

**MENANDS UNION FREE  
SCHOOL DISTRICT**

**AUDITED FINANCIAL STATEMENTS  
AND  
SUPPLEMENTAL SCHEDULES**

**JUNE 30, 2018**

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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, 2018, 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, 2018, 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 and schedules of local government's proportionate share of the net pension liability and contributions on pages 3 through 10 and pages 44 through 48 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 49 through 51 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 11, 2018, 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 11, 2018

**MENANDS UNION FREE SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

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*The following is a discussion and analysis of the School District's financial performance for the fiscal year ended June 30, 2018. 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 \$1,820,229.

**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**

	<b>District-Wide</b>	<b>Fund Financial Statements</b>	
		<b>Governmental Funds</b>	<b>Fiduciary Funds</b>
Scope	Entire District (except fiduciary funds)	The activities of the School District that are not proprietary or fiduciary, 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"> <li>• Statement of net position</li> <li>• Statement of activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance sheet</li> <li>• Statement of revenues, expenditures, and changes in fund balances</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of fiduciary net position</li> <li>• Statement of changes in fiduciary net position</li> </ul>
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, focusing on its most significant or "major" 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 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

	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2017</b>	<b>Percentage Change (Incr.; - Decr.)</b>
<b>Assets</b>			
Current and other assets	\$ 3,804,669	\$ 3,526,942	7.9%
Capital assets - net	4,164,396	3,915,249	6.4%
<b>Total Assets</b>	<b>7,969,065</b>	<b>7,442,191</b>	<b>7.1%</b>
<b>Deferred Outflows of Resources</b>	<b>1,694,299</b>	<b>1,625,076</b>	<b>4.3%</b>
<b>Liabilities</b>			
Current liabilities	819,729	443,014	85.0%
Long-term liabilities	6,256,057	3,242,857	92.9%
<b>Total Liabilities</b>	<b>7,075,786</b>	<b>3,685,871</b>	<b>92.0%</b>
<b>Deferred Inflows of Resources</b>	<b>767,349</b>	<b>95,245</b>	<b>705.7%</b>
<b>Net Position</b>			
Net investment in capital assets	3,789,396	3,165,249	19.7%
Restricted	543,526	454,538	19.6%
Unrestricted	(2,512,693)	1,666,364	-250.8%
<b>Total Net Position</b>	<b>\$ 1,820,229</b>	<b>\$ 5,286,151</b>	<b>-65.6%</b>

## Changes in Net Position

The School District's 2018 revenue was \$8,167,093 (See Table A-3). Property taxes and New York State aid accounted for the majority of revenue by contributing 80.2% and 15.7%, 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 \$8,128,715 for 2018. These expenses (84.7%) 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 13.3% of total costs.

Net position increased during the year by \$38,378.

