

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent

MARGARET A. BEAUCHAMP
Director of Student Services

MICHELE CROTEAU
Business Administrator



SAU #39 Board Meeting

Thursday, December 19th, 2019 – 6:00 PM

Souhegan High School
412 Boston Post Road
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Public Hearing for Fiscal Year 2021 SAU #39 Budget	6:00 PM	<i>This Public Hearing is being held for the purpose of presenting the SAU #39 proposed budget for Fiscal Year 2021.</i> <i>The SAU #39 Board Meeting will be held immediately following the Public Budget Hearing for the propose of voting final approval of the FY' 2021 SAU #39 Budget as required by RSA 194-C:10 and to transact any other necessary and appropriate business.</i>	SAU #39 Legal Notice
Call to Order	6:10 PM	<i>Chair of the SAU #39 Board, Ms. Amy Facey, to call the meeting to order.</i>	None
Public Comment I of II	6:05 PM		None
Superintendent's Report	6:15 PM	<i>Mr. Adam Steel to present his Superintendent's Report</i>	None
Individual Board Reports	6:25 PM	<i>Board Chairs to give updates on their individual boards</i>	None
Consent Agenda- Approval	6:35 PM	<i>1. Draft Minutes Nov 14th, 2019 2. Audit Presentation</i>	11 14 19 Draft Minutes Governmental Letter and Annual Financial Report
Joint Facilities Meeting Discussion	6:40 PM	<i>Board to discuss facilities within SAU #39</i>	None
Public Comment II of II	7:10 PM		
Non-Public Session	7:15 PM	<i>RSA 91-A:3, II</i>	
Meeting Adjourned	7:20 PM		

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LEGAL NOTICE OF PUBLIC HEARING

**SCHOOL ADMINISTRATIVE UNIT NO. 39
FISCAL YEAR 2021 BUDGET HEARING AND MEETING
THURSDAY, DECEMBER 19, 2019, 6:00 PM
SOUHEGAN HIGH SCHOOL, AMHERST, NH**

This Public Hearing is being held for the purpose of presenting the SAU #39 proposed budget for Fiscal Year 2021.

A School Administrative Unit No. 39 Board Meeting will be held immediately following the Public Budget Hearing for the purpose of voting final approval of the FY 2021 SAU #39 Budget as required by RSA 194-C:10 and to transact any other necessary and appropriate business.

SCHOOL ADMINISTRATIVE UNIT NO. 39 BUDGET

FY21 Proposed Budget

December 19, 2019

Revenues		
<u>Revenue Source</u>	<u>FY20 Voted</u>	<u>FY21 Proposed</u>
Local Support		
Amherst	\$1,296,697	\$1,456,216
Mont Vernon	\$183,212	\$210,797
Souhegan Cooperative	\$824,063	\$847,609
Unassigned Fund Balance	\$15,455	\$18,735
ERate	\$18,800	\$18,100
Total Revenue	\$2,338,227	\$2,551,457
Expenditures		
<u>Expenditure Category</u>	<u>FY20 Voted</u>	<u>FY21 Proposed</u>
SAU Board Services	\$30,320	\$32,446
Office of the Superintendent	\$674,041	\$835,416
Business Office & Support Services		
Business Office	\$815,193	\$719,255
Special Education Office	\$354,970	\$310,130
Building Operation & Maintenance	\$177,944	\$189,938
Technology	\$159,461	\$335,496
School Nutrition Services	\$107,498	\$110,676
ERate	\$18,800	\$18,100
Total Expenditures	\$2,338,227	\$2,551,457
Check Figure	\$2,338,227	\$2,551,457
Variance	\$0.00	\$0.00

Consent Agenda Item #1

SAU #39 Board Meeting

Thursday, November 14th, 2019

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, and Christine Landwehrle- Assistant Superintendent, and Michele Croteau- SAU #39 Business Administrator.

Amherst School Board: Terri Behm- Vice Chair, Ellen Grudzien and Tom Gauthier.

Souhegan Cooperative School Board: Laura Taylor- Secretary, Steve Coughlan, Amy Facey, Pim Grondstra and David Chen.

Mont Vernon School Board: Sarah Lawrence- Chair, and Peter Eckhoff- Vice-Chair.

Board Minutes: Danae A. Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Steve Frades, Amherst NH,

I. Call to Order

Chair of the SAU #39 Board, Ms. Amy Facey, called the meeting to order at 6:09PM.

I. Public Input I of II

No Public Comment

II. Superintendent's Report

New Hire of Director of Information Technology

Superintendent, Mr. Adam Steel, noted that Director of Information Technology, Mr. Bruce Chakrin, will be retiring and they have hired Mr. Alex Stone for the interim of Mr. Chakrin's time with the SAU. Additionally, they have promoted Mr. Brian Miller, SHS Technician, to Network Administrator. They will then fill his position on July 1st, 2020.

Ms. Behm asked about the cost for the positions.

Mr. Steel replied that it is just a reallocation for the Network Administrator position.

They will invite Mr. Stone to an SAU Board Meeting and they are excited about that transition.

SAU #39 Budget

Mr. Steel then discussed that the original proposed budget was about \$2.4M. They have had some changes between now and then and their GMR (Guaranteed Maximum Rate) has come back and saved them some additional funds and the salary pool and technology reclassification has been added back in. He will be bringing the amount of \$2,551, 457 to the Public Hearing on December 19th.

33 Ms. Facey asked if they will be voting on it next month.

34 Mr. Steel replied, yes it will be a Public Hearing and the Google Doc is already complete for
35 Board Members.

36 Mr. Eckhoff asked about the percentage increase.

37 SAU #39 Business Administrator, Ms. Michele Croteau, replied 9% increase due to the
38 Technology.

39 Ms. Behm asked about the Health Insurance.

40 Mr. Grondstra asked if the Souhegan Budget will see a reduction in the Technology.

41 Mr. Steel noted that the apportionment will change.

42 He then discussed the Budget Presentations SAU Wide, it is another way to view the budget.

43 Ms. Grudzien asked where can they find this information.

44 Ms. Facey added that Superintendent Steel will make this available for the Board.

45 Enrollment Projections

46 Mr. Steel discussed that that Amherst, NH Community Member, Mr. Steve Frades, is here and
47 has done extensive work analyzing home sales, enrollment, and data from different angles.

48 Mr. Frades introduced himself adding that he has been in Amherst for 43 years with three
49 children and many grandchildren. He then noted that enrollment is the key stone of spending. It
50 is difficult but not impossible. To predict the future, you have to study the past. There is growth
51 in the early grades and less in the older grades.

52 He then discussed new build housing activity. From the assessment database he pulled sales
53 additions, and they are not in a big new housing build activity.

54 He then reviewed home sales. It turns out that that 90% of the houses that are sold are empty
55 nesters. He has to report that 75% of the houses in Amherst do not have children in the school
56 system. The top graph shows that the houses with children in homes are decreasing. Of the
57 houses that have children in them the number of 1.7 students per house and that has stayed
58 constant over the years.

59 The work comes in the details as it always does.

60 He then asked Mr. Steel if he had more information.

61 Mr. Steel remarked that Mr. Frades projected that they will have 2,200 in the SAU for the next 5
62 years roughly.

63 Mr. Frades added that they are in a hold their own kind of category. He then asked for questions.

64 Mr. Eckhoff commented that he has familiarity with Wolfeboro, NH and asked if the 75/25 ratio
65 was consistent in other towns.

66 Mr. Frades replied that all towns grey and the question is what towns will recover. Amherst has a
 67 good chance of recovering because of the schools. They are in a better position than locations up
 68 north, but will be challenged by Hanover, or Oyster River.

69 Ms. Grudzien asked will the new construction for the 55 an over communities affect the 75%.

70 Mr. Frades replied that it depends on the type on the home that you build. The homes that are
 71 built with three and four bedrooms attracts the families with children.

72 Ms. Grudzien asked how do they reach out to those older voters that do not have children in the
 73 school system and what would their message be.

74 Mr. Frades replied that he would first suggest to be open and honest with their numbers and not
 75 to hide anything.

76 Ms. Behm commented that for every time you offer a more affordable option for an older
 77 resident, you have to assume that there will be a child/ children that will be moving in.

78 Mr. Frades remarked that it is a valid assumption. All of this information is available to the
 79 Board.

80 The Board thanked Mr. Frades for all of his work.

81 Ms. Facey remarked that she expects this to be a part of budget discussions.

82 Mr. Chen asked about the projections for FY' 20-22.

83 Superintendent Steel replied that he sent them to all the Board Members.

84 Mr. Frades also replied, yes, and added that his projections go out 5 years. He suggested that
 85 they monitor it to make it more accurate. This has been reviewed by a number of people. He did
 86 look at an outside firm and they call it Cohort Survival. They have a good predicting model here
 87 and should take advantage to it. They need to agree on a model and method of projecting.

