

*NORTHERN HIGHLANDS  
REGIONAL HIGH SCHOOL DISTRICT  
COUNTY OF BERGEN, NEW JERSEY*

*AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS –  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2013*

***HODULIK & MORRISON, P.A.***  
*CERTIFIED PUBLIC ACCOUNTANTS  
REGISTERED MUNICIPAL ACCOUNTANTS  
PUBLIC SCHOOL ACCOUNTANTS  
HIGHLAND PARK, N.J.*

**NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT  
BERGEN COUNTY, NEW JERSEY**

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

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**Tax ID Number 221696560**

**HODULIK & MORRISON, P.A.**  
CERTIFIED PUBLIC ACCOUNTANTS  
REGISTERED MUNICIPAL ACCOUNTANTS  
PUBLIC SCHOOL ACCOUNTANTS  
1102 RARITAN AVENUE, P.O. BOX 1450  
HIGHLAND PARK, NJ 08904  
(732) 393-1000  
(732) 393-1196 (FAX)

ANDREW G. HODULIK, CPA, RMA, PSA  
ROBERT S. MORRISON, CPA, RMA, PSA

JO ANN BOOS, CPA, PSA  
PADMAJA RAO, CPA

MEMBERS OF:  
AMERICAN INSTITUTE OF CPA'S  
NEW JERSEY SOCIETY OF CPA'S  
REGISTERED MUNICIPAL ACCOUNTANTS OF N.J.

INDEPENDENT AUDITOR'S REPORT

Honorable President and Members  
of the Board of Education  
Northern Highlands Regional High School District  
County of Bergen, New Jersey

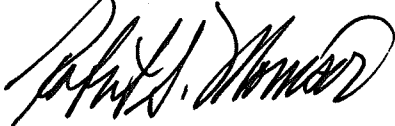
We have audited, in accordance with generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Northern Highlands Regional High School District, County of Bergen, New Jersey, as of and for the year ended June 30, 2013, and have issued our report thereon dated October 16, 2013.

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

This report is intended for the information of the Northern Highlands Regional High School District's Board of Education, management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

*Hodulik & Morrison, P.A.*

HODULIK & MORRISON, P.A.  
Certified Public Accountants  
Public School Accountants



Robert S. Morrison  
Certified Public Accountant  
Public School Accountant #871

Highland Park, New Jersey  
October 16, 2013

ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

SCOPE OF AUDIT

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

The audit did not and could not determine the character of services rendered for which payment had been made nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed. These details were necessarily covered by the approval of such claims. Revenues and receipts were established and verified as to sources and amount only insofar as the records permitted.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20 of the District's CAFR. The details of the various additional insurance coverages by the Board are also presented on this Exhibit. No attempt was made to determine the adequacy of coverage as part of this report. Adequacy of coverage is the responsibility of the Board of Education.

Official Bonds

The following positions were covered by Surety Bonds:

<u>Name</u>	<u>Position</u>	<u>Amount</u>
James Davis	Business Administrator/ Board Secretary	\$250,000.00
M. Alissa Mayer	Treasurer of School Moneys	250,000.00

The surety bond coverage for the Treasurer of School Moneys exceeded the minimum requirement as promulgated by the Department of Education.

Tuition Charges

Audit tests indicated that tuition charges to each of the districts sending pupils to Northern Highlands regional High School were billed in accordance with the terms of the applicable contracts, and no tuition adjustments were required.

## FINANCIAL PLANNING, ACCOUNTING AND REPORTING

### Examination of Claims

Claims were examined for the period under review and were found to be in good order.

### Payroll Account

The Board maintained the Net Payroll and Agency Account method for the depositing and payment of its payrolls. The net payrolls from all sources are deposited in the payroll account and all payroll deductions, together with the Board's share, are deposited to the agency account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator. Tests were made of these records with no exceptions noted.

Salary withholdings were promptly remitted to the proper agencies, including withholdings for employee health benefit contributions, which were transferred timely to the general fund.

Upon the completion of payroll processing and proofs thereof, transfers to the Net Payroll and Agency accounts, in amounts equal to those indicated in the payroll summary reports, are effected by electronic funds transfers.

### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered. Unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services rendered as of June 30. Tests of subsequent period disbursements did not identify any unrecorded accounts payable at year-end.

### Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A: 23-2.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A: 23-8.2. As a result of the procedures performed we found no discrepancies in the classification of expenditures and no additional procedures were deemed necessary to test the propriety of the expenditure classification.

### Travel

Tests were performed to determine the existence of required policy documents and the District's compliance with same with respect to the timely approval and appropriate reimbursement rates for approved travel. No exceptions were noted.

## FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Cont'd):

### Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. Exhibit "H-2" sets forth the activity of this fund for the period under review. Total revenues from all sources amounted to \$57,166.25 and expenditures, which consist of reimbursements to the State of New Jersey Unemployment Insurance Fund, amounted to \$69,831.48. Funds available at June 30, 2013 pay future claims amounted to \$86,593.55.

### Investment of Idle Funds

During the year ended June 30, 2013, the Board had substantially all of its cash and cash equivalents for all of its funds and accounts in interest bearing depository accounts with The Bank of America.

Interest earnings during the year were negligible, reflective of the low interest rate environment that has existed for secure, short-term investments of idle funds. This condition was anticipated at the time the 2012-13 school budget was developed and did not cause any negative budgetary variance.

### Board Secretary's Records

The minutes maintained by the Board Secretary were in good condition.

The financial and accounting records maintained by the Board Secretary were found to be in good condition.

### General Fixed Assets

During the period under review the general fixed asset accounting and reporting system was maintained satisfactorily to provide for all the required financial information for the preparation of the statement of changes in general fixed assets. The District engaged an outside consultant to update the full physical inventory and valuation of the District's fixed assets that was performed in the prior period. Additions and deletions reported in the consultant's report match financial records maintained by the business office.

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

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 Title II of the Elementary and Secondary Education Act as amended and reauthorized.

### 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.

## FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Cont'd):

### 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 the biweekly 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. Any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which, together with any other sums expended or foreseeably to be expended for the performance of any work or services in connection with the same project or the furnishing of similar materials or supplies during the same fiscal year paid with or out of school funds, does not exceed the total sum of \$7,500.00 or the amount determined pursuant to subsection b. of this section, in the fiscal year or, in the case of purchases that are not annually recurring, in a period of one year may be made negotiated and awarded by a contracting agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore.

"b. Commencing January 1, 1983 and every two years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount set forth in subsection a. of this section in direct proportion to the rise or fall of the consumer price index for all urban consumers in the New York City and the Philadelphia area as reported by the United States Department of Labor. The Governor shall notify all local school districts of the adjustment. The adjustment shall become effective on July 1, of the year in which it is reported."

N.J.S.A. 18A: 18A-4 states, "Every contract or agreement for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of school funds, not included within the terms of N.J.S.A. 18A: 18A-3, shall be made and awarded only by the board of education after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or calculated by the Governor pursuant to N.J.S.A. 18A: 18A-3 except by contract or agreement."

Effective July 1, 2010 and thereafter the bid thresholds in accordance with N.J.S.A. 18A: 18A-2 and 18A: 18A-3(a) are \$36,000 if the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1971, c. 198 (C.40A: 11-9), and \$26,000 in the absence of a Qualified Purchasing Agent. The threshold for student transportation contracts, pursuant to N.J.S.A. 18A: 39-3 is \$17,500.

## SCHOOL PURCHASING PROGRAMS (CONT'D):

### Contracts and Agreements Requiring Advertisement for Bids (Cont'd.)

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

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.

The results of the 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.

Any interpretation as to possible violation of statute(s) would be in the province of the Board's solicitor.

### SCHOOL FOOD SERVICE FUND

The District does not participate in any subsidized federal or state sponsored school nutrition programs.

