

**MILLSTONE TOWNSHIP SCHOOL DISTRICT**

Millstone Township, New Jersey  
County of Monmouth

**Auditor's Management Report on Administrative Findings -  
Financial, Compliance and Performance  
for The Year Ended June 30, 2015**



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

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**REPORT OF INDEPENDENT AUDITORS  
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS, FINANCIAL COMPLIANCE AND PERFORMANCE**

Honorable President and Members  
of the Board of Education  
Millstone Township School District  
County of Monmouth  
Millstone Township, New Jersey 08535

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 Board of Education of the Millstone Township School District in the County of Monmouth for the year ended June 30, 2015, and have issued our report thereon dated December 10, 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 report is intended for the information of the Millstone Township School District 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.

Rodney R. Haines  
Certified Public Accountant  
Public School Accountant  
No. 2198

Medford, New Jersey  
December 10, 2015

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Honorable President and Members  
of the Board of Education  
Millstone Township School District  
County of Monmouth  
Millstone Township, New Jersey 08535

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and 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 District's CAFR.

**Official Bonds**

<b>Name</b>	<b>Position</b>	<b>Amount</b>
Bernard Biesiada	Business Administrator/Board Secretary	\$ 10,000
Edward DeBevec	Treasurer of School Monies	251,000

There is a Public Employee's Crime Coverage Blanket Position with UTICA covering all other employees with multiple coverage of \$100,000.00. Adequacy of insurance coverage is the responsibility of the District.

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The District is in accordance with *N.J.A.C.6:20-3.1(e)4*.

## **Financial Planning, Accounting and Reporting**

### **Examination of Claims**

An examination of claims paid during the period under review indicated that the vouchers were in satisfactory condition.

### **Payroll Account**

The net salaries of all employees of the District were deposited in the Payroll Account. Employee's payroll deductions were deposited in the Payroll agency account. Employers share of fringe benefits were paid out of the general fund. Our audit procedures included a test of health benefit contributions from eligible employees of the District to ensure statutory amounts were withheld and properly recorded as an offset against employee health benefit expenditures.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the School Business Administrator/Board Secretary. Salary withholdings were promptly remitted to the proper agencies.

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

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C.6A:23-1.2* 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. As a result of the procedures performed, no transaction errors were 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, except for the Community Education proprietary fund.

### **Treasurer's Records**

The Treasurer's records were reviewed and were in agreement with the records of the Board Secretary.

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## **School Food Service**

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.

Cash receipts and bank records were reviewed 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.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. 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 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 Services 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 record. 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 application/ 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.

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

## **Student Body Activities**

Our review of the financial and accounting records maintained for the Student Activity Funds were 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 and low-income. 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. The results of our procedures are presented in the Schedule of Audited Enrollments.

## **Finding 2015-001 (CAFR Finding 2015-001)**

During our audit, it was noted the District was missing backup test scores for children claimed as LEP (Limited English Proficiency) on the ASSA final reports submitted to the Department of Education.

### **Recommendation:**

That the School District will retain the required documentation for students in the LEP program.

### **Management Response:**

This finding will be corrected in the fiscal year ending June 30, 2016.

## **Pupil Transportation**

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 as verified to the DRTRS Eligibility Summary Report without exception. The results of the procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation contracts and purchases. Based on this 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.

## **Follow-up on Prior Years' Findings**

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

**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.

Should you have any questions concerning our comments or should you desire any assistance, please call me.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Rodney R. Haines  
Certified Public Accountant  
Public School Accountant  
No. 2198

Toms River, New Jersey  
December 10, 2015

**ADDITIONAL INFORMATION**

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MILLSTONE TOWNSHIP BOARD OF EDUCATION  
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