88 He finalized his comments by adding that he would be happy to help MV as well and called the
 89 Town no less than 4 times with no response.

90 Ms. Facey remarked that they will get this information out to Board Members.

91 **Mr. Chen motioned that the enrollment model developed by Steve Frades is adopted by the**
 92 **SAU 39 board for the Souhegan Cooperative School District, the Amherst School District,**
 93 **and the Mont Vernon School District for budget development purposes. This model and**
 94 **data from the model will be used until such time as the SAU 39 Board votes to replace it**
 95 **with another model. Ms. Lawrence seconded the motion.**

96 Mr. Gauthier commented that Mr. Frades projection for FY'20, 1st grade is higher than what they
 97 are using.

98 Ms. Grudzien noted that they really need to bring this back to their individual boards and their
 99 own Board Chair.

100 **Ms. Grudzien motioned to table. Mr. Gauthier seconded the motion. The vote was**
 101 **unanimous, motion passed.**

102 Ms. Facey added that they will revisit Mr. Chen's motion after the individual boards have had
 103 time to review the information.

104 III. FY'21 School Calendar- Approval

105 Mr. Steel added that he sent this out to the Board in a previous email. He then discussed that this
 106 calendar keeps the standard length of summer. Their school year would start on Monday, Aug
 107 31st 2020. They will have a 4-day week in the beginning and then the Friday before Labor Day
 108 would be off.

109 He then discussed that they are trying to limit the amount of days off but that will be challenging
 110 as there is a national election, and Veterans Day falls on a Wednesday. The last projected day of
 111 school is June 9th 2020.

112 He added that he asked the staff for feedback, and is looking for Board approval.

113 Ms. Facey asked for Board questions or comments.

114 Mr. Gauthier asked about Conference Day and if it can be moved to the last week of October.

115 Mr. Steel replied that he is conflicted on that decision and it ultimately landed on a 4-day
 116 weekend.

117 **Mr. Coughlan motioned to approve the FY'21 School Calendar. Ms. Grudzien seconded**
 118 **the motion. 9 in favor, motion passed. Mr. Gauthier opposed.**

119 The Board thanked Superintendent Steel.

120 IV. Individual Board Reports

121 Ms. Sarah Lawrence, Chair of the MVSBS, noted that they met last week and had a good meeting
 122 with updates on Fall NWEA, lighting and electricity usage, and budget. They also had a good
 123 discussion about Special Education and things are going well.

124 The Board thanked Ms. Lawrence.

125 Vice- Chair of the ASB, Ms. Terri Behm, discussed that they have been working on their budget
 126 and have been working closely with the Ways and Means Committee. They are getting close to
 127 their final budget but there will still be adjustments. She then commended SAU #39 Business
 128 Administrator, Ms. Michele Croteau, for all of her good work.

129 The Board thanked Ms. Behm.

130 Vice-Chair of the SCSB, Mr. Pim Grondstra, remarked that their last meeting started off with a
 131 presentation from the SHS HYPE (Hosting Young Philosophy Enthusiasts) Students and it was
 132 well received. They also discussed their budget as well as grading and reporting and enrollment.

133 Ms. Behm also thanked the PTA for their phenomenal Fun Run Fundraiser adding that they are it
 134 was great for character building, please watch the videos, and they are close to \$50K.

Ms. Facey added that they had their 4 Chairs meeting last week. They are trying to work as one district as much as they possibly can. They also discussed having greater efficiency with Board Meetings after the March voting. She will update the Board at future meetings.

V. Consent Agenda

Ms. Taylor pulled the 1. Draft Minutes Oct 22nd, 2019 from the Consent Agenda. She then noted that she would like to add a sentence to line #278.

“Ms. Peal stated that even if all of the high school teachers voted against having a union that in the consolidated (district) they would still be unionized if the other school teachers voted for it”

Mr. Coughlan motioned to approve, 1. Draft Minutes Oct 22nd, 2019, as amended, 2. Oct 2019 Treasurer’s Report, and 3. Policy from Oct 2019 Meeting- Policy BEDG. Ms. Behm seconded the motion. The vote was unanimous, motion passed.

VI. Policies for SAU- First Reading

Ms. Landwehrle added that this a student policy is not an SAU policy but instead needs to go to the individual boards.

Mr. Grondstra motioned to approve Policy JIH. Ms. Behm seconded the motion. The vote was unanimous, motion passed.

VII. Teacher Leader Effectiveness Update

Ms. Facey added that Ms. Landwehrle will take any questions.

Ms. Landwehrle added that this is just an update including some revisions that they made to their system this summer.

Ms. Grudzien added that she read that some of the observations will be done during the summer. The structure would be very different.

Ms. Landwehrle explained that they had changed the cycle and new timeframe is March 1st through Feb 28th. It allows them to observe staff in the summer and teachers and administrators were very excited about it. Their Extended School Year program is a good example as well as a Title I Program. It would not be appropriate for an hour long camp.

Ms. Grudzien asked about the process if they have a new teacher start in September.

Ms. Landwehrle replied that they would get more observations from September to March in the past it was September to June. Now they complete all of the observations on the new staff prior to the end of February.

Ms. Behm gave her support for the observations over the summer. She then asked about the amount of observations.

Ms. Landwehrle replied that many are new to their system and the number of contracts. A 10-minute informal observation in the past is took about 1 hour and they have gotten to 20 minutes. A lot of work has been done with Frontline and they have to keep monitoring it.

- 170 Ms. Behm remarked that they are getting closer.
- 171 Mr. Gauthier asked about the tenure.
- 172 Ms. Landwehrle replied that a teacher can receive tenure with them after three years and if they
173 had tenure at another district in NH.
- 174 Mr. Grondstra asked what the difference between informal and formal observations.
- 175 Ms. Landwehrle explained that with a formal observation you can see a lesson from start to
176 finish.
- 177 Mr. Grondstra asked about the formal observation planning stage.
- 178 Ms. Landwehrle replied that part of the formal observation process is that you have a pre
179 observation conference when you can sit down and talk to them. Then you observe the lesson
180 and then after you have a post observation conference. The observer is able to be reflective and
181 reflect back to the teacher about what they saw. With the informal observation you cannot have a
182 pre-discussion.
- 183 Mr. Grondstra thanked Ms. Landwehrle and added that he did not know about the pre and post
184 observation conferences.
- 185 Mr. Gauthier asked who does the observations.
- 186 Ms. Landwehrle replied that she tries to see the newer teachers and they have Board
187 Representatives, teachers and had administrators. Their TLE Committee has dwindled a little bit
188 because it has been 6 years. They did meet this summer and had a strong group of teachers. She
189 added that she was the only administrator left.
- 190 Ms. Facey requested to receive quarterly data, so that administrators are meeting their
191 observation targets. She then asked about looking at an effectiveness tool/s, for teachers that are
192 on a performance plan and they can track improvements in observations as they move along.
193 Additionally, she is looking to see if the actual feedback given to teachers is employed.
- 194 Ms. Landwehrle replied, yes.
- 195 Mr. Chen added that the Bean Foundation will be having a presentation with Key Note Speaker,
196 Superintendent Steel speaking on "Preparing Students for a World of Change", on Dec 4th 3:00
197 PM in the SHS Auditorium. He added that they are all invited to attend.
- 198 Ms. Taylor remarked that teachers, staff and Community Council had more questions regarding
199 later start times and the process.
- 200 Ms. Facey added that from the last meeting the committee needs to regroup and discuss how they
201 can bring the later start time information to the public.
- 202 Mr. Steel replied that he was hoping that CC would be in key in making some Souhegan specific
203 decisions. He emphasized that he would be happy to meet with Community Council.
- 204 VIII. Motion Adjourned

205 **Mr. Grondstra motioned to adjourn the meeting at 7:27PM. Mr. Gauthier seconded the**
206 **motion. The vote was unanimous, motion passed.**

207

Draft

Consent Agenda Item #2



James A. Sojka, CPA*

Sheryl A. Pratt, CPA***

Michael J. Campo, CPA, MACCY

Scott T. Eagen, CPA, CFE

Donna M. LaClair, CPA**

Ashley J. Miller-Klem, CPA, MSA

Tyler A. Paine, CPA***

Kyle G. Gingras, CPA

Ryan T. Gibbons, CPA, CFE

Derek M. Barton, CPA

Sylvia Y. Petro, MSA, CFE

* Also licensed in Maine

** Also licensed in Massachusetts

*** Also licensed in Vermont

December 12, 2019

To the Members of the School Administrative Unit Board
School Administrative Unit No. 39
1 School Street
Amherst, NH 03301

Dear Members of the School Administrative Unit Board:

We have audited the financial statements of the governmental activities and each major fund of School Administrative Unit No. 39 for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 24, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School Administrative Unit are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2018-2019. We noted no transactions entered into by the School Administrative Unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the School Administrative Unit's financial statements were:

Management's estimates of the capital asset useful lives are based on historical information and industry guidance. We evaluated the key factors and assumptions used to develop the capital asset useful lives in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimates of the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense are based on assumptions of future events, such as employment, mortality and estimates of value of reported amounts. We evaluated the key factors and assumptions used to develop the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimates of the other postemployment benefit (OPEB) liabilities, deferred outflows and inflows of resources related to OPEB, and OPEB expense are based on the assumptions of future events, such as employment, mortality, and the healthcare cost trend, as well as estimates of the value of reported amounts. We evaluated key factors and assumptions used to develop the OPEB liability, deferred outflows and inflows of resources related to OPEB, and OPEB expense in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

PLODZIK & SANDERSON, P.A.
Certified Public Accountants

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Adjustments proposed and approved were primarily of a routine nature and a list of these adjustments for the general fund are attached to this letter.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 11, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School Administrative Unit No. 39's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School Administrative Unit No. 39's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Capital Asset Policy

During review of policies, it was noted that the fixed asset policy fails to define a fixed asset. Further, this policy also does not address the maintenance of the fixed asset listing including accumulated depreciation, book value, and depreciation expense. Policies should provide clear guidance related to the area they address. We recommend the School Administrative Unit Board revisit the fixed asset policy, compare to what similar school administrative units have adopted and modify it to fit the needs of the School Administrative Unit.

