

**CHATHAM CENTRAL SCHOOL DISTRICT**

**AUDITED FINANCIAL STATEMENTS  
AND  
SUPPLEMENTAL SCHEDULES**

**JUNE 30, 2017**

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## **INDEPENDENT AUDITORS' REPORT**

To the President and the Other Members  
of the Board of Education of the  
Chatham Central School District  
Chatham, New York

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Chatham Central School District (the "District"), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Chatham Central School District, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of funding progress - other post-employment benefits plan and schedules of local government's proportionate share of the net pension liability and contributions on pages 3 through 11 and pages 44 through 48 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, and statistical section, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information on pages 49 through 51, as described in the table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2017, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*WEST & COMPANY CPAs PC*

Gloversville, New York  
September 26, 2017

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

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*The following is a discussion and analysis of the School District's financial performance for the fiscal year ended June 30, 2017. This section is a summary of the School District's financial activities based on currently known facts, decisions or conditions. It is also based on both the government-wide and fund-based financial statements. The results of the current year are discussed in comparison with the prior year, with an emphasis placed on the current year. This section is only an introduction and should be read in conjunction with the School District's financial statements, which immediately follow this section.*

**FINANCIAL HIGHLIGHTS**

- Net position of the School District was \$22,140,717.
- The District continually strives to provide the best education possible, and at the same time maintaining financial stability and accountability to their tax payers.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of three parts: Management's Discussion and Analysis (MD&A) (this section), the basic financial statements and required supplementary information. The basic financial statements include two kinds of statements that present different views of the School District:

The first two statements are *District-wide* financial statements that provide both *short-term* and *long-term* information about the School District's *overall* financial status.

The remaining statements are *fund financial statements* that focus on *individual parts* of the School District, reporting the School District's operations in *more detail* than the District-wide statements. The *governmental funds statements* tell how basic services such as regular and special education were financed in the *short-term*, as well as what remains for future spending.

*Fiduciary funds* statements provide information about the financial relationships, in which the School District acts solely as a *trustee* or *agent* for the benefit of others.

The financial statements also include notes that provide additional information about the financial statements and the balances reported. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the School District's budget for the year.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Table A-1** summarizes the major features of the School District's basic financial statements, including the portion of the School District's activities that they cover and the types of information that they contain. The remainder of this overview section highlights the structure and contents of each statement.

**Table A-1 Major Features of the District-wide and Fund Financial Statements**

	<b>Fund Financial Statements</b>		
	<b>District-Wide</b>	<b>Governmental Funds</b>	<b>Fiduciary Funds</b>
Scope	Entire District (except fiduciary funds)	The daily operating activities of the School District, such as instruction and special education	Instances in which the School District administers resources on behalf of someone else, such as scholarship programs and student activities monies
Required financial statements	<ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance sheet</li> <li>• Statement of revenues, expenditures, and changes in fund balances</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of fiduciary net position</li> <li>• Statement of changes in fiduciary net position</li> </ul>
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial focus	Accrual accounting and economic resources focus
Type of asset/deferred outflows of resources/liability/deferred inflows of resources information	All assets, deferred outflows of resources, liabilities and deferred inflows of resources, both financial and capital, short-term and long-term	Generally, assets and deferred outflows of resources expected to be used up and liabilities and deferred inflows of resources that come due or available during the year or soon thereafter; no capital assets or long-term liabilities included	All assets, deferred outflows of resources (if any), liabilities and deferred inflows of resources (if any), both short-term and long-term; funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability is due and payable	All additions and deductions during the year, regardless of when cash is received or paid

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

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### **District-Wide Statements**

The District-wide statements report information about the School District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the School District's assets, deferred outflows of resources, liabilities and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two District-wide statements report the School District's *net position* and how it has changed. Net position – the difference between the School District's assets, deferred outflows of resources and liabilities and deferred inflows of resources – is one way to measure the School District's financial health or *position*.

- Over time, increases or decreases in the School District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- For assessment of the overall health of the School District, additional nonfinancial factors such as changes in the property tax bases and the condition of buildings and other facilities should be considered.

In the District-wide financial statements, the School District's activities are shown as *governmental activities*. Most of the School District's basic services are included here, such as regular and special education, transportation and administration. Property taxes and state formula aid finance most of these activities.

### **Fund Financial Statements**

The fund financial statements provide more detailed information about the School District's funds - not the School District as a whole. Funds are accounting devices the School District uses to keep track of specific sources of funding and spending on particular programs.

- Some funds are required by state law and by bond covenants.
- The School District establishes other funds to control and to manage money for particular purposes (such as repaying its long-term debts) or to show that it is properly using certain revenues (such as federal grants).

The District has two kinds of funds:

- **Governmental Funds:** Most of the School District's basic services are included in governmental funds, which generally focus on (1) how cash and other financial assets can be readily converted to cash flow in and out and (2) the balances left at year end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the School District's programs.

Because this information does not encompass the additional long-term focus of the District-wide statements, additional information at the bottom of the governmental funds statements explains the relationship (or differences) between them. The governmental fund statements focus primarily on current financial resources and often have a budgetary orientation. Governmental funds include the general fund, special aid fund, school lunch fund and the capital project fund. Required financial statements are the balance sheet and the statement of revenue, expenditures and changes in fund balances.

- **Fiduciary Fund:** The School District is the trustee, or fiduciary, for assets that belong to others, such as the scholarship fund and the student activities funds. The School District is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong. The School District excludes these activities from the District-wide financial statements because it cannot use these assets to finance its operations. Fiduciary fund reporting focuses on net position and changes in net position.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE**

**Table A-2**

**Condensed Statement of Net Position**

	<b>Fiscal Year 2017</b>	<b>Fiscal Year 2016</b>	<b>Percentage Change (Incr.;-Decr.)</b>
<b>Assets</b>			
Current and other assets	\$ 17,702,727	\$ 23,075,515	-23.3%
Capital assets	31,459,238	32,109,277	-2.0%
<b>Total Assets</b>	49,161,965	55,184,792	-10.9%
<b>Deferred Outflows of Resources</b>			
Pensions	7,184,416	3,271,186	119.6%
<b>Total Deferred Outflows of Resources</b>	7,184,416	3,271,186	119.6%
<b>Liabilities</b>			
Long-term debt outstanding	32,153,820	31,109,387	3.4%
Other liabilities	1,628,502	1,679,966	-3.1%
<b>Total Liabilities</b>	33,782,322	32,789,353	3.0%
<b>Deferred Inflows of Resources</b>			
Deferred bond premium	39,822	59,732	-33.3%
Pensions	383,520	2,377,503	-83.9%
<b>Total Deferred Inflows of Resources</b>	423,342	2,437,235	-82.6%
<b>Net Position</b>			
Net investment in capital assets	24,219,238	23,409,277	3.5%
Restricted	11,434,178	10,323,839	10.8%
Unrestricted	(13,512,699)	(10,503,726)	-28.6%
<b>Total Net Position</b>	\$ 22,140,717	\$ 23,229,390	-4.7%

**Changes in Net Position**

The School District's 2017 revenue was \$30,663,560 (See Table A-3). Property taxes and New York State aid accounted for the majority of revenue by contributing 70% and 24%, respectively, of the total revenue raised (see Table A-4). The remainder of revenue came from fees for services, use of money and property, operating grants and other miscellaneous sources.

The total cost of all programs and services totaled \$31,752,233 for 2017. These expenses (80%) are predominantly for the education, supervision and transportation of students (see Table A-5). The School District's administrative, occupancy and business activities accounted for 17% of total costs.

Net position decreased during the year by \$1,088,673.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Table A-3**

**Changes in Net Position from Operating Results**

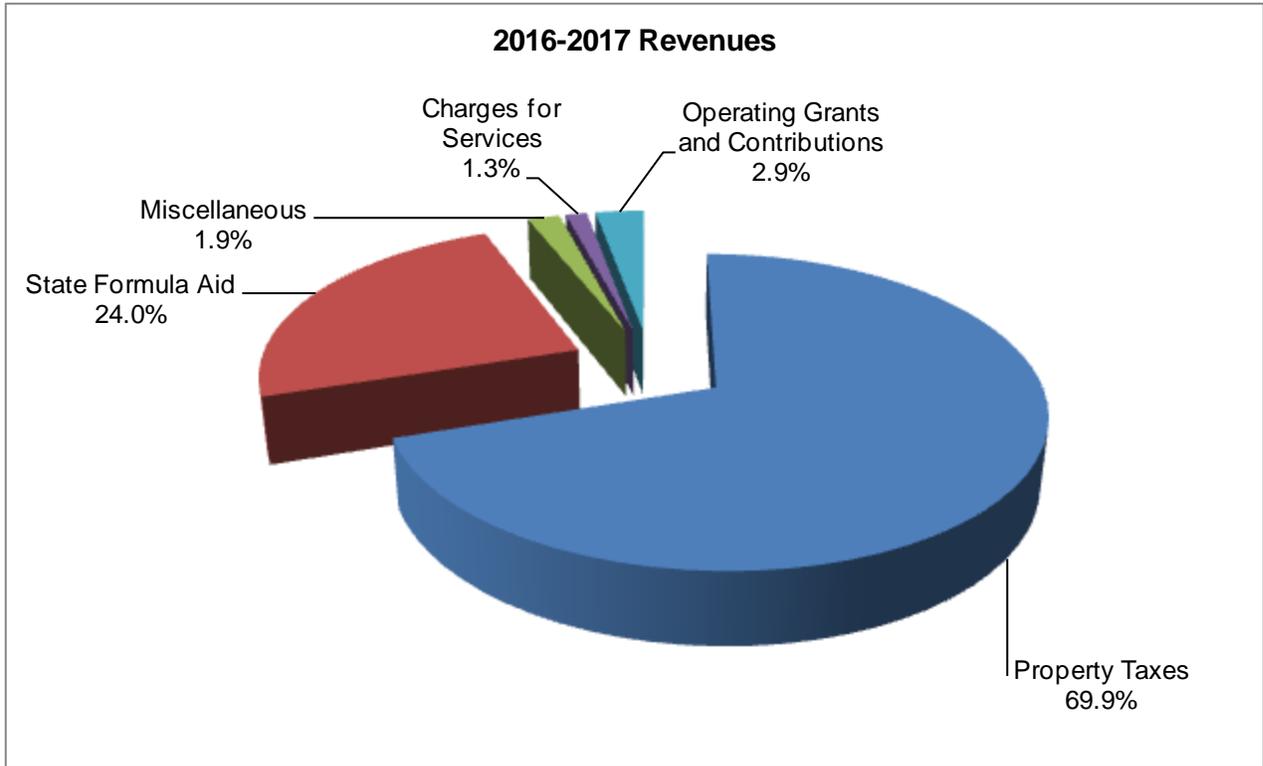
	<u>Fiscal Year 2017</u>	<u>Fiscal Year 2016</u>	<u>Percentage Change (Incr.;-Decr.)</u>
<b>Revenues</b>			
Program revenues			
Charges for services	\$ 385,736	\$ 292,252	32.0%
Operating grants and contributions	884,551	947,418	-7%
General revenues			
Property taxes	21,445,716	21,237,566	1.0%
State formula aid	7,359,635	7,119,593	3%
Other	587,922	360,332	63.2%
<b>Total revenues</b>	<u>30,663,560</u>	<u>29,957,161</u>	2.4%
<b>Expenses</b>			
General support	5,431,036	3,077,632	76.5%
Instruction	22,699,261	13,214,203	71.8%
Transportation	2,662,444	1,637,220	62.6%
Other *	959,492	11,330,988	-91.5%
<b>Total expenses</b>	<u>31,752,233</u>	<u>29,260,043</u>	8.5%
<b>INCREASE (DECREASE) IN NET POSITION</b>	<u>\$ (1,088,673)</u>	<u>\$ 697,118</u>	-256.2%

\* Employee benefits and depreciation have been allocated to functions in the current year which were not allocated in the prior year.

