

# NOVATO UNIFIED SCHOOL DISTRICT

AUDIT REPORT  
JUNE 30, 2017

San Diego

Los Angeles

San Francisco  
Bay Area

christy  white  
A PROFESSIONAL  
ACCOUNTANCY CORPORATION *associates*

**NOVATO UNIFIED SCHOOL DISTRICT  
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FOR THE YEAR ENDED JUNE 30, 2017**

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## **FINANCIAL SECTION**

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## INDEPENDENT AUDITORS' REPORT

Governing Board  
Novato Unified School District  
Novato, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Novato Unified School District, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Novato Unified School District's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

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

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

Christy White, CPA

Michael D. Ash, CPA

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Heather Daud Rubio

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*State Board of Accountancy*

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

### *Opinions*

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

### *Other Matters*

#### *Required Supplementary Information*

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

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Novato Unified School District's basic financial statements. The supplementary information listed in the table of contents, including the schedule of expenditures of Federal awards, which is required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

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

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2017 on our consideration of Novato Unified 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Novato Unified School District's internal control over financial reporting and compliance.

*Christy White Associates*

San Diego, California  
December 12, 2017

**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**INTRODUCTION**

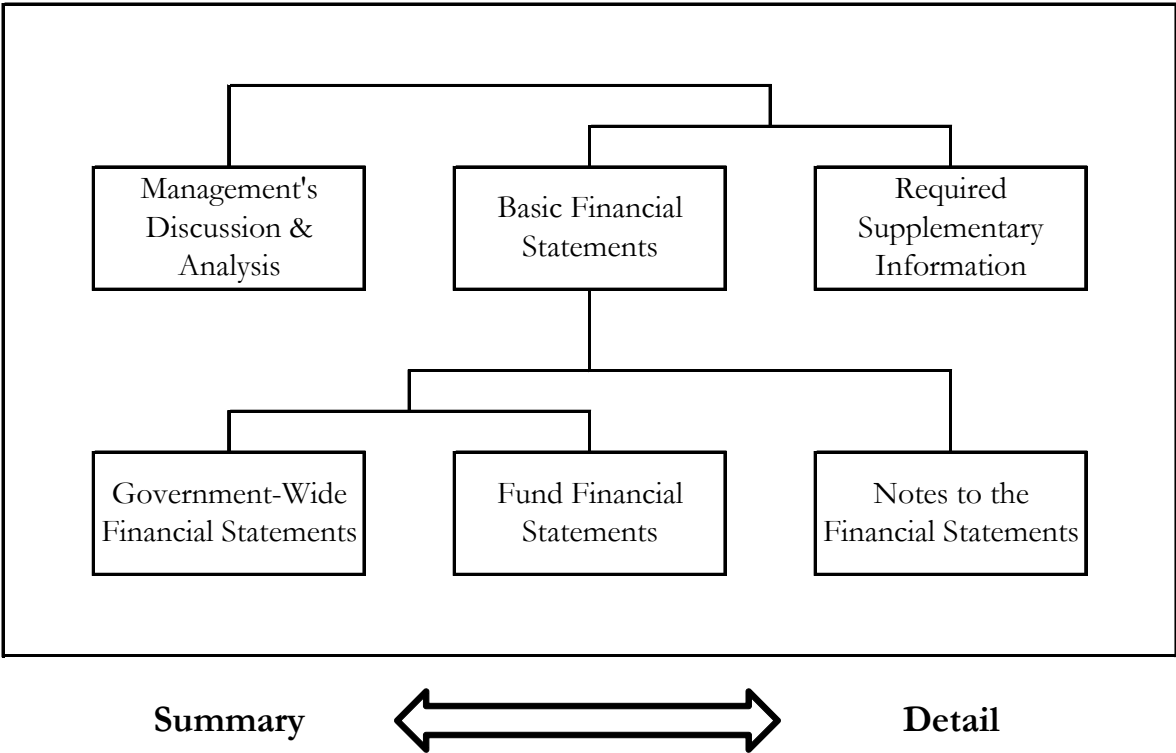
Our discussion and analysis of Novato Unified School District's (District) financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2017. It should be read in conjunction with the District's financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

- The District's combined net position was \$(12,868,240) at June 30, 2017. This was a decrease of \$(5,848,437) from the prior year.
  
- Overall the combined expenditures were \$104,109,012 which exceeded combined revenues of \$98,360,575.

**OVERVIEW OF FINANCIAL STATEMENTS**

**Components of the Financials Section**





**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

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This annual report consists of three parts – Management's Discussion and Analysis (this section), the basic financial statements, and required supplementary information. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives:

- ▶ **Government-wide financial statements**, which comprise the first two statements, provide both short-term and long-term information about the entity's overall financial position.
  
- ▶ **Fund financial statements** focus on reporting the individual parts of District operations in more detail. The fund financial statements comprise the remaining statements.
  - ▶ **Governmental Funds** provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.
  - ▶ **Proprietary Funds** report services for which the District charges customers a fee. Like the government-wide statements, they provide both long- and short-term financial information.
  - ▶ **Fiduciary Funds** report balances for which the District is a custodian or *trustee* of the funds, such as Associated Student Bodies and pension funds.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The basic financial statements are followed by a section of required and other supplementary information that further explain and support the financial statements.

### **Government-Wide Statements**

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of when cash is received or paid.

The two government-wide statements report the District's net position and how it has changed. Net position is one way to measure the District's financial health. Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the District include governmental activities. All of the District's basic services are included here, such as regular education, food service, maintenance and general administration. Local control formula funding and federal and state grants finance most of these activities.

**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

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**FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE**

**Net Position**

The District's combined net position was \$(12,868,240) at June 30, 2017, as reflected in the table below. Of this amount, \$(48,541,892) was unrestricted. Restricted net position is reported separately to show legal constraints from debt covenants and enabling legislation that limit the Governing Board's ability to use that net position for day-to-day operations.

	Governmental Activities			Business-Type Activities		
	2017	2016	Net Change	2017	2016	Net Change
<b>ASSETS</b>						
Current and other assets	\$ 85,302,178	\$ 34,128,570	\$ 51,173,608	\$ -	\$ 85,954	\$ (85,954)
Capital assets	105,300,321	110,663,239	(5,362,918)	-	-	-
<b>Total Assets</b>	<b>190,602,499</b>	<b>144,791,809</b>	<b>45,810,690</b>	<b>-</b>	<b>85,954</b>	<b>(85,954)</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>17,209,127</b>	<b>7,761,880</b>	<b>9,447,247</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LIABILITIES</b>						
Current liabilities	11,489,493	5,625,174	5,864,319	-	-	-
Long-term liabilities	206,520,077	147,245,059	59,275,018	-	-	-
<b>Total Liabilities</b>	<b>218,009,570</b>	<b>152,870,233</b>	<b>65,139,337</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>2,670,296</b>	<b>6,789,211</b>	<b>(4,118,915)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET POSITION</b>						
Net investment in capital assets	24,096,603	29,715,974	(5,619,371)	-	-	-
Restricted	11,577,049	8,384,120	3,192,929	-	-	-
Unrestricted	(48,541,892)	(45,205,851)	(3,336,041)	-	85,954	(85,954)
<b>Total Net Position</b>	<b>\$ (12,868,240)</b>	<b>\$ (7,105,757)</b>	<b>\$ (5,762,483)</b>	<b>\$ -</b>	<b>\$ 85,954</b>	<b>\$ (85,954)</b>

**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

**FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE (continued)**

**Changes in Net Position**

The results of this year's operations for the District as a whole are reported in the Statement of Activities. The table below takes the information from the Statement and rearranges it slightly, so you can see our total revenues, expenses, and special items for the year.

	Governmental Activities			Business-Type Activities		
	2017	2016	Net Change	2017	2016	Net Change
<b>REVENUES</b>						
Program revenues						
Charges for services	\$ 925,495	\$ 760,566	\$ 164,929	\$ -	\$ -	\$ -
Operating grants and contributions	15,080,083	15,460,056	(379,973)	-	-	-
General revenues						
Property taxes	46,890,479	42,713,898	4,176,581	-	-	-
Unrestricted federal and state aid	30,566,725	33,866,664	(3,299,939)	-	-	-
Other	4,896,702	1,406,371	3,490,331	1,091	(15,974)	17,065
<b>Total Revenues</b>	<b>98,359,484</b>	<b>94,207,555</b>	<b>4,151,929</b>	<b>1,091</b>	<b>(15,974)</b>	<b>17,065</b>
<b>EXPENSES</b>						
Instruction	56,938,222	49,922,611	7,015,611	-	-	-
Instruction-related services	11,924,535	9,450,079	2,474,456	-	-	-
Pupil services	8,805,999	7,642,173	1,163,826	-	-	-
General administration	5,762,180	5,676,874	85,306	-	-	-
Plant services	6,490,861	6,931,475	(440,614)	-	-	-
Ancillary and community services	893,315	578,745	314,570	-	-	-
Debt service	3,392,344	2,707,199	685,145	-	-	-
Other Outgo	1,644,327	1,241,285	403,042	-	-	-
Depreciation	8,257,229	7,822,766	434,463	-	-	-
<b>Total Expenses</b>	<b>104,109,012</b>	<b>91,973,207</b>	<b>12,135,805</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers & special items	(12,955)	-	(12,955)	(87,045)	-	(87,045)
<b>Change in net position</b>	<b>(5,762,483)</b>	<b>2,234,348</b>	<b>(7,996,831)</b>	<b>(85,954)</b>	<b>(15,974)</b>	<b>(69,980)</b>
<b>Net Position - Beginning, as restated*</b>	<b>(7,105,757)</b>	<b>(9,340,105)</b>	<b>2,234,348</b>	<b>85,954</b>	<b>101,928</b>	<b>(15,974)</b>
<b>Net Position - Ending</b>	<b>\$ (12,868,240)</b>	<b>\$ (7,105,757)</b>	<b>\$ (5,762,483)</b>	<b>\$ -</b>	<b>\$ 85,954</b>	<b>\$ (85,954)</b>

\*Beginning Net Position for Governmental Activities and Business-Type Activities was restated for the 2016 year only

The cost of all our governmental activities this year was \$104,109,012 (refer to the table above). The amount that our taxpayers ultimately financed for these activities through taxes was only \$46,890,479 because the cost was paid by other governments and organizations who subsidized certain programs with grants and contributions (\$15,080,083).

**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

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**FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE (continued)**

**Changes in Net Position (continued)**

In the table below we have presented the net cost of each of the District’s functions. Net cost shows the financial burden that was placed on the District’s taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

	<b>Net Cost of Services</b>	
	<b>2017</b>	<b>2016</b>
Instruction	\$ 47,914,018	\$ 40,095,904
Instruction-related services	10,298,713	7,847,735
Pupil services	5,056,722	4,106,643
General administration	5,447,432	5,378,099
Plant services	6,056,227	6,644,630
Ancillary and community services	643,640	371,701
Debt service	3,392,344	2,707,199
Transfers to other agencies	1,037,109	777,908
Depreciation	8,257,229	7,822,766
<b>Total Expenses</b>	<b>\$ 88,103,434</b>	<b>\$ 75,752,585</b>

**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

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**FINANCIAL ANALYSIS OF THE DISTRICT'S MAJOR FUNDS**

The financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed this year, its governmental funds reported a combined fund balance of \$80,202,638, which is more than last year's ending fund balance of \$29,460,340. The District's General Fund had \$279,135 less in operating revenues than expenditures for the year ended June 30, 2017 and the District's Building Fund had \$2,789,996 less in operating revenues than expenditures for the year ended June 30, 2017. The District's Building Fund also had other financing sources of \$51,000,000 from the passage of Election 2017 Series A and A-1 general obligation bonds for the year ended June 30, 2017.

**CURRENT YEAR BUDGET 2016-17**

During the fiscal year, budget revisions and appropriation transfers are presented to the Board for their approval on a monthly basis to reflect changes to both revenues and expenditures that become known during the year. In addition, the Board of Education approves financial projections included with the Adopted Budget, First Interim, and Second Interim financial reports. The Unaudited Actuals reflect the District's financial projections and current budget based on State and local financial information.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

By the end of 2016-17 the District had invested \$105,300,321 in capital assets, net of accumulated depreciation in the Governmental Activities. There were no capital assets related to Business-Type Activities for the year ended June 30, 2017.

	<b>Governmental Activities</b>		
	<b>2017</b>	<b>2016</b>	<b>Net Change</b>
<b>CAPITAL ASSETS</b>			
Land	\$ 8,431,737	\$ 8,431,737	\$ -
Construction in progress	1,982,049	650,848	1,331,201
Land improvements	33,464,353	33,464,353	-
Buildings & improvements	181,491,113	180,163,736	1,327,377
Furniture & equipment	9,165,525	8,929,792	235,733
Accumulated depreciation	(129,234,456)	(120,977,227)	(8,257,229)
<b>Total Capital Assets</b>	<b>\$105,300,321</b>	<b>\$110,663,239</b>	<b>\$ (5,362,918)</b>

**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

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**CAPITAL ASSET AND DEBT ADMINISTRATION (continued)**

**Long-Term Debt**

At year-end, the District had \$206,520,077 in long-term debt related to Governmental Activities, an increase of 46% from last year – as shown in the table below. There was no long-term debt related to Business-Type Activities for the year ended June 30, 2017. (More detailed information about the District's long-term liabilities is presented in footnotes to the financial statements.)

The increase in long-term debt is primarily related to the passage of Election 2017 Series A and A-1 general obligation bonds for the year ended June 30, 2017.

	<b>Governmental Activities</b>		
	<b>2017</b>	<b>2016</b>	<b>Net Change</b>
<b>LONG-TERM LIABILITIES</b>			
Total general obligation bonds	\$134,562,204	\$ 85,832,666	\$ 48,729,538
Claims payable	200,000	200,000	-
Early retirement incentive	-	100,000	(100,000)
Compensated absences	574,830	526,225	48,605
Net OPEB obligation	111,114	219	110,895
Net pension liability	75,834,205	60,585,951	15,248,254
Less: current portion of long-term debt	(4,762,276)	(5,628,359)	866,083
<b>Total Long-term Liabilities</b>	<b>\$206,520,077</b>	<b>\$141,616,702</b>	<b>\$ 64,903,375</b>

**NOVATO UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

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**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

At the time these financial statements were prepared and audited, the District was aware of several circumstances that could affect its future financial health.

