### Auditor's Management Report

for the

# Township of Montgomery School District

in the

County of Somerset New Jersey

for the

Fiscal Year Ended June 30, 2015

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# AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE FINDINGS-FINANCIAL AND COMPLIANCE

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Tax ID Number <u>22-6002100</u>

#### **INDEPENDENT AUDITOR'S REPORT**

Honorable President and Members of the Board of Education Township of Montgomery School District County of Somerset Skillman, New Jersey 08558

We have audited, in accordance with U.S. generally accepted auditing standards and <u>Government Auditing Standards</u> issued by the Comptroller General of the United States, the basic financial statements of the Township of Montgomery School District in the County of Somerset for the year ended June 30, 2015, and have issued our report dated December 7, 2015.

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

This report is intended solely for the information of the Township of Montgomery School District, County of Somerset, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

CERTIFIED PUBLIC ACCOUNTANTS
PUBLIC SCHOOL ACCOUNTANT NO. 93

December 7, 2015

# Independent Auditor's Management Report of Administrative Findings - Financial and Compliance

#### **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 Township of Montgomery Board of Education, and the records of the various funds under the auspices of the Board of Education.

#### ADMINISTRATIVE PRACTICES AND PROCEDURES

#### Insurance (N.J.S.A. 18A:17-26, 18A: 17-32)

Insurance coverage was carried in the amounts as detailed in the District's CAFR (See Exhibit "J-20").

#### **Official Bonds**

NAME	POSITION	AMOUNT OF BONDS
Ronald Rossi	Treasurer of School Monies	\$365,000.00
Thomas M. Venanzi	Board Secretary/School Business Administrator	25,000.00

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

Adequacy of insurance coverage is the responsibility of the Board of Education.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made.

# <u>Independent Auditor's Management Report of Administrative</u> <u>Findings - Financial and Compliance</u>

#### FINANCIAL PLANNING, ACCOUNTING AND REPORTING

#### **Examination of Claims**

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

#### **Payroll Account**

The gross salaries of all employees of the Board and the Board's required payroll contributions were deposited in the Payroll Account.

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

Salary withholdings were promptly remitted to the proper agencies.

The balances of funds on deposit in the Payroll Account are analyzed on a monthly basis.

#### **Position Control Roster**

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

#### Reserve for Encumbrances, Liability (Current) for Accounts Payable

A review of outstanding purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable.

#### **Unemployment Compensation Insurance Trust Fund**

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

# Independent Auditor's Management Report of Administrative Findings - Financial and Compliance

#### 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 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 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, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

#### **Board Secretary's Records**

The financial records, books of account and minutes of the Board Secretary were maintained in satisfactory condition and the contractual order system was fully implemented.

#### Treasurer's Records

The records maintained by the Treasurer of School Monies were in satisfactory condition and independently maintained from the Board Secretary/Board Administrator.

### Elementary and Secondary Education Act/Improving America's Schools Act (IASA) as Reauthorized by the No Child Left Behind Act of 2001

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

#### Other Special Federal and State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

Our audit of the federal and state funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

# <u>Independent Auditor's Management Report of Administrative</u> <u>Findings - Financial and Compliance</u>

#### 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.

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 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement. No exceptions were noted.

#### SCHOOL PURCHASING PROGRAMS

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

#### N.J.S.A. 18A:18A-3 States:

- "a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$21,000.00, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefor, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L. 1971 c. 198 (C.40A:11-9) the board of education may establish that the bid threshold may be up to \$36,000.00. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- b. Commencing in the fifth year after the year in which P.L. 1999 c. 440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2 and shall round the adjustment to the nearest \$1,000.00. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of every year in which it is made. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

# <u>Independent Auditor's Management Report of Administrative</u> <u>Findings - Financial and Compliance</u>

#### SCHOOL PURCHASING PROGRAMS (CONTINUED)

#### Contracts and Agreements Requiring Advertisement for Bids (Continued)

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefor, except as is provided otherwise in this chapter or specifically by any other law.

