

HIGH BRIDGE SCHOOL DISTRICT
COUNTY OF HUNTERDON
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2016

HIGH BRIDGE SCHOOL
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2016
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November 14, 2016

The Honorable President and Members
of the Board of Education
High Bridge School District
County of Hunterdon, NJ

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 financial statements of the Board of Education of the High Bridge School District in the County of Hunterdon for the fiscal year ended June 30, 2016, and have issued our report thereon dated November 14, 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 letter does not affect our report dated November 14, 2016, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This report is intended solely for the information and use of the High Bridge School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.


NISIVOCCIA LLP



Francis J. Jones, Jr.
Licensed Public School Accountant #1154
Certified Public Accountant

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Heather Goguen	Business Administrator/Board Secretary	\$ 300,000
Patti Fischer	Treasurer of School Monies	\$ 300,000

The District also has Employee Dishonesty and Faithful Performance coverage through the New Jersey School Insurance Group as detailed on Exhibit J-20 of the CAFR

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review indicated discrepancies with respect to signatures, certification or supporting documentation as detailed below.

Finding:

Vouchers for payment of claims did not always include all authorizations, certifications and approvals prior to the release of the funds. Expenditures were not consistently approved by the School Business Administrator or certified by the vendor and District that goods or services were delivered or rendered and received.

Recommendation:

It is recommended that the administration reviews all purchase orders and claims for payments to ensure that all required signatures, authorizations, and certifications are obtained prior to the release of payments.

Management's Response:

The District will ensure that all required signatures, certifications and approvals are obtained prior to the release of payments.

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016
(Continued)

Payroll Account and Position Control Roster

The net salaries of 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 certified by the President of the Board, the School Business Administrator and the Chief School Administrator.

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

The required certification (E-CERT 1) of compliance with all documentation prepared for income tax related purposes of administrators (superintendent, assistant superintendents and business administrator) complying with the requirements of federal and state laws and regulations, was completed and submitted to the NJ Department of Treasury by due March 15.

Reserve for Encumbrances and Accounts Payable

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

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6:23A-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, we reviewed administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. As a result of the procedures performed, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted below.

Treasurer's Records

In planning and performing our audit of the financial statement of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based upon these procedures, we have no comments except as noted herein.

No Child Left Behind (N.C.L.B.)

The N.C.L.B. financial exhibits are contained within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, II, and III of the No Child Left Behind Consolidated Grant.

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016
 (Continued)

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.

T.P.A.F. 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.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2016. The reimbursement form was reviewed and no exceptions were noted.

School Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198, the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Commencing in the fifth year after the year in which P.L.1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made"

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law"

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016
(Continued)

School Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

Effective July 1, 2015 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$18,800.

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 Attorney'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. General compliance was noted.

The results of our examination indicated that no individual payments, contracts, or agreements were 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 provision of N.J.S.A. 18A:18A-4, 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 school food service was not selected as a major federal and/or state program and state and federal program expenditures did not exceed \$100,000 in federal and/or state support. Based on these procedures, we have no comments except as noted herein.

Finding:

It was found that daily sales revenues were not always deposited in a timely manner.

Recommendation:

It is recommended that all daily sales revenue is deposited in a timely manner.

Management's Response:

The District will ensure that all daily sales revenues are deposited in a timely manner.

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016
(Continued)

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

Finding:

It was found that the collection of Student Activity funds were not always deposited in a timely manner.

Recommendation:

It is recommended that all collections of Student Activity funds are deposited in a timely manner.

Management's Response:

The District will ensure that all Student Activity collections will be deposited in a timely manner.

Application for State School Aid

Our audit procedures included a test of enrollments and related services 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 students. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was not able to be compared to the District workpapers as the District was unable to produce any documentation to support the information on the A.S.S.A. The information that was included on the workpapers was not able to be tested as the District failed to maintain their workpapers. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District did not maintain workpapers on the prescribed State forms or their equivalent.

Finding:

It was found that the District did not maintain on-roll registers and other documentation required in order for the enrollments as reported in the A.S.S.A. to be tested and verified.

Recommendation:

It is recommended that the District maintain on-roll registers and all other supporting documentation used to submit the enrollment data on the A.S.S.A. submission.

Management's Response:

The District will maintain on-roll registers and all other supporting documentation used to submit the enrollment data on the A.S.S.A. submission going forward.

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016
(Continued)

Finding:

It was found that the District does not currently have in place a system of written procedures for the recording of student enrollment data.

Recommendation:

It is recommended that the District prepare written procedures for the recording of student enrollment data.

Management's Response:

The District is currently working on creating 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 not able to be verified to the DRTRS Eligibility Summary Report as the District was unable to produce the DRTRS information. 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. No exceptions were noted in our review of transportation related purchases of goods and services.

Finding:

It was found that the District did not maintain on-roll registers and other documentation required in order for the enrollments as reported in the D.R.T.R.S. to be tested and verified.

Recommendation:

It is recommended that the District maintain on-roll registers and all other supporting documentation used to submit the enrollment data on the D.R.T.R.S. submission.

