

**SCHOOL DISTRICT  
OF**

**STAFFORD TOWNSHIP**

**Auditor's Management Report  
For the Fiscal Year Ended June 30, 2015**



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

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# FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

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## REPORT OF INDEPENDENT AUDITORS

Honorable President and  
Members of the Board of Education  
Stafford Township School District  
County of Ocean, New Jersey

We have audited, in accordance with audit standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Stafford Township School District in the County of Ocean for the year ended June 30, 2015, and have issued our report thereon dated November 27, 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 management of the Stafford Township Board of Education, the New Jersey State 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

November 27, 2015

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**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the 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

<u>Name</u>	<u>Position</u>	<u>Effective Dates</u>	<u>Amount</u>
Margaret Hom	Board Secretary/ Business Administrator	10/21/2013- 8/3/2015	\$ 5,000.00
Dean Allison	Interim Board Secretary/ Business Administrator	8/4/2015- Current	\$ 5,000.00
George J. Gotthold	Treasurer		\$ 300,000.00

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6:20-3.1(f) 3.

**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 net salaries of all 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.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

Reserve for Encumbrances, Liability for 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. No discrepancies were noted.

## **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: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 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, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### Business Administrator / Board Secretary's Records

The Board Secretary's Records were in satisfactory condition.

Bids received were summarized in the minutes.

Acknowledgement of the Board's receipt of the Board Secretary's and the Treasurer's monthly financial reports were included in the minutes.

Budget appropriations were not greater than realized revenues and Board authorized use of surplus.

No budgetary line accounts were over-expended during the fiscal year and at June 30.

Purchase orders were charged to the appropriate line accounts in accordance with State prescribed Uniform Minimum Chart of Accounts (2R2), for New Jersey Public Schools.

### Treasurer's Records

The Board Treasurer's Records were in satisfactory condition.

All required reconciliation's were performed.

All cash receipts were promptly deposited.

The Treasurers Records were in agreement with the Board Secretary.

### Elementary and Secondary Education Act of 1965 (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. revealed no areas of noncompliance and/or questionable costs.

### Other Special Federal and/or State Projects

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

## **Financial Planning, Accounting and Reporting (Continued)**

### **Other Special Federal and/or State Projects (Continued)**

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 Federal and/or State Projects revealed no areas of noncompliance and/or questioned costs.

### **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. One exception was noted.

### **Finding 2015-1 AMR:**

One ineligible employee was included on the District's TPAF FICA reimbursement claims submitted to the State of New Jersey. The district has since removed this employee from their claims. No formal recommendation was deemed necessary.

### **TPAF Reimbursement to the State for Federal Salary Expenditures**

The amount of the expenditure charged to the current year's Final Report for all federal awards for the Stafford Township 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 and no exceptions were noted.

## **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-2 and 18A: 18A-3(a) are \$36,000.00, respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$17,200.00.

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.

The results of my examination indicated that no individual payments, contracts, or agreements were 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.

### **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. No exceptions were noted.

### **School Food Service (Continued)**

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

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. 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. No exceptions were noted.

The cash disbursement 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. No exceptions were noted.

The number of meals claimed for reimbursement were verified against sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted / certified in a timely manner. 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 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. No exceptions were noted.

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 Enterprise Funds, Section G in the CAFR.

### **Student Body Activities**

During our review of the student activity funds, the records were 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 (ASSA) for on-roll, private schools for the handicapped, low income and bilingual. We also performed a review of the districts procedures related to its completion. The information on the ASSA was compared to the district workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The 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 2014-15 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 include a review of transportation related contracts and purchases. Based on our

**Pupil Transportation (Continued)**

review, the district complied the 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 and Capital Assets**

Our procedures included a review of the SDA grant agreements for consistency and recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and the awarding of contracts for eligible facilities construction. 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. There were no 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.

