



**SHELTER ISLAND  
UNION FREE SCHOOL DISTRICT**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY SCHEDULES WITH  
INDEPENDENT AUDITOR'S REPORTS**

**June 30, 2009**

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
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## INDEPENDENT AUDITOR'S REPORT

To the Board of Education  
Shelter Island Union Free School District  
Shelter Island, New York

We have audited the accompanying financial statements of the governmental activities, each major fund and the fiduciary funds of the Shelter Island Union Free School District, as of and for the year ended June 30, 2009, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on the 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 of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as, evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly in all material respects, the respective financial position of each major fund, as well as, the fiduciary funds of the Shelter Island Union Free School District as of June 30, 2009, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 4, 2009, on our consideration of the Shelter Island 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 the internal control over the financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, and should be considered in assessing the results of our audit.

The management's discussion and analysis, and budgetary comparison information on pages 3 through 12 and 39, respectively, are not required parts of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Shelter Island Union Free School District's basic financial statements. The other supplementary information on pages 41 through 44 is not a required part of the basic financial statements, but is supplementary information required by the New York State Education Department. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the other supplementary information. However, we did not audit the information and express no opinion on it.

The accompanying management's responses in the schedule of findings and responses and corrective action plan are presented for purposes of additional analysis as required by *Government Auditing Standards* and are not required parts of the basic financial statements of Shelter Island Union Free School District. The management's responses in the schedule of findings and responses and corrective action plan have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

*Coughlin, Foundatos, Cullen, & Demowski, LLP*

November 4, 2009

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

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The Shelter Island Union Free School District's discussion and analysis of the financial performance provides an overall review of the District's financial activities for the fiscal year ended June 30, 2009. The intent of this discussion and analysis is to look at the District's financial performance as a whole. This should be read in conjunction with the financial statements, which immediately follow this section.

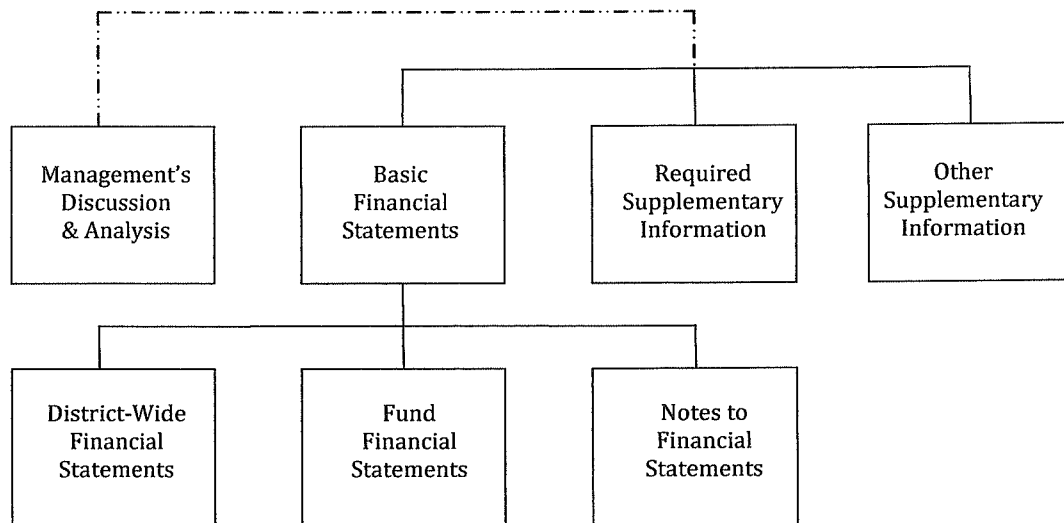
**1. FINANCIAL HIGHLIGHTS**

Key financial highlights for fiscal year 2009 are as follows:

- The District's total net assets, as reflected in the district-wide financial statements, increased by \$243,735 (3.68%).
- The general fund's total fund balance, as reflected in the fund financial statements, decreased by \$1,414,055 (44.93%). This decrease is primarily due to voter-approved appropriations of the capital reserve for the boiler, gym and flooring project (\$450,000), the roof repair/replacement project (\$925,000), and the renovation of the main floor bathrooms (\$14,000).
- On the balance sheet, the general fund's unreserved-undesignated fund balance at year end was \$454,947. This represents a \$281,230 or 38.20% decrease from the prior year. This decrease was the result of funding reserves and an appropriation of \$300,000 to fund repairs for the F.I.T. Center.

**2. OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of four parts – management's discussion and analysis (MD&A), the basic financial statements, required supplementary information, and other supplementary information. The basic financial statements consist of district-wide financial statements, fund financial statements, and notes to the financial statements. A graphic display of the relationship of these statements follows:



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

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**A. District-Wide Financial Statements**

The district-wide financial statements present the governmental activities of the District and are organized to provide an understanding of the fiscal performance of the District as a whole in a manner similar to a private sector business. There are two district-wide financial statements - the Statement of Net Assets and the Statement of Activities. These statements provide both an aggregate and long-term view of the District's finances.

These statements utilize the accrual basis of accounting. This basis of accounting recognizes the financial effects of events when they occur, without regard to the timing of cash flows related to the events.

The Statement of Net Assets

The Statement of Net Assets presents information on all of the District's assets and liabilities, with the difference between the two reported as net assets. Increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities

The Statement of Activities presents information showing the change in net assets during the fiscal year. All changes in net assets are recorded at the time the underlying financial event occurs. Therefore, revenues and expenses are reported in the statement for some items that will result in cash flow in future fiscal periods.

**B. Fund Financial Statements**

The fund financial statements provide more detailed information about the District's funds, not the District as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District also uses fund accounting to ensure compliance with finance-related legal requirements. The funds of the District are reported in the governmental funds and the fiduciary funds.

These statements utilize the modified accrual basis of accounting. This basis of accounting recognizes revenues in the period that they become measurable and available. It recognizes expenditures in the period that they become measurable, funded through available resources and payable within a current period.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the district-wide financial statements. However, the governmental fund financial statements focus on shorter term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year for spending in future years. Consequently, the governmental fund statements provide a detailed short-term view of the District's operations and the services it provides.

Because the focus of governmental funds is narrower than that of district-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the district-wide financial statements. By doing so, you may better understand the long-term impact of the District's near-term financing decisions. Both the governmental funds Balance Sheet and the governmental funds Statement of Revenues, Expenditures, and Changes in Fund Balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

The District maintains five individual governmental funds: general fund, special aid fund, school lunch fund, debt service fund and capital projects fund; each of which is considered to be a major fund and is presented separately in the fund financial statements.

Fiduciary Funds

Fiduciary funds are used to account for assets held by the District in its capacity as agent or trustee. All of the District's fiduciary activities are reported in a separate Statement of Fiduciary Net Assets. The fiduciary activities have been excluded from the District's district-wide financial statements because the District cannot use these assets to finance its operations.

**3. FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE**

**A. Net Assets**

The Districts total net assets increased by \$243,735 between fiscal year 2008 and 2009. A summary of the District's Statement of Net Assets for June 30, 2009 and 2008 is as follows:

	2009	2008	Increase (Decrease)	Percentage Change
Current and Other Assets	\$ 4,418,141	\$ 3,954,848	\$ 463,293	11.71 %
Capital Assets, Net	4,278,826	4,403,534	(124,708)	(2.83)%
Total Assets	8,696,967	8,358,382	338,585	4.05 %
Current and Other Liabilities	754,238	465,336	288,902	62.08 %
Long-Term Liabilities	1,075,669	1,269,721	(194,052)	(15.28)%
Total Liabilities	1,829,907	1,735,057	94,850	5.47 %
Net Assets				
Investment in Capital Assets, Net of Related Debt	3,793,188	3,623,095	170,093	4.69 %
Restricted	1,624,777	1,645,245	(20,468)	(1.24)%
Unrestricted	1,449,095	1,354,985	94,110	6.95 %
Total Net Assets	\$ 6,867,060	\$ 6,623,325	\$ 243,735	3.68 %

Current and other assets increased by \$463,293, as compared to the prior year. The increase is primarily reflected in larger cash balances at the end of the year.

Capital assets, net decreased by \$124,708, as compared to the prior year. This decrease is due to depreciation expense, in excess of land; construction in progress; buildings and improvements; site improvements; and, furniture and equipment purchases. The accompanying Notes to Financial Statements, Note 7 "Capital Assets" provides additional information.

Current and other liabilities increased by \$288,902, as compared to the prior year. This increase is primarily in connection with an increase in accounts payable related to tuition.

Long-term liabilities decreased by \$194,052, as compared to the prior year. This decrease is primarily the result of the repayment of the current maturity of the bond indebtedness and installment purchase debt, net of increases in the workers' compensation and compensated absences liabilities.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

The investment in capital assets, net of related debt, in the amount of \$3,793,188 relates to capital assets at cost less depreciation and related debt. This number increased over the prior year by \$170,093 as follows:

	Increase (Decrease)
Capital asset additions	\$ 174,395
Related debt principal reduction	294,801
Depreciation expense	(299,103)
	\$ 170,093

The restricted net assets in the amount of \$1,624,777 relates to the District's capital reserves. This number decreased from the prior year by \$20,468, principally due to the amount expended on capital projects, net of related interest earnings.