Landmark legislation passed in Year 2013 reformed California school district finance by creating the Local Control Funding Formula (LCFF). The District continues to analyze the impact of the LCFF on funding for our program offerings and services. The LCFF is designed to provide a flexible funding mechanism that links student achievement to state funding levels. The LCFF provides a per pupil base grant amount, by grade span, that is augmented by supplemental funding for targeted student groups in low income brackets, those that are English language learners and foster youth. The State anticipates all school districts to reach the statewide targeted base funding levels by 2020-21 but the annual amount funded to meet the target is uncertain.

Factors related to LCFF that the District is monitoring include: (1) estimates of funding in the next budget year and beyond; (2) the Local Control and Accountability Plan (LCAP) that aims to link student accountability measurements to funding allocations; (3) ensuring the integrity of reporting student data through the California Longitudinal Pupil Achievement Data System (CALPADs); and, (4) meeting annual compliance and audit requirements.

State revenues are estimated to increase modestly in 2017-18 but there is uncertainty about the State's long-term economic growth. According to the Legislative Analyst's Office, there are concerns about a possible mild recession. In addition, purchasing power has not been restored to pre-2007/08 levels for most school districts as added funding is going to pay for increases in CalPERS and CalSTRS rates increases and rising health care costs.

The District participates in state employee pensions plans, PERS and STRS, and both are underfunded. The District's proportionate share of the liability is reported in the Statement of Net Position as of June 30, 2017. The amount of the liability is material to the financial position of the District. To address the underfunding issues, the pension plans continue to raise employer rates in future years and the increased costs are significant.

Enrollment can fluctuate due to factors such as population growth, competition from private, parochial, inter-district transfers in or out, economic conditions and housing values. Losses in enrollment will cause a school district to lose operating revenues without necessarily permitting the district to make adjustments in fixed operating costs.

All of these factors were considered in preparing the District's budget for the 2017-18 fiscal year.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Business Office at the Novato Unified School District, 1015 Seventh Street, Novato, CA, 94945.

NOVATO UNIFIED SCHOOL DISTRICT  
STATEMENT OF NET POSITION  
JUNE 30, 2017

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and investments	\$ 81,069,063	\$ 545	\$ 81,069,608
Accounts receivable	4,078,445	-	4,078,445
Internal balances	545	(545)	-
Inventory	59,035	-	59,035
Prepaid expenses	95,090	-	95,090
Capital assets, not depreciated	10,413,786	-	10,413,786
Capital assets, net of accumulated depreciation	94,886,535	-	94,886,535
<b>Total Assets</b>	<b>190,602,499</b>	<b>-</b>	<b>190,602,499</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows related to pensions	15,845,420	-	15,845,420
Deferred amount on refunding	1,363,707	-	1,363,707
<b>Total Deferred Outflows of Resources</b>	<b>17,209,127</b>	<b>-</b>	<b>17,209,127</b>
<b>LIABILITIES</b>			
Accrued liabilities	5,651,637	-	5,651,637
Unearned revenue	1,075,580	-	1,075,580
Long-term liabilities, current portion	4,762,276	-	4,762,276
Long-term liabilities, non-current portion	206,520,077	-	206,520,077
<b>Total Liabilities</b>	<b>218,009,570</b>	<b>-</b>	<b>218,009,570</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows related to pensions	2,670,296	-	2,670,296
<b>Total Deferred Inflows of Resources</b>	<b>2,670,296</b>	<b>-</b>	<b>2,670,296</b>
<b>NET POSITION</b>			
Net investment in capital assets	24,096,603	-	24,096,603
Restricted:			
Capital projects	1,264,966	-	1,264,966
Debt service	5,781,990	-	5,781,990
Educational programs	4,341,721	-	4,341,721
Food service	188,372	-	188,372
Unrestricted	(48,541,892)	-	(48,541,892)
<b>Total Net Position</b>	<b>\$ (12,868,240)</b>	<b>\$ -</b>	<b>\$ (12,868,240)</b>

The accompanying notes are an integral part of these financial statements.



**NOVATO UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2017**

Function/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities
<b>GOVERNMENTAL ACTIVITIES</b>					
Instruction	\$ 56,938,222	\$ 19,039	\$ 9,005,165	\$ (47,914,018)	
Instruction-related services					
Instructional supervision and administration	4,695,377	1,666	1,141,677	(3,552,034)	
Instructional library, media, and technology	1,249,167	4,221	256,570	(988,376)	
School site administration	5,979,991	220	221,468	(5,758,303)	
Pupil services					
Home-to-school transportation	2,153,257	-	5,113	(2,148,144)	
Food services	2,124,401	698,091	1,263,295	(163,015)	
All other pupil services	4,528,341	184,682	1,598,096	(2,745,563)	
General administration					
Centralized data processing	1,507,397	158	9,581	(1,497,658)	
All other general administration	4,254,783	324	304,685	(3,949,774)	
Plant services	6,490,861	3,197	431,437	(6,056,227)	
Ancillary services	893,315	4,048	245,627	(643,640)	
Interest on long-term debt	3,392,344	-	-	(3,392,344)	
Other Outgo	1,644,327	9,849	597,369	(1,037,109)	
Depreciation (unallocated)	8,257,229	-	-	(8,257,229)	
<b>Total Governmental Activities</b>	<b>\$ 104,109,012</b>	<b>\$ 925,495</b>	<b>\$ 15,080,083</b>	<b>(88,103,434)</b>	
General revenues					
Taxes and subventions					
Property taxes, levied for general purposes				34,914,210	34,914,210
Property taxes, levied for debt service				7,469,658	7,469,658
Property taxes, levied for other specific purposes				4,506,611	4,506,611
Federal and state aid not restricted for specific purposes				30,566,725	30,566,725
Interest and investment earnings				187,626	187,626
Interagency revenues				8,782	8,782
Miscellaneous				4,700,294	4,701,385
<b>Subtotal, General Revenue</b>				<b>82,353,906</b>	<b>82,354,997</b>
<b>Change in net position before transfers &amp; special items</b>				<b>(5,749,528)</b>	<b>(5,748,437)</b>
Internal transfers				(12,955)	(100,000)
<b>Total Transfers &amp; Special Items</b>				<b>(12,955)</b>	<b>(100,000)</b>
<b>CHANGE IN NET POSITION</b>				<b>(5,762,483)</b>	<b>(5,848,437)</b>
<b>Net Position - Beginning</b>				<b>(7,105,757)</b>	<b>(7,019,803)</b>
<b>Net Position - Ending</b>				<b>\$ (12,868,240)</b>	<b>\$ (12,868,240)</b>

The accompanying notes are an integral part of these financial statements.

NOVATO UNIFIED SCHOOL DISTRICT  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2017

	General Fund	Building Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and investments	\$ 17,845,404	\$ 51,799,190	\$ 11,033,201	\$ 80,677,795
Accounts receivable	3,822,947	33,465	222,033	4,078,445
Due from other funds	-	337,982	-	337,982
Stores inventory	30,358	-	28,677	59,035
Prepaid expenditures	95,090	-	-	95,090
<b>Total Assets</b>	<b>\$ 21,793,799</b>	<b>\$ 52,170,637</b>	<b>\$ 11,283,911</b>	<b>\$ 85,248,347</b>
<b>LIABILITIES</b>				
Accrued liabilities	\$ 3,294,289	\$ 175,858	\$ 62,545	\$ 3,532,692
Due to other funds	408,317	-	29,120	437,437
Unearned revenue	994,207	-	81,373	1,075,580
<b>Total Liabilities</b>	<b>4,696,813</b>	<b>175,858</b>	<b>173,038</b>	<b>5,045,709</b>
<b>FUND BALANCES</b>				
Nonspendable	125,648	-	28,677	154,325
Restricted	4,341,721	51,994,779	9,304,247	65,640,747
Committed	-	-	1,777,949	1,777,949
Assigned	10,039,316	-	-	10,039,316
Unassigned	2,590,301	-	-	2,590,301
<b>Total Fund Balances</b>	<b>17,096,986</b>	<b>51,994,779</b>	<b>11,110,873</b>	<b>80,202,638</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 21,793,799</b>	<b>\$ 52,170,637</b>	<b>\$ 11,283,911</b>	<b>\$ 85,248,347</b>

The accompanying notes are an integral part of these financial statements.

**NOVATO UNIFIED SCHOOL DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT**  
**OF NET POSITION**  
**JUNE 30, 2017**

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**Total Fund Balance - Governmental Funds** \$ 80,202,638

Amounts reported for assets and liabilities for governmental activities in the statement of net position are different from amounts reported in governmental funds because:

Capital assets:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation:

Capital assets	\$ 234,534,777	
Accumulated depreciation	(129,234,456)	105,300,321

Deferred amount on refunding:

In governmental funds, the net effect of refunding bonds is recognized when debt is issued, whereas this amount is deferred and amortized in the government-wide financial statements:

1,363,707

Unmatured interest on long-term debt:

In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unmaturing interest owing at the end of the period was:

(2,068,919)

Long-term liabilities:

In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Total general obligation bonds	\$ 134,562,204	
Claims payable	200,000	
Compensated absences	574,830	
Net OPEB obligation	111,114	
Net pension liability	75,834,205	(211,282,353)

Deferred outflows and inflows of resources relating to pensions:

In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.

Deferred outflows of resources related to pensions	\$ 15,845,420	
Deferred inflows of resources related to pensions	(2,670,296)	13,175,124

Internal service funds:

Internal service funds are used to conduct certain activities for which costs are charged to other funds on a full cost-recovery basis. Because internal service funds are presumed to operate for the benefit of governmental activities, assets, deferred outflows of resources, liabilities, and deferred inflows of resources of internal service funds are reported with governmental activities in the statement of net position. Net position for internal service funds is:

441,242

**Total Net Position - Governmental Activities** \$ (12,868,240)

The accompanying notes are an integral part of these financial statements.

**NOVATO UNIFIED SCHOOL DISTRICT  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2017**

	General Fund	Building Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>REVENUES</b>				
LCFF sources	\$ 62,091,360	\$ -	\$ 262,484	\$ 62,353,844
Federal sources	3,206,851	-	1,164,744	4,371,595
Other state sources	6,774,528	-	179,049	6,953,577
Other local sources	12,458,034	110,760	8,439,100	21,007,894
<b>Total Revenues</b>	<b>84,530,773</b>	<b>110,760</b>	<b>10,045,377</b>	<b>94,686,910</b>
<b>EXPENDITURES</b>				
Current				
Instruction	51,244,469	-	98,544	51,343,013
Instruction-related services				
Instructional supervision and administration	4,447,560	-	-	4,447,560
Instructional library, media, and technology	1,196,632	-	-	1,196,632
School site administration	5,590,149	-	-	5,590,149
Pupil services				
Home-to-school transportation	2,082,707	-	-	2,082,707
Food services	53,884	-	2,022,398	2,076,282
All other pupil services	4,201,076	-	70,731	4,271,807
General administration				
Centralized data processing	1,455,052	-	-	1,455,052
All other general administration	4,077,276	-	-	4,077,276
Plant services	7,555,273	6,129	11,699	7,573,101
Facilities acquisition and maintenance	602,746	2,694,627	129,288	3,426,661
Ancillary services	858,757	-	-	858,757
Transfers to other agencies	1,444,327	-	-	1,444,327
Debt service				
Principal	-	-	4,365,000	4,365,000
Interest and other	-	200,000	3,595,069	3,795,069
<b>Total Expenditures</b>	<b>84,809,908</b>	<b>2,900,756</b>	<b>10,292,729</b>	<b>98,003,393</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(279,135)</b>	<b>(2,789,996)</b>	<b>(247,352)</b>	<b>(3,316,483)</b>
<b>Other Financing Sources (Uses)</b>				
Transfers in	-	395,629	125,123	520,752
Other sources	-	51,000,000	3,071,736	54,071,736
Transfers out	(533,440)	-	(267)	(533,707)
<b>Net Financing Sources (Uses)</b>	<b>(533,440)</b>	<b>51,395,629</b>	<b>3,196,592</b>	<b>54,058,781</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(812,575)</b>	<b>48,605,633</b>	<b>2,949,240</b>	<b>50,742,298</b>
<b>Fund Balance - Beginning</b>	<b>17,909,561</b>	<b>3,389,146</b>	<b>8,161,633</b>	<b>29,460,340</b>
<b>Fund Balance - Ending</b>	<b>\$ 17,096,986</b>	<b>\$ 51,994,779</b>	<b>\$ 11,110,873</b>	<b>\$ 80,202,638</b>

The accompanying notes are an integral part of these financial statements.

