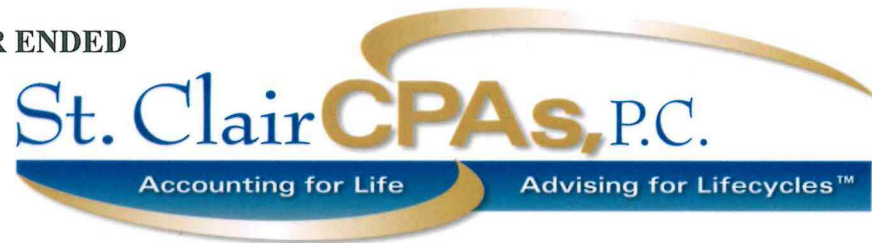


**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT
BOARD OF EDUCATION
COUNTY OF CAMDEN**

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

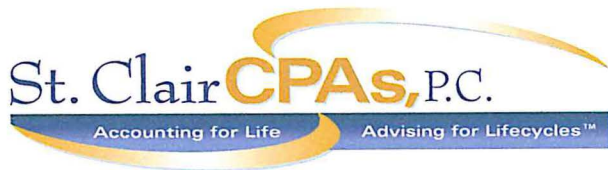
**FOR THE FISCAL YEAR ENDED
JUNE 30, 2016**



**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT
COUNTY OF CAMDEN
JUNE 30, 2016**

TABLE OF CONTENTS

<u>EXHIBIT</u>	<u>PAGE</u>
INDEPENDENT AUDITORS' REPORT	1
<u>SCOPE OF AUDIT</u>	2
<u>ADMINISTRATIVE PRACTICES AND PROCEDURES</u>	
Insurance	2
Official Bonds	2
Tuition Charges	2
<u>FINANCIAL PLANNING, ACCOUNTING AND REPORTING</u>	
Examination of Claims	2
Payroll and Payroll Agency Account	2
Reserve for Encumbrances and Accounts Payable	3
Classification for Expenditures	3
Board Secretary's Records	3
Treasurer's Records	3
Elementary and Secondary Education Act (E.S.E.A)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001	3
Other Special Federal and/or State Projects	3
T.P.A.F. Reimbursement	4
<u>SCHOOL PURCHASING PROGRAMS</u>	
Contracts and Agreements Requiring Advertisement for Bids	4
<u>SCHOOL FOOD SERVICE</u>	4 - 5
<u>STUDENT BODY ACTIVITIES</u>	5
Student Activities Fund	
<u>UNEMPLOYMENT COMPENSATION INSURANCE TRUST FUND</u>	6
<u>WORKERS' COMPENSATION INSURANCE TRUST FUND</u>	6
<u>APPLICATION FOR STATE SCHOOL AID (A.S.S.A)</u>	6
<u>PUPIL TRANSPORTATION</u>	6
<u>FOLLOW-UP ON PRIOR YEAR FINDINGS</u>	6
<u>ACKNOWLEDGEMENT</u>	6
SCHEDULE OF MEAL COUNT ACTIVITY	7
SCHEDULE OF AUDITED ENROLLMENTS	8 - 10
EXCESS SURPLUS CALCULATION	11 - 13



INDEPENDENT AUDITORS' REPORT

Honorable President and
Members of the Board of Education
Borough of Merchantville School District
County of Camden
Merchantville, New Jersey

We have audited, in accordance with generally accepted auditing 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 Borough of Merchantville School District in the County of Camden for the fiscal 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 Merchantville School District 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.

Frances Sperling Feldbaum, CPA
Licensed Public School Accountant
License No. 20CS00248900

St. Clair CPAs, P.C.
Certified Public Accountants

Merchantville, New Jersey
December 1, 2016

**ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING**

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education. As per P.L. 2010, C-39, effective July 2010, the position of Treasurer of School Monies is eliminated and all responsibilities are now performed by the School Business Administrator.

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 (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Loretta Mansolino	Board Secretary	\$ 35,000
William Thompson	School Business Administrator (Treasurer responsibilities)	\$ 170,000

The above surety bond coverage was sufficient to meet the requirement in the schedule set forth in N.J.A.C. 6A:23A-16.4(c).

Tuition Charges

A comparison of tentative charges and actual certified tuition charges was made. The actual costs were more than estimated costs due to an increase in the number of students. The Board made proper adjustments to the billings to the sending districts for the adjustment in per pupil costs in accordance with N.J.A.C. 6A: 23-3.1 (f) 3.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Examination of Claims

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

Payroll and Payroll Agency Account

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 Chief Administrative Officer and were certified by the President of the Board and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, and all employees were paid according to their approved contracts or salary levels.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the NJ Department of Treasury was filed on time by the March 15 due date.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)

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. No exceptions were noted.

