

**MENANDS UNION FREE
SCHOOL DISTRICT**

**AUDITED FINANCIAL STATEMENTS
AND
SUPPLEMENTAL SCHEDULES**

JUNE 30, 2017

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INDEPENDENT AUDITORS' REPORT

To the President and the Other Members
of the Board of Education of the
Menands Union Free School District
Menands, New York

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinions

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of funding progress - other post-employment benefits plan and schedules of local government's proportionate share of the net pension liability and contributions on pages 3 through 10 and pages 43 through 47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information on pages 48 through 49 as described in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 18, 2017, on our consideration of Menands Union Free School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Menands Union Free School District's internal control over financial reporting and compliance.

WEST & COMPANY CPAs PC

Gloversville, New York
September 18, 2017

MENANDS UNION FREE SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

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

FINANCIAL HIGHLIGHTS

- Net Position of the School District was \$5,286,151.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

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

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

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

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

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

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

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

District-Wide Statements

- The District-wide statements report information about the School District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the School District’s assets, deferred outflows of resources, liabilities and deferred inflows of resources. All of the current year’s revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.
- The two District-wide statements report the School District’s *net position* and how it has changed. Net position – the difference between the School District’s assets, deferred outflows of resources and liabilities and deferred inflows of resources – is one way to measure the School District’s financial health or *position*.
- Over time, increases or decreases in the School District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- For assessment of the overall health of the School District, additional nonfinancial factors such as changes in the property tax bases and the condition of buildings and other facilities should be considered.

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

Fund Financial Statements

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

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

The District has two kinds of funds:

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

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

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

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Table A-2

Condensed Statement of Net Position

	Fiscal Year 2017	Fiscal Year 2016	Percentage Change (Incr.; - Decr.)
Assets			
Current and other assets	\$ 3,526,942	\$ 5,041,276	-30.0%
Capital assets - net	3,915,249	3,777,411	3.6%
Total Assets	7,442,191	8,818,687	-15.6%
Deferred Outflows of Resources	1,625,076	572,941	183.6%
Liabilities			
Current liabilities	443,014	165,201	168.2%
Long-term liabilities	3,242,857	3,441,307	-5.8%
Total Liabilities	3,685,871	3,606,508	2.2%
Deferred Inflows of Resources	95,245	570,693	-83.3%
Net Position			
Net investment in capital assets	3,165,249	2,657,411	19.1%
Restricted	454,538	1,366,898	-66.7%
Unrestricted	1,666,364	1,190,118	40.0%
Total Net Position	\$ 5,286,151	\$ 5,214,427	1.4%

Changes in Net Position

The School District's 2017 revenue was \$7,999,173 (See Table A-3). Property taxes and New York State aid accounted for the majority of revenue by contributing 80.3% and 15.5%, respectively, of the total revenue raised (see Table A-4). The remainder of revenue came from fees for services, use of money and property, operating grants and other miscellaneous sources.

The total cost of all programs and services totaled \$7,927,449 for 2017. These expenses (84.6%) are predominantly for the education, supervision and transportation of students (see Table A-5). The School District's administrative and business activities accounted for approximately 13.8% of total costs.

Net position increased during the year by \$71,724.