**NOVATO UNIFIED 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, 2017**

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**Net Change in Fund Balances - Governmental Funds** \$ 50,742,298

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:

Capital outlay:

In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

Expenditures for capital outlay:	\$ 2,894,311	
Depreciation expense:	<u>(8,257,229)</u>	(5,362,918)

Debt service:

In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:

4,365,000

Debt proceeds:

In governmental funds, proceeds from debt are recognized as Other Financing Sources. In the government-wide statements, proceeds from debt are reported as increases to liabilities. Amounts recognized in governmental funds as proceeds from debt, net of issue premium or discount, were:

(54,071,736)

Deferred amounts on refunding:

In governmental funds, deferred amounts on refunding are recognized in the period they are incurred. In the government-wide statements, the deferred amounts on refunding are amortized over the life of the debt. The net effect of the deferred amounts on refunding during the period was:

(132,548)

Unmatured interest on long-term debt:

In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period, was:

(641,925)

Compensated absences:

In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amount earned. The difference between compensated absences paid and compensated absences earned, was:

(48,605)

*(Continued on the following page)*

**NOVATO UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF  
ACTIVITIES, continued  
FOR THE YEAR ENDED JUNE 30, 2017**

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Other expenditures relating to prior periods:

Certain expenditures recognized in governmental funds relate to prior periods. Typical examples are payments on structured legal settlements or retirement incentives paid over time. These expenditures are recognized in the government-wide statement of activities in the period in which the obligations were first incurred, so they must not be recognized again in the current period. Expenditures relating to prior periods (describe below) were: 100,000

Postemployment benefits other than pensions (OPEB):

In governmental funds, OPEB costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This year, the difference between OPEB costs and actual employer contributions was: (110,895)

Pensions:

In governmental funds, pension costs are recognized when employer contributions are made, in the government-wide statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and employer contributions was: (1,549,544)

Amortization of debt issuance premium or discount:

In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount is amortized over the life of the debt. Amortization of premium or discount for the period is: 977,198

Internal Service Funds:

Internal service funds are used to conduct certain activities for which costs are charged to other funds on a full cost-recovery basis. Because internal service funds are presumed to benefit governmental activities, internal service activities are reported as governmental in the statement of activities. The net increase or decrease in internal service funds was: (28,808)

**Change in Net Position of Governmental Activities** \$ (5,762,483)

NOVATO UNIFIED SCHOOL DISTRICT  
 PROPRIETARY FUNDS  
 STATEMENT OF NET POSITION  
 JUNE 30, 2017

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	<u>Business-Type Activities</u>	<u>Governmental Activities</u>
	<u>General Education Preschool Fund</u>	<u>Internal Service Fund</u>
<b>ASSETS</b>		
Current assets		
Cash and investments	\$ 545	\$ 391,268
Due from other funds	-	100,000
Total current assets	<u>545</u>	<u>491,268</u>
<b>Total Assets</b>	<u>545</u>	<u>491,268</u>
<b>LIABILITIES</b>		
Current liabilities		
Accrued liabilities	-	50,026
Due to other funds	545	-
Total current liabilities	<u>545</u>	<u>50,026</u>
Non-current liabilities	-	200,000
<b>Total Liabilities</b>	<u>545</u>	<u>250,026</u>
<b>NET POSITION</b>		
Restricted	-	241,242
<b>Total Net Position</b>	<u>\$ -</u>	<u>\$ 241,242</u>

NOVATO UNIFIED SCHOOL DISTRICT  
 PROPRIETARY FUNDS  
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
 FOR THE YEAR ENDED JUNE 30, 2017

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	Business-Type Activities	Governmental Activities
	General Education Preschool Fund	Internal Service Fund
<b>OPERATING REVENUE</b>		
Other local revenues	\$ 687	\$ -
<b>Total operating revenues</b>	<u>687</u>	<u>-</u>
<b>OPERATING EXPENSE</b>		
Salaries and benefits	-	726
Professional services	-	130,199
<b>Total operating expenses</b>	<u>-</u>	<u>130,925</u>
<b>Operating income/(loss)</b>	<u>687</u>	<u>(130,925)</u>
<b>NON-OPERATING REVENUES/(EXPENSES)</b>		
Interest income	404	2,117
Transfers in	-	100,000
Transfers out	(87,045)	-
<b>Total non-operating revenues/(expenses)</b>	<u>(86,641)</u>	<u>102,117</u>
<b>CHANGE IN NET POSITION</b>	(85,954)	(28,808)
Net Position - Beginning	85,954	270,050
Net Position - Ending	<u>\$ -</u>	<u>\$ 241,242</u>



**NOVATO UNIFIED SCHOOL DISTRICT  
 PROPRIETARY FUNDS  
 STATEMENT OF CASH FLOWS  
 FOR THE YEAR ENDED JUNE 30, 2017**

	<u>Business-Type Activities</u>	<u>Governmental Activities</u>
	<u>General Education Preschool Fund</u>	<u>Internal Service Fund</u>
<b>Cash flows from operating activities</b>		
Cash received from user charges	\$ 687	\$ -
Cash received (paid) from assessments made to (from) other funds	-	(100,000)
Cash payments for payroll, insurance, and operating costs	-	(89,502)
Net cash provided by (used for) operating activities	<u>687</u>	<u>(189,502)</u>
<b>Cash flows from non-capital financing activities</b>		
Interfund transfers in (out)	<u>(87,045)</u>	<u>100,000</u>
Net cash provided by (used for) non-capital financing activities	<u>(87,045)</u>	<u>100,000</u>
<b>Cash flows from investing activities</b>		
Interest received	<u>404</u>	<u>2,117</u>
Net cash provided by (used for) investing activities	<u>404</u>	<u>2,117</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>(85,954)</u>	<u>(87,385)</u>
<b>CASH AND CASH EQUIVALENTS</b>		
Beginning of year	<u>85,954</u>	<u>478,653</u>
End of year	<u>\$ -</u>	<u>\$ 391,268</u>
<b>Reconciliation of operating income (loss) to cash provided by (used for) operating activities</b>		
Operating income (loss)	\$ 687	\$ (130,925)
Changes in assets and liabilities:		
(Increase) decrease in due from other funds	-	(100,000)
Increase (decrease) in accounts payable	-	41,423
Net cash provided by (used for) operating activities	<u>\$ 687</u>	<u>\$ (189,502)</u>

NOVATO UNIFIED SCHOOL DISTRICT  
 FIDUCIARY FUNDS  
 STATEMENT OF NET POSITION  
 JUNE 30, 2017

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	Agency Funds		
	Payroll Revolving Fund	Novato Public Access TV Fund	Student Body Fund
<b>ASSETS</b>			
Cash and investments	\$ 127,375	\$ 15,449	\$ 270,839
<b>Total Assets</b>	<b>\$ 127,375</b>	<b>\$ 15,449</b>	<b>\$ 270,839</b>
<b>LIABILITIES</b>			
Accrued liabilities	\$ 127,375	\$ 15,449	\$ -
Due to student groups	-	-	270,839
<b>Total Liabilities</b>	<b>\$ 127,375</b>	<b>\$ 15,449</b>	<b>\$ 270,839</b>

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Novato Unified School District District (the “District”) accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

The District operates under a locally elected Board form of government and provides educational services to grades K-12 as mandated by the state. A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments and agencies that are not legally separate from the District. For the District, this includes general operations, food service, and student-related activities.

B. Component Units

Component units are legally separate organizations for which the District is financially accountable. Component units may also include organizations that are fiscally dependent on the District in that the District approves their budget, the issuance of their debt or the levying of their taxes. In addition, component units are other legally separate organizations for which the District is not financially accountable but the nature and significance of the organization’s relationship with the District is such that exclusion would cause the District’s financial statements to be misleading or incomplete. The District has no such component units.

C. Basis of Presentation

**Government-Wide Statements.** The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenue, and other non-exchange transactions.

The statement of activities presents a comparison between direct expenses and program revenue 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 expense allocations that have been made in the funds have been reserved for the statement of activities. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting of operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment is self-financing or draws from the general revenues of the District.

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

**Fund Financial Statements.** The fund financial statements provide information about the District's funds, including its proprietary and fiduciary funds. Separate statements for each fund category – governmental, proprietary and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Governmental funds are used to account for activities that are governmental in nature. Governmental activities are typically tax-supported and include education of pupils, operation of food service and child development programs, construction and maintenance of school facilities, and repayment of long-term debt.

Proprietary funds are used to account for activities that are more business-like than government-like in nature. Business-type activities include those for which a fee is charged to external users or to other organizational units of the District, normally on a full cost-recovery basis. Proprietary funds are generally intended to be self-supporting.

Fiduciary funds are used to account for assets held by the District in a trustee or agency capacity for others that cannot be used to support the District's own programs.

Major Governmental Funds

**General Fund:** The General Fund is the main operating fund of the District. It is used to account for all activities except those that are required to be accounted for in another fund. In keeping with the minimum number of funds principle, all of the District's activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. A District may have only one General Fund.

**Building Fund:** This fund exists primarily to account separately for proceeds from the sale of bonds (*Education Code Section 15146*) and may not be used for any purposes other than those for which the bonds were issued. Other authorized revenues to the Building Fund are proceeds from the sale or lease-with-option-to-purchase of real property (*Education Code Section 17462*) and revenue from rentals and leases of real property specifically authorized for deposit into the fund by the governing board (*Education Code Section 41003*).

Non-Major Governmental Funds

**Special Revenue Funds:** Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The District maintains the following special revenue funds:

**Adult Education Fund:** This fund is used to account separately for federal, state, and local revenues for adult education programs. Money in this fund shall be expended for adult education purposes only. Moneys received for programs other than adult education shall not be expended for adult education (*Education Code Sections 52616[b]* and *52501.5[a]*).

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Non-Major Governmental Funds (continued)

**Special Revenue Funds (continued)**

**Child Development Fund:** This fund is used to account separately for federal, state, and local revenues to operate child development programs. All moneys received by the District for, or from the operation of, child development services covered under the Child Care and Development Services Act (*Education Code Section 8200 et seq.*) shall be deposited into this fund. The moneys may be used only for expenditures for the operation of child development programs. The costs incurred in the maintenance and operation of child development services shall be paid from this fund, with accounting to reflect specific funding sources (*Education Code Section 8328*).

**Cafeteria Special Revenue Fund:** This fund is used to account separately for federal, state, and local resources to operate the food service program (*Education Code Sections 38090–38093*). The Cafeteria Special Revenue Fund shall be used only for those expenditures authorized by the governing board as necessary for the operation of the District's food service program (*Education Code Sections 38091 and 38100*).

**Deferred Maintenance Fund:** This fund is used to account separately for state apportionments and the District's contributions for deferred maintenance purposes (*Education Code Sections 17582–17587*). In addition, whenever the state funds provided pursuant to *Education Code Sections 17584 and 17585* (apportionments from the State Allocation Board) are insufficient to fully match the local funds deposited in this fund, the governing board of a school district may transfer the excess local funds deposited in this fund to any other expenditure classifications in other funds of the District (*Education Code Sections 17582 and 17583*).

**Capital Project Funds:** Capital project funds are established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**Capital Facilities Fund:** This fund is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (*Education Code Sections 17620–17626*). The authority for these levies may be county/city ordinances (*Government Code Sections 65970–65981*) or private agreements between the District and the developer. Interest earned in the Capital Facilities Fund is restricted to that fund (*Government Code Section 66006*).

**County School Facilities Fund:** This fund is established pursuant to *Education Code Section 17070.43* to receive apportionments from the 1998 State School Facilities Fund (Proposition 1A), the 2002 State School Facilities Fund (Proposition 47), or the 2004 State School Facilities Fund (Proposition 55) authorized by the State Allocation Board for new school facility construction, modernization projects, and facility hardship grants, as provided in the Leroy F. Greene School Facilities Act of 1998 (*Education Code Section 17070 et seq.*).

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Non-Major Governmental Funds (continued)

**Capital Project Funds (continued)**

**Special Reserve Fund for Capital Outlay Projects:** This fund exists primarily to provide for the accumulation of General Fund moneys for capital outlay purposes (*Education Code Section 42840*).

**Debt Service Funds:** Debt service funds are established to account for the accumulation of resources for and the payment of principal and interest on general long-term debt.

**Bond Interest and Redemption Fund:** This fund is used for the repayment of bonds issued for the District (*Education Code Sections 15125–15262*). The board of supervisors of the county issues the bonds. The proceeds from the sale of the bonds are deposited in the county treasury to the Building Fund of the District. Any premiums or accrued interest received from the sale of the bonds must be deposited in the Bond Interest and Redemption Fund of the District. The county auditor maintains control over the District's Bond Interest and Redemption Fund. The principal and interest on the bonds must be paid by the county treasurer from taxes levied by the county auditor-controller.

**Debt Service Fund:** This fund is used for the accumulation of resources for and the retirement of principal and interest on general long-term debt.

Proprietary Funds

**Enterprise Funds:** Enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services.

**General Education Preschool Fund:** This fund accounts for the before and after school childcare program funded by parent fees.

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Proprietary Funds (continued)

**Internal Service Funds:** Internal service funds are created principally to render services to other organizational units of the District on a cost-reimbursement basis. These funds are designed to be self-supporting with the intent of full recovery of costs, including some measure of the cost of capital assets, through user fees and charges.

**Self-Insurance Fund:** Self-insurance funds are used to separate moneys received for self-insurance activities from other operating funds of the District. Separate funds may be established for each type of self-insurance activity, such as workers' compensation, health and welfare, and deductible property loss (*Education Code Section 17566*).

Fiduciary Funds

**Trust and Agency Funds:** Trust and agency funds are used to account for assets held in a trustee or agent capacity for others that cannot be used to support the District's own programs. The key distinction between trust and agency funds is that trust funds are subject to a trust agreement that affects the degree of management involvement and the length of time that the resources are held.

**Payroll Revolving Fund:** This fund exists to account for assets held by the District in a trustee capacity for other governmental agencies.

**Novato Public Access TV Fund:** This fund exists to account for activities of the non-profit organization.

**Student Body Fund:** The Student Body Fund is an agency fund and, therefore, consists only of accounts such as cash and balancing liability accounts, such as due to student groups. The student body itself maintains its own general fund, which accounts for the transactions of that entity in raising and expending money to promote the general welfare, morale, and educational experiences of the student body (*Education Code Sections 48930–48938*).

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

**Government-Wide, Proprietary, and Fiduciary Financial Statements**

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus. The government-wide, proprietary, and fiduciary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Net Position equals assets and deferred outflows of resources minus liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. The net position should be reported as restricted when constraints placed on its use 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. The net position restricted for other activities results from special revenue funds and the restrictions on their use.

Proprietary funds distinguish operating revenues and expenses from non operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the internal service fund are charges to other funds for self insurance costs. Operating expenses for internal service funds include the costs of insurance premiums and claims related to self-insurance.

**Governmental Funds**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Governmental funds use the modified accrual basis of accounting.

**Revenues – Exchange and Non-Exchange Transactions**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Generally, "available" means collectible within the current period or within 60 days after year-end. However, to achieve comparability of reporting among California school districts and so as not to distort normal revenue patterns, with specific respect to reimbursement grants and corrections to State-aid apportionments, the California Department of Education has defined available for school districts as collectible within one year.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from the grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied.



NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

**Revenues – Exchange and Non-Exchange Transactions, continued**

Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

**Unearned Revenue**

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

Certain grants received that have not met eligibility requirements are recorded as unearned revenue. On the governmental fund financial statements, receivables that will not be collected within the available period are also recorded as unearned revenue.

**Expenses/Expenditures**

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

E. **Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position**

**Cash and Cash Equivalents**

The District's cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include cash with county treasury balances for purposes of the statement of cash flows.

**Investments**

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost. Fair values of investments in county and State investment pools are determined by the program sponsor.

NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS,  
 JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)

**Inventories**

Inventories are recorded using the purchases method in that the cost is recorded as an expenditure at the time the individual inventory items are requisitioned. Inventories are valued at historical cost and consist of expendable supplies held for consumption.

**Capital Assets**

The accounting and reporting treatment applied to the capital assets associated with a fund is determined by its measurement focus. Capital assets are reported in the governmental activities column of the government-wide statement of net position, but are not reported in the fund financial statements.