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, 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 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The financial records and books of accounts maintained by the Secretary were in satisfactory condition.

Acknowledgement of the Board's receipt of the Board Secretary's and School Business Administrator's monthly financial reports was included in the minutes.

Monthly financial certification of the Board Secretary and Board of Education for positive line item account status certifications (N.J.A.C. 6A:23-2.12) were performed. Budgetary line item account transfers were approved monthly to cover any anticipated deficits.

Treasurer's Records

The School Business Administrator (Board Secretary) performed cash reconciliations for the general operating account, payroll agency and payroll account per N.J.S.A. 18A:17-39.

All cash receipts were promptly deposited.

The Treasurer's records were in agreement with the records of the Board Secretary.

The Treasurer filed reports in a timely manner.

Elementary and Secondary Education Act (E.S.E.A)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind 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 School Improvement Act as amended and reauthorized.

Other Special Federal and/or State Projects

Our audit of the federal and state funds, on a test basis, indicated the obligations and expenditures were incurred during the fiscal year or project period for which the project was approved. Encumbrances, contracts, salaries and expenditures for federal and state funded projects were in accordance with the laws and regulations and in conformity with procurement requirements.

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.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms electronically filed with the Department of Education for district employees who are members of the Teachers' Pension and Annuity Fund. All T.P.A.F. wages were properly reported during the fiscal year ended June 30, 2016.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold where there is a "Qualified Purchasing Agent" in the district as defined by N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.A.C. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years and was raised to \$40,000, effective July 1, 2015.

N.J.S.A. 18A:18A-3(b) – provides for the base contract period.

N.J.S.A. 18A:18A-4 sets forth the requirement for advertising, and was amended to address the disqualification of a vendor. This statute permits a board of education to disqualify a low bidder if any board of education or, in the case of a contract for a school facilities project, the New Jersey Economic Development Authority had had a "prior negative experience" with the bidder.

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. "In order to initiate competitive contracting, the Board of Education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in section 45 of L.1999, c440 are desired to be contracted."

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 provisions 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 review of contracts and agreements did not disclose any areas of statutory noncompliance.

SCHOOL FOOD SERVICE

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

Cash receipts and bank records were reviewed for timely deposits.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited.

The number of meals claimed for reimbursement was verified against 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 for the entire school year did not exceed the number of valid applications on file times the number of operating days. The free and reduced price meal policy is uniformly administered throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

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 non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

Food distribution commodities were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

Finding:

School milk claimed did not agree with milk count records resulting in an over claim.

Recommendation:

Prior to submitting reimbursement claims to the New Jersey Department of Agriculture, the school milk claim should be verified to the milk count activity sheet and the edit check worksheet.

Finding:

Breakfast program claimed did not agree with breakfast program count records resulting in an over claim.

Recommendation:

Prior to submitting reimbursement claims to the New Jersey Department of Agriculture, the breakfast program claim should be verified to the breakfast program count activity sheet and the edit check worksheet.

Finding:

Lunch program claimed did not agree with lunch program count records resulting in an over claim.

Recommendation:

Prior to submitting reimbursement claims to the New Jersey Department of Agriculture, the lunch program claim should be verified to the lunch program count activity sheet and the edit check worksheet.

STUDENT BODY ACTIVITIES

The financial transactions and records of the student activity funds were maintained in satisfactory condition. The financial records, bank reconciliation, cash receipts and expenditures were reviewed on a test-check basis. No exceptions were noted.

UNEMPLOYMENT COMPENSATION INSURANCE TRUST FUND

The Board has adopted the benefit reimbursement method and has established an Unemployment Compensation Insurance Trust Fund (Trust Fund). Deposits of employee deductions are to be made into the Trust Fund on a quarterly basis. Our review of the activities and records indicates that the account is being reconciled properly and timely during the year.

WORKERS' COMPENSATION INSURANCE TRUST FUND

The Board has not adopted a self-insurance plan for workers' compensation and has not established a Workers' Compensation Insurance Trust Fund.

APPLICATION FOR STATE SCHOOL AID (A.S.S.A)

Our audit procedures included a test of information reported in the October 15, 2015 Application of 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 work papers without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed State forms or their equivalent.

The District's written procedures appear to be adequate for the recording of student enrollment data.

PUPIL TRANSPORTATION

Our audit procedures included a test of on-roll status reported in the 2015-16 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 included a review of transportation-related contracts 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.