The unrestricted net assets in the amount of \$1,449,095 relates to the balance of the District's net assets. This number includes the District's other reserves and fund balances less unfunded liabilities such as compensated absences. This number increased over the prior year by \$94,110.

**B. Changes in Net Assets**

The results of this year's operations as a whole are reported in the Statement of Activities in a programmatic format in the accompanying financial statements. In the accompanying financial statements STAR (school tax relief) revenue is included in the other tax items line. However, in this MD&A, STAR revenue has been combined with property taxes. A summary of these statements for the years ended June 30, 2009 and 2008 is as follows:

	2009	2008	Increase (Decrease)	Percentage Change
<b>Revenues</b>				
Program Revenues				
Charges for Services	\$ 59,957	\$ 65,971	\$ (6,014)	(9.12)%
Operating Grants	172,871	192,962	(20,091)	(10.41)%
General Revenues				
Property Taxes and STAR	8,486,821	7,956,826	529,995	6.66 %
State Sources	793,653	799,957	(6,304)	(0.79)%
Other	81,746	173,368	(91,622)	(52.85)%
Total Revenues	9,595,048	9,189,084	405,964	4.42 %
<b>Expenses</b>				
General Support	1,643,210	1,498,711	144,499	9.64 %
Instruction	7,047,922	6,392,143	655,779	10.26 %
Pupil Transportation	371,488	405,655	(34,167)	(8.42)%
Community Service	25,811		25,811	100.00 %
Debt Service - Interest	65,565	86,076	(20,511)	(23.83)%
Food Service Program	197,317	135,053	62,264	46.10 %
Total Expenses	9,351,313	8,517,638	833,675	9.79 %
Increase in Net Assets	\$ 243,735	\$ 671,446	\$ (427,711)	(63.70)%

The District's net assets increased by \$243,735 and \$671,446 for the years ended June 30, 2009 and 2008, respectively.



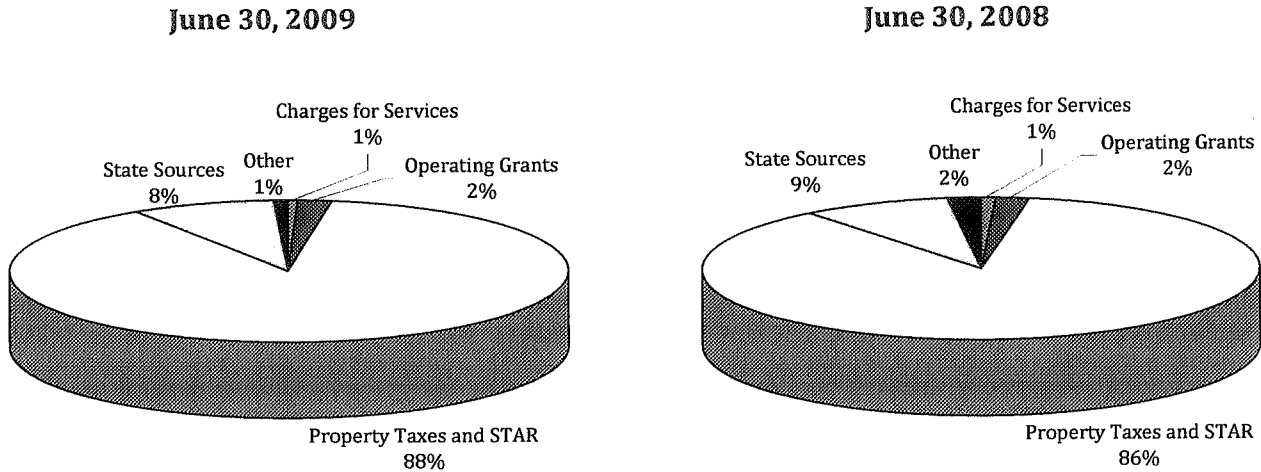
**SHELTER ISLAND UNION FREE SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

The District's revenues increased by \$405,964 or 4.42%. Most of this increase is attributable to property taxes and STAR.

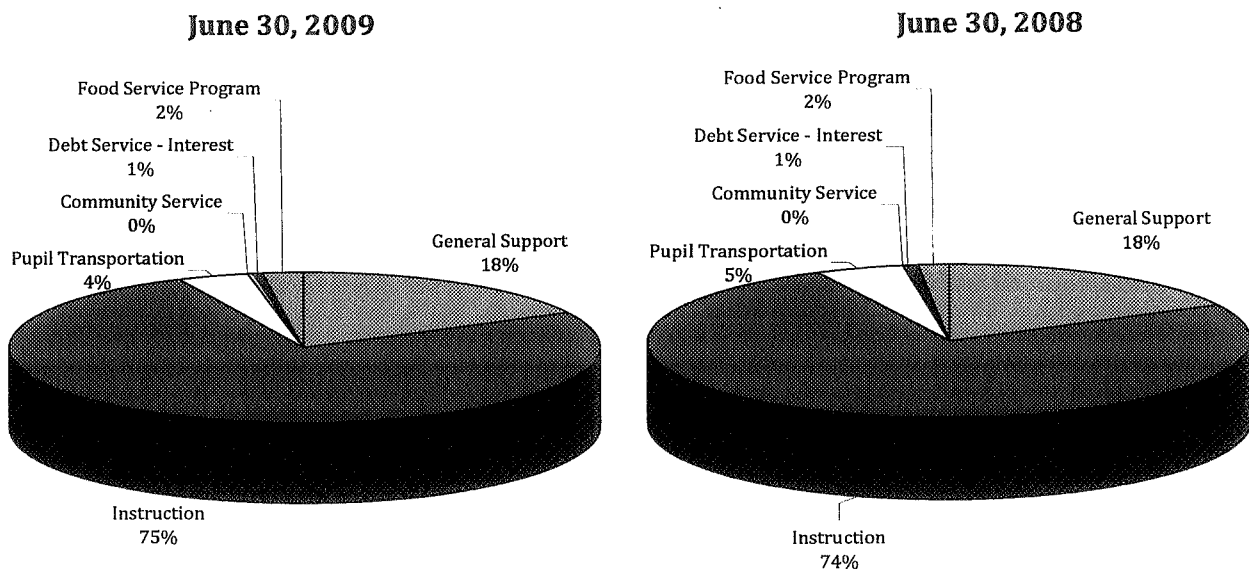
The District's expenses increased by \$833,675 or 9.79%. The major contributing factor to this increase was the additional costs required for general support and instruction. The increases in general support were due to the change in the business official position from part-time to full-time combined with increases in central services for floor repairs and a keyless entry system. Increases in instruction were due to increases in salaries, employee benefits, and tuition.

As indicated on the pie charts that follow, real property taxes and STAR is the largest component of revenues recognized (i.e., 88% and 86% of the total for the years 2009 and 2008, respectively). Instructional expenses is the largest category of expenses incurred (i.e., 75% and 74% of the total for the years 2009 and 2008, respectively).

A graphic display of the distribution of revenues for the two years follows:



A graphic display of the distribution of expenses for the two years follows:



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

**4. FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

At June 30, 2009, the District's governmental funds reported a combined fund balance of \$3,261,659, which is an increase of \$81,003 over the prior year. This increase is due to an excess of revenues over expenditures based upon the modified accrual basis of accounting. A summary of the change in fund balance by fund is as follows:

	<u>2009</u>	<u>2008</u>	<u>Changes</u>
<b>General Fund</b>			
Reserve for:			
Encumbrances	\$ 132,796	\$ 145,537	\$ (12,741)
Unemployment Insurance	28,380	25,659	2,721
Retirement Contribution	100,000		100,000
Employee Benefit Accrued Liability	456,500	417,902	38,598
Capital Advances	268,019	1,597,261	(1,329,242)
Advances	43,316		43,316
Unreserved - Designated for subsequent year's expenditures	249,523	225,000	24,523
Unreserved - Undesignated	454,947	736,177	(281,230)
	<u>1,733,481</u>	<u>3,147,536</u>	<u>(1,414,055)</u>
<b>School Lunch Fund</b>			
Reserve for Inventory	2,696	2,745	(49)
Unreserved - Undesignated (Deficit)	(43,316)	(17,609)	(25,707)
	<u>(40,620)</u>	<u>(14,864)</u>	<u>(25,756)</u>
<b>Debt Service Fund</b>			
Reserve for Debt		6,972	(6,972)
<b>Capital Projects Fund</b>			
Reserve for encumbrances	217,499	31,960	185,539
Unreserved - Undesignated	1,351,299	9,052	1,342,247
	<u>1,568,798</u>	<u>41,012</u>	<u>1,527,786</u>
 Total Fund Balance	 <u>\$ 3,261,659</u>	 <u>\$ 3,180,656</u>	 <u>\$ 81,003</u>

**A. General Fund**

The net change in the general fund – fund balance is a decrease of \$1,414,055, as expenditures and other uses of \$10,733,545 exceeded revenues and other sources of \$9,319,490. Revenues and other sources increased by \$381,458 or 4.27% over fiscal 2008 totals primarily because of increased real property taxes and STAR (\$529,996). Expenditures and other uses increased by \$1,986,168 or 22.71% over fiscal 2008 totals. A significant portion of this increase (\$1,484,885 or 74.76%) was attributable to the transfer to the capital projects fund for capital projects.

