

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
COUNTY OF ESSEX
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
COUNTY OF ESSEX
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FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
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November 17, 2017

The Honorable President and Members
of the Board of Education
Borough of Glen Ridge School District
County of Essex, 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 basic financial statements of the Board of Education of the Borough of Glen Ridge School District in the County of Essex for the fiscal year ended June 30, 2017, and have issued our report thereon dated November 17, 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 17, 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 recommendation.

This report is intended for the information of the Borough of Glen Ridge School District's Board of Education, 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

BOROUGH OF GLEN RIDGE 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>
Peter R. Caprio	School Business Administrator/Board Secretary	\$ 250,000
John Calavano	Treasurer of School Monies	250,000

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 a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

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 tested were approved by the Superintendent and certified by the President of the Board and the School Business Administrator, and the Superintendent.

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

The required certification (ECERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents and business administrators) to the NJ Department of Treasury was filed by the March 15 due date.

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6:23-2.2(g) as part of our test of transactions of randomly selected expenditure items. 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-2.4. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. 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

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.

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.

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 and Title II of the No Child Left Behind Act.

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

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.

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

T.P.A.F. Reimbursement

Our audit procedures included a test of the bi-weekly 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"

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.

BOROUGH OF GLEN RIDGE 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)

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.

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.

School Food Service

The District did not participate in the Child Nutrition Program and thus did not received any related state or federal assistance.

Findings:

- 1.) During the audit and the review of food service it was noted that the food service fund had a deficit in unrestricted net position for the fourth year in a row, and while currently still has a positive net position in the total enterprise fund, the total food service fund has a negative net position. As of July 1, 2017, the District has contracted with a new Food Service Management Company. Since the District has contracted with a new Food Service Management Company and they had a \$6,508 increase in net position for this year, no formal recommendation is deemed warranted.
- 2.) During our testing, it was noted that no milk receipts were deposited throughout fiscal year 2017. The Cafeteria Manager collected several checks from students and kept the money in the Cafeteria safe instead of depositing the money in the bank. The District business office took possession of the checks and subsequently deposited the money in July 2017. Since the District is confident that all the money was recovered and they have since contracted with a new Food Service Management Company, no formal recommendation is deemed warranted.

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

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.

Findings:

- 1.) During the course of our audit testing, we noted that certain athletics Student Activity Fund receipts were not deposited in a timely manner. However, since this only occurred three times throughout the entire fiscal year and the Business Administrator has already implemented procedures to rectify this, no formal recommendation is deemed warranted.
- 2.) Our review of the various school and athletics accounts in the Student Activity Fund revealed several older reconciling items on the year end bank reconciliation. As the District is already in the process of cancelling these items, no formal recommendation is deemed warranted.

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 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 minor exception. The information that was included on the workpapers was verified on a test basis 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's written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 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 agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Travel Expenses 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.

Finding:

Our review of travel expenses revealed that brief reports required by N.J.S.A 18A:11-12(d) that substantiate the purpose and relevance of non-regular travel were not maintained for fiscal year 2017.

Recommendation:

It is recommended that the District maintain brief reports required by N.J.S.A 18A:11-12(d) that substantiate the purpose and relevance of non-regular travel.

Management Response:

The District will maintain brief reports required by N.J.S.A 18A:11-12(d) that substantiate the purpose and relevance of non-regular travel.

Management Suggestions

School Development Authority Receivable

As a number of school districts have experienced difficulties in receiving reimbursement from the Schools Development Authority "SDA", we suggest that the District files for reimbursement for any funds available for reimbursement as soon as possible.

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*, which 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 # 68, *Accounting and Financial Reporting for Pensions* in that successful 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 certain 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.

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2017
(Continued)

Student Activities (Cont'd)

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.

Status of Prior Year Findings/Recommendations

The prior fiscal year audit finding and recommendation regarding the food service fund deficit was not fully resolved, however, since the District has contracted with a new Food Service Management Company and they had a \$6,508 increase in net position for this year, no formal recommendation is deemed warranted.

BOROUGH OF GLEN RIDGE 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	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool												
Full Day Preschool	62		62				62		62			
Full Day Kindergarten	122		122				122		122			
Grade One	131		131				131		131			
Grade Two	121		121				121		121			
Grade Three	130		130				130		130			
Grade Four	128		128				128		128			
Grade Five	128		128				128		128			
Grade Six	137		137				137		137			
Grade Seven	130		130				130		130			
Grade Eight	112		112				112		112			
Grade Nine	118		118				118		118			
Grade Ten	115		115				115		115			
Grade Eleven	102		102				102		102			
Grade Twelve	126		126				126		126			
Post Grad												
Subtotal	1,662		1,662				1,662		1,662			
Special Ed - Elementary	94		94				9		9			
Special Ed - Middle School	70		70				7		7			
Special Ed - High School	72	1	72			1	7		7			
Subtotal	236	1	236			1	23		23			
Totals	1,898	1	1,898	-0-	-0-	1	1,685	-0-	1,685	-0-	-0-	-0-
Percentage Error				0.00%	100.00%					0.00%	0.00%	0.00%

