



**PRINCETON PUBLIC SCHOOLS  
PRINCETON, NEW JERSEY**

**AUDITORS'  
MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS–  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2018**

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

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## INDEPENDENT AUDITORS' REPORT

Honorable President and Members  
of the Board of Education  
Princeton Public Schools  
County of Mercer, New Jersey

We have audited, in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of Princeton Public Schools, County of Mercer as of and for the year ended June 30, 2018, and have issued our report thereon dated February 7, 2019.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information of the Princeton Public Schools' management and Board members, and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Scott A. Clelland  
Licensed Public School Accountant  
No. 1049

WISS & COMPANY, LLP

February 7, 2019  
Livingston, New Jersey

**PRINCETON PUBLIC SCHOOLS**  
**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2018**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, 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

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

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Stephanie Kennedy	Business Administrator/Board Secretary	\$ 375,000
John Calavano	Treasurer of School Monies	450,000
Jennifer Micale	Comptroller/ Assistant Board Secretary	375,000

There is a Public Employee's Dishonesty Blanket Bond 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 District made a proper adjustment to the billings to sending Districts for the increase or decrease in per pupil costs in accordance with *N.J.A.C. 6A:23A-17.1(f)3*.

**Financial Planning, Accounting and Reporting**

Examination of Claims

An examination of claims paid during the period did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account and Position Control Roster

The net salaries of all employees of the Board were deposited in the payroll account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the payroll agency account.

**PRINCETON PUBLIC SCHOOLS**  
**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2018**

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

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

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

No exceptions were noted during our testing of payroll.

**Employee Position Control Roster**

An inquiry and subsequent review of the Position Control Roster did not identify any inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the 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. No exceptions were noted.

**Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23A-16.2 (f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, we also selected a sample of administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. 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**

Our review of the financial and accounting records maintained by the Board Secretary did not identify any exceptions.

**Treasurer's Records**

No exceptions were noted during our review of the financial and accounting records maintained by the Treasurer.

**PRINCETON PUBLIC SCHOOLS**  
**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2018**

**Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act (ESSA)**

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the Comprehensive Annual Financial Report (CAFR). This section of the CAFR documents the financial position pertaining to the projects under Title I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/or questionable costs.

**Other Special Federal and/or State Projects**

The District's special projects were approved as listed on Schedules A (K-3) and B (K-4) 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. We noted the following during our testing:

***Finding 2018-001***

***Finding:***

During our testing of the Extraordinary Aid program, we noted that the total amount reported on the State Extraordinary Aid Application did not match the District's internal records.

***Recommendation:***

We suggest that management review the reported amounts included on the Extraordinary Aid application and ensure agreement with the internal records prior to final submission to the State.

**T.P.A.F. Reimbursement**

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

**PRINCETON PUBLIC SCHOOLS**  
**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2018**

**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 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

**Non-Public State Aid**

Our review of the Nonpublic State Aid completion reports disclosed no exceptions.

**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:39-3* are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school transportation contracts under *N.J.S.A. 18A:39-3* is \$19,000 for 2017-18.

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

Based on the results of our examination, we 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.

**PRINCETON PUBLIC SCHOOLS**  
**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2018**

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.

Exhibits reflecting Child Nutrition Program operations are included in the B-4 through B-6 section of the CAFR.

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

**Student Body Activities**

Our review of the records of the Student Body Activities did not disclose any exceptions.

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 13, 2017 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the District procedures related to its completion. The information on the ASSA was compared to the District workpapers without exception. The information included as part of the workpapers was verified 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 has adequate written procedures for the recording of student enrollment data.

**Pupil Transportation**

Our audit procedures included a test of on-roll status reported in the 2017-18 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with certain exceptions as identified on the Application for State School Aid Summary. 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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.



**PRINCETON PUBLIC SCHOOLS**  
**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2018**

**Facilities and Capital Assets**

Our procedures included a review of the New Jersey Schools Development Authority (“NJSDA”) grant agreement for consistency with recording NJSDA revenue, transfer of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction. No exceptions were noted.

**Miscellaneous**

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.

