BOARD OF EDUCATION BOROUGH OF RUTHERFORD COUNTY OF BERGEN

AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2012

INVERSO & STEWART
Mariton, New Jersey

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

	Page No.
Auditors' Management Report on Administrative Findings-	
Financial, Compliance and Performance	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account	2
Reserve for Encumbrances and Accounts Payable	3
Obligations of Federal Grant Awards and Requests for Reimbursement	
of Expenditures against those Federal Grant Awards	3
Travel	3
Classification of Expenditures	3
Board Secretary/Business Administrator's Records	3
Treasurer's Records	3
Elementary and Secondary Education Act, as amended by	
the No Child Left Behind Act of 2001 (N.C.L.B.)	3
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	4
Nonpublic State Aid	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	4-5
School Food Service	5-6
Student Body Activities, Community Education and Adult High School	6
Application for State School Aid	6
Pupil Transportation	6
Follow-up on Prior Year Findings	7
Acknowledgment	7
Schedule of Meal Count Activity	8
Schedule of Audited Enrollment	9-11
Excess Surplus Calculation	12-13

Tax ID Number 22-6002280

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

The Honorable President and Members of the Board of Education Rutherford School District Rutherford, 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 Rutherford School District, in the County of Bergen, State of New Jersey as of and for the fiscal year ended June 30, 2012, which were separately issued in the Comprehensive Annual Financial Report dated September 13, 2012.

As part of our audit, we performed procedures required by the Division of 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 Rutherford School District, for the fiscal year ended June 30, 2012 and is intended for the use and 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,

INVERSO & STEWART, LLC
Certified Public Accountants

Robert A. Stewart
Public School Accountant

September 13, 2012

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 School District, 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.

Officials Bonds

<u>Name</u>	Name Position		
Robert Brown Edward Cortright	Board Secretary/School Business Administrator Treasurer	\$	300,000 300,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$500,000.

Tuition Charges

There were no tuition charges during the 2009/2010 fiscal year which would require the School District to make the necessary adjustment per N.J.A.C. 6:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

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

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

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

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the NJ Dept. of Treasury was filed by the March 15 due date.

The Payroll Account records were maintained in good condition.

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

Finding #2012-1:

The School District did not perform the verification of personnel as required by N.J.A.C. 6A:23A-5.7 the Fiscal Accountability, Efficiency & Budgeting Procedures which requires verification every three years.

Recommendation:

The School District should perform the required verification or personnel every three years as required by the statutes.

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. Our review did not indicate any material discrepancies with respect to classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during our examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Travel

No exceptions were noted in our study of compliance for travel expenses.

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-8.2. Our review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in good condition.

Treasurer's Records

The financial and accounting records of the Treasurer were maintained in good condition.

Elementary and Secondary Education Act of 1965 (E.S.E.A.)/ Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act of 2001 (N.C.L.B.)

The E.S.E.A./NCLB 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, II, IV and V of the Elementary and Secondary Education Act, as amended and reauthorized.

The study of compliance for E.S.E.A. did not indicate any exceptions.

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and/or State Projects

The School 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.

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

The study of compliance for the special projects did not indicate any exceptions.

T.P.A.F. Reimbursement

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

Nonpublic State Aid

The study of compliance for Nonpublic State Aid did not indicate any exceptions.

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 \$26,000, 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 \$36,000. 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.A. 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.

N.J.S.A. 18A:18A-3(b) provides that 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.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

School Purchasing Programs (Continued)

N.J.S.A. 18A:18A-4 states:

a. 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.

The Board of Education may, by resolution approved by a majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that any board or, in the case of a contract for school facilities project, the New Jersey Economic Development Authority, has had prior negative experience with the bidder within the past 10 years, as reported in a contractor evaluation submitted pursuant to N.J.S.A. 18A:18A-15 or in a school facilities project performance evaluation submitted pursuant to regulations of the Department of the Treasury or section 62 of P.L. 2000, c. 72 (C.18A:7G-36), as appropriate.

The School District 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 reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

Based on the results of our examination, we 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, as 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. No exceptions were noted.

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

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Lunches are purchased directly from the Carlstadt/East Rutherford Regional High School District; accordingly, inventory records on food and supply items are not maintained.

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.

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

Student Body Activities, Community Education and Adult High School Fund

During our review of the student body activities, community education and adult high school funds, the following items were noted:

Finding #2012-2:

The Scholarship Account and the Adult High School Account were not reconciled on a monthly basis.

Recommendation:

All bank accounts should be reconciled on a monthly basis.

Finding #2012-3:

The School District required control procedures relating to depositing, recording and documentation of cash receipts in the food service account and student activities account do not appear to be followed.

Recommendation:

The School District required control procedures regarding depositing, recording and documentation of cash receipts should be followed in all accounts.

