

**BOARD OF EDUCATION
CITY OF BURLINGTON
COUNTY OF BURLINGTON**

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2017**

INVERSO & STEWART
Marlton, New Jersey

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

	<u>Page No.</u>
Auditors' Management Report on Administrative Findings- Financial, Compliance and Performance.....	1
Scope of Audit.....	2
Administrative Practices and Procedures	
Insurance.....	2
Official Bonds.....	2
Tuition Charges.....	2
Unemployment Compensation Insurance Fund.....	2
Financial Planning, Accounting, and Reporting	
Examination of Claims.....	2
Payroll Account and Position Control Roster.....	3
Reserve for Encumbrances and Accounts Payable.....	3
Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards	3
Travel.....	3
Classification of Expenditures.....	3
Board Secretary/Business Administrator's Records.....	4
Treasurer's Records.....	4
Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (N.C.L.B.)	4
Other Special Federal and/or State Projects.....	4
T.P.A.F. Reimbursement.....	4
Nonpublic State Aid.....	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids.....	5
School Food Service.....	5-6
Latchkey Program.....	6
Student Body Activities.....	6
Application for State School Aid.....	6
Pupil Transportation.....	7
Facilities and Capital Assets	7
Testing for Lead of all Drinking Water in Educational Facilities.....	7
Follow-up on Prior Year Findings.....	7
Acknowledgment.....	7
Schedule of Meal Count Activity.....	8-9
Net Cash Resource Schedule.....	10
Schedule of Audited Enrollment.....	11-13
Excess Surplus Calculation.....	14-15
Encumbrances.....	16
Audit Recommendations Summary.....	17

INVERSO & STEWART, LLC
Certified Public Accountants

651 Route 73 North, Suite 402
Marlton, New Jersey 08053
(856) 983-2244
Fax (856) 983-6674
E-Mail: iscpas@concentric.net

-Member of-
American Institute of CPAs
New Jersey Society of CPAs

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

The Honorable President and
Members of the Board of Education
Burlington City School District
Burlington City, New Jersey

I 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 Burlington City School District, in the County of Burlington for the year ended June 30, 2017, and have issued my report thereon dated November 17, 2017.

As part of my audit, I 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 Burlington City Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant

Marlton, New Jersey
November 17, 2017

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Raymond W. Coxe	Board Secretary / School Business Administrator	\$ 250,000
Kenneth R. MacMillan	Treasurer	\$ 300,000

There is a Public Employees' Faithful Performance Blanket Position Bond with Burlington County Joint Insurance Fund covering all other employees with multiple coverage of \$500,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The proper increases/decreases were made by the Board to be in compliance with N.J.A.C. 6A:23-3.1(f)3.

Unemployment Compensation Insurance Fund

The Board of Education has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Fund (Exhibit H-2) in the fiduciary trust fund.

The Unemployment Compensation Insurance Fund was maintained in satisfactory condition.

Examination of Claims

An examination of claims paid during the period under audit did not indicate any material noncompliance with respect to signatures, certifications 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. 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 were certified by the President of the Board and the Board Secretary/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.

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

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

The Payroll Account records were maintained in satisfactory condition.

Employee Position Control Roster

No exceptions were noted during my examination of the Employee 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. My review did not indicate any material discrepancies to the classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Travel

No exceptions were noted in my study of compliance for travel expenses.

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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. My review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/School Business Administrator's Record

The financial and accounting records of the Board Secretary/School Business Administrator's office were maintained in good condition.

Treasurer's Records

The financial and accounting records of the Treasurer were maintained in good condition.

Elementary and Secondary Education Act of 1965 (E.S.E.A.)/ Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act of 2001 (N.C.L.B.)

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 Education Act, as amended by the No Child Left Behind Act.

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.

My audit of the Federal and State funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

The study of compliance for special projects indicated no areas of noncompliance and/or questionable costs.

T.P.A.F. Reimbursement

My 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 amount of the expenditure charged to the current year's Final Reports 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 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

Nonpublic State Aid

The study of compliance for nonpublic state aid indicated no areas of noncompliance and/or questionable costs.

School Purchasing Programs

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.

