		0.31	\$
National School Lunch (High Rate)	Reduced	3,183	3,183	3,183		2.69	
National School Lunch (High Rate)	Free	28,364	28,364	28,364		3.09	
	Total	<u>35,854</u>	<u>35,854</u>	<u>35,854</u>			<u>-</u>
National School Lunch	HHFKA	<u>35,854</u>	<u>35,854</u>	<u>35,854</u>		0.06	<u>-</u>
School Breakfast (Severe Need Rate)	Paid	3,711	3,711	3,711		0.29	
	Reduced	2,034	2,034	2,034		1.69	
	Free	19,823	19,823	19,823		1.99	
	Total	<u>25,568</u>	<u>25,568</u>	<u>25,568</u>			<u>-</u>
Total							<u>\$ -</u>

EAST NEWARK SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - STATE
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>(OVER)/ UNDER- CLAIM</u>
State Reimbursement - National School Lunch (High Rate)	Paid	4,307	4,307	4,307		0.040	\$
State Reimbursement - National School Lunch (High Rate)	Reduced	3,183	3,183	3,183		0.055	
State Reimbursement - National School Lunch (High Rate)	Free	<u>28,364</u>	<u>28,364</u>	<u>28,364</u>		0.055	
	Total	<u>35,854</u>	<u>35,854</u>	<u>35,854</u>			
Total							<u>\$ -</u>

**EAST NEWARK SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE
Net Cash Resources did Exceed Three Months of Expenditures
Proprietary Funds - Food Service
FYE 2016**

<u>Net Cash Resources</u>	Food Service B - 4/5	
CAFR		Current Assets
B-4	\$	Cash & Cash Equiv. (9,671.21)
B-4		Due from Other Gov'ts 85,601.45
B-4		Accounts Receivable
B-4		Investments
CAFR		Current Liabilities
B-4	(10,445.89)	Less Accounts Payable
B-4	(16.53)	Less Accruals
B-4		Less Due to Other Funds
B-4		Less Deferred Revenue
	<u>\$ 65,467.82</u>	Net Cash Resources (A)

Net Adj. Total Operating Expense

B-5	\$	Tot. Operating Exp. 143,767.35
B-5		Less Depreciation
	<u>\$ 143,767.35</u>	Adj. Tot. Oper. Exp. (B)

Average Monthly Operating Expense

B / 10 \$ 14,376.74 (C)

Three Times Monthly Average

3 X C \$ 43,130.21 (D)

TOTAL IN BOX A	\$	65,467.82
LESS TOTAL IN BOX D	\$	43,130.21
NET	\$	<u>22,337.61</u>

From above:

**A is greater than D, cash exceeds 3 X average monthly operating expenses.
D is greater than A, cash does not exceed 3 X average monthly operating expenses.**

*Inventories are not to be included in total current assets.

SOURCE - USDA Resource Management Comprehensive Review Form

SCHEDULE OF AUDITED ENROLLMENTS

**EAST NEWARK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015**

	2016-2017 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On-Roll		Reported on Workpapers On-Roll		Errors		Sample Selected from Workpapers		Verified per Registers On-Roll		Errors per Registers On-Roll		Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool 3	5		5					2		2						
Half Day Preschool 4	10		10					5		5						
Full Day Preschool 4																
Half Day Kindergarten																
Full Day Kindergarten	29		29					15		15						
One	21		21					10		10						
Two	22		22					11		11						
Three	33		33					17		17						
Four	33		33					17		17						
Five	19		19					10		10						
Six	28		28					15		15						
Seven	27		27					14		14						
Eight	21		21					10		10						
Nine																
Ten																
Eleven																
Twelve																
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Sub-Total	248	0	248	0	0	0		126	0	126	0	0	0	0	0	0
Special Ed - Elementary	17		17					9		9			2	1	1	
Special Ed - Middle School	6		6					3		3			2	1	1	
Special Ed - High School																
Sub-Total	23	0	23	0	0	0		12	0	12	0	0	4	2	2	0
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	271	0	271	0	0	0		138	0	138	0	0	4	2	2	0
Percentage Error					0.00%	0.00%						0.00%	0.00%			0.00%

SCHEDULE OF AUDITED ENROLLMENTS

**EAST NEWARK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	25	25		14	14		11	11		9	9	
One	14	14		8	8		4	4		3	3	
Two	18	18		10	10		5	5		4	4	
Three	30	30		17	17		9	9		8	8	
Four	29	29		17	17		5	5		4	4	
Five	17	17		10	10		2	2		2	2	
Six	28	28		16	16		4	4		3	3	
Seven	24	24		14	14		2	2		2	2	
Eight	20	20		11	11		1	1		1	1	
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Sub-Total	<u>205</u>	<u>205</u>	<u>0</u>	<u>117</u>	<u>117</u>	<u>0</u>	<u>43</u>	<u>43</u>	<u>0</u>	<u>36</u>	<u>36</u>	<u>0</u>
Special Ed - Elementary	10	10		6	6		3	3		3	3	
Special Ed - Middle	6	6		3	3							
Special Ed - High												
Sub-Total	<u>16</u>	<u>16</u>	<u>0</u>	<u>9</u>	<u>9</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>0</u>
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	<u>221</u>	<u>221</u>	<u>0</u>	<u>126</u>	<u>126</u>	<u>0</u>	<u>46</u>	<u>46</u>	<u>0</u>	<u>39</u>	<u>39</u>	<u>0</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

SCHEDULE OF AUDITED ENROLLMENTS

**EAST NEWARK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15 2015**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One	1	1		1	1	
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Sub-Total	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Sub-Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

EAST NEWARK SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

2015-16 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 5,444,356	
Decreased by:		
On-Behalf TPAF Pension and Social Security	(266,642)	
Adjusted General Fund Expenditures	5,177,714	
Applicable Excess Surplus Percentage	2%	
2% of Adjusted 2015-2016 General Fund Expenditures	103,554	
Enter Greater of Above or \$250,000	250,000	
Increased by: Allowable Adjustment	27,207	
Maximum Unassigned/Undesignated - Unreserved Fund Balance		\$ 277,207
 Total General Fund Balance June 30, 2016	 1,141,725	
Decreased by:		
Reserve for Encumbrances	81,688	
Capital Reserve	643,067	
Assigned Fund Balance Designated for Subsequent Year's Expenditures	249,480	
 Total Unassigned Fund Balance		 <u>167,490</u>
 Restricted Fund Balance - Excess Surplus June 30, 2016 (If Negative Enter - 0)		 <u>\$ -</u>
Recapitulation of Excess Surplus as of June 30, 2016:		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures		\$
Reserved Excess Surplus		<u> </u>
Total Excess Surplus		<u>\$ -</u>
 <u>Allowable Adjustment</u>		
Extraordinary Aid		<u>\$ 27,207</u>
Total Allowable Adjustment		<u>\$ 27,207</u>
 <u>Detail of Other Reserved Fund Balance</u>		
Statutory Restriction:		
Capital Reserve		\$ 643,067
Maintenance Reserve		<u> </u>
Total Other Reserved Fund Balance		<u>\$ 643,067</u>