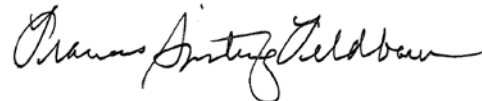
FOLLOW-UP ON PRIOR YEAR FINDINGS

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action is being taken on all prior year findings.

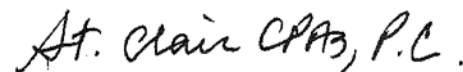
ACKNOWLEDGMENT

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

Respectfully submitted,



Frances Sperling Feldbaum, CPA
Licensed Public School Accountant
License No. 20CS00248900



St. Clair CPAs, P.C.
Certified Public Accountants

**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT
FOOD SERVICE FUND
SCHEDULE OF MEAL COUNT ACTIVITY
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Over/(Under) Claim</u>
National School Lunch (High Rate)	Paid	7,892	8,116	(224)	\$ 0.350	(78.40)
	Reduced	2,889	2,864	25	2.745	68.63
	Free	<u>16,315</u>	<u>16,188</u>	<u>127</u>	3.145	<u>399.42</u>
	TOTAL	<u>27,096</u>	<u>27,168</u>	<u>(72)</u>		<u>389.65</u>
School Milk	Paid	52	72	(20)	\$ 0.2000	(4.00)
	Free	<u>426</u>	<u>547</u>	<u>(121)</u>	Avg. Cost	<u>(24.20)</u>
	TOTAL	<u>478</u>	<u>619</u>	<u>(141)</u>		<u>(28.20)</u>
Breakfast Program	Paid	149	157	(8)	\$ 0.29	(2.32)
	Reduced	149	148	1	1.69	1.69
	Free	<u>2,369</u>	<u>2,313</u>	<u>56</u>	1.99	<u>111.44</u>
	TOTAL	<u>2,667</u>	<u>2,618</u>	<u>49</u>		<u>110.81</u>
Total Net Over/(Under) Claim						<u>\$ 472.26</u>

**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT
COUNTY OF CAMDEN
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS AS OF OCTOBER 15, 2015**

	2013-2014 APPLICATION FOR STATE SCHOOL AID							SAMPLE FOR VERIFICATION						PRIVATE SCHOOLS FOR HANDICAPPED		
	Reported On		Reported On		Errors		Sample		Verified per		Errors per		Reported On			
	A.S.S.A.		Workpapers				Selected From		Registers		Registers		A.S.S.A. as			
	On Roll		On Roll		Full		Workpapers		On Roll		On Roll		Private	Sample for	Sample	
Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	Verification	Errors		
Half Day Preschool	13		13			-		13		13		-		-	-	
Full Day Preschool	-		-			-		-		-		-		-	-	
Half Day Kindergarten	-		-			-		-		-		-		-	-	
Full Day Kindergarten	46		46			-		46		46		-		-	-	
One	37		37			-		37		37		-		-	-	
Two	40		40			-		40		40		-		-	-	
Three	30		30			-		30		30		-		-	-	
Four	26		26			-		26		26		-		-	-	
Five	33		33			-		33		33		-		-	-	
Six	30		30			-		30		30		-		-	-	
Seven	36		36			-		36		36		-		-	-	
Eight	28		28			-		28		28		-		-	-	
Subtotal	319		319			-		319		319		-		-	-	
Sp Ed-Elementary	30		30			-		30		30		-		-	-	
Sp Ed-Middle School	22		22			-		22		22		-		-	-	
Sp Ed-High School	-		-			-		-		-		-		-	-	
Subtotal	52		52			-		52		52		-		-	-	
Totals	371		371			-		371		371		-		-	-	

**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT
COUNTY OF CAMDEN
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS AS OF OCTOBER 15, 2015**

	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
	Half Day Preschool	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Full Day Kindergarten	18	18	-	18	18	-
One	18	18	-	18	18	-
Two	13	13	-	13	13	-
Three	15	15	-	15	15	-
Four	7	7	-	7	7	-
Five	16	16	-	16	16	-
Six	14	14	-	14	14	-
Seven	10	10	-	10	10	-
Eight	14	14	-	14	14	-
Subtotal	<u>125</u>	<u>125</u>	-	<u>125</u>	<u>125</u>	-
Sp Ed- Elementary	14	14	-	14	13	-
Sp Ed- Middle School	17	17	-	17	15	-
Subtotal	<u>31</u>	<u>31</u>	-	<u>31</u>	<u>28</u>	-
Totals	<u>156</u>	<u>156</u>	-	<u>156</u>	<u>153</u>	-
Percentage Error			<u>0%</u>			<u>0%</u>