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Capital Asset Records

Although the District is internally maintaining all capital asset records, we suggest the District consider soliciting the services of an outside appraisal company to perform a full inventory and valuation of all District capital assets.

**Follow-up on Prior Year’s Findings**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations including findings. Corrective action has been taken on all prior year findings.

There were no audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC) during the 2018 fiscal year.

**Acknowledgment**

We received the complete cooperation of all the officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

**PRINCETON PUBLIC SCHOOLS**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**

**ENROLLMENT AS OF OCTOBER 13, 2017**

	2018-19 Application for State School Aid (10/13/17 data)						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool	34.0	-	34.0	-	-	-	20	-	20	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	197.0	-	197.0	-	-	-	57	-	57	-	-	-	-	-	-	-
One	213.0	-	213.0	-	-	-	37	-	37	-	-	-	-	-	-	-
Two	208.0	-	208.0	-	-	-	35	-	35	-	-	-	-	-	-	-
Three	194.0	-	194.0	-	-	-	29	-	29	-	-	-	-	-	-	-
Four	211.0	-	211.0	-	-	-	57	-	57	-	-	-	-	-	-	-
Five	195.0	-	195.0	-	-	-	56	-	56	-	-	-	-	-	-	-
Six	196.0	-	196.0	-	-	-	196	-	196	-	-	-	-	-	-	-
Seven	193.0	-	193.0	-	-	-	193	-	193	-	-	-	-	-	-	-
Eight	225.0	-	225.0	-	-	-	225	-	225	-	-	-	-	-	-	-
Nine	365.0	-	365.0	-	-	-	365	-	365	-	-	-	-	-	-	-
Ten	320.0	-	320.0	-	-	-	320	-	320	-	-	-	-	-	-	-
Eleven	355.0	2.0	355.0	2.0	-	-	355	-	355	-	-	-	-	-	-	-
Twelve	369.0	1.0	369.0	1.0	-	-	369	-	369	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15 + CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>3,275.0</b>	<b>3.0</b>	<b>3,275.0</b>	<b>3.0</b>	-	-	<b>2,314</b>	-	<b>2,314</b>	-	-	-	-	-	-	-
Special Education Elementary School	180.0	-	180.0	-	-	-	68	-	68	-	-	-	-	-	-	-
Special Education Middle School	111.0	-	111.0	-	-	-	111	-	111	-	-	-	2.0	2.0	2.0	-
Special Education High School	192.0	7.0	192.0	7.0	-	-	191	-	191	-	-	-	7.0	6.0	6.0	-
<b>Subtotal</b>	<b>483.0</b>	<b>7.0</b>	<b>483.0</b>	<b>7.0</b>	-	-	<b>370</b>	-	<b>370</b>	-	-	-	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - First Post Secondary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>3,758.0</b>	<b>10.0</b>	<b>3,758.0</b>	<b>10.0</b>	-	-	<b>2,684</b>	-	<b>2,684</b>	-	-	-	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	-
<b>Percentage Error</b>					<b>0.0%</b>	<b>0.0%</b>					<b>0.0%</b>	<b>0.0%</b>				<b>0.0%</b>

PRINCETON PUBLIC SCHOOLS  
 SCHEDULE OF AUDITED ENROLLMENTS  
 APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)  
 ENROLLMENT AS OF OCTOBER 13, 2017