In May 2006, the voters of the District authorized the creation of a capital reserve for \$2,000,000 to be funded for a period of five years. During the 2008-09 fiscal year, the reserve earned interest of \$9,758 and the District transferred an additional \$50,000 into the reserve bringing the total amount paid into the reserve to \$1,717,000. For the year ended June 30, 2009, the District transferred \$1,389,000 from the capital reserve to the capital projects fund to fund the boiler, gym and flooring project (\$450,000), the roof project (\$925,000) and the renovation of the main floor bathrooms (\$14,000), as approved by the voters of the District.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

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During the 2008-09 fiscal year, the Board of Education approved the establishment of the retirement contribution reserve and transferred \$100,000 into the reserve as of June 30, 2009.

**B. School Lunch Fund**

The net change in the school lunch fund – fund balance was a decrease of \$25,756, which was the operating loss of the school lunch fund. The Administration is currently reviewing both the costs associated with the program and the prices charged per meal for the goal of making the food service program financially sound.

**C. Debt Service Fund**

The net change in the debt service fund – reserve for debt was a decrease of \$6,972. This decrease was directly attributable to a \$7,216 operating transfer from the debt service fund to the general fund. These transfers become funding sources for the general fund operating budget.

**D. Capital Projects Fund**

The fund balance in the capital projects fund increased by \$1,527,786. This increase is primarily due to the previously mentioned voter-approved transfer of \$1,389,000 from the capital reserve to the capital projects fund to fund various projects. The District also transferred \$300,000 of unreserved-undesignated fund balance from the general fund to the capital projects fund to fund the repairs to the F.I.T. Center necessitated by health and safety issues.

**5. GENERAL FUND BUDGETARY HIGHLIGHTS**

**A. 2008-09 Budget**

The District's general fund voter-approved budget for the year ended June 30, 2009 was \$9,499,918. This amount was increased by encumbrances carried forward from the prior year in the amount of \$145,537 and budget revisions in the amount of \$1,704,714 for a total final budget of \$11,350,169.

The budget was funded through a combination of revenues and designated fund balance. The majority of this funding source was \$8,486,566 in property taxes and STAR.

**B. Change in General Fund's Unreserved – Undesignated Fund Balance (Budget to Actual)**

The general fund's unreserved – undesignated fund balance is the component of total fund balance that is the residual of prior years' excess revenues over expenditures, net of transfers to reserves and designations to fund the subsequent year's budget. It is this balance that is commonly referred to as the "fund balance". The change in this balance demonstrated through a comparison of the actual revenues and expenditures for the year compared to budget follows:

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

Opening, Unreserved - Undesignated Fund Balance	\$	736,177
Appropriated for Budget Revisions		(300,000)
Revenues Over Budget		28,859
Expenditures and Encumbrances Under Budget		483,828
Interest Transferred into Reserves		(13,578)
Transfers to Reserves		(230,816)
Appropriated for June 30, 2010 Budget		(249,523)
Closing, Unreserved - Undesignated Fund Balance	\$	454,947

Opening, Unreserved - Undesignated Fund Balance

The \$736,177 shown in the table is the portion of the District's June 30, 2008 fund balance that was retained as undesignated.

Appropriated for Budget Revisions

The District revised its budget for health and safety issues related to the F.I.T. Center of \$300,000 funded by unreserved – undesignated fund balance.

Revenues Over Budget

The 2008-09 final budget for revenues was \$9,290,631. Actual revenues received for the year were \$9,319,490. The excess of actual revenue over estimated or budgeted revenue was \$28,859, which is primarily due to transferring unspent general fund appropriations from the capital projects fund to the general fund.

Expenditures and Encumbrances Under Budget

The 2008-09 final budget for expenditures, including prior year open encumbrances (\$145,537) as of June 30, 2008, and budget revisions (\$1,704,714), was \$11,350,169. Actual expenditures as of June 30, 2009 were \$10,733,545 and outstanding encumbrances were \$132,796. Combined, the expenditures plus encumbrances for 2008-09 were \$10,866,341. The final budget was under expended by \$483,828. This under expenditure is principally within the instruction and employee benefits codes of the budget.

Interest Transferred into Reserves

This amount represents interest earned on the reserves during the year as follows:

Unemployment insurance reserve	\$	221
Employee benefit accrued liability reserve		3,599
Capital reserve		9,758
	\$	13,578

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

Transfers to Reserves

Monies transferred from budget lines within the general fund operating budget into required reserves such as the retirement contribution reserve, the employee benefit accrued liability reserve or the capital reserve do not affect the combined reserved, designated and undesignated fund balance unless, and until these monies are actually expended. The transfers do, however, reduce the District's discretion regarding the use of these transferred monies, and thus, reduce the undesignated portion of the fund balance by the amount of the transfers.

The \$(230,816) shown in the above table represents transfers into the employee benefits accrued liability reserve (\$35,000), retirement contribution reserve (\$100,000), capital reserve (\$50,000), unemployment reserve (\$2,500) and reserve for advances (\$43,316).

Appropriated Fund Balance

The District has chosen to use \$249,523 of the available June 30, 2009 fund balance to partially fund the 2009-10 approved operating budget. As such, the undesignated portion of the June 30, 2009 fund balance must be reduced by this amount.

Closing, Unreserved - Undesignated Fund Balance

Based upon the summary changes shown in the above table, the District will begin the 2009-10 fiscal year with an unreserved-undesignated fund balance of \$454,947. This undesignated portion is greater than the permissible 4% statutory maximum per section 1318 of the New York State Real Property Tax Law. The District is continuing to reduce the undesignated fund balance to permissible limits.

**6. CAPITAL ASSETS AND DEBT ADMINISTRATION**

**A. Capital Assets**

At June 30, 2009, the District had invested in a broad range of capital assets, as indicated in the table below. The net decrease in capital assets results from depreciation in excess of capital additions for the year ended June 30, 2009. A summary of the District's capital assets, net of depreciation at June 30, 2009 and 2008 is as follows:

	<u>2009</u>	<u>2008</u>	<u>Increase (Decrease)</u>
Land	\$ 25,200	\$ 25,200	\$ -
Construction in progress		200,146	(200,146)
Buildings and improvements	3,865,408	3,786,911	78,497
Site improvements	67,019	3,410	63,609
Furniture and equipment	321,199	387,867	(66,668)
	<u>\$ 4,278,826</u>	<u>\$ 4,403,534</u>	<u>\$ (124,708)</u>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

**B. Debt Administration**

At June 30, 2009, the District had total bonds payable of \$400,000. The bonds were issued for school building improvements. The decrease in outstanding debt represents principal payments. A summary of the outstanding debt at June 30, 2009 and 2008 is as follows:

<u>Issue Date</u>	<u>Interest Rate</u>	<u>2009</u>	<u>2008</u>	<u>Increase (Decrease)</u>
1991	6.20%	<u>\$ 400,000</u>	<u>\$ 600,000</u>	<u>\$ (200,000)</u>

The District is obligated under two installment purchase debt contracts for instructional equipment. During 2009, the combined installment purchase debt decreased by \$94,801 due to principal payments to a year end balance of \$85,638.

The District's latest credit rating from Standard and Poor's is AAA. The District's total outstanding indebtedness is significantly less than the debt limit. The debt limit is 10% of the full valuation of the taxable real property within the District.

**7. ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The general fund budget, the only fund with a legally adopted budget, as approved by the voters on May 19, 2009, for the year ending June 30, 2010, is \$9,530,697. This is an increase of \$30,779 or 0.32% over the previous year's budget.

The District budgeted non-property tax revenues at a \$177,728 decrease from the prior year's estimate. This decrease is due to estimated decreases in State aid (\$112,728), use of money and property (\$40,000) and miscellaneous revenues (\$25,000). Additionally, the designated fund balance applied to the June 30, 2010 budget increased from \$225,000 to \$249,523. A property tax increase of 2.17% was needed to meet the revenue shortfall and cover the increase in projected expenditures.

