

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY**

Westampton, New Jersey  
County of Burlington

**Auditor's Management Report on Administrative Findings -  
Financial, Compliance and Performance  
for The Year Ended June 30, 2017**

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

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**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE**

Honorable President and Members  
of the Board of Education  
Burlington County Institute of Technology  
County of Burlington  
Westampton, New Jersey 08060

We 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 Burlington County Institute of Technology in the County of Burlington for the year ended June 30, 2017, and have issued our report thereon dated November 30, 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 report is intended for the information of the Burlington County Institute of Technology Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Michael Holt  
Certified Public Accountant  
Public School Accountant, No. 1148

Medford, New Jersey  
November 30, 2017

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**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 School 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>
Theresa Margiotta	Board Secretary/School Business Administrator	\$100,000
Connie Stewart	Treasurer	\$250,000

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil cost in accordance with *N.J.A.C.6A:23A-17.1(f)3*.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**Payroll Account**

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

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

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

Payrolls were delivered to the School Business Administrator/Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### **Employee Position Control Roster**

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

### **Reserve for Encumbrances and Accounts Payable**

A sample 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:23 A-16.29(f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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-8.3*. As a result of the procedures performed, a transaction error rate of 0.00 percent overall 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 were found to be in satisfactory condition.

### **Finding 2017-001:**

It was noted during our audit that the District's Adult Education Fund is operating at a deficit on an annual basis.

### **Recommendation:**

That the District analyzes revenue streams of the proprietary funds and then, if necessary, properly fund any operating deficit by incorporating these financing needs into the operating budget of the District.

### **Treasurer's Records**

Our review of the financial and accounting records maintained by the Treasurer of School Monies were found to be in satisfactory condition.

### **Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.) as Reauthorized by the No Child Left Behind Act of 2001.**

The E.S.E.A. / N.C.L.B. 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, I Innovate, and II of the Elementary and Secondary Education Act as amended and reauthorized.



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

The School 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 sample 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 sample test of the biweekly reimbursements forms 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 Report(s) 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.

### **School Purchasing Programs**

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

*N.J.S.A.18A:18A-1* et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at: [http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&softpage=TOC\\_Frame\\_Pg42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42)

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:18A-3(a)* are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is \$18,800 for 2016-17.

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 tests on sample basis, 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

### **Contracts and Agreements Requiring Advertisement for Bids (continued)**

thresholds where there had been no advertising for bids in accordance with the provision of *N.J.S.A. 18A:18A-4*.

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

### **School Food Service**

The financial transactions and statistical records of the school food service fund were reviewed on sample basis. The financial accounts, meal count records and eligibility applications were reviewed on a sample basis.

Cash receipts and bank records were reviewed on a sample basis for timely deposit.

The district utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with *N.J.S.A. 18A:17-34*, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision have not been met; the District did not break even this year.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed on sample basis and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed on a sample basis and labor costs verified. On a sample basis, payroll records were maintained on school food services employees authorized by the board of education/board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

Applications for free and reduced price meals were reviewed on sample basis for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications /or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

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

### **School Food Service (continued)**

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.

The School District maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

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

### **Student Body Activities**

During our review of the student activity funds, the following items were noted.

#### **\*Finding 2017-002 (CAFR Finding 2017-001)**

During our audit of procurement and standard operating procedures, it was noted that there were numerous violations and non-compliance due to lack of oversight by building level management.

#### **Recommendation:**

The District building-level management and employees follow all internal control policies set by the Board of Education.

### **Application for State School Aid (ASSA)**

Our audit procedures included a sample test of information reported in the October 15, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments

The School District maintained workpapers on the prescribed state forms of their equivalent.

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

### **Pupil Transportation**

Our audit procedures included a sample test of on roll status reported in the 2016-2017 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a sample of transportation contracts and purchases. Based on our sample, the School 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 sampling of transportation related purchases of goods and services.

### **Facilities and Capital Assets**

Our review of the financial and accounting records for capital assets indicated they were in satisfactory condition.

### **Follow-up on Prior Year Findings**

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. Corrective action had been taken on all prior year findings, with the exception of current year finding(s) 2017-002, which is repeated in this year's recommendations.