The District has contracted with a Food Service management Company (FSMC) and utilized the standard contract form recommended by the regulatory agency. As required by the contract, the FSMC provided a report of its internal controls under Statement on Standards for attestation Engagements No. 16 (SSAE 16). We reviewed this report (type 2) as provided by the FSMC and found it to contain a detailed description of the FSMC's internal control objectives and the relevant control processes and procedures put in place to achieve those objectives. The report provided the minimum information necessary for us to gain an understanding of the FMSC's internal control. We are required to gain this understanding in order to plan our audit of the District's Food Service Fund. The report also provided assurances, based upon testing, relating to the operating effectiveness of the controls to achieve the related control objectives included in the description throughout a period that included the most of the school year.

Audit tests of FMSC financial reports indicated that vendor invoices or approved transfer forms were available to support amounts claimed as inventory purchases and other costs, and amounts reported as sales and purchased account credits could be reconciled to amounts deposited or credited to the district bank account.

Exhibits reflecting Food Services Fund operations are included in the section entitled Enterprise Funds, Section G. Total realized operating revenues amounted to \$716,984.44 and total operating



expenses amounted to \$702,450.35 resulting in net income of \$14,534.09. During the current period, the Board was not required and did not make operating transfers to the Food Service fund.

#### Student Activity Funds

The recordkeeping of the various student activities funds were reviewed for the 2012-2013 school year. The records were maintained in generally good condition.

#### Application for State School Aid

Our audit procedures included tests of information reported in the October 15, 2012 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 workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

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

#### Pupil Transportation

Our procedures included a test of on-roll status reported in the 2012-13 District Report of Resident Transported Students (DRTRS). The information 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.

#### Follow-Up on Prior Years' Findings

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations, and corrective action had been taken on all prior year findings.

RECOMMENDATIONS

NONE

\*\*\*\*\*

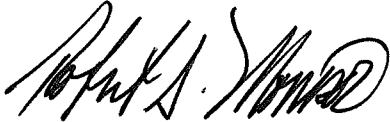
ACKNOWLEDGMENT

During the course of our audit, we received the complete cooperation of all the officials of the school district, and we greatly appreciate the courtesies extended to us.

Respectfully submitted,

*Hodulik & Morrison, P.A.*

HODULIK & MORRISON, P.A.  
Certified Public Accountants  
Public School Accountants



Robert S. Morrison  
Certified Public Accountant  
Public School Accountant #871

SCHEDULE OF AUDITED ENROLLMENTS

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2012

	2013-2014 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Register On Roll		Reported on A.S.S.A. Private Schools	Sample for Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool - 3 Years Old																
Half Day Preschool - 4 Years Old																
Half Day Kindergarten																
Full Day Kindergarten																
One																
Two																
Three																
Four																
Five																
Six																
Seven																
Eight																
Nine	298		298					71	71							
Ten	324	1	324	1				64	64							
Eleven	271		271					48	48							
Twelve	285	1	285	1				50	50							
Adult High School (15+ credits)																
Adult High School (1-14 credits)																
Subtotals	1,178	2	1,178	2				233	233							
Special Ed - Elementary																
Special Ed - Middle School																
Special Ed - High School	147	1	147	1				31	31			15	15	15		
Subtotals	147	1	147	1				31	31			15	15	15		
Totals	1,325	3	1,325	3				264	264			15	15	15		
Percentage Error																

**SCHEDULE OF AUDITED ENROLLMENTS**

**NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENTS AS OF OCTOBER 15, 2012**

	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 Test Score and Register	Sample Errors
Kindergarten												
One												
Two												
Three												
Four												
Five												
Six												
Seven												
Eight												
Nine	1	1		1	1							
Ten	2	2		2	2							
Eleven												
Twelve												
Subtotals	3	3		3	3							
Special Ed - Elementary												
Special Ed - Middle												
Special Ed - High	2	2		2	2							
Subtotals	2	2		2	2							
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec												
Totals	5	5		5	5							
Percentage Error												

	Transportation						Reported	Recalculated
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors		
Reg. - Public Schools (col. 1)	499	499		177	177	0		
Reg - Special Ed. (col.4)	68	68		24	24	0	Reg. Avg. Mileage - Regular Inc. Grade PK students (Part A)	5.9
Transported - Non-Public (col. 3)	65	65		23	23	0	Reg. Avg. Mileage - Regular Exc. Grade PK students (Part B)	5.9
Special Needs (col. 6)	23	23		8	8	0	Spec Avg. Mileage - Special Ed. With Special Needs	15.1
Totals	655	655		232	232	0		15.1
Percentage Error				232		0.0%		