**8. CONTACTING THE DISTRICT**

This financial report is designed to provide the reader with a general overview of the District's finances and to demonstrate the District's accountability for the funds it receives. Requests for additional information can be directed to:

Ms. Sharon Clifford  
Superintendent  
Shelter Island Union Free School District  
33 North Ferry Road  
Box 2015  
Shelter Island, New York 11964

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**

**Statement of Net Assets**

June 30, 2009

<b>ASSETS</b>	
Cash	\$ 3,724,500
Receivables	
Accounts receivable	11,378
Due from other funds	108,982
Due from other governments	255,784
Inventories	2,696
Other assets	314,801
Capital assets not being depreciated	25,200
Capital assets being depreciated, net of accumulated depreciation	<u>4,253,626</u>
 Total Assets	 <u><u>\$ 8,696,967</u></u>
 <b>LIABILITIES</b>	
Payables	
Accounts payable	\$ 365,801
Accrued liabilities	47,440
Due to other governments	6,847
Due to teachers' retirement system	313,424
Due to employees' retirement system	20,643
Deferred credits	
Deferred revenues	83
Long-term liabilities	
Due and payable within one year	
Bonds payable	200,000
Installment purchase debt payable	70,003
Due and payable after one year	
Bonds payable	200,000
Installment purchase debt payable	15,635
Compensated absences payable	548,433
Workers' compensation liability	<u>41,598</u>
 Total Liabilities	 <u>1,829,907</u>
 <b>NET ASSETS</b>	
Investment in capital assets, net of related debt	3,793,188
Restricted for capital	1,624,777
Unrestricted	<u>1,449,095</u>
 Total Net Assets	 <u>6,867,060</u>
 Total Liabilities and Net Assets	 <u><u>\$ 8,696,967</u></u>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**

**Statement of Activities**

For The Year Ended June 30, 2009

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Assets</u>
		<u>Charges for Services</u>	<u>Operating Grants</u>	
<b>PROGRAMS/FUNCTIONS</b>				
General support	\$ 1,643,210	\$	\$	\$ 1,643,210
Instruction	7,047,922	570	153,921	6,893,431
Pupil transportation	371,488			371,488
Community services	25,811			25,811
Debt service - interest	65,565			65,565
Food service program	197,317	59,387	18,950	118,980
		<u>59,957</u>	<u>18,950</u>	
Total Programs/Functions	<u>\$ 9,351,313</u>	<u>\$ 59,957</u>	<u>\$ 172,871</u>	<u>9,118,485</u>
<b>GENERAL REVENUES</b>				
Real property taxes				8,282,747
Other tax items				204,074
Use of money and property				24,475
Miscellaneous				57,271
State sources				793,653
				<u>9,362,220</u>
Total General Revenues				<u>9,362,220</u>
Change in Net Assets				243,735
Total Net Assets - Beginning of year				<u>6,623,325</u>
Total Net Assets - End of year				<u>\$ 6,867,060</u>



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Balance Sheet - Governmental Funds**  
June 30, 2009

	General	Special Aid	School Lunch	Debt Service	Capital Projects	Total Governmental Funds
<b>ASSETS</b>						
Cash	\$ 3,723,619	\$	\$ 20	\$	\$ 861	\$ 3,724,500
Receivables						
Accounts receivable	11,378					11,378
Due from other funds	230,760				1,609,936	1,840,696
Due from other governments	53,584	110,175	4,065		87,960	255,784
Inventories			2,696			2,696
<b>Total Assets</b>	<b>\$ 4,019,341</b>	<b>\$ 110,175</b>	<b>\$ 6,781</b>	<b>\$ -</b>	<b>\$ 1,698,757</b>	<b>\$ 5,835,054</b>
<b>LIABILITIES</b>						
Payables						
Accounts payable	\$ 294,934	\$ 6,585	\$ 22,283	\$	\$ 41,999	\$ 365,801
Accrued liabilities	46,923					46,923
Due to other funds	1,609,936	96,778	25,000			1,731,714
Due to other governments		6,729	118			6,847
Due to teachers' retirement system	313,424					313,424
Due to employees' retirement system	20,643					20,643
Deferred credits						
Deferred revenues		83			87,960	88,043
<b>Total Liabilities</b>	<b>2,285,860</b>	<b>110,175</b>	<b>47,401</b>	<b>-</b>	<b>129,959</b>	<b>2,573,395</b>
<b>FUND BALANCES</b>						
Reserved for encumbrances	132,796				217,499	350,295
Reserved for:						
Unemployment Insurance	28,380					28,380
Retirement Contribution	100,000					100,000
Employee Benefit Accrued Liability	456,500					456,500
Capital	268,019					268,019
Advances	43,316					43,316
Inventory			2,696			2,696
Unreserved - Designated for subsequent year's expenditures	249,523					249,523
Unreserved - Undesignated (Deficit)	454,947		(43,316)		1,351,299	1,762,930
<b>Total Fund Balances (Deficit)</b>	<b>1,733,481</b>	<b>-</b>	<b>(40,620)</b>	<b>-</b>	<b>1,568,798</b>	<b>3,261,659</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 4,019,341</b>	<b>\$ 110,175</b>	<b>\$ 6,781</b>	<b>\$ -</b>	<b>\$ 1,698,757</b>	<b>\$ 5,835,054</b>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Statement of Net Assets**  
June 30, 2009

Total Governmental Fund Balances		\$ 3,261,659
Amounts reported for governmental activities in the Statement of Net Assets are different because:		
Some of the District's revenues will be collected after the year end, but are not available soon enough to pay for the current period's expenditures and, therefore, are deferred in the governmental funds.		87,960
Cash held by third-party administrator is treated as a long-term asset and included in net assets.		314,801
The cost of building and acquiring capital assets (land, buildings, equipment) financed from the governmental funds are reported as expenditures in the year they are incurred, and the assets do not appear on the Balance Sheet. However, the Statement of Net Assets includes those capital assets among the assets of the District as a whole, and their original costs are expensed annually over their useful lives.		
Original cost of capital assets	\$ 8,531,660	
Accumulated depreciation	<u>(4,252,834)</u>	4,278,826
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported as liabilities in the governmental funds. Long-term liabilities at year end consist of:		
Accrued interest on long-term liabilities	(517)	
Bonds payable	(400,000)	
Installment purchase debt payable	(85,638)	
Compensated absences payable	(548,433)	
Workers' compensation liabilities	<u>(41,598)</u>	<u>(1,076,186)</u>
Total Net Assets		<u>\$ 6,867,060</u>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Statement of Revenues, Expenditures**  
**and Changes in Fund Balances - Governmental Funds**  
For The Year Ended June 30, 2009

	General	Special Aid	School Lunch	Debt Service	Capital Projects	Total Governmental Funds
<b>REVENUES</b>						
Real property taxes	\$ 8,282,747	\$	\$	\$	\$	\$ 8,282,747
Other tax items	204,074					204,074
Charges for services	570					570
Use of money and property	24,231			244		24,475
Miscellaneous	57,271					57,271
State sources	705,693	26,068	1,502			733,263
Federal sources		127,853	13,327			141,180
Surplus food			4,121			4,121
Sales - school lunch			59,387			59,387
<b>Total Revenues</b>	<b>9,274,586</b>	<b>153,921</b>	<b>78,337</b>	<b>244</b>	<b>-</b>	<b>9,507,088</b>
<b>EXPENDITURES</b>						
General support	1,387,447					1,387,447
Instruction	5,002,735	151,910				5,154,645
Pupil transportation	362,960	8,528				371,488
Community services	28,629					28,629
Employee benefits	1,854,858					1,854,858
Debt service						
Principal	294,801					294,801
Interest	66,598					66,598
Cost of sales			144,093			144,093
Capital outlay					123,526	123,526
<b>Total Expenditures</b>	<b>8,998,028</b>	<b>160,438</b>	<b>144,093</b>	<b>-</b>	<b>123,526</b>	<b>9,426,085</b>
Excess (Deficiency) of Revenues Over Expenditures	276,558	(6,517)	(65,756)	244	(123,526)	81,003
<b>OTHER FINANCING SOURCES AND USES</b>						
Operating transfers in	44,904	6,517	40,000		1,689,000	1,780,421
Operating transfers (out)	(1,735,517)			(7,216)	(37,688)	(1,780,421)
<b>Total Other Financing Sources and (Uses)</b>	<b>(1,690,613)</b>	<b>6,517</b>	<b>40,000</b>	<b>(7,216)</b>	<b>1,651,312</b>	<b>-</b>
Net Change in Fund Balances	(1,414,055)	-	(25,756)	(6,972)	1,527,786	81,003
Fund Balances (Deficit) - Beginning of Year	3,147,536		(14,864)	6,972	41,012	3,180,656
Fund Balances (Deficit) - End of year	<u>\$ 1,733,481</u>	<u>\$ -</u>	<u>\$ (40,620)</u>	<u>\$ -</u>	<u>\$ 1,568,798</u>	<u>\$ 3,261,659</u>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and**  
**Changes in Fund Balances to the Statement of Activities**  
**For The Year Ended June 30, 2009**

Net Change in Fund Balance		\$ 81,003
Amounts reported for governmental activities in the Statement of Activities are different because:		
<u>Long-Term Revenue and Expense Differences</u>		
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the governmental funds.		
Change in deferred revenues		87,960
Disbursements expended in the governmental funds are treated as long-term assets and increase net assets.	\$ 4,395	
In the Statement of Activities, certain operating expenses do not require the use of current financial resources and, therefore are not report as expenditures in the governmental funds.		
Increase in compensated absences payable	(86,973)	
Increase in workers' compensation liabilities	<u>(13,776)</u>	(96,354)
<u>Capital Related Differences</u>		
Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are capitalized and shown in the Statement of Net Assets and allocated over their useful lives as annual depreciation expenses in the Statement of Activities. This is the amount by which depreciation exceeded capital outlays in the period.		
Capital outlays	174,395	
Depreciation expense	<u>(299,103)</u>	(124,708)
<u>Long-Term Debt Related Differences</u>		
Repayment of long-term debt is an expenditure in the governmental funds, but it reduces long-term liabilities in the Statement of Net Assets and do not affect the Statement of Activities.		
Repayment of bond principal	200,000	
Repayment of installment purchase debt	94,801	
Interest on long-term debt in the Statement of Activities differs from the amount reported in the governmental funds because interest is recorded as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due. This is the amount by which accrued interest decreased from June 30, 2008 to June 30, 2009.		
	<u>1,033</u>	<u>295,834</u>
Change in Net Assets of Governmental Activities		<u><u>\$ 243,735</u></u>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Statement of Fiduciary Net Assets -**  
**Fiduciary Funds**  
June 30, 2009

