

**BRICK TOWNSHIP BOARD OF EDUCATION
BOARD OF EDUCATION
COUNTY OF OCEAN, NEW JERSEY**

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

FOR THE FISCAL YEAR ENDED JUNE 30, 2009

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

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JUMP, SCUTELLARO AND COMPANY, L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

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REPORT OF INDEPENDENT AUDITOR

Honorable President and
Members of the Board of Education
Brick Township Board of Education
County of Ocean, New Jersey

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of Brick Township Board of Education in the County of Ocean for the year ended June 30, 2009, and have issued our report thereon dated October 19, 2009.

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

This report is intended for the information of the Brick Township Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

JUMP, SCUTELLARO AND COMPANY, L.L.P.



Kathryn Perry, Partner
Public School Accountant
No. CS 20CS00226400

October 19, 2009

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 district's CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
James Edwards	Business Administrator/ Board Secretary	\$ 500,000
Carmen Memoli	Treasurer	475,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$250,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. Our comparison revealed that tuition appeared to be charged correctly.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account

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

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

Salary withholdings were promptly remitted to the proper agencies.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23-2.2(g)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C.6A:23A-2.4*. As a result of the procedures performed, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Business Administrator/Board Secretary's Records

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

The cash receipts and disbursements records were maintained on the computer system, along with the record of the budget appropriation expenditures, and the revenue ledger.

Treasurer's Records

The Treasurer performed cash reconciliation's for the general operating account, payroll account, or payroll agency account (*N.J.S.A. 18A:17-36*).

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

The Treasurer's cash balance for the general operating account was in agreement with the reconciled cash balance as determined during the audit.

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

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

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

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

Other Special Federal and/or State Projects (cont'd)

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.

T.P.A.F. Reimbursement

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

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$21,000, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971,c.198 (C.40A:11-9) the Board of Education may establish that the bid threshold may be up to \$29,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- b. Commencing in the fifth year after the year in which P.L.1999,c.440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of the Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in *N.J.S.*18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made.

Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of *N.J.S.*18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law."

Contracts and Agreements Requiring Advertisement for Bids (cont'd)

Effective July 1, 2005 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-3 (as amended) and 18A:39-3 are \$21,000 and \$15,000, respectively.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not be reasonably ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies" 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.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal however, that the purchases were made through the Educational Data Services Purchasing Program.

General/Athletic Health Supplies	Office Supplies
Art Supplies	Custodial School Supplies
Audio Visual Supplies	General Teaching Supplies
Industrial Art Supplies	Physical Education Supplies
Copier Paper	Athletic Uniforms and Equipment
Biology Supplies	Library Supplies
Science Supplies	Lumber

In addition, the following purchases were made through the use of State contracts:

General Supplies	Custodial Maintenance Supplies
Office Equipment	Computers

School Food Service

The financial transactions and statistical records of the school food services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement vouchers were timely filed, and meals claimed agreed with the meal count records, as detailed on the schedule of meal count activity.

School Food Service (cont'd)

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced price meal and free milk policy is uniformly administered throughout the School District.

The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

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

Timesheets were reviewed and labor costs verified. Payroll records were maintained on all school Food Service employees, authorized by the Board of Education.

The cash disbursements records reflected expenditures for program related goods and services. The district's food service management company is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. 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.

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

Food Distribution Program 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 CAFR section entitled Enterprise Funds, Section G.

Student Body Activities

Records for cash receipts and disbursements for the 2008-09 school year were maintained on computer and were satisfactory. Pre-numbered duplicate book receipts were issued for all monies received. Supporting documentation was adequate. Accounts were properly reconciled.

Application for State School Aid

Our audit procedures included a test of information reported on the October 15, 2008 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district work-papers without exception. The information that was included on the work-papers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Application for State Aid (cont'd)

The district maintained work-papers on the prescribed state forms or their equivalent.

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

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2008-2009 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our procedures included a review of the EDA grant agreement for consistency with recording EDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

Follow-up on Prior Years' Findings

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

Acknowledgment

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

Brick BOE

Food Service Fund

Number of Meals Served and (Over) Underclaim

for the Fiscal Year ended June 30, 2009

Schedule of Meal Count Activity

<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>(Over) Under Claim</u>
National School Lunch (Regular Rate)	Paid	476,356	476,356	476,356	-	0.24	\$ -
	Reduced	73,830	73,830	73,830	-	2.17	-
	Free	150,389	150,389	150,389	-	2.57	-
	<u>Total</u>	<u>700,575</u>	<u>700,575</u>	<u>700,575</u>	<u>-</u>		<u>-</u>
School Breakfast (Regular Rate)	Paid	8,399	8,399	8,399	-	0.25	
	Reduced	2,569	2,569	2,569	-	1.10	
	Free	6,547	6,547	6,547	-	1.40	
	<u>Total</u>	<u>17,515</u>	<u>17,515</u>	<u>17,515</u>	<u>-</u>		<u>-</u>
Special Milk	Paid	8,751	8,751	8,751	-	0.18	-
	Free	7,418	7,418	7,418	-	average cost	-
	<u>Total</u>	<u>16,169</u>	<u>16,169</u>	<u>16,169</u>	<u>-</u>		<u>-</u>
TOTAL NET (OVER) UNDERCLAIM							<u>-</u>

