

**MILLSTONE TOWNSHIP SCHOOL DISTRICT**

Millstone Township, New Jersey  
County of Monmouth

**Auditor's Management Report on Administrative Findings -  
Financial, Compliance and Performance  
for The Year Ended June 30, 2016**



**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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HOLMAN | FRENIA  
ALLISON, P.C.  
*Certified Public Accountants & Consultants*

680 Hooper Avenue, Bldg B, Suite 201, Toms River, NJ 08753 • Tel: 732.797.1333  
618 Stokes Road, Medford, NJ 08055 • Tel: 609.953.0612  
912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel: 732.409.0800  
6 E. Park Street, P.O. Box 614, Bordentown, NJ 08505 • Tel: 609.298.8639  
795 Canton Street, Troy, PA 16947 • Tel: 570.297.5090  
926 Main Street, Suite 103, Rome, PA 18837 • Tel: 570.297.5090  
[www.hfacpas.com](http://www.hfacpas.com)

**REPORT OF INDEPENDENT AUDITORS  
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS, FINANCIAL COMPLIANCE AND PERFORMANCE**

Honorable President and Members  
of the Board of Education  
Millstone Township School District  
County of Monmouth  
Millstone Township, New Jersey 08535

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 Millstone Township School District in the County of Monmouth for the year ended June 30, 2016, and have issued our report thereon dated December 05, 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 Millstone Township 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.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Rodney R. Haines  
Public School Accountant  
Certified Public Accountant  
No. 2198

Toms River, New Jersey  
December 05, 2016

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Honorable President and Members  
of the Board of Education  
Millstone Township School District  
County of Monmouth  
Millstone Township, New Jersey 08535

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and 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> |
|----------------|-----------------|---------------|
| Edward Debevec | Treasurer       | \$ 251,000    |

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The District is in accordance with *N.J.A.C.6:20-3.1(e)4*.

**Financial Planning, Accounting and Reporting**

Examination of Claims

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

## **Financial Planning, Accounting and Reporting (continued)**

### Payroll Account

The net salaries of all employees of the District were deposited in the Payroll Account. Employee's payroll deductions were deposited in the Payroll agency account. Employers share of fringe benefits were paid out of the general fund. Our audit procedures included a test of health benefit contributions from eligible employees of the District to ensure statutory amounts were withheld and properly recorded as an offset against employee health benefit expenditures.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### Employee Position Control Roster

An inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit, the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made 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.6A:23-1.2 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

Our review of the financial and accounting records maintained by the board secretary were found to be in satisfactory condition.



## **Financial Planning, Accounting and Reporting (continued)**

### Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer of School Monies were found to be in satisfactory condition.

### 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 the procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation contracts and purchases. Based on this 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 purchased of goods and services.

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

The E.S.E.A./N.C.L.B. 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 Title VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/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 with the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

No exceptions were noted in our study of compliance for the special projects.

### T.P.A.F. Reimbursement

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

## **Financial Planning, Accounting and Reporting (continued)**

### TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report 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 prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

## **School Purchasing Programs**

### Contracts and Agreements Requiring Advertisement for Bids

*N.J.S.A.18A:18A-1* et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website <http://www.state.nj.us/njded/pscl/index.html>.

*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 receipts of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L. 1971, c.198 (C.40A:119) 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.18A:18A-2 (pending before the Legislature as section 50 of this bill), 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. No work, materials or

## **School Purchasing Programs (continued)**

### Contracts and Agreements Requiring Advertisement for Bids (continued)

supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or calculated by the Governor pursuant to *N.J.S.A.18A:18A-3* except by contract or agreement.”

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 \$18,800 for 2015-16.

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.

Based on the results of our examination we did not note any individual payments, contracts or agreements 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*.

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 school food service program was not selected as a major federal and/or state program. The program expenditures did not exceed \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

The school food service program was not selected as a major federal and/or state program. The program expenditures did not exceed \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

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

## **Student Body Activities**

Our review of the student activity funds were in satisfactory condition.

### **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 and low-income, and bilingual. We also performed a review of the district's 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 equivalent.

The district written procedures appear to be adequate for the recording of student enrollment data.

### **Follow-up on Prior Years' 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.

We have also reviewed any findings contained in the audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). There were no findings in the prior year.

### **Acknowledgment**

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to the members of the audit team.