The board of education may, by resolution approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2013, the bid threshold in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) is \$36,000.00 (with a Qualified Purchasing Agent) and \$26,000.00 (without a Qualified Purchasing Agent). As authorized by a resolution of the Board of Education, the bid threshold for all purchases made by the District's qualified purchasing agent is \$36,000.00. The bid threshold for public school transportation contracts under N.J.S.A. 18A:39-3 is \$18,300.00.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies; the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions 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.

# Independent Auditor's Management Report of Administrative Findings - Financial and Compliance

#### **FOOD SERVICE FUND**

The financial transactions and statistical records of the School Food Services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit without exception.

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the edit check worksheet was completed. Reimbursement vouchers were properly computed and timely filed. Meals claimed agreed with the meal count records tested. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced priced meal policy is uniformly administered throughout the school district. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

Expenditures were 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. No exceptions were noted.

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.

The District utilizes a food service management company and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1.

USDA Food Distribution Program food and commodities were received and an inventory was maintained on a first-in, first-out basis.

Exhibits reflecting Child Nutrition Program operations are included in Section G of the CAFR.

# Independent Auditor's Management Report of Administrative Findings - Financial and Compliance

#### STUDENT BODY ACTIVITIES

The records for the Student Body Activities were maintained in satisfactory condition.

#### APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of information reported in the October 15, 2014 Application for State School Aid (A.S.S.A) 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 that was included on 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 procedures for the recording of student enrollment data.

#### PUPIL TRANSPORTATION

Our audit procedures included a test of on roll status reported in the 2014-15 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 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.

#### **FACILITIES**

Our procedures included review of the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. No exceptions were noted.

#### FOLLOW-UP ON PRIOR YEAR'S FINDINGS

Not applicable. No prior year findings.

# Independent Auditor's Management Report of Administrative Findings - Financial and Compliance

#### **RECOMMENDATIONS**

NONE

TOWNSHIP OF MONTGOMERY SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

	. ,	2014-15 A	2014-15 Application for State School Aid	State Scho	ol Aid			U)	sample for	Sample for Verification			Priva	ite School fo	Private School for Handicapped	ped
	Reported	_	Reported on	on			Sample	ē	Verified per	d per	Errors per	per	Reported	Sample		
	on A.S.S.A	<del>«</del>	Workpapers	ers			Selected from	from	Registers	sters	Registers		on A.S.S.A.	for		
	as on Roll	-	on Roll		Errors	δ	Workpapers	pers	on Roll	રગા	on Roll	llo	as Private	Verifi-	Sample	Sample
•	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors
Half Day PreSchool	35		35		0		12		12		0					
Half Day Kindergarten	202		202		0		17		17		0					
One	229		229		0		16		16		0					
Two	235		235		0		18		18		0					
Three	289		289		0		14		14		0					
Four	292		292		0		16		16		0					
Five	350		350		0		20		20		0					
Six	352		352		0		19		19		0					
Seven	374		374		0		21		21		0					
Eight	379		379		0		15		15		0					
Nine	365	-	365	-	0	0	17	0	17	0	0	0				
Ten	400	~	400	τ-	0	0	21	0	21	0	0	0				
Eleven	399	0	399	0	0	0	18	0	18	0	0	0				
Twelve	360	2	360	2	0	0	23	0	23	0	0	0				
Subtotal	4261	4	4261	4	0	0	247	0	247	0	0	0	0	0	0	0
SpEd Elementary	206	0	206	0	0	0	19	0	19	0	0		ო	ო	ო	0
SpEd Middle School	122	0	122	0	0	0	17	0	17	0	0	0	က	ო	က	0
SpEd High School	192	1	192	-	0	0	20	0	20	0	0	0	20	14	14	0
Subtotal	520	-	520	+	0	0	56	0	56	0	0	0	26	20	70	0
Totals =	4781	5	4781	5	0	0	303	0	303	0	0	0	26	20	20	0
Percentage				II	0.00%	0.00%				11	0.00%	0.00%				0.00%