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool	-	13	-	7	7	-	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	20.0	20.0	-	11.0	11.0	-	4.0	4.0	-	2.0	2.0	-
One	24.0	24.0	-	8.0	8.0	-	4.0	4.0	-	3.0	3.0	-
Two	20.0	20.0	-	9.0	9.0	-	9.0	9.0	-	5.0	5.0	-
Three	13.0	13.0	-	7.0	7.0	-	2.0	2.0	-	-	-	-
Four	27.0	27.0	-	13.0	13.0	-	2.0	2.0	-	-	-	-
Five	16.0	16.0	-	10.0	10.0	-	1.0	1.0	-	1.0	1.0	-
Six	10.0	10.0	-	4.0	4.0	-	-	-	-	-	-	-
Seven	14.0	14.0	-	6.0	6.0	-	1.0	1.0	-	1.0	1.0	-
Eight	14.0	14.0	-	5.0	5.0	-	1.0	1.0	-	1.0	1.0	-
Nine	19.0	19.0	-	7.0	7.0	-	5.0	5.0	-	3.0	3.0	-
Ten	11.0	11.0	-	4.0	4.0	-	5.0	5.0	-	5.0	5.0	-
Eleven	21.0	21.0	-	8.0	8.0	-	8.0	8.0	-	4.0	4.0	-
Twelve	12.5	12.5	-	4.0	4.0	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15 + CR)	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	234.5	234.5	-	103.0	103.0	-	42.0	42.0	-	25.0	25.0	-
Special Education Elementary School	59.0	59.0	-	22.0	22.0	-	5.0	5.0	-	3.0	3.0	-
Special Education Middle School	19.0	19.0	-	7.0	7.0	-	-	-	-	-	-	-
Special Education High School	32.0	32.0	-	12.0	12.0	-	-	-	-	-	-	-
Subtotal	110.0	110.0	-	41.0	41.0	-	5.0	5.0	-	3.0	3.0	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - First Post Secondary	-	-	-	-	-	-	-	-	-	-	-	-
Total	344.5	344.5	-	144.0	144.0	-	47.0	47.0	-	28.0	28.0	-
Percentage Error			0.0%			0.0%			0.0%			0.0%

	Transportation			Average Mileage				
	Reported on DRTS by DOE/County	Reported on DRTS by District	Errors	Tested	Verified	Errors	Reported	Recalculated
Regular - Public	1,028	1,050	(22)	187	187	-	3.5	3.5
Transported Non-Public	148	148	-	26	26	-	3.5	3.5
AIL - Non Public	202	202	-	36	36	-	12.7	12.7
Special Education-Public	26	26	-	5	5	-	-	-
Special Education Needs	55	55	-	10	10	-	-	-
Totals	1,459	1,481	(22)	264	264	-	3.5	3.5
Percentage Error			-1.5%			0.0%		

**PRINCETON PUBLIC SCHOOLS**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 13, 2017**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	18.0	18.0	-	11.0	11.0	-
One	16.0	16.0	-	9.0	9.0	-
Two	11.0	11.0	-	8.0	8.0	-
Three	12.0	12.0	-	5.0	5.0	-
Four	11.0	11.0	-	8.0	8.0	-
Five	5.0	5.0	-	4.0	4.0	-
Six	11.0	11.0	-	8.0	8.0	-
Seven	9.0	9.0	-	4.0	4.0	-
Eight	4.0	4.0	-	2.0	2.0	-
Nine	4.0	4.0	-	4.0	4.0	-
Ten	10.0	10.0	-	7.0	7.0	-
Eleven	3.0	3.0	-	1.0	1.0	-
Twelve	2.0	2.0	-	3.0	3.0	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15 + CR)	-	-	-	-	-	-
Adult H.S. (1-14 CR)	-	-	-	-	-	-
Subtotal	<u>116.0</u>	<u>116.0</u>	-	<u>74.0</u>	<u>74.0</u>	-
Special Education Elementary School	1.0	1.0	-	1.0	1.0	-
Special Education Middle School	-	-	-	-	-	-
Special Education High School	<u>1.0</u>	<u>1.0</u>	-	-	-	-
Subtotal	<u>2.0</u>	<u>2.0</u>	-	<u>1.0</u>	<u>1.0</u>	-
County Vocational - Regular	-	-	-	-	-	-
County Vocational - First Post Secondary	-	-	-	-	-	-
Total	<u>118.0</u>	<u>118.0</u>	-	<u>75.0</u>	<u>75.0</u>	-
Percentage Error			<u>0.0%</u>			<u>0.0%</u>

