

HAMBURG BOROUGH SCHOOL DISTRICT
COUNTY OF SUSSEX
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2015

HAMBURG BOROUGH SCHOOL DISTRICT
COUNTY OF SUSSEX
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2015
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November 25, 2015

The Honorable President and Members
of the Board of Education
Hamburg Borough School District
County of Sussex, 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 financial statements of the Board of Education of the Hamburg Borough School District in the County of Sussex for the fiscal year ended June 30, 2015, and have issued our report thereon dated November 25, 2015.

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 letter does not affect our report dated November 25, 2015, on the financial statements of the Board.

We will review the status of the comments, if any, during our next audit engagement. We have already discussed any comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions, if any.

This report is intended for the information of the Hamburg Borough School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

NISIVOCCIA LLP

Valerie A. Dolan
Licensed Public School Accountant #2526
Certified Public Accountant

HAMBURG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2015

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer, the activities of the Board of Education, the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

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

Officials in Office and Surety Bonds

| <u>Name</u> | <u>Position</u> | <u>Coverage</u> |
|-----------------|--|-----------------|
| Amy Maronpot | Treasurer | \$ 185,000 |
| William J. Sabo | Business Administrator/Board Secretary | 185,000 |

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The Board made a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

The net salaries of 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. Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the General Fund.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

HAMBURG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2015
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

Classification of Expenditures – General and Administrative Classifications

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-8.2 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 reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A-23A-16.2(f). As a result of the procedures performed, we found no errors and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

No Child Left Behind (N.C.L.B.)

The N.C.L.B. financial exhibits are contained within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I and Title II of the No Child Left Behind Act.

Other Special Federal and/or State Projects

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

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.

HAMBURG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2015
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2015. The reimbursement form was reviewed and 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 \$17,500, 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 therefore, 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. of section 9 of P.L. 1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. 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. 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 the year in which it is made"

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 therefore, except as is provided otherwise in this chapter or specifically by any other law"

Effective July 1, 2010 and thereafter the bid thresholds in accordance with *N.J.S.A.* 18A:18A-2 and 18A:18A-3(a) are \$36,000 (with a Qualified Purchasing Agent) and \$26,000 (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 currently \$18,300.

The 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 Attorney's opinion should be sought before a commitment is made.

HAMBURG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2015
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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. General compliance was noted.

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 provision of N.J.S.A. 18A:18A-4, as amended.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

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 exceptions were noted. Food Service accounting records maintained by the District's central administration office were reconciled with the records maintained by the food service contractor.

The number of meals claimed for reimbursement was compared to sales and meal count records on a test basis. 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 number of free and reduced price meals claimed as served was compared to the number of valid applications on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal policy was reviewed for uniform administration throughout the school district. The required verification procedures for free and reduced price applications were completed and available for review.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified on a test basis. Inventory records on food 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 nonprofit status of the School Food Service Fund. Net cash resources did not exceed three months average expenditures.

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

HAMBURG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2015
(Continued)

School Food Service (Cont'd)

The District utilizes a food service management company (FMSC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. The FMSC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision has been met.

The District has a Type 2 SOC 1 service audit of the food service management company on file as required by state requirements.

Time sheets and payroll records provided to the District from the Food Service contractor were reviewed on a test basis.

Food Distribution Program commodities were received and a separate 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 "Proprietary Funds", Section G of the CAFR.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 15, 2014 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, bilingual and low income students. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with two minor exceptions for the resident low income count. The information that was included on the work papers was verified on a test basis 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 2014-2015 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.

HAMBURG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2015
 (Continued)

Pupil Transportation (Cont'd)

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 District did not purchase buses; therefore, the review of bid specifications for the purchase of buses for compliance with applicable statutes did not apply to the District for the current fiscal year. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

There were no SDA Grant funds received or expended in the current year.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations include requirements for the District to establish a maximum travel amount for the year and to ensure that the maximum amount is not exceeded. The regulations also require that all travel must be preapproved by the Board of Education and that the approval must be itemized by event, event total cost, and the individuals attending.

Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

Miscellaneous

Securities Exchange Commission's ("SEC") Municipalities Continuing Disclosure Cooperation Initiative

The District self-reported under the SEC's Municipalities Continuing Disclosure Cooperative Initiative as the District had failed to issue its most current adopted budget for the year ended June 30, 2011. As the District has since filed the information as required, no formal recommendation is warranted.

Management Suggestions:

Single Audit

Effective for the fiscal year ended June 30, 2016, there will be significant changes to the Single Audit. These changes include the following:

- An increase in the single audit threshold
- Low risk auditee criteria
- Type A and B threshold
- Coverage requirements for major programs tested for both low risk and non-low risk auditees.