TOWNSHIP OF MONTGOMERY SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

		FOW IIICOINE		00	Sample for Vermount		Kes	Kesident LEP Low Income	2	00	Sample to verification	
	Reported on	Reported on		Sample	Verified to		Reported on	Reported on		Sample	Verified to	
	A.S.S.A. as	Workpapers as		Selected	Application	-	A.S.S.A. as	Workpapers as		Selected	Application	
	Low	Low	Frrors	Trom	and Register	Sample	LEP LOW	Income	Frrors	Trom	and Register	Sample
Half Day Preschool				200		0	2	0		0	0	0
Half Day Kindergarten	-	11	0	9	9	0	0	2	, 2	2	2	0
One	12	12	0	9	9	0	-	-	0	-	-	0
Two	7	7	0	S	S	0	0	0	0	0	0	0
Three	13	13	0	7	7	0	0	0	0	0	0	0
Four	7	7	0	5	S	0	0	0	0	0	0	0
Five	15	15	0	10	10	0	0	0	0	0	0	0
Six	15	15	0	6	6	0	-	-	0	-	-	0
Seven	12	12	0	6	6	0	-	-	0	-	-	0
Eight	4	4	0	4	4	0	0	0	0	0	0	0
Nine	7.5	7.5	0	5	5	0	0	0	0	0	0	0
Ten	12.5	12.5	0	80	80	0	-	-	0	0	0	0
Eleven	10	10	0	9	9	0	0	0	0	0	0	0
Twelve	80	80	0	S.	ς.	0	0	0	0	0	0	0
Subtotal	134	134	0	85	85	0	9	9	0	5	5	0
SpEd Elementary	20	20	0	14	14	0	m	ო	0	-	-	0
SpEd Middle School	13	13	· C	σ	σ	C	-	•	C	•		C
Option Wilder School	2 6	2 3	0 (	,	o (	0	- (	- 0		- (	- (	
Sped High School	24.0	54	0	12	12			0				0
Subtotal	57.0	57.0	0	35	35	0	4	4	0	2	2	0
	9	0	c	,	7	c	,	ç	c	٢	1	c
i otals	0.191	0.191	0	170	120		2	2			1	
Percentage Error			%00.0			0.00%		,	%00.0			%00:0
			Transportation	ortation								
	Reported on	Reported on	•									
	DRTRS by	DRTRS by										
	DOE	District	Errors	Tested	Verified	Errors						
Rea Public Schools col 1	3840	3840	C	259	259	0						
Reg SpEd, Col.4	398	398	0	27	27	0						
Transported - Non-Public, col.3	38	38	0	က	က	0						
Special Ed Spec, col.6	221	221	0	15	15	0						
Totals	4497	4497	0	304	304	0						
Percentage Error			%00.0			%00.0						

TOWNSHIP OF MONTGOMERY SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

		I CONCINE CEL 140 I EST INSCINE		The second secon		
	Reported on	Reported on		Sample	Verified to	
	A.S.S.A. as	Workpapers as		Selected	Application	
	NOT Low	NOT Low		from	and	Sample
	Income	Income	Errors	Workpapers	Register	Errors
Half Day Preschool	0	0	0	0	0	0
Half Day Kindergarten	9	9	0	5	5	0
One	80	80	0	7	7	0
Two	4	4	0	ဂ	က	0
Three	9	9	0	9	9	0
Four	က	8	0	2	2	0
Five	0	0	0	0	0	0
Six	က	က	0	2	2	0
Seven	2	2	0	2	2	0
Eight	4	4	0	4	4	0
Nine	2	2	0	2	2	0
Ten	9	9	0	9	9	0
Eleven	4	4	0	2	2	0
Twelve	0	0	0	0	0	0
Subtotal	48	48	0	41	41	0
SpEd Elementary	0	0	0	2	5	0
SpEd Middle School	0	0	0	0	0	0
SpEd High School	0	0	0	0	0	0
Subtotal	0	0	0	2	2	0
Totals	48	48	0	43	43	0
Percentage Error			0.00%			%00'0

# TOWNSHIP OF MONTGOMERY SCHOOL DISTRICT SCHEDULE OF MEAL COUNT ACTIVITY FOOD SERVICE FUND NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM FOR THE FISCAL YEAR ENDED JUNE 30, 2015