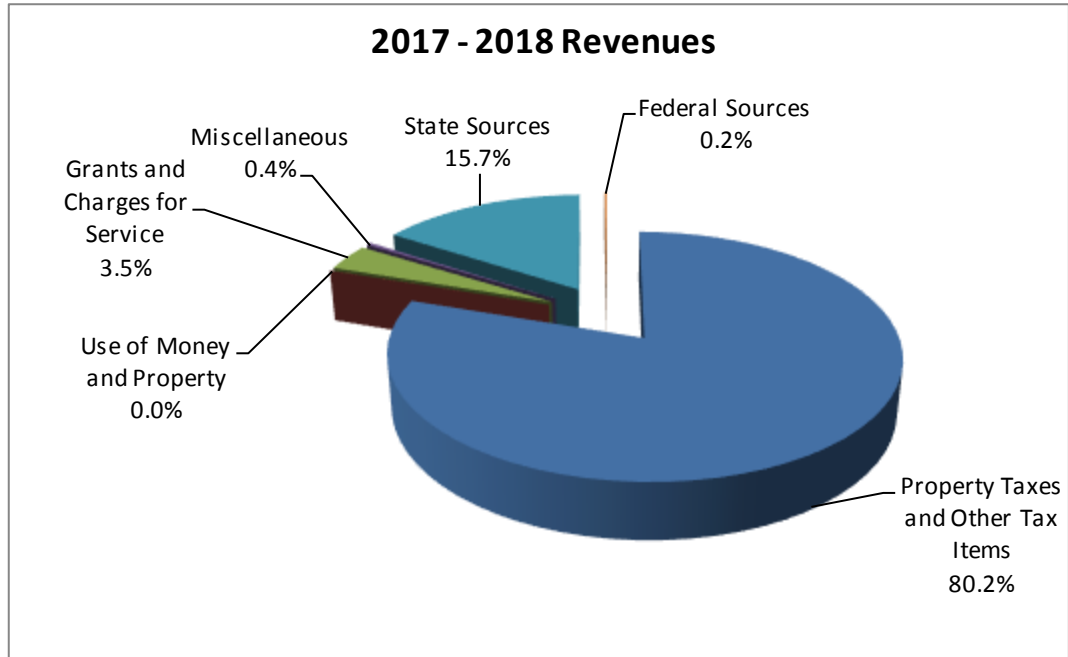
**Table A-3**

### Changes in Net Position from Operating Results

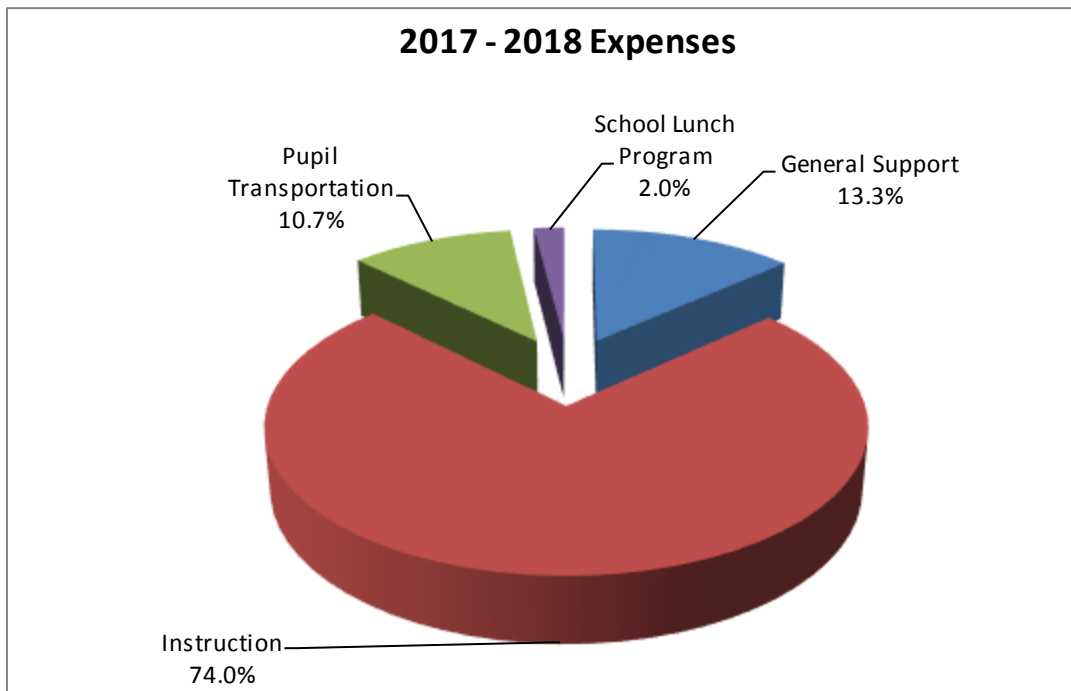
	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2017</b>	<b>Percentage Change (Incr.; - Decr.)</b>
<b>Revenues</b>			
<b>Program Revenues</b>			
Charges for services	\$ 114,479	\$ 105,997	8.0%
Operating grants and contributions	179,197	164,512	8.9%
<b>General Revenues</b>			
Property taxes	6,535,711	6,419,202	1.8%
State sources	1,276,893	1,237,360	3.2%
Federal sources	13,669	25,330	-46.0%
Use of money and property	988	942	4.9%
Sale of property and compensation for loss	14,230	1,940	633.5%
Miscellaneous	31,926	43,890	-27.3%
<b>Total Revenues</b>	<b>8,167,093</b>	<b>7,999,173</b>	<b>2.1%</b>
<b>Expenses</b>			
General support	1,081,925	1,091,788	-0.9%
Instruction	6,000,114	5,852,163	2.5%
Transportation	864,483	821,934	5.2%
Debt service	21,875	34,883	-37.3%
Cost of sales – Lunch Program	160,318	126,681	26.6%
<b>Total Expenses</b>	<b>8,128,715</b>	<b>7,927,449</b>	<b>2.5%</b>
<b>Total Increase in Net Position</b>	<b>\$ 38,378</b>	<b>\$ 71,724</b>	<b>-46.5%</b>



## REVENUES – TABLE A-4



## EXPENDITURES – TABLE A-5



## Governmental Activities

Revenue for the School District's governmental activities totaled \$8,167,093 while total expenses were \$8,128,715. Accordingly, net position increased by \$38,378. 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	Net Cost of Services		Percentage Change
	2018	2017	(Incr.; -Decr.)	2018	2017	(Incr.; -Decr.)
General support	\$ 1,081,925	\$ 1,091,788	-0.9%	\$ 1,081,925	\$ 1,091,788	-0.9%
Instruction	6,000,114	5,852,163	2.5%	5,819,164	5,672,827	2.6%
Pupil transportation	864,483	821,934	5.2%	864,483	821,934	5.2%
Debt service - interest	21,875	34,883	-37.3%	21,875	34,883	-37.3%
Cost of sales - lunch program	160,318	126,681	26.6%	47,592	35,508	34.0%
<b>Totals</b>	<b>\$ 8,128,715</b>	<b>\$ 7,927,449</b>		<b>\$ 7,835,039</b>	<b>\$ 7,656,940</b>	

- The cost of all governmental activities for the year was \$8,128,715.
- The users of the School District's programs financed \$114,479 of the costs.
- The federal and state government grants financed \$179,197.
- 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, 2018, the School District had \$4,164,396 (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)

	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2017</b>
Land	\$ 125,000	\$ 125,000
Land improvements	69,971	77,434
Buildings	3,320,370	3,417,100
Construction in progress	611,183	258,479
Furniture and equipment	37,872	37,236
<b>Totals</b>	<b>\$ 4,164,396</b>	<b>\$ 3,915,249</b>

### Long-Term Debt

As of June 30, 2018, the School District had \$5,881,945 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

	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2017</b>
General obligation bonds	\$ 375,000	\$ 750,000
Other	5,506,945	1,870,291
<b>Totals</b>	<b>\$ 5,881,945</b>	<b>\$ 2,620,291</b>

During 2018, the School District paid down its debt by retiring \$375,000 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, 2018

<b>ASSETS</b>	
Cash	
Unrestricted	\$ 2,869,063
Restricted	543,526
Receivables	
State and Federal aid	217,339
Due from fiduciary funds	7,348
Other receivables	51,201
Inventories	2,223
Net pension asset - proportionate share	113,969
Capital assets, net of depreciation	4,164,396
<b>Total Assets</b>	<b>7,969,065</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pensions	1,694,299
<b>Total Deferred Outflows of Resources</b>	<b>1,694,299</b>
<b>LIABILITIES</b>	
Payables	
Accounts payable	806,356
Accrued liabilities	6,774
Bond interest	4,375
Unearned grant revenues	2,224
Long-term liabilities	
Due and payable within one year	
Due to Teachers' Retirement System	309,175
Due to Employees' Retirement System	17,101
Bonds payable	375,000
Due and payable after one year	
Net pension liability - proportionate share	47,836
Compensated absences payable	266,857
Other post-employment benefits	5,240,088
<b>Total Liabilities</b>	<b>7,075,786</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Other post-employment benefits	219,441
Pensions	547,908
<b>Total Deferred Inflows of Resources</b>	<b>767,349</b>
<b>NET POSITION</b>	
Net investment in capital assets	3,789,396
Restricted	
Reserve for employee benefit liability	51,592
Workers' compensation reserve	30,000
Repair reserve	110,970
Tax certiorari reserve	173,964
Unemployment insurance reserve	25,000
Reserve for retirement contributions	152,000
Unrestricted	(2,512,693)
<b>Total Net Position</b>	<b>\$ 1,820,229</b>