Should you have any questions concerning our comments or should you desire any assistance, please call me.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Rodney R. Haines  
Public School Accountant  
Certified Public Accountant  
No. 2198

Toms River, New Jersey  
December 05, 2016

**ADDITIONAL INFORMATION**

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SCHEDULE OF AUDITED ENROLLMENTS (2)

MILLSTONE TOWNSHIP BOARD OF EDUCATION  
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 and Register | Verified to Application | Sample Errors | Reported on A.S.S.A. as LEP low Income | Reported on Workpapers as LEP low Income | Errors | Sample Selected from Workpapers and Register | Verified to Test Score and Register | Sample Errors |
| Half Day Kindergarten   | -                                  | -                                    | -      | -  | -                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Full Day Kindergarten   | -                                  | -                                    | -      | -  | -                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| One                     | 1                                  | 1                                    | -      | -  | -                       | -             | 1                                      | 1  | -      | 1  | 1                                   | -             |
| Two                     | 7                                  | 7                                    | -      | 7  | 7                       | -             | 1                                      | 1  | -      | 1  | 1                                   | -             |
| Three                   | 3                                  | 3                                    | -      | -  | -                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Four                    | 10                                 | 10                                   | -      | 8  | 8                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Five                    | 9                                  | 9                                    | -      | 4  | 4                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Six                     | 4                                  | 4                                    | -      | 4  | 4                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Seven                   | 5                                  | 5                                    | -      | 5  | 5                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Eight                   | 8                                  | 8                                    | -      | 6  | 6                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Subtotal                | 47                                 | 47                                   | -      | 34   | 34                      | -             | 2                                      | 2  | -      | 2  | 2                                   | -             |
| Special Ed - Elementary | 7                                  | 7                                    | -      | 7  | 7                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Special Ed - Middle     | 10                                 | 10                                   | -      | 9  | 9                       | -             | -                                      | -  | -      | -  | -                                   | -             |
| Subtotal                | 17                                 | 17                                   | -      | 16   | 16                      | -             | -                                      | -  | -      | -  | -                                   | -             |
| Totals                  | 64                                 | 64                                   | -      | 50   | 50                      | -             | 2                                      | 2  | -      | 2  | 2                                   | -             |

Percentage Error -0- -0- -0-

Transportation

|                                  | Reported on DRTRS by DOE/county |                      |        | Reported on DRTRS by District |                      |        | Transportation |          |        |
|----------------------------------|---------------------------------|----------------------|--------|-------------------------------|----------------------|--------|----------------|----------|--------|
|                                  | Reported on DOE/county          | Reported on District | Errors | Reported on District          | Reported on District | Errors | Tested         | Verified | Errors |
| Reg. - Public Schools, col. 1    | 1,459                           | 1,460                | -      | (1)                           | 228                  | 228    | 228            | 228      | -      |
| Reg. - SpEd, col. 4              | -                               | -                    | -      | -                             | -                    | -      | -              | -        | -      |
| Transported - Non-Public, col. 3 | 59                              | 59                   | -      | 9                             | 9                    | 9      | 9              | 9        | -      |
| Aid-in-Lieu                      | 63                              | 63                   | -      | 10                            | 10                   | 10     | 10             | 10       | -      |
| Special Ed Spec, col. 6          | 206                             | 206                  | -      | 32                            | 32                   | 32     | 32             | 32       | -      |
| Totals                           | 1,787                           | 1,788                | -      | (1)                           | 279                  | 279    | 279            | 279      | -      |

Percentage Error -0- -0- -0-



**SCHEDULE OF AUDITED ENROLLMENTS (3)**

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

|                         | <b>Resident LEP NOT Low Income</b>              |   |                   | <b>Sample for Verification</b>        |  |                   |
|-------------------------|---|---|-------------------|---------------------------------------|--|-------------------|
|                         | Reported on<br>A.S.S.A. as<br>NOT Low<br>Income | Reported on<br>Workpapers as<br>NOT Low<br>Income | Errors            | Sample<br>Selected from<br>Workpapers | Verified to<br>Application<br>and Register | Sample<br>Errors  |
| Full Day Kindergarten   | 1   | 1   |                   | 1                                     | 1  |                   |
| One                     | 3   | 3   |                   | 3                                     | 3  |                   |
| Two                     |   |   |                   |                                       |  |                   |
| Three                   |   |   |                   |                                       |  |                   |
| Four                    | 1   | 1   |                   |                                       |  |                   |
| Five                    | 1   | 1   |                   |                                       |  |                   |
| Six                     |   |   |                   |                                       |  |                   |
| Seven                   |   |   |                   |                                       |  |                   |
| Eight                   |   |   |                   |                                       |  |                   |
| <b>Subtotal</b>         | <b>6</b>  | <b>6</b>  |                   | <b>4</b>                              | <b>4</b>                                   |                   |
| Special Ed - Elementary | 1   | 1   |                   |                                       |  |                   |
| <b>Subtotal</b>         | <b>1</b>  | <b>1</b>  |                   |                                       |  |                   |
| <b>Totals</b>           | <b>7</b>  | <b>7</b>  |                   | <b>4</b>                              | <b>4</b>                                   |                   |
| Percentage Error        |   |   | <u><u>-0-</u></u> |                                       |  | <u><u>-0-</u></u> |