BRICK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2008

SCHEDULE OF AUDITED ENROLLMENTS

	2009-2010 Application for State School Aid				Sample for Verification				Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Workpapers		Sample Selected from Workpapers		Registers per On Roll		Errors per Registers On Roll	Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool	48	-	-	-	2	-	-	2	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	562	-	562	-	21	-	21	-	-	-	-	-
Full Day Kindergarten	17	-	17	-	1	-	1	-	-	-	-	-
One	625	-	625	-	23	-	23	-	-	-	-	-
Two	641	-	641	-	24	-	24	-	-	-	-	-
Three	648	-	648	-	24	-	24	-	-	-	-	-
Four	598	-	598	-	22	-	22	-	-	-	-	-
Five	650	-	650	-	24	-	24	-	-	-	-	-
Six	642	-	642	-	24	-	24	-	-	-	-	-
Seven	646	-	646	-	24	-	24	-	-	-	-	-
Eight	673	-	673	-	25	-	25	-	-	-	-	-
Nine	700	-	700	-	26	-	26	-	-	-	-	-
Ten	663	2	663	2	25	1	25	1	-	-	-	-
Eleven	625	59	625	59	23	40	23	40	-	-	-	-
Twelve	593	60	593	60	22	41	22	41	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	8,331	121	8,331	121	312	82	312	82	-	-	-	-
Special Ed - Elementary	674	-	674	-	102	-	102	-	-	-	-	-
Special Ed - Middle School	530	-	530	-	81	-	81	-	-	-	-	-
Special Ed - High School	633	109	633	109	96	74	96	74	-	-	-	-
Subtotal	1,837	109	1,837	109	280	74	280	74	-	-	-	-
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
Totals	10,168	230	10,168	230	592	156	592	156	-	-	-	-
Percentage Error	-	-	-	-	(a)	(a)	(a)	(a)	-	(b)	-	-

Notes to Auditor:
(a) Sample size obtained from table in Section I, Chapter 3 of the Audit Program. Amount tested for each category obtained from workpapers provided by district.

(b) Sample size based on total contracts using the table in Section I, Chapter 3 of the Audit Program.

**BRICK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2008**

SCHEDULE OF AUDITED ENROLLMENTS

	Resident Low Income		Sample for Verification		Resident LEP Low Income		Sample for Verification	
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Sample Selected from Workpapers	Verified to Test Score and Register
Half Day Preschool	-	-	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-
Half Day Kindergarten	85	85	18	18	8	8	7	7
Full Day Kindergarten	-	-	-	-	-	-	-	-
One	134	134	28	28	15	15	13	13
Two	120	120	25	25	9	9	8	8
Three	118	118	24	24	5	5	4	4
Four	96	96	20	20	6	6	5	5
Five	112	112	23	23	2	2	2	2
Six	118	118	24	24	2	2	2	2
Seven	109	109	23	23	3	3	3	3
Eight	107	107	22	22	3	3	3	3
Nine	94	94	19	19	1	1	1	1
Ten	74	74	15	15	1	1	1	1
Eleven	71	71	15	15	1	1	1	1
Twelve	39	39	8	8	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-	-	-
Subtotal	1,277	1,277	264	264	56	56	48	48
Special Ed - Elementary	199	199	88	88	14	14	12	12
Special Ed - Middle	125	125	55	55	2	2	2	2
Special Ed - High	122	122	54	54	-	-	-	-
Subtotal	446	446	197	197	16	16	14	14
Co. Voc. - Regular	-	-	-	-	-	-	-	-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-	-	-
Totals	1,723.00	1,723.00	460.95	460.95	72.00	72.00	61.92	61.92
Percentage Error	-	-	(c)	-	-	-	-	-

Notes to Auditor:
(c) Sample size based on resident low-income students listed on workpapers using table in Section I, Chapter 3 of the Audit Program.

