

**CITY OF MILLVILLE**

**BOARD OF EDUCATION**

**AUDITORS' MANAGEMENT REPORT**

**ON ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2015**



**MILLVILLE BOARD OF EDUCATION  
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL COMPLIANCE AND PERFORMANCE**

**CONTENTS**

	<b>Page</b>
<b>General Comments</b>	
Independent Auditors' Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
Tuition Charges	2
Human Resources/Payroll Account	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Board Secretary's Records	3
Elementary and Secondary School Improvement Act of 1988 as Amended By Improving America's Schools Act of 1994	3
Other Special Federal and/or State Projects	3
T.P.A.F. Reimbursement	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	4
Student Body Activities and Scholarship Fund	4
Latchkey and Wraparound Programs	4
School Food Services	5
Facilities and Capital Assets	5
Application for State School Aid	5
Pupil Transportation	6
Follow-up on Prior Year Findings	6
Suggestions to Management	6
Acknowledgment	6
Number of Meals Served and (Over) Under Claim	7
Net Cash Resource Schedule	8
Schedule of Audited Enrollments	9-11
Excess Surplus Calculation	12-13

Tax I.D. - # 21-6000248

{THIS PAGE IS INTENTIONALLY LEFT BLANK}



# FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAVEN AVENUE • PO BOX 538 • OCEAN CITY, NJ • 08226-0538

PHONE 609.399.6333 • FAX 609.399.3710

[www.ford-scott.com](http://www.ford-scott.com)

Honorable President and  
Members of the Board of Education  
City of Millville School District  
County of Cumberland, New Jersey

## REPORT OF INDEPENDENT AUDITORS

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 Millville Board of Education of the City of Millville, in the County of Cumberland, State of New Jersey, for the year ended June 30, 2015, and have issued our report thereon dated December 11, 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 Millville Board of Education's management, the New Jersey Department of Education (cognizant audit agency), other state and federal awarding agencies and pass-through entities, and is not intended and should not be used by anyone other than these parties.

*Ford, Scott & Associates, L.L.C.*  
**FORD, SCOTT & ASSOCIATES, L.L.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

*Michael S. Garcia*

**Michael S. Garcia**  
**Certified Public Accountant**  
**Licensed Public School Accountant**  
**No. 2080**

**December 11, 2015**

**MILLVILLE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND  
PERFORMANCE REPORTING**

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

**Administrative Practices and Procedures**

Insurance

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

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Bryce Kell, Jr.	Board Secretary/Administrator	\$500,000.00

There is a Public Employees' Faithful Performance blanket bond covering all other employees with multiple coverage in the amount of \$250,000.00.

Tuition Charges

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

Human Resources/Payroll

The net salaries of all employees of the School District 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 and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies.

Employee Position Control Roster

An inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

**Financial Planning, Accounting and Reporting**

Examination of Claims

An examination of claims paid during the period under review noted minor discrepancies with respect to signatures, certifications or supporting documentation.

**MILLVILLE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND  
PERFORMANCE REPORTING  
(CONTINUED)**

**Financial Planning, Accounting and Reporting - Continued**

Reserve for 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 were found to be in satisfactory condition.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(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-2.4. 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.

A. *General Classification Findings*

There were no general classification findings noted during the audit.

B. *Administrative Classification Findings*

There were no administrative classification findings noted during the audit.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary found to be in satisfactory condition.

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

The E.S.E.A. 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 and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no instances of noncompliance and questioned costs.

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 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. The study of compliance for special projects the following areas of noncompliance.

Based upon our testing of the federal and state grants, there were no exceptions noted.

**MILLVILLE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND  
PERFORMANCE REPORTING  
(CONTINUED)**

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

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

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Report 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 subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days required by *N.J.S.A. 18A:66-90*. Accordingly, the expenditure was made in accordance with State law (90 days) and properly recorded as obligated and not expended and as an unliquidated balance in the current year's Final Report for all federal awards.

**School Purchasing Programs**

Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2010 and thereafter, the bid thresholds in accordance with *N.J.S.A. 18A:18A-3* and *18A:39-3* are \$36,000 and \$18,300, respectively. The Millville Board of Education currently has a Qualified Purchasing Agent.