The School District 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 my examination, I 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 financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

The District utilizes a food service management company and is depositing and expending program monies in accordance with NJSA 18A:17-34 and 19-1 through 19-4.1

Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract does not include a guarantee.

Expenditures were separately recorded as food, 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.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all District food service employees authorized by the Board of Education. No exceptions were noted.

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. However, the following was noted:

Finding No. 2017-002:

Reconciliation between source documentation for meals served and data check worksheets for the electronic reporting of meal counts in SNEARS was not performed and as a result, the meal counts for the months of September 2016, October 2016, and April 2017 were under reported.

Recommendation:

A reconciliation should be made between source documentation for meal counts and data edit worksheets used for the electronic reporting in SNEARS.

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 was compared to the number of valid applications and/or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

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

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

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

Latchkey Program

The financial records for the Latchkey Program were reviewed and the following was noted:

Finding No. 2017-001:

Several receipts were not deposited in a timely manner.

Recommendation:

All cash receipts should be promptly deposited.

Student Body Activities

The financial records for the Student Activity Fund were maintained in satisfactory condition.

Application for State School Aid

My audit procedures included a test of information reported in the October 15, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I 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 no exceptions noted. The results of my 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

My procedures included a test of on roll status reported in the 2016-2017 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 my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

Facilities and Capital Assets

Not applicable.

Testing for Lead of all Drinking Water in Educational Facilities

The School District adhered to all the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

Follow-up on Prior Years' Findings

In accordance with government auditing standards, my procedures included a review of all prior year findings. Corrective action was taken on the prior year finding.

Acknowledgment

I received the complete cooperation of all the officials of the Burlington City School District and I greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Certified Public Accountant
Public School Accountant

November 17, 2017

SCHEDULE OF MEAL COUNT ACTIVITY

BURLINGTON CITY TOWNSHIP SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
National School Lunch (Regular Rate)	Paid	42,281	42,281	42,323	42	0.30	12.60
National School Lunch (Regular Rate)	Reduced	13,830	13,830	13,870	40	2.76	110.40
National School Lunch (Regular Rate)	Free	125,505	125,505	125,769	264	3.16	834.24
	TOTAL	<u>181,616</u>	<u>181,616</u>	<u>181,962</u>			<u>957.24</u>
National School Lunch	HHFKA - PB Lunch Only	<u>181,616</u>	<u>181,616</u>	<u>181,962</u>	346	0.08	<u>27.68</u>
Total Net Underclaim							<u><u>984.92</u></u>

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
National School Breakfast (Severe Need)	Paid	14,333	14,333	14,359	26	0.29	7.54
National School Breakfast (Severe Need)	Reduced	4,707	4,707	4,723	16	1.74	27.84
National School Breakfast (Severe Need)	Free	45,377	45,377	45,498	121	2.04	246.84
	TOTAL	<u>64,417</u>	<u>64,417</u>	<u>64,580</u>			<u>282.22</u>
Total Net Underclaim							<u><u>282.22</u></u>

BURLINGTON CITY TOWNSHIP SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - STATE
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
State Reimbursement - National School	Paid	42,281	42,281	42,323	42	0.040	1.68
State Reimbursement - National School	Reduced	13,830	13,830	13,870	40	0.055	2.20
State Reimbursement - National School	Free	125,505	125,505	125,769	264	0.055	14.52
	TOTAL	<u>181,616</u>	<u>181,616</u>	<u>181,962</u>			
Total Net Underclaim							<u><u>18.40</u></u>

**BURLINGTON CITY SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE**

**Net cash resources did not exceed three months of expenditures
Proprietary Funds - Food Service
For the fiscal year ended June 30, 2017**

