

**BOARD OF EDUCATION  
TOWNSHIP OF DELRAN  
COUNTY OF BURLINGTON**

**AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2018**

***INVERSO & STEWART***  
**Marlton, New Jersey**

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

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***INVERSO & STEWART, LLC***

Certified Public Accountants

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

The Honorable President and  
Members of the Board of Education  
Delran Township School District  
Delran, 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 Delran Township School District, in the County of Burlington for the year ended June 30, 2018, and have issued my report thereon dated January 31, 2019.

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 Delran Township 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 No. CS001095

Marlton, New Jersey  
January 31, 2019

## **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>
Derek Mead	Board Secretary/School Business Administrator	\$ 300,000
Dorothea Jones	Treasurer	275,000

There is a Public Employees' Faithful Performance Blanket Position Bond with Republic Franklin Insurance Company covering all other employees with multiple coverage of \$400,000.

#### **Tuition Charges**

The district was not required to make any tuition adjustments.

#### **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.

#### **Financial Planning, Accounting and Reporting**

##### **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.

##### **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.

**Financial Planning, Accounting and Reporting (Continued)**

**Payroll Account (Continued)**

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 following was noted in the review of the Payroll Agency Account:

**Finding No. 2018-001:**

The district did not maintain a payroll agency analysis as part of its payroll agency account reconciliation process.

**Recommendation:**

That the District's payroll agency cash reconciliation process includes an analysis of the balance.

**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.

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

### **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/Business Administrator's Record**

The financial and accounting records of the Board Secretary/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 (E.S.E.A.) as amended by the Every Student Succeeds Act (ESSA)**

The E.S.E.A./ESSA financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I, IIA, III, and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A./ESSA did not indicate any exceptions.

### **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**

#### **Contracts and Agreements Requiring Advertisement for Bids**

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 \$19,000.

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 school food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (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.

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.

**School Food Service Continued)**

The following was noted in our review:

**Finding No. 2018-002:**

Net cash resources exceeded three months average expenditures.

**Recommendation:**

That every effort be made to reduce the net cash resources of the food service fund below three months average expenditures.

**Student Body Activities**

The financial records for the Student Activity Funds were reviewed and the following was noted:

**Finding No. 2018-003:**

Cash reconciliations for the Intermediate School Activity Fund and Middle School Athletic Fund were not prepared timely or accurately.

**Recommendation:**

All student activity fund cash reconciliations be prepared accurately and in a timely manner.

**Application for State School Aid**

My audit procedures included a test of information reported in the October 15, 2017 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 without exception. The information that was included on the workpapers was verified without exception. 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 2017-2018 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**

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

**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 findings.

**Acknowledgment**

I received the complete cooperation of all the officials of the Delran Township 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

January 31, 2019

**DELRAN TOWNSHIP 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, 2018

<u>Net Cash Resources:</u>	Food Service B - 4/5	
<b>CAFR * Current Assets</b>		
B-4 Cash & Cash Equivalents	\$ 584,874	
B-4 Intergovernmental Accounts Receivable	18,574	
B-4 Other Accounts Receivable	79	
B-4 Interfund Accounts Receivable		
<b>CAFR Current Liabilities</b>		
B-4 Less: Accounts Payable	(26,780)	
B-4 Less: Compensated Absences Payable		
B-4 Less: Interfund Accounts Payable		
B-4 Less: Unearned revenue	<u>(19,821)</u>	
<b>Net Cash Resources</b>	<u>\$ 556,926</u>	<b>(A)</b>
 <b><u>Net Adjustment To Total Operating Expense:</u></b>		
B-5 Total Operating Expense	1,277,048	
B-5 Less: Depreciation	<u>(29,196)</u>	
Adjusted Total Operating Expense	<u>\$ 1,247,852</u>	<b>(B)</b>
 <b><u>Average Monthly Operating Expense:</u></b>		
B / 10	<u>\$ 124,785</u>	<b>(C)</b>
 <b><u>Three times monthly Average:</u></b>		
3 X C	<u>\$ 374,356</u>	<b>(D)</b>

TOTAL IN BOX A	\$ 556,926	
LESS TOTAL IN BOX D	<u>(374,356)</u>	
NET	<u>182,570</u>	
From above:		
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>		
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>		

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

SOURCE - USDA resource management comprehensive review form.

