

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
SCHOOL DISTRICT OF
BOROUGH OF PALISADES PARK
COUNTY OF BERGEN, NEW JERSEY
JUNE 30, 2016**

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Borough of Palisades Park School District
County of Bergen, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Borough of Palisades Park School District in the County of Bergen for the year ended June 30, 2016, and have issued our report thereon dated October 11, 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 Borough of Palisades Park 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.

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October 11, 2016

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

GENERAL COMMENTS

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, 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 of the District's CAFR.

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Eulalia Gillis	Business Administrator	\$250,000
Diane Montemurro	Board Secretary	\$125,000

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The Board made proper adjustments to the billings to sending districts for the changes 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 submitted for payment for the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll 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.

Financial Planning, Accounting and Reporting, (continued)

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

Salary withholdings were promptly remitted to the proper agencies, including health benefit premiums amounts withheld due to the General Fund.

Finding 2016-01: The Payroll Agency bank reconciliation is not in agreement with the book ledger balance.

Recommendation: Accurate bank reconciliations be performed and discrepancies investigated for proper disposition.

Reporting of employee compensation for income tax related purposes did comply with federal and state regulations regarding the compensation which is required to be reported.

The Board of Education made a merit bonus payment for which a quantitative merit criterion or a qualitative merit criterion had been satisfied and with prior approval by the District Board of Education and Executive County Superintendent, as required by N.J.A.C. 6A:23A-3.1(e)10.iv.

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

Finding 2016-02: The District did not prepare and maintain an accurate Position Control Roster.

Recommendation: A Position Control Roster be prepared and maintained in accordance with N.J.A.C. 6A:23A-6.8.

Reserve for Encumbrances, Liability for 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: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

Financial Planning, Accounting and Reporting, (continued)

Classification of Expenditures, (continued)

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 .52% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

***Finding 2016-03/2015-03:** During our test of transactions, it was noted that the District, in some instances, misclassified expenditures for general expense purchases as Fixed Assets – Capital Outlay and some Fixed Assets – Capital Outlay as general expense purchases.

***Recommendation:** The District should reference the *Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2015 Edition* and other available reference materials, such as the Budget Guidelines, for the proper classifications required to be in compliance with N.J.A.C. 6A:23-2.3(f).

Board Secretary's Records

The Board Secretary's records were found to be in good condition except for the following:

Finding 2016-04: The District made board approved line-item transfers during the year but did not always maintain a monthly transfer report in a format prescribed by the Commissioner or approved by the Executive County Superintendent.

Recommendation: The District should maintain monthly reports of all line-item transfers in a format prescribed by the Commissioner or approved by the Executive County Superintendent.

Finding 2016-05: Tuition received for students enrolled in the District's Pre-K program are being recorded as a budget offset.

Recommendation: Tuition received should be budgeted as revenue and the corresponding cost of the program be included as an appropriation in the budget.

Finding 2016-06: Prior year interfund balances in the Net Payroll and Payroll Agency account were not liquidated prior to the end of the fiscal year.

Recommendation: All prior year interfunds be liquidated prior to the close of the subsequent fiscal year.

Fixed Assets

The general fixed asset records were updated for the additions and disposals of general fixed assets made during the year.

Financial Planning, Accounting and Reporting, (continued)

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

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 Title I, Title II, and Title III of the Elementary and Secondary School Improvement Act as amended.

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 within the Special Revenue section of the CAFR. This section of the CAFR documents the financial position of the aforementioned special projects.

The study of compliance for the special projects indicated no areas of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for the 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 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 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 the following exception was noted:

Finding 2016-07: A review of the amount paid to reimburse the State of New Jersey for TPAF/FICA paid on those salaries identified as being paid from federal funds determined an additional liability of \$7,852.

Recommendation: The additional liability of \$7,852 calculated to reimburse the State of New Jersey for TPAF/FICA paid on salaries identified as being paid from federal funds be remitted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-2 contains definitions for terms used throughout N.J.S.A. 18A:18A-1 et seq. It includes as subsection (p) the term ‘competitive contracting’, which is defined as “the method described in N.J.S.A. 18A:18A-4.1 through 18A:18A-4.5 and in rules promulgated by DCA at N.J.A.C. 5:34-4 of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or school business administrator; and the board of education awards a contract to a vendor or vendors from among the formal proposals received.” Also, subsection (aa) defines the term ‘concession’ to exclude vending machines.

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold when there is a “Qualified Purchasing Agent” (QPA) in the district as defined at N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.S.A. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years.

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 sections 45 of L. 1999, c.440 are desired to be contracted.”

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 Agency) 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 Solicitor's opinion should be sought before a commitment is made.

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 contract or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

School Food Service

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

School Food Service, (continued)

Cash receipts and bank records were reviewed for timely deposit.