	Private Purpose Trust	Agency
<b>ASSETS</b>		
Cash	\$ 22,999	\$ 185,597
Due from other funds	200	
	<b>\$ 23,199</b>	<b>\$ 185,597</b>
Total Assets	<b>\$ 23,199</b>	<b>\$ 185,597</b>
 <b>LIABILITIES</b>		
Extraclassroom activity balances	\$	\$ 31,755
Due to other funds		109,182
Other liabilities		44,660
	-	185,597
Total Liabilities	-	<b>\$ 185,597</b>
 <b>NET ASSETS</b>		
Reserve for scholarships	23,199	
Total Liabilities and Net Assets	<b>\$ 23,199</b>	

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Statement of Changes in Fiduciary Net Assets -**  
**Fiduciary Funds**  
For The Year Ended June 30, 2009

	<u>Private Purpose Trust</u>
<b>ADDITIONS</b>	
Contributions	\$ 2,250
Investment earnings	
Interest	<u>126</u>
Total Additions	<u>2,376</u>
 <b>DEDUCTIONS</b>	
Scholarships and awards	<u>3,623</u>
Change in Net Assets	(1,247)
Net Assets - Beginning of year	<u>24,446</u>
Net Assets - End of Year	<u><u>\$ 23,199</u></u>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Shelter Island Union Free School District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) for governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing governmental accounting and financial reporting principles. Significant accounting principles and policies used by the District are as follows:

**A. Reporting Entity**

The 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 seven 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 financial reporting entity is based on criteria set forth by GASB Statement No. 14, *The Financial Reporting Entity* and No. 39, *Determining Whether Certain Organizations are 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, there are no other entities which would be included in the District's reporting entity.

**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. The District reports these assets held by it as agent for the extraclassroom organizations in the Statement of Fiduciary Net Assets - Fiduciary Fund. Separate audited financial statements of the extraclassroom activity funds can be found at the District's Business Office.

**B. Joint Venture**

The District is a component district in the Board of Cooperative Educational Services of Eastern Suffolk (BOCES). A BOCES is a voluntary, cooperative association of school districts in a geographic area that share planning, services, and programs which provide educational and support activities. BOCES are organized under Section §1950 of the 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 Section §1950 of the Education Law. All BOCES property is held by the BOCES Board as a corporation under Section §1950(6). In addition, BOCES Boards also are considered municipal corporations to permit them to contract with other municipalities on a cooperative basis under Section §119-n(a) of the General Municipal Law. 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 Education Law, Section §1950(4)(b)(7).

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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There is no authority or process by which a school district can terminate its status as a BOCES component. In addition, component school districts pay tuition or a service fee for programs in which its students participate.

**C. Basis of Presentation**

District-Wide Financial Statements

The Statement of Net Assets and the Statement of Activities present information about the overall governmental financial activities of the District, except for fiduciary activities. Eliminations have been made to minimize the double counting of interfund transactions. Governmental activities generally are financed through property taxes, state aid, intergovernmental revenues, and other exchange and nonexchange transactions. Operating grants include operating-specific and discretionary (either operating or capital) grants.

The Statement of Net Assets 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 a program or function and, therefore, 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 (a) charges paid by the recipients of goods or services offered by the programs and (b) grants, contributions, and other revenues that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including real property taxes and state aid, are presented as general revenues.

Fund Financial Statements

The fund financial 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 as defined by GASB, each displayed in a separate column. The District's financial statements reflect the following major fund categories:

***Governmental Funds:***

***General Fund*** - is the general operating fund and is used to account for all financial transactions except those required to be accounted for in another fund.

***Special Aid Fund*** - is used to account for the proceeds of specific revenue sources such as federal and state grants that are legally restricted to expenditures for specified purposes. These legal restrictions may be imposed by either governments that provide the funds or outside parties.

***School Lunch Fund*** - is used to account for the activities of the school lunch operations.

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

***Capital Projects Fund*** - is used to account for the financial resources used for acquisition, construction, or major repair of capital facilities.



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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***Fiduciary Funds*** – are used to account for activities 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:

***Agency Funds*** - These funds are strictly custodial in nature and do not involve the measurement of 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.

***Private Purpose Trust Funds*** - These funds are used to account for trust arrangements in which principal and income benefits annual third party awards and scholarships for students. Established criteria govern the use of the funds and members of the District or representatives of the donors may serve on committees to determine who benefits.

**D. Basis of Accounting and Measurement Focus**

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

The fund statements are reported on the modified accrual basis of accounting using the current financial resources measurement focus. 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 180 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. 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. Real Property Taxes**

Calendar

Real property taxes are levied annually by the Board of Education no later than November 1<sup>st</sup> and become a lien on December 1<sup>st</sup>. Taxes are collected by the Town of Shelter Island and remitted to the District from December to June.

Enforcement

Uncollected real property taxes are subsequently enforced by the County of Suffolk.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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**F. Restricted Resources**

When an expense is incurred for purposes for which both restricted and unrestricted net assets 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 to Financial Statements.

**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 transfers to provide financing or other services. This includes the transfer of unrestricted general fund revenues to finance various programs that the District must account for in other funds in accordance with budgetary authorizations.

In the district-wide statements, the amounts reported on the Statement of Net Assets 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 are 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.

A detailed disclosure by individual fund for interfund receivables, payables, transfers in and transfers out activity is provided subsequently in these Notes to Financial Statements.

**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 and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. Estimates and assumptions are made in a variety of areas, including compensated absences, workers' compensation liabilities, potential contingent liabilities and useful lives of long-lived assets.

**I. Cash and Cash Equivalents/Investments**

Cash and cash equivalents consist of cash on hand, bank deposits and investments with a maturity date of three months or less from date of acquisition.

Investments are reported at fair value, based on quoted market prices.

**J. Receivables**

Receivables are shown net of allowance for uncollectibles, if any. However, no allowance for uncollectibles has been provided since it is believed that such allowance would not be material.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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**K. Other Assets**

Other assets represent amounts on deposit that are being held by a third-party administrator for workers' compensation claims.

**L. Inventories**

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 donated by the U.S. Department of Agriculture, at the Government's assigned value, which approximates market. These inventories are accounted for on the consumption method. A reserve for inventory has been recognized to indicate that this does not constitute available spendable resources.

Purchases of inventoriable items in other funds are recorded as expenditures at the time of purchase, and are considered immaterial in amount.

**M. Capital Assets**

Capital assets are reflected in the district-wide financial statements. Capital assets are reported at actual cost, when the information is available, or estimated historical cost based on professional third-party information. Donated assets are reported at estimated fair market value at the date of donation.

All capital assets, except land and construction in progress, are depreciated on a straight line basis over their estimated useful lives. Capitalization thresholds, the dollar value above which asset acquisitions are added to the capital asset accounts, and estimated useful lives of capital assets as reported in the district-wide statements are as follows:

	Capitalization Threshold	Estimated Useful Life
Buildings and improvements	\$ 10,000	50 years
Site improvements	10,000	50 years
Furniture and equipment	500	5-20 years

**N. Deferred Revenues**

Deferred revenues in the governmental funds arise when potential revenues do not meet both the measurable and available criteria for recognition in the current period. Deferred revenues also arise when resources are received by the District before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both recognition criteria are met, or when the District has legal claim to the resources, the liability for deferred revenues is removed and revenues are recognized.

**O. Vested Employee Benefits – Compensated Absences**

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

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

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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Vacation eligibility and accumulation is specified in collective bargaining agreements and in individual employment contracts. Some earned benefits may be forfeited if not taken within varying time periods.

Consistent with GASB Statement No. 16, *Accounting for Compensated Absences*, the liability has been calculated using the vesting 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 fund financial statements only the amount of matured liabilities is accrued within the general fund based upon expendable and available financial resources.

**P. Other Benefits**

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

In addition to providing pension benefits, the District provides post-employment health insurance coverage and survivor benefits for retired employees and their survivors. Collective bargaining agreements determine if District employees are 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 in the general fund, in the year paid.

In June of 2004, the Governmental Accounting Standards Board (GASB) issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions (OPEBs)*. OPEBs include benefits such as health insurance, as well as other benefits. Prior to adopting GASB 45, governments reported their current outlays for OPEBs as expenditures in the year paid. GASB 45 will require governments to report information about their long-term financial obligations and commitments for OPEBs as incurred. The theory behind this reporting is that the traditional pay as you go public disclosures may be incomplete regarding the true cost of public services as well as not reflecting the true financial position and long-term health of the government. The effective date for GASB 45 will depend on the size of the government. The District will have to address GASB 45 for its fiscal year ending June 30, 2010 with regard to its OPEB obligation. Although the full impact of GASB 45 will be material, it cannot be determined at this time.

**Q. Short-Term Debt**

The District may issue revenue anticipation notes (RAN) and tax anticipation notes (TAN), 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 bond anticipation notes (BAN), 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.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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**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, and compensated absences that will be paid from governmental funds, are reported as a liability in the fund 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 and payable within one year or due and payable after one year in the Statement of Net Assets.

**S. Equity Classifications**

District-Wide Statements

In the district-wide statements there are three classes of net assets:

Investment in capital assets, net of related debt – consists of net capital assets (cost less accumulated depreciation) reduced by outstanding balances of related debt obligations from the acquisition, construction or improvement of those assets.