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**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

|   |                                  |
|---|----------------------------------|
| 2015-2016 Total General Fund Expenditures per the CAFR, Ex. C-1     | \$ <u>35,847,888</u> (B)         |
| Increased by:   |                                  |
| Transfer from Capital Outlay to Capital Projects Fund               | \$ <u>          -</u> (B1a)      |
| Transfer from Capital Reserve to Capital Projects Fund              | \$ <u>          -</u> (B1b)      |
| Decrease by:  |                                  |
| On-Behalf TPAF Pension & Social Security                            | \$ <u>2,335,800</u> (B2a)        |
| Assets Acquired Under Capital Leases                                | \$ <u>119,988</u> (B2b)          |
| Adjusted 2015-2016 General Fund Expenditures [(B)+(B1s)-(B2s)]      | \$ <u><u>33,392,100</u></u> (B3) |
| 2% of adjusted 2015-2016 General Fund Expenditures [(B3) times .02] | \$ <u>667,842</u> (B4)           |
| Enter Greater of (B4) or \$250,000                                  | \$ <u>667,842</u> (B5)           |
| Increased by: Allowable Adjustment *                                | \$ <u>114,927</u> (K)            |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]             | \$ <u><u>782,769</u></u> (M)     |

**SECTION 2**

|  |                                 |
|--|---------------------------------|
| Total General Fund - Fund Balance @ 6-30-2016 (Per CAFR Budgetary Comparison Schedule C-1) | \$ <u>2,508,100</u> (C)         |
| Decreased by:  |                                 |
| Year-End Encumbrances  | \$ <u>134,621</u> (C1)          |
| Legally Restricted - Designated for Subsequent Year's Expenditures                         | \$ <u>          -</u> (C2)      |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**      | \$ <u>549,190</u> (C3)          |
| Other Restricted Fund Balances ****  | \$ <u>551,093</u> (C4)          |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures         | \$ <u>60,673</u> (C5)           |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]                               | \$ <u><u>1,212,523</u></u> (U1) |

**REGULAR DISTRICT (continued):**

**SECTION 3**

Restricted Fund Balance - Excess Surplus \*\*\* [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 429,754 (E)

**Recapitulation of excess surplus as of June 30, 2016**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \*\* \$ 549,190 (C3)

Reserved Excess Surplus \*\*\* [(E)] \$ 429,754 (E)

Total [(C3)+(E)] \$ 978,944 (D)

**Footnotes:**

\* Allowable adjustment to expenditures on the 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. 2016, 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 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

Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

**Detail of Allowable Adjustments**

|  |                              |
|--|------------------------------|
| Impact Aid                                     | \$ <u>-</u> (H)              |
| Sale & Lease-back                              | \$ <u>-</u> (I)              |
| Extraordinary Aid                              | \$ <u>83,093</u> (J1)        |
| Additional Nonpublic School Transportation Aid | \$ <u>31,834</u> (J2)        |
| Total Adjustments [(H)+(I)+J1)+(J2)]           | \$ <u><u>114,927</u></u> (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 Worksheet 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 Finance and Regulatory Compliance prior to September 30.

**Detail of Other Restricted Fund Balance**

**Statutory Restrictions:**

|  |                               |
|--|-------------------------------|
| Approved Unspent Separate Proposal                             | \$ <u>-</u>                   |
| Capital Outlay for a District With a Capital Outlay Cap Waiver | \$ <u>-</u>                   |
| Sale/Lease-Back Reserve  | \$ <u>-</u>                   |
| Capital Reserve  | \$ <u>351,093</u>             |
| Maintenance Reserve  | \$ <u>-</u>                   |
| Emergency Reserve  | \$ <u>-</u>                   |
| Tuition Reserve  | \$ <u>200,000</u>             |
| School Bus Advertising 50% Fuel Offset Reserve - current year  | \$ <u>-</u>                   |
| School Bus Advertising 50% Fuel Offset Reserve - prior year    | \$ <u>-</u>                   |
| Other State/Government Mandated Reserve                        | \$ <u>-</u>                   |
| [Other Restricted Fund Balance Not Noted Above] ****           | \$ <u>-</u>                   |
| Total Other Restricted Fund Balance                            | \$ <u><u>551,093</u></u> (C4) |