

CHESTER SCHOOL DISTRICT
COUNTY OF MORRIS
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017

CHESTER SCHOOL DISTRICT
COUNTY OF MORRIS
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
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November 8, 2017

The Honorable President and Members
of the Board of Education
Chester School District
County of Morris, NJ

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Board of Education of the Chester School District in the County of Morris for the year ended June 30, 2017, and have issued our report thereon dated November 8, 2017.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents. This letter does not affect our report dated November 8, 2017, on the financial statements of the Board.

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

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

NISIVOCCIA LLP



William F. Schroeder
Licensed Public School Accountant #2112
Certified Public Accountant

CHESTER SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017

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

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

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Mary Parasugo	Treasurer of School Monies	\$ 225,000
Melissa Simmons	Business Administrator/Board Secretary	90,000

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review indicated overall compliance with respect to signatures, certification and supporting documentation.

Payroll Account and Position Control Roster

The net salaries of employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were approved by the Superintendent and were certified by the President of the Board, the Board Secretary/Business Administrator and the Superintendent for the first half of the year, However, during the second half of the year tested when the District switched payroll systems the payroll registers were not being approved by the Superintendent and certified by the President of the Board, the School Business Administrator and the Superintendent.

Finding:

During our audit testing, it was noted that not all Payroll Registers were being approved.

Recommendation:

It is recommended that all Payroll Registers be approved by the Superintendent, Board President and Business Administrator.

Management's Response:

The District will ensure that all Payroll Registers are properly approved by the Superintendent, Board President and Business Administrator.

CHESTER SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Reserve for Encumbrances and Accounts Payable

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

Classification of Expenditures – General and Administrative

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 determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. Overall compliance was noted.

Board Secretary's Records

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

It came to our attention that one of the line item transfers did not have county superintendent approval. However, during the audit the District resolved the issue and no further recommendation is deemed necessary.

Treasurer's Records

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

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

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

The study of compliance for the N.C.L.B. did not indicate any area of noncompliance.

CHESTER SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

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

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

T.P.A.F. Reimbursement

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

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

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2017. The reimbursement form was reviewed and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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

- a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- b. Commencing in the fifth year after the year in which P.L. 1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made"

CHESTER SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

School Purchasing Programs (Cont'd)

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

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"

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

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Attorney's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. General compliance was noted.

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of *N.J.S.A.* 18A:18A-4, as amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per *N.J.S.A.* 18A:18A-5.

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

CHESTER SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

School Food Service

The school food service program was not selected as a major federal and/or state program. We inquired of school management, or the appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

We also 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.

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the CAFR Schedule B-5 does separate program and non-program revenue and program and non-program cost of goods sold.

Student Body Activities

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

Finding:

A receipts journal which indicates the date of receipt was not maintained and collections were not always deposited in a timely manner.

Recommendation:

It is recommended that a receipts journal which indicates the date of receipt is maintained and all collections are deposited in a timely manner.

Management's Response:

The District will ensure that a receipts journal is maintained and collections are deposited in a timely manner.

Application for State School Aid

Our audit procedures included a test of information reported in the October 14, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low income and bilingual education students. 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 a few minor offsetting exceptions. The information that was included on the workpapers was verified on a test basis without exception.

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

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

CHESTER SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Student Body Activities (Cont'd)

Pupil Transportation

Our audit procedures included a test of on-roll status reported on 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 with no exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency with recording SDA grant revenue and awarding of contracts for eligible facilities construction.

Finding

The District has several older projects that have been completed. Although efforts have been made to close out and cancel projects some balances still remain.

Recommendation

It is recommended that the District cancel all the older completed capital projects.

Management's Response

Administration will continue to review the older Projects for possible cancellation.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations include requirements for the District to establish a maximum travel amount for the year and to ensure that the maximum amount is not exceeded. The regulations also require that all travel must be preapproved by the Board of Education and Superintendent and that a brief report detailing the key issues addressed at the travel event must be submitted after the travel event has occurred. Overall compliance was noted in our testing.

Management Suggestions:

Governmental Accounting Standards Board Statements

The next Governmental Accounting Standards Board ("GASB") statement which will have a significant impact on the District will be GASB#75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, will be effective for the fiscal year ending June 30, 2018. This standard replaces GASB#45, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. It is similar to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* in that successful

CHESTER SCHOOL DISTRICT
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AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Management Suggestions: (Cont'd)

implementation of this standard will require the provision of certain key financial and non-financial information from the New Jersey Division of Pensions.

