

**BOARD OF EDUCATION OF THE  
BOROUGH OF PALMYRA SCHOOL DISTRICT  
COUNTY OF BURLINGTON**

**AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2014**



*75 YEARS OF SERVICE*

*1939-2014*

**BOROUGH OF PALMYRA SCHOOL DISTRICT**  
Auditor's Management Report on Administrative  
Findings - Financial, Compliance and Performance

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**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL, COMPLIANCE, AND PERFORMANCE**

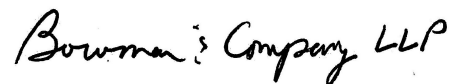
The Honorable President and  
Members of the Board of Education  
Palmyra School District  
County of Burlington, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Palmyra School District, in the County of Burlington, State of New Jersey as of and for the fiscal year ended June 30, 2014, which were separately issued in the Comprehensive Annual Financial Report dated October 24, 2014.

As part of our audit, we also performed procedures required by the Division of Administration and Finance, Department of Education, State of New Jersey, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is issued in conjunction with the Comprehensive Annual Financial Report of the Board of Education of the Borough of Palmyra School District, for the fiscal year ended June 30, 2014, and is intended for the information of the School District's management and the New Jersey Department of Education and should not be used by anyone other than these specified parties.

Respectfully submitted,



BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants



Robert S. Marrone  
Certified Public Accountant  
Public School Accountant No. CS 01113

Voorhees, New Jersey  
October 24, 2014

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

### **SCOPE OF AUDIT**

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

### **ADMINISTRATIVE PRACTICES AND PROCEDURES**

#### **Insurance**

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

#### **Official Bonds (N.J.S.A. 18A: 17-26, 18A:17-32, 18A:13-13)**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount</u></b>
William R. Blatchley	Board Secretary / School Business Administrator	\$175,000.00
Donna Gidjunis	Treasurer	250,000.00

There is a Blanket Dishonesty Bond covering all other employees with multiple coverage of \$100,000.00.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

## **FINANCIAL PLANNING, ACCOUNTING, AND REPORTING**

### **Examination of Claims**

An examination of claims paid during the fiscal year under audit did not indicate any material discrepancies with respect to signatures, certification, or supporting documentation, with the exception of those noted in Finding No. 2014-1.

### **Payroll Account**

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the General Fund.

Payrolls were delivered to the Secretary of the Board who then deposited warrants in separate bank accounts for net payroll and withholdings.

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

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. No exceptions were noted.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)****Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. No exceptions were noted with the exception of those noted in Finding No. 2014-1.

**Board Secretary's Records**

Our review of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition with the exception of the following:

***Finding No. 2014-1***

The following errors were noted in our tests of internal controls and compliance requirements for the payment of claims:

- Quotes were not obtained for one purchase subject to the threshold.
- Occupational therapy and physical therapy services were charged to child study team instead of the occupational and physical therapy line item. However, this was corrected for the 2014-15 budget.
- Playground equipment was not charged to capital outlay and therefore, not included in fixed assets.
- Three general fund expenditures were incorrectly charged to the wrong budget account.
- Two afterschool fund disbursements were incorrectly charged to the wrong budget account.
- Three student activity disbursements did not have supporting documentation available for review and one student activity disbursement was not authorized by the advisor.
- Two purchase orders for Athletic event staff were not approved prior to payment.

***Recommendation***

The District should ensure that all internal controls over expenditures are reviewed and adhered to.

**Treasurer's Records**

Our review of the financial and accounting records maintained by the Treasurer indicated that they were in satisfactory condition and in agreement with the Board Secretary.

**Elementary and Secondary Education Act (E.S.E.A.) / Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act (N.C.L.B.) of 2001**

The E.S.E.A. / N.C.L.B. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I and II of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance and / or questioned costs.

**Other Special Federal and / or State Projects**

The School District's Special Projects were approved as listed on Exhibits K-3 and K-4 located in the CAFR.

Our audit of the federal and state funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

No exceptions were noted in our study of compliance for the special projects.