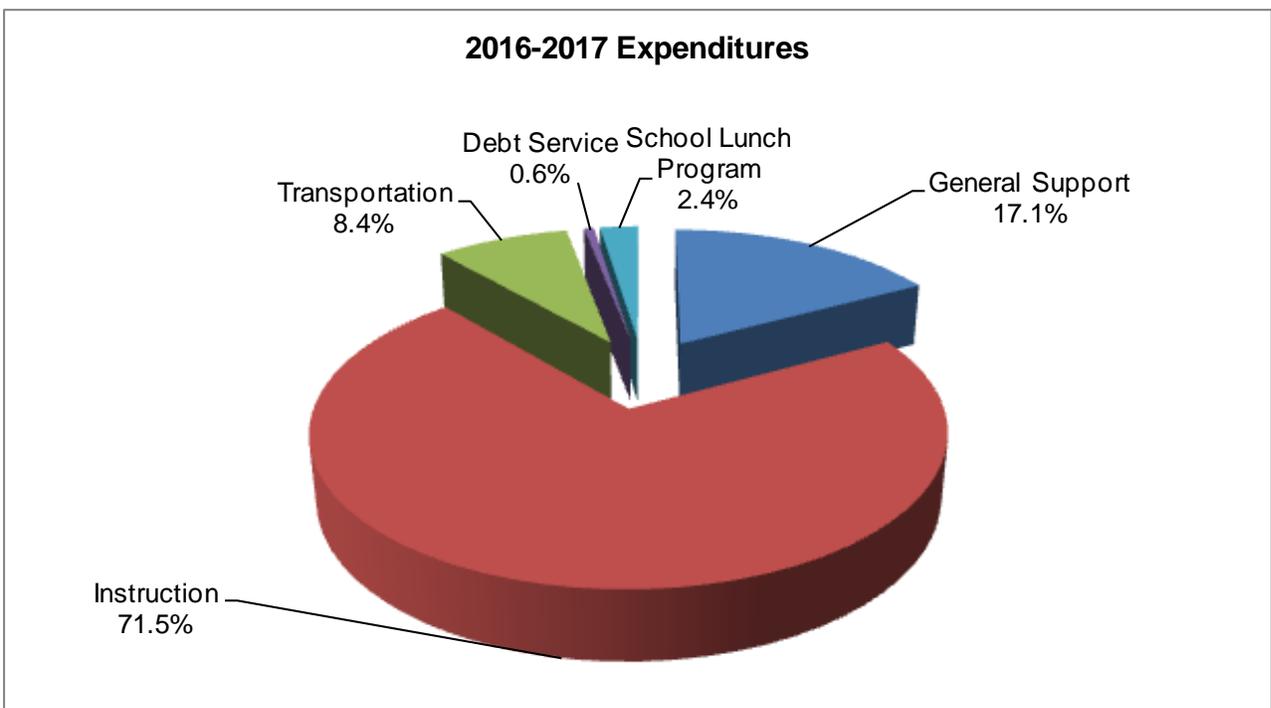
**CHATHAM CENTRAL SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

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**REVENUES - TABLE A-4**



**EXPENDITURES - TABLE A-5**



**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Governmental Activities**

Revenue for the School District's governmental activities totaled \$30,663,560 while total expenses were \$31,752,233. Accordingly, net position decreased during the year by \$1,088,673.

**Table A-6** presents the cost of several of the School District's major activities. The table also shows each activity's net cost (total cost less fees generated by the activity and intergovernmental aid provided for specific programs). The net cost shows the financial burden placed on the School District's taxpayers by each of these functions.

**Table A-6**

**Net Cost of Governmental Activities**

	<b>Total Cost of Services</b>		<b>Percentage</b>	<b>Net Cost of Services</b>		<b>Percentage</b>
	<b>2017</b>	<b>2016</b>	<b>Change</b>	<b>2017</b>	<b>2016</b>	<b>Change</b>
			<b>(Incr.;-Decr.)</b>			<b>(Incr.;-Decr.)</b>
General support	\$ 5,431,036	\$ 3,077,632	76.5%	\$ 5,431,036	\$ 3,077,632	76.5%
Instruction	22,699,261	13,214,203	71.8%	21,835,232	12,562,767	73.8%
Pupil	2,662,444	1,637,220	62.6%	2,662,444	1,531,354	73.9%
Other *	959,492	11,330,988	-91.5%	553,234	10,848,620	-94.9%
<b>Totals</b>	<b>\$31,752,233</b>	<b>\$29,260,043</b>	<b>8.5%</b>	<b>\$30,481,946</b>	<b>\$28,020,373</b>	<b>8.8%</b>

\* Employee benefits and depreciation have been allocated to functions in the current year which were not allocated in the prior year

- The cost of all governmental activities for the year was \$31,752,233.
- The users of the School District's programs financed \$385,736 of the costs.
- The federal and state government grants financed \$884,551.
- The majority of costs were financed by the School District's taxpayers and state aid.

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT'S FUNDS**

Variances between years for the governmental funds financial statements are not the same as variances between years for the District-wide financial statements. The District's governmental funds are presented on the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Under this method of presentation, governmental funds do not include long-term liabilities for the funds' projects and capital assets purchased by the funds. Governmental funds will include the proceeds from the issuance of debt, the current payments for capital assets, and the current payments for debt, including the principal and interest payment.

No other variances are reflected in the governmental funds financial statements for 2017.

**General Fund Budgetary Highlights**

- Assets increased \$1,027,716 from 2016 to 2017 as cash balances increased year over year. Liabilities decreased \$49,978 in 2017 primarily from a decrease in due to teachers retirement compared to June 30, 2016.
- Revenues were higher due to one-time health insurance rebates and increase BOCES aid.
- Expenses were lower due to decreased heating, fuel and electric costs, and lower special education cost.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

In the 2016-2017 school year the District received increase BOCES aid payments and expenditures were lower than budgeted, allowing for the creation of a Capital reserve 3 and Repair reserve in accordance with our long-term financial reserve plan. This resulted in the following:

- Encumbrances decreased by \$44,428.
- Workers' Compensation decreased by \$100,000.
- Capital reserve 3 was created and funded at \$1,139,235.
- Repair reserve was created and funded at \$100,000.
- Tax Certiorari decreased by \$28,895.
- Unassigned Fund Balance (4%) increased by \$11,782.

*Special Aid or Federal Fund* – is used for all District grant awards.

From the period June 30, 2016 to June 30, 2017:

- The revenue decreased by \$34,181 primarily from a decrease in Title 1 and 2 funding.

*School Lunch Fund* – for revenues and expenditures associated with operation of the District's food service program.

- Revenues for the School Lunch Fund decreased \$3,326 over the prior year primarily from a slight decrease in overall sales. Expenses increased by \$2,806 primarily from increased health insurance costs.
- The District ended the year with a fund balance of \$153,619, which equals the allowable 3 months cafeteria operating expenses.

*Capital Aid Fund* – for Capital construction projects and bus purchases.

- The District ended the year with a Fund Balance of \$-0-.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

As of June 30, 2017, the School District had \$31,459,238 (net of accumulated depreciation) invested in a broad range of capital assets including land, buildings, buses, athletic facilities, computers and other educational equipment.

**Capital Assets**

**Table A-7**

**Capital Assets (Net of Depreciation)**

	<u>Fiscal Year 2017</u>	<u>Fiscal Year 2016</u>	<u>Percentage Change (Incr.; -Decr.)</u>
Land and construction in progress	\$ 4,014,931	\$ 4,014,931	0.0%
Buildings and equipment	<u>27,444,307</u>	<u>28,094,346</u>	-2.3%
<b>Totals</b>	<u>\$ 31,459,238</u>	<u>\$ 32,109,277</u>	-2.0%

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Long-Term Debt**

As of June 30, 2017, the School District had \$30,444,189 in general obligation and other long-term debt outstanding. More detailed information about the School District's long-term debt is included in the notes to the basic financial statements.

**Table A-8**

**Outstanding Long-Term Debt**

	<b>Fiscal Year 2017</b>	<b>Fiscal Year 2016</b>	<b>Change (Incr.; -Decr.)</b>
General obligation bonds	\$ 7,240,000	\$ 8,700,000	-17%
Other debt	23,204,189	20,545,935	12.9%
<b>Totals</b>	<b>\$ 30,444,189</b>	<b>\$ 29,245,935</b>	<b>4.1%</b>

During 2017, the School District issued \$-0- of serial bonds and paid down its debt by retiring \$1,460,000 of outstanding bonds. Other debt represents compensated absences and other post-employment benefits.

**FACTORS BEARING ON THE DISTRICT'S FUTURE**

At the time these financial statements were prepared and audited, the District was acutely aware of pending circumstances that could significantly affect its financial health in the future. A major challenge facing the District is the uncertainty of the State's economy and its effect on state funding levels. An economic slowdown may result in future cuts to state aid but the District has accumulated significant reserves to combat these potential cuts.

Some items that are affecting all school districts include:

- Continual increase in health insurance costs, specifically prescription drug costs.
- The cost of Special Education and the related unfunded mandates by State and Federal Governments.

**District's Enrollment**

12/13 Enrollment	1206
13/14 Enrollment	1170
14/15 Enrollment	1107
15/16 Enrollment	1072
16/17 Enrollment	1049
17/18 Projected Enrollment	1045

Chatham CSD is experiencing a trend of declining enrollment similar to many other NY State public schools.

**CONTACTING THE SCHOOL DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide the School District's citizens, taxpayers, customers, investors and creditors with a general overview of the School District's finances and to demonstrate the School District's accountability for the money it receives. If you have questions about this report or need additional financial information, please contact:

Chatham Central School District  
 Attn: Michael Chudy, Business Administrator  
 50 Woodbridge Avenue  
 Chatham, NY 12037  
 email: mchudy@chatham.k12.ny.us

**CHATHAM CENTRAL SCHOOL DISTRICT**

**STATEMENT OF NET POSITION**

**JUNE 30, 2017**

**ASSETS**

Cash	
Unrestricted	\$ 6,375,947
Restricted	10,294,943
Receivables	
Other receivables	218,161
State and federal aid	439,535
Due from other governments	368,392
Inventories	5,749
Capital assets, net of depreciation	<u>31,459,238</u>
<b>Total Assets</b>	<b><u>49,161,965</u></b>

**DEFERRED OUTFLOWS OF RESOURCES**

Pensions	<u>7,184,416</u>
<b>Total Deferred Outflows of Resources</b>	<b><u>7,184,416</u></b>

**LIABILITIES**

Payables	
Accounts payable	152,335
Accrued liabilities	107,206
Unearned grant revenues	16,228
Due to other governments	19,867
Due to Teachers' Retirement System	1,177,765
Due to Employees' Retirement System	155,101
Long-term liabilities	
Due and payable within one year	
Bonds payable	1,505,000
Due and payable after one year	
Bonds payable	5,735,000
Other post-employment benefits payable	22,546,357
Net pension liability - proportionate share	1,709,631
Compensated absences payable	<u>657,832</u>
<b>Total Liabilities</b>	<b><u>33,782,322</u></b>

**DEFERRED INFLOWS OF RESOURCES**

Deferred bond premium	39,822
Pensions	<u>383,520</u>
<b>Total Deferred Inflows of Resources</b>	<b><u>423,342</u></b>

**NET POSITION**

Net investment in capital assets	24,219,238
Restricted for:	
Reserve for employee benefit liability	1,609,445
Insurance reserve	300,000
Workers' compensation reserve	972,572
Capital reserve	2,084,472
Capital reserve 2	2,000,000
Capital reserve 3	1,139,235
Repair reserve	100,000
Retirement contribution reserve	2,845,245
Tax certiorari reserve	30,800
Unemployment insurance reserve	352,409
Unrestricted	<u>(13,512,699)</u>
<b>TOTAL NET POSITION</b>	<b><u>\$ 22,140,717</u></b>

See notes to basic financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION**

**FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Revenues and</u>
		<u>Services</u>	<u>Grants</u>	<u>Changes in</u>
				<u>Net Position</u>
<b>FUNCTIONS/PROGRAMS</b>				
General support	\$ 5,431,036	\$ 0	\$ 0	\$ (5,431,036)
Instruction	22,699,261	202,615	661,414	(21,835,232)
Pupil transportation	2,662,444	0	0	(2,662,444)
Debt service	196,139	0	0	(196,139)
School lunch program	763,353	183,121	223,137	(357,095)
	<u>\$ 31,752,233</u>	<u>\$ 385,736</u>	<u>\$ 884,551</u>	<u>(30,481,946)</u>
<b>GENERAL REVENUES</b>				
Real property taxes				21,374,556
Other tax items				71,160
Use of money and property				139,420
Sale of property and compensation for loss				2,043
Miscellaneous				376,766
State sources				7,359,635
Medicaid reimbursement				69,693
				<u>29,393,273</u>
				<b>CHANGE IN NET POSITION</b>
				(1,088,673)
				<b>TOTAL NET POSITION - BEGINNING OF YEAR</b>
				<u>23,229,390</u>
				<b>TOTAL NET POSITION - END OF YEAR</b>
				<u><u>\$ 22,140,717</u></u>