Other Matters

Implementation of New GASB Pronouncements

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements.

GASB Statement No. 84, *Fiduciary Activities*, issued in January 2017, will be effective for the School Administrative Unit's beginning with its fiscal year ending June 30, 2020. This Statement will improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

GASB Statement No. 87, *Leases*, issued in June 2017, will be effective for the School Administrative Unit with its fiscal year ending June 30, 2039. This Statement will improve accounting and financial reporting for leases by governments by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases.

GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, issued June 2018, will be effective for the School Administrative Unit with its fiscal year ending June 30, 2039. This Statement will enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period.

GASB Statement No. 90, *Majority Equity Interests – An Amendment of GASB Statements No. 14 and 61*, issued August 2018, will be effective for the School Administrative Unit with its fiscal year ending June 30, 2020. This Statement will improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units.

GASB Statement No. 91, *Conduit Debt Obligations*, issued May 2019, will be effective for the School Administrative Unit with its fiscal year ending June 30, 2022. This Statement will provide a single method of reporting conduit debt obligations and eliminate differences in practice.

We applied certain limited procedures to the following, which are required supplementary information (RSI) that supplements the basic financial statements:

- Management's Discussion and Analysis,
- Schedule of the School Administrative Unit's Proportionate Share of Net Pension Liability,
- Schedule of School Administrative Unit's Contributions – Pensions,
- Schedule of the School Administrative Unit's Proportionate Share of the Net Other Postemployment Benefits Liability,
- Schedule of School Administrative Unit Contributions – Other Postemployment Benefits,
- Schedule of Changes in the School Administrative Unit's Total Other Postemployment Benefits Liability and Related Ratios, and
- Notes to the Required Supplementary Information

Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the individual fund schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the members of the School Administrative Unit Board and management of the School Administrative Unit No. 39 and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully,



PLODZIK & SANDERSON
Professional Association

Attachment:

General Fund journal entries

Client: 1080 - School Administrative Unit 39
Engagement: 2019 - School Administrative Unit 39
Period Ending: 8/30/2019
Trial Balance: 001.0000 - Government Fund Trial Balance
Workpaper: 910.0032 - General Fund Journal Entries
Fund Level: Fund
Index: 10

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 1				
	Journal entry to reverse use of fund balance booked by client to agree beginning FB	400.0020		
10-7700-000-00-000000	REVENUE FROM UFB		23,543.00	
10-0770-000-00-000000	UNRESERVED FUND BALANCE			23,542.00
10-1990-000-00-000000	OTHER LOCAL REVENUE			1.00
Total			23,543.00	23,543.00
Adjusting Journal Entries JE # 2				
	Journal Entry to break out Nonspendable Fund Balance for Prepaid balances.	400.4400		
10-0770-000-00-000000	UNRESERVED FUND BALANCE		1,514.00	
10-0750-000-00-000000	Nonspendable Fund Balance			1,514.00
Total			1,514.00	1,514.00
Adjusting Journal Entries JE # 3				
	Journal entry to record Additional payable #2	300.2110		
10-1210-232-00-000000	NHRS- Teacher		14,257.00	
10-0411-000-00-000000	I/G PAY (SAU 39 DISTRICTS)			14,257.00
Total			14,257.00	14,257.00
Total Adjusting Journal Entries			39,314.00	39,314.00
Total All Journal Entries			39,314.00	39,314.00

SCHOOL ADMINISTRATIVE UNIT NO. 39
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

SCHOOL ADMINISTRATIVE UNIT NO. 39
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

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PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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INDEPENDENT AUDITOR'S REPORT

To the Members of the School Administrative Unit Board
School Administrative unit No. 39
Amherst, New Hampshire

We have audited the accompanying financial statements of the governmental activities and each major fund, of the School Administrative Unit No. 39 as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School Administrative Unit'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. 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.

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 and each major fund of the School Administrative Unit No. 39, as of June 30, 2019, and the respective changes in financial position and the respective budgetary comparison for the general fund and E-Rate fund 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 following be presented to supplement the basic financial statements:

- Management's Discussion and Analysis,
- Schedule of the School Administrative Unit's Proportionate Share of Net Pension Liability,
- Schedule of School Administrative Unit Contributions – Pensions,
- Schedule of the School Administrative Unit's Proportionate Share of the Net Other Postemployment Benefits Liability,
- Schedule of School Administrative Unit Contributions – Other Postemployment Benefits,

School Administrative Unit No. 39
Independent Auditor's Report

- Schedule of Changes in the School Administrative Unit's Total Other Postemployment Benefits Liability and Related Ratios, and
- Notes to the Required Supplementary Information

Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information – Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School Administrative Unit No. 39's basic financial statements. The individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

Plodzik & Sanderson
Professional Association

December 11, 2019

**School Administrative Unit #39
Management's Discussion and Analysis (MD&A)
Of the Annual Financial Report for the Year Ended June 30, 2019**

INTRODUCTION

The Superintendent of Schools and Business Administrator of New Hampshire School Administrative Unit (SAU) #39 offer this Management's Discussion and Analysis of the financial activities of SAU #39 for the fiscal year which ended June 30, 2019. Readers are encouraged to consider the information presented here in conjunction with additional information found within the body of the annual financial statements.

FINANCIAL HIGHLIGHTS

- The SAU's total net position of (\$1,531,609) on June 30, 2019, consisted of \$193,478 in capital assets- an increase of \$899, \$16,623 restricted for Brick School Improvements, and (\$1,741,710) unrestricted net position balance- a decrease of \$25,771. This was a decrease in Total Net Position of \$11,097 from the previous fiscal year. See Note 9.
- Governmental funds reported combined ending fund balances of \$107,149, a decrease of \$1,987 from the previous fiscal year. The General Fund shows an ending fund balance of \$50,813, an increase of \$8,256, and the E-Rate Fund shows an ending fund balance of \$56,336, a decrease of \$10,243. See Note 10.
- The SAU's long-term obligations of \$1,886,783 consists of \$116,625 in compensated absences, \$179,785 in other postemployment benefits, and \$1,590,372 in net pension liability. SAU #39 carries no debt. These liabilities are reflected as a reduction in net position. See Note 6.

OVERVIEW OF FINANCIAL STATEMENTS

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 SAU #39. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives:

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of SAU #39's finances, in a manner similar to a private-sector business, and to provide both long-term and short-term information.

The *Statement of Net Position* presents information on all of SAU #39's assets and liabilities, with the difference between the two reported as net position. This statement of net position includes debt and contractual obligations as elements of the liabilities of SAU #39.

The *Statement of Activities* presents information showing how SAU #39's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows only in future fiscal periods. Growth in net position over time can generally be expected to reflect improving financial condition, while decline would indicate weakening financial condition.

Fund Financial Statements. The fund financial statements provide more detailed information about SAU #39's most significant funds – not SAU #39 as a whole. Funds are accounting devices that SAU #39 uses to keep track of specific sources of funding and spending for particular programs. Some funds are required to be established by state law and by bond covenants. SAU #39 establishes other funds to control and manage money for particular purposes or to show that SAU #39 is meeting legal responsibilities for using certain revenues. SAU #39 has two kinds of funds:

- Governmental funds – SAU #39's basic services are included in governmental funds, which generally focus on (1) how cash and other financial assets can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. The governmental funds statements provide a detailed short-term view that helps one to determine whether there are more or fewer financial resources that can be spent in the near future to finance SAU #39's programs. Because this information does not encompass the long-term focus of the government-wide statements, additional information is provided with the governmental funds statements explaining the relationship (or differences) between them.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

NET POSITION

The SAU's negative net position is due to the following: As of June 30, 2016, SAU #39 implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, which requires the SAU to report their proportionate share of the New Hampshire Retirement System's net pension liability based upon their plan contributions for the year. The New Hampshire Retirement System has a statutory funding schedule whose goal is to reach 100% plan funding by June 30, 2039.