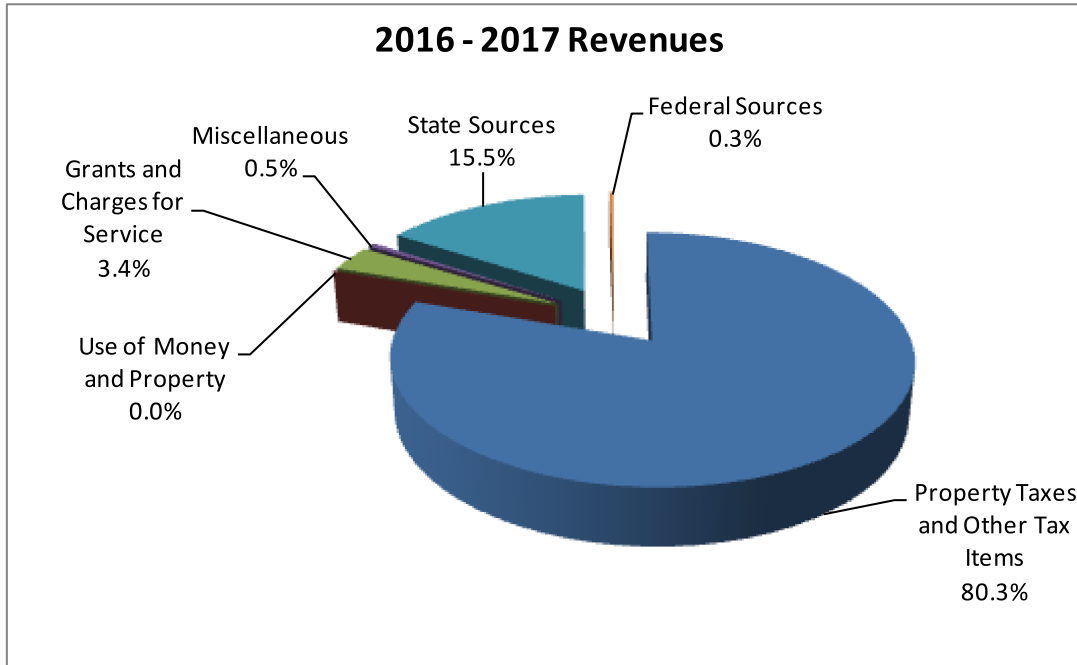
Table A-3

Changes in Net Position from Operating Results

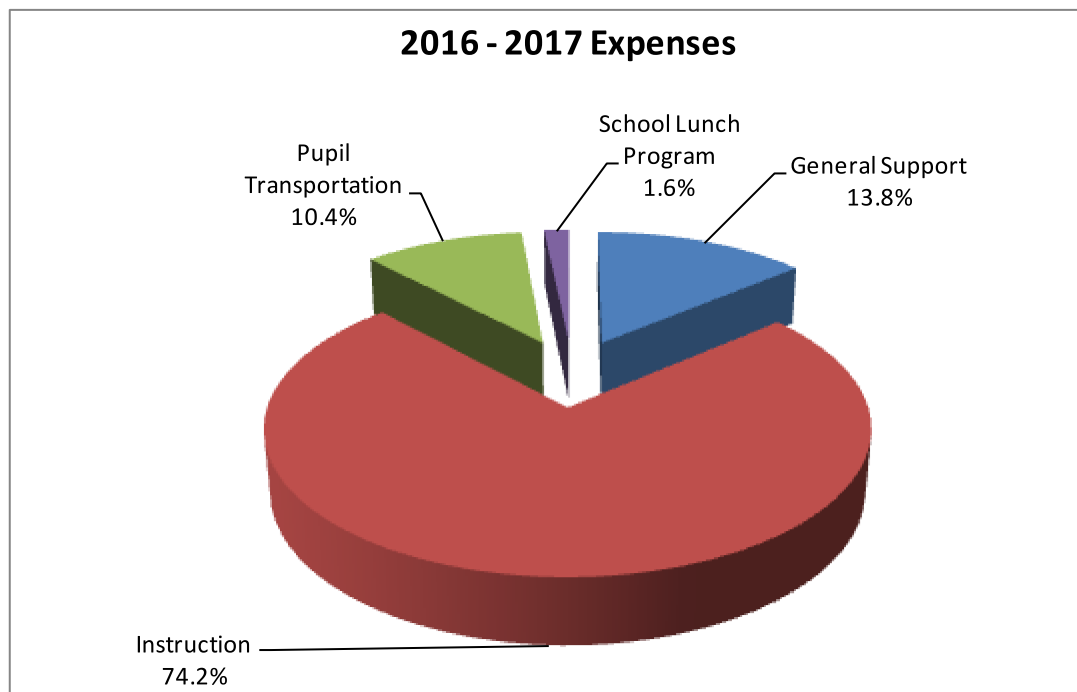
	Fiscal Year 2017	Fiscal Year 2016	Percentage Change (Incr.; - Decr.)
Revenues			
Program Revenues			
Charges for services	\$ 105,997	\$ 111,429	-4.9%
Operating grants and contributions	164,512	158,999	3.5%
General Revenues			
Property taxes	6,419,202	6,380,990	0.6%
State sources	1,237,360	1,103,646	12.1%
Federal sources	25,330	15,401	64.5%
Use of money and property	942	1,112	-15.3%
Sale of property and compensation for loss	1,940	1,982	-2.1%
Miscellaneous	43,890	34,523	27.1%
Total Revenues	7,999,173	7,808,082	2.4%
Expenses			
General support	1,091,788	1,051,144	3.9%
Instruction	5,852,163	5,500,128	6.4%
Transportation	821,934	784,390	4.8%
Debt service	34,883	47,544	-26.6%
Cost of sales – Lunch Program	126,681	121,496	4.3%
Total Expenses	7,927,449	7,504,702	5.6%
Total Increase in Net Position	\$ 71,724	\$ 303,380	-76.4%

State and federal sources revenue increased due to additional funding from state aid and Medicaid.

REVENUES – TABLE A-4



EXPENDITURES – TABLE A-5



Governmental Activities

Revenue for the School District's governmental activities totaled \$7,999,173 while total expenses were \$7,927,449. Accordingly, net position increased by \$71,724. The continuation of the School District's solid financial condition can be attributed to:

- Effective leadership by the Board of Education.
- Community support for the School District's annual budget.
- Continued state and federal aid.
- Strategic use of services from BOCES.

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

Table A-6

Net Cost of Governmental Activities

	Total Cost of Services		Percentage Change (Incr.; -Decr.)	Net Cost of Services		Percentage Change (Incr.; -Decr.)
	2017	2016		2017	2016	
General support	\$ 1,091,788	\$ 1,051,144	3.9%	\$ 1,091,788	\$ 1,051,144	3.9%
Instruction	5,852,163	5,500,128	6.4%	5,672,827	5,325,158	6.5%
Pupil transportation	821,934	784,390	4.8%	821,934	784,390	4.8%
Debt service - interest	34,883	47,544	-26.6%	34,883	47,544	-26.6%
Cost of sales - lunch program	126,681	121,496	4.3%	35,508	26,038	36.4%
Totals	\$ 7,927,449	\$ 7,504,702		\$ 7,656,940	\$ 7,234,274	

- The cost of all governmental activities for the year was \$7,927,449.
- The users of the School District's programs financed \$105,997 of the costs.
- The federal and state government grants financed \$164,512.
- The majority of costs were financed by the School District's taxpayers and state aid.

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT'S FUNDS

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

CAPITAL ASSET AND DEBT ADMINISTRATION

As of June 30, 2017, the School District had \$3,915,249 (net of depreciation) invested in a broad range of capital assets including land, buildings, buses, athletic facilities, computers and other educational equipment.

Capital Assets

Table A-7

Capital Assets (Net of Depreciation)

	<u>Fiscal Year 2017</u>	<u>Fiscal Year 2016</u>
Land	\$ 125,000	\$ 125,000
Land improvements	77,434	84,897
Buildings	3,417,100	3,513,830
Construction in progress	258,479	0
Furniture and equipment	37,236	53,684
Totals	<u><u>\$ 3,915,249</u></u>	<u><u>\$ 3,777,411</u></u>

Long-Term Debt

As of June 30, 2017, the School District had \$2,620,291 in long-term debt. More detailed information about the School District's long-term debt is included in the notes to the basic financial statements.

Table A-8

	<u>Fiscal Year 2017</u>	<u>Fiscal Year 2016</u>
General obligation bonds	\$ 750,000	\$ 1,120,000
Other	1,870,291	1,723,977
Totals	<u><u>\$ 2,620,291</u></u>	<u><u>\$ 2,843,977</u></u>

During 2017, the School District paid down its debt by retiring \$370,000 of outstanding bonds. Other debt is comprised of compensated absences and other-post employment liabilities.

FACTORS BEARING ON THE DISTRICT'S FUTURE

The following items may effect the future operations of the District:

- The tax levy limit legislation continues to be a challenging factor for the District.
- The following unfunded mandates in administration, finance, facilities, health and safety, school-wide instruction, technology and non-public schools continue to be a financial burden on the District.
- A large increase in the number of special education students, students in temporary housing and ENL students (English New Language) as well as tremendous fluctuations in enrollment continue to be a concern for the District.