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, 2018**

	<u>Expenses</u>	<u>Program Revenues</u> <u>Charges for</u> <u>Services</u>	<u>Operating</u> <u>Grants</u>	<u>Net (Expense)</u> <u>Revenue and</u> <u>Changes in</u> <u>Net Position</u>
<b>FUNCTIONS/PROGRAMS</b>				
General support	\$ 1,081,925	\$ 0	\$ 0	\$ (1,081,925)
Instruction	6,000,114	(73,405)	(107,545)	(5,819,164)
Pupil transportation	864,483	0	0	(864,483)
Debt service	21,875	0	0	(21,875)
School lunch program	160,318	(41,074)	(71,652)	(47,592)
<b>Total Functions and Programs</b>	<u>\$ 8,128,715</u>	<u>\$ (114,479)</u>	<u>\$ (179,197)</u>	<u>(7,835,039)</u>
<b>GENERAL REVENUES</b>				
Real property taxes				6,259,917
Other tax items				275,794
Use of money and property				988
Sale of property and compensation for loss				14,230
Miscellaneous				31,926
State sources				1,276,893
Federal sources				13,669
<b>Total General Revenues</b>				<u>7,873,417</u>
<b>CHANGE IN NET POSITION</b>				38,378
<b>TOTAL NET POSITION - BEGINNING OF YEAR, AS RESTATED</b>				<u>1,781,851</u>
<b>TOTAL NET POSITION - END OF YEAR</b>				<u>\$ 1,820,229</u>

See notes to basic financial statements.

**MENANDS UNION FREE SCHOOL DISTRICT**  
**BALANCE SHEET – GOVERNMENTAL FUNDS**  
**JUNE 30, 2018**

	<u>General</u>	<u>Special Aid</u>	<u>School Lunch</u>	<u>Capital</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>					
Cash					
Unrestricted	\$ 2,441,855	\$ 101,742	\$ 14,890	\$ 310,576	\$ 2,869,063
Restricted	543,526	0	0	0	543,526
Due from other funds	145,305	0	35,000	0	180,305
Due from fiduciary funds	7,348	0	0	0	7,348
State and Federal aid	172,955	44,384	0	0	217,339
Other receivables	51,201	0	0	0	51,201
Inventories	0	0	2,223	0	2,223
<b>TOTAL ASSETS</b>	<u>\$ 3,362,190</u>	<u>\$ 146,126</u>	<u>\$ 52,113</u>	<u>\$ 310,576</u>	<u>\$ 3,871,005</u>
<b>LIABILITIES</b>					
Accounts payable	\$ 796,542	\$ 16	\$ 177	\$ 9,621	\$ 806,356
Accrued liabilities	5,703	805	266	0	6,774
Due to other funds	35,000	145,305	0	0	180,305
Unearned revenues	0	0	2,224	0	2,224
Due to Employees' Retirement System	17,101	0	0	0	17,101
Due to Teachers' Retirement System	309,175	0	0	0	309,175
<b>Total Liabilities</b>	<u>1,163,521</u>	<u>146,126</u>	<u>2,667</u>	<u>9,621</u>	<u>1,321,935</u>
<b>FUND BALANCE</b>					
Nonspendable - Inventory	0	0	2,223	0	2,223
Restricted					
Reserve for employee benefit liability	51,592	0	0	0	51,592
Workers' compensation reserve	30,000	0	0	0	30,000
Reserve for retirement contributions	152,000	0	0	0	152,000
Repair reserve	110,970	0	0	0	110,970
Tax certiorari reserve	173,964	0	0	0	173,964
Unemployment insurance reserve	25,000	0	0	0	25,000
Assigned	900,403	0	47,223	449,487	1,397,113
Unassigned	754,740	0	0	(148,532)	606,208
<b>Total Fund Balance</b>	<u>2,198,669</u>	<u>0</u>	<u>49,446</u>	<u>300,955</u>	<u>2,549,070</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 3,362,190</u>	<u>\$ 146,126</u>	<u>\$ 52,113</u>	<u>\$ 310,576</u>	<u>\$ 3,871,005</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, 2018**

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Total fund balance - governmental funds balance sheet (page 13)	\$ 2,549,070
Add:	
Land, building and equipment, net of accumulated depreciation	4,164,396
Pensions	1,694,299
Net pension asset - proportionate share	<u>113,969</u>
Total	5,972,664
Deduct:	
Compensated absences	266,857
Other post-employment benefits	5,459,529
Pensions	547,908
Net pension liability - proportionate share	47,836
Accrued interest	4,375
Long and short-term bonds payable	<u>375,000</u>
Total	<u>6,701,505</u>
<b>NET POSITION, GOVERNMENTAL ACTIVITIES</b>	<u><u>\$ 1,820,229</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, 2018**

	<b>General</b>	<b>Special Aid</b>	<b>School Lunch</b>	<b>Capital</b>	<b>Total Governmental Funds</b>
<b>REVENUES</b>					
Real property taxes	\$ 6,259,917	\$ 0	\$ 0	\$ 0	\$ 6,259,917
Other tax items	275,794	0	0	0	275,794
Charges for services	73,405	0	0	0	73,405
Use of money and property	897	0	0	91	988
Sale of property and compensation for loss	14,230	0	0	0	14,230
Miscellaneous	31,926	0	0	0	31,926
State sources	1,237,338	39,555	2,487	0	1,279,380
Federal sources	13,669	107,545	62,632	0	183,846
Surplus food	0	0	6,533	0	6,533
Sales - school lunch	0	0	41,074	0	41,074
<b>Total Revenues</b>	<b>7,907,176</b>	<b>147,100</b>	<b>112,726</b>	<b>91</b>	<b>8,167,093</b>
<b>EXPENDITURES</b>					
General support	876,795	0	0	0	876,795
Instruction	4,725,077	137,429	0	0	4,862,506
Pupil transportation	684,728	19,560	0	0	704,288
Employee benefits	1,013,806	0	15,000	0	1,028,806
Debt service					
Principal	375,000	0	0	0	375,000
Interest	26,250	0	0	0	26,250
Cost of sales	0	0	133,975	0	133,975
Capital outlay	0	0	0	352,704	352,704
<b>Total Expenditures</b>	<b>7,701,656</b>	<b>156,989</b>	<b>148,975</b>	<b>352,704</b>	<b>8,360,324</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>205,520</b>	<b>(9,889)</b>	<b>(36,249)</b>	<b>(352,613)</b>	<b>(193,231)</b>
<b>OTHER FINANCING SOURCES AND USES</b>					
Operating transfers in	0	9,889	35,000	0	44,889
Operating transfers (out)	(44,889)	0	0	0	(44,889)
<b>Total Other Sources (Uses)</b>	<b>(44,889)</b>	<b>9,889</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND USES</b>	<b>160,631</b>	<b>0</b>	<b>(1,249)</b>	<b>(352,613)</b>	<b>(193,231)</b>
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>2,038,038</b>	<b>0</b>	<b>50,695</b>	<b>653,568</b>	<b>2,742,301</b>
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 2,198,669</b>	<b>\$ 0</b>	<b>\$ 49,446</b>	<b>\$ 300,955</b>	<b>\$ 2,549,070</b>

