

**FORT LEE SCHOOL DISTRICT**

**COUNTY OF BERGEN**

**NEW JERSEY**

**AUDITOR'S MANAGEMENT REPORT**

**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**FISCAL YEAR ENDED**

**JUNE 30, 2016**

***PREPARED BY***

***SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS***

**FORT LEE SCHOOL DISTRICT  
COUNTY OF BERGEN  
NEW JERSEY**

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

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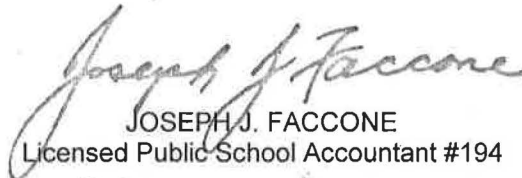
**REPORT OF INDEPENDENT AUDITORS**

Honorable President and Members  
of the Board of Education  
Fort Lee School District  
County of Bergen, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Fort Lee School District in the County of Bergen for the year ended June 30, 2016, and have issued our report thereon dated October 21, 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 Fort Lee School District's management and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

  
JOSEPH J. FACCONI  
Licensed Public School Accountant #194

  
SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey  
October 21, 2016

**FORT LEE SCHOOL DISTRICT**

**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary 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>
James Mallen	Board Secretary	\$200,000.00
Charles Hangley	Treasurer of School Moneys	\$320,000.00

There is a Public Employees' Faithful Performance Blanket Bond with the School Alliance Insurance Fund Company covering all other employees with multiple coverage of \$500,000.00.

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under review revealed no discrepancies with respect to signatures, certification or supporting documentation.

**Payroll Account and Position Control Roster**

Net salaries of all employees were deposited in the Payroll Account.

All payroll deductions were deposited in the Payroll Agency Account.

All payrolls were approved by the Superintendent of Schools and certified by the President and the Secretary of the Board of Education.

Salary withholdings were promptly remitted to the respective agencies, including health benefits withholding due to the General Fund.

Payrolls were delivered to the Treasurer of School Moneys with a warrant made to his order for the full amount of each payroll.

### Reserve for Encumbrances and Accounts Payable

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

### Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

### 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 tested 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. As a result of the procedures performed, a transaction error rate of .16% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classifications.

It was noted during our review that the principle portion of two lease payments were charged to the incorrect account. We adjusted the District's records to reflect the change in the correct budget account. This adjustment created an overexpenditure. Management indicated that during the 2015/2016 school year both the School Business Administrator and the Assistant School Business Administrator both left the district within one month of each other. From approximately March 2016 to June 2016 a part-time interim School Business Administrator oversaw the District. Although support staff ensured smooth and continual operations, the level of oversight, which would have prevented this miscoding, was not present. We noted no other miscoding during our examination. Given this isolated incident and the circumstances surrounding it, we are not making a formal recommendation.

### Board Secretary's Records

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

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

### *Finding #2016-01:*

The District is not maximizing its efforts under the Special Education Medicaid Initiative (SEMI) Program for obtaining federal reimbursement for special education services.

### *Recommendation:*

That the District establish procedures to ensure that it maximizes its efforts under SEMI for obtaining federal reimbursement for Special Education Services.

Capital Assets were maintained in accordance with regulations prescribed by the New Jersey Department of Education.

### Treasurer's Records

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

Elementary and Secondary Education Act (E.S.E.A.), Improving America's Schools Act (IASA) as Reauthorized by the No Child Left Behind (NCLB) Act of 2001

The E.S.E.A./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 E.S.E.A. indicated that there were no areas of noncompliance and/or questioned 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 reimbursement forms 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

Effective July 1, 2015 and thereafter the bid thresholds in accordance with *N.J.S.A. 18A:18A-2* is \$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 no individual payments, contracts, or agreements were made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision 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*.

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

### **School Food Service**

The financial transactions and statistical records of the school food service fund were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were examined on a test-check basis.

Cash receipts and bank records were reviewed for timely deposits.

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

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 audit.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed, however costs could not be verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

Tests of records on hand were performed to satisfy us as to the reliability of the vendor's statements of operations.

Inventories were not reflected in the operating statement of the vendor.

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 did not exceed three months average expenditures.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

Food distribution 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 Activity and Athletic Funds**

The School Activity Accounts, maintained on the cash basis, encompass separate accounts for the ten elementary schools, two middle schools, one high school and the athletic accounts.

### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2015 Application for State School Aid (A.S.S.A.) 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 A.S.S.A. was compared to the District workpapers without exception. The information included as part of 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 equivalent.

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

### **Pupil Transportation**

Our audit procedures included a test of on-roll status reported in the 2015-2016 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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.

### **Follow-Up on Prior Year's Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations.

### **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

That the District establish procedures to ensure that it maximizes its efforts under SEMI for obtaining federal reimbursement for Special Education Services.