Change in net position for fiscal year 2019 compared to fiscal year 2018:

Summary of Net Position
Governmental Activities

	June 30, 2019	June 30, 2018
Current and Other Assets	\$ 259,639	\$ 209,313
Capital Assets	<u>193,478</u>	<u>192,579</u>
Total Assets	<u>453,117</u>	<u>401,892</u>
Deferred Outflows of Resources	<u>324,114</u>	<u>434,687</u>
Current Liabilities	151,837	99,445
Other Liabilities	<u>1,886,783</u>	<u>2,101,045</u>
Total Liabilities	<u>2,038,620</u>	<u>2,200,490</u>
Deferred Inflows of Resources	<u>270,220</u>	<u>156,601</u>
Net Position:		
Net Investment in Capital Assets	193,478	192,579
Restricted	16,623	2,848
Unrestricted	<u>(1,741,710)</u>	<u>(1,715,939)</u>
Total Net Position	<u>\$ (1,531,609)</u>	<u>\$ (1,520,512)</u>

Summary of Changes in Net Position
Governmental Activities

	June 30, 2019	June 30, 2018
Revenues:		
Program Revenue:		
Operating Grants and Contributions	\$ 15,073	\$ 45,322
General Revenue:		
School District Assessment	2,216,173	2,146,576
Unrestricted Investment Income	1,815	242
Miscellaneous	813	758
Total Revenues	<u>2,233,874</u>	<u>2,192,898</u>
Expenses:		
Special Education	358,616	322,991
General Administration	647	1,671
Executive Administration	746,392	563,611
Business	702,014	807,879
Operation and Maintenance of Plant	163,036	180,397
Other	182,168	181,293
Noninstructional	92,098	80,340
Total Expenses	<u>2,244,971</u>	<u>2,138,182</u>
Change in Net Position	(11,097)	54,716
Net Position, beginning	<u>(1,520,512)</u>	<u>(1,575,228)</u>
Net Position, ending	<u>\$ (1,531,609)</u>	<u>\$ (1,520,512)</u>

Changes in Net Position. SAU #39's total revenue was \$2,233,874 with the total expenses \$2,244,971 results in an decrease of net position of \$11,097. The majority of SAU #39's revenue (99.2%) came from the School Districts. The majority of SAU #39's expenses were for the Executive Administration (33.2%) and Business Office (31.3%).

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

On June 30, 2017, SAU #39 reported capital assets of \$193,478 (net of accumulated depreciation), which consists of a broad range of capital assets, including buildings improvements, and machinery, equipment & furniture. More detailed information about SAU #39's capital assets is presented in the notes to the financial statements. See Note 1-G and Note 5.

Long-Term Liabilities

Compensated absences had a net increase in potential future payments of \$18,828. The liabilities for other post-employment benefits had a net increase in potential future payments of \$16,211, and net pension related liability was reduced by \$249,301. More detailed information about SAU #39's long term liabilities is presented in the notes to the financial statements. See Note 6.

CONTACTING SAU'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, parents, participants, investors, and creditors with a general overview of SAU #39's finances and to demonstrate SAU #39's accountability for the money it receives. If you have questions about this report, or need additional financial information, contact Adam Steel, Superintendent, or Michele Croteau, Business Administrator, at (603) 673-2690 or by mail at:

SAU #39
ATTN: Business Office
PO Box 849
Amherst, NH 03031

BASIC FINANCIAL STATEMENTS

EXHIBIT A
SCHOOL ADMINISTRATIVE UNIT NO. 39
Statement of Net Position
June 30, 2019

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 236,123
Intergovernmental receivable	22,002
Prepaid items	1,514
Capital assets, net of accumulated depreciation	193,478
Total assets	<u>453,117</u>
DEFERRED OUTFLOWS OF RESOURCES	
Amounts related to pensions	245,916
Amounts related to other postemployment benefits	78,198
Total deferred outflows of resources	<u>324,114</u>
LIABILITIES	
Accounts payable	75,343
Accrued salaries and benefits	42,365
Intergovernmental payable	34,129
Noncurrent obligations:	
Due in more than one year	1,886,783
Total liabilities	<u>2,038,620</u>
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue	653
Amounts related to pensions	269,435
Amounts related to other postemployment benefits	132
Total deferred inflows of resources	<u>270,220</u>
NET POSITION	
Net investment in capital assets	193,478
Restricted	16,623
Unrestricted	(1,741,710)
Total net position	<u>\$ (1,531,609)</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

EXHIBIT B
SCHOOL ADMINISTRATIVE UNIT NO. 39
Statement of Activities
For the Fiscal Year Ended June 30, 2019

	<u>Expenses</u>	<u>Program Revenues Operating Grants and Contributions</u>	<u>Net (Expense) Revenue and Change in Net Position</u>
Governmental activities:			
Instruction	\$ 358,616	\$ -	\$ (358,616)
Support services:			
Student	647	-	(647)
Executive administration	746,392	-	(746,392)
Business	702,014	-	(702,014)
Operation and maintenance of plant	163,036	-	(163,036)
Other	182,168	15,073	(167,095)
Noninstructional services	92,098	-	(92,098)
Total governmental activities	<u>\$ 2,244,971</u>	<u>\$ 15,073</u>	<u>(2,229,898)</u>
General revenues:			
School districts' assessments			2,216,173
Interest			1,815
Miscellaneous			813
Total general revenues			<u>2,218,801</u>
Change in net position			(11,097)
Net position, beginning			<u>(1,520,512)</u>
Net position, ending			<u>\$ (1,531,609)</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

EXHIBIT C-1
SCHOOL ADMINISTRATIVE UNIT NO. 39
Governmental Funds
Balance Sheet
June 30, 2019

	General	E-Rate	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 179,787	\$ 56,336	\$ 236,123
Intergovernmental receivables	22,002	-	22,002
Prepaid items	1,514	-	1,514
Total assets	<u>\$ 203,303</u>	<u>\$ 56,336</u>	<u>\$ 259,639</u>
LIABILITIES			
Accounts payable	\$ 75,343	\$ -	\$ 75,343
Accrued salaries and benefits	42,365	-	42,365
Intergovernmental payable	34,129	-	34,129
Total liabilities	<u>151,837</u>	<u>-</u>	<u>151,837</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue	<u>653</u>	<u>-</u>	<u>653</u>
FUND BALANCES			
Nonspendable	1,514	-	1,514
Restricted	16,623	-	16,623
Committed	-	56,336	56,336
Unassigned	32,676	-	32,676
Total fund balances	<u>50,813</u>	<u>56,336</u>	<u>107,149</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 203,303</u>	<u>\$ 56,336</u>	<u>\$ 259,639</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

EXHIBIT C-2
SCHOOL ADMINISTRATIVE UNIT NO. 39
Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position
June 30, 2019

Total fund balances of governmental funds (Exhibit C-1)		\$ 107,149
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not current financial resources, therefore, are not reported in the governmental funds.		
Cost	\$ 309,466	
Less accumulated depreciation	<u>(115,988)</u>	
		193,478
Pension and other postemployment benefits (OPEB) related deferred outflows of resources and deferred inflows of resources are not due and payable in the current year, and therefore, are not reported in the governmental funds as follows:		
Deferred outflows of resources related to pensions	\$ 245,916	
Deferred inflows of resources related to pensions	(269,435)	
Deferred outflows of resources related to OPEB	78,198	
Deferred inflows of resources related to OPEB	<u>(132)</u>	
		54,547
Long-term liabilities are not due and payable in the current period, therefore, are not reported in the governmental funds.		
Compensated absences	\$ 116,625	
Net pension liability	1,590,372	
Other postemployment benefits	<u>179,786</u>	
		<u>(1,886,783)</u>
Net position of governmental activities (Exhibit A)		<u>\$ (1,531,609)</u>

EXHIBIT C-3
SCHOOL ADMINISTRATIVE UNIT NO. 39
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Fiscal Year Ended June 30, 2019

	General	E-Rate	Total Governmental Funds
REVENUES			
School districts' assessments	\$ 2,216,173	\$ -	\$ 2,216,173
Other local	2,628	15,073	17,701
Total revenues	<u>2,218,801</u>	<u>15,073</u>	<u>2,233,874</u>
EXPENDITURES			
Current:			
Instruction	353,393	-	353,393
Support services:			
Executive administration	753,624	-	753,624
Business	695,444	-	695,444
Operation and maintenance of plant	150,468	-	150,468
Other	156,852	25,316	182,168
Noninstructional services	100,764	-	100,764
Total expenditures	<u>2,210,545</u>	<u>25,316</u>	<u>2,235,861</u>
Net change in fund balances	8,256	(10,243)	(1,987)
Fund balances, beginning	42,557	66,579	109,136
Fund balances, ending	<u>\$ 50,813</u>	<u>\$ 56,336</u>	<u>\$ 107,149</u>

EXHIBIT C-4
SCHOOL ADMINISTRATIVE UNIT NO. 39
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances - Governmental Funds to the Statement of Activities
For the Fiscal Year Ended June 30, 2019

Net change in fund balances of total governmental funds (Exhibit C-3)	\$ (1,987)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures, while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. Capital outlay expenditures exceeded depreciation expense in the current year, as follows:

Capitalized capital outlay	\$ 22,344	
Depreciation expense	<u>(21,446)</u>	898

Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.