<u>PROGRAM</u>	MEAL CATEGORY	MEALS CLAIMED	MEALS <u>VERIFIED</u>	DIFFERENCE	RATE	OVER/ (UNDER) <u>CLAIM</u>
National School Lunch	Paid Reduced Free	118,424 2,435 8,114	118,424 2,435 8,114	0.00 0.00 0.00	\$0.280 2.580 2.980	\$0.00 \$0.00 \$0.00
<u>TC</u>	DTAL	128,973	128,973	0.00		\$0.00

#### TOWNSHIP OF MONTGOMERY SCHOOL DISTRICT NET CASH RESOURCE SCHEDULE - FOOD SERVICE FOR THE FISCAL YEAR ENDED JUNE 30, 2015

A School Food Authority is required to maintain a nonprofit School Food Service. The nonprofit status of the School Food Service is determined by evaluating net cash resources. Net cash resources may not exceed three months average expenditures.

As Illustrated in the schedule below, the Districts Net Cash Resources (\$428,988.16) do not exceed three months average expenditures (\$443,488.11)

Net Cash Resources:		Food Service B - 4/5	
CAFR	Current Assets*		
B-4	Cash & Cash Equivalents	\$545,797.79	
B-4	Accounts Receivable	7,219.02	
CAFR	Current Liabilities		
B-4	Less Accruals	(122,271.58)	
B-4	Less Unearned Revenue	(1,757.07)	
	Net Cash Resources	\$428,988.16	(A)
Net Adj. Total Operating	Expense:		
B-5	Tot. Operating Exp.	\$1,522,077.10	
B-5	Less Depreciation	(43,783.39)	
	Adj. Tot. Oper. Exp.	\$1,478,293.71	(B)
Average Monthly Operati	ng Expense:		
	B / 10	\$147,829.37	(C)
Three times monthly Ave	erage:		
	3 X C	<u>\$443,488.11</u>	(D)
TOTAL IN BOX A	\$428,988.16		
LESS TOTAL IN BOX D	(\$443,488.11)		

(\$14,499.95) <<--- Excess

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.

NET

<sup>\*</sup> Inventories are not to be included in total current assets.

#### TOWNSHIP OF MONTGOMERY SCHOOL DISTRICT

#### SCHEDULE OF CALCULATION OF EXCESS SURPLUS

#### FOR THE FISCAL YEAR ENDED JUNE 30, 2015

#### REGULAR DISTRICT

#### SECTION 1

2% Calculation of Excess Surplus		
	00 000 020 70	
2014 - 2015 Total General Fund Expenditures per CAFR Ex C-1 Increased by:	80,966,636.70	
Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund	370,054.00	
Decreased by:	7,055,288.98	
On-Behalf TPAF Pension & Social Security Assets acquired under Capital Leases	388,426.48	
Adjusted 2014 - 2015 General Fund Expenditures		73,892,975.24
2% of Adjusted 2014 - 2015 General Fund Expenditures		1,477,859.50
Greater of line above or \$250,000.00		1,477,859.50
Increased by: Allowable Adjustment		357,133.00
Maximum Unassigned/Undesignated- Unreserved Fund Balance		1,834,992.50
SECTION 2		
Total General Budgetary Fund Balances @ 6-30-15	8,912,891.78	
Decreased by: Year End Encumbrances	0.00	
Legally Restricted-Designated for Subsequent Year's Expenditures		
Legally Restricted-Excess Surplus-Designated	0.400.074.04	
For Subsequent Year's Expenditures Assigned Fund Balance-Unreserved-Designated	3,169,671.24	
For Subsequent Year's Expenditures	220,000.00	
Restricted For Emergency Reserve Restricted For Capital Reserve	517,684.66	
Total Unassigned Fund Balance for Excess Surplus Calculation		5,005,535.88
SECTION 3		
Restricted Fund Balance-Excess Surplus		3,170,543.38
Recapitulation of Excess Surplus as of June 30, 2015		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditure	es	3,169,671.24
Reserved Excess Surplus		3,170,543.38
Total Excess Surplus		6,340,214.62
Detail of Allowable Adjustments		
Impact Aid Sale & Lease-back		
Additional/Unbudgeted Extraordinary Aid Additional/Unbudgeted Non-Public School Transportation Aid		286,617.00 70,516.00
Current Year School Bus Advertising Revenue		
Total Allowable Adjustments		357,133.00