<u>Net Cash Resources:</u>	Food Service B - 4/5	
CAFR * Current Assets		
B-4 Cash & Cash Equivalents	\$ 155,153	
B-4 Intergovernmental Accounts Receivable	47,724	
B-4 Other Accounts Receivable	18,161	
CAFR Current Liabilities		
B-4 Less: Accounts Payable	(15,315)	
B-4 Less: Compensated Absences Payable		
B-4 Less: Interfund Accounts Payable	(804)	
B-4 Less: Unearned revenue	<u>(4,825)</u>	
Net Cash Resources	<u><u>\$ 200,094</u></u>	(A)
 <u>Net Adjustment To Total Operating Expense:</u>		
B-5 Total Operating Expense	933,382	
B-5 Less: Depreciation	<u>(15,851)</u>	
Adjusted Total Operating Expense	<u><u>\$ 917,531</u></u>	(B)
 <u>Average Monthly Operating Expense:</u>		
B / 10	<u><u>\$ 91,753</u></u>	(C)
 <u>Three times monthly Average:</u>		
3 X C	<u><u>\$ 275,259</u></u>	(D)

TOTAL IN BOX A	\$ 200,094
LESS TOTAL IN BOX D	<u>(275,259)</u>
NET	<u><u>(75,165)</u></u>
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.

SCHEDULE OF AUDITED ENROLLMENTS

Burlington City School District

Application for State School Aid Summary

Enrollment as of October 15, 2016

	2017-2018 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Varified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Pre K3	83		83					83		83						
Full Day Pre K 4	108		108					108		108						
Full Day K	118		118					118		118						
One	102		102					102		102						
Two	110		110					110		110						
Three	83		83					83		83						
Four	91		91					91		91						
Five	88		88					88		88						
Six	78		78					78		78						
Seven	74		74					74		74						
Eight	90		90					90		90						
Nine	99		99					99		99						
Ten	86		86					86		86						
Eleven	96		96					96		96						
Twelve	94		94					94		94						
Subtotal	<u>1,400</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
SpEd Elementary	127		127					127		127			7	7	7	
SpEd Middle School	64		64					64		64			2	2	2	
SpEd High School	107		107					107		107			9	9	9	
Subtotal	<u>298</u>	<u>0</u>	<u>298</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>298</u>	<u>0</u>	<u>298</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18</u>	<u>18</u>	<u>18</u>	<u>0</u>
Totals	<u>1,698</u>	<u>0</u>	<u>1,698</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,698</u>	<u>0</u>	<u>1,698</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18</u>	<u>18</u>	<u>18</u>	<u>0</u>
Percentage Error					<u>-0-</u>	<u>-0-</u>									<u>-0-</u>	<u>-0-</u>

Schedule of Audited Enrollments

Burlington City School District

Application for State School Aid Summary

Enrollment as of October 15, 2016

12

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Full Day K	1	1	0	1	1	
One	1	1	0	1	1	
Two	1	1	0	1	1	
Three	0	0	0	0	0	
Four	0	0	0	0	0	
Five	0	0	0	0	0	
Six	0	0	0	0	0	
Seven	0	0	0	0	0	
Eight	1	1	0	1	1	
Nine	2	2	0	2	2	
Ten	0	0	0	0	0	
Eleven	0	0	0	0	0	
Twelve	0	0	0	0	0	
Subtotal	<u>6</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>0</u>
SpEd Elementary	0	0	0	0	0	
SpEd Middle School	0	0	0	0	0	
SpEd High School	0	0	0	0	0	
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>6</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>

Schedule of Audited Enrollments

Burlington City School District

Application for State School Aid Summary

Enrollment as of October 15, 2016

13

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day K	68	68		34	34		9	9		9	9	
One	66	66		33	33		4	4		4	4	
Two	76	76		38	38		2	2		2	2	
Three	58	58		29	29		0	0		0	0	
Four	55	55		23	23		1	1		1	1	
Five	48	48		24	24		1	1		1	1	
Six	44	44		22	22		0	0		0	0	
Seven	46	46		23	23		0	0		0	0	
Eight	51	51		26	26		0	0		0	0	
Nine	46	46		23	23		1	1		1	1	
Ten	29	29		15	15		0	0		0	0	
Eleven	28	28		14	14		1	1		1	1	
Twelve	27	27		14	14		1	1		1	1	
	<u>642</u>	<u>642</u>	<u>0</u>	<u>318</u>	<u>318</u>	<u>0</u>	<u>20</u>	<u>20</u>	<u>0</u>	<u>20</u>	<u>20</u>	<u>0</u>
SpEd Elementary	106	106		53	53		1	1		1	1	
SpEd Middle School	45	45		23	23		0	0		0	0	
SpEd High School	70	70		35	35		0	0		0	0	
Subtotal	<u>221</u>	<u>221</u>	<u>0</u>	<u>111</u>	<u>111</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Totals	<u>863</u>	<u>863</u>	<u>0</u>	<u>429</u>	<u>429</u>	<u>0</u>	<u>21</u>	<u>21</u>	<u>0</u>	<u>21</u>	<u>21</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>			<u>-0-</u>			<u>-0-</u>