Restricted net assets – reports net assets when constraints placed on the assets 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.

Unrestricted net assets – reports all other net assets that do not meet the definition of the above two classifications and are deemed to be available for general use by the District.

Fund Statements

Unreserved fund balance consists of two classifications. First, a designation of unreserved fund balance indicates the planned use of these resources in the subsequent year's budget. Second, the undesignated portion reports remaining fund balance that has not been designated or reserved. NYS Real Property Tax Law §1318, restricts the unreserved, undesignated fund balance of the general fund to an amount not greater than 4% of the subsequent year's budget.

Fund balance reserves are created to satisfy legal restrictions, plan for future expenditures or relate to resources not available for general use or appropriation. These reserve funds are established through Board action or voter approval and a separate identity must be maintained for each reserve. Earnings on the invested resources become part of the respective reserve funds; however, separate bank accounts are not necessary for each reserve fund. Fund balance reserves currently in use by the District include the following:

*Reserve for Encumbrances*

Reserve for encumbrances represents the amount of outstanding encumbrances at the end of the fiscal year. The reserve is accounted for in the general and capital projects funds.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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*Unemployment Insurance Reserve*

Unemployment insurance reserve (GML §6-m) is 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.

*Retirement Contribution Reserve*

Retirement Contribution Reserve (GML §6-r) is used for the purpose of 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. The reserve is accounted for in the general fund.

*Employee Benefit Accrued Liability Reserve*

Reserve for employee benefit accrued liability (GML §6-p) is used to reserve funds for the payment of accrued employee benefit 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.

*Capital Reserve*

Capital Reserve (Education Law §3651) is used to pay the cost of any object or purpose for which bonds may be issued. The creation of a capital reserve fund requires authorization by a majority of the voters establishing the purpose of the reserve; the ultimate amount, its probable term and the source of the funds. Expenditure may be made from the reserve only for a specific purpose further authorized by the voters. The form for the required legal notice for the vote on establishing and funding the reserve and the form of the proposition to be placed on the ballot are set forth in §3651 of the Education Law. This reserve is accounted for in the general fund.

*Reserve for Inventory*

Reserve for inventory is used to restrict that portion of fund balance, which is not available for appropriation. The reserve is accounted for in the school lunch fund.

*Reserve for Advances*

Reserve for advances is used to reserve for loans to other funds that are not expected to be repaid within a current period. The reserve is accounted for in the general fund.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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*Reserve for Debt Service*

Mandatory reserve for debt service (GML §6-1) is used to establish a reserve for the purpose of retiring the outstanding obligations upon the sale of District property or capital improvement that was financed by obligations that remain outstanding at the time of sale. The funding of the reserve is from the proceeds of the sale of District property or capital improvement. Unexpended balances of proceeds of borrowings for capital projects; interest and earnings from investing proceeds of obligations, and premium and accrued interest are recorded in the reserve for debt and held until appropriated for debt payments. The reserve is accounted for in the debt service fund.

*Reserve for Scholarships*

Reserve for scholarships is used to account for monies donated for scholarship purposes, net of earnings and awards. The reserve is accounted for in the private purpose trust fund.

**2. EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND STATEMENTS AND THE DISTRICT-WIDE STATEMENTS**

Due to the differences in the measurement focus and basis of accounting used in the governmental 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 resource measurement focus of the Statement of Activities, compared with the current financial resource measurement focus of the governmental funds.

**A. Total Fund Balances of Governmental Funds vs. Net Assets of Governmental Activities**

Total fund balances of the District's governmental funds differ from "net assets" of governmental activities reported in the Statement of Net Assets. This difference primarily results from the additional long-term economic focus of the Statement of Net Assets versus the solely current financial resources focus of the governmental fund Balance Sheet.

**B. Statement of Revenues, Expenditures and Changes in Fund Balance vs. Statement of Activities**

Differences between the Statement of Revenues, Expenditures and Changes in Fund Balance and the Statement of Activities fall into one of three broad categories.

Long-Term Revenue and Expense 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.

Capital Related Differences

Capital related differences include the difference between proceeds from 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 fund statements and depreciation expense on those items as recorded in the Statement of Activities.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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Long-Term Debt Transaction Differences

Long-term debt transaction differences occur because the issuance of long-term debt provides current financial resources to governmental funds, but is recorded as a liability in the Statement of Net Assets. In addition, both interest and principal are recorded as expenditures in the fund statements when due and payable, whereas interest expense is recorded in the Statement of Activities as it accrues, and principal payments are recorded as a reduction of liabilities in the Statement of Net Assets.

**3. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**A. Budgets**

The District administration prepares a proposed budget for approval by the Board of Education for the general fund, the only fund with a legally adopted budget.

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.

The following supplemental appropriations occurred during the year:

Contingent expenditures funded by donations	\$ 15,714
Contingent expenditures related to the F.I.T. Center funded by appropriated fund balance	300,000
Voter-approved transfer to the capital projects fund funded by appropriated capital reserves	<u>1,389,000</u>
	<u>\$ 1,704,714</u>

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.



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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**B. 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 reservations 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.

**C. Unreserved – Undesignated Fund Balance**

The District's unreserved undesignated fund balance was in excess of the New York State Real Property Tax Law §1318 limit, which restricts it to an amount not greater than 4% of the District's budget for the upcoming fiscal year. The District is in the process of formulating a plan to reduce the undesignated fund balance to within the permissible limit.

**D. Over Expenditure of Certain Appropriations**

Certain general fund appropriations were over expended. These were in the following appropriation categories of the budget: central administration, occupational education, community services and operating transfers out. The general fund budget in total was not over expended.

**E. School Lunch Fund Deficit**

The school lunch fund shows an unreserved deficit fund balance of \$43,316. The Administration continues to review all costs associated with the lunch program. Additionally, the District is considering increasing both the interfund transfer from the general fund, as well as increasing the price per meal for both students and faculty for the goal of eliminating the deficit.

**4. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS**

The District's investment policies are governed by state statutes and District policy. Resources must be deposited in Federal Deposit Insurance Corporation (FDIC) insured commercial banks or trust companies located within the state. Permissible investments include obligations of the U.S. Treasury and U.S. 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 New York State and its municipalities. Investments are stated at fair value.

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. GASB directs that deposits be disclosed as exposed to custodial credit risk if they are not covered by depository insurance and the deposits are as follows:

- A. Uncollateralized,
- B. Collateralized by securities held by the pledging financial institution, or
- C. Collateralized by securities held by the pledging financial institution's trust department or agent but not in the District's name.

None of the District's aggregate bank balances, not covered by depository insurance, were exposed to custodial credit risk as described above at year-end.

The District did not have any investments at year-end or during the year. Consequently, the District was not exposed to any material interest rate risk or foreign currency risk.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

**Investment pool:**

The District participates in a multi-municipal cooperative investment pool agreement pursuant to New York State General Municipal Law Article 5-G, §119-O, whereby it holds a portion of the investments in cooperation with other participants. The investments are highly liquid and are considered to be cash equivalents.

Total investments of the cooperative as of year-end are \$732,283,569, which consisted of \$216,674,214 in repurchase agreements, \$209,082,762 in U.S. Treasury Securities, \$6,526,593 in U.S. Government Guaranteed Securities, \$100,000,000 in collateralized bank deposits, and \$200,000,000 in FDIC guaranteed NOW accounts, with various interest rate and due dates.

The following amounts are included as unrestricted and restricted cash:

Fund	Carrying Amount
General Fund	\$ 1,291,236
Special Aid Fund	155,673
	\$ 1,446,909

The above amounts represent the cost of the investment pool shares, and are considered to approximate market value. The investment pool is categorically exempt from the New York State collateral requirements. Additional information concerning the cooperative is presented in the annual report of New York Class – Board of Cooperative Educational Services Putnam/Northern Westchester, 200 BOCES Drive, Yorktown Heights, New York 10596-4399.

**5. PARTICIPATION IN BOCES**

During the year ended June 30, 2009, the District was billed \$386,369 for BOCES administrative and program costs. The District's share of BOCES aid amounted to \$55,881. Financial statements for the BOCES are available from the BOCES administrative offices at 201 Sunrise Highway, Patchogue, New York 11772.

