

**BOARD OF EDUCATION OF THE
TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
COUNTY OF GLOUCESTER**

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

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2014**



75 YEARS OF SERVICE
1939-2014

TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS-- FINANCIAL, COMPLIANCE AND PERFORMANCE

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

The Honorable President and
Members of the Board of Education
Township of Washington School District
County of Gloucester, New Jersey

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 Township of Washington School District, in the County of Gloucester, State of New Jersey as of and for the fiscal year ended June 30, 2014, which were separately issued in the Comprehensive Annual Financial Report dated November 13, 2014.

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

This report is issued in conjunction with the Comprehensive Annual Financial Report of the Board of Education of the Township of Washington School District, for the fiscal year ended June 30, 2014, and is intended for the information of the School District's management and the New Jersey Department of Education and should not be used by anyone other than these specified parties.

Respectfully submitted,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Todd R. Saler
Certified Public Accountant
Public School Accountant No. CS 02195

Voorhees, New Jersey
November 13, 2014

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE, AND PERFORMANCE

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator, 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>
Margaret F. Meehan	Board Secretary / School Business Administrator	\$ 514,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$500,000.00.

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 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 fiscal year under audit did not indicate any material discrepancies with respect to signatures, certification, or supporting documentation.

Payroll Account

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

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

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

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

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

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. Our review did not indicate any material discrepancies with respect to the classification of orders.

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, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary indicated that they were 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 (N.C.L.B.) 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, II and III of the Elementary and Secondary Education Act as amended and reauthorized.

No material exceptions were noted in our study of compliance for N.C.L.B. projects.

Other Special Federal and / or State Projects

The School District's Special Projects were approved as listed on Exhibits K-3 and 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.

No exceptions were noted in our study of compliance for the special projects.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. 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 are available at www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html.

Current statute is posted on the New Jersey Legislature website http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&oftpage=TOC_Frame_Pg42.

The School District has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year.

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, amended.

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. The financial accounts, meal count records, and eligibility applications were reviewed on a test check basis. No material exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were reviewed 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 and labor costs verified. Payroll records were maintained on all School food service employees authorized by the Board of Education. 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 for completeness and accuracy. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

STUDENT BODY ACTIVITIES

The student activity records were in satisfactory condition.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of information reported in the October 15, 2013 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed a review of the School District procedures related to its completion. The information on the A.S.S.A. 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 or their equivalent.

The School 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 2013-2014 District Report of Transported Resident Students (DRTRS). The information that was reported 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 review of transportation related contracts and purchases. Based on our review, the School 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.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action has been taken on all prior year findings.

ACKNOWLEDGMENT

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

Respectfully submitted,

Bowman & Company LLP

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants

Todd R. Saler

Todd R. Saler
Public School Accountant No. CS 02195

TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
 Schedule of Meal Count Activity
 Food Service Fund
 Number of Meals Served and (Over) / Underclaim - Federal
 Enterprise Fund
 For the Fiscal Year Ended June 30, 2014

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (Regular Rate)	Paid	206,386	4,418	4,418	-	\$ 0.28	\$ -
	Reduced	35,985	688	688	-	2.53	-
	Free	141,763	2,632	2,632	-	2.93	-
	HHFKA*	<u>384,134</u>	<u>7,738</u>	<u>7,738</u>	<u>-</u>	0.06	<u>-</u>
	Total	<u>768,268</u>	<u>15,476</u>	<u>15,476</u>	<u>-</u>		<u>-</u>
School Breakfast (Regular Rate)	Paid	3,815	56	56	-	0.28	-
	Reduced	3,963	85	85	-	1.28	-
	Free	<u>29,129</u>	<u>538</u>	<u>538</u>	<u>-</u>	1.58	<u>-</u>
	Total	<u>36,907</u>	<u>679</u>	<u>679</u>	<u>-</u>		<u>-</u>
School Breakfast (Severe Need Rate)	Paid	1,228			-	0.28	-
	Reduced	974			-	1.59	-
	Free	<u>6,879</u>			<u>-</u>	1.89	<u>-</u>
	Total	<u>9,081</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
Special Milk	Paid	33,888	433	433	-	0.2025	-
	Free	<u>11,176</u>	<u>136</u>	<u>136</u>	<u>-</u>	Average Cost	<u>-</u>
	Total	<u>45,064</u>	<u>569</u>	<u>569</u>	<u>-</u>		<u>-</u>
Total Net Underclaim / (Overclaim)							<u>\$ -</u>

* For "Federal Performance Based Lunch" Healthy Hunger-Free Kids Act of 2010

TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
 Schedule of Meal Count Activity
 Food Service Fund
 Number of Meals Served and (Over) / Underclaim - State
 Enterprise Fund
 For the Fiscal Year Ended June 30, 2014