Additionally, the cost principles and administrative requirements such as A-87 have been consolidated under the *OMB Uniform Guidance: Cost Principles, Audit and Administrative Requirements for Federal Awards*. This guidance was effective December 26, 2014 for all new federal awards and for any additional funding for existing awards made after December 26, 2014.

HAMBURG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
YEAR ENDED JUNE 30, 2015
(Continued)

Governmental Accounting Standards Board Statements:

The next Governmental Accounting Standards Board (“GASB”) statement which will have a significant impact on the District will be GASB#75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, will be effective for the fiscal year ending June 30, 2018. This standard replaces GASB#45, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. It is similar to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* GASB#68 in that successful implementation of this standard will require the provision of certain key financial and non-financial information from the New Jersey Division of Pensions.

Status of Prior Year's Findings/Recommendations

There were no audit findings in the prior year.

HAMBURG BOROUGH SCHOOL DISTRICT
SCHEDULE OF MEAL COUNT ACTIVITY
FOOD SERVICE FUND
NUMBER OF MEALS SERVED
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015
(MEMORANDUM ONLY)

NOT APPLICABLE

HAMBURG BOROUGH SCHOOL DISTRICT
SCHEDULE OF NET CASH RESOURCES
FOOD SERVICE FUND
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

NOT APPLICABLE

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

| | <u>2015-2016 Application for State School Aid</u> | | | | | | <u>Sample for Verification</u> | | | | | |
|----------------------------|---|--------------|--------------------|--------------|-------------------|--------------|--------------------------------|-------------|---------------------|--------------|-------------------|--|
| | <u>Reported on</u> | | <u>Reported on</u> | | <u>Errors</u> | | <u>Sample</u> | | <u>Verified per</u> | | <u>Errors per</u> | |
| | <u>A.S.S.A.</u> | | <u>Workpapers</u> | | | | <u>Selected from</u> | | <u>Registers</u> | | <u>Registers</u> | |
| | <u>On Roll</u> | | <u>On Roll</u> | | <u>Workpapers</u> | | <u>On Roll</u> | | <u>On Roll</u> | | | |
| <u>Full</u> | <u>Shared</u> | <u>Full</u> | <u>Shared</u> | <u>Full</u> | <u>Shared</u> | <u>Full</u> | <u>Shared</u> | <u>Full</u> | <u>Shared</u> | <u>Full</u> | <u>Shared</u> | |
| Half Day Pre-K 4 YR | 5 | | 5 | | | | | 5 | | | | |
| Full Day Kindegarten | 40 | | 40 | | | | | 40 | | | | |
| Grade One | 30 | | 30 | | | | | 30 | | | | |
| Grade Two | 24 | | 24 | | | | | 24 | | | | |
| Grade Three | 22 | | 22 | | | | | 22 | | | | |
| Grade Four | 19 | | 19 | | | | | 19 | | | | |
| Grade Five | 17 | | 17 | | | | | 17 | | | | |
| Grade Six | 20 | | 20 | | | | | 20 | | | | |
| Grade Seven | 16 | | 16 | | | | | 16 | | | | |
| Grade Eight | 27 | | 27 | | | | | 27 | | | | |
| Subtotal | <u>220</u> | | <u>220</u> | | | | | <u>220</u> | | | | |
| Special Ed - Elementary | 41 | | 41 | | | | | 3 | | 3 | | |
| Special Ed - Middle School | 20 | | 20 | | | | | 2 | | 2 | | |
| Subtotal | <u>61</u> | | <u>61</u> | | | | | <u>5</u> | | <u>5</u> | | |
| Totals | <u>281</u> | <u>- 0 -</u> | <u>281</u> | <u>- 0 -</u> | <u>- 0 -</u> | <u>- 0 -</u> | | <u>225</u> | <u>- 0 -</u> | <u>225</u> | <u>- 0 -</u> | |
| Percentage Error | | | | | <u>0.00%</u> | <u>0.00%</u> | | | | <u>0.00%</u> | <u>0.00%</u> | |