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.

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-5*.

**Student Body Activities, Athletics and Scholarship Funds**

Our review of student activity, athletic, and scholarship funds' financial transactions were maintained in satisfactory condition.

**Latchkey and Wraparound Programs**

Based upon our audit of the financial transactions of the school district's Latchkey and Wraparound Programs, the following were noted:

**MILLVILLE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND  
PERFORMANCE REPORTING  
(CONTINUED)**

**School Food Services**

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.

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 price meal and free milk policy is uniformly administered throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

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 and reimbursement claims were submitted/certified in a timely manner. 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 supply items were currently maintained and properly applied in determining the cost of food and supplies used.

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 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 school food service. Net cash resources did not exceed three months average expenditures.

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

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

**Facilities and Capital Assets**

Our procedures included a review of the SDA grant agreement for consistency with recording EDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. In addition, we reviewed the district controls over the recording and maintenance of their capital assets which we found to be 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 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 district workpapers without exceptions. 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.

**MILLVILLE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND  
PERFORMANCE REPORTING  
(CONTINUED)**

**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 with no exceptions. 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, no exceptions were noted.

**Follow-Up on Prior Year 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.

**Suggestions to Management**

There are no suggestions for management.

**Acknowledgment**

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

*Ford, Scott & Associates, L.L.C.*  
**FORD, SCOTT & ASSOCIATES, L.L.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

*Michael S. Garcia*  
**Michael S. Garcia**  
**Certified Public Accountant**  
**Licensed Public School Accountant**  
**No. 2080**

**December 11, 2015**

**MILLVILLE BOARD OF EDUCATION  
FOOD SERVICES FUND  
NUMBER OF MEALS SERVED AND (OVER) UNDER CLAIM  
FOR THE YEAR ENDED JUNE 30, 2015  
(MEMORANDUM ONLY)**

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Diff.</u>	<u>Rate</u>	<u>(Over) Under Claim</u>
National School Lunch Program (Severe Need)	Paid	<b>129,558</b>	<b>129,558</b>	<b>129,558</b>	-	0.30 \$	-
	Reduced	<b>60,313</b>	<b>60,313</b>	<b>60,313</b>	-	2.60	-
	Free	<b>492,044</b>	<b>492,044</b>	<b>492,044</b>	-	3.00	-
	Total	<b>681,915</b>	<b>681,915</b>	<b>681,915</b>	-		
School Breakfast (Severe Need Rate)	Paid	<b>12,736</b>	<b>12,736</b>	<b>12,736</b>	-	0.28	-
	Reduced	<b>12,585</b>	<b>12,585</b>	<b>12,585</b>	-	1.63	-
	Free	<b>237,930</b>	<b>237,930</b>	<b>237,930</b>	-	1.93	-
	Total	<b>263,251</b>	<b>263,251</b>	<b>263,251</b>	-		
Snack Program	Free	<b>79,900</b>	<b>79,900</b>	<b>79,900</b>	-	0.82	

# NET CASH RESOURCE SCHEDULE

## Net cash resources did not exceed three months of expenditures Proprietary Funds - Food Service FYE 2015

<u>Net Cash Resources:</u>		Food Service B - 4/5	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 703,708.94
B-4		Due from Other Gov'ts	185,874
B-4		Accounts Receivable	6,312
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	(212,162)
B-4		Less Accruals	
B-4		Less Due to Other Funds	(120,000)
B-4		Less Deferred Revenue	
		<b>Net Cash Resources</b>	<b><u>\$ 563,733.60</u></b> (A)

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	3,121,330	
B-5	Less Depreciation	(33,452)	
	Adj. Tot. Oper. Exp.	<b><u>\$ 3,087,878.17</u></b>	(B)

**Average Monthly Operating Expense:**

B / 10		<b><u>\$ 308,787.82</u></b>	(C)
--------	--	-----------------------------	-----