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their acquisition value as of the date received. The District maintains a capitalization threshold of \$10,000. The District does not own any infrastructure as defined in GASB Statement No. 34. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized. All reported capital assets, except for land and construction in progress, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following estimated useful lives:

Asset Class	Examples	Estimated Useful Life
Site improvements	Paving, flagpoles, retaining walls, sidewalks, fencing	20
School buildings	N/A	50
Portable classrooms	N/A	25
HVAC systems	Heating, ventilation, and air conditioning systems	20
Roofing	N/A	20
Interior construction	N/A	25
Carpet replacement	N/A	7
Electrical/plumbing	N/A	30
Sprinkler/fire system	Fire suppression system	25
Outdoor equipment	Playground, radio towers, fuel tanks, Pumps	20
Machinery and tools	Shop and maintenance equipment, tools	15
Kitchen equipment	Appliances	15
Custodial equipment	Floor scrubbers, vacuums, other	15
Science and engineering	Lab equipment, scientific apparatus	10
Furniture and accessories	Classroom and other furniture	20
Business machines	Fax, duplicating and printing equipment	10
Copiers	N/A	5
Communication equipment	Mobile, portable radios, non-computerized	10
Computer hardware	PCs, printers, network hardware	5

NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS,  
 JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)

Capital Assets (continued)

Asset Class	Examples	Estimated Useful Life
Computer software	Instructional, other short-term	5 to 10
Computer software	Administrative long-term	10 to 20
Audio visual equipment	Projectors, cameras (still and digital)	10
Athletic equipment	Gymnastics, football, weight machines, wrestling mats	10
Musical instruments	Pianos, strings, brass, percussion	10
Library books	Collections	5 to 7
Licensed vehicles	Buses, other on-road vehicles	8 to 10
Contractors equipment	Front-end loaders, large tractors, mobile air compressor	10
Grounds equipment	Mowers, tractors, attachments	15

**Compensated Absences**

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide financial statements. For governmental funds, the current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignations and retirements that occur prior to year-end that have not yet been paid with expendable available financial resource. These amounts are recorded in the fund from which the employees who have accumulated leave are paid.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken because such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

**Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities, and long-term obligations are reported in the government-wide and proprietary fund financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds.

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)

**Premiums and Discounts**

In the government-wide and proprietary fund financial statements, long-term obligations are reported as liabilities in the applicable governmental activities or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight line method.

**Deferred Outflows/Deferred Inflows of Resources**

In addition to assets, the District will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the District will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

**Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the defined benefit pension plans (the Plans) of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)

**Fund Balance**

Fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

*Nonspendable* - The nonspendable fund balance classification reflects amounts that are not in spendable form. Examples include inventory, prepaid items, the long-term portion of loans receivable, and nonfinancial assets held for resale. This classification also reflects amounts that are in spendable form but that are legally or contractually required to remain intact, such as the principal of a permanent endowment.

*Restricted* - The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

*Committed* - The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the Governing Board. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period. The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements. In contrast to restricted fund balance, committed fund balance may be redirected by the government to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed, that is, by the same formal action of the Governing Board.

*Assigned* - The assigned fund balance classification reflects amounts that the government *intends* to be used for specific purposes. Assignments may be established either by the Governing Board or by a designee of the governing body, and are subject to neither the restricted nor committed levels of constraint. In contrast to the constraints giving rise to committed fund balance, constraints giving rise to assigned fund balance are not required to be imposed, modified, or removed by formal action of the Governing Board. The action does not require the same level of formality and may be delegated to another body or official. Additionally, the assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.

*Unassigned* - In the General Fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes. However, deficits in any fund, including the General Fund that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after non-operating revenues/expenses in proprietary funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements. Interfund transfers are eliminated in the governmental activities columns of the statement of activities.

G. Estimates

The preparation of the 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 amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

H. Budgetary Data

The budgetary process is prescribed by provisions of the California Education Code and requires the governing board to hold a public hearing and adopt an operating budget no later than July 1 of each year. The District governing board satisfied these requirements. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts after all budget amendments have been accounted for. For purposes of the budget, on-behalf payments have not been included as revenue and expenditures as required under generally accepted accounting principles.

I. Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County Auditor-Controller bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS,  
 JUNE 30, 2017

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

J. New Accounting Pronouncements

**GASB Statement No. 75** – In June 2015, GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This standard’s primary objective is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions. The Statement is effective for periods beginning after June 15, 2017. The District has not yet determined the impact on the financial statements.

**GASB Statement No. 80** – In January 2016, GASB issued Statement No. 80, *Blending Requirements for Certain Component Units – an Amendment of GASB Statement No. 14*. This standard’s primary objective is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. The Statement is effective for periods beginning after June 15, 2016. The District has implemented GASB Statement No. 80 for the year ended June 30, 2017.

**GASB Statement No. 82** – In March 2016, GASB issued Statement No. 82, *Pension Issues – an Amendment of GASB Statements No. 67, No. 68, and No. 73*. This standard’s primary objective is to address issues regarding the presentation of payroll-related measures in required supplementary information, the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and the classification of payments made by employers to satisfy employee (plan member) contribution requirements. The majority of this Statement is effective for periods beginning after June 15, 2016. The District has implemented GASB Statement No. 82 for the year ended June 30, 2017.

NOTE 2 – CASH AND INVESTMENTS

A. Summary of Cash and Investments

	Total				
	Governmental Funds	Internal Service Funds	Governmental Activities	Business-Type Activities	Fiduciary Funds
Investment in county treasury	\$ 80,658,958	\$ 391,268	\$ 81,050,226	\$ 545	\$ 413,663
Cash on hand and in banks	18,637	-	18,637	-	-
Cash in revolving fund	200	-	200	-	-
<b>Total cash and investments</b>	<b>\$ 80,677,795</b>	<b>\$ 391,268</b>	<b>\$ 81,069,063</b>	<b>\$ 545</b>	<b>\$ 413,663</b>

B. Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the state; U.S. Treasury instruments; registered state warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; collateralized mortgage obligations; and the County Investment Pool.

NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS,  
 JUNE 30, 2017

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NOTE 2 – CASH AND INVESTMENTS (continued)

**B. Policies and Practices**

**Investment in County Treasury** – The District maintains substantially all of its cash in the County Treasury in accordance with *Education Code Section 41001*. The Marin County Treasurer’s pooled investments are managed by the County Treasurer who reports on a monthly basis to the board of supervisors. In addition, the function of the County Treasury Oversight Committee is to review and monitor the County’s investment policy. The committee membership includes the Treasurer and Tax Collector, the Auditor-Controller, Chief Administrative Officer, Superintendent of Schools Representative, and a public member. The fair value of the District’s investment in the pool is based upon the District’s pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**C. General Authorizations**

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table below identifies the investment types permitted by California Government Code.

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U. S. Treasury Obligations	5 years	None	None
U. S. Agency Securities	5 years	None	None
Banker’s Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None



NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 2 – CASH AND INVESTMENTS (continued)

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains a pooled investment with the County Treasury with a fair value of approximately \$81,422,553 and an amortized book value of \$81,464,434. The average weighted maturity for this pool is 231 days.

E. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the County Treasury are not required to be rated. As of June 30, 2017, the pooled investments in the County Treasury were not rated.

F. Custodial Credit Risk – Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2017, the District's bank balance was not exposed to custodial credit risk.

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 2 – CASH AND INVESTMENTS (continued)

G. Fair Value

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Marin County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements at June 30, 2017 were as follows:

	<b>Uncategorized</b>
Investment in county treasury	<u>\$ 81,422,553</u>
<b>Total fair market value of investments</b>	<b><u>\$ 81,422,553</u></b>

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

**NOTE 3 – ACCOUNTS RECEIVABLE**

Accounts receivable at June 30, 2017 consisted of the following:

	General Fund	Building Fund	Non-Major Governmental Funds	Total Governmental Activities
Federal Government				
Categorical aid	\$ 1,748,452	\$ -	\$ 193,603	\$ 1,942,055
State Government				
Categorical aid	174,345	-	13,882	188,227
Lottery	333,328	-	-	333,328
Local Government				
Other local sources	1,566,822	33,465	14,548	1,614,835
<b>Total</b>	<b>\$ 3,822,947</b>	<b>\$ 33,465</b>	<b>\$ 222,033</b>	<b>\$ 4,078,445</b>

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2017 was as follows:

	Balance July 01, 2016	Additions	Deletions	Balance June 30, 2017
<b>Governmental Activities</b>				
Capital assets not being depreciated				
Land	\$ 8,431,737	\$ -	\$ -	\$ 8,431,737
Construction in progress	650,848	1,815,384	484,183	1,982,049
Total Capital Assets not Being Depreciated	9,082,585	1,815,384	484,183	10,413,786
Capital assets being depreciated				
Land improvements	33,464,353		-	33,464,353
Buildings & improvements	180,163,736	1,327,377	-	181,491,113
Furniture & equipment	8,929,792	235,733	-	9,165,525
Total Capital Assets Being Depreciated	222,557,881	1,563,110	-	224,120,991
Less Accumulated Depreciation				
Land improvements	22,395,867	777,348	-	23,173,215
Buildings & improvements	93,338,735	6,733,138	-	100,071,873
Furniture & equipment	5,242,625	746,743	-	5,989,368
Total Accumulated Depreciation	120,977,227	8,257,229	-	129,234,456
<b>Governmental Activities</b>				
<b>Capital Assets, net</b>	<b>\$ 110,663,239</b>	<b>\$ (4,878,735)</b>	<b>\$ 484,183</b>	<b>\$ 105,300,321</b>

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 5 – INTERFUND TRANSACTIONS**

**A. Interfund Receivables/Payables (Due From/Due To)**

Individual interfund receivable and payable balances at June 30, 2017 were as follows:

	Due From Other Funds		
	Building Fund	Internal Service Fund	Total
<b>Due To Other Funds</b>			
General Fund	\$ 308,317	\$ 100,000	\$ 408,317
Non-Major Governmental Funds	29,120	-	29,120
General Education Preschool Fund	545	-	545
<b>Total Due From Other Funds</b>	<b>\$ 337,982</b>	<b>\$ 100,000</b>	<b>\$ 437,982</b>

Due from General Fund to Building Fund for RDA facility fund transfer	\$ 308,317
Due from General Fund to Internal Service Fund for annual contribution for insurance claims	100,000
Due from County School Facilities Fund to Building Fund to close out Fund 35	267
Due from Special Reserve Fund for Capital Outlay Projects to Building Fund to correct allocation of expenditures	28,853
Due from General Education Preschool Fund to Building Fund for correction of expenditures	545
<b>Total</b>	<b>\$ 437,982</b>

**B. Operating Transfers**

Interfund transfers for the year ended June 30, 2017 consisted of the following:

	Interfund Transfers In			
	Building Fund	Non-Major Governmental Funds	Internal Service Fund	Total
<b>Interfund Transfers Out</b>				
General Fund	\$ 308,317	\$ 125,123	\$ 100,000	\$ 533,440
Non-Major Governmental Funds	267	-	-	267
General Education Preschool Fund	87,045	-	-	87,045
<b>Total Interfund Transfers</b>	<b>\$ 395,629</b>	<b>\$ 125,123</b>	<b>\$ 100,000</b>	<b>\$ 620,752</b>

Transfer from the General Fund to the Cafeteria Fund for deficit cash	\$ 125,123
Transfer from the General Fund to the Building Fund for RDA facility fund transfer	308,317
Transfer from the General Fund to the Internal Service Fund for annual contribution for insurance claims	100,000
Transfer from the County School Facilities Fund to the Building Fund to close out Fund 35	267
Transfer from the General Education Preschool Fund to the Building Fund for project costs related to early intervention program	87,045
<b>Total</b>	<b>\$ 620,752</b>

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

**NOTE 6 – ACCRUED LIABILITIES**

Accrued liabilities at June 30, 2017 consisted of the following:

	General Fund	Building Fund	Non-Major		District-Wide	Total	
			Governmental Funds	Internal Service Funds		Governmental Activities	Total Fiduciary
Payroll	\$ 406,703	\$ -	\$ 14,427	\$ -	\$ -	\$ 421,130	\$ -
Construction	-	175,858	-	-	-	175,858	-
Vendors payable	2,887,586	-	48,118	50,026	-	2,985,730	142,824
Unmatured interest	-	-	-	-	2,068,919	2,068,919	-
<b>Total</b>	<b>\$ 3,294,289</b>	<b>\$ 175,858</b>	<b>\$ 62,545</b>	<b>\$ 50,026</b>	<b>\$ 2,068,919</b>	<b>\$ 5,651,637</b>	<b>\$ 142,824</b>

**NOTE 7 – UNEARNED REVENUE**

Unearned revenue at June 30, 2017 consisted of the following:

	Non-Major		Total	
	General Fund	Governmental Funds	Governmental Activities	
Federal sources	\$ 54,165	\$ -	\$ 54,165	
State categorical sources	940,042	81,373	1,021,415	
<b>Total</b>	<b>\$ 994,207</b>	<b>\$ 81,373</b>	<b>\$ 1,075,580</b>	

**NOTE 8 – LONG-TERM DEBT**

A schedule of changes in long-term debt for the year ended June 30, 2017 consisted of the following:

	Balance			Balance	
	July 01, 2016	Additions	Deductions	June 30, 2017	Balance Due In One Year
<b>Governmental Activities</b>					
General obligation bonds	\$ 74,660,000	\$ 51,000,000	\$ 4,365,000	\$ 121,295,000	\$ 3,660,000
Unamortized premium	11,172,666	3,071,736	977,198	13,267,204	1,102,276
Total general obligation bonds	85,832,666	54,071,736	5,342,198	134,562,204	4,762,276
Claims payable	200,000	-	-	200,000	-
Early retirement incentive	100,000	-	100,000	-	-
Compensated absences	526,225	48,605	-	574,830	-
Net OPEB obligation	219	110,895	-	111,114	-
Net pension liability	60,585,951	15,248,254	-	75,834,205	-
<b>Total</b>	<b>\$ 147,245,061</b>	<b>\$ 69,479,490</b>	<b>\$ 5,442,198</b>	<b>\$ 211,282,353</b>	<b>\$ 4,762,276</b>

Payments for general obligation bonds are made in the Bond Interest and Redemption Fund.

Payments for early retirement incentive are made in the General Fund.

Payments for compensated absences are typically liquidated in the General Fund and the Non-Major Governmental Funds.

Payments for claims liability are made from the Internal Service Fund.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 8 – LONG-TERM DEBT (continued)**

**A. Compensated Absences**

Total unpaid employee compensated absences as of June 30, 2017 amounted to \$574,830. This amount is included as part of long-term liabilities in the government-wide financial statements.