Student Activities

It has recently been determined that School District personnel may not be completely aware of the limitations and restrictions on the use of Student Activity Funds. We believe it is important that the District be aware that any pupil organization which is part of the activity program of the School District, places at least indirect responsibility for supervision and control of that organization with the Board of Education. We suggest that the Board formally approve each school club or activity. As directed by the New Jersey Department of Education, collections related to fund raising for outside organizations should not be maintained in the District's Student Activity Funds.

Additionally, the District should ensure that District-wide standard policies and procedures are implemented for all Student Activity Funds. These policies should indicate the student activities funds are to be utilized for the benefit of the student activity or club and not to be utilized for enhancement of instructional programs or school facilities. The District should at least at a minimum communicate to school personnel on an annual basis the District's policies and procedures regarding Student Activity Funds. We suggest that these policies include guidance regarding timely deposits of funds and the safeguarding of funds prior to deposit as well as the appropriate purchasing guidelines for student activities disbursements.

Surety Bond – Business Administrator

The duties of the Business Administrator have evolved over the last few decades into a position that is responsible for the collection, disbursement, and investment of the School's main funds. At the time of the passage of the statute delineating the duties of the Treasurer of School Monies the aforementioned duties were to be the responsibility of the Treasurer. Also, the statute that established the requirement for the amount of the Treasurer's bond did not contemplate the evolution of the Business Administrator's position. As a result the person most intimately involved in the handling of the main School funds is not required to be bonded in an amount commensurate with the related responsibilities. We suggest that the position of the Business Administrator be bonded in an amount at least equal to the required bond for the Treasurer of School Monies.

Other Special Federal and/or State Projects

During the course of our audit, it was found that the District was not submitting requests for reimbursements on a regular basis as a result a large portion of the grants are still receivable at year end for IDEA Basic and IDEA Preschool. We suggest that the Business Administrator look into the older receivables and pursue collection on them.

Follow-up on Prior Year Recommendations

The prior year recommendation regarding the District obtain approval for transfers to any Capital Outlay line other than equipment, and over expenditures of IDEA Preschool grants has been resolved in the current year. The Recommendations regarding deposits for student activities and to cancel older completed projects has not be resolved and is included in the current year report.

CHESTER SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 14, 2016

	2017-2018 Application for State School Aid						Sample for Verification							
	Reported on		Reported on		Errors		Sample		Verified per		Errors per			
	A.S.S.A. On Roll	Workpapers On Roll	Workpapers On Roll	Workpapers On Roll	Full	Shared	Full	Shared	Workpapers Full	Workpapers Shared	Registers On Roll	Registers On Roll	Full	Shared
Half Day Preschool 3 Years Old	16	16					16		16					
Half Day Preschool 4 Years Old	10	10					10		10					
Full Day Kindergarten	84	84					84		84					
Grade One	83	83					83		83					
Grade Two	96	96					96		96					
Grade Three	105	105					105		105					
Grade Four	111	111					111		111					
Grade Five	96	96					96		96					
Grade Six	117	117					117		117					
Grade Seven	114	114					114		114					
Grade Eight	147	147					147		147					
Subtotal	979	979					979		979				979	
Special Ed - Elementary	69	67			(2)		7		7				7	
Special Ed - Middle School	65	67			2		7		7				7	
Subtotal	134	134					14		14				14	
Totals	1,113	1,113					993		993				993	
Percentage Error					0.00%								0.00%	0.00%

CHESTER SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 14, 2016

	Private Schools for Disabled				Resident Low Income				
	Reported on A.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on A.S.A. as Low Income	Reported on Workpapers as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten					3	3			
Grade One					6	6			
Grade Two					9	9	1	1	
Grade Three					5	5			
Grade Four					7	7	1	1	
Grade Five					2	2			
Grade Six					7	7	1	1	
Grade Seven					8	8	1	1	
Grade Eight					6	6	1	1	
Subtotal					53	53	5	5	
Special Ed - Elementary	1				5	5	1	1	
Special Ed - Middle School	4	2	2		4	4	1	1	
Subtotal	5	2	2		9	9	2	2	
Totals	5	2	2		62	62	7	7	
Percentage Error				0.00%					0.00%

CHESTER SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 14, 2016

	Resident LEP Low Income					
	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores, Application and Register	Sample Errors
Half Day Preschool						
Half Day Kindegarten	2	2				
Grade One	2	2		1	1	
Grade Two	5	5		2	2	
Grade Three	3	3		1	1	
Grade Four	5	5		1	1	
Grade Five	1	1				
Grade Six	4	4				
Grade Seven	1	1				
Grade Eight	2	2				
Subtotal	<u>25</u>	<u>25</u>		<u>5</u>	<u>5</u>	
Special Ed - Elementary	3	3		1	1	
Subtotal	<u>3</u>	<u>3</u>		<u>1</u>	<u>1</u>	
Totals	<u><u>28</u></u>	<u><u>28</u></u>		<u><u>6</u></u>	<u><u>6</u></u>	
Percentage Error			<u><u>0%</u></u>			<u><u>0%</u></u>