SCHEDULE OF AUDITED ENROLLMENTS

Delran Township School District  
Application for State School Aid Summary  
Enrollment as of October 15, 2017

	2018-2019 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 K	184		184				21		21							
One	186		186				22		22							
Two	188		188				22		22							
Three	196		196				23		23							
Four	209		209				24		24							
Five	168		168				19		19							
Six	205		205				24		24							
Seven	187		187				22		22							
Eight	218		218				26		26							
Nine	181		181				21		21							
Ten	186		186				22		22							
Eleven	201		201				23		23							
Twelve	193		193				22		22							
Subtotal	2,502	0	2,502	0	0	0	291	0	291	0	0	0	0	0	0	0
SpEd Elementary	195		195				75		75				4	4	4	
SpEd Middle School	123		123				47		47				3	3	3	
SpEd High School	117		117				45		45				10	10	10	
Subtotal	435	0	435	0	0	0	167	0	167	0	0	0	17	17	17	0
Totals	2,937	0	2,937	0	0	0	458	0	458	0	0	0	17	17	17	0
Percentage Error					-0-	-0-					-0-	-0-			-0-	-0-

Schedule of Audited Enrollments

**Delran Township School District**

Application for State School Aid Summary

Enrollment as of October 15, 2017

	<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	16	16		18	18	
One	19	19		19	19	
Two	13	13		13	13	
Three	7	7		7	7	
Four	2	2		2	2	
Five	3	3		3	3	
Six	3	3		3	3	
Seven	4	4		4	4	
Eight	2	2		2	2	
Nine	5	5		5	5	
Ten	5	5		5	5	
Eleven	5	5		5	5	
Twelve	2	2		2	2	
Subtotal	<u>86</u>	<u>86</u>	<u>0</u>	<u>88</u>	<u>88</u>	<u>0</u>
SpEd Elementary	7	7		7	7	
SpEd Middle School	2	2		2	2	
SpEd High School	0	0		0	0	
Subtotal	<u>9</u>	<u>9</u>	<u>0</u>	<u>9</u>	<u>9</u>	<u>0</u>
Totals	<u>95</u>	<u>95</u>	<u>0</u>	<u>97</u>	<u>97</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>

/ Immaterial

Schedule of Audited Enrollments

**Delran Township School District**

Application for State School Aid Summary

Enrollment as of October 15, 2017

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	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	42	42		22	22		16	16		16	16	
One	39	39		20	20		18	18		18	18	
Two	49	49		25	25		19	19		19	19	
Three	51	51		26	26		7	7		7	7	
Four	53	53		27	27		5	5		5	5	
Five	41	41		21	21		3	3		3	3	
Six	52	52		27	27		2	2		2	2	
Seven	40	40		21	21		4	4		4	4	
Eight	35	35		18	18		4	4		4	4	
Nine	44	44		23	23		4	4		4	4	
Ten	40	40		21	21		1	1		1	1	
Eleven	25	25		25	25		4	4		4	4	
Twelve	37	37		19	19		1	1		1	1	
	<u>548</u>	<u>548</u>	<u>0</u>	<u>295</u>	<u>295</u>	<u>0</u>	<u>88</u>	<u>88</u>	<u>0</u>	<u>88</u>	<u>88</u>	<u>0</u>
SpEd Elementary	70	70		43	43		70	70		70	70	
SpEd Middle School	45	45		28	28		45	45		45	45	
SpEd High School	38	38		24	24		38	38		38	38	
Subtotal	<u>153</u>	<u>153</u>	<u>0</u>	<u>95</u>	<u>95</u>	<u>0</u>	<u>153</u>	<u>153</u>	<u>0</u>	<u>153</u>	<u>153</u>	<u>0</u>
Totals	<u>701</u>	<u>701</u>	<u>0</u>	<u>390</u>	<u>390</u>	<u>0</u>	<u>241</u>	<u>241</u>	<u>0</u>	<u>241</u>	<u>241</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
Reg. Public School , col. 1	712	712		214	214	
Reg. Special Education, col. 4	2	2		2	2	
Transported-Non-Public, col. 3	56	56		17	17	
Special Needs, Col. 6	40	40		13	13	
	<u>810</u>	<u>810</u>	<u>0</u>	<u>246</u>	<u>246</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>