**B. General Obligation Bonds**

The bonds were authorized at a special election held on November 6, 2001, at which time 55% of the voters voting on the proposition voted to authorize the issuance and sale of not to exceed \$107,000,000 principal amount of general obligation bonds of the District to finance the repair and renovation of existing schools and to make improvements to school sites and buildings.

On September 23, 2014, the District advance refunded the remaining outstanding balances of the General Obligation Bonds, Election of 2001, Series 2005 and a portion of the outstanding balances of Series 2006 in the total amount of \$60,310,000. The advance refunding resulted in a legal defeasance of the previously issued bonds. An irrevocable trust was established with funds sufficient to fund payments on the bonds until the redemption date. The redemption date for Series 2005 is August 1 and the redemption date for Series 2006 is August 1, 2016. The difference between the debt service of the original bonds and the refunding bonds is \$11,151,887 and an economic gain (difference between the present values of the old and new debt) of \$9,173,593. Because the transaction qualifies as a legal defeasance the obligations for the defeased bonds have been removed from the District's financial statements.

The County of Marin, California, (the County), on behalf of the District issued (in the aggregate principal amount) \$40,200,000 of General Obligation Bonds designated as "Novato Unified School District General Obligation Bonds, Election of 2001, Series 2006" on July 14, 2006. The Series 2006 bonds were issued at a premium of \$1,885,746. As of June 30, 2017, the remaining principal balance was fully repaid.

The County of Marin, California, (the County), on behalf of the District issued (in the aggregate principal amount) \$24,290,000 of General Obligation Bonds designated as "Novato Unified School District 2011 General Obligation Refunding Bonds" on September 22, 2011. The 2011 bonds were issued at a premium of \$3,118,323. As of June 30, 2017, the unamortized premium was \$1,907,482. The purpose of these bonds were to provide funds to refund all of the remaining outstanding Novato Unified School District General Obligation Bonds, Election of 2001, Series 2002 and to pay costs of issuance of the Bonds. As of June 30, 2017, the outstanding principal balance was \$19,605,000.

The County of Marin, California, (the County), on behalf of the District issued (in the aggregate principal amount) \$53,630,000 of General Obligation Bonds designated as "Novato Unified School District 2014 General Obligation Refunding Bonds" on September 23, 2014. The 2014 bonds were issued at a premium of \$10,263,805. As of June 30, 2017, the unamortized premium was \$8,351,118. The purpose of these bonds were to provide funds to refund all of the remaining outstanding Novato Unified School District General Obligation Bonds, Election of 2001, Series 2005 and Series 2006 and to pay costs of issuance of the Bonds. As of June 30, 2017, the outstanding principal balance was \$50,960,000.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 8 – LONG-TERM DEBT (continued)**

**B. General Obligation Bonds (continued)**

On March 16, 2017, the District issued \$47,000,000 of General Obligation Bonds, 2016 Election, 2017 Series A and \$4,000,000 of General Obligation Bonds, 2016 Election, 2017 Series A-1, which were authorized at an election held in the District on November 8, 2016. The bonds were issued at a premium of \$2,712,509 for Series A and \$359,227 for Series A-1. As of June 30, 2017, the unamortized premiums were \$2,680,213 and \$328,390, respectively. The net proceeds of the Bonds will be used to finance certain capital improvements for the District which includes upgrading classrooms, science labs, libraries and facilities to meet current academic/safety standards, providing dedicated space for science, math, engineering, arts and music instruction and improving student access to modern instructional technology. As of June 30, 2017, the outstanding principal balance of was \$47,000,000 for Series A and \$4,000,000 for Series A-1.

The outstanding general obligation bonded debt of the Novato Unified School District, as of June 30, 2017, is as follows:

Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds			Bonds
					Outstanding July 01, 2016	Additions	Deductions	Outstanding June 30, 2017
2006	7/14/2006	8/1/2026	4.0% - 5.0%	\$ 40,200,000	\$ 1,615,000	\$ -	\$ 1,615,000	\$ -
2011	9/22/2011	8/1/2026	2.0% - 5.0%	24,290,000	20,665,000	-	1,060,000	19,605,000
2014	9/23/2014	8/1/2029	2.0% - 5.0%	53,630,000	52,380,000	-	1,690,000	50,690,000
2017 Series A	3/16/2017	8/1/2041	3.25%-5.00%	47,000,000	-	47,000,000	-	47,000,000
2017 Series A-1	3/16/2017	8/1/2020	5.0%	4,000,000	-	4,000,000	-	4,000,000
					<u>\$ 74,660,000</u>	<u>\$ 51,000,000</u>	<u>\$ 4,365,000</u>	<u>\$ 121,295,000</u>

The following table summarizes the annual debt service requirements of the District for the bonds:

Year Ended June 30,	Principal	Interest	Total
2018	\$ 3,660,000	\$ 3,992,410	\$ 7,652,410
2019	10,735,000	5,323,100	16,058,100
2020	10,225,000	4,819,231	15,044,231
2021	8,080,000	4,331,481	12,411,481
2022	6,155,000	3,951,481	10,106,481
2023 - 2027	39,535,000	14,583,856	54,118,856
2028 - 2032	17,355,000	6,616,530	23,971,530
2033 - 2037	10,550,000	4,105,076	14,655,076
2038 - 2042	15,000,000	1,962,826	16,962,826
Total	<u>\$ 121,295,000</u>	<u>\$ 49,685,991</u>	<u>\$ 170,980,991</u>

**C. Claims Payable**

As of June 30, 2017, a claims liability of \$200,000 has been accrued in the accompanying government-wide and fund financial statements. The District's liability for claims payable is based on claims reserves established by the claims administrators and actuarial studies. The claims liability includes an allowance for incurred, but not reported losses.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

**NOTE 8 – LONG-TERM DEBT (continued)**

**D. Net Pension Liability**

The District’s beginning net pension liability was \$60,585,951 and increased by \$15,248,254 during the year ended June 30, 2017. The ending net pension liability at June 30, 2017 was \$75,834,205. See Note 11 for additional information regarding the net pension liability.

**NOTE 9 – FUND BALANCES**

Fund balances were composed of the following elements at June 30, 2017:

	<b>General Fund</b>	<b>Building Fund</b>	<b>Non-Major Governmental Funds</b>	<b>Total Governmental Funds</b>
Non-spendable				
Revolving cash	\$ 200	\$ -	\$ -	\$ 200
Stores inventory	30,358	-	28,677	59,035
Prepaid expenditures	95,090	-	-	95,090
Total non-spendable	125,648	-	28,677	154,325
Restricted				
Educational programs	4,341,721	-	-	4,341,721
Capital projects	-	51,994,779	1,264,966	53,259,745
Debt service	-	-	7,850,909	7,850,909
Food service	-	-	188,372	188,372
Total restricted	4,341,721	51,994,779	9,304,247	65,640,747
Committed				
Adult education	-	-	295,927	295,927
Deferred maintenance	-	-	1,482,022	1,482,022
Total committed	-	-	1,777,949	1,777,949
Assigned				
Special reserve for other than capital outlay	2,004,862	-	-	2,004,862
LCFF GAP/declining enrollment	3,611,944	-	-	3,611,944
Reserve STRS/PERS increases	3,647,510	-	-	3,647,510
School bus replacement	150,000	-	-	150,000
School bus radios	55,000	-	-	55,000
Teacher devices/refresh	130,000	-	-	130,000
School site carryover	440,000	-	-	440,000
Total assigned	10,039,316	-	-	10,039,316
Unassigned				
Reserve for economic uncertainties	2,590,301	-	-	2,590,301
Total unassigned	2,590,301	-	-	2,590,301
<b>Total</b>	<b>\$ 17,096,986</b>	<b>\$ 51,994,779</b>	<b>\$ 11,110,873</b>	<b>\$ 80,202,638</b>

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The District’s Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than 3 percent of General Fund expenditures and other financing uses.



NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 10 –POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

A. Plan Description and Contribution Information

The District's health care plan (Plan) is a single-employer defined benefit healthcare plan administered by the District. The Plan provides health benefits to eligible retirees based on agreements entered into with the Novato Federation of Teachers/CFT/AFT and the local California Service Employees Association (CSEA). The District provides medical, dental and vision benefits to retirees and their covered eligible dependents. The District pays a portion of the medical costs for eligible retirees only. Retirees must pay the entire cost for dental, vision, and dependent medical benefits. All active employees who retire directly from the District and meet the eligibility criteria may participate.

Membership of the plan consisted of the following:

Retirees and beneficiaries receiving benefits	41
Active plan members	692
Total*	<u>733</u>
Number of participating employers	1

\*As of March 1, 2017 actuarial study

B. Funding Policy

The contribution requirement of plan members and the District are established under a funding policy approved by the District's Board, and may be amended by the District from time to time. The District's funding policy is to contribute an amount sufficient to pay the current year's retiree claim costs and plan expenses. For the year ended June 30, 2017, the District contributed \$64,776 to the plan, including current claim costs and plan expenses. No prefunding of benefits has been made

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**C. Annual OPEB Cost and Net OPEB Obligation**

The District’s annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities (UAAL) (or funding excess) over a period not to exceed thirty years. The following table shows the components of the District’s annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the District’s net OPEB obligation to the Plan:

Annual required contribution	\$ 175,671
Interest on net OPEB obligation	10
Adjustment to annual required contribution	(10)
Annual OPEB cost (expense)	<u>175,671</u>
Contributions made	<u>(64,776)</u>
Increase (decrease) in net OPEB obligation	110,895
Net OPEB obligation, beginning of the year	219
Net OPEB obligation, end of the year	<u>\$ 111,114</u>

The annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for the year ended June 30, 2017 and the preceding two years were as follows:

<u>Year Ended June 30,</u>	<u>Annual OPEB Cost</u>	<u>Percentage Contributed</u>	<u>Net OPEB Obligation (Asset)</u>
2017	\$ 175,671	37%	\$ 111,114
2016	\$ 175,677	51%	\$ 219
2015	\$ 175,235	50%	\$ (85,537)

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**D. Funded Status and Funding Progress**

The funded status of the plan as of the most recent actuarial evaluation consists of the following:

Actuarial Valuation Date	Actuarial Valuation of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAAL as a Percentage of Covered Payroll
March 1, 2017	\$ -	\$ 1,413,359	\$ 1,413,359	0%	\$ 51,868,793	3%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

The schedule of funding progress, presented as required supplementary information following the notes to financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**E. Actuarial Methods and Assumptions**

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

Additional information as of the latest actuarial valuation follows:

Valuation Date	3/1/2017
Actuarial Cost Method	Normal cost method
Amortization Method	Level-percentage of payroll
Remaining Amortization Period	23
Asset Valuation	\$ -
Actuarial Assumptions:	
Investment rate of return	4.5%
Payroll Increase	2.8%
Health care trend rate	4.0%
Inflation rate	2.8%

**NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS,  
 JUNE 30, 2017**

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**NOTE 11 – PENSION PLANS**

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and classified employees are members of the California Public Employees' Retirement System (CalPERS). The District reported its proportionate share of the net pension liabilities, pension expense, deferred outflow of resources, and deferred inflow of resources for each of the above plans as follows:

	<b>Net pension liability</b>	<b>Deferred outflows related to pensions</b>	<b>Deferred inflows related to pensions</b>	<b>Pension expense</b>
STRS Pension	\$ 57,429,384	\$ 10,373,161	\$ 2,077,176	\$ 5,585,274
PERS Pension	18,404,821	5,472,259	593,120	2,433,593
<b>Total</b>	<b>\$ 75,834,205</b>	<b>\$ 15,845,420</b>	<b>\$ 2,670,296</b>	<b>\$ 8,018,867</b>

**California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The District contributes to the California State Teachers' Retirement System (CalSTRS); a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7919 Folsom Blvd., Sacramento, CA 95826.

**Benefits provided**

The CalSTRS defined benefit plan has two benefit formulas:

CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform service that could be creditable to CalSTRS

CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform service that could be creditable to CalSTRS

***CalSTRS 2% at 60***

CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to 2.4 percent at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2 percent to the age factor, known as the career factor. The maximum benefit with the career factor is 2.4 percent of final compensation.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 11 – PENSION PLANS (continued)**

**California State Teachers’ Retirement System (CalSTRS) (continued)**

**Benefits provided (continued)**

*CalSTRS 2% at 62*

CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4 percent at age 65 or older.

**Contributions**

Active plan CalSTRS 2% at 60 and 2% at 62 members are required to contribute 10.25% and 9.205% of their salary for fiscal year 2017, respectively, and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by CalSTRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2017 was 12.58% of annual payroll. The contribution requirements of the plan members are established by state statute. Contributions to the plan from the District were \$4,814,359 for the year ended June 30, 2017.

**On-Behalf Payments**

The District was the recipient of on-behalf payments made by the State of California to CalSTRS for K-12 education. These payments consist of state general fund contributions of approximately \$2,161,568 to CalSTRS.

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

At June 30, 2017, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	\$ 57,429,384
State's proportionate share of the net pension liability associated with the District	32,698,338
Total	<u>\$ 90,127,722</u>

The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2015, and rolling forward the total pension liability to June 30, 2016. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2016, the District’s proportion was 0.071 percent, which was an increase of .00013 percent from its proportion measured as of June 30, 2015.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 12 – PENSION PLANS (continued)**

**California State Teachers’ Retirement System (CalSTRS) (continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)**

For the year ended June 30, 2017, the District recognized pension expense of \$5,585,274. In addition, the District recognized pension expense and revenue of \$5,834,142 for support provided by the State. At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual earnings on plan investments	\$ 4,565,608	\$ -
Differences between expected and actual experience	-	1,400,925
Changes in proportion and differences between District contributions and proportionate share of contributions	993,194	676,251
District contributions subsequent to the measurement date	4,814,359	-
	<u>\$ 10,373,161</u>	<u>\$ 2,077,176</u>

The \$4,814,359 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2018	\$ 268,943	\$ 390,926
2019	268,943	390,926
2020	2,823,341	390,926
2021	1,881,729	390,926
2022	169,339	390,927
2023	146,507	122,545
	<u>\$ 5,558,802</u>	<u>\$ 2,077,176</u>

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 11 – PENSION PLANS (continued)**

**California State Teachers’ Retirement System (CalSTRS) (continued)**

**Actuarial assumptions**

The total pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2015, and rolling forward the total pension liability to June 30, 2016 using the following actuarial assumptions, applied to all periods included in the measurement:

Consumer Price Inflation	3.00%
Investment Yield*	7.60%
Wage Inflation	3.75%

\* Net of investment expenses, but gross of administrative expenses.