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (Regular Rate)	Paid	206,386	4,418	4,418	-	\$ 0.040	\$ -
	Reduced	35,985	688	688	-	0.055	-
	Free	<u>141,763</u>	<u>2,632</u>	<u>2,632</u>	<u>-</u>	0.055	<u>-</u>
	Total	<u>384,134</u>	<u>7,738</u>	<u>7,738</u>	<u>-</u>		
Total Net Underclaim / (Overclaim)							<u>\$ -</u>

TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
 Schedule of Net Cash Resources
 Net Cash Resources Did/Did Not Exceed Three Months of Expenditures
 Proprietary Funds - Food Service Fund
 For the Fiscal Year Ended June 30, 2014

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	Current Assets		
B-4	Cash & Cash Equivalents	\$ 691,877.16	
B-4	Due from Other Governments	152,802.45	
B-4	Due from Other Funds		
B-4	Other Accounts Receivable	7,217.44	
CAFR	Current Liabilities		
B-4	Less Accounts Payable	(2,161.43)	
B-4	Less Accruals	(10,111.89)	
B-4	Less Due to Other Funds	(339,554.42)	
B-4	Less Deferred Revenue	(60,344.63)	
	Net Cash Resources	\$ 439,724.68	(A)
<u>Net Adjusted Total Operating Expense:</u>			
B-5	Total Operating Expenditures	3,335,622.98	
B-5	Less Depreciation	(22,001.10)	
	Adjusted Total Operating Expense	\$ 3,313,621.88	(B)
<u>Average Monthly Operating Expense:</u>			
	B / 10	\$ 331,362.19	(C)
<u>Three Times Monthly Average:</u>			
	3 X C	\$ 994,086.56	(D)

TOTAL IN BOX A	\$	439,724.68	
LESS TOTAL IN BOX D	\$	994,086.56	
NET	\$	554,361.88	
From above:			
A is greater than D, cash exceeds 3 X average monthly operating expenses.			
D is greater than A, cash does not exceed 3 X average monthly operating expenses.			

TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
 Application for State School Aid Summary
 Enrollment as of October 15, 2013

	2014-2015 Application for State School Aid						Sample for Verification				Private Schools for the Disabled							
	Reported on A.S.S.A. On Roll		Workpapers On Roll		Errors		Sample Selected from Workpapers		Registers Verified per On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools		Sample for Verification			
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared		
Half Day Preschool	388		388				388		388									
Full Day Preschool	463		463				81		81									
Half Day Kindergarten	481		481				78		78									
Full Day Kindergarten	442		442				158		158									
One	548		548				83		83									
Two	531		531				80		80									
Three	526		526				193		193									
Four	509		509				164		164									
Five	532		532				162		162									
Six	502		502				502		502									
Seven	508		508				508		508									
Eight	508		508				508		508									
Nine	545		545				545		545									
Ten		1																
Eleven																		
Twelve																		
Post-Graduate																		
Adult H.S. (15+CR.)																		
Adult H.S. (1-14CR.)																		
Subtotal	6,483	1	6,483	1	-	-	3,450	-	3,450	-	-	-	-	-	-	-	-	
Special Education-Elementary	486	1	486	1			7		7					42	29	29	29	
Special Education-Middle School	295		295				20		20					13	10	10	10	
Special Education-High School	361		361				77		77					32	28	28	28	
Subtotal	1,142	1	1,142	1	-	-	104	-	104	-	-	-	-	87	67	67	67	
Co. Voc. - Regular																		
Co. Voc. Ft. Post Sec.																		
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	7,625	2	7,625	2	-	-	3,554	-	3,554	-	-	-	-	87	67	67	67	
Percentage Error																		

TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
 Application for State School Aid Summary
 Enrollment as of October 15, 2013

	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	Sample Selected from Workpapers	Verified to Application and Register	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Application, Test Score and Register
Half Day Preschool	85	85	31	31	9	9	7	7
Full Day Preschool	103	103	7	7	7	7	5	5
Half Day Kindergarten	111	111	9	9	4	4	3	3
Full Day Kindergarten	101	101	4	4	6	6	4	4
One	128	128	13	13	4	4	3	3
Two	113	113	4	4	2	2	1	1
Three	89	89	7	7	2	2	2	2
Four	93	93	7	7	4	4	4	4
Five	76	76	12	12	3	3	2	2
Six	84	84	31	31	2	2	2	2
Seven	84	84	31	31	2	2	2	2
Eight	82	82	30	30	2	2	2	2
Nine	68	68	26	26	1	1	1	1
Ten								
Eleven								
Twelve								
Post-Graduate								
Adult H.S. (15+CR.)								
Adult H.S. (1-14CR.)								
Subtotal	1,217	1,217	212	212	46	46	36	36
Special Education-Elementary	165	165	4	4				
Special Education-Middle School	109	109	9	9				
Special Education-High School	132	132	48	48				
Subtotal	406	406	61	61				
Co. Voc. - Regular								
Co. Voc. Ft. Post Sec.								
Subtotal								
Totals	1,623	1,623	273	273	46	46	36	36
Percentage Error								