FEDERAL GRANTOR PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL CFDA NUMBER	AWARD AMOUNT	GRANT PERIOD	BALANCE AT JUNE 30, 2014	CARRYOVER (WALKOVER) AMOUNT	CASH RECEIVED	BUDGETARY EXPENDITURES	PRIOR YEAR ENCUMBRANCE PAYABLE CANCELED	(ACCOUNTS RECEIVABLE) AT JUNE 30, 2015	DEFERRED REVENUE AT JUNE 30, 2015	DUE TO GRANTOR AT JUNE 30, 2015
<b>U.S. DEPARTMENT OF AGRICULTURE PASSED-THROUGH STATE DEPARTMENT OF EDUCATION:</b>											
Food Distribution Program	10.550	\$25,947	7/1/14-6/30/15	\$ -	\$ -	\$ 25,947	\$ (25,947)	\$ -	\$ -	\$ -	\$ -
National School Lunch Program	10.555	53,973	7/1/14-6/30/15	-	-	43,522	(53,973)	-	(10,451)	-	-
National School Lunch Program	10.555	54,214	7/1/13-6/30/14	(11,170)	-	11,170	-	-	-	-	-
Healthy Hunger-Free Kids Act	10.551	5,045	7/1/14-6/30/15	-	-	4,069	(5,045)	-	(976)	-	-
Healthy Hunger-Free Kids Act	10.551	5,209	7/1/13-6/30/14	(1,029)	-	1,029	-	-	-	-	-
Special Milk Program	10.556	1,167	7/1/14-6/30/15	-	-	1,040	(1,167)	-	(127)	-	-
Special Milk Program	10.556	1,384	7/1/13-6/30/14	(192)	-	192	-	-	-	-	-
Total U.S. Department of Agriculture				(12,391)	-	86,969	(86,132)	-	(11,554)	-	-

**U.S. DEPARTMENT OF EDUCATION PASSED-THROUGH STATE DEPARTMENT OF EDUCATION:**

Improving America's School Act Amended by:

No Child Left Behind:

Title I	84.010	24,504	9/1/14-8/30/15	-	-	16,596	(25,673)	-	(9,077)	-	-
Title I	84.010	25,072	9/1/13-8/30/14	(5,916)	-	7,851	(1,935)	-	-	-	-
Title I	84.010	29,087	9/1/12-8/30/13	(223)	-	223	-	-	-	-	-
Title II - Part A	84.367A	20,497	9/1/14-8/30/15	-	-	12,332	(17,558)	-	(5,226)	-	-
Title II - Part A	84.367A	20,007	9/1/13-8/30/14	(3,107)	-	3,107	-	-	-	-	-
Title II - Part A	84.367A	20,379	9/1/12-8/30/13	(514)	-	514	-	-	-	-	-
I.D.E.A. - Part B - Basic	84.027	286,734	9/1/14-8/30/15	-	-	274,839	(282,579)	-	(7,740)	-	-
I.D.E.A. - Part B - Basic	84.027	361,567	9/1/13-8/30/14	(84,764)	-	85,185	(421)	-	-	-	-
I.D.E.A. - Part B - Basic	84.027	396,902	9/1/12-8/30/13	4,420	-	-	(4,155)	-	-	-	265
I.D.E.A. - Part B - ARRA	84.173	462,297	9/1/11-8/30/12	16,752	-	-	(16,752)	-	-	-	-
I.D.E.A. Preschool	84.173	24,008	9/1/13-8/30/14	-	-	8,132	(12,512)	-	(4,380)	-	-
I.D.E.A. Preschool	84.173	27,299	9/1/12-8/30/13	(1,232)	-	1,232	-	-	-	-	-
Total U.S. Department of Education				(74,584)	-	410,011	(361,585)	-	(26,423)	-	265

Total U.S. Department of Education

Total Federal Financial Assistance

\$ (86,975)	\$ -	\$ 496,980	\$ (447,717)	\$ -	\$ -	\$ (37,977)	\$ -	\$ -	\$ -	\$ -	\$ 265
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SCHEDULE OF AUDITED ENROLLMENTS (1)

MILLSTONE TOWNSHIP BOARD OF EDUCATION  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2014

	2015-2016 Application for State School Aid				Sample for Verification				Private Schools for Disabled			
	Reported on		Workpapers		Sample		Verified per		Reported on		Sample	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool 3	7		7		2		2					
Half Day Preschool 4	12		12		3		3					
Full Day Preschool 3	1		1									
Half Day Kindergarten	67		67		15		15					
One	85		85		19		19					
Two	91		91		21		21					
Three	108		108		24		24					
Four	121		121		27		27					
Five	119		119		25		25					
Six	114		114		24		24					
Seven	151		151		32		32					
Eight	127		127		28		28					
Subtotal	1003		1003		220		220					
Special Ed - Elementary	81		81		16		16			2		2
Special Ed - Middle School	93		93		18		18			8		7
Special Ed - High School										5		4
Subtotal	174		174		34		34			15		13
Totals	1177		1177		254		254			15		13
Percentage Error										-0-		-0-

SCHEDULE OF AUDITED ENROLLMENTS (2)