**PRINCETON PUBLIC SCHOOLS**  
**EXCESS SURPLUS CALCULATION**

**JUNE 30, 2018**

**SECTION 1**

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

2017-18 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 96,111,305</u>
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ -</u>
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ -</u>
Transfer from General Fund to SRF for PreK-Regular	<u>\$ -</u>
Transfer from General Fund to SRF for PreK-Inclusion	<u>\$ -</u>
Decreased by:	
On-Behalf TPAF Pension, PRM, LTD and Social Security	<u>\$ 10,655,330</u>
Assets Acquired Under Capital Leases	<u>\$ -</u>
Adjusted 2017-18 General Fund Expenditures [(B) + (B1s) - (B2s)]	<u>\$ 85,455,975</u>
2% of Adjusted 2017-18 General Fund Expenditures [(B3) times .02]	<u>\$ 1,709,120</u>
Enter Greater of (B4) or \$250,000	<u>\$ 1,709,120</u>
Increased by: Allowable Adjustment*	<u>\$ 834,185</u>
Maximum Unassigned/Undesignated - Unreserved Fund Balance [(B5) + (K)]	<u>\$ 2,543,305</u>

**SECTION 2**

Total General Fund - Fund Balances at 6-30-18 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 7,612,249</u>
Decreased by:	
Assigned Year End Encumbrances	<u>\$ 298,468</u>
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -</u>
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	<u>\$ 193,609</u>
Other Restricted Fund Balances****	<u>\$ 2,242,450</u>
Assigned Fund Balance-Unreserved- Designated for Subsequent Year's Expenditures	<u>\$ 2,925,000</u>
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures July 1, 2018 - August 1, 2018	<u>\$ -</u>
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	<u>\$ 1,952,722</u>

PRINCETON PUBLIC SCHOOLS

EXCESS SURPLUS CALCULATION

JUNE 30, 2018

**SECTION 3**

Restricted Fund Balance - Excess Surplus \*\*\*  
[(U1)-(M)] IF NEGATIVE ENTER -0- \$ \_\_\_\_\_ -

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

Reserved Excess Surplus - Designated for Subsequent Year's  
Expenditures \*\* \$ 193,609  
Reserved Excess Surplus \*\*\* [(E)] \$ \_\_\_\_\_ -  
Total Excess Surplus [(C3)+(E)] \$ 193,609

**\*Detail of Allowable Adjustments**

Impact Aid \$ \_\_\_\_\_ -  
Sales & Lease-back \$ \_\_\_\_\_ -  
Extraordinary Aid \$ 769,345  
Additional Nonpublic School Transportation Aid \$ 64,840  
Current Year School Bus Advertising Revenue Recognized \$ \_\_\_\_\_ -  
Family Crisis Transportation Aid \$ \_\_\_\_\_ -  
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)] \$ 834,185

\*\* This amount represents the June 30, 2017 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* Amount must agree to the June 30, 2018 CAFR and must agree to Audit Summary Line 90030.

\*\*\*\* Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another tier of government, such as the judicial branch of government, must have departmental approval. District report should be submitted to the Division of Administration and Finance prior to September 30.

**PRINCETON PUBLIC SCHOOLS**  
**EXCESS SURPLUS CALCULATION**

**JUNE 30, 2018**

**Detail of Other Restricted Fund Balance**

**Statutory restrictions:**

Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ 2,242,450
Emergency reserve	\$ -
Maintenance reserve	\$ -
Tuition reserve	\$ -
School Bus Advertising 50% Fuel Offset-current year	\$ -
School Bus Advertising 50% Fuel Offset-prior year	\$ -
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ -
Impact Aid General Fund Reserve (Sections 8007 and 8008)	\$ -
Other State / government madated reserve	\$ -
[Other Restricted Fund Balance not noted above]****	\$ -
<b>Total Other Restricted Fund Balance</b>	<b>\$ 2,242,450</b>

Princeton Public Schools  
Audit Recommendations Summary

June 30, 2018

**1. Administrative Practices and Procedures**

None

**2. Financial Planning, Accounting and Reporting**

*Finding 2018-001* - We suggest that management review the reported amounts included on the Extraordinary Aid Application and ensure agreement with internal records prior to final submission to the State.

**3. School Purchasing Programs**

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. Miscellaneous**

None

**10. Status of Prior Year Audit Findings/Recommendations**

Prior year audit findings/recommendations were corrected.