See notes to basic financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**BALANCE SHEET – GOVERNMENTAL FUNDS**  
**JUNE 30, 2017**

	<u>General</u>	<u>Special Aid</u>	<u>School Lunch</u>	<u>Public Library</u>	<u>CM Misc. Special Revenue</u>	<u>Capital</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>							
Cash							
Unrestricted	\$ 6,117,997	\$ 2,069	\$ 136,063	\$ 54,079	\$ 65,739	\$ 0	\$ 6,375,947
Restricted	10,294,943	0	0	0	0	0	10,294,943
Due from other funds	334,025	0	0	80,000	0	0	414,025
State and Federal aid	150,030	272,456	17,049	0	0	0	439,535
Due from other governments	368,392	0	0	0	0	0	368,392
Other receivables	17,104	0	2,072	5,516	0	0	24,692
Inventories	0	0	5,749	0	0	0	5,749
<b>TOTAL ASSETS</b>	<u>\$ 17,282,491</u>	<u>\$ 274,525</u>	<u>\$ 160,933</u>	<u>\$ 139,595</u>	<u>\$ 65,739</u>	<u>\$ 0</u>	<u>\$ 17,923,283</u>
<b>LIABILITIES</b>							
Accounts payable	\$ 147,685	\$ 1,540	\$ 0	\$ 2,558	\$ 552	\$ 0	\$ 152,335
Accrued liabilities	1,478,119	0	0	6,670	0	0	1,484,789
Due to other funds	80,000	256,979	0	77,046	0	0	414,025
Due to other governments	19,327	0	540	0	0	0	19,867
Due to Employees' Retirement System	140,198	0	6,552	8,351	0	0	155,101
Due to Teachers' Retirement System	1,177,765	0	0	0	0	0	1,177,765
Unearned revenues	0	16,006	222	0	0	0	16,228
<b>Total Liabilities</b>	<u>3,043,094</u>	<u>274,525</u>	<u>7,314</u>	<u>94,625</u>	<u>552</u>	<u>0</u>	<u>3,420,110</u>
<b>FUND BALANCE</b>							
Nonspendable - Inventory	0	0	5,749	0	0	0	5,749
Restricted							
Reserve for employee benefit liability	1,609,445	0	0	0	0	0	1,609,445
Insurance reserve	300,000	0	0	0	0	0	300,000
Workers' compensation reserve	972,572	0	0	0	0	0	972,572
Capital reserve	2,084,472	0	0	0	0	0	2,084,472
Capital reserve 2	2,000,000	0	0	0	0	0	2,000,000
Capital reserve 3	1,139,235	0	0	0	0	0	1,139,235
Repair reserve	100,000	0	0	0	0	0	100,000
Retirement contribution reserve	2,845,245	0	0	0	0	0	2,845,245
Tax certiorari reserve	30,800	0	0	0	0	0	30,800
Unemployment insurance reserve	352,409	0	0	0	0	0	352,409
Assigned	1,571,738	11,212	147,870	44,970	65,187	0	1,840,977
Unassigned	1,233,481	(11,212)	0	0	0	0	1,222,269
<b>Total Fund Balance</b>	<u>14,239,397</u>	<u>0</u>	<u>153,619</u>	<u>44,970</u>	<u>65,187</u>	<u>0</u>	<u>14,503,173</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 17,282,491</u>	<u>\$ 274,525</u>	<u>\$ 160,933</u>	<u>\$ 139,595</u>	<u>\$ 65,739</u>	<u>\$ 0</u>	<u>\$ 17,923,283</u>

See notes to basic financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**RECONCILIATION OF GOVERNMENTAL FUNDS**  
**BALANCE SHEET TO STATEMENT OF NET POSITION**  
**JUNE 30, 2017**

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Total fund balance - governmental funds balance sheet (page 14)	\$14,503,173
Add:	
Pensions	7,184,416
Return of OPEB accrual from BOCES	193,469
OPEB recorded in the general fund	1,377,583
Capital assets, net of accumulated depreciation	<u>31,459,238</u>
Totals	40,214,706
Deduct:	
Net pension liability - proportionate share	1,709,631
Pensions	383,520
Deferred bond premium	39,822
Long-term debt	<u>30,444,189</u>
Totals	<u>32,577,162</u>
<b>NET POSITION, GOVERNMENTAL ACTIVITIES</b>	<u><u>\$22,140,717</u></u>

See notes to basic financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	General	Special Aid	School Lunch	Public Library	CM Misc. Special Revenue	Capital	Total Governmental Funds
<b>REVENUES</b>							
Real property taxes	\$ 21,374,556	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 21,374,556
Other tax items	71,160	0	0	0	0	0	71,160
Charges for services	202,615	0	0	0	0	0	202,615
Use of money and property	139,420	0	0	0	0	0	139,420
Sale of property and compensation for loss	2,043	0	0	0	0	0	2,043
Miscellaneous	261,598	19,275	68	22,899	72,926	0	376,766
State sources	7,359,635	205,373	7,727	0	0	0	7,572,735
Federal sources	69,693	456,041	189,395	0	0	0	715,129
Surplus food	0	0	26,015	0	0	0	26,015
Sales - school lunch	0	0	183,121	0	0	0	183,121
<b>Total Revenues</b>	<b>29,480,720</b>	<b>680,689</b>	<b>406,326</b>	<b>22,899</b>	<b>72,926</b>	<b>0</b>	<b>30,663,560</b>
<b>EXPENDITURES</b>							
General support	3,151,955	0	0	280,971	48,928	0	3,481,854
Instruction	13,379,447	590,005	0	0	0	0	13,969,452
Pupil transportation	1,579,518	106,146	0	0	0	0	1,685,664
Employee benefits	7,691,341	35,882	115,464	104,377	0	0	7,947,064
Debt service							
Principal	1,460,000	0	0	0	0	0	1,460,000
Interest	227,205	0	0	0	0	0	227,205
Cost of sales	0	0	396,615	0	0	0	396,615
Capital outlay	0	0	0	0	0	395,625	395,625
<b>Total Expenditures</b>	<b>27,489,466</b>	<b>732,033</b>	<b>512,079</b>	<b>385,348</b>	<b>48,928</b>	<b>395,625</b>	<b>29,563,479</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>1,991,254</b>	<b>(51,344)</b>	<b>(105,753)</b>	<b>(362,449)</b>	<b>23,998</b>	<b>(395,625)</b>	<b>1,100,081</b>
<b>OTHER FINANCING SOURCES AND USES</b>							
Operating transfers in	0	51,344	106,590	360,000	0	395,625	913,559
Operating transfers (out)	(913,559)	0	0	0	0	0	(913,559)
<b>Total Other Sources (Uses)</b>	<b>(913,559)</b>	<b>51,344</b>	<b>106,590</b>	<b>360,000</b>	<b>0</b>	<b>395,625</b>	<b>0</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND USES</b>	<b>1,077,695</b>	<b>0</b>	<b>837</b>	<b>(2,449)</b>	<b>23,998</b>	<b>0</b>	<b>1,100,081</b>
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>13,161,702</b>	<b>0</b>	<b>152,782</b>	<b>47,419</b>	<b>41,189</b>	<b>0</b>	<b>13,403,092</b>
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 14,239,397</b>	<b>\$ 0</b>	<b>\$ 153,619</b>	<b>\$ 44,970</b>	<b>\$ 65,187</b>	<b>\$ 0</b>	<b>\$ 14,503,173</b>

See notes to basic financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE TO STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2017**

<b>REVENUES - GOVERNMENTAL FUNDS AND STATEMENTS OF ACTIVITIES</b>		\$ 30,663,560
<b>EXPENDITURES - GOVERNMENTAL FUNDS</b>	29,563,479	
Add:		
Depreciation expense	1,198,731	
Change in compensated absences	15,860	
Change in general fund OPEB accrual	93,042	
Return of OPEB Accrual from BOCES	91,044	
Pensions	187,441	
Other post-employment benefits	2,642,394	
Total	4,228,512	
Deduct:		
Principal payments on long-term debt	1,460,000	
Prior year accrued interest	11,156	
Amortization of bond premium	19,910	
Change in fixed assets	548,692	
Total	2,039,758	
<b>EXPENDITURES - STATEMENT OF ACTIVITIES</b>		31,752,233
<b>CHANGE IN NET POSITION</b>		\$ (1,088,673)

See notes to basic financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**JUNE 30, 2017**

	<u>Private Purpose Trusts</u>	<u>Agency</u>
<b>ASSETS</b>		
Cash		
Restricted	\$ 136,481	\$ 63,790
<b>Total Assets</b>	<u>\$ 136,481</u>	<u>\$ 63,790</u>
<b>LIABILITIES</b>		
Extraclassroom activity balances	\$ 0	\$ 63,673
Other liabilities	0	117
<b>Total Liabilities</b>	<u>0</u>	<u>\$ 63,790</u>
<b>NET POSITION</b>		
Reserved for scholarships	<u>\$ 136,481</u>	

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Private Purpose Trusts</u>
<b>ADDITIONS</b>	
Gifts and contributions	\$ 13,105
Investment earnings	714
<b>Total Additions</b>	<u>13,819</u>
<b>DEDUCTIONS</b>	
Scholarships and awards	<u>17,330</u>
<b>CHANGE IN NET POSITION</b>	(3,511)
<b>NET POSITION - BEGINNING OF YEAR</b>	<u>139,992</u>
<b>NET POSITION - END OF YEAR</b>	<u>\$ 136,481</u>

See notes to basic financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Chatham Central School District (the “District”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. Those principles are prescribed by the Governmental Accounting Standards Board (GASB), which is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Certain significant accounting principles and policies utilized by the District are described below:

**A) Reporting Entity**

The Chatham Central School District is governed by the laws of New York State. The District is an independent entity governed by an elected Board of Education consisting of 9 members. The President of the Board serves as the chief fiscal officer and the Superintendent is the chief executive officer. The Board is responsible for, and controls all activities related to public school education within the District. Board members have authority to make decisions, power to appoint management, and primary accountability for all fiscal matters.

The reporting entity of the District is based upon criteria set forth by GASB Statement 14, *The Financial Reporting Entity*, as amended by GASB Statement 39, *Component Units*. The financial reporting entity consists of the primary government, organizations for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete.

The accompanying financial statements present the activities of the District and its component unit and other organizational entities determined to be includable in the District’s financial reporting entity. The District is not a component unit of another reporting entity. The decision to include a potential component unit in the District’s reporting entity is based on several criteria, including legal standing, fiscal dependency, and financial accountability. Based on the application of these criteria, the following is a brief description of certain entities included in the District’s reporting entity.

**i) Extraclassroom Activity Funds**

The Extraclassroom Activity Funds of the District represent funds of the students of the District. The Board of Education exercises general oversight of these funds. The Extraclassroom Activity Funds are independent of the District with respect to its financial transactions and the designation of student management. Separate audited financial statements (cash basis) of the Extraclassroom Activity Funds can be found with these financial statements. The District accounts for assets held as an agent for various student organizations in an agency fund.

**ii) Public Library**

The Public Library jointly shares the services of the District treasurer, appoints trustees for library purposes, and has title to real property used by the Library.

**B) Joint Venture**

The District is a component district in the Questar III (BOCES). A BOCES is a voluntary, cooperative association of school districts in a geographic area that shares planning, services, and programs that provide educational and support activities. There is no authority or process by which a school district can terminate its status as a BOCES component.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**B) Joint Venture – (Continued)**

BOCES are organized under §1950 of the New York State Education Law. A BOCES Board is considered a corporate body. Members of a BOCES Board are nominated and elected by their component member boards in accordance with provisions of §1950 of the New York State Education Law. All BOCES property is held by the BOCES Board as a corporation (§1950(6)). In addition, BOCES Boards also are considered municipal corporations to permit them to contract with other municipalities on a cooperative basis under §119-n(a) of the New York State General Municipal Law.

A BOCES' budget is comprised of separate budgets for administrative, program and capital costs. Each component district's share of administrative and capital cost is determined by resident public school district enrollment, as defined in the New York State Education Law, §1950(4)(b)(7). In addition, component districts pay tuition or a service fee for programs in which its students participate.

During the year, the District was billed \$1,731,318 for BOCES administrative and program costs.

The District's share of BOCES aid amounted to \$488,251.

The basic financial statements for the BOCES are available from the BOCES administrative office.