CHESTER SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 14, 2016

	Resident LEP Not Low Income					
	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 Scores and Register	Sample Errors
Half Day Kindegarten	3	3				
Grade One	2	2		1	1	
Grade Two	2	2		1	1	
Grade Three	2	2				
Grade Five	1	1				
Grade Seven	1	1				
Subtotal	<u>11</u>	<u>11</u>		<u>2</u>	<u>2</u>	
Totals	<u><u>11</u></u>	<u><u>11</u></u>		<u><u>2</u></u>	<u><u>2</u></u>	
Percentage Error			<u><u>0.00%</u></u>			<u><u>0.00%</u></u>

CHESTER SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 14, 2016

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	575	575		25	25	
Regular - Special Education	62	62		6	6	
Transported - Non Public	97	97		10	10	
AIL - Non Public	42	42		5	5	
Special Needs Public	35	35		4	4	
Special Needs Private	4	4		2	2	
Totals	815	815		52	52	
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	4.0	4.0
Average Mileage - Regular Excluding Grade PK Students	4.0	4.0
Average Mileage - Special Education with Special Needs	5.5	5.5

CHESTER SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2017

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2016-2017 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 23,305,885</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ -0-</u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ -0-</u>	(B1b)
Decreased by:		
On-Behalf TPAF Pension and Social Security	<u>\$ 2,548,060</u>	(B2a)
Assets Acquired Under Capital Leases	<u>\$ -0-</u>	(B2b)
Adjustment for Disallowed Expenditures per S1701	<u>\$ -0-</u>	(B2c)
Adjusted 2016-2017 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 20,757,825</u>	(B3)
2% of Adjusted 2016-2017 General Fund Expenditures [(B3) times .02]	<u>\$ 415,157</u>	(B4)
Enter Greater of (B4) or \$250,000	<u>\$ 415,157</u>	(B5)
Increased by: Allowable Adjustment	<u>\$ 86,455</u>	(K)
Maximum Unassigned Fund Balance [(B5)+(K)]		<u>\$ 501,612</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6/30/2017 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 6,717,164</u>	(C)
Decreased by:		
Year-End Encumbrances	<u>\$ 891,867</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u>	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ 400,000</u>	(C3)
Other Restricted Fund Balances	<u>\$ 4,908,283</u>	(C4)
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ 15,402</u>	(C5)
Additional Assigned - Designated for Subsequent Year's Expenditures July 1, 2017 - August 1, 2017	<u>\$ -0-</u>	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		<u>\$ 501,612</u> (U1)

CHESTER SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE, ENTER -0-	\$ <u>-0-</u> (E)
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Recapitulation of Excess Surplus as of June 30, 2017

Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>400,000</u> (C3)
Excess Surplus [(E)]	\$ <u>-0-</u> (E)
 Total [(C3)+(E)]	 \$ <u>400,000</u> (D)

Detail of Allowable Adjustments

Impact Aid	\$ <u>-0-</u> (H)
Sale and Lease Back	\$ <u>-0-</u> (I)
Extraordinary Aid	\$ <u>69,504</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>16,951</u> (J2)
 Total Adjustments ((H)+(I)+(J1)+(J2))	 \$ <u>86,455</u> (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ <u>-0-</u>
Sale/lease-back reserve	\$ <u>-0-</u>
Emergency reserve	\$ <u>-0-</u>
Capital reserve	\$ <u>3,819,321</u>
Maintenance reserve	\$ <u>1,088,962</u>
Tuition reserve	\$ <u>-0-</u>
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ <u>-0-</u>
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ <u>-0-</u>
Other state/governmental mandated reserve	\$ <u>-0-</u>
 Other Restricted Fund Balance not noted above	 \$ <u>-0-</u>

CHESTER SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
FISCAL YEAR ENDED JUNE 30, 2017

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
All Payroll Registers be properly approved.
3. School Purchasing Program
None
4. School Food Service
None
5. Student Body Activities
A receipts journal which indicates the date of receipt is maintained and all collections are deposited in a timely manner.
7. Application for State School Aid
None
8. Pupil Transportation
None
9. Facilities and Capital Assets
The District cancel all the older completed capital projects.
10. Status of Prior Year's Recommendations
The prior year recommendation regarding the District obtain approval for transfers to any Capital Outlay line other than equipment, and over expenditures of IDEA Preschool grants has been resolved in the current year. The Recommendations regarding deposits for student activities and to cancel older completed projects has not be resolved and is included in the current year report.