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, 2018**

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<b>REVENUES - GOVERNMENTAL FUNDS AND STATEMENT OF ACTIVITIES</b>		<b>\$ 8,167,093</b>
<b>EXPENDITURES</b>	<b>\$ 8,360,324</b>	
Add:		
Depreciation	114,699	
Increase in other post-employment benefits	276,776	
Pensions	45,118	
Increase in compensated absences	75,019	
Current year accrued interest	4,375	
	<hr/>	
	515,987	
Deduct:		
Repayments of long-term debt	375,000	
Prior year accrued interest	8,750	
Change in fixed assets	363,846	
	<hr/>	
	747,596	
	<hr/>	
<b>EXPENDITURES - STATEMENT OF ACTIVITIES</b>		<b>8,128,715</b>
<b>CHANGE IN NET POSITION</b>		<b>\$ 38,378</b>

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See notes to basic financial statements.

**MENANDS UNION FREE SCHOOL DISTRICT**

**STATEMENT OF FIDUCIARY NET POSITION**

**JUNE 30, 2018**

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	<b>Private Purpose Trusts</b>	<b>Agency</b>
	<hr/>	<hr/>
<b>ASSETS</b>		
Cash	\$ 21,072	\$ 30,665
<b>Total Assets</b>	<hr/> <b>\$ 21,072</b> <hr/>	<hr/> <b>\$ 30,665</b> <hr/>
<b>LIABILITIES</b>		
Due to governmental funds	\$ 7,348	\$ 0
Extraclassroom activity balances	0	8,572
Other liabilities	0	22,093
<b>Total Liabilities</b>	<hr/> <b>\$ 7,348</b> <hr/>	<hr/> <b>\$ 30,665</b> <hr/>
<b>NET POSITION</b>		
Weidman memorial fund	\$ 4,529	
Flexible spending plan	9,195	
<b>Total Net Position</b>	<hr/> <b>\$ 13,724</b> <hr/>	

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**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

**FOR THE YEAR ENDED JUNE 30, 2018**

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<b>ADDITIONS</b>	
Gifts and contributions	\$ 30,254
<b>Total additions</b>	<hr/> 30,254
<b>DEDUCTIONS</b>	
Claims paid	31,035
Scholarships and awards	600
<b>Total deductions</b>	<hr/> 31,635
<b>Change in Net Position</b>	<hr/> (1,381)
<b>NET POSITION - BEGINNING OF YEAR</b>	<hr/> 15,105
<b>NET POSITION - END OF YEAR</b>	<hr/> <b>\$ 13,724</b> <hr/>

See notes to basic financial statements.

# MENANDS UNION FREE SCHOOL DISTRICT

## NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

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### **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, 2018

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**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 \$389,561 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 \$200,296.

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, 2018

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**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.

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, state aid, 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 state aid is recognized in the fiscal year it is apportioned by the state. 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, 2018

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**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, 2018**

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**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, 2018

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**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:

	<b><u>Capitalization Threshold</u></b>	<b><u>Depreciation Method</u></b>	<b><u>Estimated Useful Life</u></b>
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. The District has three 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. The second is the District contributions to the pension systems (TRS and ERS Systems) and OPEB subsequent to the measurement date. The third item relates to OPEB reporting in the District-wide Statement of Net Position. This represents the effect of the net change in the actual and expected experience.

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 four 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. The third item is revenues from grants received that have met all other eligibility requirements except those related to time restrictions. The fourth item is related to OPEB reporting in the District-wide Statement of Net Position. This represents the effect of the net changes of assumptions or other inputs.

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

**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, 2018, 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, 2018 for ERS and June 30, 2017 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.

	<b><u>ERS</u></b>	<b><u>TRS</u></b>
Measurement date	March 31, 2018	June 30, 2017
District's proportionate share of the net pension asset (liability)	\$ (47,836)	\$ 113,969
District's portion of the Plan's total net pension asset (liability)	0.0014822%	0.014994%
Change in proportion since the prior measurement date	0.000175%	(0.001049)%

For the year ended June 30, 2018, the District's recognized pension expense of \$47,090 for ERS and \$254,000 for TRS. At June 30, 2018 the District's reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources were:

	<b><u>Deferred Outflows of Resources</u></b>		<b><u>Deferred Inflows of Resources</u></b>	
	<b><u>ERS</u></b>	<b><u>TRS</u></b>	<b><u>ERS</u></b>	<b><u>TRS</u></b>
Differences between expected and actual experience	\$ 17,061	\$ 93,769	\$ 14,099	\$ 44,435
Changes of assumptions	31,719	1,159,660	0	0
Net difference between projected and actual earnings on pension plan investments	69,478	0	137,142	268,431
Changes in proportion and differences between the District's contributions and proportionate share of contributions	8,537	42,974	18,229	65,572
District's contributions subsequent to the measurement date	17,101	254,000	0	0
<b>Total</b>	<b>\$ 143,896</b>	<b>\$ 1,550,403</b>	<b>\$ 169,470</b>	<b>\$ 378,438</b>