**C) Basis of Presentation**

**1) District-Wide Statements**

The Statement of Net Position and the Statement of Activities present financial information about the District's governmental activities. These statements include the financial activities of the overall government in its entirety, except those that are fiduciary.

Eliminations have been made to minimize the double counting of internal transactions. Governmental activities generally are financed through taxes, state aid, intergovernmental revenues and other exchange and nonexchange transactions. Operating grants include operating-specific and discretionary (either operating or capital) grants.

The Statement of Net Position presents the financial position of the District at fiscal year-end. The Statement of Activities presents a comparison between program expenses and revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with and are clearly identifiable to a particular function. Indirect expenses, principally employee benefits, are allocated to functional areas in proportion to the payroll expended for those areas. Program revenues include charges paid by the recipients of goods or services offered by the programs, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**2) Funds Statements**

The fund statements provide information about the District's funds, including fiduciary funds. Separate statements for each fund category (governmental and fiduciary) are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The District reports the following major governmental funds:

**General Fund** – This is the District's primary operating fund. It accounts for all financial transactions that are not required to be accounted for in another fund.

CHATHAM CENTRAL SCHOOL DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2017

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**C) Basis of Presentation – (Continued)**

**2) Funds Statements – (Continued)**

**Special Aid Funds** – These funds account for the proceeds of specific revenue sources, such as federal and state grants, that are legally restricted to expenditures for specified purposes and other activities whose funds are restricted as to use. These legal restrictions may be imposed either by governments that provide the funds, or by outside parties.

**School Lunch Fund** – This fund accounts for the proceeds of specific revenue sources, such as federal and state grants, that are legally restricted for expenditures of the school breakfast and lunch programs.

**Public Library Fund** – Public Library Fund is used to account for and report transactions of a library established and supported in whole or in part by real property taxes.

**Miscellaneous Special Revenue Fund** – Miscellaneous Special Revenue Fund is used to account for those revenues that are legally restricted to expenditures for a specific purpose.

**Capital Projects Fund** – Capital Projects Funds are used to account for and report financial resources used for the acquisition, construction, or major repair of capital facilities.

The District reports the following fiduciary funds:

**Fiduciary Fund** – Fiduciary activities are those in which the District acts as trustee or agent for resources that belong to others. These activities are not included in the District-wide financial statements, because their resources do not belong to the District and are not available to be used. There are two classes of fiduciary funds:

- i) Private Purpose Trust Funds** – These funds are used to account for trust arrangements in which principal and income benefit annual third party awards and scholarships for students. Established criteria govern the use of the funds and members of the District or representatives of the donors may serve on committees to determine who benefits.
- ii) Agency Funds** – These funds are strictly custodial in nature and do not involve the measurement of results of operations. Assets are held by the District as agent for various student groups or extraclassroom activity funds and for payroll or employee withholding.

**D) Measurement Focus and Basis of Accounting**

Accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The District-wide and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Nonexchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**D) Measurement Focus and Basis of Accounting – (Continued)**

The fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within 365 days after the end of the fiscal year.

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

**E) Property Taxes**

Real property taxes are levied annually by the Board of Education no later than September 1, and become a lien on September 1. Taxes are collected during the period September 1 to October 31.

Uncollected real property taxes are subsequently enforced by the County(ies) in which the District is located. The County(ies) pay an amount representing uncollected real property taxes transmitted to the County(ies) for enforcement to the District no later than the following April 1.

**F) Restricted Resources**

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the District's policy concerning which to apply first varies with the intended use, and with associated legal requirements, many of which are described elsewhere in these Notes.

**G) Interfund Transactions**

The operations of the District include transactions between funds. These transactions may be temporary in nature, such as with interfund borrowings. The District typically loans resources between funds for the purpose of providing cash flow. These interfund receivables and payables are expected to be repaid within one year. Permanent transfers of funds include the transfer of expenditures and revenues to provide financing or other services.

In the District-wide statements, the amounts reported on the Statement of Net Position for interfund receivables and payables represent amounts due between different fund types (governmental activities and fiduciary funds). Eliminations have been made for all interfund receivables and payables between the funds, with the exception of those due from or to the fiduciary funds.

The governmental funds report all interfund transactions as originally recorded. Interfund receivables and payables may be netted on the accompanying governmental funds balance sheet when it is the District's practice to settle these amounts at a net balance based upon the right of legal offset.

Refer to Note 7 for a detailed disclosure by individual fund for interfund receivables, payables, expenditures and revenues activity.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**H) Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported revenues and expenses during the reporting period. Actual results could differ from those estimates. Estimates and assumptions are made in a variety of areas, including computation of encumbrances, compensated absences, potential contingent liabilities and useful lives of long-lived assets.

**I) Cash (and Cash Equivalents)/Investments**

The District's cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from date of acquisition.

New York State law governs the District's investment policies. Resources must be deposited in FDIC-insured commercial banks or trust companies located within the State. Permissible investments include obligations of the United States Treasury, United States Agencies, repurchase agreements and obligations of New York State or its localities.

Collateral is required for demand and time deposits and certificates of deposit not covered by FDIC insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of the State and its municipalities and Districts.

Investments are stated at fair value.

**J) Accounts Receivable**

Accounts receivable are shown gross, with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that such allowance would not be material.

**K) Inventories and Prepaid Items**

Inventories of food in the School Lunch Fund are recorded at cost on a first-in, first-out basis, or in the case of surplus food, at stated value that approximates market. Purchases of inventoriable items in other funds are recorded as expenditures at the time of purchase, and are considered immaterial in amount.

Prepaid items represent payments made by the District for which benefits extend beyond year end. These payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the District-wide and fund financial statements. These items are reported as assets on the statement of net position or balance sheet using the consumption method. A current asset for the prepaid amount is recorded at the time of purchase and an expense/expenditure is reported in the year the goods or services are consumed.

A reserve for these nonliquid assets (inventories) has been recognized to signify that a portion of fund balance is not available for other subsequent expenditures.

**L) Other Assets/Restricted Assets**

In the District-wide financial statements, bond issuance costs are expensed when incurred. In the funds statements, these same costs are netted against bond proceeds and recognized in the period of issuance.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**M) Capital Assets**

Capital assets are reported at actual cost for acquisitions. Donated assets are reported at estimated fair market value at the time received.

Capitalization thresholds (the dollar value above which asset acquisitions are added to the capital asset accounts), depreciation methods and estimated useful lives of capital assets reported in the District-wide statements are as follows:

	<b><u>Capitalization Threshold</u></b>	<b><u>Depreciation Method</u></b>	<b><u>Estimated Useful Life</u></b>
Site improvements	\$1,000	Straight-line	20 Years
Building and improvements	\$1,000	Straight-line	15-50 Years
Machinery and equipment	\$1,000	Straight-line	5-20 Years
Vehicles	\$1,000	Straight-line	5-8 Years

**N) Deferred Outflows and Inflows of Resources**

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. The separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. There are two items that qualify for reporting in this category. The first item is related to pensions reported in the District-wide Statement of Net Position. This represents the effect of the net change in the District's proportion of the collective net pension asset or liability and difference during the measurement period between the District's contributions and its proportion share of total contributions to the pension systems not included in pension expense. Lastly is the District contributions to the pension systems (TRS and ERS Systems) subsequent to the measurement date.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has the following items that qualify for reporting in this category. First arises only under a modified accrual basis of accounting and is reported as unavailable revenue – property taxes. The second item is related to pensions reported in the District's proportion of the collective net pension liability (ERS System) and net pension asset (TRS System) and difference during the measurement periods between the District's contributions and its proportion share of total contributions to the pension systems not included in pension expense.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**N) Deferred Outflows and Inflows of Resources – (Continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2017, the District reported the following asset (liability) for its proportionate share of the net pension asset (liability) for each of the Systems. The net pension asset (liability) was measured as of March 31, 2017 for ERS and June 30, 2016 for TRS. The total pension asset (liability) used to calculate the net pension asset (liability) was determined by an actuarial valuation. The District's proportion of the net pension asset (liability) was based on a projection of the District's long-term share of contributions to the Systems relative to the projected contributions of all participating members, actuarially determined. This information was provided by the ERS and TRS Systems in reports provided to the District.

	<u>ERS</u>	<u>TRS</u>
	March 31, 2017	June 30, 2016
Measurement date		
District's proportionate share of the net pension asset (liability)	\$ (1,072,254)	\$ (637,377)
District's portion of the Plan's total net pension asset (liability)	0.0114115%	0.059506%
Change in proportion since the prior measurement date	(0.0001986%)	(0.000652%)

For the year ended June 30, 2017, the District's recognized pension expense of \$538,622 for ERS and \$1,098,235 for TRS. At June 30, 2017, the District's reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources were:

	<u>Deferred Outflows of Resources</u>		<u>Deferred Inflows of Resources</u>	
	<u>ERS</u>	<u>TRS</u>	<u>ERS</u>	<u>TRS</u>
Differences between expected and actual experience	\$ 26,870	\$ 0	\$ 162,828	\$ 207,043
Changes of assumptions	366,321	3,630,677	0	0
Net difference between projected and actual earnings on pension plan investments	214,173	1,433,069	0	0
Changes in proportion and differences between the District's contributions and proportionate share of contributions	187,095	86,778	6,464.00	7,185
District's contributions subsequent to the measurement date	140,198	1,099,235	0	0
<b>Total</b>	<b>\$ 934,657</b>	<b>\$ 6,249,759</b>	<b>\$ 169,292</b>	<b>\$ 214,228</b>

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**N) Deferred Outflows and Inflows of Resources – (Continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – (Continued)**

District contributions subsequent to the measurement date which will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred (inflows) of resources related to pensions will be recognized in pension expense as follows:

		<b>ERS</b>		<b>TRS</b>
Year ended:				
	2018	\$ 264,650	\$	454,893
	2019	264,650		1,567,854
	2020	223,995		1,221,579
	2021	(128,129)		566,538
	2022	0		670,539
	Thereafter	0		0

**Actuarial Assumptions**

The total pension liability as of the measurement date was determined by using an actuarial valuation as noted in the table below, with update procedures used to roll forward the total pension liability to the measurement date. The actuarial valuations used the following actuarial assumptions:

Significant actuarial assumptions used in the valuations were as follows:

	<b>ERS</b>	<b>TRS</b>
Measurement date	March 31, 2017	June 30, 2016
Actuarial valuation date	April 1, 2016	June 30, 2015
Interest rate	7.0%	7.5%
Salary scale	3.8%	1.90% - 4.72%
Decrement tables	April 1, 2010 - March 31, 2015	July 1, 2009 - June 30, 2014
Inflation rate	System's experience 2.5%	System's experience 2.5%

For ERS, annuitant mortality rates are based on April 1, 2010 through March 31, 2015 System's experience with adjustments for mortality improvements based on MP-2014. For TRS, annuitant mortality rates are based on July 1, 2009 through June 30, 2014 System's experience with adjustments for mortality improvements based on Society of Actuaries Scale AA.