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are based on RP2000 series tables adjusted to fit CalSTRS experience.

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2006–June 30, 2010.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best-estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance - PCA) as an input to the process. Based on the model from CalSTRS consulting actuary’s (Milliman) investment practice, a best estimate range was determined by assuming the portfolio is re-balanced annually and that annual returns are lognormally distributed and independent from year to year to develop expected percentiles for the long-term distribution of annualized returns. The assumed asset allocation by PCA is based on board policy for target asset allocation in effect on February 2, 2012, the date the current experience study was approved by the board. Best estimates of 20-year geometric real rates of return and the assumed asset allocation for each major asset class for the year ended June 30, 2016 are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term* Expected Real Rate of Return</u>
Global Equity	47%	6.30%
Private Equity	13%	9.30%
Real Estate	13%	5.20%
Inflation Sensitive	4%	3.80%
Fixed Income	12%	0.30%
Absolute Return	9%	2.90%
Cash/Liquidity	2%	-1.00%
	<u>100%</u>	

\* 20-year geometric average

**NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS,  
 JUNE 30, 2017**

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**NOTE 11 – PENSION PLANS (continued)**

**California State Teachers’ Retirement System (CalSTRS) (continued)**

**Discount rate**

The discount rate used to measure the total pension liability was 7.60 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increases per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.60 percent) and assuming that contributions, benefit payments, and administrative expense occur midyear. Based on those assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the District’s proportionate share of the net pension liability to changes in the discount rate**

The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 7.60 percent, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.60 percent) or 1-percentage-point higher (8.60 percent) than the current rate:

	<b>1% Decrease (6.60%)</b>	<b>Current Discount Rate (7.60%)</b>	<b>1% Increase (8.60%)</b>
District's proportionate share of the net pension liability	\$ 82,653,836	\$ 57,429,384	\$ 36,479,421

**Pension plan fiduciary net position**

Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalSTRS financial report.



**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 11 – PENSION PLANS (continued)**

**California Public Employees' Retirement System (CalPERS)**

**Plan Description**

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS); a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95811.

**Benefits provided**

The benefits for the defined benefit plan are based on members' years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. Members become fully vested in their retirement benefits earned to date after five years of credited service.

**Contributions**

Active plan members who entered into the plan prior to January 1, 2013, are required to contribute 7.0% of their salary. The California Public Employees' Pension Reform Act (PEPRA) specifies that new members entering into the plan on or after January 1, 2013, shall pay the higher of fifty percent of normal costs or 6.0% of their salary. Additionally, for new members entering the plan on or after January 1, 2013, the employer is prohibited from paying any of the employee contribution to CalPERS unless the employer payment of the member's contribution is specified in an employment agreement or collective bargaining agreement that expires after January 1, 2013.

The District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2017 was 13.888% of annual payroll. Contributions to the plan from the District were \$1,654,964 for the year ended June 30, 2017.

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

At June 30, 2017, the District reported a liability of \$18,404,821 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2015, and rolling forward the total pension liability to June 30, 2016. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2016, the District's proportion was 0.093 percent, which was an increase of 0.00051 percent from its proportion measured as of June 30, 2015.

NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO FINANCIAL STATEMENTS,  
 JUNE 30, 2017

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NOTE 11 – PENSION PLANS (continued)

California Public Employees’ Retirement System (CalPERS) (continued)

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)**

For the year ended June 30, 2017, the District recognized pension expense of \$2,433,593. At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual earnings on plan investments	\$ 2,855,836	\$ -
Differences between expected and actual experience	791,584	-
Changes in assumptions	-	552,955
Changes in proportion and differences between District contributions and proportionate share of contributions	169,875	40,165
District contributions subsequent to the measurement date	1,654,964	-
	<u>\$ 5,472,259</u>	<u>\$ 593,120</u>

The \$1,654,964 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2018	\$ 852,156	\$ 312,168
2019	817,342	280,952
2020	1,402,449	-
2021	745,348	-
	<u>\$ 3,817,295</u>	<u>\$ 593,120</u>

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017

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NOTE 11 – PENSION PLANS (continued)

California Public Employees’ Retirement System (CalPERS) (continued)

**Actuarial assumptions**

The total pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2015, and rolling forward the total pension liability to June 30, 2016 using the following actuarial assumptions, applied to all periods included in the measurement:

Consumer Price Inflation	2.75%
Investment Yield*	7.65%
Wage Inflation	Varies by Entry Age and Service

\* Net of investment expenses, but gross of administrative expenses.

CalPERS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are derived using CalPERS’ membership data for all funds. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.

The actuarial assumptions used in the June 30, 2015, valuation were based on the results of an actuarial experience study for the period from 1997 to 2011.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, both short-term and long-term market return expectations as well as the expected pension fund cash flows were taken into account. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds’ asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 11 – PENSION PLANS (continued)**

**California Public Employees’ Retirement System (CalPERS) (continued)**

**Actuarial assumptions (continued)**

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Real Return Years 1-10*</u>	<u>Real Return Years 11+**</u>
Global Equity	51%	5.25%	5.71%
Global Debt Securities	20%	0.99%	2.43%
Inflation Assets	6%	0.45%	3.36%
Private Equity	10%	6.83%	6.95%
Real Estate	10%	4.50%	5.13%
Infrastructure and Forestland	2%	4.50%	5.09%
Liquidity	1%	-0.55%	-1.05%
	100%		

\* An expected inflation of 2.5% used for this period

\*\* An expected inflation of 3.0% used for this period

**Discount rate**

The discount rate used to measure the total pension liability was 7.65 percent. A projection of the expected benefit payments and contributions was performed to determine if assets would run out. The test revealed the assets would not run out. Therefore the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the Schools Pool. The results of the crossover testing for the Schools Pool are presented in a detailed report that can be obtained at CalPERS’ website.

**Sensitivity of the District’s proportionate share of the net pension liability to changes in the discount rate**

The following presents the District’s proportionate share of the net pension liability calculated using the discount rate of 7.65 percent, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.65 percent) or 1-percentage-point higher (8.65 percent) than the current rate:

	<u>1% Decrease (6.65%)</u>	<u>Current Discount Rate (7.65%)</u>	<u>1% Increase (8.65%)</u>
District's proportionate share of the net pension liability	\$ 27,460,095	\$ 18,404,821	\$ 10,864,523

**Pension plan fiduciary net position**

Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalPERS financial report.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 12 – COMMITMENTS AND CONTINGENCIES**

**A. Grants**

The District received financial assistance from federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2017.

**B. Litigation**

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2017.

**C. Construction Commitments**

As of June 30, 2017, the District had no commitments with respect to unfinished capital projects.

**NOTE 13 – PARTICIPATION IN JOINT POWERS AUTHORITIES**

The District participates in two joint ventures under joint powers authorities (JPAs), the Marin School Insurance Authority and Northern California Regional Excess Liability Fund (NorCal ReLiEF). The relationships between the District and the JPAs are such that the JPAs are not component units of the District for financial reporting purposes.

The JPAs have budgeting and financial reporting requirements independent of member units, and their financial statements are not presented in these financial statements. However, fund transactions between the JPAs and the District are included in these statements. The audited financial statements are generally available from the respective entities.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS,  
JUNE 30, 2017**

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**NOTE 14 - DEFERRED COMPENSATION PLAN**

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all District employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts are solely the property and rights of the District until paid or made available to the employee or their beneficiary, subject only to the claims of the District's general creditors. Participants' rights under the plan are equal to those of general creditors of the District in an amount equal to the fair market value of the deferred account for each participant.

The funds are currently on deposit in a financial institution with separate accounts established for each participating employee.

**NOTE 15 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

**Refunded Debt**

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, the District recognized deferred outflows of resources in the District-wide financial statements. The deferred outflow of resources pertains to the difference in the carrying value of the refunded debt and its reacquisition price (deferred amount on refunding). Previous financial reporting standards require this to be presented as part of the District's long-term debt. This deferred outflow of resources is recognized as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the new debt, whichever is shorter. At June 30, 2017, the deferred amount on refunding was \$1,363,707.

**NOTE 16 – SUBSEQUENT EVENT**

On October 4, 2017, the District issued 2017 General Obligation Refunding Bonds in the amount of \$11,445,000. The bonds were issued to refund its outstanding 2011 General Obligation Refunding Bonds maturing August 1, 2022 through August 1, 2026, and pay all legal, financial and contingent costs in connection with the issuance of the Bonds. The true interest cost (TIC) of the issuance was 1.59 percent, the interest rate is 5.0 percent, and the bonds mature through August 1, 2026.

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**REQUIRED SUPPLEMENTARY  
INFORMATION**

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**NOVATO UNIFIED SCHOOL DISTRICT  
GENERAL FUND – BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2017**

	Budgeted Amounts		Actual* (Budgetary Basis)	Variances - Final to Actual
	Original	Final		
<b>REVENUES</b>				
LCFF sources	\$ 61,993,178	\$ 62,014,843	\$ 62,091,360	\$ 76,517
Federal sources	3,199,040	3,276,936	3,206,851	(70,085)
Other state sources	6,049,181	7,244,993	6,774,528	(470,465)
Other local sources	9,927,804	12,067,432	12,453,258	385,826
<b>Total Revenues</b>	<b>81,169,203</b>	<b>84,604,204</b>	<b>84,525,997</b>	<b>(78,207)</b>
<b>EXPENDITURES</b>				
Certificated salaries	36,838,593	39,169,017	39,326,664	(157,647)
Classified salaries	11,879,246	12,757,986	12,542,127	215,859
Employee benefits	16,611,647	18,082,732	17,232,259	850,473
Books and supplies	1,947,529	3,791,666	2,396,414	1,395,252
Services and other operating expenditures	10,065,859	11,778,432	11,089,347	689,085
Capital outlay	235,400	919,881	778,770	141,111
Other outgo				
Excluding transfers of indirect costs	1,330,735	1,486,750	1,444,327	42,423
<b>Total Expenditures</b>	<b>78,909,009</b>	<b>87,986,464</b>	<b>84,809,908</b>	<b>3,176,556</b>
<b>Excess (Deficiency) of Revenues</b>				
<b>Over Expenditures</b>	<b>2,260,194</b>	<b>(3,382,260)</b>	<b>(283,911)</b>	<b>3,098,349</b>
<b>Other Financing Sources (Uses)</b>				
Transfers out	(135,000)	(1,135,000)	(1,533,440)	(398,440)
<b>Net Financing Sources (Uses)</b>	<b>(135,000)</b>	<b>(1,135,000)</b>	<b>(1,533,440)</b>	<b>(398,440)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>2,125,194</b>	<b>(4,517,260)</b>	<b>(1,817,351)</b>	<b>2,699,909</b>
<b>Fund Balance - Beginning</b>	<b>16,909,477</b>	<b>16,909,476</b>	<b>16,909,476</b>	<b>-</b>
<b>Fund Balance - Ending</b>	<b>\$ 19,034,671</b>	<b>\$ 12,392,216</b>	<b>\$ 15,092,125</b>	<b>\$ 2,699,909</b>

\* The actual amounts reported on this schedule do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance for the following reasons:

- Actual amounts reported in this schedule are for the General Fund only, and do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances because the amounts on that schedule include the financial activity of the Special Reserve Fund for Other than Capital Outlay Projects in accordance with the fund type definitions promulgated by GASB Statement No. 54.



**NOVATO UNIFIED SCHOOL DISTRICT  
SCHEDULE OF FUNDING PROGRESS  
FOR THE YEAR ENDED JUNE 30, 2017**

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<b>Actuarial Valuation Date</b>	<b>Actuarial Valuation of Assets</b>	<b>Actuarial Accrued Liability (AAL)</b>	<b>Unfunded AAL (UAAL)</b>	<b>Funded Ratio</b>	<b>Covered Payroll</b>	<b>UAAL as a Percentage of Covered Payroll</b>
March 1, 2017	\$ -	\$ 1,413,359	\$ 1,413,359	0%	\$ 51,868,793	3%
March 1, 2015	\$ -	\$ 1,503,161	\$ 1,503,161	0%	Not available	Not available
July 1, 2012	\$ -	\$ 802,100	\$ 802,100	0%	\$ 41,860,000	2%

See accompanying note to required supplementary information.

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**- CALSTRS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
District's proportion of the net pension liability	0.071%	0.070%	0.071%
District's proportionate share of the net pension liability	\$ 57,429,384	\$ 46,924,828	\$ 41,490,270
State's proportionate share of the net pension liability associated with the District	32,698,338	24,823,123	25,053,616
Total	<u>\$ 90,127,722</u>	<u>\$ 71,747,951</u>	<u>\$ 66,543,886</u>
District's covered payroll	\$ 38,255,933	\$ 34,009,336	\$ 31,797,321
District's proportionate share of the net pension liability as a percentage of its covered payroll	150.1%	138.0%	130.5%
Plan fiduciary net position as a percentage of the total pension liability	70.0%	74.0%	76.5%

See accompanying note to required supplementary information.

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**- CALPERS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

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	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
District's proportion of the net pension liability	0.093%	0.093%	0.091%
District's proportionate share of the net pension liability	\$ 18,404,821	\$ 13,661,123	\$ 10,296,658
District's covered payroll	\$ 9,921,958	\$ 9,606,236	\$ 9,504,352
District's proportionate share of the net pension liability as a percentage of its covered payroll	185.5%	142.2%	108.3%
Plan fiduciary net position as a percentage of the total pension liability	73.9%	79.4%	83.4%

See accompanying note to required supplementary information.

**NOVATO UNIFIED SCHOOL DISTRICT  
SCHEDULE OF DISTRICT CONTRIBUTIONS - CALSTRS  
FOR THE YEAR ENDED JUNE 30, 2017**

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	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractually required contribution	\$ 4,814,359	\$ 3,846,124	\$ 3,020,029
Contributions in relation to the contractually required contribution*	(4,814,359)	(3,846,124)	(3,020,029)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 38,255,933	\$ 34,009,336	\$ 31,797,321
Contributions as a percentage of covered payroll	12.58%	11.31%	9.50%

\*Amounts do not include on behalf contributions

**NOVATO UNIFIED SCHOOL DISTRICT  
SCHEDULE OF DISTRICT CONTRIBUTIONS - CALPERS  
FOR THE YEAR ENDED JUNE 30, 2017**

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	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Contractually required contribution	\$ 1,654,964	\$ 1,277,192	\$ 1,130,750
Contributions in relation to the contractually required contribution	\$ (1,654,964)	\$ (1,277,192)	\$ (1,130,750)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 9,921,958	\$ 9,606,236	\$ 9,504,352
Contributions as a percentage of covered payroll	16.68%	13.30%	11.90%

See accompanying note to required supplementary information.

**NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 1 – PURPOSE OF SCHEDULES**

**Budgetary Comparison Schedule**

This schedule is required by GASB Statement No. 34 as required supplementary information (RSI) for the General Fund and for each major special revenue fund that has a legally adopted annual budget. The budgetary comparison schedule presents both (a) the original and (b) the final appropriated budgets for the reporting period as well as (c) actual inflows, outflows, and balances, stated on the District's budgetary basis. A separate column to report the variance between the final budget and actual amounts is also presented, although not required.

**Schedule of Funding Progress**

This schedule is required by GASB Statement No. 45 for all sole and agent employers that provide other postemployment benefits (OPEB). The schedule presents, for the most recent actuarial valuation and the two preceding valuations, information about the funding progress of the plan, including, for each valuation, the actuarial valuation date, the actuarial value of assets, the actuarial accrued liability, the total unfunded actuarial liability (or funding excess), the actuarial value of assets as a percentage of the actuarial accrued liability (funded ratio), the annual covered payroll, and the ratio of the total unfunded actuarial liability (or funding excess) to annual covered payroll.

**Schedule of the District's Proportionate Share of the Net Pension Liability**

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's proportion (percentage) of the collective net pension liability, the District's proportionate share (amount) of the collective net pension liability, the District's covered payroll, the District's proportionate share (amount) of the collective net pension liability as a percentage of the employer's covered payroll, and the pension plan's fiduciary net position as a percentage of the total pension liability.

**Schedule of District Contributions**

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's statutorily or contractually required employer contribution, the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the difference between the statutorily or contractually required employer contribution and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the District's covered payroll, and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution as a percentage of the District's covered payroll.

**NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
 FOR THE YEAR ENDED JUNE 30, 2017**

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**NOTE 2 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

For the year ended June 30, 2017, the District incurred an excess of expenditures over appropriations in individual major funds presented in the Budgetary Comparison Schedule by major object code as follows:

	<u>Expenditures and Other Uses</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Excess</u>
General Fund			
Certificated salaries	\$ 39,169,017	\$ 39,326,664	\$ 157,647

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**SUPPLEMENTARY  
INFORMATION**

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**NOVATO UNIFIED SCHOOL DISTRICT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2017**

<u>Federal Grantor/Pass-Through Grantor/Program or Cluster</u>	<u>CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U. S. DEPARTMENT OF EDUCATION:			
<i>Passed through California Department of Education:</i>			
Title I, Part A, Basic Grants Low -Income and Neglected	84.010	14329	\$ 631,805
Title II, Part A, Teacher Quality	84.367	14341	176,746
Title III			
Title III, English Learner Student Program	84.365	14346	151,796
Title III, Immigrant Education Program	84.365	15146	314
Subtotal Title III			<u>152,110</u>
Special Education Cluster			
IDEA Basic Local Assistance Entitlement, Part B, Sec 611	84.027	13379	1,322,724
IDEA Local Assistance, Part B, Sec 611, Private School ISPs	84.027	10115	13,961
IDEA Mental Health Average Daily Attendance (ADA) Allocation, Part B, Sec 611	84.027A	15197	97,853
IDEA Preschool Grants, Part B, Section 619 (Age 3-4-5)	84.173	13430	75,658
IDEA Preschool Local Entitlement, Part B, Section 611 (AGE 3-4-5)	84.027A	13682	198,080
Subtotal Special Education Cluster			<u>1,708,276</u>
Vocational Programs: Voc & Appl Tech Secondary II C, Sec 131 (Carl Perkins Act)	84.048	14893	37,666
<b>Total U. S. Department of Education</b>			<u>2,706,603</u>
U. S. DEPARTMENT OF DEFENSE:			
Air Force Junior ROTC Program	12.000	*	78,630
<b>Total U. S. Department of Defense</b>			<u>78,630</u>
U. S. DEPARTMENT OF AGRICULTURE:			
<i>Passed through California Department of Education:</i>			
Child Nutrition Cluster			
School Breakfast Program - Needy	10.553	13526	349,327
National School Lunch Program	10.555	13391	764,503
USDA Commodities	10.555	*	106,721
Summer Food Service Program for Children	10.559	13004	24,378
Subtotal Child Nutrition Cluster			<u>1,244,929</u>
CACFP Claims - Centers and Family Day Care	10.558	13393	41,175
<b>Total U. S. Department of Agriculture</b>			<u>1,286,104</u>
U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES:			
<i>Passed through California Department of Education:</i>			
Medi-Cal Billing Option	93.778	10013	243,971
Medi-Cal Administrative Activities	93.778	10060	116,965
Subtotal Medicaid			<u>360,936</u>
<b>Total U. S. Department of Health &amp; Human Services</b>			<u>360,936</u>
<b>Total Federal Expenditures</b>			<u>\$ 4,432,273</u>

\* - Pass-Through Entity Identifying Number not available or not applicable

**NOVATO UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)  
FOR THE YEAR ENDED JUNE 30, 2017**

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	<b>Second Period Report</b>	<b>Annual Report</b>
SCHOOL DISTRICT		
TK/K through Third		
Regular ADA	2,053.88	2,059.13
Extended Year Special Education	1.46	1.46
Special Education - Nonpublic Schools	0.66	0.79
Total TK/K through Third	2,056.00	2,061.38
Fourth through Sixth		
Regular ADA	1,627.85	1,630.13
Extended Year Special Education	1.73	1.73
Special Education - Nonpublic Schools	3.62	4.13
Extended Year Special Education - Nonpublic Schools	0.32	0.32
Total Fourth through Sixth	1,633.52	1,636.31
Seventh through Eighth		
Regular ADA	1,164.85	1,170.51
Extended Year Special Education	0.64	0.64
Special Education - Nonpublic Schools	8.30	8.92
Extended Year Special Education - Nonpublic Schools	0.96	0.96
Community Day School	5.06	6.47
Total Seventh through Eighth	1,179.81	1,187.50
Ninth through Twelfth		
Regular ADA	2,444.01	2,433.65
Extended Year Special Education	0.22	0.22
Special Education - Nonpublic Schools	16.91	19.48
Extended Year Special Education - Nonpublic Schools	1.99	1.99
Total Ninth through Twelfth	2,463.13	2,455.34
TOTAL SCHOOL DISTRICT	7,332.46	7,340.53

**NOVATO UNIFIED SCHOOL DISTRICT  
 SCHEDULE OF INSTRUCTIONAL TIME  
 FOR THE YEAR ENDED JUNE 30, 2017**

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<b>Grade Level</b>	<b>Minutes Requirement</b>	<b>2016-17 Actual Minutes</b>	<b>Number of Days</b>	<b>Status</b>
Kindergarten	36,000	42,920	180	Complied
Grade 1	50,400	53,660	180	Complied
Grade 2	50,400	53,660	180	Complied
Grade 3	50,400	53,660	180	Complied
Grade 4	54,000	54,500	180	Complied
Grade 5	54,000	54,500	180	Complied
Grade 6	54,000	57,406	180	Complied
Grade 7	54,000	57,406	180	Complied
Grade 8	54,000	57,406	180	Complied
Grade 9	64,800	64,800	180	Complied
Grade 10	64,800	64,800	180	Complied
Grade 11	64,800	64,800	180	Complied
Grade 12	64,800	64,800	180	Complied

**NOVATO UNIFIED SCHOOL DISTRICT  
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2017**

	<b>2018 (Budget)</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
General Fund - Budgetary Basis**				
Revenues And Other Financing Sources	\$ 80,729,461	\$ 84,525,997	\$ 84,001,855	\$ 74,313,889
Expenditures And Other Financing Uses	83,629,602	86,343,348	80,801,357	77,397,419
Net change in Fund Balance	\$ (2,900,141)	\$ (1,817,351)	\$ 3,200,498	\$ (3,083,530)
Ending Fund Balance	\$ 12,191,984	\$ 15,092,125	\$ 17,909,561	\$ 14,709,063
Available Reserves*	\$ 2,510,089	\$ 2,590,301	\$ 6,496,199	\$ 11,318,992
Available Reserves As A Percentage Of Outgo	3.00%	3.00%	8.04%	14.62%
Long-term Debt	\$ 206,520,077	\$ 211,282,353	\$ 147,245,061	\$ 142,910,741
Average Daily Attendance At P-2	7,262	7,332	7,421	7,470

The General Fund balance has increased by \$383,062 over the past two years. The fiscal year 2017-18 budget projects a decrease of \$2,900,141. For a District this size, the State recommends available reserves of at least 3% of General Fund expenditures, transfers out, and other uses (total outgo).

The District has incurred operating deficits in two out of the three past years and anticipates incurring an operating deficit during the 2017-18 fiscal year. Total long-term obligations have increased by \$68,371,612 over the past two years.

Average daily attendance has decreased by 138 ADA over the past two years and a further decrease of 70 ADA is anticipated during the 2017-18 fiscal year.

\*Available reserves consist of all unassigned fund balance within the General Fund.

\*\*The actual amounts reported in this schedule are for the General Fund only, and do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances because the amounts on that schedule include the financial activity of the Special Reserve Fund for Other Than Capital Outlay Projects, in accordance with the fund type definitions promulgated by GASB Statement No. 54.

**NOVATO UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH AUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2017**

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	<b>General Fund</b>	<b>Special Reserve Fund for Other Than Capital Outlay Projects</b>
June 30, 2017, annual financial and budget report fund balance	\$ 15,092,125	\$ 2,004,861
Adjustments and reclassifications:		
Increase (decrease) in total fund balances:		
Fund balance transfer (GASB 54)	2,004,861	(2,004,861)
Net adjustments and reclassifications	2,004,861	(2,004,861)
June 30, 2017, audited financial statement fund balance	<u>\$ 17,096,986</u>	<u>\$ -</u>

**NOVATO UNIFIED SCHOOL DISTRICT  
COMBINING BALANCE SHEET  
JUNE 30, 2017**

	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	County School Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Bond Interest & Redemption Fund	Debt Service Fund	Non-Major Governmental Funds
<b>ASSETS</b>										
Cash and investments	\$ 287,202	\$ 85,785	\$ 1,306	\$ 1,482,022	\$ 255,520	\$ 267	\$ 1,070,190	\$ 7,837,471	\$ 13,438	\$ 11,033,201
Accounts receivable	14,000	-	208,033	-	-	-	-	-	-	222,033
Stores inventory	-	-	28,677	-	-	-	-	-	-	28,677
<b>Total Assets</b>	<b>\$ 301,202</b>	<b>\$ 85,785</b>	<b>\$ 238,016</b>	<b>\$ 1,482,022</b>	<b>\$ 255,520</b>	<b>\$ 267</b>	<b>\$ 1,070,190</b>	<b>\$ 7,837,471</b>	<b>\$ 13,438</b>	<b>\$ 11,283,911</b>
<b>LIABILITIES</b>										
Accrued liabilities	\$ 5,275	\$ 7,500	\$ 17,879	\$ -	\$ 2,763	\$ -	\$ 29,128	\$ -	\$ -	\$ 62,545
Due to other funds	-	-	-	-	-	267	28,853	-	-	29,120
Unearned revenue	-	78,285	3,088	-	-	-	-	-	-	81,373
<b>Total Liabilities</b>	<b>5,275</b>	<b>85,785</b>	<b>20,967</b>	<b>-</b>	<b>2,763</b>	<b>267</b>	<b>57,981</b>	<b>-</b>	<b>-</b>	<b>173,038</b>
<b>FUND BALANCES</b>										
Non-spendable	-	-	28,677	-	-	-	-	-	-	28,677
Restricted	-	-	188,372	-	252,757	-	1,012,209	7,837,471	13,438	9,304,247
Committed	295,927	-	-	1,482,022	-	-	-	-	-	1,777,949
<b>Total Fund Balances</b>	<b>295,927</b>	<b>-</b>	<b>217,049</b>	<b>1,482,022</b>	<b>252,757</b>	<b>-</b>	<b>1,012,209</b>	<b>7,837,471</b>	<b>13,438</b>	<b>11,110,873</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 301,202</b>	<b>\$ 85,785</b>	<b>\$ 238,016</b>	<b>\$ 1,482,022</b>	<b>\$ 255,520</b>	<b>\$ 267</b>	<b>\$ 1,070,190</b>	<b>\$ 7,837,471</b>	<b>\$ 13,438</b>	<b>\$ 11,283,911</b>

See accompanying note to supplementary information.