	RESIDENT LEP LOW INCOME			SAMPLE FOR VERIFICATION		
	Reported On A.S.S.A. as LEP Low Income	Reported On Workpapers as LEP Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors
	Half Day Preschool	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-
One	1	1	-	1	1	-
Two	1	1	-	1	1	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Subtotal	<u>2</u>	<u>2</u>	-	<u>2</u>	<u>2</u>	-
Sp Ed- Elementary	1	1	-	1	1	-
Sp Ed- Middle School	-	-	-	-	-	-
Subtotal	<u>1</u>	<u>1</u>	-	<u>1</u>	<u>1</u>	-
Totals	<u>3</u>	<u>3</u>	-	<u>3</u>	<u>3</u>	-
Percentage Error			<u>0%</u>			<u>0%</u>

TRANSPORTATION

	Reported on		Errors	Tested	Verified	Errors
	DRTRS by DOE	DRTRS by District				
	Reg. - Public Schools	13				
Transported - Non-Public	-	-		-	-	-
Special Needs - Public	1	1		1	1	-
Totals	<u>14</u>	<u>14</u>		<u>14</u>	<u>14</u>	-
Percentage Error						<u>0%</u>

	Reported	Re-Calculated
Avg. Mileage - Regular Including Grade PK students	6.3	6.3
Avg. Mileage - Regular Excluding Grade PK students	6.3	6.3
Avg. Mileage - Special Ed with Special Needs	21.3	21.3

**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT
COUNTY OF CAMDEN
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS AS OF OCTOBER 15, 2015**

	RESIDENT LEP NOT LOW INCOME			SAMPLE FOR VERIFICATION		
	Reported On A.S.S.A. as NOT low income	Reported On Workpapers as NOT low income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-
Full Day Kindergarten	1	1	-	1	1	-
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	1	1	-	1	1	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	1	1	-	1	1	-
Eight	-	-	-	-	-	-
Subtotal	<u>3</u>	<u>3</u>	-	<u>3</u>	<u>3</u>	-
Sp Ed- Elementary	-	-	-	-	-	-
Sp Ed- Middle School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Totals	<u>3</u>	<u>3</u>	-	<u>3</u>	<u>3</u>	-
Percentage Error			<u>0%</u>			<u>0%</u>

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2015-16 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 7,316,924</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	\$ _____ - (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____ - (B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____ - (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____ - (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>\$ 611,685</u> (B2a)
Assets Acquired Under Capital Leases	\$ _____ - (B2b)
Adjusted 2015-16 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 6,705,239</u> (B3)
2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02]	<u>\$ 134,105</u> (B4)
Enter Greater of (B4) or \$250,000	<u>\$ 250,000</u> (B5)
Increased by: Allowable Adjustment *	\$ _____ (K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	<u>\$250,000</u> (M)

SECTION 2

Total General Fund Fund Balances @ 6-30-16 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 1,536,382</u> (C)
Decreased by:	
Year-end Encumbrances	<u>\$ 271,112</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____ - (C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>\$ 199,891</u> (C3)
Other Restricted Fund Balances ****	<u>\$ 90,000</u> (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	<u>\$ 182,975</u> (C5)
Total Unassigned Fund Balance [(C)-(C 1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 792,404</u> (U1)

SECTION 3

Restricted Fund Balance – Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 542,404 (E)

Recapitulation of Excess Surplus as of June 30, 2016

Reserved Excess Surplus –Designated for Subsequent Year’s Expenditures **	\$ <u>199,891</u> (C3)
Reserved Excess Surplus ***[(E)]	<u>542,404</u> (E)
Total Excess Surplus [(C3) + (E)]	<u>\$ 742,295</u> (D)

Footnotes:

*Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

- (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ _____ - (H)
Sale & Lease-back	\$ _____ - (I)
Extraordinary Aid	\$ _____ - (J1)
Additional Nonpublic School Transportation Aid	\$ _____ - (J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____ - (J3)
Family Crisis Transportation Aid	\$ _____ - (J4)
 Total Adjustments [(H) + (I) + (J1) + (J2)+(J3)+(J4)]	 \$ _____ - (K)

** This amount represents the June 30, 2016 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2016 CAFR and must agree to Audit Summary Line 90030.

**** Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ 10,000
Maintenance reserve	\$ 80,000
Emergency reserve	\$ -
Tuition reserve	\$ -
School Bus Advertising 50% Fuel Offset Reserve-current year	\$ -
School Bus Advertising 50% Fuel Offset Reserve-prior year	\$ -
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ -
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ -
Other state/government mandated reserve	\$ -
[Other Restricted Fund Balance not noted above]****	\$ -
 Total Other Restricted Fund Balance	 \$ 90,000(C4)