Increase in compensated absences payable	\$ (18,828)	
Net change in net pension liability and deferred outflows and inflows of resources related to pensions	53,024	
Net change in net other postemployment benefits liability and deferred outflows and inflows of resources related to other postemployment benefits	<u>(44,204)</u>	<u>(10,008)</u>

Change in net position of governmental activities (Exhibit B)	<u><u>\$ (11,097)</u></u>
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EXHIBIT D-1
SCHOOL ADMINISTRATIVE UNIT NO. 39
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (Non-GAAP Budgetary Basis)
General Fund
For the Fiscal Year Ended June 30, 2019

	Original Budget Final	Actual	Variance Positive (Negative)
REVENUES			
School districts' assessments	\$ 2,216,174	\$ 2,216,174	\$ -
Other local	678	2,627	1,949
Total revenues	<u>2,216,852</u>	<u>2,218,801</u>	<u>1,949</u>
EXPENDITURES			
Current:			
Instruction	342,499	353,393	(10,894)
Support services:			
Executive administration	751,804	753,624	(1,820)
Business	707,098	695,444	11,654
Operation and maintenance of plant	176,424	150,468	25,956
Other	158,974	156,852	2,122
Noninstructional	103,596	100,764	2,832
Total expenditures	<u>2,240,395</u>	<u>2,210,545</u>	<u>29,850</u>
Net change in fund balance	<u>\$ (23,543)</u>	8,256	<u>\$ 31,799</u>
Decrease in nonspendable fund balance		2,577	
Increase in restricted fund balance		(13,775)	
Unassigned fund balance, beginning		35,618	
Unassigned fund balance, ending		<u>\$ 32,676</u>	

EXHIBIT D-2
SCHOOL ADMINISTRATIVE UNIT NO. 39
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (GAAP Basis)
E-Rate Fund
For the Fiscal Year Ended June 30, 2019

	Original Budget Final	Actual	Variance Positive (Negative)
REVENUES			
Other local	\$ 18,800	\$ 15,073	\$ (3,727)
EXPENDITURES			
Current:			
Other	18,800	25,316	(6,516)
Net change in fund balance	\$ -	(10,243)	\$ (10,243)
Fund balance, beginning		66,579	
Fund balance, ending		\$ 56,336	

The Notes to the Basic Financial Statements are an integral part of this statement.

SCHOOL ADMINISTRATIVE UNIT NO. 39
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

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SCHOOL ADMINISTRATIVE UNIT NO. 39
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the School Administrative Unit No. 39, in Amherst, New Hampshire (the School Administrative Unit), have been prepared in conformity with U.S. Generally Accepted Accounting Principles (GAAP) for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources.

1-A Reporting Entity

The School Administrative Unit No. 39 is a municipal corporation governed by an elected 17-member School Administrative Unit Board. In evaluating how to define the School Administrative Unit for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity is made by applying the criteria set forth by the GASB. The School Administrative Unit has no component units to include in its reporting entity.

1-B Government-wide and Fund Financial Statements

Government-wide Financial Statements – The Statement of Net Position and the Statement of Activities report information on all of the nonfiduciary activities of the primary government. Generally, the effect of interfund activity has been eliminated from these statements. Governmental activities normally are supported through assessments and intergovernmental revenues.

The *Statement of Net Position* presents the financial position of the School Administrative Unit at year-end. This Statement includes all of the School Administrative Unit's non-fiduciary assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position.

The *Statement of Activities* demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include grants and contributions that are restricted to meeting the operational requirements of a particular function. Assessments and other items not meeting the definition of program revenues are reported instead as general revenues. Resources that are dedicated internally are reported as general revenue rather than program revenue.

Fund Financial Statements – Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds, and are presented in the other governmental column of the fund financial statements.

In the governmental fund financial statements, expenditures are reported by character: current, debt service or facilities acquisition and construction. Current expenditures are subclassified by function and are for items such as salaries, grants, supplies, and services. Debt service includes both interest and principal outlays related to bonds. Capital outlay includes expenditures for equipment, real property, or infrastructure. The School Administrative Unit has no debt service or facilities acquisition and construction expenditures.

1-C Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Measurement Focus and Basis of Accounting – The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources* measurement focus and the *modified accrual basis* of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the School Administrative Unit generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, with the exception of reimbursement based grants, which use a period of one year.

SCHOOL ADMINISTRATIVE UNIT NO. 39
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

Administrative Unit assessments, intergovernmental revenue, and other local sources associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences, are recorded only when payment is due.

Financial Statement Presentation – A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to report financial position and the results of operations, to demonstrate legal compliance, and to aid financial management by segregating transactions related to certain government functions or activities.

The School Administrative Unit reports the following major governmental funds:

General Fund – is the School Administrative Unit’s primary operating fund. The general fund accounts for all financial resources except those required to be accounted for in another fund. The primary revenue sources include district assessments, state and federal grants, and other local sources. The primary expenditures are for instruction, support services, and noninstructional services.

E-Rate Fund – accounts for the resources received from Federal Communications Commission’s Universal Service Fund. The resources provide discounted telecommunications, internet access, and internal connections to eligible schools.

1-D Cash and Cash Equivalents

The School Administrative Unit considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Deposits with financial institutions consist primarily of demand deposits. Each fund’s portion of this pool is reflected on the combined financial statements under the caption “cash and cash equivalents.”

New Hampshire statutes require that the School Administrative Unit treasurer have custody of all money belonging to the School Administrative Unit and pay out the same only upon orders of the School Administrative Unit Board. The treasurer shall deposit all such monies in participation units in the public deposit investment pool established pursuant to NH RSA 383:22 or in solvent banks in the state. Funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the Federal Reserve Bank, collateral security for such deposits, United States government or government agency obligations or obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

1-E Receivables

Receivables in the government-wide and governmental fund financial statements represent amounts due to the School Administrative Unit at June 30, recorded as revenue, which will be collected in the future and consist primarily of accounts and intergovernmental receivables.

1-F Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items and expensed as the items are used.

1-G Capital Assets

Capital assets are defined by the School Administrative Unit as assets with an initial individual cost of \$5,000 or more and an estimated life in excess of two years. Capital assets include property, plant, and equipment, infrastructure assets (e.g. roads, sidewalks, drainage, and similar items) and are reported in governmental activities.

The accounting and reporting treatment applied to capital assets associated with a fund are determined by the fund’s measurement focus. General capital assets are assets of the School Administrative Unit as a whole. When purchased, such assets are recorded as expenditures in a governmental fund and capitalized as assets in the government-wide Statement of Net Position. When cost of general capital assets cannot be determined from available records, estimated historical cost is used.

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Additions, improvements, and other capital outlay that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of an asset or materially extend lives are not capitalized.

In the government-wide financial statements, the cost of property sold or retired, together with the related accumulated depreciation, is removed and any resulting gain or loss is included in income.

Capital assets of the School Administrative Unit are depreciated using the straight-line method over the following estimated useful lives:

Capital Asset Class:	Years
Buildings and building improvements	20-25
Software and equipment	5-20

1-H Accounts Payable

Accounts payable represent the gross amount of expenditures or expenses incurred as a result of normal operations, but for which no actual payment has yet been issued to vendors/providers as of June 30, 2019.

1-I Deferred Outflows/Inflows of Resources

Deferred outflows of resources, a separate financial statement element, represents a consumption of net position or fund balance that applies to a future period(s) and thus will not be recognized as an outflow of resources (expenses) until then.

Deferred inflows of resources, a separate financial statement element, represents an acquisition of net position or fund balance that applies to a future period(s) which will not be recognized as an inflow of resources (revenue) until that time. Although certain revenues are measurable, they are not available. Available means collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year.

1-J Long-term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the governmental activities Statement of Net Position.

1-K Compensated Absences

The School Administrative Unit's policy allows certain employees to earn varying amounts of vacation and sick pay based on the employee's length of employment. Upon retirement or termination of employment, employees are paid in full for any accrued leave earned as set forth by personnel policy.

An expense and a liability for vacation and sick pay and salary-related payments are accrued as the leave is earned in the government-wide financial statements. The compensated absences liability is liquidated using funds to which the liability accrued as the accumulated leave is used.