MILLSTONE TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2014

	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 and Register	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 and Register	Verified to Test Score and Register
Half Day Kindergarten	1	1	1	1	1	1	1	1
One	7	7	6	6	1	1	1	1
Two	6	6	5	5	1	1	1	1
Three	13	13	8	8				
Four	10	10	8	8	1	2	2	2
Five	5	5	4	4				
Six	6	6	5	5	1	1	1	1
Seven	11	11	7	7				
Eight	7	7	6	6				
Subtotal	66	66	50	50	2	5	5	5
Special Ed - Elementary	10	10	8	8				
Special Ed - Middle	14	14	10	10				
Subtotal	24	24	18	18				
Totals	90	90	68	68	2	5	5	5
Percentage Error							-150%	-0-

  

	Transportation	
	Reported on DRTRS by DOE/county	Reported on DRTRS by District
Reg. - Public Schools, col. 1	1510	1510
Reg -SpEd, col. 4	60	60
Transported - Non-Public, col. 3	70	70
Aid-in-Lieu	63	63
Special Ed Spec, col. 6	149	149
Totals	1852	1852
Percentage Error		-0-

**SCHEDULE OF AUDITED ENROLLMENTS (3)**

**MILLSTONE TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2014**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool - 3 Yrs						
Half Day Preschool - 4 Yrs						
Half Day Kindergarten	2		1			1
One	1					1
Two	1					1
Three	1					1
Four	1					1
Five						
Six	4					4
Seven	4					4
Eight						
Subtotal	<u>14</u>		<u>1</u>		<u>1</u>	<u>1</u>
Special Ed - Elementary	1					1
Special Ed - Middle						
Subtotal	<u>1</u>		<u>1</u>			
Totals	<u><u>15</u></u>		<u><u>1</u></u>		<u><u>1</u></u>	<u><u>1</u></u>
Percentage Error			<u><u>93%</u></u>			<u><u>-0-</u></u>

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**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

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

2014-2015 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>34,528,725</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	\$ <u>134,017</u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>241,352</u> (B1b)
Decrease by:	
On-Behalf TPAF Pension & Social Security	\$ <u>2,087,568</u> (B2a)
Assets Acquired Under Capital Leases	\$ <u>-</u> (B2b)
Adjusted 2014-2015 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>32,816,526</u> (B3)
2% of adjusted 2014-2015 General Fund Expenditures [(B3) times .02]	\$ <u>656,331</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>656,331</u> (B5)
Increased by: Allowable Adjustment *	\$ <u>83,343</u> (K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ <u>739,674</u> (M)

**SECTION 2**

Total General Fund - Fund Balance @ 6-30-2015 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>2,742,104</u> (C)
Decreased by:	
Year-End Encumbrances	\$ <u>67,827</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>-</u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>1,093,472</u> (C3)
Other Restricted Fund Balances ****	\$ <u>201,093</u> (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>90,848</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u>1,288,864</u> (U1)

**REGULAR DISTRICT (continued):**

**SECTION 3**

Restricted Fund Balance - Excess Surplus \*\*\* [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 549,190 (E)

**Recapitulation of excess surplus as of June 30, 2015**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \*\* \$ 1,093,472 (C3)

Reserved Excess Surplus \*\*\* [(E)] \$ 549,190 (E)

Total [(C3)+(E)] \$ 1,642,662 (D)

**Footnotes:**

\* Allowable adjustment to expenditures on the 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 in education to appropriate federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2015 the 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 or 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

Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

**Detail of Allowable Adjustments**

Impact Aid	\$ <u>-</u> (H)
Sale & Lease-back	\$ <u>-</u> (I)
Extraordinary Aid	\$ <u>46,322</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>37,021</u> (J2)
Total Adjustments [(H)+(I)+J1)+(J2)]	\$ <u>83,343</u> (K)

\*\* This amount represents the June 30, 2015 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* Amounts must agree to the June 30, 2015 CAFR and must agree to Audit Summary Worksheet Line 90030.

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

**Detail of Other Restricted Fund Balance**

**Statutory Restrictions:**

Approved Unspent Separate Proposal	\$ <u>-</u>
Capital Outlay for a District With a Capital Outlay Cap Waiver	\$ <u>-</u>
Sale/Lease-Back Reserve	\$ <u>-</u>
Capital Reserve	\$ <u>201,093</u>
Maintenance Reserve	\$ <u>-</u>
Emergency Reserve	\$ <u>-</u>
Tuition Reserve	\$ <u>-</u>
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ <u>-</u>
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ <u>-</u>
Other State/Government Mandated Reserve	\$ <u>-</u>
[Other Restricted Fund Balance Not Noted Above] ****	\$ <u>-</u>
Total Other Restricted Fund Balance	\$ <u>201,093</u> (C4)