**SCHEDULE OF AUDITED ENROLLMENTS**

**NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2012**

	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 per Test Score and Register	Sample Errors
Half Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
Adult High School (15+ credits)						
Adult High School (1-14 credits)						
Subtotals						
Special Ed-Elementary						
Special Ed - Middle School						
Special Ed - High School						
Subtotals						
C. Voc. - Regular						
C. Voc. Ft. Post Sec.						
Totals						
Percentage Error						

## EXCESS SURPLUS CALCULATION

### SECTION 1 - REGULAR DISTRICT

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

2012-2013 Total General Fund Expenditures per the CAFR "C-1"	\$ <u>26,240,890.09</u> (B)
Increased by Applicable Operating Transfers:	
Transfer from Capital Outlay to Capital Projects Fund	\$ <u>0.00</u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>0.00</u> (B1a)
Transfer from General Fund to SFR for Pre-K Regular	
Transfer from General Fund to SFR for Pre-K Inclusion	\$ <u>0.00</u> (B1c)
Less: Expenditures Allocated to Restricted Federal Resources as Reported on Exhibit D-2	\$ <u>0.00</u> (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ <u>2,314,464.06</u> (B2a)
Assets Acquired Under Capital Leases	\$ <u>0.00</u> (B2b)
 Adjusted 2012-13 General Fund Expenditures [(B)+(B1s)-B2s)]	 <u>23,926,426.03</u> (B3)
 2% of Adjusted 2012-2013 General Fund Expenditures [(B3) times .02]	 \$ <u>478,528.52</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>478,528.52</u> (B5)
Increased by: Allowable Adjustment*	\$ <u>188,696.72</u> (K)
 Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	 \$ <u>667,225.24</u> (M)

### SECTION 2

Total General Fund - Fund Balances @ 6/30/13 (Per CAFR Budgetary Comparison schedule/statement)	\$ <u>6,257,756.00</u> (C)
Decreased by:	
Reserve for Encumbrances	\$ <u>455,907.37</u> (C1)
Legally Restricted -Designated for Subsequent Year's Expenditures	\$ _____ (C2)
Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>1,014,087.92</u> (C3)
Other Reserved Fund Balances****	\$ <u>3,026,543.80</u> (C4)
Assigned Unreserved Fund Balance - Designated for Subsequent Year's Expenditures	\$ _____ (C5)
 Total Unreserved/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	 \$ <u>1,761,216.91</u> (U1)

### SECTION 3

Restricted Fund Balance-Excess Surplus ***((U1)-(M)) If negative enter -0-	\$ <u>1,093,991.67</u> (E)
<u>Recapitulation of Excess Surplus as of June 30, 2012</u>	
Reserved Excess Surplus-Designated for Subsequent Year's Expenditures**	\$ <u>1,014,087.92</u> (C3)
Reserved Excess Surplus*** (E)	\$ <u>1,093,991.67</u> (E)
 Total Excess Surplus [(C3) +(E)]	 \$ <u>2,108,079.59</u> (D)

Footnotes:

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

**Detail of Allowable Adjustments**

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ <u>182,283.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>6,413.72</u> (J2)
Current year School Bus Advertising Rev. Recognized	\$ _____ (J3)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)]	 \$ <u>188,696.72</u> (K)

\*\* This amount represents the June 30, 2013 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* Amount must agree to the June 30, 2012 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90034.

\*\*\*\*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 any 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 spearate proposal	\$ _____
Capital Outlay for a district with a capital outlay SGLA	\$ _____
Sale/lease-back reserve	\$ _____
Capital Reserve	\$ <u>1,126,103.80</u>
Maintenance Reserve	\$ <u>1,650,440.00</u>
Tuition Reserve	\$ _____
Emergency Reserve	\$ <u>250,000.00</u>
Waiver Offset reserve	\$ _____
(Other Reserved Fund Balance not noted above)****	\$ _____
 Total Other Reserved Fund Balance	 \$ <u>3,026,543.80</u> (C4)