1-L Defined Benefit Pension Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and as amended by GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date* requires participating employers to recognize their proportionate share of collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense, and schedules have been prepared to provide employers with their calculated proportionate share of these amounts. The collective amounts have been allocated based on employer contributions during the respective fiscal years. Contributions from employers are recognized when legally due, based on statutory requirements.

The schedules prepared by New Hampshire Retirement System, and audited by the plan's independent auditors, require management to make a number of estimates and assumptions related to the reported amounts. Due to the inherent nature and uncertainty of these estimates, actual results could differ, and the differences may be material.

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1-M Postemployment Benefits Other Than Pensions (OPEB)

The School Administrative Unit maintains two separate other postemployment benefit plans, as follows:

New Hampshire Retirement System Plan – For the purposes of measuring the total other postemployment benefit (OPEB) liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the New Hampshire Retirement System OPEB Plan (the plan) and additions to/deductions from the plan's fiduciary net position has been determined on the same basis as they are reported by the New Hampshire Retirement System. For this purpose, the plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

Single Employer Plan – For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information has been determined based on the School Administrative Unit's actuarial report. For this purpose, benefit payments are recognized when due and payable in accordance with benefit terms.

1-N Net Position/Fund Balances

Government-wide statements – Equity is classified as net position and displayed in three components:

Net Investment in Capital Assets – Consists of capital assets, net of accumulated depreciation/amortization, reduced by the outstanding balances of bonds, or other debt attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Position – Results when constraints placed on net position use are either externally imposed by a third party (statutory, bond covenant, or granting agency) or are imposed by law through constitutional provisions or enabling legislation. The School Administrative Unit typically uses restricted assets first, as appropriate opportunities arise, but reserves the right to selectively defer the use until a future period.

Unrestricted Net Position – Consists of net position not meeting the definition of the preceding categories. Unrestricted net position is often subject to constraints imposed by management which can be removed or modified.

Fund Balance Classifications – GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, provides more clearly defined fund balance categories to make sure the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

Nonspendable – Amounts that cannot be spent because they are either (a) not in spendable form; or (b) are legally or contractually required to be maintained intact.

Restricted – Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed – Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (School Administrative Unit Meeting). These amounts cannot be used for any other purpose unless the legislative body removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Unassigned – The portion of fund balance that has not been restricted, committed, or assigned for a specific purpose.

When multiple net position/fund balance classifications are available for use, it is the government's policy to utilize the most restricted balances first, then the next most restricted balance as needed. When components of unrestricted fund balance are used, committed fund balance is depleted first followed by assigned fund balance. Unassigned fund balance is applied last.

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1-0 Use of Estimates

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenues and expenses during the period reported. These estimates include assessing the collectability of accounts receivable and the useful lives of capital assets, among others. Estimates and assumptions are reviewed periodically and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from estimates.

NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

2-A Budgetary Information

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the School Administrative Unit's operations. At its annual meeting, the School Administrative Unit adopts a budget for the current year for the general and E-Rate funds.

Management may transfer appropriations between operating categories as deemed necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

State statutes require balanced budgets, but provide for the use of beginning unassigned fund balance to achieve that end. In the fiscal year 2019, \$23,453 of the beginning general fund unassigned fund balance was applied for this purpose.

DETAILED NOTES ON ALL FUNDS

NOTE 3 – CASH AND CASH EQUIVALENTS

The School Administrative Unit's deposits are entirely covered by federal depository insurance (FDIC). The FDIC currently insures the first \$250,000 of the School Administrative Unit's deposits at each financial institution, per case custodian. As of year-end, the carrying amount of the School Administrative Unit's deposits was \$236,123 and the bank balances totaled \$301,061.

NOTE 4 – RECEIVABLES

Receivables at June 30, 2019, consisted of intergovernmental amounts arising from amounts owed from school district members of the School Administrative Unit No. 39. Receivables are recorded on the School Administrative Unit's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectability.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2019 consisted of the following:

	<u>Balance, beginning</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance, ending</u>
At cost:				
Buildings and building improvements	\$ 212,220	\$ -	\$ -	\$ 212,220
Software and equipment	82,117	22,344	(7,215)	97,246
Total capital assets	<u>294,337</u>	<u>22,344</u>	<u>(7,215)</u>	<u>309,466</u>

(Continued)

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Capital assets continued:

	Balance, beginning	Additions	Retirements	Balance, ending
Less accumulated depreciation:				
Buildings and building improvements	(35,539)	(9,972)	-	(45,511)
Software and equipment	(66,218)	(11,474)	7,215	(70,477)
Total accumulated depreciation	(101,757)	(21,446)	7,215	(115,988)
Net book value, all capital assets	\$ 192,580	\$ 898	\$ -	\$ 193,478

Depreciation expense was charged to functions of the School Administrative Unit based on their usage of the related assets. The amounts allocated to each function are as follows:

Support services:	
General administration	\$ 7,342
Business	3,900
Operation and maintenance of plant	10,204
Total depreciation expense	\$ 21,446

NOTE 6 – LONG-TERM LIABILITIES

Changes in the School Administrative Unit's long-term liabilities consisted of the following for the year ended June 30, 2019:

	Balance July 1, 2018	Additions	Reductions	Balance June 30, 2019
Compensated absences	\$ 97,797	\$ 18,828	\$ -	\$ 116,625
Pension related liability	1,839,673	-	249,301	1,590,372
Net other postemployment benefits	163,575	16,211		179,786
Total long-term liabilities	\$ 2,101,045	\$ 35,039	\$ 249,301	\$ 1,886,783

NOTE 7 – DEFINED BENEFIT PENSION PLAN

Plan Description – The New Hampshire Retirement System (NHRS or the System) is a public employee retirement system that administers one cost-sharing multiple-employer defined benefit pension plan (Pension Plan), a component unit of the State of New Hampshire, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans* – an amendment of GASB Statement No. 25. The Pension Plan was established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The Pension Plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers with in the State are eligible and required to participate in the Pension Plan. The System issues a publicly available financial report that may be obtained by writing the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301.

Benefits Provided – The Pension Plan is divided into two membership groups. State and local employees and teachers belong to Group I. Police and firefighters belong to Group II. All assets are held in a single trust and available to pay retirement benefits to all members.

Group I members at age 60 or 65 (for members who commence service after July 1, 2011) qualify for a normal service retirement allowance based on years of creditable service and average final salary for the highest of either three or five years, depending on when their service commenced. The yearly pension amount is 1/60 or 1.667% of average final compensation (AFC) multiplied by years of creditable service. At age 65, the yearly pension amount is recalculated at 1/66 or 1.515% of AFC multiplied by years of creditable service.

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Group II members who are age 60, or members who are at least age 45 with at least 20 years of creditable service, can receive a retirement allowance at a rate of 2.5% of AFC for each year of creditable service, not to exceed 40 years. Members commencing service on or after July 1, 2011 or members who have nonvested status as of January 1, 2012 can receive a retirement allowance at age 52.5 with 25 years of service or age 60. The benefit shall be equal to 2% of AFC times creditable service up to 42.5 years. However, a member who commenced service on or after July 1, 2011 shall not receive a retirement allowance until attaining the age of 52.5, but may receive a reduced allowance after age 50 if the member has at least 25 years of creditable service where the allowance shall be reduced, for each month by which the member attains 52.5 years of age by $\frac{1}{4}$ of 1% or age 60.

Members of both groups may qualify for vested deferred allowances, disability allowances and death benefit allowances, subject to meeting various eligibility requirements. Benefits are based on AFC or earnable compensation and/or service.

Contributions – The System is financed by contributions from both the employees and the School Administrative Unit. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees are required to contribute 7% of earnable compensation. For fiscal year 2019, the School Administrative Unit contributed 15.70% for teachers and 11.08% for other employees. The contribution requirement for the fiscal year 2019 was \$132,358, which was paid in full.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions – At June 30, 2019, the School Administrative Unit reported a liability of \$1,590,372 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The School Administrative Unit's proportion of the net pension liability was based on a projection of the School Administrative Unit's long-term share of contributions to the pension plan relative to the projected contributions of all participating towns and School Administrative Units, actuarially determined. At June 30, 2018, the School Administrative Unit's proportion was .03% which was a decrease of 0.0044% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the School Administrative Unit recognized pension expense of \$70,137. At June 30, 2019, the School Administrative Unit reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion	\$ -	\$ 219,755
Net difference between projected and actual investment earnings on pension plan investments	-	36,803
Changes in assumptions	110,062	-
Differences between expected and actual experience	12,694	12,877
Contributions subsequent to the measurement date	123,160	-
Total	<u>\$ 245,916</u>	<u>\$ 269,435</u>

The \$123,160 reported as deferred outflows of resources related to pensions results from the School Administrative Unit contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ending June 30,	
2019	\$ (17,676)
2020	(14,210)
2021	(76,708)
2022	(38,085)
Thereafter	-
Totals	<u>\$ (146,679)</u>

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Actuarial Assumptions – The collective total pension liability was determined by an actuarial performed as of June 30, 2017, rolled forward to June 30, 2018, using the following assumptions:

Inflation:	2.5% per year
Wage inflation	3.25% per year
Salary increases:	5.6% average, including inflation
Investment rate of return:	7.25% net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2014 employee generational mortality tables for males and females, adjusted for mortality improvements using Scale MP-2015, based on last experience study.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2010 – June 30, 2015.