CONTACTING THE SCHOOL DISTRICT'S FINANCIAL MANAGEMENT

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

Dr. Maureen A. Long, Superintendent
Menands Union Free School District
19 Wards Lane
Menands, NY 12204

MENANDS UNION FREE SCHOOL DISTRICT

STATEMENT OF NET POSITION

JUNE 30, 2017

ASSETS

Cash		
Unrestricted	\$	2,821,754
Restricted		454,538
Receivables		
State and Federal aid		186,183
Due from fiduciary funds		7,348
Other receivables		52,705
Inventories		4,414
Capital assets, net of depreciation		3,915,249
		3,915,249
Total Assets		7,442,191

DEFERRED OUTFLOWS OF RESOURCES

Pensions		1,625,076
		1,625,076
Total Deferred Outflows of Resources		1,625,076

LIABILITIES

Payables		
Accounts payable		431,605
Bond interest		8,750
Unearned grant revenues		2,659
Long-term liabilities		
Due and payable within one year		
Due to Teachers' Retirement System		331,462
Due to Employees' Retirement System		18,915
Bonds payable		375,000
Due and payable after one year		
Bonds payable		375,000
Net pension liability - proportionate share		272,189
Compensated absences payable		191,838
Other post-employment benefits		1,678,453
		1,678,453
Total Liabilities		3,685,871

DEFERRED INFLOWS OF RESOURCES

Pensions		95,245
		95,245
Total Deferred Inflows of Resources		95,245

NET POSITION

Net investment in capital assets		3,165,249
Restricted		
Reserve for employee benefit liability		22,604
Workers' compensation reserve		30,000
Repair reserve		50,970
Tax certiorari reserve		173,964
Unemployment insurance reserve		25,000
Reserve for retirement contributions		152,000
Unrestricted		1,666,364
		1,666,364
Total Net Position	\$	5,286,151

See notes to basic financial statements.

MENANDS UNION FREE SCHOOL DISTRICT

STATEMENT OF ACTIVITIES AND CHANGE IN NET POSITION

FOR THE YEAR ENDED JUNE 30, 2017

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants</u>	
FUNCTIONS/PROGRAMS				
General support	\$ 1,091,788	\$ 0	\$ 0	\$ (1,091,788)
Instruction	5,852,163	(67,102)	(112,234)	(5,672,827)
Pupil transportation	821,934	0	0	(821,934)
Debt service	34,883	0	0	(34,883)
School lunch program	126,681	(38,895)	(52,278)	(35,508)
Total Functions and Programs	<u>\$ 7,927,449</u>	<u>\$ (105,997)</u>	<u>\$ (164,512)</u>	<u>(7,656,940)</u>
GENERAL REVENUES				
Real property taxes				6,133,719
Other tax items				285,483
Use of money and property				942
Sale of property and compensation for loss				1,940
Miscellaneous				43,890
State sources				1,237,360
Federal sources				25,330
Total General Revenues				<u>7,728,664</u>
CHANGE IN NET POSITION				71,724
TOTAL NET POSITION - BEGINNING OF YEAR				<u>5,214,427</u>
TOTAL NET POSITION - END OF YEAR				<u>\$ 5,286,151</u>

See notes to basic financial statements.

MENANDS UNION FREE SCHOOL DISTRICT
BALANCE SHEET – GOVERNMENTAL FUNDS
JUNE 30, 2017

	<u>General</u>	<u>Special Aid</u>	<u>School Lunch</u>	<u>Capital</u>	<u>Debt Service</u>	<u>Total Governmental Funds</u>
ASSETS						
Cash						
Unrestricted	\$ 2,021,463	\$ 94,747	\$ 20,410	\$ 685,134	\$ 0	\$ 2,821,754
Restricted	454,538	0	0	0	0	454,538
Due from other funds	145,305	0	29,000	0	0	174,305
Due from fiduciary funds	7,348	0	0	0	0	7,348
State and Federal aid	135,040	51,143	0	0	0	186,183
Other receivables	52,705	0	0	0	0	52,705
Inventories	0	0	4,414	0	0	4,414
TOTAL ASSETS	<u>\$ 2,816,399</u>	<u>\$ 145,890</u>	<u>\$ 53,824</u>	<u>\$ 685,134</u>	<u>\$ 0</u>	<u>\$ 3,701,247</u>
LIABILITIES						
Accounts payable	\$ 398,984	\$ 585	\$ 470	\$ 31,566	\$ 0	\$ 431,605
Due to other funds	29,000	145,305	0	0	0	174,305
Unearned revenues	0	0	2,659	0	0	2,659
Due to Employees' Retirement System	18,915	0	0	0	0	18,915
Due to Teachers' Retirement System	331,462	0	0	0	0	331,462
Total Liabilities	778,361	145,890	3,129	31,566	0	958,946
FUND BALANCE						
Nonspendable - Inventory	0	0	4,414	0	0	4,414
Restricted						
Reserve for employee benefit liability	22,604	0	0	0	0	22,604
Workers' compensation reserve	30,000	0	0	0	0	30,000
Reserve for retirement contributions	152,000	0	0	0	0	152,000
Repair reserve	50,970	0	0	0	0	50,970
Tax certiorari reserve	173,964	0	0	0	0	173,964
Unemployment insurance reserve	25,000	0	0	0	0	25,000
Assigned	828,760	0	46,281	772,286	0	1,647,327
Unassigned	754,740	0	0	(118,718)	0	636,022
Total Fund Balance	<u>2,038,038</u>	<u>0</u>	<u>50,695</u>	<u>653,568</u>	<u>0</u>	<u>2,742,301</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,816,399</u>	<u>\$ 145,890</u>	<u>\$ 53,824</u>	<u>\$ 685,134</u>	<u>\$ 0</u>	<u>\$ 3,701,247</u>

See notes to basic financial statements.

MENANDS UNION FREE SCHOOL DISTRICT

RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET
TO STATEMENT OF NET POSITION

JUNE 30, 2017

Total fund balance - governmental funds balance sheet (page 13)	\$ 2,742,301
Add:	
Land, building and equipment, net of accumulated depreciation	3,915,249
Pensions	<u>1,625,076</u>
Total	5,540,325
Deduct:	
Compensated absences	191,838
Other post-employment benefits	1,678,453
Pensions	95,245
Net pension liability - proportionate share	272,189
Accrued interest	8,750
Long and short-term bonds payable	<u>750,000</u>
Total	<u>2,996,475</u>
NET POSITION, GOVERNMENTAL ACTIVITIES	<u><u>\$ 5,286,151</u></u>

See notes to basic financial statements.

MENANDS UNION FREE SCHOOL DISTRICT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS