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**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, 2019. Other amounts reported as deferred outflows of resources and deferred (inflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended:		<b><u>ERS</u></b>	<b><u>TRS</u></b>
2019	\$	4,588	\$ 304,273
2020		2,138	217,021
2021		(35,241)	51,968
2022		(14,160)	216,383
2023		0	104,482
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:

	<b><u>ERS</u></b>	<b><u>TRS</u></b>
Measurement date	March 31, 2018	June 30, 2017
Actuarial valuation date	April 1, 2017	June 30, 2016
Interest rate	7.0%	7.25%
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, 2017 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, 2016 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, 2018**

**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:

Measurement date	<b><u>ERS</u></b> March 31, 2018	<b><u>TRS</u></b> June 30, 2017
<b><u>Asset type</u></b>		
Domestic equity	4.55%	5.90%
International equity	6.35	7.40
Real estate	5.55	4.30
Domestic fixed income securities	0	1.60
Global fixed income securities	0	1.30
High-yield fixed income securities	0	3.90
Mortgages	0	2.80
Short-term	0	0.60
Private equity/alternative investments	7.50	9.00
Absolute return strategies	3.75	0
Opportunistic portfolio	5.68	0
Bonds and mortgages	1.31	0
Cash	(0.25)	0
Inflation index bonds	1.25	0
Real assets	5.29	0

**Discount Rate**

The discount rate used to calculate the total pension liability was 7.0% for ERS and 7.25% 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 7.25% 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 6.25% for TRS) or 1 percentage point higher (8.0 % for ERS and 8.25% for TRS) than the current rate:

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

**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)**

	<b><u>1% Decrease (6.0%)</u></b>	<b><u>Current Assumption (7.0%)</u></b>	<b><u>1% Increase (8.0%)</u></b>
<b><u>ERS</u></b>			
District's proportionate share of the net pension asset (liability)	\$ (361,939)	\$ (47,836)	\$ 217,883
	<b><u>1% Decrease (6.25%)</u></b>	<b><u>Current Assumption (7.25%)</u></b>	<b><u>1% Increase (8.25%)</u></b>
<b><u>TRS</u></b>			
District's proportionate share of the net pension asset (liability)	\$ (1,963,353)	\$ 113,969	\$ 1,853,624

**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:

	<b>(Dollars in thousands)</b>		
	<b><u>ERS</u></b>	<b><u>TRS</u></b>	<b><u>Total</u></b>
Measurement date	March 31, 2018	June 30, 2017	
Employers' total pension asset (liability)	\$ (183,400,590)	\$ (114,708,261)	\$ (298,108,851)
Plan fiduciary net position asset (liability)	180,173,145	115,468,360	295,641,505
Employers' net pension asset (liability)	(3,227,445)	760,099	(2,467,346)
Ratio of plan fiduciary net position to the employers' total pension asset (liability)	98.24%	100.7%	99.17%

**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, 2018 represent the projected employer contribution for the period of April 1, 2018 through June 30, 2018 based on paid ERS wages multiplied by the employer's contribution rate, by tier. Accrued retirement contributions as of June 30, 2018 amounted to \$17,101.

For TRS, employer and employee contributions for the fiscal year ended June 30, 2018 are paid to the System in September, October and November, 2018 through a state aid intercept. Accrued retirement contributions as of June 30, 2018 represent employee and employer contributions for the fiscal year ended June 30, 2018 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, 2018 amount to \$309,175.

Additional pension information can be found in Note 8.

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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**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, 2018**

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**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, 2018.

**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, 2018**

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**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 \$2,223.

**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, 2018**

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**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, 2018

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**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, 2018.

**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, 2018

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**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, 2018, the District implemented the following new standards issued by GASB:

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.

**U) Future Changes in Accounting Standards**

GASB has issued Statement No. 83, *Certain Asset Retirement Obligations*, effective for the year ending June 30, 2019. This statement establishes criteria for determining the timing and pattern of recognition of liability and corresponding deferred outflow of resources for asset retirement obligations.

GASB has issued Statement No. 84, *Fiduciary Activities*, effective for the year ending June 30, 2020. This statement establishes criteria for identifying fiduciary activities.

GASB has issued Statement No. 87, *Leases*, effective for the year ending June 30, 2019. This statement requires the recognition of certain lease assets and liabilities for leases previously classified as operating leases along with recognition of inflows and outflows of resources, as appropriate.

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

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

**U) Future Changes in Accounting Standards – (Continued)**

GASB has issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, effective for the year ending June 30, 2019. This statement establishes new disclosure requirements related to debt.

GASB has issued Statement No. 89, *Accounting Interest Cost Incurred before the End of a Construction Period*, effective for the year ending June 30, 2021. This statement requires that interest cost incurred during construction be expensed in that period rather than being included in the cost of the capital asset.

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.

**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, as applied to the reporting of capital assets and long-term liabilities, including pensions.

**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.

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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**NOTE 2 – EXPLANATION OF CERTAIN DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND DISTRICT-WIDE STATEMENTS – (CONTINUED)**

**B) Statement of Revenues, Expenditures and Changes in Fund Balances vs. Statement of Activities – (Continued)**

**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.

**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, 2018, 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, 2018

### **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		3,851,677

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 \$543,526 within the governmental funds and \$51,737 within the fiduciary funds.