Long-term Rates of Return – The long-term expected rate of return on pension plan investment was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rate of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. Following is a table presenting target allocations and long-term rates of return for 2018:

Asset Class	Target Allocation	Weighted average long-term expected real rate of return
		2018
Large Cap Equities	22.50%	4.25%
Small/Mid Cap Equities	7.50%	4.50%
Total domestic equities	30.00%	
Int'l Equities (unhedged)	13.00%	4.50%
Emerging Int'l Equities	7.00%	6.00%
Total international equity	20.00%	
Core Bonds	4.50%	0.50%
Short Duration	2.50%	(0.25%)
Global Multi-Sector Fixed Income	11.00%	1.80%
Absolute Return Fixed Income	7.00%	1.14%
Total fixed income	25.00%	
Private equity	5.00%	6.25%
Private debt	5.00%	4.25%
Opportunistic	5.00%	2.15%
Total alternative investments	15.00%	
Real estate	10.00%	3.25%
Total	100.00%	

Discount Rate – The discount rate used to measure the collective total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the Pension Plan's actuarial funding policy as required by RSA 100-A:16. Based on those assumptions, the Pension 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 expected rate of return on Pension Plan investment was applied to all periods of projected benefit payments to determine the collective total pension liability.

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Sensitivity of the School Administrative Unit's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following table presents the School Administrative Unit's proportionate share of the net pension liability calculated using the discount rate of 7.25% as well as what the School Administrative Unit's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.25%) or 1-percentage point higher (8.25%) than the current rate:

Actuarial Valuation Date	1% Decrease 6.25%	Current Single Rate Assumption 7.25%	1% Increase 8.25%
June 30, 2018	\$ 2,116,003	\$ 1,590,372	\$ 1,149,877

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued New Hampshire Retirement System Cost-Sharing Multiple Employer Defined Benefit Pension Plan financial report.

NOTE 8 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

8-A New Hampshire Retirement System (NHRS)

Plan Description – The New Hampshire Retirement System (NHRS or the System) administers a cost-sharing multiple-employer other postemployment benefit plan medical subsidy healthcare plan (OPEB Plan). For additional system information, please refer to the 2018 Comprehensive Annual Financial Report, which can be found on the system's website at www.nhrs.org.

Benefits Provided – Benefit amounts and eligibility requirements for the OPEB Plan are set by State law (RSA 100-A:52, RSA 100-A:52-a and RSA 100-A:52-b), and members are designated in statute by type. The four membership types are Group II, Police Officers and Firefighters; Group I, Teachers; Group I, Political Subdivision Employees; and Group I, State Employees. The OPEB Plan provides a medical insurance subsidy to qualified retired members. The medical insurance subsidy is a payment made by NHRS to the former employer or its insurance administrator toward the cost of health insurance for a qualified retiree, his/her qualified spouse, and his/her certified dependent children with a disability who are living in the household and being cared for by the retiree. If the health insurance premium amount is less than the medical subsidy amount, then only the health insurance premium amount will be paid. If the health insurance premium amount exceeds the medical subsidy amount, then the retiree or other qualified person is responsible for paying any portion that the employer does not pay.

Group I benefits are based on creditable service, age and retirement date. Group II benefits are based on hire date, age and creditable service. The OPEB plan is closed to new entrants.

Maximum medical subsidy rates paid during fiscal years 2017 and 2016 were as follows:

For qualified retirees not eligible for Medicare, the amounts were \$375.56 for a single-person plan and \$751.12 for a two-person plan.

For those qualified retirees eligible for Medicare, the amounts were \$236.84 for a single-person plan and \$473.68 for a two-person plan.

Contributions – The OPEB Plan is funded by allocating to the 401(h) subtrust the lesser of: 25% of all employer contributions made in accordance with RSA 100-A:16 or the percentage of employer contributions determined by the actuary to be the minimum rate necessary to maintain the benefits provided under RSA 100-A:53-b, RSA 100-A:53-c, and RSA 100-A:53-d. For fiscal year 2018, the minimum rates determined by the actuary to maintain benefits were the lesser of the two options and were used to determine the employer contributions due to the 401(h) subtrust. The State Legislature has the authority to establish, amend and discontinue the contribution requirements of the OPEB Plan. Administrative costs are allocated to the OPEB Plan based on fund balances. For fiscal year 2019, the School Administrative Unit contributed 1.66% for teachers and 0.30% for other employees. The contribution requirement for the fiscal year 2018 was \$3,584, which was paid in full.

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OPEB Liabilities, OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB – At June 30, 2019, the School Administrative Unit reported a liability of \$41,620 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The School Administrative Unit's proportion of the net OPEB liability was based on a projection of the School Administrative Unit's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating towns and School Administrative Units, actuarially determined. At June 30, 2018, the School Administrative Unit's proportion was 0.01% which increased 0.0025% from the prior year.

For the year ended June 30, 2019, the School Administrative Unit recognized OPEB expense of \$12,794. At June 30, 2019, the School Administrative Unit reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion	\$ 2,423	\$ -
Net difference between projected and actual investment earnings on OPEB plan investments	-	132
Differences between expected and actual experience	244	-
Contributions subsequent to the measurement date	3,335	-
Total	<u>\$ 6,002</u>	<u>\$ 132</u>

The \$3,335 reported as deferred outflows of resources related to OPEB results from the School Administrative Unit contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ending June 30,	
2019	\$ 2,626
2020	(41)
2021	(41)
2022	(9)
Thereafter	-
Totals	<u>\$ 2,535</u>

Actuarial Assumptions – The total OPEB liability in this report is based on an actuarial valuation performed as of June 30, 2017 and a measurement date of June 30, 2018. The total OPEB liability was determined using the following actuarial assumptions applied to all periods included in the measurement, unless otherwise specified:

Price inflation:	2.5% per year
Wage inflation:	3.25% per year
Salary increases:	5.6% average, including inflation
Investment rate of return:	7.25% net of OPEB plan investment expense, including inflation
Health care trend rate:	Not applicable, given that the benefits are fixed stipends

Mortality rates were based on the RP-2014 healthy annuitant and employee generational mortality tables for males and females with credibility adjustments, adjusted for fully generational mortality improvements using Scale MP-2015, based on last experience study.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2010 – June 30, 2015.

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Long-term Rates of Return – The long-term expected rate of return on OPEB plan investment was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rate of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. Following is a table presenting target allocations and long-term rates of return for 2018:

Asset Class	Target Allocation	Weighted average long-term expected real rate of return
		2018
Large Cap Equities	22.50%	4.25%
Small/Mid Cap Equities	7.50%	4.50%
Total domestic equities	30.00%	
Int'l Equities (unhedged)	13.00%	4.50%
Emerging Int'l Equities	7.00%	6.00%
Total international equity	20.00%	
Core Bonds	4.50%	0.50%
Short Duration	2.50%	(0.25%)
Global Multi-Sector Fixed Income	11.00%	1.80%
Absolute Return Fixed Income	7.00%	1.14%
Total fixed income	25.00%	
Private equity	5.00%	6.25%
Private debt	5.00%	4.75%
Opportunistic	5.00%	2.15%
Total alternative investments	15.00%	
Real estate	10.00%	3.25%
Total	100.00%	

Discount Rate – The discount rate used to measure the total OPEB liability as of June 30, 2018 was 7.25%. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made under the current statute RSA 100-A:16 and that plan member contributions will be made under RSA 100-A:16. Based on those assumptions, the OPEB Plan's fiduciary net position was projected to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB Plan investments was applied to all periods of projected benefit payments to determine the collective total OPEB liability.

Sensitivity of the School Administrative Unit's Proportionate Share of the OPEB Liability to Changes in the Discount Rate – The following table presents the School Administrative Unit's proportionate share of the OPEB liability calculated using the discount rate of 7.25% as well as what the School Administrative Unit's proportionate share of the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.25%) or 1-percentage point higher (8.25%) than the current rate:

Actuarial Valuation Date	1% Decrease 6.25%	Current Single Rate Assumption 7.25%	1% Increase 8.25%
June 30, 2018	\$ 43,319	\$ 41,620	\$ 36,863

Sensitivity of the School Administrative Unit's Proportionate Share of the OPEB Liability to Changes in the Healthcare Cost Trend Rate – GASB No. 75 requires the sensitivity of the Net OPEB liability to the healthcare cost trend assumption. Since the medical subsidy benefits are a fixed stipend, there is no sensitivity to the change in the healthcare cost trend assumption.