**NOVATO UNIFIED SCHOOL DISTRICT  
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2017**

	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	County School Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Bond Interest & Redemption Fund	Debt Service Fund	Non-Major Governmental Funds
<b>REVENUES</b>										
LCFF sources	\$ -	\$ -	\$ -	\$ 262,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,484
Federal sources	-	-	1,164,744	-	-	-	-	-	-	1,164,744
Other state sources	4,518	26,706	94,592	-	-	-	-	53,233	-	179,049
Other local sources	189,662	193	704,182	5,785	102,377	-	4,987	7,431,851	63	8,439,100
<b>Total Revenues</b>	<b>194,180</b>	<b>26,899</b>	<b>1,963,518</b>	<b>268,269</b>	<b>102,377</b>	<b>-</b>	<b>4,987</b>	<b>7,485,084</b>	<b>63</b>	<b>10,045,377</b>
<b>EXPENDITURES</b>										
Current										
Instruction	71,645	26,899	-	-	-	-	-	-	-	98,544
Pupil services										
Food services	-	-	2,022,398	-	-	-	-	-	-	2,022,398
All other pupil services	70,731	-	-	-	-	-	-	-	-	70,731
General administration										
Plant services	-	-	8,885	2,814	-	-	-	-	-	11,699
Facilities acquisition and maintenance	-	-	-	-	98,097	-	31,191	-	-	129,288
Debt service										
Principal	-	-	-	-	-	-	-	4,365,000	-	4,365,000
Interest and other	-	-	-	-	-	-	-	3,595,069	-	3,595,069
<b>Total Expenditures</b>	<b>142,376</b>	<b>26,899</b>	<b>2,031,283</b>	<b>2,814</b>	<b>98,097</b>	<b>-</b>	<b>31,191</b>	<b>7,960,069</b>	<b>-</b>	<b>10,292,729</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>51,804</b>	<b>-</b>	<b>(67,765)</b>	<b>265,455</b>	<b>4,280</b>	<b>-</b>	<b>(26,204)</b>	<b>(474,985)</b>	<b>63</b>	<b>(247,352)</b>
<b>Other Financing Sources (Uses)</b>										
Transfers in	-	-	125,123	-	-	-	-	-	-	125,123
Other sources	-	-	-	-	-	-	-	3,071,736	-	3,071,736
Transfers out	-	-	-	-	-	(267)	-	-	-	(267)
<b>Net Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>125,123</b>	<b>-</b>	<b>-</b>	<b>(267)</b>	<b>-</b>	<b>3,071,736</b>	<b>-</b>	<b>3,196,592</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>51,804</b>	<b>-</b>	<b>57,358</b>	<b>265,455</b>	<b>4,280</b>	<b>(267)</b>	<b>(26,204)</b>	<b>2,596,751</b>	<b>63</b>	<b>2,949,240</b>
<b>Fund Balance - Beginning</b>	<b>244,123</b>	<b>-</b>	<b>159,691</b>	<b>1,216,567</b>	<b>248,477</b>	<b>267</b>	<b>1,038,413</b>	<b>5,240,720</b>	<b>13,375</b>	<b>8,161,633</b>
<b>Fund Balance - Ending</b>	<b>\$ 295,927</b>	<b>\$ -</b>	<b>\$ 217,049</b>	<b>\$ 1,482,022</b>	<b>\$ 252,757</b>	<b>\$ -</b>	<b>\$ 1,012,209</b>	<b>\$ 7,837,471</b>	<b>\$ 13,438</b>	<b>\$ 11,110,873</b>

See accompanying note to supplementary information.

**NOVATO UNIFIED SCHOOL DISTRICT  
 LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE  
 JUNE 30, 2017**

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The Novato Unified School District was established on July 1, 1965, and is comprised of an area of approximately 70 square miles located in the northern part of Marin County. There were no changes in the boundaries of the District during the current year. The District is operating 7 elementary schools, 1 K-8 school, 2 middle schools, 2 high schools, a community day school, and an Education Center housing a continuation school and independent study program.

**GOVERNING BOARD**

<b>Member</b>	<b>Office</b>	<b>Term Expires</b>
Thomas Cooper	President	2020
Debbie Butler	Vice President	2020
Shelly Scott	Trustee	2018
Maria Aguila	Trustee	2018
Derek Knell	Trustee	2018
Greg Mack	Trustee	2020
Ross Millerick	Trustee	2020

**DISTRICT ADMINISTRATORS**

Jim Hogeboom  
*Superintendent*

Yancy Hawkins  
*Assistant Superintendent, Business & Operations*

Kris Cosca  
*Assistant Superintendent, Human Resources*



**NOVATO UNIFIED SCHOOL DISTRICT  
 NOTES TO SUPPLEMENTARY INFORMATION  
 JUNE 30, 2017**

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**NOTE 1 – PURPOSE OF SCHEDULES**

**Schedule of Expenditures of Federal Awards**

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

The following schedule provides reconciliation between revenues reported on the Statement of Revenue, Expenditures, and Changes in Fund Balance, and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amounts represent Federal funds that have been recorded as revenues in a prior year that have been expended by June 30, 2017 or Federal funds that have been recorded as revenues in the current year and were not expended by June 30, 2017.

	CFDA	
	Number	Amount
Total Federal Revenues reported in the Statement of Revenues, Expenditures, and Changes in Fund Balance		\$ 4,371,595
Medi-Cal Billing Option	93.778	<u>60,678</u>
Total Expenditures reported in the Schedule of Expenditures of Federal Awards		<u>\$ 4,432,273</u>

The District has not elected to use the 10 percent de minimis indirect cost rate.

**Schedule of Average Daily Attendance (ADA)**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**Schedule of Instructional Time**

This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of *Education Code Sections* 46200 through 46208. During the year ended June 30, 2017, the District participated in the Longer Day incentive funding program. As of June 30, 2017, the District had not yet met its target funding.

**Schedule of Financial Trends and Analysis**

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

NOVATO UNIFIED SCHOOL DISTRICT  
NOTES TO SUPPLEMENTARY INFORMATION, *continued*  
JUNE 30, 2017

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NOTE 1 – PURPOSE OF SCHEDULES (*continued*)

**Reconciliation of Annual Financial and Budget Report with Audited Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Annual Financial and Budget Report Unaudited Actuals to the audited financial statements.

**Combining Statements – Non-Major Funds**

These statements provide information on the District's non-major funds.

**Local Education Agency Organization Structure**

This schedule provides information about the District's boundaries and schools operated, members of the governing board, and members of the administration.

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**OTHER INDEPENDENT  
AUDITORS' REPORTS**

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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

Independent Auditors' Report

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

Governing Board  
Novato Unified School District  
Novato, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Novato Unified School District, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Novato Unified School District's basic financial statements, and have issued our report thereon dated December 12, 2017.

**Internal Control over Financial Reporting**

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

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

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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Audit Findings and Questioned Costs that we consider to be significant deficiencies. (Finding #2017-001)

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Novato Unified 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*.

### **Novato Unified School District's Response to Findings**

Novato Unified School District's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Novato Unified School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

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



San Diego, California  
December 12, 2017

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; AND REPORT  
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM  
GUIDANCE

Independent Auditors' Report

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

Governing Board  
Novato Unified School District  
Novato, California

**Report on Compliance for Each Major Federal Program**

We have audited Novato Unified School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Novato Unified School District's major federal programs for the year ended June 30, 2017. Novato Unified School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Novato Unified School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Novato Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Novato Unified School District's compliance.

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### *Opinion on Each Major Federal Program*

In our opinion, Novato Unified School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

### **Report on Internal Control Over Compliance**

Management of Novato Unified School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Novato Unified School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Novato Unified School District's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



San Diego, California  
December 12, 2017

## REPORT ON STATE COMPLIANCE

### Independent Auditors' Report

Governing Board  
Novato Unified School District  
Novato, California

#### **Report on State Compliance**

We have audited Novato Unified School District's compliance with the types of compliance requirements described in the *2016-17 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, California Code of Regulations, section 19810, that could have a direct and material effect on each of Novato Unified School District's state programs for the fiscal year ended June 30, 2017, as identified below.

#### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Novato Unified School District's state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2016-17 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, California Code of Regulations, section 19810. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the state programs noted below occurred. An audit includes examining, on a test basis, evidence about Novato Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with the requirements referred to above. However, our audit does not provide a legal determination of Novato Unified School District's compliance with those requirements.

#### ***Opinion on State Compliance***

In our opinion, Novato Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the state programs noted in the table below for the year ended June 30, 2017.

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

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***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance, which are described in the accompanying schedule of findings and questioned costs as item #2017-002. Our opinion on state compliance is not modified with respect to these matters.

Novato Unified School District’s response to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs and corrective action plan. Novato Unified School District’s response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

***Procedures Performed***

In connection with the audit referred to above, we selected and tested transactions and records to determine Novato Unified School District's compliance with the state laws and regulations applicable to the following items:

<b>PROGRAM NAME</b>	<b>PROCEDURES PERFORMED</b>
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	Yes
Continuation Education	Yes
Instructional Time	Yes
Instructional Materials	Yes
Ratios of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not Applicable
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Not Applicable
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Mental Health Expenditures	Yes
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes

<b>PROGRAM NAME</b>	<b>PROCEDURES PERFORMED</b>
After School Education and Safety Program	Yes
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Immunizations	Yes
Attendance; for charter schools	Not Applicable
Mode of Instruction; for charter schools	Not Applicable
Nonclassroom-Based Instruction/Independent Study; for charter schools	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction; for charter schools	Not Applicable
Annual Instructional Minutes – Classroom Based; for charter schools	Not Applicable
Charter School Facility Grant Program	Not Applicable

*Christy White Associates*

San Diego, California  
December 12, 2017

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**SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS**

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**NOVATO UNIFIED SCHOOL DISTRICT  
SUMMARY OF AUDITORS' RESULTS  
FOR THE YEAR ENDED JUNE 30, 2017**

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**FINANCIAL STATEMENTS**

Type of auditors' report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>
Non-compliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

Internal control over major program:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Type of auditors' report issued:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)?	<u>No</u>
Identification of major programs:	

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.027, 84.027A, 84.173	Special Education Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	\$ 750,000
Auditee qualified as low-risk auditee?	<u>Yes</u>

**STATE AWARDS**

Internal control over state programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>
Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>

NOVATO UNIFIED SCHOOL DISTRICT  
FINANCIAL STATEMENT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2017

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FIVE DIGIT CODE

20000

30000

AB 3627 FINDING TYPE

Inventory of Equipment

Internal Control

**FINDING #2017-001: ASSOCIATED STUDENT BODY (ASB) FUNDS (30000)**

**Criteria:** Maintaining sound internal control procedures over cash receipts, cash disbursements, bank reconciliations and minutes of council meetings reduces the opportunity for irregularities to go undetected. The Fiscal Crisis & Management Assistance Team (FCMAT) Associated Student Body Accounting Manual & Desk Reference outlines proper internal control procedures for associated student body accounts to follow.

**Condition:** Through our testing of the school site ASB accounts, we noted the following internal control deficiencies:

**SINALOA MIDDLE SCHOOL**

- 5 out 5 cash disbursements tested did not obtain approval from the three required representatives. All purchases written approval from the ASB advisor, student council representative and site administrator.
- Checks written from the ASB account did not require double signature.
- 2 out 3 cash receipts tested were not deposited timely after the fundraising activity.

**SAN MARIN HIGH SCHOOL**

1 out 10 cash receipt tested did not have adequate supporting documentation to reconcile the sales or collections to the amount deposited.

**Cause:** Insufficient controls over student body activities.

**Effect:** The potential for irregularities in accounting to go undetected.

**Perspective:** Testing was performed at a sample of the District's student body accounts.

**Recommendation:** We recommend that all ASB checks require a double signature. In addition, all purchase approval forms should be signed by the ASB advisor, student council representative, and site administrator. We recommend that the District implement procedures to ensure that adequate supporting documentation is maintained for ASB cash collections. The District should provide each student body account clerk with the latest FCMAT Associated Student Body Accounting Manual & Desk Reference and reinforce the importance for sound internal control procedures to be implemented.

**District Response:** The District concurs with the recommendations and will work closely with staff to correct the deficiencies.

NOVATO UNIFIED SCHOOL DISTRICT  
FEDERAL AWARD FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2017

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FIVE DIGIT CODE  
50000

AB 3627 FINDING TYPE  
Federal Compliance

*There were no federal award findings for the year ended June 30, 2017.*

**NOVATO UNIFIED SCHOOL DISTRICT  
STATE AWARD FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2017**

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<u>FIVE DIGIT CODE</u>	<u>AB 3627 FINDING TYPE</u>
10000	Attendance
40000	State Compliance
42000	Charter School Facilities Programs
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

**FINDING#2017-002: SCHOOL ACCOUNTABILITY REPORT CARD (72000)**

**Criteria:** School Accountability Report Cards (SARCs), prepared on annual basis for each school site within the District and posted in February, should contain information regarding school facilities conditions, as indicated in the most recently prepared facility inspection tool (FIT) form developed by the Office of Public School Construction and approved by the State Allocation Board, or local evaluation instruments that meet the same criteria, as per Education Code Sections 33126(b)(8) and 17002(d).

**Condition:** During testing of a representative sample of 2015-16 SARCs posted in 2016-17, the following issues were noted regarding facilities conditions:

For San Ramon Elementary, the FIT form provided included discrepancies in which the structural information reported on FIT forms (poor) did not accurately trace to structural information reported in the SARC (good).

**Cause:** Clerical errors in posting the SARC.

**Questioned Costs:** Not applicable.

**Effect:** The SARCs were not accurate.

**Recommendation:** We recommend that the District implement a process to accurately compile information included in the most recently prepared FITs.

**District Response:** The District concurs with the recommendations and will work closely with staff to correct the deficiencies.

**NOVATO UNIFIED SCHOOL DISTRICT  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2017**

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**FINDING #2016-001: ASSOCIATED STUDENT BODY INTERNAL CONTROL – 30000**

**Condition:** During our review of ASB cash receipts at Sinaloa Middle School and San Marin High School, we noted deficiencies as follows:

- School: San Marin High School
  1. Check Disbursements
    - a. Check number didn't agree between the accounting book and bank records.
    - b. Items shipped to personal address instead of school address.
    - c. Checks are not issued in sequential order.
  2. Check Receipts:
    - a. Receipt details did not contain sufficient descriptions of the events, therefore, details and events could not be determined.
    - b. Deposits were not made in a timely manner (longer than 30 calendar days).

**Cause:** The lack of oversight on the part of the ASB office.

**Effect:** The lack of control over check disbursements and check receipts could lead to a misappropriation of funds that may go undetected.

**Recommendation:** We recommend that the District implement stronger controls and/or train its ASB staff and advisors on the laws, rules, and regulations as they relate to ASB compliance over the cash receipts and cash disbursements process. In addition, the District needs to ensure there is an adequate segregation of duties and supporting documentation obtained for all cash receipts. The District also needs to implement the use of one cash receipts book for all cash received.

**District Response:**

**Check Disbursements:**

- A. When using Quickbooks, all checks will be printed from the main account to avoid misnumbering of checks. In addition, a paper log will be kept assuring accuracy of the check numbering.
- B. Rules and regulations regarding purchases will be reviewed by the Director of Fiscal Services, Administration, Staff, ASB Leadership, and Club members.
- C. All Checks will be recorded in sequential order, including voided checks.



**NOVATO UNIFIED SCHOOL DISTRICT  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS, *continued*  
FOR THE YEAR ENDED JUNE 30, 2017**

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**FINDING #2016-001: ASSOCIATED STUDENT BODY INTERNAL CONTROL – 30000 (continued)**

**District Response, continued:**

**Check Receipts:**

- A. Fundraising events will be required to submit “Request for Fundraiser Approval and Revenue Projection” and use a prenumbered ticket system to assure the accuracy of revenue.
- B. All Deposits will be made within two weeks of receipt. Donations without clear designation will be deposited into a holding sub-account until the donor’s designation is identified.

**Current Status:** Partially Implemented, See Finding #2017-001