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 FSMC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision has been met.

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

Applications for free and reduced meals were reviewed for completeness and accuracy. The number of free and reduced 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 meal policy is uniformly administered throughout the School System.

Expenditures were separately recorded for food purchases, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and 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.

U.S.D.A. commodities were received and a separate inventory was maintained on a first in, first out basis. No exceptions were noted.

The school district maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

Exhibits reflecting child nutrition program operations are included in the section entitled Enterprise Funds, Section G of the Comprehensive Annual Financial Report.

After School Child Care

The Board operates an After School Child Care program for Palisades Park residents. The operations of the program were reviewed and no exceptions were noted.

Student Body Activities

Finding 2016-08/2015-09: There were several instances in which cash receipts were not promptly deposited as required by N.J.S.A. 18A:17-34, 18A:17-9.1 in the following accounts:

- High School Activity Account
- Cultural Arts Trust Fund

Recommendation: That cash receipts be deposited in a timely manner.

Finding 2016-09/2015-10: Bank reconciliations are not being performed on a monthly basis.

Recommendation: That bank reconciliations be performed on a monthly basis.

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 with exception. The information that was included on the workpapers was verified with 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. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures 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.

Status of Prior Year Audit Findings/Recommendations

A review was performed on all prior year recommendations and corrective action had been taken on all prior year findings with the exception of those marked with an “*”.

Suggestions to Management:

1. The excess balances in both the Net Payroll and Payroll Agency Account be investigated.

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.

Respectfully submitted,

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SCHEDULE OF MEAL COUNT ACTIVITY

**BOROUGH OF PALISADE PARK SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIMED - FEDERAL
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>	
National School Lunch (Regular Rate)	Paid	78,323	78,323	78,323		0.290	\$	
National School Lunch (Regular Rate)	Reduced	15,145	15,145	15,145		2.670		
National School Lunch (Regular Rate)	Free	<u>85,255</u>	<u>85,255</u>	<u>85,255</u>	<u> </u>	3.070	<u> </u>	
	Total	<u>178,723</u>	<u>178,723</u>	<u>178,723</u>	<u> </u>		<u> </u>	
National School Lunch (Healthy Hunger-Free Kids Act)	HHFKA	<u>178,723</u>	<u>178,723</u>	<u>178,723</u>	<u> </u>	0.06	<u> </u>	
School Breakfast (Regular Needs Rate)	Paid	1,039	1,039	1,039		0.29		
	Reduced	261	261	261		1.36		
	Free	<u>1,467</u>	<u>1,467</u>	<u>1,467</u>	<u> </u>	1.66	<u> </u>	
	Total	<u>2,767</u>	<u>2,767</u>	<u>2,767</u>	<u> </u>		<u> </u>	
School Breakfast (Severe Needs Rate)	Paid	3,311	3,311	3,311		0.29		
	Reduced	1,835	1,835	1,835		1.69		
	Free	<u>15,721</u>	<u>15,721</u>	<u>15,721</u>	<u> </u>	1.99	<u> </u>	
	Total	<u>20,867</u>	<u>20,867</u>	<u>20,867</u>	<u> </u>		<u> </u>	
Total (Over)/Under Claim							\$	<u> </u>

SCHEDULE OF MEAL COUNT ACTIVITY

**BOROUGH OF PALISADE PARK SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIMED - STATE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>	
State Reimbursement - National School Lunch (Regular Rate)	Paid	78,323	78,323	78,323		0.040	\$	
State Reimbursement - National School Lunch (Regular Rate)	Reduced	15,145	15,145	15,145		0.055		
State Reimbursement - National School Lunch (Regular Rate)	Free	<u>85,255</u>	<u>85,255</u>	<u>85,255</u>	<u> </u>	0.055	<u> </u>	
	Total	<u>178,723</u>	<u>178,723</u>	<u>178,723</u>	<u> </u>		<u> </u>	
Total (Over)/Under Claim							\$	<u> </u>

NET CASH RESOURCE SCHEDULE

PALISADES PARK BOARD OF EDUCATION

Net cash resources did/did not exceed three months of expenditures Proprietary Funds - Food Service FYE 2016

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 25,700
B-4		Due from Other Gov'ts	22,149
B-4		Accounts Receivable	3,702
B-4		Investments	
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(16,148)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	
		Net Cash Resources	\$ 35,403 (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	762,950	
B-5	Less Depreciation	(3,183)	
	Adj. Tot. Oper. Exp.	\$ 759,767	(B)

Average Monthly Operating Expense:

B / 10	\$ 75,977	(C)
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Three times monthly Average:

3 X C	\$ 227,930	(D)
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TOTAL IN BOX A	\$	35,403	
LESS TOTAL IN BOX D	\$	227,930	
NET	\$	(192,527)	
From above:			
A is greater than D, cash exceeds 3 X average monthly operating expenses.			
D is greater than A, cash does not exceed 3 X average monthly operating expenses.			