### **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.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Michael Holt  
Certified Public Accountant  
Public School Accountant, No.1148

Medford, New Jersey  
November 30, 2017

**ADDITIONAL INFORMATION**

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SCHEDULE OF AUDITED ENROLLMENTS (1)

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 14, 2016

	2017-2018 Application for State School Aid				Sample for Verification				Resident Low Income				Sample for Verification		
	Reported on A.S.S.A. On Roll Full	Reported on Workpapers On Roll Full	Errors Shared	Errors Shared	Sample Selected from Workpapers Full	Registers On Roll Full	Registers On Roll Shared	Errors per Register On Roll Full	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Registers On Roll Full	Registers On Roll Shared	Sample for Verification Errors
Special Ed - High School	395	395	-	-	53	53	-	-	153	153	-	39	39	-	-
Subtotal	395	395	-	-	53	53	-	-	153	153	-	39	39	-	-
Co.Voc.-Regular	1,621	1,621	-	-	216	216	-	-	769	769	-	193	193	-	-
Co.Voc.Ft.Post Sec.	111	111	-	-	15	15	-	-	-	-	-	-	-	-	-
Totals	2,127	2,127	-	-	284	284	-	-	922	922	-	232	232	-	-
Percentage Error					0.00%								0.00%		

SCHEDULE OF AUDITED ENROLLMENTS (2)

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 14, 2016

	Resident LEP Low Income			Sample for Verification		
	Reported on A.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
Special Ed - High	1	1	-	1	1	-
Subtotal	1	1	-	1	1	-
Co.Voc.-Regular	6	6	-	6	6	-
Totals	7	7	-	7	7	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>



SCHEDULE OF AUDITED ENROLLMENTS (3)

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 14, 2016

	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	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Co.Voc.-Regular	1	1	1	1	-
Subtotal	1	1	1	1	-
Totals	1	1	1	1	-
Percentage Error					0.00%

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School Food Service

SCHEDULE OF MEAL COUNT ACTIVITY

Burlington County Institute of Technology

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -Federal

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2017

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
National School Lunch (Regular Rate)	Paid	46,158	46,158	46,158	-	0.32	0.00
National School Lunch (Regular Rate)	Reduced	24,222	24,222	24,222	-	2.78	0.00
National School Lunch (Regular Rate)	Free	81,844	81,844	81,844	-	3.18	0.00
	<b>TOTAL</b>	<u>152,224</u>	<u>152,224</u>	<u>152,224</u>			<u>0.00</u>
	<b>HHFKA - PB Lunch</b>						
National School Lunch	Only	<u>152,224</u>	<u>152,224</u>	<u>152,224</u>	-	0.06	<u>0.00</u>
School Breakfast (Regular Rate)	Paid	12,285	12,285	12,285	-	0.29	0.00
	Reduced	11,633	11,633	11,633	-	1.74	0.00
	Free	53,890	53,890	53,890	-	2.04	0.00
	<b>TOTAL</b>	<u>77,808</u>	<u>77,808</u>	<u>77,808</u>			<u>0.00</u>
Special Milk	Paid	-	-	-	-	0.1975	0.00
After School Snacks	Paid	-	-	-	-	0.07	0.00
	Reduced	-	-	-	-	0.43	0.00
	Free (Area Eligible)	-	-	-	-	0.86	0.00
	<b>TOTAL</b>	<u>-</u>	<u>-</u>	<u>-</u>			<u>0.00</u>
CACFP (d) - Food	Free	-	-	-	-	3.16	0.00
CACFP (d) - Cash-in-lieu of USDA Foods	Free	-	-	-	-	0.23	0.00
<b>Total Net Overclaim</b>							<u><u>0.00</u></u>

**School Food Service**

SCHEDULE OF MEAL COUNT ACTIVITY

Burlington County Institute of Technology

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -STATE

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2017

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
State Reimbursement - National School Lunch (Regular Rate)	Paid	46,158	46,158	46,158	-	0.040	-
State Reimbursement - National School Lunch (Regular Rate)	Reduced	24,222	24,222	24,222	-	0.055	-
State Reimbursement - National School Lunch (Regular Rate)	Free	81,844	81,844	81,844	-	0.055	-
	<b>TOTAL</b>	<u>152,224</u>	<u>152,224</u>	<u>152,224</u>			
<b>Total Net Overclaim</b>							<u><u>0.00</u></u>

**NET CASH RESOURCE SCHEDULE**

**Net cash resources did not exceed three months of expenditures  
Proprietary Funds - Food Service  
FYE 2017**

<u>Net Cash Resources:</u>			<b>Food Service B - 4/5</b>	
<b>CAFR</b>	*	<b>Current Assets</b>		
B-4		Cash & Cash Equiv.	\$	293
B-4		Due from Other Gov'ts		-
B-4		Accounts Receivable		-
B-4		Investments		-
<b>CAFR</b>		<b>Current Liabilities</b>		
B-4		Less Accounts Payable		-
B-4		Less Accruals		-
B-4		Less Due to Other Funds		-
B-4		Less Deferred Revenue		-
		<b>Net Cash Resources</b>		<b>293</b> (A)
 <u>Net Adj. Total Operating Expense:</u>				
B-5		Tot. Operating Exp.		1,214,964
B-5		Less Depreciation		(1,433)
		Adj. Tot. Oper. Exp.		<b>1,213,531</b> (B)
 <u>Average Monthly Operating Expense:</u>				
		B / 10		<b>121,353</b> (C)
 <u>Three times monthly Average:</u>				
		3 X C	\$	<b>364,059</b> (D)