## **FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)**

### **T.P.A.F. Reimbursement**

Our audit procedures included a test of the biweekly reimbursements (electronic, but districts can print out the DOENET screen for an auditor) filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

## **SCHOOL PURCHASING PROGRAMS**

### **Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general are available on the website <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>.

Current statute is posted on the New Jersey Legislature website [http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&oftpage=TOC\\_Frame\\_Pg42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&oftpage=TOC_Frame_Pg42).

The School District has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year.

Based on the results of my examination, I did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4, amended.

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

## **SCHOOL FOOD SERVICE**

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records, and eligibility applications were reviewed on a test check basis.

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

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

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted / certified in a timely manner.

### **SCHOOL FOOD SERVICE (CONT'D)**

Applications for free and reduced price meals were reviewed for completeness and accuracy. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program (food and / or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

### **STUDENT BODY ACTIVITIES AND AFTER SCHOOL PROGRAM**

The following exceptions were noted during our review of the student activity funds and After School Program:

#### ***Finding No. 2014-2***

The following errors were noted in our tests of internal controls and compliance requirements for the deposit of receipts:

- Several receipts in the After School Program and Student Activity funds were not recorded on the actual date of receipt and therefore, were not able to determine if they were deposited within a reasonable period of time.
- One After School Program receipt was not deposited timely.
- One athletic event deposit prepared from the athletic event report did not agree to the amount deposited in the bank.

#### ***Recommendation***

The District should revise standard operating procedures pertaining to After School Program and Student Activity cash management to ensure appropriate level of internal control.

### **APPLICATION FOR STATE SCHOOL AID**

Our audit procedures included a test of information reported in the October 15, 2013 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed a review of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The School District maintained workpapers on the prescribed State forms or their equivalent.

The School District has adequate written procedures for the recording of student enrollment data.

### **PUPIL TRANSPORTATION**

Our audit procedures included a test of on-roll status reported in the 2013-2014 District Report of Transported Resident Students (DRTRS). The information that was reported on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the School District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

**FOLLOW-UP ON PRIOR YEAR'S FINDINGS**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action has been taken on the prior year's finding, however, a similar instance has occurred and is noted as current year finding 2014-01.

**ACKNOWLEDGMENT**

We received the complete cooperation of all of the officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants

A handwritten signature in black ink, reading "Robert S. Marrone". The signature is written in a cursive, flowing style.

Robert S. Marrone  
Public School Accountant No. CS 01113



**BOROUGH OF PALMYRA SCHOOL DISTRICT**  
Schedule of Meal Count Activity  
Food Service Fund  
Number of Meals Served and (Over) / Underclaim - Federal  
Enterprise Fund  
For the Fiscal Year Ended June 30, 2014

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (Regular Rate)	Paid	33,237	3,839	3,839	-	\$ 0.28	\$ -
	Reduced	6,461	713	713	-	2.53	-
	Free	43,562	4,996	4,996	-	2.93	-
	HHFKA*	<u>83,260</u>	<u>9,548</u>	<u>9,548</u>	<u>-</u>	0.06	<u>-</u>
	Total	<u>166,520</u>	<u>19,096</u>	<u>19,096</u>	<u>-</u>		<u>-</u>
School Breakfast (Regular Rate)	Paid	5,393	606	606	-	0.28	-
	Reduced	876	118	118	-	1.59	-
	Free	<u>12,235</u>	<u>1,278</u>	<u>1,278</u>	<u>-</u>	1.89	<u>-</u>
	Total	<u>18,504</u>	<u>2,002</u>	<u>2,002</u>	<u>-</u>		<u>-</u>
Total Net Underclaim / (Overclaim)							<u>\$ -</u>

\* For "Federal Performance Based Lunch" Healthy Hunger-Free Kids Act of 2010

**BOROUGH OF PALMYRA SCHOOL DISTRICT**  
Schedule of Net Cash Resources  
Net Cash Resources Did/Did Not Exceed Three Months of Expenditures  
Proprietary Funds - Food Service Fund  
For the Fiscal Year Ended June 30, 2014