Respectfully submitted,

*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

November 27, 2015

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

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Verified</u>	<u>Diff.</u>	<u>Rate</u>	<u>(Over) Under Claim</u>
National School Lunch (Regular Rate)	Paid	73,825	73,825	-	0.3400	\$ -
	Reduced	14,923	14,923	-	2.6400	-
	Free	64,024	64,024	-	3.0400	-
Total		<u>152,772</u>	<u>152,772</u>	<u>-</u>		<u>\$ -</u>
School Breakfast Program (Regular Rate)	Paid	1,024	1,024	-	0.2800	\$ -
	Reduced	389	389	-	1.3200	-
	Free	2,618	2,618	-	1.6200	-
Total		<u>4,031</u>	<u>4,031</u>	<u>-</u>		<u>\$ -</u>
School Breakfast Program (Severe Rate)	Paid	14,116	14,116	-	0.2800	\$ -
	Reduced	4,152	4,152	-	1.6300	-
	Free	31,511	31,511	-	1.9300	-
Total		<u>49,779</u>	<u>49,779</u>	<u>-</u>		<u>\$ -</u>
<b>TOTAL NET OVERCLAIM</b>						<b><u>\$ -</u></b>

# 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.	-
B-4		Due from Other Gov'ts	36,382.31
B-4		Accounts Receivable	-
B-4		Investments	-
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	(33,139.04)
B-4		Less Accruals	
B-4		Less Due to Other Funds	(24,562.92)
B-4		Less Deferred Revenue	<u>(7,495.99)</u>
		<b>Net Cash Resources</b>	<b><u>(28,815.64)</u></b> (A)

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	785,254.76	
B-5	Less Depreciation	<u>(7,420.00)</u>	
	Adj. Tot. Oper. Exp.	<b><u>777,834.76</u></b>	(B)

**Average Monthly Operating Expense:**

B / 10 **77,783.48** (C)

**Three times monthly Average:**

3 X C **233,350.43** (D)

TOTAL IN BOX A	\$	(28,815.64)
LESS TOTAL IN BOX D	\$	233,350.43
NET	\$	<b><u>(262,166.07)</u></b>

From above:

**A is greater than D, cash exceeds 3 X average monthly operating expenses.  
D is greater than A, cash does not exceed 3 X average monthly operating expenses.**

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

SOURCE - USDA resource management comprehensive review form

**STAFFORD TOWNSHIP 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.S.A. On Roll		Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools		Sample for Verification		Verified Contract & October Billing	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool	20	-	20	-	-	-	3	-	3	-	-	-	-	-	-	-	-	-
Full Day Preschool	100	-	100	-	-	-	13	-	13	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	256	-	256	-	-	-	33	-	33	-	-	-	-	-	-	-	-	-
One	209	-	209	-	-	-	27	-	27	-	-	-	-	-	-	-	-	-
Two	248	-	248	-	-	-	32	-	32	-	-	-	-	-	-	-	-	-
Three	243	-	243	-	-	-	31	-	31	-	-	-	-	-	-	-	-	-
Four	244	-	244	-	-	-	31	-	31	-	-	-	-	-	-	-	-	-
Five	267	-	267	-	-	-	34	-	34	-	-	-	-	-	-	-	-	-
Six	248	-	248	-	-	-	32	-	32	-	-	-	-	-	-	-	-	-
Seven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,835	-	1,835	-	-	-	236	-	236	-	-	-	-	-	-	-	-	-
Special Ed - Elementary	304	-	304	-	-	-	39	-	39	-	-	-	-	3	-	-	-	3
Special Ed - Middle School	62	-	62	-	-	-	9	-	9	-	-	-	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	366	-	366	-	-	-	48	-	48	-	-	-	-	3	-	-	-	3
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,201	-	2,201	-	-	-	284	-	284	-	-	-	-	3	-	-	-	3
Percentage Error	0.00%		#DIV/0!		0.00%		#DIV/0!		0.00%		#DIV/0!		0.00%		#DIV/0!		0.00%	

**STAFFORD TOWNSHIP 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	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	52	52	-	26	26	-	-	-	-	-	-	-
One	38	38	-	19	19	-	2	2	-	2	2	-
Two	52	52	-	26	26	-	1	1	-	1	1	-
Three	43	43	-	21	21	-	1	1	-	1	1	-
Four	39	39	-	19	19	-	-	-	-	-	-	-
Five	45	45	-	22	22	-	-	-	-	-	-	-
Six	31	31	-	15	15	-	1	1	-	1	1	-
Seven	-	-	-	-	-	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	300	300	-	148	148	-	5	5	-	5	5	-
Special Ed - Elementary	87	87	-	42	42	-	-	-	-	-	-	-
Special Ed - Middle School	14	14	-	7	7	-	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	101.0	101.0	-	49	49	-	-	-	-	-	-	-
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
Totals	401.0	401.0	-	197	197	-	5	5	-	5	5	-
Percentage Error			0.00%			0.00%			0.00%		0.00%	