FOR THE YEAR ENDED JUNE 30, 2017

	General	Special Aid	School Lunch	Capital	Debt Service	Total Governmental Funds
REVENUES						
Real property taxes	\$ 6,133,719	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,133,719
Other tax items	285,483	0	0	0	0	285,483
Charges for services	67,102	0	0	0	0	67,102
Use of money and property	895	0	0	47	0	942
Sale of property and compensation for loss	1,940	0	0	0	0	1,940
Miscellaneous	43,890	0	0	0	0	43,890
State sources	1,200,938	36,422	1,948	0	0	1,239,308
Federal sources	25,330	112,234	43,301	0	0	180,865
Surplus food	0	0	7,029	0	0	7,029
Sales - school lunch	0	0	38,895	0	0	38,895
Total Revenues	7,759,297	148,656	91,173	47	0	7,999,173
EXPENDITURES						
General support	920,149	0	0	0	0	920,149
Instruction	4,792,313	139,838	0	0	0	4,932,151
Pupil transportation	675,947	19,900	0	0	0	695,847
Employee benefits	970,142	0	14,715	0	0	984,857
Debt service						
Principal	370,000	0	0	0	0	370,000
Interest	39,200	0	0	0	0	39,200
Cost of sales	0	0	107,337	0	0	107,337
Capital outlay	0	0	0	258,479	0	258,479
Total Expenditures	7,767,751	159,738	122,052	258,479	0	8,308,020
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(8,454)	(11,082)	(30,879)	(258,432)	0	(308,847)
OTHER FINANCING SOURCES AND USES						
Operating transfers in	212,360	11,082	29,000	912,000	0	1,164,442
Operating transfers (out)	(952,082)	0	0	0	(212,360)	(1,164,442)
Total Other Sources (Uses)	(739,722)	11,082	29,000	912,000	(212,360)	0
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND USES	(748,176)	0	(1,879)	653,568	(212,360)	(308,847)
FUND BALANCE - BEGINNING OF YEAR	2,786,214	0	52,574	0	212,360	3,051,148
FUND BALANCE - END OF YEAR	\$ 2,038,038	\$ 0	\$ 50,695	\$ 653,568	\$ 0	\$ 2,742,301

See notes to basic financial statements

MENANDS UNION FREE SCHOOL DISTRICT

**RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES TO STATEMENT OF ACTIVITIES**

FOR THE YEAR ENDED JUNE 30, 2017

REVENUES - GOVERNMENTAL FUNDS AND STATEMENT OF ACTIVITIES	\$ 7,999,173
EXPENDITURES	\$ 8,308,020
Add:	
Depreciation	120,641
Increase in other post-employment benefits	134,399
Increase in compensated absences	11,915
Current year accrued interest	8,750
	<u>275,705</u>
Deduct:	
Repayments of long-term debt	370,000
Prior year accrued interest	13,067
Pensions	14,730
Change in fixed assets	258,479
	<u>656,276</u>
EXPENDITURES - STATEMENT OF ACTIVITIES	<u>7,927,449</u>
CHANGE IN NET POSITION	<u><u>\$ 71,724</u></u>

See notes to basic financial statements.

MENANDS UNION FREE SCHOOL DISTRICT

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2017

	Private Purpose Trusts	Agency
	<u> </u>	<u> </u>
ASSETS		
Cash	\$ 23,703	\$ 29,634
Total Assets	<u>\$ 23,703</u>	<u>\$ 29,634</u>
LIABILITIES		
Due to governmental funds	\$ 7,348	\$ 0
Extraclassroom activity balances	0	8,490
Other liabilities	1,250	21,144
Total Liabilities	<u>\$ 8,598</u>	<u>\$ 29,634</u>
NET POSITION		
Weidman memorial fund	\$ 5,129	
Flexible spending plan	9,976	
Total Net Position	<u>\$ 15,105</u>	

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FOR THE YEAR ENDED JUNE 30, 2017

ADDITIONS	
Gifts and contributions	\$ 36,650
Total additions	36,650
DEDUCTIONS	
Claims paid	30,076
Scholarships and awards	100
Total deductions	<u>30,176</u>
Change in Net Position	6,474
NET POSITION - BEGINNING OF YEAR	<u>8,631</u>
NET POSITION - END OF YEAR	<u>\$ 15,105</u>

See notes to basic financial statements.

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

A) Reporting Entity

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

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

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

i) Extraclassroom Activity Funds

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

B) Joint Venture

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

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

B) Joint Venture – (Continued)

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

During the year, the District was billed \$592,416 for BOCES administrative and program costs.

Participating school districts issue debt on behalf of BOCES. During the year, the District issued no serial bonds on behalf of BOCES. As of year end, the District had no outstanding BOCES debt.

The District's share of BOCES aid amounted to \$151,193.

Financial statements for the BOCES are available from the BOCES administrative office.

C) Basis of Presentation

i) District-Wide Statements

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

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

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

ii) Funds Statements

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

The District reports the following major governmental funds:

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

MENANDS UNION FREE SCHOOL DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

C) Basis of Presentation – (Continued)

ii) Funds Statements – (Continued)

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

Capital Projects Fund: These funds are used to account for the financial resources used for acquisition, construction or major repair of capital facilities.

Debt Service Fund: This fund accounts for the accumulation of resources and the payment of principal and interest on long-term general obligation debt of governmental activities.

The District reports the following fiduciary funds:

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

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

D) Measurement Focus and Basis of Accounting

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

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

The fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within 90 days after the end of the fiscal year, except for real property taxes which are considered to be available if they are collected within 60 days after the end of the fiscal year.

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

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

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

E) Property Taxes

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

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

F) Restricted Resources

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

G) Interfund Transactions

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

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

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

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

H) Use of Estimates

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

I) Cash (and Cash Equivalents)/Investments

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

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

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

Investments are stated at fair value.

J) Accounts Receivable

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

K) Inventories and Prepaid Items

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

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

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

L) Capital Assets

Capital assets are reported at actual cost or estimated historical costs, based on appraisals conducted by independent third-party professionals. Donated assets are reported at estimated fair market value at the time received.

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

L) Capital Assets – (Continued)

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

	<u>Capitalization Threshold</u>	<u>Depreciation Method</u>	<u>Estimated Useful Life</u>
Buildings	\$ 1,000	SL	50
Building improvements	1,000	SL	25
Site improvements	1,000	SL	20
Furniture and equipment	1,000	SL	5 – 20

The School District is required to conduct a condition assessment of these assets at least once every three years.

M) Deferred Outflows and Inflows of Resources

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

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

M) Deferred Outflows and Inflows of Resources – (Continued)

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

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

	<u>ERS</u>	<u>TRS</u>
Measurement date	March 31, 2017	June 30, 2016
District's proportionate share of the net pension asset (liability)	\$ (122,829)	\$ (149,360)
District's portion of the Plan's total net pension asset (liability)	0.0013072%	0.013945%
Change in proportion since the prior measurement date	(0.0003251)%	(0.000522)%

For the year ended June 30, 2017, the District's recognized pension expense of \$53,527 for ERS and \$298,212 for TRS. At June 30, 2017 the District's reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources were:

	<u>Deferred Outflows of Resources</u>		<u>Deferred Inflows of Resources</u>	
	<u>ERS</u>	<u>TRS</u>	<u>ERS</u>	<u>TRS</u>
Differences between expected and actual experience	\$ 3,078	\$ 0	\$ 18,652	\$ 48,521
Changes of assumptions	41,963	850,851	0	0
Net difference between projected and actual earnings on pension plan investments	24,534	335,840	0	0
Changes in proportion and differences between the District's contributions and proportionate share of contributions	1,069	50,614	26,083	1,989
District's contributions subsequent to the measurement date	18,915	298,212	0	0
Total	\$ 89,559	\$ 1,535,517	\$ 44,735	\$ 50,510