TOTAL IN BOX A	\$	293
LESS TOTAL IN BOX D	\$	364,059
NET	\$	<b>(363,766)</b>
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

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**EXCESS SURPLUS CALCULATION**

**COUNTY VOCATIONAL DISTRICTS**

**SECTION 1**

**A. 6% Calculation of Excess Surplus (2016-2017 expenditures of \$100 million or less)**

2016-2017 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>41,681,270</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>3,684,261</u> (B2a)
Assets Acquired Under Capital Leases:	\$ <u>-</u> (B2b)
Adjusted 2016-2017 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u><u>37,997,009</u></u> (B3)
6% of adjusted 2016-2017 General Fund Expenditures [(B3) times .06]	\$ <u>2,279,821</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>2,279,821</u> (B5)
Increased by: Allowable Adjustment *	\$ <u>-</u> (K)
Maximum Unassigned Fund Balance [(B5)+(K)]	\$ <u><u>2,279,821</u></u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 06-30-2017 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>4,902,833</u> (C)
Decreased by:	
Year-End Encumbrances	\$ <u>435,306</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>-</u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>-</u> (C3)
Other Restricted Fund Balances ****	\$ <u>2,906,184</u> (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>7,585</u> (C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures (July 1, 2017 - August 1, 2017)	\$ <u>-</u> (C6)*****
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u><u>1,553,758</u></u> (U)

**COUNTY VOCATIONAL DISTRICTS (continued):**

**SECTION 3**

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

**Recapitulation of Excess Surplus as of June 30, 2017**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \*\* \$ \_\_\_\_\_ - (C3)

Reserved Excess Surplus \*\*\* [(E)] \$ \_\_\_\_\_ - (E)

Total [(C3) + (E)] \$ \_\_\_\_\_ - (D)

**Footnotes:**

\*Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L. 2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve - General (8002 of 8003) by board resolution during June 1 to June 30 of the fiscal year under audit.

Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

(J1) Extraordinary Aid;

(J2) Additional Nonpublic School Transportation Aid;

(J3) Recognized current year School Bus Advertising Revenue; and

(J4) Family Crisis Transportation Aid.

***Detail of Allowable Adjustments***

Impact Aid	\$ _____ - (H)
Sale & Lease-back	\$ _____ - (I)
Extraordinary Aid	\$ _____ - (J1)
Additional Nonpublic School Transportation Aid	\$ _____ - (J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____ - (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
 Total Adjustments [(H)+(I)+J1)+(J2)+(J3)+(J4)]	 \$ _____ - (K)

\*\* 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, 2017 CAFR and Audit Summary Worksheet 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 legally imposed by another type of government such as the judicial branch of government must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

\*\*\*\*\* Increase in Assigned Fund Balance-Unreserved-Designated for Subsequent Year's expenditures July 1, 2017 to August 1, 2017 resulting from decrease in state aid after adoption of 2017-18 district budget.

***Detail of Other Restricted Fund Balance***

**Statutory Restrictions:**

Approved Unspent Separate Proposal	\$ _____ -
Sale/Lease-Back Reserve	\$ _____ -
Capital Reserve	\$ 2,906,184
Maintenance Reserve	\$ _____ -
Emergency Reserve	\$ _____ -
Tuition Reserve	\$ _____ -
School Bus Advertising 50% Fuel Offset Revenue - current year	\$ _____ -
School Bus Advertising 50% Fuel Offset Revenue - prior year	\$ _____ -
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____ -
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____ -
Other State/Government Mandated Reserve	\$ _____ -
Other Restricted Fund Balance Not Noted Above *****	\$ _____ -
 Total Other Restricted Fund Balance	 \$ 2,906,184 (C4)



AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2017  
Burlington County Institute of Technology

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2017-001: That the District analyze revenue streams of their proprietary funds and then, if necessary, properly fund any operating deficits in these proprietary funds by incorporating these financing needs into the operating budget of the District.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

\*Finding 2017-002 (CAFR Finding 2017-001): That the District building-level management and employees follow all internal control policies set by the Board of Education.

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

A review was performed on the prior year recommendations and corrective action was not taken on one prior year finding (\*).