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

| | Private Schools for Disabled | | | | Resident Low Income | | | | | |
|----------------------------|--|-------------------------------|--------------------|------------------|---|---|--------------|--|--|------------------|
| | Reported on A.S.S.A. as Private Schools | Sample for Verification | Sample Verified | Sample Errors | 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 |
| Full Day Kindergarten | | | | | 9 | 9 | | 1 | 1 | |
| Grade One | | | | | 7 | 6 | 1 | | | |
| Grade Two | | | | | 8 | 7 | 1 | 1 | 1 | |
| Grade Three | | | | | 3 | 3 | | | | |
| Grade Four | | | | | 1 | 1 | | | | |
| Grade Five | | | | | 2 | 2 | | | | |
| Grade Six | | | | | 6 | 6 | | 1 | 1 | |
| Grade Seven | | | | | 4 | 4 | | 1 | 1 | |
| Grade Eight | | | | | 7 | 7 | | 1 | 1 | |
| Subtotal | | | | | <u>47</u> | <u>45</u> | <u>2</u> | <u>5</u> | <u>5</u> | |
| Special Ed - Elementary | | | | | 14 | 14 | | 2 | 2 | |
| Special Ed - Middle School | 1 | 1 | 1 | | 8 | 8 | | 1 | 1 | |
| Subtotal | <u>1</u> | <u>1</u> | <u>1</u> | | <u>22</u> | <u>22</u> | | <u>3</u> | <u>3</u> | |
| Totals | <u>1</u> | <u>1</u> | <u>1</u> | <u>- 0 -</u> | <u>69</u> | <u>67</u> | <u>2</u> | <u>8</u> | <u>8</u> | <u>- 0 -</u> |
| Percentage Error | | | | <u>0.00%</u> | | | <u>2.90%</u> | | | <u>0.00%</u> |

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

| | Resident LEP Low Income | | | | | |
|-----------------------|---|--|--------|--|--|------------------|
| | Reported on A.S.S.A. as LEP Low Income | Reported on Workpapers LEP Low Income | Errors | Sample Selected from Workpapers | Verified to Test Scores, Application and Register | Sample Errors |
| Full Day Kindergarten | | | | | | |
| Grade One | | | | | | |
| Grade Two | | | | | | |
| Grade Three | | | | | | |
| Grade Four | | | | | | |
| Grade Five | | | | | | |
| Grade Six | | | | | | |
| Grade Seven | | | | | | |
| Grade Eight | | | | | | |
| Subtotal | | | | | | |
| Special Education: | | | | | | |
| Elementary | | | | | | |
| Middle School | | | | | | |
| Subtotal | | | | | | |
| Totals | - 0 - | - 0 - | - 0 - | - 0 - | - 0 - | - 0 - |
| Percentage Error | | | 0.00% | | | 0.00% |

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

| | Resident LEP Not Low Income | | | | | |
|-----------------------|---|--|--------------|--|--|------------------|
| | Reported on A.S.S.A. as LEP Not Low Income | Reported on Workpapers LEP Not Low Income | Errors | Sample Selected from Workpapers | Verified to Test Scores and Register | Sample Errors |
| Full Day Kindergarten | | | | | | |
| Grade One | 1 | 1 | | 1 | 1 | |
| Grade Two | | | | | | |
| Grade Three | | | | | | |
| Grade Four | | | | | | |
| Grade Five | | | | | | |
| Grade Six | | | | | | |
| Grade Seven | | | | | | |
| Grade Eight | | | | | | |
| Subtotal | <u>1</u> | <u>1</u> | | <u>1</u> | <u>1</u> | |
| Special Education: | | | | | | |
| Elementary | | | | | | |
| Middle School | | | | | | |
| Subtotal | <u>0</u> | | <u>0</u> | | | |
| Totals | <u>1</u> | <u>1</u> | <u>- 0 -</u> | <u>1</u> | <u>1</u> | <u>- 0 -</u> |
| Percentage Error | | | <u>0.00%</u> | | | <u>0.00%</u> |

HAMBURG BOROUGH SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014

| | Transportation | | | | | |
|-----------------------------|--------------------------------|-------------------------------------|--------|--------|----------|--------|
| | Reported on DRTRS by DOE | Reported on DRTRS by District | Errors | Tested | Verified | Errors |
| Regular - Public Schools | 9 | 9 | | 1 | 1 | |
| Regular - Special Education | 2 | 2 | | 1 | 1 | |
| Transported - Non Public | 24 | 24 | | 4 | 4 | |
| Special Needs - Public | 2 | 2 | | 1 | 1 | |
| Special Needs - Private | 1 | 1 | | 1 | 1 | |
| Totals | 38 | 38 | - 0 - | 8 | 8 | - 0 - |
| Percentage Error | | | 0.00% | | | 0.00% |

| | Reported | Re- calculated |
|--|----------|-------------------|
| Average Mileage - Regular Including Grade PK Students | 5.1 | 5.1 |
| Average Mileage - Regular Excluding Grade PK Students | 5.1 | 5.1 |
| Average Mileage - Special Education with Special Needs | 14.5 | 14.5 |