<u>Net Cash Resources:</u>		<b>Food Service B - 4/5</b>	
<b>CAFR</b>	<b>Current Assets</b>		
B-4	Cash & Cash Equivalents	\$ 28,145.24	
B-4	Due from Other Governments	12,634.41	
B-4	Due from Other Funds		
B-4	Other Accounts Receivable	4,627.72	
<b>CAFR</b>	<b>Current Liabilities</b>		
B-4	Less Accounts Payable		
B-4	Less Accruals		
B-4	Less Due to Other Funds	(2.00)	
B-4	Less Deferred Revenue	(1,132.79)	
	Net Cash Resources	<u>\$ 44,272.58</u>	<b>(A)</b>
 <u>Net Adjusted Total Operating Expense:</u>			
B-5	Total Operating Expenditures	\$ 365,503.74	
B-5	Less Depreciation	(5,584.32)	
	Adjusted Total Operating Expense	<u>\$ 359,919.42</u>	<b>(B)</b>
 <u>Average Monthly Operating Expense:</u>			
	B / 10	<u>\$ 35,991.94</u>	<b>(C)</b>
 <u>Three Times Monthly Average:</u>			
	3 X C	<u>\$ 107,975.83</u>	<b>(D)</b>

TOTAL IN BOX A	\$ 44,272.58
LESS TOTAL IN BOX D	\$ 107,975.83
NET	<u>\$ 63,703.25</u>

From above:

A is greater than D, cash exceeds 3 X average monthly operating expenses.

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

**BOROUGH OF PALMYRA SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Enrollment as of October 15, 2013

	2014-2015 Application for State School Aid						Sample for Verification						Private Schools for the Disabled			
	Reported on A.S.S.A. On Roll			Workpapers			Errors			Sample Selected from Workpapers			Verified per Registers On Roll			Reported on A.S.S.A. as Private Schools
	Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		
Half Day Preschool	8			8						8						
Full Day Preschool																
Half Day Kindergarten	87			87						87			87			
Full Day Kindergarten	77			77						77			77			
One	68			68						68			68			
Two	71			71						71			71			
Three	59			59						59			59			
Four	52			52						52			52			
Five	51			51						51			51			
Six	48			48						48			48			
Seven	43			43						43			43			
Eight	59			59						59			59			
Nine	89			89						89			89			
Ten	59			59						59			59			
Eleven	53			53						53			53			
Twelve																
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
Subtotal	824	-		824	-		-	-		824	-		824	-		-
Special Education-Elementary	48			48						13			13			5
Special Education-Middle School	25			25						6			6			2
Special Education-High School	63			63						17			17			8
Subtotal	136	-		136	-		-	-		36	-		36	-		15
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Subtotal	-	-		-	-		-	-		-	-		-	-		-
Totals	960	-		960	-		-	-		860	-		860	-		15
Percentage Error							-	-								-

**BOROUGH OF PALMYRA SCHOOL DISTRICT**

Application for State School Aid Summary

Enrollment as of October 15, 2013

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application, Test Score and Register	Sample Errors
Half Day Preschool	32	32		16	16							
Full Day Preschool	37	37		19	19							
Half Day Kindergarten	25	25		13	13							
Full Day Kindergarten	28	28		13	13							
One	26	26		14	14							
Two	22	22		10	10							
Three	26	26		14	14							
Four	22	22		10	10							
Five	26	26		14	14							
Six	19	19		11	11							
Seven	20	20		11	11							
Eight	18	18		16	16							
Nine	18	18		15	15							
Ten	10	10		9	9							
Eleven	14	14		12	12							
Twelve												
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14CR.)												
Subtotal	295	295	-	173	173	-	4	4	-	3	3	-
Special Education-Elementary	28	28		14	14							
Special Education-Middle School	15	15		7	7							
Special Education-High School	30	30		19	19							
Subtotal	73	73	-	40	40	-	-	-	-	-	-	-
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	368	368	-	213	213	-	4	4	-	3	3	-
Percentage Error			-			-			-			-