For ERS, the actuarial assumptions used in the April 1, 2016 valuation are based on the results of an actuarial experience study for the period April 1, 2010 through March 31, 2015. For TRS, the actuarial assumptions used in the June 30, 2015 valuation are based on the results of an actuarial experience study for the period July 1, 2009 through June 30, 2014.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**N) Deferred Outflows and Inflows of Resources – (Continued)**

**Actuarial Assumptions – (Continued)**

The long-term rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by each target asset allocation percentage and by adding expected inflation. Best estimates of the arithmetic real rates of return for each major asset class included in the target asset allocation are summarized below:

Measurement date	<u>ERS</u> March 31, 2017	<u>TRS</u> June 30, 2016
<b><u>Asset type</u></b>		
Domestic equity	4.55%	6.10%
International equity	6.35	7.30
Real estate	5.80	5.40
Domestic fixed income securities	0	1.00
Global fixed income securities	0	0.80
Mortgages	0	3.10
Short-term	0	0.10
Private equity/alternative investments	7.75	9.20
Absolute return strategies	4.00	0
Opportunistic portfolio	5.89	0
Real assets	5.54	0
Bonds and mortgages	1.31	0
Cash	(0.25)	0
Inflation index bonds	1.50	0

**Discount Rate**

The discount rate used to calculate the total pension liability was 7.0% for ERS and 7.5% for TRS. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at statutorily required rates, actuarially. Based upon the assumptions, the Systems' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Proportionate Share of the Net Pension Liability to the Discount Rate Assumption**

The following presents the District's proportionate share of the net pension asset (liability) calculated using the discount rate of 7.0% for ERS and 7.5% for TRS, as well as what the District's proportionate share of the net pension asset (liability) would be if it were calculated using a discount rate that is 1 percentage point lower (6.0% for ERS and 6.5% for TRS) or 1 percentage point higher (8.0% for ERS and 8.5% for TRS) than the current rate:

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**N) Deferred Outflows and Inflows of Resources – (Continued)**

**Sensitivity of the Proportionate Share of the Net Pension Liability to the Discount Rate Assumption – (Continued)**

<b><u>ERS</u></b>	<b><u>1% Decrease (6.0%)</u></b>	<b><u>Current Assumption (7.0%)</u></b>	<b><u>1% Increase (8.0%)</u></b>
District's proportionate share of the net pension asset (liability)	\$ (3,424,566)	\$ (1,072,254)	\$ 916,622
<b><u>TRS</u></b>	<b><u>1% Decrease (6.5%)</u></b>	<b><u>Current Assumption (7.5%)</u></b>	<b><u>1% Increase (8.5%)</u></b>
District's proportionate share of the net pension asset (liability)	\$ (8,315,509)	\$ (637,337)	\$ 5,802,711

**Pension Plan Fiduciary Net Position**

The components of the current-year net pension asset (liability) of the employers as of the respective valuation dates were as follows:

	<b>(Dollars in thousands)</b>		
	<b><u>ERS</u></b> March 31, 2017	<b><u>TRS</u></b> June 30, 2016	<b><u>Total</u></b>
Measurement date			
Employers' total pension asset (liability)	\$(177,400,586)	\$(108,577,184)	\$(285,977,770)
Plan fiduciary net position asset (liability)	168,004,363	107,506,142	275,510,505
Employers' net pension asset (liability)	(9,396,223)	(1,071,042)	(10,467,265)
Ratio of plan fiduciary net position to the employers' total pension asset (liability)	94.7%	99.0%	96.3%

**Payables to the Pension Plan**

For ERS, employer contributions are paid annually based on the System's fiscal year which ends on March 31. Accrued retirement contributions as of June 30, 2017 represent the projected employer contribution for the period of April 1, 2017 through June 30, 2017 based on paid ERS wages multiplied by the employer's contribution rate, by tier. Accrued retirement contributions as of June 30, 2017 amounted to \$155,101.

For TRS, employer and employee contributions for the fiscal year ended June 30, 2017 are paid to the System in September, October and November, 2017 through a state aid intercept. Accrued retirement contributions as of June 30, 2017 represent employee and employer contributions for the fiscal year ended June 30, 2017 based on paid TRS wages multiplied by the employer's contribution rate, by tier and employee contributions for the fiscal year as reported to the TRS System. Accrued retirement contributions as of June 30, 2017 amount to \$1,177,765.

Additional pension information can be found in Note 8.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**O) Unearned Revenue**

The District reports unearned revenues on its Statement of Net Position and its Balance Sheet. On the Statement of Net Position, unearned revenue arises when resources are received by the District before it has legal claim to them, as when grant monies are received prior to incurrence of qualifying expenditures. In subsequent periods, when the District has legal claim to resources, the liability for unearned revenue is removed and revenue is recognized.

**P) Vested Employee Benefits**

**Compensated Absences**

Compensated absences consist of unpaid accumulated annual sick leave, vacation and sabbatical time.

Sick leave eligibility and accumulation is specified in negotiated labor contracts and in individual employment contracts. Upon retirement, resignation or death, employees may contractually receive a payment based on unused accumulated sick leave.

District employees are granted vacation in varying amounts, based primarily on length of service and service position. Some earned benefits may be forfeited if not taken within varying time periods.

Consistent with GASB Statement 16, *Accounting for Compensated Absences*, the liability has been calculated using the vesting/termination method and an accrual for that liability is included in the District-wide financial statements. The compensated absences liability is calculated based on the pay rates in effect at year end.

In the funds statements, only the amount of matured liabilities is accrued within the General Fund based upon expendable and available financial resources. These amounts are expensed on a pay-as-you go basis.

**Q) Other Benefits**

District employees participate in the New York State Employees' Retirement System and the New York State Teachers' Retirement System.

In addition to providing pension benefits, the District provides post-employment health insurance coverage and survivor benefits to retired employees and their survivors in accordance with the provision of various employment contracts in effect at the time of retirement.

Substantially, all of the District's employees may become eligible for these benefits if they reach normal retirement age while working for the District. Health care benefits are provided through plans whose premiums are based on the benefits paid during the year. The cost of providing post-retirement benefits is shared between the District and the retired employee. The District recognizes the cost of providing health insurance by recording its share of insurance premiums as an expenditure.

**R) Short-Term Debt**

The District may issue Revenue Anticipation Notes (RANs) and Tax Anticipation Notes (TANs), in anticipation of the receipt of revenues. These notes are recorded as a liability of the fund that will actually receive the proceeds from the issuance of the notes. The RANs and TANs represent a liability that will be extinguished by the use of expendable, available resources of the fund.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**R) Short-Term Debt – (Continued)**

The District may issue budget notes up to an amount not to exceed 5% of the amount of the annual budget during any fiscal year for expenditures for which there is an insufficient or no provision made in the annual budget. The budget note must be repaid no later than the close of the second fiscal year succeeding the year in which the note was issued.

The District may issue Bond Anticipation Notes (BANs), in anticipation of proceeds from the subsequent sale of bonds. These notes are recorded as current liabilities of the funds that will actually receive the proceeds from the issuance of bonds. State law requires that BANs issued for capital purposes be converted to long-term financing within five years after the original issue date.

The District may issue deficiency notes up to an amount not to exceed 5% of the amount of that same year's annual budget in any fund or funds arising from revenues being less than the amount estimated in the budget for that fiscal year. The deficiency notes may mature no later than the close of the fiscal year following the fiscal year in which they were issued. However, they may mature no later than the close of the second fiscal year after the fiscal year in which they were issued, if the notes were authorized and issued after the adoption of the budget for the fiscal year following the year in which they were issued.

The District had no short-term debt as of June 30, 2017.

**S) Accrued Liabilities and Long-Term Obligations**

Payables, accrued liabilities and long-term obligations are reported in the District-wide financial statements. In the governmental funds, payables and accrued liabilities are paid in a timely manner and in full from current financial resources. Claims and judgments, other post-employment benefits payable, and compensated absences that will be paid from governmental funds, are reported as a liability in the funds financial statements only to the extent that they are due for payment in the current year. Bonds and other long-term obligations that will be paid from governmental funds are recognized as a liability in the fund financial statements when due.

Long-term obligations represent the District's future obligations or future economic outflows. The liabilities are reported as due in one year or due within more than one year in the Statement of Net Position.

**T) Equity Classifications**

**District-Wide Statements**

In the District-wide statements, there are three classes of net position:

**i) Net Investment in Capital Assets**

Consists of net capital assets (cost less accumulated depreciation) reduced by outstanding balances of related debt obligations from the acquisition, constructions or improvements of those assets.

**ii) Restricted Net Position**

Reports net position when constraints placed on the assets or deferred outflows of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**T) Equity Classifications – (Continued)**

**District-Wide Statements – (Continued)**

**iii) Unrestricted Net Position**

Reports the balance of net position that does not meet the definition of the above two classifications and is deemed to be available for general use by the District.

**Funds Statements**

In the fund basis statements, there are five classifications of fund balance:

**1. Nonspendable Fund Balance**

Includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Nonspendable fund balance includes the inventory recorded in the School Lunch Fund of \$5,749.

**2. Restricted**

Includes amounts with constraints placed on the use of resources either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. All encumbrances of funds other than the General Fund are classified as restricted fund balance.

The School District has established the following restricted fund balances:

**Currently Utilized by the District:**

**Unemployment Insurance**

According to General Municipal Law §6-m, must be used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the employer has elected to use the benefit reimbursement method. The reserve may be established by Board action and is funded by budgetary appropriations and such other funds as may be legally appropriated. Within sixty days after the end of any fiscal year, excess amounts may either be transferred to another reserve or the excess applied to the appropriations of the next succeeding fiscal year's budget. If the School District elects to convert to tax (contribution) basis, excess resources in the fund over the sum sufficient to pay pending claims may be transferred to any other reserve fund.

**Employee Benefit Accrued Liability**

According to General Municipal Law §6-p, must be used for the payment of accrued employee benefit due an employee upon termination of the employee's service. This reserve may be established by a majority vote of the Board, and is funded by budgetary appropriations and such other reserves and funds that may be legally appropriated.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**T) Equity Classifications – (Continued)**

**Funds Statements – (Continued)**

**2. Restricted – (Continued)**

**Currently Utilized by the District: – (Continued)**

**Retirement Contributions**

According to General Municipal Law §6-r, must be used for financing retirement contributions. The reserve must be accounted for separate and apart from all other funds and a detailed report of the operation and condition of the fund must be provided to the Board. This reserve is accounted for in the General Fund under Restricted Fund Balance.

**Capital**

According to Education Law §3651, this reserve must be used to pay the cost of any object or purpose for which bonds may be issued. The creation of a capital reserve fund requires authorization by a majority of voters establishing the purpose of the reserve, the ultimate amount, its probable term and the source of the funds. Expenditure may be made from the reserve only for a specific purpose further authorized by the voters. The form for the required legal notice for the vote on establishing and funding the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. This reserve is accounted for in the General Fund under Restricted Fund Balance.

**Tax Certiorari**

According to Education Law §3651.1-a, this reserve must be used to established a reserve fund for tax certiorari and to expend from the fund without voter approval. The monies held in the reserve shall not exceed the amount that might reasonably be deemed necessary to meet anticipated judgments and claims arising out of tax certiorari proceedings. Any resources deposited to the reserve which are not expended for tax certiorari proceedings in the year such monies are deposited must be returned to the General Fund on or before the first day of the fourth fiscal year after deposit of these monies. This reserve is accounted for in the General Fund under Restricted Fund Balance.

**Workers' Compensation**

According to General Municipal Law §6-j, this reserve must be used to pay for compensation benefits and other expenses authorized by Article 2 of the Workers' Compensation Law, and for payment of expenses of administering this self-insurance program. The reserve may be established by Board action, and is funded by budgetary appropriations and such other funds as may be legally appropriated. Within sixty days after the end of any fiscal year, excess amounts may either be transferred to another reserve or the excess applied to the appropriations of the next succeeding fiscal year's budget.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**T) Equity Classifications – (Continued)**

**Funds Statements – (Continued)**

**2. Restricted – (Continued)**

**Currently Utilized by the District: – (Continued)**

**Insurance**

According to General Municipal Law §6-n, must be used to pay liability, casualty and other types of losses, except losses incurred for which the following types of insurance may be purchased: life, accident, health, annuities, fidelity and surety, credit, title residual value and mortgage guarantee. In addition, this reserve may not be used for any purpose for which a special reserve may be established pursuant to law (for example, for unemployment compensation insurance). The reserve may be established by Board action, and funded by budgetary appropriations, or such other funds as may be legally appropriated. There is no limit on the amount that may be accumulated in the Insurance Reserve; however, the annual contribution to this reserve may not exceed the greater of \$33,000 or 5% of the budget. Settled or compromised claims up to \$25,000 may be paid from the reserve without judicial approval. This reserve is accounted for in the General Fund under Restricted Fund Balance.

**Repairs**

According to General Municipal Law §6-d, must be used to pay the cost of repairs to capital improvements or equipment, which repairs are of a type not recurring annually. The Board of Education without voter approval may establish a repair reserve fund by a majority vote of its members. Voter approval is required to fund this reserve (Opinion of the New York State Comptroller 81-401). Expenditures from this reserve may be made only after a public hearing has been held, except in emergency situations. If no hearing is held, the amount expended must be repaid to the reserve fund over the next two subsequent fiscal years. This reserve is accounted for in the General Fund under Restricted Fund Balance.

**Encumbrances**

Encumbrance accounting, under which purchase orders, contracts and other commitments of expenditures are recorded for budgetary control purposes in order to reserve applicable appropriations, is employed as a control in preventing over-expenditure of established appropriations. Open encumbrances are reported as restricted fund balance in all funds other than the General Fund, since they do not constitute expenditures or liabilities and will be honored through budget appropriations in the subsequent year.