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

SOURCE - USDA resource management comprehensive review form

**BOROUGH OF PALISADES PARK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY -
ENROLLMENT AS OF OCTOBER 15, 2015**

Enrollment Category	2016-2017 Application for State School Aid						Sample for Verification						Private Schools for Disabled				
	Reported on ASOA		Reported on Workpapers		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors		Reported on ASOA as Schools	Sample for Verification	Verified	Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Half Day Preschool	11		11				11		11								
Full Day Kindergarten	152		152				152		152								
One	148		148				148		148								
Two	140		140				140		140								
Three	130		130				130		130								
Four	101		101				101		101								
Five	102		102				102		102								
Six	115		115				115		115								
Seven	91		91				91		91								
Eight	113		113				113		113								
Ninth	90		90				90		90								
Tenth	96		96				96		96								
Eleventh	95		95				95		95								
Twelfth	101		101				101		101								
Subtotal	1,485		1,485				1,485		1,485								
Special Ed. Elementary	99		99				84		84				1	1	1		1
Special Ed. Middle	29		29				12		12				3	3	3		3
Special Ed. High School	44		44				11		11				2	1	1		1
Subtotal	172		172				107		107				6	5	5		5
Totals	1,657		1,657				1,592		1,592				6	5	5		5
Percentage Error																	

SCHEDULE OF AUDITED ENROLLMENTS

**BOROUGH OF PALISADES PARK
BOARD OF EDUCATION**

**Application for State School Aid Summary
Enrollment as of October 15, 2015**

Year ended June 30, 2016

Enrollment category	Resident LEP Not Low Income			Sample for Verification		
	Reported on A.S.S.A as LEP Not low Income	Reported on Workpapers LEP Not low Income	Errors	Sample Selected from Workpapers	Verified to Test score and Register	Sample Errors
Full Day Kindergarten	38	38		28	28	
One	10	10		6	6	
Two	12	12		12	12	
Three	15	15		15	15	
Four	4	4		3	3	
Five	2	2		2	2	
Six	1	1		1	1	
Seven	5	5		5	5	
Eight	5	5		1	1	
Ninth	5	5		1	1	
Tenth	8	8		3	3	
Eleventh	3	3		1	1	
Twelfth	7	7		1	1	
Special Ed. Elementary	5	5		2	2	
Special Ed. Middle School	1	1		1	1	
Special Ed. High School	121	121		82	82	
	121	121		82	82	
Percentage						

PALISADES PARK BOARD OF EDUCATION
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>25,622,807</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>2,619,614</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2015-16 General Fund Expenditures [(B)+(B1's)-(B2's)]	\$ <u>23,003,193</u>	(B3)
2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02]	\$ <u>460,064</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>460,064</u>	(B5)
Increased by: Allowable Adjustment *	\$ <u>81,416</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u>541,480</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6/30/16 (Per CAFR Budgetary Comparison Schedule C-1))	\$ <u>2,616,936</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>237,380</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>-</u>	(C2)
Legally Restricted - Excess Surplus Designated for Subsequent Year's Expenditures **	\$ <u>390,574</u>	(C3)
Other Restricted Fund Balances****	\$ <u>917,162</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>48,516</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u>1,023,304</u> (U1)

SECTION 3

Restricted Fund Balance - Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 481,824 (E)

Recapitulation of Excess Surplus as of June 30, 2016

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>390,574</u>	(C3)
Reserved Excess Surplus ***[(E)]	\$ <u>481,824</u>	(E)
Total Excess Surplus [(C3) + (E)]	\$ <u><u>872,398</u></u>	(D)

Footnotes:

* This adjustment line (as detailed below) is to be utilized when applicable for: Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, chapter 10), Extraordinary Aid, Additional Nonpublic School Transportation Aid, and recognized current year School Bus Advertising Revenue. Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.)

Detail of Allowable Adjustments

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>81,416</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ _____	(J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____	(J3)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)]	\$ <u>81,416</u>	(K)

** This amount represents the June 30, 2015 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 an other 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	\$ _____	
Capital outlay for a district with a capital outlay cap waiver	\$ _____	
Sale/Lease-back reserve	\$ _____	
Capital reserve	\$ <u>917,162</u>	
Maintenance reserve	\$ _____	
Emergency reserve	\$ _____	
Waiver offset reserve	\$ _____	
Tuition reserve	\$ _____	
Other state/government mandated reserve	\$ _____	
[Other Restricted Fund Balance not noted above]****	\$ _____	
Total Other Restricted Fund Balance	\$ <u>917,162</u>	(C4)