### **NOTE 5 – CAPITAL ASSETS**

Capital asset balances and activity for the year ended June 30, 2018, were as follows:

	<b>July 1, 2017 Beginning Balance</b>	<b>Additions</b>	<b>Retirements/ Reclassifications</b>	<b>June 30, 2018 Ending Balance</b>
Governmental activities:				
Capital assets that are not depreciated:				
Land	\$ 125,000	\$ 0	\$ 0	\$ 125,000
Construction in process	258,479	352,704	0	611,183
Total nondepreciable historical cost	383,479	352,704	0	736,183
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	11,142	65,728	353,374
Total depreciable historical cost	6,426,344	11,142	65,728	6,371,758
Less accumulated depreciation:				
Land improvements	165,835	7,463	0	173,298
Buildings	2,358,015	96,730	0	2,454,745
Furniture and equipment	370,724	10,506	65,728	315,502
Total accumulated depreciation	2,894,574	114,699	65,728	2,943,545
Net depreciable historical cost	3,531,770	(103,557)	0	3,428,213
Total historical cost, net	\$ 3,915,249	\$ 249,147	\$ 0	\$ 4,164,396
Depreciation was allocated to the following programs as follows:				
General support		\$ 15,300		
Instruction		84,850		
Pupil transportation		11,949		
School lunch program		2,600		
Total		\$ 114,699		

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

**NOTE 6 – LONG-TERM DEBT**

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

Interest paid	\$ 26,250
Less interest accrued in the prior year	(8,750)
Plus interest accrued in the current year	<u>4,375</u>
Total expense	<u><u>\$ 21,875</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	\$ 750,000	\$ 0	\$ 375,000	\$ 375,000	\$ 375,000
Total general obligation debt	750,000	0	375,000	375,000	375,000
Other liabilities:					
Other post-employment benefits	1,678,453	3,561,635	0	5,240,088	0
Compensated absences, net	191,838	75,019	0	266,857	0
Total long-term liabilities	<u><u>\$ 2,620,291</u></u>	<u><u>\$ 3,636,654</u></u>	<u><u>\$ 375,000</u></u>	<u><u>\$ 5,881,945</u></u>	<u><u>\$ 375,000</u></u>

**Description of Issue**

**Serial Bond**

Issue date	3/1/2004
Final maturity	3/1/2019
Interest rate	3.500%
Outstanding at year-end	\$ 375,000

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Fiscal year ended June 30: 2019	\$ 375,000	\$ 13,124	\$ 388,124
Totals	<u><u>\$ 375,000</u></u>	<u><u>\$ 13,124</u></u>	<u><u>\$ 388,124</u></u>

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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**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.

	<b>Interfund</b>		<b>Interfund</b>	
	<b>Receivable</b>	<b>Payable</b>	<b>Revenues</b>	<b>Expenditures</b>
General Fund	\$ 152,653	\$ 35,000	\$ 0	\$ 44,889
Special Aid Fund	0	145,305	9,889	0
School Lunch Fund	35,000	0	35,000	0
Debt Service Fund	0	0	0	0
Capital Projects Fund	0	0	0	0
Total Governmental Activities	187,653	180,305	44,889	44,889
Fiduciary Agency Fund	0	7,348	0	0
<b>TOTALS</b>	<b>\$ 187,653</b>	<b>\$ 187,653</b>	<b>\$ 44,889</b>	<b>\$ 44,889</b>

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](http://www.nystrs.org).



**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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**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](http://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:

	<b><u>NYSTRS</u></b>	<b><u>NYSERS</u></b>
2017-2018	\$ 254,000	\$ 47,090
2016-2017	298,212	53,527
2015-2016	305,279	38,236

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.

Additional pension information can be found in Note 1 M.

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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

**General Information About the OPEB Plan:**

**Plan Description**

The District's defined benefit OPEB plan, provides OPEB for all permanent full-time general and public safety employees of the District. The plan is a single-employer defined benefit OPEB plan administered by the District. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the District Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

**Benefits Provided**

The District provides healthcare and life insurance benefits for retirees and their dependents. The benefit terms are dependent on which contract each employee falls under. The specifics of each contract are on file at the District offices and are available upon request.

**Employees Covered by Benefit Terms**

At June 30, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	26
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	<u>36</u>
Total	<u><u>62</u></u>

**Total OPEB Liability:**

The District's total OPEB liability of \$5,240,088 was measured as of June 30, 2018, and was determined by an actuarial valuation as of June 30, 2017.

**Actuarial Assumptions and Other Inputs**

The total OPEB liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.20%
Salary Increases	10.47%-3.20%, average, including inflation
Discount Rate	3.87%
Healthcare Cost Trend Rates	5.50% for 2018, decreasing to an ultimate rate of 3.84% for 2078 and later years.

MENANDS UNION FREE SCHOOL DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

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

**Actuarial Assumptions and Other Inputs – (Continued)**

The discount rate was based on the Bond Buyer General Obligation 20-year Municipal Bond Index.

Mortality rates were based on the April 1, 2010-March 31, 2015, NYSLRS experience with adjustments for mortality improvements based on the Society of Actuaries' Scale MP-2014.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period April 1, 2010-March 31, 2015.

**Changes in the Total OPEB Liability:**

Balance at June 30, 2017	\$ 5,182,753
Changes for the year:	
Service cost	240,040
Interest	185,543
Changes in benefit terms	0
Differences between expected and actual experience	0
Changes in assumptions or other inputs	(250,836)
Benefit payments	<u>(117,412)</u>
Net changes	<u>57,335</u>
Balance at June 30, 2018	<u>\$ 5,240,088</u>

Changes in assumptions and other inputs reflect a change in the discount rate from 3.58% in 2017 to 3.87% in 2018.

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current discount rate:

	<b><u>1% Decrease</u></b>	<b><u>Discount Rate</u></b>	<b><u>1% Increase</u></b>
Total OPEB Liability	\$ 5,946,513	\$ 5,240,088	\$ 4,257,696

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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

**Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates**

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower (4.50% decreasing to 2.84%) or 1 percentage point higher (6.50% decreasing to 4.84%) than the current healthcare cost trend rate:

	<b>1% Decrease (4.50% Decreasing to 2.84%)</b>	<b>Healthcare Cost Trend Rates (5.50% Decreasing to 3.84%)</b>	<b>1% Increase (6.50% Decreasing to 4.84%)</b>
Total OPEB Liability	\$ 3,802,736	\$ 5,240,088	\$ 5,946,513

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2018, the District recognized OPEB expense of \$276,776. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Differences between expected and actual experience	\$ 0	\$ 0
Changes of assumptions or other inputs	<u>0</u>	<u>219,441</u>
Total	<u>\$ 0</u>	<u>\$ 219,441</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the OPEB expense as follows:

**Fiscal Year Ending June 30:**

2019	\$ 31,395
2020	31,395
2021	31,395
2022	31,395
2023	31,395
Thereafter	<u>62,466</u>
Total	<u>\$ 219,441</u>

**MENANDS UNION FREE SCHOOL DISTRICT**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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**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 County of Albany, enters into various property tax and sales tax (if applicable) abatement programs for the purpose of economic development. The School District's property tax revenue was reduced \$168,272. The District received Payment in Lieu of Tax (PILOT) payment totaling \$53,428.