**Three times monthly Average:**

3 X C		<b><u>\$ 926,363.45</u></b>	(D)
-------	--	-----------------------------	-----

TOTAL IN BOX A	\$	563,733.60	
LESS TOTAL IN BOX D	\$	926,363.45	
NET	\$	<b><u>(362,629.85)</u></b>	
From above:			
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>			
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>			

\* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

**MILLVILLE SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
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 A.S.A. On Roll			Reported on Workpapers On Roll			Selected from Workpapers			Registers Verified per On Roll			Errors per Registers On Roll			Reported on A.S.A. as Private Schools			Errors per Registers On Roll			Sample for Verification						
	Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		
Full Day Preschool - 3 Years	213			-	-	-	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Preschool - 4 Years	351			-	-	-	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Half Day Kindergarten				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Kindergarten	337			-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
One	342			-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Two	342			-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Three	282			-	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Four	286			-	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Five	283			-	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Six	287			-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Seven	299			-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Eight	297			-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nine	382			-	-	-	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ten	355		6	-	-	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Eleven	294		39	-	-	-	16	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Twelve	292		32	-	-	-	16	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Post-Graduate				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14+CR.)				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	4,642	77		4,642	77		252	4		4	252	4																
Special Ed - Elementary	378			-	-	-	20	-	-	-	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - Middle School	264			-	-	-	14	-	-	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - High School	366			-	-	-	20	-	-	-	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,008	42		1,008	42		54	2		2	54	2																
Co. Voc. - Regular	-	-		-	-		-	-		-	-	-																
Co. Voc. - FT Post Sec.	-	-		-	-		-	-		-	-	-																
Totals	5,650	119		5,650	119		306	6	(a)	6	306	6	(b)															
Percentage Error				0.00%			0.00%				0.00%																	

**MILLVILLE SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
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	Shared	Workpapers as Low Income	Errors	Sample Selected from Workpapers	Shared	Application and Register	Shared	Sample Full Errors	Reported on A.S.S.A as LEP Low Income	Shared	Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Shared	Application and Register	Shared	Sample Full Errors	
Full Day Preschool - 3 Years																			
Full Day Preschool - 4 Years																			
Half Day Kindergarten																			
Full Day Kindergarten																			
One	259		259	-	23	-	23	-	-	14	-	14	-	10	-	10	-	-	-
Two	245		245	-	22	-	22	-	-	12	-	12	-	8	-	8	-	-	-
Three	238		238	-	21	-	21	-	-	9	-	9	-	6	-	6	-	-	-
Four	201		201	-	18	-	18	-	-	2	-	2	-	2	-	2	-	-	-
Five	187		187	-	17	-	17	-	-	1	-	1	-	1	-	1	-	-	-
Six	169		169	-	15	-	15	-	-	3	-	3	-	2	-	2	-	-	-
Seven	197		197	-	18	-	18	-	-	1	-	1	-	1	-	1	-	-	-
Eight	195		195	-	17	-	17	-	-	1	-	1	-	1	-	1	-	-	-
Nine	162		162	-	14	-	14	-	-	3	-	3	-	2	-	2	-	-	-
Ten	232		232	-	21	-	21	-	-	3	-	3	-	2	-	2	-	-	-
Eleven	177	5	177	-	16	-	16	-	-	2	-	2	-	2	-	2	-	-	-
Twelve	150	24	150	-	14	-	14	-	-	2	-	2	-	2	-	2	-	-	-
Post-Graduate	127	15	127	-	12	-	12	-	-	1	-	1	-	1	-	1	-	-	-
Adult H.S. (15+CR.)																			
Adult H.S. (1-14+CR.)																			
Subtotal	2,539	44	2,539	-	228	3	228	3	-	54	-	54	-	40	-	40	-	-	-
Special Ed - Elementary	315		315	-	27	-	27	-	27	6	-	6	-	5	-	5	-	-	-
Special Ed - Middle School	205		205	-	15	-	15	-	15	5	-	5	-	4	-	4	-	-	-
Special Ed - High School	241	31	241	-	19	3	19	3	-	1	-	1	-	1	-	1	-	-	-
Subtotal	761	31	761	-	61	3	61	6	42	12	-	12	-	10	-	10	-	-	-
Co. Voc. - Regular	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	3,300	75	3,300	-	289	6	247	9	42	66	-	66	-	50	-	50	-	-	-
Percentage Error				0.00%					14.53%				0.00%						