**3. Committed**

Includes amounts that can only be used for the specific purposes pursuant to constraints imposed by formal action of the School District's highest level of decision making authority, i.e., the Board of Education. The School District has no committed fund balance as of June 30, 2017.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**T) Equity Classifications – (Continued)**

**Funds Statements – (Continued)**

**4. Assigned**

Includes amounts that are constrained by the School District's intent to be used for specific purposes, but are neither restricted nor committed. The purpose of the constraint must be narrower than the purpose of the General Fund, and in funds other than the General Fund, assigned fund balance represents the residual amount of fund balance. Assigned fund balance also includes an amount appropriated to partially fund the subsequent year's budget, as well as encumbrances not classified as restricted at the end of the fiscal year.

**5. Unassigned**

Includes all other General Fund amounts that do not meet the definition of the above four classifications and are deemed to be available for general use by the District and could report a surplus or deficit. In funds other than the General Fund, the unassigned classification is used to report a deficit fund balance resulting from overspending for specific purposes for which amounts had been restricted or assigned.

NYS Real Property Tax Law §1318 limits the amount of unexpended surplus funds a school district can retain to no more than 4% of the School District's budget for the General Fund for the ensuing fiscal year. Nonspendable and restricted fund balance of the General Fund are excluded from the 4% limitation. Amounts appropriated for the subsequent year and encumbrances are also excluded from the 4% limitation.

**Order of Use of Fund Balance**

The District's policy is to apply expenditures against nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. For all funds, nonspendable fund balances are determined first and then restricted fund balances for specific purposes are determined. Any remaining fund balance amounts for funds other than the General Fund are classified as restricted fund balance. In the general fund, committed fund balance is determined next and then assigned. The remaining amounts are reported as unassigned. Assignments of fund balance cannot cause a negative unassigned fund balance.

**U) New Accounting Standards**

The District has adopted all current Statements of the Governmental Accounting Standards Board (GASB) that are applicable. At June 30, 2017, the District implemented the following new standards issued by GASB:

GASB has issued Statement No. 77, *Tax Abatement Disclosures*, effective for the year ending June 30, 2017.

GASB has issued Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*, effective for the year ending June 30, 2017.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (CONTINUED)**

**V) Future Changes in Accounting Standards**

GASB has issued Statement No. 75, *Accounting and Financial Reporting for Post-employment Benefits Other than Pensions*, effective for the year ending June 30, 2018. This statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-employer Plans*, for OPEB. Statement No. 74, *Financial Reporting for Post-employment Benefit Plans Other than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans.

The School District will evaluate the impact each of these pronouncements may have on its financial statements and will implement them as applicable and when material.

**NOTE 2 – EXPLANATION OF CERTAIN DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND DISTRICT-WIDE STATEMENTS**

Due to the differences in the measurement focus and basis of accounting used in the funds statements and the District-wide statements, certain financial transactions are treated differently. The basic financial statements contain a full reconciliation of these items. The differences result primarily from the economic focus of the District-wide statements compared with the current financial resources focus of the governmental funds.

**A) Total Fund Balance of Governmental Funds vs. Net Position of Governmental Activities**

Total fund balance of the District's governmental funds differs from "net position" of governmental activities reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the solely current financial resources focus of the governmental fund balance sheets.

**B) Statement of Revenues, Expenditures and Changes in Fund Balance vs. Statement of Activities**

Differences between the funds Statement of Revenues, Expenditures and Changes in Fund Balance and the Statement of Activities fall into one of four broad categories. The amounts shown below represent:

**i) Long-Term Revenue Differences**

Long-term revenue differences arise because governmental funds report revenues only when they are considered "available," whereas the Statement of Activities reports revenues when earned. Differences in long-term expenses arise because governmental funds report on a modified accrual basis, whereas the accrual basis of accounting is used on the Statement of Activities.

**ii) Capital Related Differences**

Capital related differences include the difference between proceeds for the sale of capital assets reported on fund statements and the gain or loss on the sale of assets as reported on the Statement of Activities, and the difference between recording an expenditure for the purchase of capital items in the fund statements and depreciation expense on those items as recorded in the Statement of Activities.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 2 – EXPLANATION OF CERTAIN DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND DISTRICT-WIDE STATEMENTS – (CONTINUED)**

**B) Statement of Revenues, Expenditures and Changes in Fund Balance vs. Statement of Activities - (Continued)**

**iii) Long-Term Debt Transaction Differences**

Long-term debt transaction differences occur because both interest and principal payments are recorded as expenditures in the fund statements, whereas interest payments are recorded in the Statement of Activities as incurred, and principal payments are recorded as a reduction of liabilities in the Statement of Net Position.

**iv) Pension Differences**

Pension differences occur as a result of changes in the District's proportion of the collective net pension asset (liability) and differences between the District's contributions and its proportionate share of the total contributions to the pension systems.

**NOTE 3 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgets**

The District administration prepares a proposed budget for approval by the Board of Education for the General Fund.

The voters of the District approved the proposed appropriation budget for the General Fund.

Appropriations are adopted at the program line item level.

Appropriations established by the adoption of the budget constitute a limitation on expenditures (and encumbrances) that may be incurred. Appropriations lapse at the end of the fiscal year unless expended or encumbered. Encumbrances will lapse if not expended in the subsequent year. Appropriations authorized for the current year are increased by the planned use of specific reserves, and budget amendments approved by the Board of Education as a result of selected new revenue sources not included in the original budget (when permitted by law). These supplemental appropriations may occur subject to legal restrictions, if the Board approves them because of a need that exists which was not determined at the time the budget was adopted. No supplemental appropriations occurred during the year.

Budgets are adopted annually on a basis consistent with generally accepted accounting principles. Appropriations authorized for the year are increased by the amount of encumbrances carried forward from the prior year.

Budgets are established and used for individual capital project funds expenditures as approved by a special referendum of the District's voters. The maximum project amount authorized is based primarily upon the cost of the project, plus any requirements for external borrowings, not annual appropriations. These budgets do not lapse and are carried over to subsequent fiscal years until the completion of the projects.

**Encumbrances**

Encumbrance accounting is used for budget control and monitoring purposes and is reported as a part of the governmental funds. Under this method, purchase orders, contracts and other commitments for the expenditure of monies are recorded to reserve applicable appropriations. Outstanding encumbrances as of year end are presented as restrictions or assignments of fund balance and do not represent expenditures or liabilities. These commitments will be honored in the subsequent period. Related expenditures are recognized at that time, as the liability is incurred or the commitment is paid.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 4 – CASH (AND CASH EQUIVALENTS) – CUSTODIAL CREDIT, CONCENTRATION OF CREDIT, INTEREST RATE AND FOREIGN CURRENCY RISKS**

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. While the District does not have a specific policy for custodial credit risk, New York State statutes govern the District's investment policies, as discussed previously in these notes.

The District's aggregate bank balances (disclosed in the financial statements), included balances not covered by depository insurance at year-end, collateralized as follows:

Uncollateralized	\$	0
Collateralized with securities held by the pledging financial institution, or its trust department or agent, but not in the District's name		17,266,787

Restricted cash represents cash and cash equivalents where use is limited by legal requirements. These assets represent amounts required by statute to be reserved for various purposes. Restricted cash as of year-end includes \$10,294,943 within the governmental funds and \$200,271 in the fiduciary funds.

**NOTE 5 – CAPITAL ASSETS**

Capital asset balances and activity for the year ended June 30, 2017, were as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements/ Reclassifications</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets that are not depreciated:				
Land	\$ 4,014,931	\$ 0	\$ 0	\$ 4,014,931
<b>Total nondepreciable historical cost</b>	<u>4,014,931</u>	<u>0</u>	<u>0</u>	<u>4,014,931</u>
Capital assets that are depreciated:				
Buildings	40,538,332	177,748	0	40,716,080
Vehicles	3,946,920	41,131	0	3,988,051
Furniture and equipment	3,370,693	328,736	206,809	3,492,620
<b>Total depreciable historical cost</b>	<u>47,855,945</u>	<u>547,615</u>	<u>206,809</u>	<u>48,196,751</u>
Less accumulated depreciation:				
Buildings	14,376,315	762,540	0	15,138,855
Vehicles	3,040,760	189,346	0	3,230,106
Furniture and equipment	2,344,524	246,845	207,886	2,383,483
<b>Total accumulated depreciation</b>	<u>19,761,599</u>	<u>1,198,731</u>	<u>207,886</u>	<u>20,752,444</u>
<b>Total depreciable historical cost – net</b>	<u>28,094,346</u>	<u>(651,116)</u>	<u>(1,077)</u>	<u>27,444,307</u>
<b>GRAND TOTAL – NET</b>	<u>\$32,109,277</u>	<u>\$ (651,116)</u>	<u>\$ (1,077)</u>	<u>\$ 31,459,238</u>
Depreciation was allocated to the following programs as follows:				
General support		\$ 197,744		
Instruction		876,401		
Pupil transportation		99,094		
School lunch program		25,492		
<b>Total</b>		<u>\$ 1,198,731</u>		

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 6 – LONG-TERM DEBT**

Long-term liability balances and activity for the year are summarized below:

	<u>Beginning Balance</u>	<u>Issued</u>	<u>Redeemed</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Government activities:					
Bonds and notes payable	\$ 8,700,000	\$ 0	\$ 1,460,000	\$ 7,240,000	\$ 1,505,000
Other liabilities:					
Other post-employment benefits	19,903,963	2,642,394	0	22,546,357	0
Compensated absences	641,972	15,860	0	657,832	0
<b>TOTAL LONG-TERM LIABILITIES</b>	<u>\$29,245,935</u>	<u>\$ 2,658,254</u>	<u>\$ 1,460,000</u>	<u>\$30,444,189</u>	<u>\$ 1,505,000</u>

The current portion (amount due within one year) of other liabilities as of June 30, 2017, was not determinable.

Interest on long-term debt for the year was composed of:

Interest paid	\$ 227,205
Amortization of bond premium	(19,910)
Accrued interest, June 30, 2016	(11,156)
	<u>\$ 196,139</u>

<u>Description of Issue</u>	<u>Date</u>	<u>Maturity</u>	<u>Rate</u>	<u>Outstanding at June 30, 2017</u>
Serial Bonds	2012	2019	2.00% - 3.00%	\$ 1,970,000
Serial Bonds	2012	2026	2.75% - 3.375%	2,915,000
Serial Bonds	2009	2025	2.75% - 3.375%	2,355,000
<b>TOTAL</b>				<u>\$ 7,240,000</u>

The following is a summary of maturing debt service requirements:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Fiscal year ending June 30:			
2018	\$ 1,505,000	\$ 185,405	\$ 1,690,405
2019	1,545,000	152,055	1,697,055
2020	565,000	117,755	682,755
2021	585,000	102,438	687,438
2022	605,000	85,958	690,958
Thereafter	2,435,000	159,057	2,594,057
<b>TOTALS</b>	<u>\$ 7,240,000</u>	<u>\$ 802,668</u>	<u>\$ 8,042,668</u>

In prior years, the District defeased certain general obligations and other bonds by placing the proceeds of new bonds in an irrevocable trust to provide for all future debt service payments on the old bonds. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the District's financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 7 – INTERFUND TRANSACTIONS – GOVERNMENTAL FUNDS**

	<b>Interfund</b>		<b>Interfund</b>	
	<b>Receivables</b>	<b>Payables</b>	<b>Revenues</b>	<b>Expenditures</b>
General Fund	\$ 334,025	\$ 80,000	\$ 0	\$ 913,559
Special Aid Funds	0	256,979	51,344	0
School Lunch Fund	0	0	106,590	0
Capital Fund	0	0	395,625	0
Public Library Fund	80,000	77,046	360,000	0
Total government activities	414,025	414,025	913,559	913,559
Fiduciary Agency Fund	0	0	0	0
<b>Totals</b>	<b>\$ 414,025</b>	<b>\$ 414,025</b>	<b>\$ 913,559</b>	<b>\$ 913,559</b>

Interfund receivables and payables, other than between governmental activities and fiduciary funds, are eliminated on the Statement of Net Position.

The District typically loans resources between funds for the purpose of mitigating the effects of transient cash flow issues.

All interfund payables are expected to be repaid within one year.