**Transportation**

	Reported on DRTS by DOE/County			Sample Tested			Verified to Register			(from dtrts) Reported	Recalculated
	Reported on DRTS by District	Reported on DRTS by County	Errors	Sample Tested	Sample Tested	Errors	Verified to Register	Verified to Register	Errors		
Reg. - Public Schools, col. 1	1,626	1,626	-	205	205	-	205	205	-	3.5	3.5
Reg. - Sp Ed, col. 4	375	375	-	47	47	-	47	47	-	3.5	3.5
Transported - Non-Public, col. 3	66	66	-	8	8	-	8	8	-	3.4	3.4
Transported - Non-Public, ALL	-	-	-	-	-	-	-	-	-	-	-
Special Ed Special Needs, col. 6	193	193	-	24	24	-	24	24	-	-	-
Totals	2,260	2,260	-	284	284	-	284	284	-		
Percentage Error			0.00%			0.00%			0.00%		

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

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

**STAFFORD TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2015**

**REGULAR DISTRICT**

**SECTION 1**

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

2014-15 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>33,052,804.28</u>	(B)
Increased by:		
Transfer to Food Service Fund	\$ <u>                  -</u>	(B1a)
Transfer from Capital Outlay to Capital Projects Fund	\$ <u>                  -</u>	(B1b)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>1,417,920.00</u>	(B1c)
Decreased By:		
On-Behalf TPAF Pension & Social Security	\$ <u>1,033,586.85</u>	(B2a)
Assets Acquired Under Capital Leases	<u>                  -</u>	(B2b)
Adjusted 2014-15 General Fund Expenditures [(B)+(B1's)-(B2's)]	\$ <u><u>33,437,137.43</u></u>	(B3)
2% of Adjusted 2014-15 General Fund Expenditures [(B3) times .02]	\$ <u>668,742.75</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>668,742.75</u>	(B5)
Increased by: Allowable Adjustment*	\$ <u>74,480.00</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ <u><u>743,222.75</u></u>	(M)

**SECTION 2**

Total General Fund - Fund Balances @ 06/30/15 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>4,338,772.03</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>797,192.93</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>                  -</u>	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>208,863.00</u>	(C3)
Other Restricted Fund Balances ****	\$ <u>2,407,100.00</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	<u>                  -</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u>925,616.10</u>	(U1)

**SECTION 3**

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER - 0 -	\$ <u>182,393.35</u>	(E)
<b><u>Recapitulation of Excess Surplus as of June 30, 2015:</u></b>		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>208,863.00</u>	(C3)
Reserved Excess Surplus ***	\$ <u>182,393.35</u>	(E)
Total [(C3) + (E)]	\$ <u><u>391,256.35</u></u>	(D)

**STAFFORD TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2015**

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

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ 62,996.00	(J1)
Additional Nonpublic School Transportation Aid	\$ 11,484.00	(J2)
Unbudgeted TPAF Wage Freeze Grant Funding	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$ 74,480.00	 (K)

\*\* This amount represents the June 30, 2015 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 10025.

\*\*\* Amounts must agree to the June 30, 2015 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 10024.

\*\*\*\* 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**Detail of Other Restricted Fund Balance**

Statutory restrictions:		
Approved unspent separate proposal	\$ _____	-
Capital outlay for a district with a capital outlay cap waiver	\$ _____	-
Sale/lease-back reserve	\$ _____	-
Capital reserve	\$ 2,407,100.00	-
Maintenance reserve	\$ _____	-
Tuition reserve	\$ _____	-
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____	-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____	-
Other state/government mandated reserve	\$ _____	-
 [Other Restricted Fund Balance not noted above] ****	 \$ _____	
 Total Other Restricted Fund Balance	 \$ 2,407,100.00	 (C4)