Transportation									
Reported on DRTS by DOE/Country	Reported on DRTS by District	Errors	Tested	Verified	Errors				
1,586	1,586	-	190	190	-				
384	384	-	46	46	-				
93	93	-	10	10	-				
83	83	-	10	10	-				
224	224	-	28	28	-				
2,370	2,370	-	284	284	-				
Totals	2,370	-	284	284	-				
Percentage Error		0.00%							

Reg. - Public Schools, col. 1  
 Reg. - Sp Ed, col. 4  
 ALL NONPUBLIC  
 Transported - Non-Public, col. 3  
 Special Ed Spec, col. 6

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

Reported 4.2  
 Recalculated 4.3  
 0.00%

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

	Resident LEP NOT Low Income		Sample for Verification	
	Reported on A.S.A as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Sample Selected from Workpapers	Verified to Test Score and Register
Full Day Preschool - 3 Years	-	-	-	-
Full Day Preschool - 4 Years	-	-	-	-
Half Day Kindergarten	-	-	-	-
Full Day Kindergarten	2	2	2	2
One	1	1	1	1
Two	-	-	-	-
Three	-	-	-	-
Four	-	-	-	-
Five	-	-	-	-
Six	-	-	-	-
Seven	-	-	-	-
Eight	1	1	1	1
Nine	-	-	-	-
Ten	-	-	-	-
Eleven	-	-	-	-
Twelve	-	-	-	-
Post-Graduate	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-
Adult H.S. (1-14+CR.)	-	-	-	-
Subtotal	4	4	4	4
Special Ed - Elementary	-	-	-	-
Special Ed - Middle School	-	-	-	-
Special Ed - High School	-	-	-	-
Subtotal	-	-	-	-
Co. Voc. - Regular	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-
Totals	4	4	4	4
Percentage Error		0.00%		0.00%

**CITY OF MILLVILLE SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2015**

**SECTION 1B - School Based Budgeting Districts**

2014-2015 Total General Fund Expenditures reported on Exh.(C-1)		\$	<u>98,154,097.37</u>		(A)
Increased by Applicable Operating Transfers					
Transfer from Capital Outlay to Capital Projects		\$	<u>                    </u>		(A1a)
Transfer from Capital Reserve to Capital Projects		\$	<u>                    </u>		(A1a)
Transfer from G/F to SRF for Preschool-Regular		\$	<u>                    </u>		(A1a)
Transfer from G/F to SRF for Preschool-Inclusion		\$	<u>                    </u>		(A1a)
Less: Expenditures allocated to restricted federal resources as reported on Exhibit D-2		\$	<u>1,180,145.34</u>		(A1b)
2014-2015 Adjusted General Fund & Other State Expenditures {(A)-(A1)}		\$	<u>96,973,952.03</u>		(A2)
Decreased by:					
On-Behalf TPAF Pension & Social Security		\$	<u>8,680,929.18</u>		(A3)
General Fund 10 Assets Acquired Under Capital Leases (C-1a)		\$	<u>-</u>		(A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases :					
Assets Acquired Under Capital Leases in Fund 15 Reported on Exhibit C-1a		\$	<u>                    </u>		(A5)
Combined General Fund Contribution & State Resource % of Fund 15 Resources Reported on Exhibit D-2			<u>                    </u>		(A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)+(A6)]		\$	<u>                    </u>		(A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]		\$	<u>-</u>		(A8)
2014-2015 General Fund Expenditures [(A2)-(A3)-(A8)]		\$	<u>88,293,022.85</u>		(A9)
2% of Adjusted 2014-2015 General Fund Expenditures [(A9) times .02]		\$	<u>1,765,860.46</u>		(A10)
Enter Greater of (A11) or \$250,000		\$	<u>1,765,860.46</u>		(A11)
Increased by: Allowable Adjustment*		\$	<u>85,103.00</u>		(K)
Maximum Unassigned Fund Balance [(A12)+(K)]		\$	<u>1,850,963.46</u>		(M)
<b><u>SECTION 2 - All Districts</u></b>					
Total General Fund - Fund Balances @ 6-30-15		\$	<u>6,911,184.08</u>		(C)
Decreased by:					
Year End Encumbrances		\$	<u>82,537.38</u>		(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures		\$	<u>                    </u>		(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures**		\$	<u>                    </u>		(C3)
Other Restricted/Reserved Fund Balances ****		\$	<u>1,686,561.13</u>		(C4)
Assigned - Designated for Subsequent Year's Expenditures		\$	<u>2,300,000.00</u>		(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			<u>2,842,085.57</u>		(U)

**SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus\*\*[(U)-(M)] IF NEGATIVE ENTER -0- \$ 991,122.11 (E)

**Recapitulation of Excess Surplus as of June 30, 2015**

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures**	\$	<u>-</u>	(C3)
Restricted Excess Surplus**[(E)]	\$	<u>991,122.11</u>	(E)
Total [(C3)+(E)+(F)]	\$	<u>991,122.11</u>	(D)

\* This adjustment line (line (K) as detailed below) is to be utilized when applicable for: Impact Aid, Sale and Lease-back, Extraordinary Aid, Additional Nonpublic School Transportation Aid, and recognized current year School Bus Advertising Revenue. Extraordinary Aid and Additional Nonpublic Transportation Aid for 2014-15 received after June 30 is limited to the amount of revenue recognized in the audit year that was not appropriated.

**Detail of Allowable Adjustments**

Impact Aid	\$	<u>                    </u>	(H)
Sale & Lease-back	\$	<u>                    </u>	(I)
Extraordinary Aid	\$	<u>59,447.00</u>	(J1)
Additional Nonpublic Transportation Aid	\$	<u>25,656.00</u>	(J2)
Current Year School Bus Advertising Revenue Recognized	\$	<u>                    </u>	(J3)
Family Crisis Transportation Aid	\$	<u>                    </u>	(J4)
Total Adjustments[(H)+(I)+(J1)+(J2)]	\$	<u>85,103.00</u>	(K)

\*\* This amount represents the June 30, 2014 Excess Surplus (C3 above) and must be included in the 2014-15 Audit Summary Worksheet Line 90031. This amount was to be appropriated in the 2015-16 general fund budget.

\*\*\* Amount (E) must agree to the June 30, 2015 CAFR and Audit Summary Worksheet Line 90030.

\*\*\*\* Amount for Other Restricted Fund Balances must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant Commissioner of Finance prior to September 30.

**Detail of Other Restricted/Reserved Fund Balance**

**Statutory restrictions:**

Approved unspent separate proposal	\$	<u>                                    </u>	
Sale/lease-back reserve	\$	<u>                                    </u>	
Capital reserve (N-1)	\$	<u>                                    </u>	1.00
Maintenance reserve (N-2)	\$	<u>                                    </u>	1,686,560.13
Tuition reserve (N-3)	\$	<u>                                    </u>	
Emergency reserve (N-4)	\$	<u>                                    </u>	
School Bus Advertising 50% Fuel Offset Reserve-current year (N-5)	\$	<u>                                    </u>	
School Bus Advertising 50% Fuel Offset Reserve-prior year (N-6)	\$	<u>                                    </u>	
Impact Aid General Revenue Fund Reserve (Sections 8002 and 8003) (N-7)	\$	<u>                                    </u>	
Impact Aid General Revenue Fund Reserve (Sections 8007 and 8008) (N-8)	\$	<u>                                    </u>	
Other state/government mandated reserve	\$	<u>                                    </u>	
<b>Other Restricted/Reserved Fund Balances not noted above ****</b>	\$	<u>                                    </u>	
<b>Total Other Restricted/Reserved Fund Balance</b>	\$	<u>                                    </u>	<b>1,686,561.13 (C4)</b>

{THIS PAGE IS INTENTIONALLY LEFT BLANK}