(d) Sample size obtained from table in Section I, Chapter 3 of the Audit Program

Reg Avg.(Mileage) = Regular Including Grade PK students (Part A) 4.0
 Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B) 4.0
 Spec Avg. = Special Ed with Special Needs 5.9

Transportation

	Reported on DRTRS by DOE/county		Reported on DRTRS by District		Errors	
	DRTRS by DOE/county	Reported on District	Tested	Verified	Errors	Errors
Reg. - Public Schools, col. 1	4,099	4,099	175	175	-	-
Reg - SpEd, col. 4	1,599	1,599	68	68	-	-
Transported - Non-Public, col. 3	987	987	42	42	-	-
Special Ed Spec, col. 6	617	617	26	26	-	-
Totals	7,302	7,302	312	312	-	-
Percentage Error	-	-	(d)	-	-	-

BRICK SCHOOL DISTRICT

**APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2008**

SCHEDULE OF AUDITED ENROLLMENTS

	Resident LEP NOT Low Income		Sample for Verification			
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Half Day Kindergarten	3	3	-	3	3	-
Full Day Kindergarten	-	-	-	-	-	-
One	6	6	-	5	5	-
Two	4	4	-	3	3	-
Three	5	5	-	4	4	-
Four	4	4	-	3	3	-
Five	2	2	-	2	2	-
Six	3	3	-	3	3	-
Seven	2	2	-	2	2	-
Eight	2	2	-	2	2	-
Nine	3	3	-	3	3	-
Ten	3	3	-	3	3	-
Eleven	-	-	-	-	-	-
Twelve	1	1	-	1	1	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-
Subtotal	38	38	-	33	33	-
Special Ed - Elementary	1	1	-	1	1	-
Special Ed - Middle	3	3	-	3	3	-
Special Ed - High	-	-	-	-	-	-
Subtotal	4	4	-	3	3	-
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-
Totals	42	42	-	36	36	-
Percentage Error				(e)		

Notes to Auditor:

(e) Sample size based on resident LEP NOT low-income students listed on workpapers using table in Section I, Chapter 3 of the Audit Program.

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2008-09 Total General Fund Expenditures per the CAFR, Ex. C-1 \$ 135,003,042(B)

Increased by:

Transfer to Food Service Fund	\$ <u> </u>	(B1a)
Transfer from Capital Outlay to Capital Projects Fund	\$ <u> </u>	(B1b)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u> </u>	(B1c)

Decreased by:

On-Behalf TPAF Pension & Social Security	\$ <u>8,165,904</u>	(B2a)
Assets Acquired Under Capital Leases	\$ <u> </u>	(B2b)

Adjusted 2008-09 General Fund Expenditures [(B)+(B1s)-(B2s)] \$ 126,837,138(B3)

2% of Adjusted 2008-09 General Fund Expenditures

[(B3) times .02] \$ 2,536,743 (B4)

Enter Greater of (B4) or \$250,000 \$ 2,536,743 (B5)

Increased by: Allowable Adjustment * \$ 848,826 (K)

Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] \$ 3,385,569(M)

SECTION 2

Total General Fund - Fund Balances @ 6/30/2009

(Per CAFR Budgetary Comparison Schedule C-1) \$ 10,826,776 (C)

Decreased by:

Reserved for Encumbrances 847,702(C1)

Legally Restricted – Designated for Subsequent Year’s Expenditures \$ 3,516,723 (C2)

Excess Surplus – Designated for Subsequent Year’s Expenditures ** \$ 353,103 (C3)

Other Reserved Fund Balances **** \$ 108,424 (C4)

Unreserved -- Designated for Subsequent Year’s Expenditures \$ (C5)

Total Unreserved/Undesignated Fund Balance

[(C)-(C1)-(C2)-(C3)-(C4)-(C5)] \$ 5,960,819(U1)

SECTION 3

Reserved Fund Balance – Excess Surplus***[(U1)-(M)] IF NEGATIVE ENTER -0-\$ 2,575,250(E)

Recapitulation of Excess Surplus as of June 30, 2009

Reserved Excess Surplus – Designated for Subsequent Year’s Expenditures **	\$ <u>353,103</u> (C3)
Reserved Excess Surplus ***[(E)]	\$ <u>2,575,250</u> (E)
Total [(C3) + (E)]	\$ <u>2,928,353</u> (D)

Footnotes:

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

Detail of Allowable Adjustments

Impact Aid	\$ <u> </u> (H)
Sale & Lease-back	\$ <u> </u> (I)
Extraordinary Aid	\$ <u>809,350</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>39,470</u> (J2)
 Total Adjustments [(H)+(I)+(J1)+(J2)]	 \$ <u>848,820</u> (K)

** This amount represents the June 30, 2008 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 10025.

*** Amounts must agree to the June 30, 2009 CAFR and must agree to Audit Summary Worksheet Line 10024.

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

Detail of Other Reserved Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Capital outlay for a district with a capital outlay SGLA	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ <u>108,429</u>
Maintenance reserve	\$ _____
Emergency reserve	\$ _____
Waiver offset reserve	\$ _____
Tuition reserve	\$ _____
Other state/government mandated reserve	\$ _____
 [Other Reserved Fund Balance not noted above]****	 \$ <u>108,429</u>