**NOTE 14 – RESTATEMENT OF NET POSITION**

For the fiscal year ended June 30, 2018, the District implemented GASB Statement No. 75, *Accounting and Financial Reporting for Post-employment Benefits Other than Pensions*. The implementation of Statement No. 75 resulting in the reporting of a liability and deferred inflows of resources related to the District's other post-employment benefits. The District's net position has been restated as follows:

Net Position beginning of year as previously stated	\$ 5,286,151
GASB Statement No. 75 implementation:	
Difference Beginning OPEB Liability and previously recorded OPEB Liability	<u>(3,504,300)</u>
Net position beginning of year as restated	<u>\$ 1,781,851</u>

**NOTE 15 – 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, 2018**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Revenues</u>	<u>Final Budget Variance with Budgetary Actual Over (Under)</u>
<b>REVENUES:</b>				
<b>Local Sources</b>				
Real property taxes	\$ 6,535,711	\$ 6,535,711	\$ 6,259,917	\$ (275,794)
Real property tax items	0	0	275,794	275,794
Charges for services	0	0	73,405	73,405
Use of money and property	2,150	2,150	897	(1,253)
Sale of property and compensation for loss	0	0	14,230	14,230
Miscellaneous	80,500	80,500	31,926	(48,574)
<b>Total Local Sources</b>	<u>6,618,361</u>	<u>6,618,361</u>	<u>6,656,169</u>	<u>37,808</u>
<b>State Sources</b>	<u>1,052,756</u>	<u>1,052,756</u>	<u>1,237,338</u>	<u>184,582</u>
<b>Federal Sources</b>	<u>12,000</u>	<u>12,000</u>	<u>13,669</u>	<u>1,669</u>
<b>Total Revenues</b>	<u>7,683,117</u>	<u>7,683,117</u>	<u>7,907,176</u>	<u>\$ 224,059</u>

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, 2018**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual Expenditures</b>	<b>Year-End Encumbrances</b>	<b>Final Budget Variance With Budgetary Actual and Encumbrances (Over) Under</b>
<b>EXPENDITURES</b>					
<b>General Support</b>					
Board of Education	20,266	27,537	11,046	\$ 6,333	\$ 10,158
Central administration	247,584	245,386	235,408	0	9,978
Finance	222,241	214,424	198,134	9,600	6,690
Staff	23,700	22,718	19,237	0	3,481
Central services	424,508	419,467	333,842	0	85,625
Special items	77,213	81,745	79,128	0	2,617
<b>Instructional</b>					
Instruction, administration and improvements	136,058	139,291	124,793	0	14,498
Teaching – regular school	3,374,413	3,378,683	3,209,259	12,664	156,760
Programs for children with handicapping conditions	1,301,292	1,321,528	1,003,832	52,070	265,626
Instructional media	215,659	219,294	170,304	4,694	44,296
Pupil services	227,571	227,576	216,889	0	10,687
<b>Pupil Transportation</b>	700,869	700,672	684,728	0	15,944
<b>Employee Benefits</b>	1,133,035	1,117,417	1,013,806	0	103,611
<b>Debt Service</b>	401,250	401,250	401,250	0	0
<b>Total Expenditures</b>	8,505,659	8,516,988	7,701,656	85,361	729,971
<b>Other Financing Uses</b>					
Transfers to other funds	42,500	44,889	44,889	0	0
<b>Total Expenditures and Other Uses</b>	8,548,159	8,561,877	7,746,545	\$ 85,361	\$ 729,971
<b>NET CHANGE IN FUND BALANCE</b>	(865,042)	(878,760)	160,631		
<b>FUND BALANCE – BEGINNING</b>	2,038,038	2,038,038	2,038,038		
<b>FUND BALANCE – ENDING</b>	<u>\$ 1,172,996</u>	<u>\$ 1,159,278</u>	<u>\$ 2,198,669</u>		

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**  
**FOR THE YEAR ENDED JUNE 30, 2018**

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<b>Measurement Date</b>	June 30, 2018
<b>Total OPEB Liability</b>	
Service cost	\$ 240,040
Interest	185,543
Change of benefit terms	0
Differences between expected and actual experience	0
Change of assumptions or other inputs	(250,836)
Benefit payments	(117,412)
	<hr/>
<b>Net change in total OPEB liability</b>	57,335
<b>Total OPEB Liability - beginning</b>	5,182,753
	<hr/>
<b>Total OPEB Liability - ending</b>	<u><u>\$ 5,240,088</u></u>
<b>Covered-employee payroll</b>	\$ 2,474,035
<b>Total OPEB liability as a percentage of covered-employee payroll</b>	211.80%
<b>Plan's fiduciary net position</b>	\$ 0
<b>Net OPEB Liability</b>	\$ 5,240,088

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, 2018, 2017, 2016 AND 2015**

**NYS Employees' Retirement System**

	<b><u>2018</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
District's proportion of the net pension liability (asset)	0.0014822%	0.0013072%	0.0016323%	0.0018487%
District's proportionate share of the net pension liability (asset)	\$ 47,836	\$ 122,829	\$ 261,992	\$ 62,454
District's covered-employee payroll	370,893	331,356	433,313	437,736
District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	12.9%	37.1%	60.5%	14.3%
Plan fiduciary net position as a percentage of the total pension liability	98.2%	94.7%	90.7%	97.9%

**NYS Teachers' Retirement System**

	<b><u>2018</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
District's proportion of the net pension liability (asset)	0.014994%	0.013945%	0.014467%	0.015194%
District's proportionate share of the net pension liability (asset)	\$ (113,969)	\$ 149,360	\$ (1,502,656)	\$ (1,692,495)
District's covered-employee payroll	2,472,914	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	4.6%	6.3%	66.0%	77.9%
Plan fiduciary net position as a percentage of the total pension liability (asset)	100.70%	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, 2018, 2017, 2016 AND 2015**