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

M) Deferred Outflows and Inflows of Resources – (Continued)

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

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

	ERS	TRS
Year ended:		
2018	\$ 15,640	\$ 111,216
2019	15,640	372,039
2020	13,494	290,889
2021	(18,873)	137,380
2022	0	164,055
Thereafter	0	0

Actuarial Assumptions

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

Significant actuarial assumptions used in the valuations were as follows:

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

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

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

M) Deferred Outflows and Inflows of Resources – (Continued)

Actuarial Assumptions – (Continued)

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

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

Discount Rate

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

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

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

M) Deferred Outflows and Inflows of Resources – (Continued)

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

	1% Decrease (6.0%)	Current Assumption (7.0%)	1% Increase (8.0%)
<u>ERS</u> District's proportionate share of the net pension asset (liability)	\$ (392,291)	\$ (122,829)	\$ 105,001
<u>TRS</u> District's proportionate share of the net pension asset (liability)	\$ (1,948,744)	\$ (149,360)	\$ 1,359,868

Pension Plan Fiduciary Net Position

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

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

Payables to the Pension Plan

For ERS, employer contributions are paid annually based on the System's fiscal year which ends on March 31. Accrued retirement contributions as of June 30, 2017 represent the projected employer contribution for the period of April 1, 2017 through June 30, 2017 based on paid ERS wages multiplied by the employer's contribution rate, by tier. Accrued retirement contributions as of June 30, 2017 amounted to \$18,915.

For TRS, employer and employee contributions for the fiscal year ended June 30, 2017 are paid to the System in September, October and November, 2017 through a state aid intercept. Accrued retirement contributions as of June 30, 2017 represent employee and employer contributions for the fiscal year ended June 30, 2017 based on paid TRS wages multiplied by the employer's contribution rate, by tier and employee contributions for the fiscal year as reported to the TRS System. Accrued retirement contributions as of June 30, 2017 amount to \$331,462.

Additional pension information can be found in Note 8.

MENANDS UNION FREE SCHOOL DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

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

N) Unearned Revenue

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

O) Vested Employee Benefits

Compensated Absences

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

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

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

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

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

P) Other Benefits

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

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

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

Q) Short-Term Debt

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

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

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

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

The District has no short-term debt for the year ended June 30, 2017.

R) Accrued Liabilities and Long-Term Obligations

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

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

S) Equity Classifications

District-Wide Statements

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

i) Net Investment in Capital Assets

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

MENANDS UNION FREE SCHOOL DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2017

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

S) Equity Classifications – (Continued)

District-Wide Statements – (Continued)

ii) Restricted Net Position

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

iii) Unrestricted Net Position

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

Funds Statements

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

1. Nonspendable

Includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Nonspendable fund balance includes in the inventory recorded in the School Lunch Fund of \$4,414.

2. Restricted

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

Currently Utilized by the District:

Employee Benefit Accrued Liability

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

S) **Equity Classifications – (Continued)**

Funds Statements – (Continued)

2. **Restricted – (Continued)**

Currently Utilized by the District: – (Continued)

Repairs

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

Retirement Contributions

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

Workers' Compensation

According to General Municipal Law §6-j, must be used to pay for compensation benefits and other expenses authorized by Article 2 of the Workers' Compensation Law, and for payment of expenses of administering this self-insurance program. The reserve may be established by Board action, and is funded by budgetary appropriations and such other funds as may be legally appropriated. Within 60 days after the end of any fiscal year, excess amounts may either be transferred to another reserve or the excess applied to the appropriations of the next succeeding fiscal year's budget. This reserve is accounted for in the General Fund under Restricted Fund Balance.

Tax Certiorari

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

MENANDS UNION FREE SCHOOL DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

S) Equity Classifications – (Continued)

Funds Statements – (Continued)

2. Restricted – (Continued)

Currently Utilized by the District: – (Continued)

Unemployment Insurance

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

Encumbrances

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

3. Committed

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

4. Assigned

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

S) Equity Classifications – (Continued)

Funds Statements – (Continued)

5. Unassigned

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

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

Order of Use of Fund Balance

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

T) New Accounting Standards

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

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

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

U) Future Changes in Accounting Standards

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

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

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

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

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

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

Differences between the funds Statement of Revenues, Expenditures and Changes in Fund Balance and the Statement of Activities fall into one of four broad categories, as described below:

i) Long-Term Revenue Differences

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

ii) Capital Related Differences

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

iii) Long-Term Debt Transaction Differences

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

iv) Pension Differences

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 3 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgets

The District administration prepares a proposed budget for approval by the Board of Education for the following governmental funds for which legal (appropriated) budgets are adopted.

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

Appropriations are adopted at the program line item level.

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

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

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

Encumbrances

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

Unassigned General Fund Balance

The District's June 30, 2017, undesignated unreserved General Fund balance exceeded statutory limits (4% of subsequent year's appropriation budget).

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

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

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

Uncollateralized	\$	0
Collateralized with securities held by the pledging financial institution, or its trust department or agent, but not in the District’s name		4,048,970

Restricted cash represents cash and cash equivalents where use is limited by legal requirements. These assets represent amounts required by statute to be reserved for various purposes. Restricted cash as of year end includes \$454,538 within the governmental funds and \$53,337 within the fiduciary funds.

NOTE 5 – CAPITAL ASSETS

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

	July 1, 2016 Beginning Balance	Additions	Retirements/ Reclassifications	June 30, 2017 Ending Balance
Governmental activities:				
Capital assets that are not depreciated:				
Land	\$ 125,000	\$ 0	\$ 0	\$ 125,000
Construction in process	0	258,479	0	258,479
Total nondepreciable historical cost	125,000	258,479	0	383,479
Capital assets that are depreciated:				
Land improvements	243,269	0	0	243,269
Buildings	5,775,115	0	0	5,775,115
Furniture and equipment	407,960	0	0	407,960
Total depreciable historical cost	6,426,344	0	0	6,426,344
Less accumulated depreciation:				
Land improvements	158,372	7,463	0	165,835
Buildings	2,261,285	96,730	0	2,358,015
Furniture and equipment	354,276	16,448	0	370,724
Total accumulated depreciation	2,773,933	120,641	0	2,894,574
Net depreciable historical cost	3,652,411	(120,641)	0	3,531,770
Total historical cost, net	<u>\$ 3,777,411</u>	<u>\$ 137,838</u>	<u>\$ 0</u>	<u>\$ 3,915,249</u>
Depreciation was allocated to the following programs as follows:				
General support		\$ 16,692		
Instruction		89,473		
Pupil transportation		12,262		
School lunch program		2,214		
Total		<u>\$ 120,641</u>		