Management's Response:

The District will maintain on-roll registers and all other supporting documentation used to submit the enrollment data on the D.R.T.R.S. submission going forward.

Facilities and Capital Assets

Our procedures included a review transfer of local funds from the General Fund or from the Capital Reserve Account, and awarding of contracts for eligible facilities construction. Based on these procedures, we have no comments.

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016
(Continued)

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel amount for the year and to account that the maximum is not exceeded. The regulations also require that all travel be approved prior by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending. During the course of our testing, we have noted that the travel expenses and reimbursements for employees and board members were in accordance with the guidelines set forth by the State of New Jersey.

Management Suggestions:

Governmental Accounting Standards Board Statements:

The next Governmental Accounting Standards Board ("GASB") statement which will have a significant impact on the District will be GASB#75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, will be effective for the fiscal year ending June 30, 2018. This standard replaces GASB#45, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. It is similar to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* GASB#68 in that successful implementation of this standard will require the provision of certain key financial and non-financial information from the New Jersey Division of Pensions.

Cyber Security

Cyber-crime has become much more prevalent in the last few years. Websites and internal networks, including personally identifiable information ("PII"), have been hacked and resulted in significant losses to organizations, both financial and reputational. We suggest that the District consider options to test and protect the District from cyber-crime.

Deferred Compensation Plans

As a best practice, the District should consider a periodic review of the benefits, features, costs, and performance of its deferred compensation plans and make that information available to employees for the use of employees to make suitable choices for investing their retirement funds.

Independent Contractors vs. Employees

The District should consider reviewing the status of "Independent Contractors" utilized by the District with Internal Revenue Service guidelines for determination of employment status. The IRS has been reviewing employers, including governments, to determine compliance. A proactive approach may help to minimize or eliminate potential penalties related to incorrect employment status determination.

HIGH BRIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2016
(Continued)

Employer Contributions to Unemployment Compensation Trust Fund

The balance in the District's Unemployment Compensation Trust Fund has decreased significantly over the past few years. If this trend continues, the District may potentially have a negative balance in the Unemployment Compensation Trust Fund account. It is suggested that the District consider making an employer contribution to the Unemployment Compensation Trust Fund.

Status of Prior Year's Findings/Recommendations

There were no prior year recommendations.

HIGH BRIDGE SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 SCHEDULE OF AUDITED ENROLLMENTS
 ENROLLMENT AS OF OCTOBER 15, 2015

	2016-2017 Application for State School Aid						Sample for Verification					
	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	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool 3 Yrs	4		*		*		*		*		*	
Half Day Preschool 4 Yrs	12		*		*		*		*		*	
Full Day Kindegarten	29		*		*		*		*		*	
Grade One	36		*		*		*		*		*	
Grade Two	33		*		*		*		*		*	
Grade Three	30		*		*		*		*		*	
Grade Four	47		*		*		*		*		*	
Grade Five	32		*		*		*		*		*	
Grade Six	29		*		*		*		*		*	
Grade Seven	39		*		*		*		*		*	
Grade Eight	21		*		*		*		*		*	
Subtotal	312	0	*	0	*	0	*	0	*	0	*	0
Special Ed - Elementary	40		*		*		*		*		*	
Special Ed - Middle School	26		*		*		*		*		*	
Subtotal	66	0	*	0	*	0	*	0	*	0	*	0
Totals	378	0	*	0	*	0	*	0	*	0	*	0
Percentage Error					*	0.00%					*	0.00%

* - During our review of the Application for State School Aid, we noted that the District did not maintain supporting documentation of the enrollments and related services reported on the October 15, 2015 Application for State School Aid (ASSA) for on-roll, low income, and bilingual students. As an alternate procedure, the District attempted to generate reports to support the reported figures, however, the system would not provide figures as of October 15, 2015, but would include eligible students that were enrolled after that date and would exclude any graduates that should have been included in the filing. It is also noted that there currently does not appear to be a system in place which specifies the employees responsible for generating and maintaining the data used to submit the ASSA.

See Recommendation in the Auditor's Management Report.

HIGH BRIDGE SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2015

	Private Schools for Disabled				Resident Low Income					
	Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors	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
Full Day Kindegarten					1	*	*	*	*	*
Grade One					3	*	*	*	*	*
Grade Two					2	*	*	*	*	*
Grade Three					4	*	*	*	*	*
Grade Four					7	*	*	*	*	*
Grade Five					3	*	*	*	*	*
Grade Six					4	*	*	*	*	*
Grade Seven					3	*	*	*	*	*
Grade Eight					2	*	*	*	*	*
Subtotal					29	*	*	*	*	*
Special Ed - Elementary										
Special Ed - Middle School										
Subtotal					0	*	*	*	*	*
Totals					29	*	*	*	*	*
Percentage Error										*

See * on prior schedule on prior page

HIGH BRIDGE SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2015

	Resident LEP Not Low Income				
	Reported on A.S.S.A. as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Sample Selected from Workpapers Errors	Verified to Test Scores and Register	Sample Errors
Grade Two	1	*	*	*	*
Totals	1	*	*	*	*
Percentage Error			*		*

See * on On-Roll Schedule.