**6. DUE FROM OTHER GOVERNMENTS**

Due from other governments at June 30, 2009 consisted of:

General Fund	
New York State aid - excess cost aid	\$ 27,801
BOCES aid	24,564
Town of Shelter Island	1,219
	53,584
Special Aid Fund	
State and federal grants	110,175
School Lunch Fund	
State and federal food service program reimbursements	4,065
Capital Projects Fund	
New York State EXCEL aid	87,960
	\$ 255,784

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

**7. CAPITAL ASSETS**

Capital asset balances and activity for the year ended June 30, 2009 were as follows:

	<u>Balance</u> <u>June 30, 2008</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>June 30, 2009</u>
<b>Governmental activities</b>				
Capital assets not being depreciated				
Land	\$ 25,200	\$	\$	\$ 25,200
Construction in progress	<u>200,146</u>		<u>(200,146)</u>	<u>-</u>
Total capital assets not being depreciated	<u>225,346</u>	<u>-</u>	<u>(200,146)</u>	<u>25,200</u>
Capital assets being depreciated				
Buildings and improvements	7,308,578	203,067		7,511,645
Site improvements	51,032	86,692		137,724
Furniture and equipment	<u>879,941</u>	<u>84,782</u>	<u>(107,632)</u>	<u>857,091</u>
Total capital assets being depreciated	<u>8,239,551</u>	<u>374,541</u>	<u>(107,632)</u>	<u>8,506,460</u>
Less accumulated depreciation for:				
Buildings and improvements	3,521,667	124,570		3,646,237
Site improvements	47,622	23,083		70,705
Furniture and equipment	<u>492,074</u>	<u>151,450</u>	<u>(107,632)</u>	<u>535,892</u>
Total accumulated depreciation	<u>4,061,363</u>	<u>299,103</u>	<u>(107,632)</u>	<u>4,252,834</u>
Total capital assets, being depreciated, net	<u>4,178,188</u>	<u>75,438</u>	<u>-</u>	<u>4,253,626</u>
Capital assets, net	<u>\$ 4,403,534</u>	<u>\$ 75,438</u>	<u>\$ (200,146)</u>	<u>\$ 4,278,826</u>

Depreciation expense was charged to governmental functions as follows:

General support	\$ 29,910
Instruction	<u>269,193</u>
Total depreciation expense	<u>\$ 299,103</u>

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

**8. INTERFUND TRANSACTIONS**

Interfund balances and activities at June 30, 2009, are as follows:

	Interfund			
	Receivable	Payable	Transfers In	Transfers Out
General Fund	\$ 230,760	\$ 1,609,936	\$ 44,904	\$ 1,735,517
Special Aid Fund		96,778	6,517	
School Lunch Fund		25,000	40,000	
Debt Service Fund				7,216
Capital Projects Fund	1,609,936		1,689,000	37,688
Fiduciary Fund	200	109,182		
<b>Total</b>	<b>\$ 1,840,896</b>	<b>\$ 1,840,896</b>	<b>\$ 1,780,421</b>	<b>\$ 1,780,421</b>

The District typically transfers from the general fund to the special aid, school lunch and capital projects funds in accordance with the general fund budget. The \$7,216 transfer from the debt service fund to the general fund represents the District's utilization of available resources. The transfers from the general fund in the amount of \$1,735,517 were as follows: the \$6,517 to the special aid fund represents the general fund's portion of summer handicapped expenditures, the \$40,000 represents the amount budgeted to support the school lunch program, and the \$1,689,000 transfer to the capital projects fund was approved by the voters and the Board to fund various capital projects.

**9. SHORT-TERM DEBT**

Transactions in short-term debt for the year are summarized below:

	Maturity	Interest Rate	Balance June 30, 2008	Issued	Redeemed	Balance June 30, 2009
TAN	6/25/2009	2.45%	\$	\$ 1,800,000	\$ (1,800,000)	\$

Interest on short-term debt for the year was \$26,337.

**10. LONG-TERM LIABILITIES**

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

	Balance June 30, 2008	Additions	Reductions	Balance June 30, 2009	Amounts Due Within One Year
Long-term debt:					
Bonds payable	\$ 600,000	\$	\$ (200,000)	\$ 400,000	\$ 200,000
Installment purchase debt	180,439		(94,801)	85,638	70,003
Other long-term liabilities:					
Compensated absences	461,460	86,973		548,433	
Workers' compensation	27,822	19,313	(5,537)	41,598	
	<b>\$ 1,269,721</b>	<b>\$ 106,286</b>	<b>\$ (300,338)</b>	<b>\$ 1,075,669</b>	<b>\$ 270,003</b>

The general fund has typically been used to liquidate other long-term liabilities.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

Bonds payable are comprised of the following:

Description	Issue Date	Final Maturity	Interest Rate	Outstanding at June 30, 2009
Serial bonds - construction	1991	2011	6.20%	<u>\$ 400,000</u>

The following is a summary of debt service requirements:

Fiscal Year Ending June 30,	Principal	Interest	Total
2010	\$ 200,000	\$ 18,600	\$ 218,600
2011	<u>200,000</u>	<u>6,200</u>	<u>206,200</u>
Total	<u>\$ 400,000</u>	<u>\$ 24,800</u>	<u>\$ 424,800</u>

Installment purchase debt is comprised of the following:

Description	Issue Date	Final Maturity	Interest Rate	Outstanding at June 30, 2009
Computers	9/25/06	9/25/09	6.04%	\$ 10,097
Computers	9/10/07	10/10/10	6.94%	<u>75,541</u>
				<u>\$ 85,638</u>

The following is a summary of installment purchase debt requirements:

Fiscal Year Ending June 30,	Principal	Interest	Total
2010	\$ 70,003	\$ 3,462	\$ 73,465
2011	<u>15,635</u>	<u>181</u>	<u>15,816</u>
Total	<u>\$ 85,638</u>	<u>\$ 3,643</u>	<u>\$ 89,281</u>

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

Interest paid	\$ 40,261
Less interest accrued in the prior year	(1,550)
Plus interest accrued in the current year	<u>517</u>
Total interest expense on long-term debt	<u>\$ 39,228</u>

**11. PENSION PLANS**

**A. General Information**

The District participates in the New York State Teachers' Retirement System (NYSTRS) and the New York State and Local Employees' Retirement System (NYSERS). 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.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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**B. Provisions and Administration**

Teachers' Retirement System

The NYSTRS is administered by the New York State Teachers' Retirement Board. The System provides 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 NYSTRS issues a publicly available financial report that contains financial statements and required supplementary information for the System. The report may be obtained by writing to the New York State Teachers' Retirement System, 10 Corporate Woods Drive, Albany, NY 12211-2395.

Employees' Retirement System

The NYSERS provides retirement benefits as well as death and disability benefits. Obligations of employers and employees to contribute and benefits to employees are governed by the New York State Retirement and Social Security Law. The System issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the New York State and Local Employees' Retirement System, Gov. Alfred E. Smith State Office Building, Albany, NY 12244.

**C. Funding Policies**

The Systems are noncontributory for the employee except for those who joined the Systems after July 27, 1976 with less than ten years of credited service, who contribute 3% of their salary. For the NYSERS, the Comptroller shall certify annually the rates expressed as proportions of members' payroll annually, which shall be used in computing the contributions required to be made by employers to the pension accumulation fund. Pursuant to Article 11 of the Education Law, rates are established annually for NYSTRS by the New York State Teachers' Retirement Board.

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

<u>Year</u>	<u>NYSTRS</u>	<u>NYSERS</u>
2009	\$ 288,689	\$ 54,883
2008	310,625	79,461
2007	290,711	64,064

**12. POSTEMPLOYMENT BENEFITS**

The District provides post-employment health insurance coverage to retired employees in accordance with the provisions of various employment contracts.

The District recognizes the cost of providing health insurance annually as expenditures in the general fund of the fund financial statements as payments are made. Post-employment benefits paid during the year aggregated \$338,638 for 27 former employees.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

**13. RISK MANAGEMENT**

**A. General Information**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; injuries to employees; errors and omissions; and natural disasters. These risks are covered by a combination of self-insurance reserves and commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded available reserves and commercial insurance coverage for the past three years.

**B. Public Entity Risk Pool - Risk Retained**

The District participates in a risk pool, the East End Workers' Compensation Consortium (EEWCC), to insure workers' compensation claims. This public entity risk pool was created under Article 5 of Workers' Compensation Law, to evaluate, process, administer, and pay workers' compensation claims. The District retains the risk of loss.

The District pays an annual assessment to the pool for its workers' compensation claims coverage and related expenses. The EEWCC has obtained an excess compensation insurance policy to buffer the effect that a single large claim may have on the District's loss experience. The EEWCC established a non-discounted liability for both reported and unreported insured events, which includes estimates of both future payments or losses and related claim adjustment expenses. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of payouts, and other economic and social factors. However, because actual claim costs depend on complex factors, the process used in computing claims liabilities does not necessarily result in an exact amount. Such claims are based on the ultimate cost of claims (including future claim adjustment expenses) that have been reported but not settled, and claims that have been incurred but not reported.

The District's liability for incurred but unpaid claims and incurred but not reported claims at June 30, 2009, as processed by the EEWCC, is \$41,598. Claims activity is summarized as follows:

	2008	2009
Claims at beginning of year	\$ 38,738	\$ 27,822
Incurred claims and claim adjustment expenses	(5,453)	19,313
Claim payments and expenses	(5,463)	(5,537)
Claim liabilities at end of year	\$ 27,822	\$ 41,598

The EEWCC is holding \$317,623 of cash on account for the District to satisfy these liabilities at June 30, 2009.

The EEWCC has issued financial statements for the year ended June 30, 2009. Copies of these statements can be obtained from the District's administrative office.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
(Continued)

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**C. Public Entity Risk Pool – Risk Sharing**

The District participates in a public entity risk-sharing pool that provides a health benefit program for its employees through the East End Health Plan, a consortium of school districts from the east end of Long Island. The benefit program's administrator is responsible for the approval, processing and payment of claims. This is billed to the District at an established rate based on the number of participants. The District is responsible for contributions to cover their share of the benefits and administrative costs. The trust for the plan reports on a calendar year end. In the event the plan experiences a shortfall, a special assessment against participating districts may be imposed. The District is not aware of any additional assessments related to claims incurred through June 30, 2009.