BOROUGH OF GLEN RIDGE 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	Reported on Workpapers as Low Income	Errors	Sample for Verification	Sample Verified	Sample Errors	Reported on A.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Grade Five							1		1			
Subtotal							1		1			
Special Ed - Elementary	5	5		2	2							
Special Ed - High School	6	6		2	2							
Subtotal	11	11		4	4							
Totals	11	11	-0-	4	4	-0-	1	-0-	1	-0-	-0-	-0-
Percentage Error			0.00%			0.00%			100.00%			0.00%

BOROUGH OF GLEN RIDGE 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.A. as LEP Low Income	Reported on Workpapers LEP Low Income	Sample Selected from Workpapers	Verified to Test Scores, Application and Register	Sample Errors
Grade One					
Grade Two					
Grade Three					
Grade Four					
Grade Five					
Grade Six	1	1	1	1	
Grade Seven					
Grade Eight					
Grade Nine					
Grade Ten					
Grade Eleven					
Grade Twelve					
Totals	1	1	1	1	-0-
Percentage Error		0.00%			0.00%

BOROUGH OF GLEN RIDGE 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.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 Preschool						
Half Day Kindergarten						
Grade One						
Grade Two						
Grade Three						
Grade Four						
Grade Five	1	1		1	1	
Grade Six	2	2				
Grade Seven						
Grade Eight	1	1				
Grade Nine	1	1				
Grade Ten	1	1		1	1	
Grade Eleven						
Subtotal	6	6		2	2	
Special Ed - Elementary						
Special Ed - Middle School	1	1				
Special Ed - High School						
Subtotal	1	1				
Totals	7	7	-0-	2	2	-0-
Percentage Error			0.00%			0.00%

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

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	14	14		2	2	
Regular - Special Education	3	3		1	1	
AIL - Non Public	37	37		2	2	
Special Needs - Public	19	19		2	2	
Special Needs - Private	15	15		2	2	
Totals	88	88	-0-	9	9	-0-
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	5.1	5.1
Average Mileage - Regular Excluding Grade PK Students	5.1	5.1
Average Mileage - Special Education with Special Needs	9.3	9.3

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
YEAR ENDED JUNE 30, 2017

EXCESS SURPLUS CALCULATION AT 6/30/2017

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2016/17 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 33,605,194 (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	\$ -0- (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ -0- (B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ -0- (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ -0- (B1d)
Decreased by:	
On-Behalf TPAF Pension and Social Security	\$ 3,780,789 (B2a)
Assets Acquired Under Capital Leases	\$ 450,310 (B2b)
Adjustment for Disallowed Expenditures per S1701	\$ -0- (B2c)
Adjusted 16-17 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 29,374,095 (B3)</u>
2% of Adjusted 2016-17 General Fund Expenditures [(B3) times .02]	<u>\$ 587,482 (B4)</u>
Enter Greater of (B4) or \$250,000	<u>\$ 587,482 (B5)</u>
Increased by: Allowable Adjustment	<u>\$ 65,228 (K)</u>
Maximum Unassigned Fund Balance [(B5)+(K)]	<u>\$ 652,710 (M)</u>

SECTION 2

Total General Fund - Fund Balances @ 6/30/17 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 4,912,107 (C)</u>
Decreased by:	
Year Encumbrances	<u>\$ 227,954 (C1)</u>
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -0- (C2)</u>
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ 1,323,505 (C3)</u>
Other Restricted Fund Balances	<u>\$ 736,655 (C4)</u>
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ 139,761 (C5)</u>
Additional Assigned Fund Balance:	
Unreserved - Designated for Subsequent Year's Expenditures July 1, 2017 - August 1, 2017	<u>\$ -0- (C6)</u>
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	<u>\$ 2,484,232 (U1)</u>

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
YEAR ENDED JUNE 30, 2017
(Continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE, ENTER -0- \$ 1,831,522 (E)

Recapitulation of Excess Surplus as of June 30, 2017

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 1,323,505 (C3)

Restricted Excess Surplus [(E)] \$ 1,831,522 (E)

Total [(C3)+(E)+(F)] \$ 3,155,027 (D)

Detail of Allowable Adjustments

Impact Aid \$ -0- (H)

Sale and Lease Back \$ -0- (I)

Extraordinary Aid \$ 58,790 (J1)

Additional Nonpublic School Transportation Aid \$ 6,438 (J2)

Current Year School Bus Advertising Revenue Recognized \$ -0- (J3)

Total Adjustments ((H)+(I)+(J1)+(J2)+(J3)) \$ 65,228 (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal \$ -0-

Sale/lease-back reserve \$ -0-

Capital reserve \$ 736,655

Emergency reserve \$ -0-

Maintenance reserve \$ -0-

Tuition reserve \$ -0-

Other state/governmental mandated reserve \$ -0-

Other Restricted Fund Balance not noted above \$ -0-

Total Other Restricted Fund Balance \$ 736,655 (C4)

BOROUGH OF GLEN RIDGE SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
YEAR ENDED JUNE 30, 2017

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Travel Expenses and Reimbursement Policy

The District maintain brief reports required by N.J.S.A 18A:11-12(d) that substantiate the purpose and relevance of non-regular travel.

10. Status of Prior Year's Findings/Recommendations

The prior fiscal year audit finding and recommendation regarding the food service fund deficit was not fully resolved, however, since the District has contracted with a new Food Service Management Company and they had a \$6,508 increase in net position for this year, no formal recommendation is deemed warranted.