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 6 – LONG-TERM DEBT

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

Interest paid	\$ 39,200
Less interest accrued in the prior year	(13,067)
Plus interest accrued in the current year	<u>8,750</u>
Total expense	<u><u>\$ 34,883</u></u>

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

	<u>Beginning Balance</u>	<u>Issued</u>	<u>Redeemed</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental activities:					
General obligation debt:					
2004 serial bond	\$ 1,120,000	\$ 0	\$ 370,000	\$ 750,000	\$ 375,000
Total general obligation debt	1,120,000	0	370,000	750,000	375,000
Other liabilities:					
Other post-employment benefits	1,544,054	134,399	0	1,678,453	0
Compensated absences, net	179,923	11,915	0	191,838	0
Total long-term liabilities	<u><u>\$ 2,843,977</u></u>	<u><u>\$ 146,314</u></u>	<u><u>\$ 370,000</u></u>	<u><u>\$ 2,620,291</u></u>	<u><u>\$ 375,000</u></u>

The following is a summary of the maturity of long-term indebtedness:

<u>Description of Issue</u>	<u>Serial Bond</u>		
Issue date	3/1/2004		
Final maturity	3/1/2019		
Interest rate	3.500%		
Outstanding at year-end	\$ 750,000		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Fiscal year ended June 30:			
2018	\$ 375,000	\$ 26,250	\$ 401,250
2019	375,000	13,124	388,124
Totals	<u><u>\$ 750,000</u></u>	<u><u>\$ 39,374</u></u>	<u><u>\$ 789,374</u></u>

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 7 – INTERFUND TRANSACTIONS – GOVERNMENTAL FUNDS

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

	Interfund		Interfund	
	Receivable	Payable	Revenues	Expenditures
General Fund	\$ 152,653	\$ 29,000	\$ 212,360	\$ 952,082
Special Aid Fund	0	145,305	11,082	0
School Lunch Fund	29,000	0	29,000	0
Debt Service Fund	0	0	0	212,360
Capital Projects Fund	0	0	912,000	0
Total Governmental Activities	181,653	174,305	1,164,442	1,164,442
Fiduciary Agency Fund	0	7,348	0	0
TOTALS	\$ 181,653	\$ 181,653	\$ 1,164,442	\$ 1,164,442

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

NOTE 8 – PENSION PLANS

General Information

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

Plan Descriptions and Benefits Provided:

Teachers' Retirement System (TRS)

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 8 – PENSION PLANS – (CONTINUED)

Plan Descriptions and Benefits Provided: – (Continued)

Employees’ Retirement System (ERS)

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

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

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

	<u>NYSTRS</u>	<u>NYSERS</u>
2016-2017	\$ 298,212	\$ 53,527
2015-2016	305,279	38,236
2014-2015	377,000	78,784

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

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 9 – POST-EMPLOYMENT (HEALTH INSURANCE) BENEFITS

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

The District implemented GASB Statement #45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions*, in the school year ended June 30, 2010. This required the District to calculate and record a net other post-employment benefit obligation at year end. The net other post-employment benefit obligation is basically the cumulative difference between the actuarially required contribution and the actual contributions made.

The District recognizes the cost of providing health insurance annually as expenditures in the General Fund of the funds financial statements as payments are made. For the year ended June 30, 2017, the District recognized \$136,591 for its share of insurance premiums for currently enrolled retirees.

The District has obtained an actuarial valuation report as of July 1, 2016 which indicates that the total liability for other post-employment benefits is \$1,678,453 which is reflected in the Statement of Net Position.

Plan Description

Menands Union Free School District provides post-employment insurance coverage to retired employees in accordance with the provision of various contract agreements. Such post-employment benefits are an included value in the exchange of salaries and benefits for employee services rendered. An employee's total compensation package includes not only the salaries and benefits received during active service, but all compensation and benefits received for their services during post-employment. Nevertheless, both types of benefits constitute compensation for employee services.

Funding Policy

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

For the fiscal year ended June 30, 2017, the District contributed \$398,518 to the employee health insurance.

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

The District's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the plan and changes in the District's net OPEB obligation to the healthcare plan:

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

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

Annual required contribution	\$	263,602
Interest on net OPEB obligation		69,482
Adjustment to annual required contribution		(62,094)
		270,990
Annual OPEB cost (expense)		270,990
Contributions made		136,591
		134,399
Increase in net OPEB obligation		134,399
Net OPEB obligation - beginning of year		1,544,054
		1,678,453
Net OPEB obligation - end of year	\$	1,678,453

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

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
06/30/17	\$ 270,990	50%	\$ 1,678,453
06/30/16	257,059	42%	1,544,054
06/30/15	321,404	29%	1,394,821

Funding Status and Funding Progress

As of July 1, 2016, the most recent actuarial valuation date, the plan was 0% funded. The actuarial accrued liability for benefits was \$3,338,280 and the actuarial value of assets was \$-0-, resulting in an unfunded actuarial accrued liability (UAAL) of \$3,338,280. The covered payroll (annual payroll of active employees covered by the plan) was \$2,702,295, and the ratio of the UAAL to the covered payroll was 124%. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions

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

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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

Actuarial Methods and Assumptions – (Continued)

In the July 1, 2016, actuarial valuation, the projected unit credit method was used. The actuarial assumptions included a 4.5% investment rate of return (net of administrative expenses), which is based on the expected earnings of the District's General Fund investments at the valuation date and an annual healthcare cost trend rate of 5.6% initially, decreased to an ultimate rate of 3.94% after 30 years. The actuarial value of assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a 30-year period. The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at June 30, 2017, was 30 years.

NOTE 10 – RISK MANAGEMENT

General Information

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

NOTE 11 – DONOR-RESTRICTED ENDOWMENTS

The District administers endowment funds which are restricted by the donor for the purposes of scholarships.

The District authorizes expenditures from donor-restricted endowments in compliance with the wishes expressed by the donor which varies among the unique endowments administered by the District.

NOTE 12 – CONTINGENCIES AND COMMITMENTS

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

The District does not accrue a liability for accumulating, nonvesting sick leave, since payment is based on an uncontrollable future event (sickness). In accordance with the provisions of GASB #16, the value for accumulating, nonvesting sick leave is considered a contingent liability.

NOTE 13 – TAX ABATEMENTS

The District has no tax abatements as of the year ended June 30, 2017.

NOTE 14 – SUBSEQUENT EVENTS

The District has evaluated subsequent events through the issuance date of the report. None were considered material to the issued financial statements.