**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  
October 21, 2016

**FORT LEE 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 (a)</u>	<u>(OVER)/ UNDER- CLAIM (b)</u>
National School Lunch (Regular Rate)	Paid	229,640	229,640	229,640		0.29	\$
National School Lunch (regular Rate)	Reduced	24,419	24,419	24,419		2.67	
National School Lunch (Regular Rate)	Free	63,302	63,302	63,302		3.07	
	Total	<u>317,361</u>	<u>317,361</u>	<u>317,361</u>			<u>-</u>
National School Lunch	HHFKA	<u>317,361</u>	<u>317,361</u>	<u>317,361</u>		0.06	<u>-</u>
School Breakfast (Regular Rate)	Paid	16,859	16,859	16,859		0.29	
	Reduced	1,487	1,487	1,487		1.36	
	Free	5,585	5,585	5,585		1.66	
	Total	<u>23,931</u>	<u>23,931</u>	<u>23,931</u>			<u>-</u>
School Breakfast (Severe Need Rate)	Paid	4,530	4,530	4,530		0.29	
	Reduced	1,455	1,455	1,455		1.69	
	Free	7,760	7,760	7,760		1.99	
	Total	<u>13,745</u>	<u>13,745</u>	<u>13,745</u>			<u>-</u>
Total							<u>\$ -</u>

**FORT LEE 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 (a)</u>	<u>(OVER)/ UNDER- CLAIM (b)</u>
State Reimbursement - National School Lunch (Regular Rate)	Paid	229,640	229,640	229,640		0.040	\$ -
State Reimbursement - National School Lunch (Regular Rate)	Reduced	24,419	24,419	24,419		0.055	
State Reimbursement - National School Lunch (Regular Rate)	Free	<u>63,302</u>	<u>63,302</u>	<u>63,302</u>		0.055	
	Total	<u>317,361</u>	<u>317,361</u>	<u>317,361</u>			<u>                    </u>
Total							<u>\$ -</u>

**FORT LEE SCHOOL DISTRICT  
COUNTY OF MIDDLESEX  
FISCAL YEAR ENDED JUNE 30, 2016**

**NET CASH RESOURCE SCHEDULE**

**Net Cash Resources Did Not Exceed Three Months of Expenditures  
Proprietary Funds - Food Service  
FYE 2016**

<u>Net Cash Resources</u>		Food Service B - 4/5	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash and Cash Equivalents	\$ 142,785
B-4		Due from Other Governments	\$ 127,993
B-4		Accounts Receivable	\$ 84,178
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	\$ (70,086)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	<u>\$ (16,612)</u>
		<b>Net Cash Resources</b>	<u><b>\$ 268,259</b></u> (A)

Net Adjustment Total Operating Expense

B-5	Total Operating Expense	\$ 1,417,898	
B-5	Less Depreciation	<u>(22,290)</u>	
	Adjustment Total Operating Expense	<u><b>\$ 1,395,608</b></u>	(B)

Average Monthly Operating Expense

B/10	<u><b>\$ 139,561</b></u>	(C)
------	--------------------------	-----

Three Times Monthly Average

3 X C	<u><b>\$ 418,682</b></u>	(D)
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TOTAL IN BOX A	\$	268,259	
LESS TOTAL IN BOX D	\$	418,682	
NET	\$	<u>(150,424)</u>	
From above:			
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>			
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>			

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

SOURCE: USDA Resource Management Comprehensive Review Form

**SCHEDULE OF AUDITED ENROLLMENTS**

**FORT LEE BOROUGH 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 Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool 3	2		2				2		2							
Half Day Preschool 4	4		4				3		3							
Full Day Preschool 4	5		5				4		4							
Half Day Kindegarten																
Full Day Kindergarten	328		328				26		26							
One	306		306				24		24							
Two	305		305				24		24							
Three	292		292				23		23							
Four	282		282				22		22							
Five	248		248				20		20							
Six	268		268				21		21							
Seven	234		234				18		18							
Eight	221		221				17		17							
Nine	209		209		1		16		16							
Ten	196		196				16		16							
Eleven	205		205				16		16							
Twelve	209		209				16	1	16	1						
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
<b>Subtotal</b>	<b>3,314</b>	<b>1</b>	<b>3,314</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>268</b>	<b>1</b>	<b>268</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Special Ed - Elementary	200		200				15		15				4	4	4	
Special Ed - Middle School	84		84				6		6				12	9	9	
Special Ed - High School	114	1	114	1			8	1	8	1			9	7	7	
<b>Subtotal</b>	<b>398</b>	<b>1</b>	<b>398</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>1</b>	<b>29</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>20</b>	<b>20</b>	<b>0</b>
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
<b>Totals</b>	<b>3,712</b>	<b>2</b>	<b>3,712</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>297</b>	<b>2</b>	<b>297</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>20</b>	<b>20</b>	<b>0</b>
Percentage Error					0.00%	0.00%					0.00%	0.00%				0.00%

**SCHEDULE OF AUDITED ENROLLMENTS**

**FORT LEE BOROUGH SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AND SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2015**