**NOTE 8 – PENSION PLANS**

**General Information**

The District participates in the New York State Employees’ Retirement System (NYSERS) and the New York State Teachers’ Retirement System (NYSTRS). These are cost-sharing multiple employer public employee retirement systems. The Systems offer a wide range of plans and benefits, which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

**Plan Descriptions and Benefits Provided:**

**Teachers’ Retirement System (TRS)**

The District participates in the New York State Teachers’ Retirement System (TRS). This is a cost-sharing multiple-employer retirement system. The System provides retirement benefits as well as, death and disability benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. The System is governed by a 10 member Board of Trustees. System benefits are established under New York State Law. Membership is mandatory and automatic for all full-time teachers, teaching assistants, guidance counselors and administrators employed in New York Public Schools and BOCES who elected to participate in TRS. Once a public employer elects to participate in the System, the election is irrevocable. The New York State Constitution provides that pension membership is a contractual relationship and plan benefits cannot be diminished or impaired. Benefits can be changed for future members only by enactment of a State statute. Additional information regarding the System, may be obtained by writing to the New York State Teachers’ Retirement System, 10 Corporate Woods Drive, Albany, NY 12211-2395 or by referring to the NYSSTR Comprehensive Annual Financial report which can be found on the System’s website at [www.nystrs.org](http://www.nystrs.org).

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 8 – PENSION PLANS – (CONTINUED)**

**Plan Descriptions and Benefits Provided: – (Continued)**

**Employees’ Retirement System (ERS)**

The District participates in the New York State and Local Employees’ Retirement System (ERS). This is a cost-sharing multiple-employer retirement system. The System provides retirement benefits as well as death and disability benefits. The net position of the System is held in the New York State Common Retirement Fund (the Fund), which was established to hold all net assets and record changes in plan net position allocated to the System. The Comptroller of the State of New York serves as the trustee of the Fund and is the administrative head of the System. System benefits are established under the provisions of the New York State Retirement and Social Security Law (RSSL). Once a public employer elects to participate in the System, the election is irrevocable. The New York State Constitution provides that pension membership is a contractual relationship and plan benefits cannot be diminished or impaired. Benefits can be changed for future members only by enactment of a State statute. The District also participates in the Public Employees’ Group Life Insurance Plan (GLIP), which provides death benefits in the form of life insurance. The System is included in the State’s financial report as a pension trust fund. That report, including information with regard to benefits provided, may be found at [www.osc.state.ny.us/retire/publications/index.php](http://www.osc.state.ny.us/retire/publications/index.php) or obtained by writing to the New York State and Local Retirement System, 110 State Street, Albany, NY 12244.

The Systems are noncontributory except for employees who joined after July 27, 1976, who contribute 3% of their salary for the first ten years of membership, and employees who joined on or after January 2, 2010 who generally contribute 3.0% to 3.5% of their salary for their entire length of service. In addition, employee contribution rates under ERS tier VI vary based on a sliding salary scale. For ERS, the Comptroller annually certifies the actuarially determined rates expressly used in computing the employers’ contributions based on salaries paid during the Systems’ fiscal year ending March 31. For TRS, contribution rates are established annually by the New York State Teachers’ Retirement Board pursuant to Article 11 of the Education Law.

The District is required to contribute at a rate determined actuarially by the Systems. The District contributions made to the Systems were equal to 100% of the contributions required for each year. Required contributions for the current and two preceding years were:

	<u>NYSTRS</u>	<u>NYSERS</u>
2017	\$ 1,098,235	\$ 538,622
2016	1,291,765	587,994
2015	1,682,650	652,473

Since 1989, the NYSERS billings have been based on Chapter 62 of the Laws of 1989 of the State of New York. This legislation requires participating employers to make payments on a current basis, while amortizing existing unpaid amounts relating to the System’s fiscal years ending March 31, 1988 and 1989 over a 17 year period, with an 8.75% interest factor added. Local governments were given the option to prepay this liability, which the District did not exercise.

ERS has provided additional disclosures through entities that elected to participate in Chapter 260, 57 and 105.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 9 – POST-EMPLOYMENT (HEALTH INSURANCE) BENEFITS**

The District provides post-employment health insurance coverage to retired employees in accordance with the provisions of various employment contracts. The benefit levels, employee contributions and employer contributions are governed by the District’s contractual agreements.

The District implemented GASB Statement #45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions*, in the school year ended June 30, 2009. This required the District to calculate and record a net other post-employment benefit obligation at year end. The net other post-employment benefit obligation is basically the cumulative difference between the actuarially required contribution and the actual contributions made.

The District recognizes the cost of providing health insurance annually as expenditures in the General Fund of the funds financial statements as payments are made. For the year ended June 30, 2017, the District recognized \$1,781,743 for its share of insurance premiums for currently enrolled retirees.

The District has obtained an actuarial valuation report as of July 1, 2016 which indicates that the total liability for other post-employment benefits is \$22,546,357 which is reflected in the Statement of Net Position.

**Plan Description**

Chatham Central School District provides medical and prescription drug insurance benefits for retirees, spouses and their covered dependents while contributing a portion of the expenses. Such post-employment benefits are an included value in the exchange of salaries and benefits for employee services rendered. An employee’s total compensation package includes not only the salaries and benefits received during active service, but all compensation and benefits received for their services during post-employment. Nevertheless, both types of benefits constitute compensation for employee services.

**Funding Policy**

The contribution requirements of the plan members and the District are established by the Board of Education. The required contribution is based on projected pay-as-you-go financing requirements.

**Annual Other Post-employment Benefit (OPEB) Cost and Net OPEB Obligation**

The District’s annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the District’s annual OPEB cost for the year, the amount actually contributed to the plan and changes in the District’s net OPEB obligation to the healthcare plan:

Annual required contribution	\$ 4,812,851
Interest on net OPEB obligation	597,119
Adjustment to annual required contribution	(985,833)
Annual OPEB cost (expense)	4,424,137
Contributions made	1,781,743
Increase in net OPEB obligation	2,642,394
Net OPEB obligation - beginning of year	19,903,963
Net OPEB obligation - end of year	\$ 22,546,357

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

**NOTE 9 – POST-EMPLOYMENT (HEALTH INSURANCE) BENEFITS – (CONTINUED)**

**Annual Other Post-employment Benefit (OPEB) Cost and Net OPEB Obligation – (Continued)**

The District's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for 2017 and the two preceding years were as follows:

<b>Fiscal Year Ended</b>	<b>Annual OPEB Cost</b>	<b>Percentage of Annual OPEB Cost Contributed</b>	<b>Net OPEB Obligation</b>
06/30/17	\$ 4,424,137	40.3%	\$ 22,546,357
06/30/16	4,465,065	37.5%	19,903,963
06/30/15	4,431,144	37.3%	17,111,489

**Funding Status and Funding Progress**

As of July 1, 2016, the most recent actuarial valuation date, the plan was 0% funded. The actuarial accrued liability for benefits was \$55,048,179 and the actuarial value of assets was \$-0-, resulting in an unfunded actuarial accrued liability (UAAL) of \$55,048,179. The covered payroll (annual payroll of active employees covered by the plan) was \$13,849,355 and the ratio of the UAAL to the covered payroll was 397%. Actuarial valuation of an ongoing plan involves estimates of the value of reported amounts and assumption about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Methods and Assumptions**

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2016, actuarial valuation, the projected unit credit cost method was used. The actuarial assumptions included a 3% investment rate of return (net of administrative expenses), which is based on the expected earnings of the District's General Fund investments at the valuation date, and an annual healthcare cost trend rate of 7.5% decreasing 0.5% per year to an ultimate rate of 4.5%. The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at June 30, 2017, was 30 years.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 10 – RISK MANAGEMENT**

**General Information**

The District is exposed to various risks of loss related to torts, theft, damage, injuries, errors and omissions, natural disasters, and other risks. The risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past two years.

**NOTE 11 – COMMITMENTS AND CONTINGENCIES**

The District received grants, which are subject to audit by agencies of the state and federal governments. Such audits may result in disallowances and a request for a return of funds. Based on prior audits, the District's administration believes disallowances, if any, will be immaterial.

**Litigation**

There are currently pending tax certiorari proceedings, the results of which could require the payments of future tax refunds by the School District if existing assessment rolls are modified based on the outcome of the litigation proceedings. However, the amount of these possible refunds cannot be determined at the present time. The School District has established a tax certiorari reserve to cover a portion of the potential refund exposure and the District has legal authority to borrow funds to repay school taxes when needed.

**NOTE 12 – TAX ABATEMENTS**

The County of Columbia, enters into various property tax and sales tax (if applicable) abatement programs for the purpose of economic development. The School District's property tax revenue was reduced \$8,269. The District received Payment in Lieu of Tax (PILOT) payment totaling \$11,944.

**NOTE 13 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the issuance date of the financial statements. There were no issues to report that would have a material effect on the financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE – BUDGET (NON-GAAP BASIS) AND ACTUAL – GENERAL FUND**

**FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Revenues</u>	<u>Final Budget Variance with Budgetary Actual Over (Under)</u>
<b>REVENUES:</b>				
<b>Local Sources</b>				
Real property taxes	\$ 21,375,578	\$ 21,375,578	\$ 21,374,556	\$ (1,022)
Real property tax items	47,944	47,944	71,160	23,216
Charges for services	32,000	32,000	202,615	170,615
Use of money and property	100,000	100,000	139,420	39,420
Sale of property and compensation for loss	0	0	2,043	2,043
Miscellaneous	106,808	107,108	261,598	154,490
<b>Total Local Sources</b>	<u>21,662,330</u>	<u>21,662,630</u>	<u>22,051,392</u>	<u>388,762</u>
<b>State Sources</b>	7,478,486	7,478,486	7,359,635	(118,851)
<b>Federal Sources</b>	<u>60,000</u>	<u>60,000</u>	<u>69,693</u>	<u>9,693</u>
<b>Total Revenues</b>	<u>29,200,816</u>	<u>29,201,116</u>	<u>29,480,720</u>	<u>\$ 279,604</u>

See paragraph on supplementary schedules included in independent auditors' report.

**CHATHAM CENTRAL SCHOOL DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE – BUDGET (NON-GAAP BASIS) AND ACTUAL – GENERAL FUND**

**FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenditures</u>	<u>Year End Encumbrances</u>	<u>Final Budget Variance With Budgetary Actual and Encumbrances (Over) Under</u>
<b>EXPENDITURES</b>					
<b>General Support</b>					
Board of Education	41,830	45,530	43,108	\$ 438	\$ 1,984
Central administration	266,412	279,912	267,874	1,060	10,978
Finance	499,137	487,510	428,842	150	58,518
Staff	242,666	244,586	195,808	3,500	45,278
Central services	2,267,079	2,427,862	1,942,569	146,325	338,968
Special items	304,292	319,730	273,754	0	45,976
<b>Instructional</b>					
Instruction, administration and improvements	1,084,789	1,112,657	1,065,151	0	47,506
Teaching – regular school	6,985,585	7,046,279	6,643,326	19,210	383,743
Programs for children with handicapping conditions	3,253,821	3,195,366	2,495,178	32,615	667,573
Occupational education	495,462	508,962	508,498	0	464
Teaching - special school	89,693	97,295	54,002	0	43,293
Instructional media	781,077	1,449,958	1,402,273	10,829	36,856
Pupil services	1,268,085	1,300,102	1,211,019	16,011	73,072
<b>Pupil Transportation</b>	1,790,657	1,803,023	1,579,518	0	223,505
<b>Employee Benefits</b>	8,496,890	8,523,390	7,691,341	0	832,049
<b>Debt Service</b>	1,692,205	1,692,205	1,687,205	0	5,000
<b>Total Expenditures</b>	29,559,680	30,534,367	27,489,466	230,138	2,814,763
<b>Other Financing Uses</b>					
Transfers to other funds	982,736	987,536	913,559	0	73,977
<b>Total Expenditures and Other Uses</b>	30,542,416	31,521,903	28,403,025	\$ 230,138	\$ 2,888,740
<b>NET CHANGE IN FUND BALANCE</b>	(1,341,600)	(2,320,787)	1,077,695		
<b>FUND BALANCE – BEGINNING</b>	13,161,702	13,161,702	13,161,702		
<b>FUND BALANCE – ENDING</b>	\$ 11,820,102	\$ 10,840,915	\$ 14,239,397		

See paragraph on supplementary schedules included in independent auditors' report.

**CHATHAM CENTRAL SCHOOL DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION**

**SCHEDULE OF FUNDING PROGRESS – OTHER POST-EMPLOYMENT BENEFITS PLAN**

**FOR THE YEAR ENDED JUNE 30, 2017**

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<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (a)</b>	<b>Accrued Liability (b)</b>	<b>Unfunded Accrued Liability (UAL) (b-a)</b>	<b>Funded Ratio (a/b)</b>	<b>Covered Payroll (c)</b>	<b>UAL as a Percentage of Covered Payroll ((b-a)/c)</b>
07/01/16	\$ 0	\$ 55,048,179	\$ 55,048,179	0%	\$13,849,355	397%
07/01/14	0	47,931,490	47,931,490	0%	12,235,813	392%
07/01/12	0	46,013,101	46,013,101	0%	12,481,880	369%

See paragraph on supplementary schedules included in independent auditors' report.