MENANDS UNION FREE SCHOOL DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION

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

FOR THE YEAR ENDED JUNE 30, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Revenues</u>	<u>Final Budget Variance with Budgetary Actual Over (Under)</u>
REVENUES:				
Local Sources				
Real property taxes	\$ 6,419,213	\$ 6,419,213	\$ 6,133,719	\$ (285,494)
Real property tax items	0	0	285,483	285,483
Charges for services	0	0	67,102	67,102
Use of money and property	2,150	2,150	895	(1,255)
Sale of property and compensation for loss	0	0	1,940	1,940
Miscellaneous	80,500	80,500	43,890	(36,610)
Total Local Sources	6,501,863	6,501,863	6,533,029	31,166
State Sources	982,176	1,132,176	1,200,938	68,762
Federal Sources	12,000	12,000	25,330	13,330
Total Revenues	7,496,039	7,646,039	7,759,297	113,258
OTHER FINANCING SOURCES				
Transfers from other funds	0	212,000	212,360	360
Total Revenues and Other Financing Sources	7,496,039	7,858,039	7,971,657	\$ 113,618

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

MENANDS UNION FREE SCHOOL DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION

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

FOR THE YEAR ENDED JUNE 30, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Expenditures</u>	<u>Year-End Encumbrances</u>	<u>Final Budget Variance With Budgetary Actual and Encumbrances (Over) Under</u>
EXPENDITURES					
General Support					
Board of Education	20,400	29,177	15,341	\$ 8,658	\$ 5,178
Central administration	246,438	249,985	243,066	0	6,919
Finance	201,902	204,732	193,282	1,100	10,350
Staff	23,400	22,850	12,000	0	10,850
Central services	397,192	481,145	377,556	2,421	101,168
Special items	77,440	80,674	78,904	0	1,770
Instructional					
Instruction, administration and improvements	128,034	128,457	117,180	95	11,182
Teaching – regular school	3,342,441	3,455,746	3,283,403	1,444	170,899
Programs for children with handicapping conditions	1,242,957	1,205,166	1,024,193	0	180,973
Instructional media	214,337	212,482	153,310	0	59,172
Pupil services	207,709	224,158	214,227	0	9,931
Pupil Transportation	702,750	682,150	675,947	0	6,203
Employee Benefits	1,079,736	1,079,736	970,142	0	109,594
Debt Service	409,200	409,200	409,200	0	0
Total Expenditures	8,293,936	8,465,658	7,767,751	13,718	684,189
Other Financing Uses					
Transfers to other funds	42,500	954,500	952,082	0	2,418
Total Expenditures and Other Uses	8,336,436	9,420,158	8,719,833	\$ 13,718	\$ 686,607
NET CHANGE IN FUND BALANCE	(840,397)	(1,562,119)	(748,176)		
FUND BALANCE – BEGINNING	2,786,214	2,786,214	2,786,214		
FUND BALANCE – ENDING	\$ 1,945,817	\$ 1,224,095	\$ 2,038,038		

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

MENANDS UNION FREE SCHOOL DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF FUNDING PROGRESS – OTHER POST-EMPLOYMENT BENEFITS PLAN
FOR THE YEAR ENDED JUNE 30, 2017

Actuarial Valuation Date	Actuarial Value of Assets (a)	Accrued Liability (b)	Unfunded Accrued Liability (UAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAL as a Percentage of Covered Payroll ((b-a)/c)
07/01/16	\$ 0	\$ 3,338,280	\$ 3,338,280	0%	\$ 2,702,295	124%
07/01/15	0	3,177,296	3,177,296	0%	2,506,296	127%
07/01/14	0	3,475,279	3,475,279	0%	2,430,738	143%

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

MENANDS UNION FREE SCHOOL DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE LOCAL GOVERNMENT'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
FOR THE YEARS ENDED JUNE 30, 2017, 2016 AND 2015

NYS Employees' Retirement System

	<u>2017</u>	<u>2016</u>	<u>2015</u>
District's proportion of the net pension liability (asset)	0.0013072%	0.0016323%	0.0018487%
District's proportionate share of the net pension liability (asset)	\$ 122,829	\$ 261,992	\$ 62,454
District's covered-employee payroll	331,356	433,313	437,736
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	37.1%	60.5%	14.3%
Plan fiduciary net position as a percentage of the total pension liability	94.7%	90.7%	97.9%

NYS Teachers' Retirement System

	<u>2017</u>	<u>2016</u>	<u>2015</u>
District's proportion of the net pension liability (asset)	0.013945%	0.014467%	0.015194%
District's proportionate share of the net pension liability (asset)	\$ 149,360	\$ (1,502,656)	\$ (1,692,495)
District's covered-employee payroll	2,376,812	2,276,581	2,173,132
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	6.3%	66.0%	77.9%
Plan fiduciary net position as a percentage of the total pension liability (asset)	99.00%	110.50%	111.48%

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

MENANDS UNION FREE SCHOOL DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF LOCAL GOVERNMENT CONTRIBUTIONS
FOR THE YEARS ENDED JUNE 30, 2017, 2016 AND 2015

NYS Employees' Retirement System

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 52,956	\$ 68,429	\$ 89,832
Contributions in relation to the contractually required contribution	<u>52,956</u>	<u>68,429</u>	<u>89,832</u>
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
District's covered-employee payroll	\$ 331,356	\$ 433,313	\$ 437,736
Contribution as a percentage of covered-employee payroll	15.98%	15.79%	20.52%

NYS Teachers' Retirement System

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 278,562	\$ 301,875	\$ 364,709
Contributions in relation to the contractually required contribution	<u>278,562</u>	<u>301,875</u>	<u>364,709</u>
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
District's covered-employee payroll	\$ 2,376,812	\$ 2,276,581	\$ 2,173,132
Contribution as a percentage of covered-employee payroll	11.72%	13.26%	16.78%

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

MENANDS UNION FREE SCHOOL DISTRICT

SUPPLEMENTARY INFORMATION

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

FOR THE YEAR ENDED JUNE 30, 2017

ADOPTED BUDGET	\$ 8,336,436
ADDITIONS:	
Prior year's encumbrances	21,722
Appropriated reserves	912,000
Bullet aid	150,000
FINAL BUDGET	<u>\$ 9,420,158</u>

SECTION 1318 OF REAL PROPERTY TAX LAW LIMIT CALCULATION

FOR THE YEAR ENDED JUNE 30, 2017

2017-2018 voter-approved expenditure budget	\$ 8,548,159
Maximum allowed (4% of 2017-2018 budget)	341,926
General Fund Fund Balance Subject to Section 1318 of Real Property Tax Law:	
Unrestricted fund balance:	
Assigned fund balance	828,760
Unassigned fund balance	754,740
Total unrestricted fund balance	<u>1,583,500</u>
Less:	
Appropriated fund balance and encumbrances	<u>828,760</u>
General Fund Fund Balance Subject to Section 1318 of Real Property Tax Law	<u>\$ 754,740</u>
Actual percentage	8.8%

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

MENANDS UNION FREE SCHOOL DISTRICT

SUPPLEMENTARY INFORMATION

NET INVESTMENT IN CAPITAL ASSETS

FOR THE YEAR ENDED JUNE 30, 2017

CAPITAL ASSETS, NET		\$ 3,915,249
DEDUCT:		
Short-term portion of bonds payable	\$ 375,000	
Long-term portion of bonds payable	<u>375,000</u>	
		<u>750,000</u>
NET INVESTMENT IN CAPITAL ASSETS		<u><u>\$ 3,165,249</u></u>

See paragraph on supplementary schedules included in independent auditor's report.