	Transportation							
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Reported	Recalculated
Reg. Public School , col. 1	94	94		94	94			
Reg. Special Education, col. 4	36	36		36	36		Avg. Mileage - Regular Including Grade PK students	4.8 4.8
Transported-Non-Public, col. 3	0	0		0	0		Avg. Mileage - Regular Excluding Grade PK students	4.9 4.9
Special Needs, Col. 6	34	34		34	34		Avg. Mileage - Special Ed. with Special Needs	10.9 10.9
	<u>164</u>	<u>164</u>	<u>0</u>	<u>164</u>	<u>164</u>	<u>0</u>		
Percentage Error			<u>-0-</u>			<u>-0-</u>		

BURLINGTON CITY SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 2% Calculation of Excess Surplus

2016-17 Total General Fund Expenditures per the CAFR, Ex C-1	\$ <u>35,490,881</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 Preschool - Regular	\$ _____	(B1b)
Transfer from General Fund to SRF for Preschool - Inclusion	\$ <u>138,534</u>	(B1b)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(4,230,982)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
 Adjusted 2016-2017 General Fund Expenditures [(B)+(B1s)+(B2s)]	 \$ <u>31,398,433</u>	 (B3)
 2% of Adjusted 2016-2017 General Fund Expenditures [(B3) times .02]	 \$ <u>627,969</u>	 (B4)
Enter Greater of (B4) or \$250,000	\$ <u>627,969</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>81,670</u>	(K)
 Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u><u>709,639</u></u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-17 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>5,467,822</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ _____	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>1,059,628</u>	(C3)
Other Restricted Fund Balances	\$ <u>1,086,308</u>	(C4)
Assigned Fund Balance - ARRA/SEMI- Designated for Subsequent Year's Expenditures	\$ _____	(C5)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>500,000</u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures July 1, 2017 - August 1, 2017	\$ _____	(C6)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		\$ <u><u>2,821,886</u></u> (U1)

BURLINGTON CITY SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 2,112,247 (E)

Recapitulation of Excess Surplus as of June 30, 2017

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>1,059,628</u>	(C3)
Reserved Excess Surplus [(E)]	\$ <u>2,112,247</u>	(E)
Total [(C3) + (E)]	\$ <u>3,171,875</u>	(D)

Detail of Allowable Adjustments

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>81,670</u>	(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)]	\$ <u>81,670</u>	(K)

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>851,792</u>	
Maintenance reserve	\$ _____	
Tuition Reserve	\$ _____	
Emergency reserve	\$ <u>234,516</u>	
School Bus Advertising 50% Fuel Offest Reserve - current year	\$ _____	
School Bus Advertising 50% Fuel Offest Reserve - prior year	\$ _____	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____	
Impact Aid General Fund Reserve (Sections 8007 and 8008)	\$ _____	
Other Restricted Fund Balance not noted above	\$ _____	
Total Other Restricted Fund Balance	\$ <u>1,086,308</u>	(C4)

BURLINGTON CITY SCHOOL DISTRICT
Encumbrances
For the Fiscal Year Ended June 30, 2017

Encumbrances per the June 30, 2017 Board Secretary Report				\$ -
Description	Total by Category	Amount Properly Encumbered	Encumbrances Cancelled Through Audit Adjustments	
Total Encumbrances Cancelled During the Audit				-
Fund Balance Reserved for Encumbrances in the CAFR				\$ -

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2017

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

A reconciliation should be made between source documentation for meal counts and data edit worksheets used for the electronic reporting in SNEARS.

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

That all Latchkey Program receipts be promptly deposited.

10. Status of Prior Year Audit Findings/Recommendations

There were no prior year recommendations.