	Reported	Recalculated
Avg. Mileage - Regular Including Grade PK students	3.1	3.1
Avg. Mileage - Regular Excluding Grade PK students	3.1	3.1
Avg. Mileage - Special Ed. with Special Needs	5.6	5.6

DELRAN TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

**SECTION 1 - Regular Districts**

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

2017-2018 Total General Fund Expenditures per the CAFR, Ex C-1	\$	<u>49,168,201</u>	(B)
Increased by:			
Transfer from Capital Outlay to Capital Projects Fund	\$	<u>                    </u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$	<u>                    </u>	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$	<u>                    </u>	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$	<u>                    </u>	(B1d)
Decreased by:			
On-Behalf TPAF Pension & Social Security	\$	<u>(5,605,379)</u>	(B2a)
Assets Acquired Under Capital Leases	\$	<u>(78,893)</u>	(B2b)
Adjusted 2017-18 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$	<u>43,483,929</u>	(B3)
2% of Adjusted 2017-18 General Fund Expenditures			
[(B3) times .02]	\$	<u>869,679</u>	(B4)
Enter Greater of (B4) or \$250,000	\$	<u>869,679</u>	(B5)
Increased by: Allowable Adjustment	\$	<u>145,932</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$	<u>1,015,611</u>	(M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-18 (Per CAFR Budgetary Comparison Schedule C-1)	\$	<u>5,796,102</u>	(C)
Decreased by:			
Year-end Encumbrances	\$	<u>267,653</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$	<u>                    </u>	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$	<u>729,037</u>	(C3)
Other Restricted Fund Balances	\$	<u>2,783,474</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$	<u>333,991</u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures July 1, 2018 - August 1, 2018	\$	<u>                    </u>	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$	<u>1,681,947</u>	(U1)

**DELRAN TOWNSHIP SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 666,336 (E)

**Recapitulation of Excess Surplus as of June 30, 2018**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>729,037</u>	(C3)
Reserved Excess Surplus [(E)]	\$ <u>666,336</u>	(E)
 Total [(C3) + (E)]	 \$ <u>1,395,373</u>	 (D)

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>129,692</u>	(J1)
Additional Nonpupic School Transportation Aid	\$ <u>16,240</u>	(J2)
Current Year School Bus Advertising Revenue	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$ <u>145,932</u>	 (K)

**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ <u>2,326,242</u>
Maintenance reserve	\$ <u>457,232</u>
Emergency reserve	\$ _____
Tuition reserve	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - Current Year	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - Prior Year	\$ _____
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____
Other state/government mandated reserves	\$ _____
 Other Restricted Fund Balance not noted above	 \$ _____
 Total Other Restricted Fund Balance	 \$ <u>2,783,474</u> (C4)

AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2018

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

That the District's payroll agency cash reconciliation process includes an analysis of the balance.

3. School Purchasing Programs

None

4. School Food Service

That every effort be made to reduce the net cash resources of the food service fund below three months average expenditures.

5. Student Body Activities

All cash reconciliations be prepared accurately and in a timely manner.

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

Corrective action was taken on the prior year recommendations.