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

To the President and the Other Members
of the Board of Education of the
Menands Union Free School District
Menands, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Menands Union Free School District as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 18, 2017.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Menands Union Free School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings as item 2017-001.

Purpose of this Report

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

WEST & COMPANY CPAs PC

Gloversville, New York
September 18, 2017

MENANDS UNION FREE SCHOOL DISTRICT

SCHEDULE OF FINDINGS

SIGNIFICANT DEFICIENCY

FOR THE YEAR ENDED JUNE 30, 2017

FINDING 2017-001 – STEWARDSHIP AND COMPLIANCE

Criteria

Unassigned fund balance is not to exceed 4% of the subsequent year's budget to comply with Section 1318 of the New York State Real Property Tax Law.

Condition

The School District's unassigned fund balance was greater than the New York State Real Property Tax Law Section 1318 Limit.

Cause and Effect

The current year activity, combined with beginning balance exceeding 4%, resulted in the District's unassigned fund balance exceeding limitations.

Recommendation

We recommend that management take this into consideration when preparing subsequent budgets.

Management's Response

See management's corrective action plan.

MENANDS UNION FREE SCHOOL DISTRICT
AUDITED FINANCIAL STATEMENTS
EXTRACLASSROOM ACTIVITY FUNDS
JUNE 30, 2017



INDEPENDENT AUDITORS' REPORT

To the President and the Other Members
of the Board of Education of the
Menands Union Free School District
Menands, New York

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Basis for Qualified Opinion

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

Qualified Opinion

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

Basis of Accounting

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

WEST & COMPANY CPAs PC

Gloversville, New York
September 18, 2017

MENANDS UNION FREE SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

STATEMENT OF ASSETS AND LIABILITIES ARISING FROM CASH TRANSACTIONS

JUNE 30, 2017

ASSETS	
Cash	\$ 8,490
TOTAL ASSETS	<u>\$ 8,490</u>
LIABILITIES AND CLUB BALANCES	
Club balances	\$ 8,490
TOTAL LIABILITIES AND CLUB BALANCES	<u>\$ 8,490</u>

See independent auditors' report.

MENANDS UNION FREE SCHOOL DISTRICT

EXTRACLASROOM ACTIVITY FUNDS

STATEMENT OF REVENUES COLLECTED AND EXPENSES PAID

FOR THE YEAR ENDED JUNE 30, 2017

	<u>Balance</u> <u>July 1, 2016</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>June 30, 2017</u>
Class of 2016	\$ 73	\$ 0	\$ 73	\$ 0
Class of 2017	457	5,769	6,226	0
Class of 2018	0	1,856	905	951
Class of 2015	57	0	57	0
Outdoor Activity	8,187	8,450	9,098	7,539
Recycling Club	57	0	57	0
TOTALS	<u>\$ 8,831</u>	<u>\$ 16,075</u>	<u>\$ 16,416</u>	<u>\$ 8,490</u>

See independent auditors' report.

MENANDS UNION FREE SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Extraclassroom Activity Funds of the Menands Union Free School District represent funds of students of the School District. The Board of Education exercises general oversight of these funds. The Extraclassroom Activity Funds are independent of the School District with respect to its financial transactions and the designation of student management. However, since the Board of Education does exercise general oversight, these funds and their corresponding cash accounts are reflected in the agency column of the Statement of Fiduciary Net Position – Fiduciary Funds associated with the basic financial statements of the District.

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

NOTE 2 – MANAGEMENT LETTER

The management letter items for the Extraclassroom Activity Funds are included in the management letter associated with the basic financial statements.



September 18, 2017

To the President and the Other Members
of the Board of Education of the
Menands Union Free School District
Menands, New York

Re: Management Letter
June 30, 2017

Dear Board Members:

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

However, during our audit, we became aware of several matters that are opportunities for strengthening internal controls and improving operating efficiency. We previously reported on the District's internal control in our report dated September 18, 2017. A separate report dated September 18, 2017, contains our report on significant deficiencies in the District's internal control. This letter does not affect our report dated September 18, 2017, on the financial statements of Menands Union Free School District.

Prior-Year Conditions

1. Extraclassroom Activity Funds

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

- a. Missing documentation for receipts.
- b. Instances where sales tax was not being paid.
- c. Missing Profit and Loss statements.
- d. Extraclassroom payments being paid out of the General Fund rather than extraclass funds.
- e. The recycling club has activity both in extraclassroom as well as the Trust & Agency Fund.

Status: During the current year we noted the following:

- a) Missing student signatures on both receipts and disbursements.

Recommendation: We recommend that management and the Board review the Extraclassroom Activity Funds to determine if they are in accordance with NYS Pamphlet #2 which provides guidance over the funds.

2. Reserve Plan

Prior Condition: Upon discussions with management it was noted that the District did not have a formal reserve plan in place which would document their intended funding and use of reserves.

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

3. Disbursement Testing

Prior Condition: In the prior year we noted the following through testing of disbursements:

- a. 7 of 40 tested were missing invoices or any supporting documentation.
- b. 3 of 40 did not have the purchasing agent signature or attached purchase order to voucher package.

Status: These conditions have been corrected for the year ended June 30, 2017.

4. Payroll Testing

Prior Condition: Through testing of payroll we noted 2 of 9 employees selected did not have a complete I-9 on file.

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

Current-Year Conditions

1. Tax Certiorari Reserve

Condition: We noted that the District has a Tax Certiorari Reserve at June 30, 2017, but has no current claims against the District.

Status: We recommend that management review this reserve annually prior to audit and transfer any excess funds to unassigned fund balance.

* * * * *

We appreciate the courtesies, assistance and cooperation given us during our audit by District personnel.

Please feel free to contact us regarding our comments and recommendations, or any other matters that may come to your attention, at your convenience.

Very truly yours,

WEST & COMPANY CPAs PC

WEST & COMPANY CPAs PC