HAMBURG BOROUGH SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2015

EXCESS SURPLUS CALCULATION

Section 1 - REGULAR DISTRICT

| | | |
|--|--------------------------|------------------------------|
| 2014-2015 Total General Fund Expenditures per the CAFR | <u>\$ 5,758,927</u> (B) | |
| Increased by: | | |
| Transfer from Capital Outlay to Capital Projects Fund | <u>\$ -0-</u> (B1a) | |
| Transfer from Capital Reserve to Capital Projects Fund | <u>\$ -0-</u> (B1b) | |
| Transfer from General Fund to Special Revenue Fund - Pre K Regular | <u>\$ -0-</u> (B1c) | |
| Transfer from General Fund to Special Revenue Fund - Pre K Inclusion | <u>\$ -0-</u> (B1d) | |
| Decreased by: | | |
| On-Behalf TPAF Pension and Social Security | <u>\$ 488,126</u> (B2a) | |
| Assets Acquired Under Capital Leases | <u>\$ -0-</u> (B2b) | |
| Adjusted 2014-2015 General Fund Expenditures [(B)+(B1's)-(B2's)] | <u>\$ 5,270,801</u> (B3) | |
| 2% of Adjusted 2014-2015 General Fund Expenditures [(B5) times .02] | <u>\$ 105,416</u> (B4) | |
| Enter Greater of (B4) or \$250,000 | <u>\$ 250,000</u> (B5) | |
| Increased by: Allowable Adjustments | <u>\$ 8,414</u> (K) | |
| Maximum Unassigned Fund Balance [(B5)+(K)] | | <u><u>\$ 258,414</u></u> (M) |

Section 2

| | | |
|--|-------------------------|-------------------------------|
| Total General Fund - Fund Balances @ 6/30/2015 (Per CAFR Budgetary Comparison Schedule C-1) | <u>\$ 2,167,725</u> (C) | |
| Decreased by: | | |
| Year-End Encumbrances | <u>\$ -0-</u> (C1) | |
| Legally Restricted - Designated for Subsequent Year's Expenditures | <u>\$ -0-</u> (C2) | |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures | <u>\$ 474,159</u> (C3) | |
| Other Restricted Fund Balances | <u>\$ 788,071</u> (C4) | |
| Assigned Fund Balance - Designated for Subsequent Year's Expenditures | <u>\$ 152,672</u> (C5) | |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | | <u><u>\$ 752,824</u></u> (U1) |

Section 3

| | |
|--|------------------------------|
| Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0- | <u><u>\$ 494,410</u></u> (E) |
|--|------------------------------|

HAMBURG BOROUGH SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2015

Recapitulation of Excess Surplus as of June 30, 2015

| | |
|---|------------------------------|
| Restricted Excess Surplus - Designated for Subsequent Year's Expenditures | \$ 474,159 (C3) |
| Restricted Excess Surplus [(E)] | <u>\$ 494,410 (E)</u> |
| Total [(C3)+(E)+(F)] | <u><u>\$ 968,569 (D)</u></u> |

Detail of Allowable Adjustments

| | |
|--|----------------------------|
| Impact Aid | <u>\$ -0- (H)</u> |
| Sale and Lease Back | <u>\$ -0- (I)</u> |
| Extraordinary Aid | <u>\$ 5,300 (J1)</u> |
| Additional Nonpublic School Transportation Aid | <u>\$ 3,114 (J2)</u> |
| Total Adjustments [(H)+(I)+(J1)+(J2)] | <u><u>\$ 8,414 (K)</u></u> |

Detail of Other Restricted Fund Balances

| | |
|---|--------------------------|
| Statutory Restrictions | <u>\$ -0-</u> |
| Approved Unspent Separate Proposal | <u>\$ -0-</u> |
| Sale/Lease-Back Reserve | <u>\$ -0-</u> |
| Capital Reserve | <u>\$ 788,070</u> |
| Maintenance Reserve | <u>\$ -0-</u> |
| Emergency Reserve | <u>\$ -0-</u> |
| Tuition Reserve | <u>\$ -0-</u> |
| Other State/Governmental Mandated Reserve | <u>\$ -0-</u> |
| Other Restricted Fund Balance not noted Above | <u>\$ -0-</u> |
| Total Other Restricted Fund Balances | <u><u>\$ 788,070</u></u> |

HAMBURG BOROUGH SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
YEAR ENDED JUNE 30, 2015

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Program
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's Findings/Recommendations
There were no audit findings in the prior year.