HIGH BRIDGE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015

Transportation

	<u>Reported on DRTRS by DOE</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>
Regular - Special Education	3	*	*	*	*	*
Transported - Non Public	14	*	*	*	*	*
AIL - Non Public	14	*	*	*	*	*
Special Needs - Public	<u>2</u>	<u>*</u>	<u>*</u>	<u>*</u>	<u>*</u>	<u>*</u>
Totals	<u><u>33</u></u>	<u><u>*</u></u>	<u><u>*</u></u>	<u><u>*</u></u>	<u><u>*</u></u>	<u><u>*</u></u>
Percentage Error			<u><u>*</u></u>			<u><u>*</u></u>

	<u>Reported</u>	<u>Re- calculated</u>
Average Mileage - Regular Including Grade PK Students	4.4	4.4
Average Mileage - Regular Excluding Grade PK Students	4.4	4.4
Average Mileage - Special Education with Special Needs	1.1	1.1

See * on On-Roll Schedule.

HIGH BRIDGE SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
YEAR ENDED JUNE 30, 2016

EXCESS SURPLUS CALCULATION**Section 1 - REGULAR DISTRICT****2% Calculation of Excess Surplus:**

2015-16 Total General Fund Expenditures per the CAFR	\$ 7,782,748 (B)	
Increased by:		
Transfer to Food Service Fund	\$ -0- (B1a)	
Transfer from Capital Reserve to Capital Projects Fund	\$ -0- (B1b)	
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ 864,291 (B2a)	
Assets Acquired Under Capital Leases	\$ -0- (B2b)	
Adjustment for Disallowed Expenditures per S1701	\$ -0- (B2c)	
Adjusted 2015-16 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 6,918,457 (B3)</u>	
2% of Adjusted 2015-16 General Fund Expenditures [(B5) times .03]	\$ 138,369 (B4)	
Enter Greater of (B4) or \$250,000	<u>\$ 250,000 (B5)</u>	
Increased by: Allowable Adjustment	<u>\$ 53,601 (K)</u>	
Maximum Unassigned Fund Balance [(B5)+(K)]		<u><u>\$ 303,601 (M)</u></u>

Section 2

Total General Fund - Fund Balances @ 6/30/16 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 1,955,061 (C)</u>	
Decreased by:		
Year-End Encumbrances	<u>\$ 399,349 (C1)</u>	
Legally Restricted:		
Designated for Subsequent Year's Expenditures	\$ -0- (C2)	
Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ -0- (C3)</u>	
Other Restricted Fund Balances	<u>\$ 1,002,111 (C4)</u>	
Assigned Fund Balance:		
Designated for Subsequent Year's Expenditures	<u>\$ 250,000 (C5)</u>	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		<u><u>\$ 303,601 (U1)</u></u>
Increased by:		
Adjustment for Disallowed Expenditures per S1701		<u>\$ -0- (C6)</u>
Total Unassigned Fund Balance [(U1) + (C6)]		<u><u>\$ 303,601 (U2)</u></u>

HIGH BRIDGE SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
YEAR ENDED JUNE 30, 2016

Section 3

Restricted Fund Balance-Excess Surplus [(U2)-(M)] IF NEGATIVE, ENTER -0- \$ -0- (E)

Recapitulation of Excess Surplus as of June 30, 2016

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ -0- (C3)

Restricted Excess Surplus [(E)] \$ -0- (E)

Total [(C3)+(E)+(F)] \$ -0- (D)

Detail of Allowable Adjustments

Impact Aid \$ -0- (H)

Sale and Lease Back \$ -0- (I)

Extraordinary Aid \$ 51,194 (J1)

Additional Nonpublic School Transportation Aid \$ 2,407 (J2)

Total Adjustments [(H)+(I)+(J1)+(J2)] \$ 53,601 (K)

Detail of Other Restricted Fund Balance

Statutory Restrictions: \$ -0-

Approved Unspent Separate Proposal \$ -0-

Sale/Lease-Back Reserve \$ -0-

Capital Reserve \$ 690,598

Maintenance Reserve \$ 311,513

Tuition Reserve \$ -0-

Other State/Governmental Mandated Reserve \$ -0-

Other Reserved Fund Balance not Noted Above \$ -0-

Total Other Restricted Fund Balance \$ 1,002,111

HIGH BRIDGE SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
YEAR ENDED JUNE 30, 2016

It is recommended that:

1. Administrative Practices and Procedures

Administration reviews all purchase orders and claims for payments to ensure that all required signatures, authorizations, and certifications are obtained prior to the release of payments for claims.

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

Daily sales revenues always be deposited in a timely manner.

5. Student Body Activities

Collection of Student Activity funds always be deposited in a timely manner.

6. Application for State School Aid

The District maintain on-roll registers and all other supporting documentation used to submit the enrollment data on the A.S.S.A. submission.

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

7. Pupil Transportation

The District maintain on-roll registers and all other supporting documentation used to submit the enrollment data on the D.R.T.R.S. submission.

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings/Recommendations

There were no prior year findings/recommendations.