Transportation						Re- Calculated
Reported on DTRS by DOE/County	Reported on DTRS by District	Errors	Tested	Verified	Reported	
18	18		15	15	13.6	13.6
2	2		2	2	13.8	13.8
35	35		28	28	13.6	13.6
55	55	-	45	45		
		-				

Reg. - Public Schools, Col. 1	Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)	13.6
Reg. - SpEd, Col. 4	Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B)	13.8
Transported - Non-Public, Col. 3	Spec. Avg. (Mileage) = Special Ed. with Special Needs	13.6
Special Needs, Col. 6		
Totals		
Percentage Error		

**BOROUGH OF PALMYRA SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Enrollment as of October 15, 2013

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One	1	1		1	1	
Two						
Three	1	1		1	1	
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
1 Post-Graduate						
1 Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	2	2	-	2	2	-
Special Education-Elementary						
Special Education-Middle School	2	2		2	2	
Special Education-High School	2	2		2	2	
Subtotal	4	4	-	4	4	-
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	-	-	-	-	-	-
Totals	6	6	-	6	6	-
Percentage Error			-			-

## **EXCESS SURPLUS CALCULATION**

### **REGULAR DISTRICT / CHARTER SCHOOL**

#### **SECTION 1**

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

2013-14 Total General Fund Expenditures per the CAFR, Ex. C-1	14,889,063.41	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund		(B1a)
Transfer from Capital Reserve to Capital Projects Fund		(B1b)
Transfer from General Fund to SRF for PreK-Regular		(B1c)
Transfer from General Fund to SRF for Prek-Inclusion		(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	1,112,076.25	(B2a)
Assets Acquired Under Capital Leases		(B2b)
Adjusted 2013-14 General Fund Expenditures [(B)+(B1s)-(B2s)]	13,776,987.16	(B3)
2% of Adjusted 2013-14 General Fund Expenditures [(B3) times .02]	275,539.74	(B4)
Enter Greater of (B4) or \$250,000	275,539.74	(B5)
Increased by: Allowable Adjustment *	112,101.00	(K)
Maximum Unassigned Fund Balance [(B5) + (K)]	387,640.74	(M)

#### **SECTION 2**

Total General Fund - Fund Balances @ 6-30-14 (Per CAFR Budgetary Comparison Schedule C-1)	2,849,715.01	(C)
Decreased by:		
Year-end Encumbrances	93,800.16	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures		(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	450,283.13	(C3)
Other Restricted Fund Balances ****	979,695.15	(C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	38,493.87	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	1,287,442.70	(U1)

#### **SECTION 3**

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	899,801.96	(E)
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##### **Recapitulation of Excess Surplus as of June 30, 2014**

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	450,283.13	(C3)
Restricted - Excess Surplus *** [(E)]	899,801.96	(E)
Total Excess Surplus [(C3)+(E)]	1,350,085.09	(D)

Footnotes:

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

**Detail of Allowable Adjustments**

Impact Aid	_____	(H)
Sale & Lease-back	_____	(I)
Extraordinary Aid	112,101.00	(J1)
Additional Nonpublic School Transportation Aid	_____	(J2)
Current Year School Bus Advertising Revenue Recognized	_____	(J3)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)]	 112,101.00	 (K)

- \*\* Line (C3) represents excess surplus generated at June 30, 2013 and must be included in the 2013-2014 Audit Summary Worksheet Line 90031. This amount was to be appropriated in the 2014-2015 general fund budget.

- \*\*\* Line (E) represents the excess surplus generated at June 30, 2014 and must agree with the June 30, 2014 CAFR and be reported in the 2013-14 Audit Summary Worksheet line 90030.

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

**Detail of Other Restricted Fund Balance**

Statutory restrictions:

Approved unspent separate proposal	_____
Sale/lease-back reserve	_____
Capital reserve	651,146.09
Maintenance reserve	328,549.06
Emergency reserve	_____
Tuition reserve	_____
School bus advertising 50% fuel offset reserve - current year	_____
School bus advertising 50% fuel offset reserve - prior year	_____
Other state/government mandated reserves	_____

[Other Restricted Fund Balance not noted above]\*\*\*\*

Total Other Restricted Fund Balance	979,695.15	(C4)
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