Finding #2012-4:

The School District required control procedures related to recording, approvals and documentation of cash disbursements in the adult high school account, the student activities account and the athletic account do not appear to be followed.

Recommendation:

The School District required control procedures regarding recording, approvals and documentation of cash disbursements should be followed in all accounts.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2011 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 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 procedures included a test of on roll status reported in the 2011-2012 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 School 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.

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 audit findings.

Acknowledgment

We received the complete cooperation of all the officials of the Rutherford School District and we greatly appreciate the courtesies extended to us.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants

Robert A. Stewart

Public School Accountant

Tail St- 4

September 13, 2012

SCHEDULE OF MEAL COUNT ACTIVITY

RUTHERFORD SCHOOL DISTRICT FOOD SERVICE FUND NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM ENTERPRISE FUND FOR THE FISCAL YEAR ENDED JUNE 30, 2012

PROGRAM	MEALS CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER) UNDER CLAIM
National School Lunch	Paid				0		
(Regular rate)	Reduced				0		
	Free				0		
	Total	0	0	0	0		0
School Breakfast	Paid				0		
	Reduced				0		
	Free				0_		
	Total	0	0	0_	0		0
Special Milk	Paid	0	0	0	0		
	Free	0	0	0	0_		
	Total	0	0	0	0		0_
TOTAL NET OVERCLA	M - FEDERAL						\$0
PROGRAM	MEALS CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER) UNDER CLAIM
State Reimbursement -	Spid	0	0	0	0		
National School Lunch (Regular rate)	Paid Reduced	0	0	0	0		
	Free	0	0	0	0_		
	Total	0	0	0			0
TOTAL NET OVERCLA	M - STATE						<u>\$ -</u>

Rutherford School District

Application for State School Aid Summary

Enrollment as of October 15, 2011

	2012-2013 Application for State School Aid				Sample for Verification	Private Schools for Disabled		
	Reported on ASSA On Roll	Reported on Workpapers On Roll	Errors	Sample Selected From Workpapers	Verified per Registers On Roll	Errors per Registers On Roll	Reported Samp on ASSA for as Private Verifi	
	Full Shared	Full Shared	Full Shared	Full Shared	Full Shared	Full Shared	Schools cation	n Verified Errors
Half Day Preschool Full Day Preschool								
Half Day Kindergarten Full Day Kindergarten	141	141		141	141			
One	184	184		184	184			
Two	169	169		169	169			
Three	176	176		176	176			
Four	178	178		178	178			
Five Six	185 179	185 179		185 179	185 179			
Seven	179	179		179	179			
Eight	192	192		192	192			
Nine	183	183		183	183			
Ten	162	162		162	162			
Eleven	168	168		168	168			
Twelve	158	158		158	158			
Subtotal	2,249	2,249 0	<u> </u>	2,249 0	2,249 0	0 0		0 0 0
Special Education - Elementary	84	84		84	84			11 11
Special Education - Middle School	58	58		58	58			6 6
Special Education - High School	85	85		85	85		5	5 5
Subtotal	227	227 0	0 0	227 0	227 0	0 0	22 2	22 22 0
Co. Voc Regular Co. Voc.Ft. Post Sec.								
Subtotal	0 0	0 0		<u> </u>	<u> </u>	<u> </u>	0	0 0 0
Totals	2,476 0	2,476 0	0 0	2,476 0	2,476 0	0 0	22 2	2 22 0
Percentage Error			-00-					-0-

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Rutherford School District

Application for State School Aid Summary

Enrollment as of October 15, 2011

	Resid	ient Low Income	<u> </u>	Samp	le for Verificatio	n	Resident LEP Low Income		Sample for Verification		on	
	Reported on ASSA as Low Income	Reported on Workpapers As Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors Full	Reported on ASSA as Low Income	Reported on Workpapers as LEP low Income	Sample Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool Full Day Preschool Half Day Kindergarten	5	5		5	5							
Full Day Kindergarten One	3	3		3	3							
Two	4	4		4	4							
Three Four	6 9	6		6	6							
Five	9	9 9		9	9							
Six	4	4		4	4							
Seven	1	1		1	1							
Eight Nine	3 3	3		3 3	3							
Ten	6	3 6		ა 6	3 6							
Eleven	1	1		1	Ĭ							
Twelve	3	3		3	3							
Subtotal	57	57_	0	57	57	0	0	0	0	0	0	0
Special Education - Elementary Special Education - Middle School Special Education - High School	8 2 3	8 2 3		8 2 3	8 2 3							
Subtotal	13	13	0	13	13	0	0	0	0	0	0	0
DYFS Res Ctrs Co. Voc.Ft. Post Sec.	1	1		1	1							
Subtotal	1	1	0	1	1	0	0	0	0	0	0	0
Totals	71	71		71	71	0	0	0	0	0	0	0
Percentage Error			-0-			-0-			-0-			-0-
			Tra	nsportation							Reported	Recalculated
	Reported on DRTRS by	Reported on DRTRS by	Faces	Tarted	14-25- A	-	R	eg Avg (Mileage) = Re	g including Gr. P	'K students (Part A)	7.7	7.7
	DOE/County	District	Errors	Tested	Verified	Errors	B	eg Avg (Mileage) = Re	a evaludina Ca S	DK etudante (Dad D)	7.7	7.7
Reg Public Schools, col 1.	24	24		24	24		K	ea waa (mneade) - Ke	y exciousity Of. I	r v sinneriis (Lait B)	1.7	1.7
Reg - Sp Ed. Col.4							S	pec. Avg.= Special Ed.	With Special Ne	eds	10.5	10.5
Transported - Non-Public, col. 3 Special Ed. Spec. col.6	66	66		66	66							
Total	90	90	0	90	90	0						
Percentage Error						-0-						