**NYS Employees' Retirement System**

	<b><u>2018</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Contractually required contribution	\$ 47,090	\$ 52,956	\$ 68,429	\$ 89,832
Contributions in relation to the contractually required contribution	<u>47,090</u>	<u>52,956</u>	<u>68,429</u>	<u>89,832</u>
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
District's covered-employee payroll	\$ 370,893	\$ 331,356	\$ 433,313	\$ 437,736
Contribution as a percentage of covered-employee payroll	12.70%	15.98%	15.79%	20.52%

**NYS Teachers' Retirement System**

	<b><u>2018</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Contractually required contribution	\$ 242,346	\$ 278,562	\$ 301,875	\$ 364,709
Contributions in relation to the contractually required contribution	<u>242,346</u>	<u>278,562</u>	<u>301,875</u>	<u>364,709</u>
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
District's covered-employee payroll	\$ 2,472,914	\$ 2,376,812	\$ 2,276,581	\$ 2,173,132
Contribution as a percentage of covered-employee payroll	9.80%	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, 2018**

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<b>ADOPTED BUDGET</b>	\$ 8,548,159
<b>ADDITIONS:</b>	
Prior year's encumbrances	<u>13,718</u>
<b>FINAL BUDGET</b>	<u><u>\$ 8,561,877</u></u>

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**SECTION 1318 OF REAL PROPERTY TAX LAW LIMIT CALCULATION**

**FOR THE YEAR ENDED JUNE 30, 2018**

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2018-2019 voter-approved expenditure budget	\$ 8,730,680
Maximum allowed (4% of 2018-2019 budget)	349,227
General Fund Fund Balance Subject to Section 1318 of Real Property Tax Law:	
Unrestricted fund balance:	
Assigned fund balance	900,403
Unassigned fund balance	<u>754,740</u>
Total unrestricted fund balance	1,655,143
Less:	
Appropriated fund balance and encumbrances	<u>900,403</u>
General Fund Fund Balance Subject to Section 1318 of Real Property Tax Law	<u><u>\$ 754,740</u></u>
Actual percentage	8.6%

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

**MENANDS UNION FREE SCHOOL DISTRICT**

**SUPPLEMENTARY INFORMATION**

**SCHEDULE OF CAPITAL PROJECTS FUND – PROJECT EXPENDITURES AND FINANCING RESOURCES**

**FOR THE YEAR ENDED JUNE 30, 2018**

<b><u>Project Title</u></b>	<b><u>Original Appropriation</u></b>	<b><u>Revised Appropriation</u></b>	<b><u>Prior Year</u></b>	<b><u>Current Year</u></b>	<b><u>Total</u></b>	<b><u>Unexpended Balance</u></b>	<b><u>Local Sources</u></b>	<b><u>Proceeds of Obligations</u></b>	<b><u>Fund Balances</u></b>
District-wide Expansion and Renovation	\$ 8,820,000	\$ 8,820,000	\$ 258,479	\$ 352,704	\$ 611,183	\$ 8,208,817	\$912,138	\$ 0	\$ 300,955
<b>TOTALS</b>	<b>\$ 8,820,000</b>	<b>\$ 8,820,000</b>	<b>\$ 258,479</b>	<b>\$ 352,704</b>	<b>\$ 611,183</b>	<b>\$ 8,208,817</b>	<b>\$912,138</b>	<b>\$ 0</b>	<b>\$ 300,955</b>

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, 2018**

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<b>CAPITAL ASSETS, NET</b>		\$	4,164,396
<b>DEDUCT:</b>			
Short-term portion of bonds payable	<u>\$</u>	375,000	
			<u>375,000</u>
<b>NET INVESTMENT IN CAPITAL ASSETS</b>		\$	<u><u>3,789,396</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, 2018, 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 11, 2018.

**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 2018-001.

## **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 11, 2018

**MENANDS UNION FREE SCHOOL DISTRICT**

**SCHEDULE OF FINDINGS**

**SIGNIFICANT DEFICIENCY**

**FOR THE YEAR ENDED JUNE 30, 2018**

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**FINDING 2018-001 – 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, 2018**



## **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, 2018, 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, 2018, 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 11, 2018

**MENANDS UNION FREE SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**STATEMENT OF ASSETS AND LIABILITIES ARISING FROM CASH TRANSACTIONS**

**JUNE 30, 2018**

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**ASSETS**

Cash

\$ 8,572

**TOTAL ASSETS**

\$ 8,572

**LIABILITIES AND CLUB BALANCES**

Club balances

\$ 8,572

**TOTAL LIABILITIES AND CLUB BALANCES**

\$ 8,572

See independent auditors' report.

**MENANDS UNION FREE SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**STATEMENT OF REVENUES COLLECTED AND EXPENSES PAID**

**FOR THE YEAR ENDED JUNE 30, 2018**

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	<b>Balance July 1, 2017</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance June 30, 2018</b>
Class of 2019	\$ 0	\$ 3,355	\$ 1,311	\$ 2,044
Class of 2018	951	4,834	5,785	0
Outdoor Activity	<u>7,539</u>	<u>8,833</u>	<u>9,844</u>	<u>6,528</u>
<b>TOTALS</b>	<u>\$ 8,490</u>	<u>\$ 17,022</u>	<u>\$ 16,940</u>	<u>\$ 8,572</u>

See independent auditors' report.

**MENANDS UNION FREE SCHOOL DISTRICT**

**EXTRACLASSROOM ACTIVITY FUNDS**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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**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 11, 2018

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, 2018

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, 2018, 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 11, 2018. A separate report dated September 11, 2018, contains our report on significant deficiencies in the District's internal control. This letter does not affect our report dated September 11, 2018, 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, the remaining items have been corrected.

**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. Tax Certiorari Reserve

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

**Status:** As of June 30, 2018 the District had a Tax Certiorari Reserve balance that exceeded existing claims against the District.

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

## Current-Year Conditions

### 1. Disbursement testing

**Condition:** During our testing of 40 disbursements we noted 2 instances where the purchase order was dated after the invoice date.

**Recommendation:** We recommend that management ensure all purchases are in compliance with the purchasing policy.

\* \* \* \* \*

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