**14. FUND BALANCES**

**Unreserved – Designated for Subsequent Year's Expenditures**

The amount of \$249,523 has been designated as the amount to be appropriated to reduce taxes for the year ending June 30, 2010.

**15. COMMITMENTS AND CONTINGENCIES**

**A. Grants**

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 audits, the District's administration believes disallowances, if any, will be immaterial.

**B. Litigation**

Within the course of operations, the District may become involved in lawsuits. Some of these lawsuits may seek damages, which may be in excess of the District's insurance coverage. However, at this time pending legal actions have a remote possibility of impacting the District's financial statements.

**C. Operating Leases**

The District leases various equipment under non-cancelable operating leases.

<u>Fiscal Year Ending June 30,</u>	<u>Amount</u>
2010	<u>\$ 6,896</u>



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual - General Fund**  
**For The Year Ended June 30, 2009**

	Original Budget	Final Budget	Actual	Final Budget Variance with Actual
<b>REVENUES</b>				
<b>Local Sources</b>				
Real property taxes	\$ 8,486,566	\$ 8,282,492	\$ 8,282,747	\$ 255
Other tax items		204,074	204,074	-
Charges for services	1,000	1,000	570	(430)
Use of money and property	60,000	60,000	24,231	(35,769)
Miscellaneous	44,000	59,713	57,271	(2,442)
<b>Total Local Sources</b>	<b>8,591,566</b>	<b>8,607,279</b>	<b>8,568,893</b>	<b>(38,386)</b>
<b>State Sources</b>	<b>683,352</b>	<b>683,352</b>	<b>705,693</b>	<b>22,341</b>
<b>Total Revenues</b>	<b>9,274,918</b>	<b>9,290,631</b>	<b>9,274,586</b>	<b>(16,045)</b>
<b>OTHER SOURCES</b>				
Operating transfers in	-		44,904	44,904
<b>Total Revenues and Other Sources</b>	<b>9,274,918</b>	<b>9,290,631</b>	<b>9,319,490</b>	<b>\$ 28,859</b>

**Note to Required Supplementary Information**

Budget Basis of Accounting

Budgets are adopted on the modified accrual basis of accounting consistent with accounting principles generally accepted in the United States of America.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual - General Fund (Continued)**  
For The Year Ended June 30, 2009

	Original Budget	Final Budget	Actual	Year End Encumbrances	Final Budget Variance with Actual & Encumbrances
<b>EXPENDITURES</b>					
<b>General Support</b>					
Board of education	\$ 34,670	\$ 31,130	\$ 27,791	\$ 184	\$ 3,155
Central administration	185,064	185,509	188,053	88	(2,632)
Finance	268,052	291,152	255,111	29,987	6,054
Staff	53,725	53,725	50,717		3,008
Central services	739,040	831,037	718,142	87,974	24,921
Special items	148,466	147,634	147,633		1
<b>Total General Support</b>	<b>1,429,017</b>	<b>1,540,187</b>	<b>1,387,447</b>	<b>118,233</b>	<b>34,507</b>
<b>Instruction</b>					
Instruction, administration & improvement	264,405	265,138	260,306	268	4,564
Teaching - regular school Programs for children with handicapping conditions	3,139,582	3,095,579	2,975,939	2,600	117,040
Occupational education	998,839	1,008,106	877,837	5,462	124,807
Teaching - special school	55,885	58,387	59,252		(865)
Instructional media	22,100	22,100	15,382		6,718
Pupil services	200,238	202,740	193,059	270	9,411
	625,484	650,836	620,960	5,963	23,913
<b>Total Instruction</b>	<b>5,306,533</b>	<b>5,302,886</b>	<b>5,002,735</b>	<b>14,563</b>	<b>285,588</b>
Pupil Transportation	506,220	417,300	362,960		54,340
Community Services	1,500	17,211	28,629		(11,418)
Employee Benefits	1,977,124	1,977,124	1,854,858		122,266
<b>Debt Service</b>					
Principal	294,801	294,801	294,801		-
Interest	85,260	66,660	66,598		62
<b>Total Debt Service</b>	<b>380,061</b>	<b>361,461</b>	<b>361,399</b>	<b>-</b>	<b>62</b>
<b>Total Expenditures</b>	<b>9,600,455</b>	<b>9,616,169</b>	<b>8,998,028</b>	<b>132,796</b>	<b>485,345</b>
<b>OTHER USES</b>					
Operating transfers out	45,000	1,734,000	1,735,517		(1,517)
<b>Total Expenditures and Other Uses</b>	<b>9,645,455</b>	<b>11,350,169</b>	<b>10,733,545</b>	<b>\$ 132,796</b>	<b>\$ 483,828</b>
Net Change in Fund Balances	(370,537)	(2,059,538)	(1,414,055)		
Fund Balances - Beginning of Year	370,537	2,059,538	3,147,536		
Fund Balances - End of Year	\$ -	\$ -	\$ 1,733,481		

**Note to Required Supplementary Information**

**Budget Basis of Accounting.**

Budgets are adopted on the modified accrual basis of accounting consistent with accounting principles generally accepted in the United States of America.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Schedules of Change from Adopted Budget to Final Budget**  
**And Use of Unreserved Fund Balance - General Fund**  
For The Year Ended June 30, 2009

**CHANGE FROM ADOPTED BUDGET TO FINAL BUDGET**

Adopted Budget	\$	9,499,918
Additions:		
Prior year's encumbrances		<u>145,537</u>
Original Budget		9,645,455
Budget revision		<u>1,704,714</u>
Final Budget	\$	<u><u>11,350,169</u></u>
Next year's budget is a voter-approved budget of	\$	<u><u>9,530,697</u></u>

**USE OF UNRESERVED FUND BALANCE**

Unreserved Fund Balance - As of the beginning of the year	\$	961,177
Less:		
Designated fund balance used for the levy of taxes - Adopted budget		<u>225,000</u>
Undesignated Fund Balance - As of the beginning of the year	\$	<u><u>736,177</u></u>



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Schedule of Certain Revenues and Expenditures**  
**Compared to ST-3 Data**  
For The Year Ended June 30, 2009

	Code	ST-3 Amount	Audited Amount
<b>REVENUES</b>			
Real Property Taxes	A -1001	\$ 8,282,747	\$ 8,282,747
Non-Property Taxes	AT-1199	-	-
State Aid	AT-3999	705,693	705,693
Federal Aid - Medicaid Reimbursements	AT-4999	-	-
Total Revenues	AT-5999	9,319,490	9,319,490
<b>EXPENDITURES</b>			
General Support	AT-1999	1,387,447	1,387,447
Pupil Transportation	AT-5599	362,960	362,960
Debt Service - Principal	AT-9798.6	294,801	294,801
Debt Service - Interest	AT-9798.7	66,598	66,598
Total Expenditures	AT-9999	10,733,545	10,733,545

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**Investment in Capital Assets, Net of Related Debt**  
For The Year Ended June 30, 2009

Capital assets, net	<u>\$ 4,278,826</u>
Deduct:	
Short-term portion of bonds payable	(200,000)
Long-term portion of bonds payable	(200,000)
Short-term portion of installment purchase debt payable	(70,003)
Long-term portion of installment purchase debt payable	<u>(15,635)</u>
	<u>(485,638)</u>
Investment in capital assets, net of related debt	<u><u>\$ 3,793,188</u></u>

**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 Board of Education  
Shelter Island Union Free School District  
Shelter Island, New York

We have audited the financial statements of the governmental activities, each major fund and the fiduciary funds of the Shelter Island Union Free School District, as of and for the year ended June 30, 2009, which collectively comprise the District's basic financial statements and have issued our report thereon dated November 4, 2009. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Shelter Island Union Free School District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Shelter Island Union Free School District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Shelter Island Union Free School District's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control. We consider the deficiency described in the accompanying Schedule of Findings and Responses as item 06-2 to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies, and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe that the significant deficiency described above is not a material weakness.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Shelter Island Union Free School District's financial statements are free of 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we have reported to the Board of Education, Audit Committee and management of the Shelter Island Union Free School District in a separate letter dated November 4, 2009.

This report is intended solely for the use and information of the Board of Education, Audit Committee and management of the Shelter Island Union Free School District, and is not intended to be and should not be used by anyone other than these specified parties.

*Coughlin Founotato Cullen Penowski, LLP*

November 4, 2009



**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
For the Year Ended June 30, 2009

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**FINANCIAL STATEMENTS FINDINGS**

**Significant Deficiencies**

06-2. Cash

*Condition:* Cash is received, deposited and entered into the District's books by the same individual.

*Criteria:* Internal controls should be in place that provide reasonable assurance that no one individual can receive, deposit and enter cash receipts into the District's books.

*Effect:* Because of lack of segregation of duties, cash could be diverted without the knowledge of management.

*Recommendation:* Procedures should be implemented requiring segregation of duties within the cash receipts, cash disbursement and cash reconciliation functions.

*Management's Response:* The District is in the process of segregating these duties.

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT**  
**CORRECTIVE ACTION PLAN**  
For the Year Ended June 30, 2009

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The District's corrective action plan for the year ended June 30, 2009, was not available at the time this report was issued. It will be available at a later date.