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SCHEDULE OF AUDITED ENROLLMENTS

Rutherford School District

Application for State School Aid Summary

Enrollment as of October 15, 2011

	Resider	t LEP NOT Low Incom	me	Sam	ole for Verification	
	Reported on ASSA 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	5	5		5	5	
Full Day Kindergarten						
One Two	1	1		1	1	
Three	2 2	2 2		2 2	2 2	
Four	_	2		2	2	
Five	3	3		3	3	
Six	2	2		2	2	
Seven Eight	1	1		1	1	
Nine	2	2		2	2	
Ten	1	1		1	1	
Eleven Twelve	3	3		3	3	
Subtotal	23	23	0	23	23	0
Special Ed Elementary	1	1		1	1	
Special Ed Middle	2	2		2	2	
Special Ed High School						
Subtotal	3	3	0	3	3	0
Co. Voc Regular Co.Voc Ft. Post Sec.						
Subtotal	0	0	0	0		0
Totals	26	26	0	26	26_	0
Percentage Error			-0-			0-

RUTHERFORD SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1

A. 2% Calculation of Excess Surplus		
2011-12 Total General Fund Expenditures per the CAFR, Exh. C-1 Increased by:	\$ 40.071.426	(B)
Transfer from Capital Outlay to Capital Projects Fund	\$	(B1b)
Transfer from Capital Reserve to Capital Projects Fund	\$	(B1c)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ (3,061,191)	
Assets Acquired Under Capital Leases	\$	(B2b)
Adjusted 2011-2012 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ 37,010,235	(B3)
2% of Adjusted 2011-2012 General Fund Expenditures		
[(B3) times .02]	\$ 740,205	(B4)
Enter Greater of (B4) or \$250,000	\$ 740,205	(B5)
Increased by: Allowable Adjustment	\$ 554,007	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$1,294,212 (M)
SECTION 2		<u></u>
SECTION 2 Total General Fund - Fund Balances @ 6-30-12		<u></u>
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement)	\$3,654,853_	(C)
Total General Fund - Fund Balances @ 6-30-12		(C)
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement) Decreased by:	\$ 3,654,853 \$ 1,252,045	
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement) Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures		(C)
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement) Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for		(C) (C1) (C2)
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement) Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures		(C) (C1) (C2) (C3)
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement) Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures Other Restricted Fund Balances		(C) (C1) (C2)
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement) Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures		(C) (C1) (C2) (C3)
Total General Fund - Fund Balances @ 6-30-12 (Per CAFR Budgetary Comparison schedule/statement) Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures Other Restricted Fund Balances Assigned Fund Balance - Unreserved - Designated for	\$\$ \$ \$	(C) (C1) (C2) (C3) (C4)

RUTHERFORD SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3

Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIV	\$ <u>484,040</u> (E)	
Recapitulation of Excess Surplus as of June 30, 2012		
Reserved Excess Surplus - Designated for Subsequent Year's		f (02)
Expenditures Reserved Excess Surplus		\$(C3) \$484,040_(E)
Neserved Excess Ourplus		\$ <u> 404,040</u> (2)
Total Excess Surplus [(C3) + (E)]		\$ <u>484,040</u> (D)
Detail of Allowable Adjustments		
Impact Aid	\$	(H)
Sale & Lease-back	\$	· (1)
Extraordinary Aid	\$ 554,007	
Additional Nonpublic School Transportation Aid	\$	(J2)
Total Adjustments [(H)+(I)+(J1)+(J2)]	\$554,007	(K)
Detail of Other Restricted Fund Balance		
Statutory Restrictions:		
Approved Unspent Separate Proposals	\$	
Sale/lease-back Reserve	\$	•
Capital Reserve	\$	•
Maintenance Reserve	\$	
Emergency Reserve	\$	-
Waiver Offset Reserve - Designated for Subsequent Year	\$	
Tuition Reserve	\$	
Other State/Government Mandated Reserve	\$	
Total Other Restricted Fund Balance	\$	(C-4)