	<u>Resident Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>	<u>Reported on A.S.S.A. as LEP low Income</u>	<u>Reported on Workpapers as LEP low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Test Score and Register</u>	<u>Sample Errors</u>
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	48	48		14	14		14	14		4	4	
One	52	52		16	16		18	18		8	8	
Two	53	53		16	16		12	12		7	7	
Three	40	40		12	12		5	5		2	2	
Four	49	49		15	15		4	4		2	2	
Five	51	51		15	15		7	7		2	2	
Six	48	48		14	14		3	3		0	0	
Seven	41	41		12	12		2	2		1	1	
Eight	45	45		13	13		4	4		0	0	
Nine	59	59		18	18		2	2		0	0	
Ten	52	52		15	15		3	3		1	1	
Eleven	57	57		17	17		7	7		2	2	
Twelve	49	49		15	15		1	1		1	1	
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	<u>644</u>	<u>644</u>	<u>0</u>	<u>192</u>	<u>192</u>	<u>0</u>	<u>82</u>	<u>82</u>	<u>0</u>	<u>30</u>	<u>30</u>	<u>0</u>
Special Ed - Elementary	48	48		14	14							
Special Ed - Middle	31	31		9	9							
Special Ed - High	55.5	55.5		17	17							
Subtotal	<u>134.5</u>	<u>134.5</u>	<u>0.0</u>	<u>40</u>	<u>40</u>	<u>0</u>	<u>0.0</u>	<u>0.0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	<u>778.5</u>	<u>778.5</u>	<u>0.0</u>	<u>232</u>	<u>232</u>	<u>0</u>	<u>82.0</u>	<u>82.0</u>	<u>0</u>	<u>30</u>	<u>30</u>	<u>0</u>
				(c)								
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

	<u>Transportation</u>					
	<u>Reported on DRTRS by DOE/County</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>
Reg. - Public Schools, col. 1	143	143		54	54	
Reg -SpEd, col. 4	91	91		34	34	
Transported - Non-Public, col. 3	85	85		32	32	
Non-Public AIL	134	134		51	51	
Special Ed Spec, col. 6	66	66		26	26	
Totals	<u>519</u>	<u>519</u>	<u>0</u>	<u>197</u>	<u>197</u>	<u>0</u>
Percentage Error						<u>0.00%</u>

	<u>Reported</u>	<u>Recalculated</u>
Reg Avg.(Mileage) = Regular Including Grade PK Students (Part A)	6	6
Reg Avg.(Mileage) = Regular Excluding Grade PK Students (Part B)	If Applicable	
Spec Avg. = Special Ed with Special Needs	10.4	10.4

**SCHEDULE OF AUDITED ENROLLMENTS**

**FORT LEE BOROUGH 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						0
Full Day Preschool						0
Half Day Kindergarten						0
Full Day Kindergarten	53	53		27	27	0
One	44	44		22	22	0
Two	32	32		14	14	
Three	25	25		12	12	
Four	21	21		10	10	
Five	16	16		10	10	
Six	10	10		6	6	
Seven	14	14		7	7	
Eight	6	6		6	6	
Nine	7	7		4	4	
Ten	2	2		1	1	
Eleven	4	4		3	3	
Twelve	5	5		2	2	
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	<u>239</u>	<u>239</u>	<u>0</u>	<u>124</u>	<u>124</u>	<u>0</u>
Special Ed - Elementary	3	3				
Special Ed - Middle	1	1				
Special Ed - High	1	1				
Subtotal	<u>5</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>244</u>	<u>244</u>	<u>0</u>	<u>124</u>	<u>124</u>	<u>0</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>



**FORT LEE SCHOOL DISTRICT  
COUNTY OF BERGEN  
FISCAL YEAR ENDED JUNE 30, 2016**

**EXCESS SURPLUS CALCULATION**

2015-16 Total General Fund Expenditures		\$66,779,037	
Decreased by:			
Assets Acquired Under Capital Leases		550,000	
On-Behalf State Aid Payments		<u>6,481,772</u>	
Adjusted General Fund Expenditures		59,747,265	
Applicable Excess Surplus Percentage		<u>2%</u>	
2% of Adjusted 2015-2016 General Fund Expenditures		<u>1,194,945</u>	
Enter Greater of Above or \$250,000		1,194,945	
Increased by: Allowable Adjustment		<u>554,616</u>	
Maximum Unreserved/Undesignated Fund Balance			\$ 1,749,561
 Total General Fund Balance June 30, 2016		 5,478,965	
Decreased by:			
Reserve for Encumbrances	\$ 194,523		
Capital Reserve	2,755,256		
Assigned Fund Balance Designated for Subsequent Year's Expenditures	529,692		
Emergency Reserve	250,000		
Unassigned Fund Balance	<u>1,749,495</u>		
Total Unreserved/Undesignated Fund Balance		<u>5,478,965</u>	
Reserved - Excess Surplus June 30, 2016			<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>
 <b><u>Allowable Adjustment</u></b>			
Extraordinary Aid		\$ 528,909	
Additional Non-Public Transportation Aid		<u>25,707</u>	
Total Allowable Adjustment			<u>\$ 554,616</u>
 <b><u>Detail of Other Reserved Fund Balance</u></b>			
Statutory Restriction:			
Capital Reserve			\$ 2,755,256
Emergency Reserve			<u>250,000</u>
Total Other Reserved Fund Balance			<u>\$ 3,005,256</u>