	Transportation		Sample for Verification		Resident LEP Low Income		Sample for Verification	
	Reported on DRTS by DOE/County	Reported on DRTS by District	Sample Selected from Workpapers	Verified to Application and Register	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Application, Test Score and Register
Reg. - Public Schools, Col. 1	3,119	3,119	218	218				
Reg. - SpEd, Col. 4	642.5	642.5	43	43				
Transported - Non-Public, Col. 3	333	333	24	24				
Special Needs, Col. 6	347.5	347.5	23	23				
Totals	4,442	4,442	308	308				
Percentage Error								

Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)
 Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B)
 Spec. Avg. (Mileage) = Special Ed. with Special Needs

	Reported	Re-Calculated
Reg. - Public Schools, Col. 1	4.1	4.1
Reg. - SpEd, Col. 4	4.1	4.1
Transported - Non-Public, Col. 3	5.2	5.2
Special Needs, Col. 6		

TOWNSHIP OF WASHINGTON SCHOOL DISTRICT
 Application for State School Aid Summary
 Enrollment as of October 15, 2013

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool	5	5		2	2	
Full Day Preschool						
Half Day Kindergarten	3	3		3	3	
Full Day Kindergarten	1	1		1	1	
One	2	2		2	2	
Two						
Three	1	1		1	1	
Four	2	2		2	2	
Five						
Six	1	1		1	1	
Seven						
Eight						
Nine	1	1		1	1	
Ten						
Eleven	3	3		2	2	
Twelve	1	1		1	1	
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	17	17	-	13	13	-
Special Education-Elementary						
Special Education-Middle School						
Special Education-High School						
Subtotal	-	-	-	-	-	-
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	-	-	-	-	-	-
Totals	17	17	-	13	13	-
Percentage Error						

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT / CHARTER SCHOOL

SECTION 1

A. 2% Calculation of Excess Surplus

2013-14 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>139,567,582.53</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund		(B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>915,000.00</u>	(B1b)
Transfer from General Fund to SRF for PreK-Regular		(B1c)
Transfer from General Fund to SRF for Prek-Inclusion		(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	<u>10,926,797.95</u>	(B2a)
Assets Acquired Under Capital Leases	<u>636,960.00</u>	(B2b)
Adjusted 2013-14 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>128,918,824.58</u>	(B3)
2% of Adjusted 2013-14 General Fund Expenditures [(B3) times .02]	<u>2,578,376.49</u>	(B4)
Enter Greater of (B4) or \$250,000	<u>2,578,376.49</u>	(B5)
Increased by: Allowable Adjustment *	<u>419,434.92</u>	(K)
Maximum Unassigned Fund Balance [(B5) + (K)]		<u>2,997,811.41</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-14 (Per CAFR Budgetary Comparison Schedule C-1)	<u>22,139,426.88</u>	(C)
Decreased by:		
Year-end Encumbrances	<u>708,124.29</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures		(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>6,852,747.00</u>	(C3)
Other Restricted Fund Balances ****	<u>2,577,630.62</u>	(C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	<u>2,819,190.00</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		<u>9,181,734.97</u> (U1)

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	<u>6,183,923.56</u>	(E)
---	---------------------	-----

Recapitulation of Excess Surplus as of June 30, 2014

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>6,852,747.00</u>	(C3)
Restricted - Excess Surplus *** [(E)]	<u>6,183,923.56</u>	(E)
Total Excess Surplus [(C3)+(E)]	<u>13,036,670.56</u>	(D)

Footnotes:

* This adjustment line (as detailed below) is to be utilized when applicable for: Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), Extraordinary Aid, Additional Nonpublic School Transportation Aid, and recognized current year School Bus Advertising Revenue. Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	_____ (H)
Sale & Lease-back	_____ (I)
Extraordinary Aid	<u>322,304.00</u> (J1)
Additional Nonpublic School Transportation Aid	<u>94,496.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	<u>2,634.92</u> (J3)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)]	 <u>419,434.92</u> (K)

** Line (C3) represents excess surplus generated at June 30, 2013 and must be included in the 2013-2014 Audit Summary Worksheet Line 90031. This amount was to be appropriated in the 2014-2015 general fund budget.

*** Line (E) represents the excess surplus generated at June 30, 2014 and must agree with the June 30, 2014 CAFR and be reported in the 2013-14 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 state mandated or that is not legally imposed by an other 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.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal	_____
Sale/lease-back reserve	_____
Capital reserve	<u>2,573,647.62</u>
Maintenance reserve	_____
Emergency reserve	_____
Tuition reserve	_____
School bus advertising 50% fuel offset reserve - current year	<u>2,633.00</u>
School bus advertising 50% fuel offset reserve - prior year	<u>1,350.00</u>
Other state/government mandated reserves	_____
 [Other Restricted Fund Balance not noted above]****	 _____
 Total Other Restricted Fund Balance	 <u>2,577,630.62</u> (C4)