CHATHAM CENTRAL SCHOOL DISTRICT

SUPPLEMENTARY INFORMATION

SCHEDULE OF THE LOCAL GOVERNMENT'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY

FOR THE YEARS ENDED JUNE 30, 2017, 2016 AND 2015

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**NYS Employees' Retirement System**

	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
District's proportion of the net pension liability (asset)	0.0114115%	0.0116101%	0.0115037%
District's proportionate share of the net pension liability (asset)	\$ 1,072,254	\$ 1,863,452	\$ 388,625
District's covered-employee payroll	3,517,705	3,356,997	3,460,893
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	30.5%	55.5%	11.2%
Plan fiduciary net position as a percentage of the total pension liability	94.7%	90.7%	97.9%

**NYS Teachers' Retirement System**

	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
District's proportion of the net pension liability (asset)	0.059506%	0.060158%	0.061922%
District's proportionate share of the net pension liability (asset)	\$ 637,377	\$ (6,248,475)	\$ (6,897,713)
District's covered-employee payroll	9,605,368	9,452,045	9,286,914
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	6.6%	66.1%	74.3%
Plan fiduciary net position as a percentage of the total pension liability (asset)	99.00%	110.50%	111.48%

See paragraph on supplementary schedules included in independent auditors' report.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF LOCAL GOVERNMENT CONTRIBUTIONS**  
**FOR THE YEARS ENDED JUNE 30, 2017, 2016 AND 2015**

**NYS Employees' Retirement System**

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 538,021	\$ 627,902	\$ 649,502
Contributions in relation to the contractually required contribution	<u>538,021</u>	<u>627,902</u>	<u>649,502</u>
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
District's covered-employee payroll	\$ 3,517,705	\$ 3,356,997	\$ 3,460,893
Contribution as a percentage of covered-employee payroll	15.29%	18.70%	18.77%

**NYS Teachers' Retirement System**

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 1,125,749	\$ 1,253,341	\$ 1,591,900
Contributions in relation to the contractually required contribution	<u>1,125,749</u>	<u>1,253,341</u>	<u>1,591,900</u>
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
District's covered-employee payroll	\$ 9,605,368	\$ 9,452,045	\$ 9,286,914
Contribution as a percentage of covered-employee payroll	11.72%	13.26%	17.14%

See paragraph on supplementary schedules included in independent auditors' report.

CHATHAM CENTRAL SCHOOL DISTRICT

SUPPLEMENTARY INFORMATION

SCHEDULE OF CHANGE FROM ADOPTED BUDGET TO FINAL BUDGET -  
GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2017

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<b>ADOPTED BUDGET</b>	\$ 30,542,416
<b>ADDITIONS:</b>	
Appropriated reserves	107,940
Computer purchases	596,981
Prior year's encumbrances	<u>274,566</u>
<b>FINAL BUDGET</b>	<u><u>\$ 31,521,903</u></u>

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SECTION 1318 OF REAL PROPERTY TAX LAW LIMIT CALCULATION

FOR THE YEAR ENDED JUNE 30, 2017

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2017-2018 voter-approved expenditure budget	\$ 30,836,975
Maximum allowed (4% of 2017-2018 budget)	1,233,479
General Fund Fund Balance Subject to Section 1318 of Real Property Tax Law:	
Unrestricted fund balance:	
Assigned fund balance	1,571,738
Unassigned fund balance	<u>1,233,481</u>
Total unrestricted fund balance	2,805,219
Less:	
Appropriated fund balance and encumbrances	<u>1,571,738</u>
General Fund Fund Balance Subject to Section 1318 of Real Property Tax Law	<u><u>\$ 1,233,481</u></u>
Actual percentage	4.0%

See paragraph on supplementary schedules included in independent auditors' report.

CHATHAM CENTRAL SCHOOL DISTRICT

SUPPLEMENTARY INFORMATION

SCHEDULE OF CAPITAL PROJECTS FUND – PROJECT EXPENDITURES AND FINANCING RESOURCES

FOR THE YEAR ENDED JUNE 30, 2017

Project Title	Original Appropriation	Revised Appropriation	Expenditures to Date			Unexpended Balance	Methods of Financing			Fund Balance
			Prior Year	Current Year	Total		Proceeds of Obligations	State Aid	Local Sources	
Buses	\$ 295,625	\$ 295,625	\$ 0	\$ 295,625	\$ 295,625	\$ 0	\$ 0	\$ 0	\$ 295,625	\$ 0
Carbon Monoxide Project	100,000	100,000	0	100,000	100,000	0	0	0	100,000	0
<b>TOTALS</b>	<b>\$ 395,625</b>	<b>\$ 395,625</b>	<b>\$ 0</b>	<b>\$ 395,625</b>	<b>\$ 395,625</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 395,625</b>	<b>\$ 0</b>

See paragraph on supplementary schedules included in independent auditors' report.

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**SUPPLEMENTARY INFORMATION**  
**NET INVESTMENT IN CAPITAL ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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<b>CAPITAL ASSETS, NET</b>	\$ 31,459,238
<b>DEDUCT:</b>	
Short-term portion of bonds payable	1,505,000
Long-term portion of bonds payable	<u>5,735,000</u>
<b>NET INVESTMENT IN CAPITAL ASSETS</b>	<u><u>\$ 24,219,238</u></u>

See paragraph on supplementary schedules included in independent auditors' report.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the President and the Other Members  
of the Board of Education of the  
Chatham Central School District  
Chatham, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Chatham Central School District as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 26, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Chatham Central School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Chatham Central School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Chatham Central School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Chatham Central School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*WEST & COMPANY CPAs PC*

Gloversville, New York  
September 26, 2017

**CHATHAM CENTRAL SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**AUDITED FINANCIAL STATEMENTS**  
**JUNE 30, 2017**



## **INDEPENDENT AUDITORS' REPORT**

To the President and the Other Members  
of the Board of Education of the  
Chatham Central School District  
Chatham, New York

We have audited the accompanying statement of assets and liabilities arising from cash transactions of the Extraclassroom Activity Funds of Chatham Central School District as of June 30, 2017, and the related statement of revenues collected and expenses paid for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting as described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### **Basis for Qualified Opinion**

Insufficient accounting controls are exercised over cash receipts at the point of collections to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

## **Qualified Opinion**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the assets, liabilities and fund balances of the Extraclassroom Activity Funds of the Chatham Central School District as of June 30, 2017, and the revenues collected and expenses paid for the year then ended, on the basis of accounting described in Note 1.

## **Basis of Accounting**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

*WEST & COMPANY CPA PC*

Gloversville, New York  
September 26, 2017

CHATHAM CENTRAL SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

STATEMENT OF ASSETS AND LIABILITIES ARISING FROM CASH TRANSACTIONS

JUNE 30, 2017

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**ASSETS**

Cash

\$ 63,673

**TOTAL ASSETS**

\$ 63,673

**LIABILITIES AND CLUB BALANCES**

Club balances

\$ 63,673

**TOTAL LIABILITIES AND CLUB BALANCES**

\$ 63,673

See independent auditors' report.

**CHATHAM CENTRAL SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**STATEMENT OF REVENUES COLLECTED AND EXPENSES PAID**

**FOR THE YEAR ENDED JUNE 30, 2017**

	<b>Balance</b>			<b>Balance</b>
	<b>July 1, 2016</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>June 30, 2017</b>
High School				
Band	\$ 2,486	\$ 975	\$ 1,186	\$ 2,275
Baseball club	2,010	7,833	7,018	2,825
Basketball boys	3,085	3,157	2,962	3,280
Basketball girls	226	4,266	4,088	404
Choir	165	0	0	165
Class of 2016	1,016	0	1,016	0
Class of 2017	6,415	5,254	11,669	0
Class of 2018	2,211	15,437	11,688	5,960
Class of 2019	640	3,921	2,746	1,815
Class of 2020	0	1,229	627	602
Community service club	1,984	1,085	1,662	1,407
Drama club	2,852	0	315	2,537
Ecology club	1,879	0	0	1,879
Football club	2,127	5,465	6,278	1,314
Literary magazine	317	175	267	225
National honor society	1,439	190	185	1,444
Newspaper club	578	0	0	578
Orchestra/Strings	2,805	0	0	2,805
Outdoor recreation club	1,604	0	239	1,365
SADD	1,688	1,091	993	1,786
Sales tax	201	321	522	0
Shakespeare	1,394	12,275	13,462	207
Soccer girls	122	1,466	1,397	191
Softball	625	5,410	4,555	1,480
Student senate	5,222	14,221	17,409	2,034
Track boys & girls	186	0	0	186
Yearbook Club	13,170	12,941	21,956	4,155
<b>Total High School</b>	<b>56,447</b>	<b>96,712</b>	<b>112,240</b>	<b>40,919</b>
Middle School				
Student Council	698	1,111	545	1,264
Ski club	2,663	8,682	8,210	3,135
Drama club	8,747	1,032	1,132	8,647
NJHS	53	493	375	171
Grade 6	1,003	4,800	5,091	712
Grade 7	576	8,526	8,804	298
Grade 8	2,618	15,992	13,356	5,254
SADD	261	0	0	261
Yearbook	1,484	1,900	529	2,855
Sales Tax	130	231	204	157
<b>Total Middle School</b>	<b>18,233</b>	<b>42,767</b>	<b>38,246</b>	<b>22,754</b>
<b>TOTALS</b>	<b>\$ 74,680</b>	<b>\$ 139,479</b>	<b>\$ 150,486</b>	<b>\$ 63,673</b>

See accompanying notes to financial statements.

**CHATHAM CENTRAL SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Extraclassroom Activity Funds of the Chatham Central School District represent funds of the students of the School District. The Board of Education exercises general oversight of these funds. The Extraclassroom Activity Funds are independent of the School District with respect to its financial transactions, and the designation of student management. However, since the Board of Education does exercise general oversight, these funds and their corresponding cash accounts are reflected in the Trust and Agency Funds of the basic financial statements of the District.

The books and records of the Chatham Central School District's Extraclassroom Activity Funds are maintained on the cash basis of accounting. Under this basis of accounting, revenues are recognized when cash is received and expenditures are recognized when cash is disbursed.

**NOTE 2 – MANAGEMENT LETTER**

Management letter items associated with the Extraclassroom Activity Funds are included in the management letter accompanying the District's financial statements.



September 26, 2017

To the President and the Other Members  
of the Board of Education of the  
Chatham Central School District  
Chatham, New York

Re: Management Letter  
June 30, 2017

Dear Board Members:

In planning and performing our audit of the financial statements of the Chatham Central School District for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and improving operating efficiency. We previously reported on the District's internal control in our report dated September 26, 2017. This letter does not affect our report dated September 26, 2017, on the financial statements of Chatham Central School District.

Our comments and recommendations for the year ended June 30, 2017, are as follows:

### **Prior-Year Conditions**

#### **1. Old Outstanding Checks**

**Prior Condition:** Through review of bank reconciliations we noted that there were several checks older than one year.

**Status:** This condition has been corrected for the year ended June 30, 2017.

#### **2. Extraclassroom Activity Funds**

**Prior Condition:** Through testing of the Extraclassroom Activity Funds in the prior year, we noted the following:

- 1) Instances where sales tax was not charged or paid.
- 2) Instances where profit & loss statements were not completed.
- 3) Instances of fiscally inactive clubs.

**Status:** This condition remains unchanged as of June 30, 2017.

**Recommendation:** We recommend that the District review its procedures to ensure that all clubs are following proper requirements outlined in the NYS Pamphlet #2. Additionally, the board and management should review these clubs and determine if they should remain or be closed as per board policy.

3. **Payroll**

**Prior Condition:** Through our testing of payroll as of June 30, 2016, we noted 2 instances where employees did not have their I-9 forms completed accurately.

**Status:** For June 30, 2017, we noted no instances of inaccurate I-9 forms. During our testing of payroll, we did note one instance where an employee's salary was recorded to the incorrect account. This was corrected subsequent to fieldwork.

**Recommendation:** We recommend that management review coding of salaries to ensure all are in the proper account code.

\* \* \* \* \*

This report is intended solely for the information and use of the Board of Education, management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

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

We appreciate the courtesies, assistance and cooperation given us during our audit by Mr. Chudy and the other Business Office personnel.

Very truly yours,

*WEST & COMPANY CPAs PC*

WEST & COMPANY CPAs PC