OPEB Plan Fiduciary Net Position – Detailed information about the OPEB plan's fiduciary net position is available in the separately issued New Hampshire Retirement System Cost-Sharing Multiple Employer Defined Benefit OPEB Plan financial report.

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8-B Retiree Health Benefit Program

Plan Description – GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, requires governments to account for other postemployment benefits (OPEB) on an accrual basis, rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially determined expense on the Statement of Activities when a future retiree earns their postemployment benefits, rather than when they use their postemployment benefit. The postemployment benefit liability is recognized on the Statement of Net Position over time.

Benefits Provided – The School Administrative Unit provides postemployment healthcare benefits for certain eligible retirees. The School Administrative Unit provides medical benefits to its eligible retirees. The benefits are provided through HealthTrust

Employees Covered by Benefit Terms – At July 1, 2018 the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	4
Active employees	18
Total participants covered by OPEB plan	<u>22</u>

Total OPEB Liability – The School Administrative Unit's total OPEB liability of \$138,166 was measured as of July 1, 2018 and was determined by an actuarial valuation of that date.

Actuarial Assumptions and Other Inputs – The total OPEB liability of \$138,166 in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate:	3.58%
Healthcare Cost Trend Rates:	
Current Year Trend	9.50%
Second Year Trend	9.00%
Decrement	0.50%
Ultimate Trend	5.00%
Year Ultimate Trend is Reached	2028
Salary Increases:	2.00%

The discount rate was based on the index provided by *Bond Buyer 20-Bond General Obligation Index* based on the 20-year AA municipal bond rate as of July 1, 2017.

Mortality rates were based on the RP-2000 Combined Health Participant Table Projected 10 years using Projection Scale AA.

Changes in the Total OPEB Liability

	June 30,	
	2018	2019
Total OPEB liability beginning of year	\$ 128,495	\$ 133,396
Changes for the year:		
Service cost	7,184	7,328
Interest	4,481	4,650
Assumption changes and difference between actual and expected experience	(115)	(220)
Benefit payments	(6,649)	(6,988)
Total OPEB liability end of year	<u>\$ 133,396</u>	<u>\$ 138,166</u>

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Sensitivity of the School Administrative Unit's OPEB Liability to Changes in the Discount Rate – The July 1, 2017 actuarial valuation was prepared using a discount rate of 3.58%. If the discount rate were 1% higher than what was used the OPEB liability would decrease to \$126,519 or by 0.05%. If the discount rate were 1% lower than what was used the OPEB liability would increase to \$140,690 or by 0.06%.

	Discount Rate		
	1% Decrease	Baseline 3.58%	1% Increase
Total OPEB Liability	\$ 140,690	\$ 133,396	\$ 126,519

Sensitivity of the School Administrative Unit's OPEB Liability to Changes in the Healthcare Cost Trend Rates – The July 1, 2017 actuarial valuation was prepared using an initial trend rate of 9.5%. If the trend rate were 1% higher than what was used the OPEB liability would increase to \$148,968 or by 0.12%. If the trend rate were 1% lower than what was used the OPEB liability would decrease to \$119,727 or by 0.10%.

	Healthcare Cost Trend Rates		
	1% Decrease	Baseline 9.5%	1% Increase
Total OPEB Liability	\$ 119,727	\$ 133,396	\$ 148,968

OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB – For the year ended June 30, 2019, the School Administrative Unit recognized OPEB expense of \$41,792. At June 30, 2019, the School Administrative Unit reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	\$ 72,196	\$ -

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

Fiscal Year Ending	
June 30,	
2019	\$ 29,814
2020	29,814
2021	12,568
2022	-
Thereafter	-
Totals	\$ 72,196

NOTE 9 – GOVERNMENTAL ACTIVITIES NET POSITION

Governmental activities net position reported on the government-wide Statement of Net Position at June 30, 2019 include the following:

Net investment in capital assets:	
Net book value of all capital assets	\$ 193,478
Restricted for Brick School improvements	16,623
Unrestricted	(1,741,710)
Total net position	\$ (1,531,609)

SCHOOL ADMINISTRATIVE UNIT NO. 39
NOTES TO THE BASIC FINANCIAL STATEMENTS
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NOTE 10 – GOVERNMENTAL FUND BALANCES

Governmental fund balances at June 30, 2019 consist of the following:

	General Fund	E-Rate Fund	Total Governmental Funds
Nonspendable:			
Prepaid items	\$ 1,514	\$ -	\$ 1,514
Restricted:			
Reserve for special purpose	16,623	-	16,623
Committed:			
Special revenue	-	56,336	56,336
Unassigned	32,676	-	32,676
Total governmental fund balances	<u>\$ 50,813</u>	<u>\$ 56,336</u>	<u>\$ 107,149</u>

NOTE 11 – RISK MANAGEMENT

The School Administrative Unit is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. During fiscal year 2019, the School Administrative Unit was a member of the New Hampshire Public Risk Management Exchange (Primex³) Workers' Compensation and Property/Liability Programs.

The New Hampshire Public Risk Management Exchange (Primex³) Workers' Compensation and Property/Liability Programs are pooled risk management programs under RSAs 5-B and 281-A. Coverage was provided from July 1, 2018 to June 30, 2019 by Primex³, which retained \$2,000,000 of each workers' compensation loss, \$500,000 of each liability loss, and \$200,000 of each property loss. The Board has decided to self-insure the aggregate exposure and has allocated funds based on actuarial analysis for that purpose. The workers' compensation section of the self-insurance membership agreement permits Primex³ to make additional assessments to members should there be a deficiency in contributions for any member year, not to exceed the member's annual contribution. GASB Statement No. 10 requires members of a pool with a sharing risk to disclose if such an assessment is probable, and a reasonable estimate of the amount, if any. In fiscal year 2018-19 the School Administrative Unit paid \$5,550 and \$5,176, respectively, to Primex for workers' compensation and property/liability. At this time, Primex³ foresees no likelihood of any additional assessment for this or any prior year.

The School Administrative Unit continues to carry commercial insurance for all other risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 12 – SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the balance sheet date, but before the financial statements are issued. Recognized subsequent events are events or transactions that provided additional evidence about conditions that existed at the balance sheet date, including the estimates inherent in the process of preparing the financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the balance sheet date, but arose after the date. Management has evaluated subsequent events through December 11, 2019, the date the June 30, 2019 financial statements were available to be issued, and no events occurred that require recognition or disclosure.

REQUIRED SUPPLEMENTARY INFORMATION

EXHIBIT E
SCHOOL ADMINISTRATIVE UNIT NO. 39
Schedule of the School Administrative Unit's Proportionate Share of Net Pension Liability
New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan
For the Fiscal Year Ended June 30, 2019

	June 30,					
	2014	2015	2016	2017	2018	2019
School Administrative Unit's:						
Proportion of the net pension liability	0.04%	0.04%	0.04%	0.04%	0.04%	0.03%
Proportionate share of the net pension liability	\$ 1,861,450	\$ 1,547,951	\$ 1,541,028	\$ 2,002,776	\$ 1,839,673	\$ 1,590,372
Covered payroll	\$ 1,268,235	\$ 1,281,510	\$ 1,275,719	\$ 1,258,053	\$ 1,251,726	\$ 1,111,555
Proportionate share of the net pension liability as a percentage of its covered payroll	146.77%	120.79%	120.80%	159.20%	146.97%	143.08%
Plan fiduciary net position as a percentage of the total pension liability	66.32%	59.81%	65.47%	58.30%	62.66%	64.73%

The Note to the Required Supplementary Information – Pension Liability is an integral part of this schedule.

EXHIBIT F
SCHOOL ADMINISTRATIVE UNIT NO. 39
Schedule of School Administrative Unit Contributions - Pensions
New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan
For the Fiscal Year Ended June 30, 2019

	June 30,					
	2014	2015	2016	2017	2018	2019
Contractually required contribution	\$ 107,546	\$ 133,790	\$ 130,504	\$ 134,864	\$ 137,038	\$ 139,596
Contributions in relation to the contractually required contributions	107,546	133,790	130,504	134,864	137,038	139,596
Contribution deficiency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School Administrative Unit's covered payroll	\$ 1,268,235	\$ 1,281,510	\$ 1,275,719	\$ 1,258,053	\$ 1,251,726	\$ 1,111,555
Contributions as a percentage of covered payroll	8.48%	10.44%	10.23%	10.72%	10.95%	12.56%

The Note to the Required Supplementary Information – Pension Liability is an integral part of this schedule.

SCHOOL ADMINISTRATIVE UNIT NO. 39
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION –
PENSION LIABILITY
FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

***Schedule of the School Administrative Unit's Proportionate Share of Net Pension Liability and
Schedule of School Administrative Unit Contributions – Pensions***

As required by GASB Statement No. 68, and as amended by GASB Statement No. 71, Exhibits F and G represent the actuarial determined costs associated with the School Administrative Unit's pension plan at June 30, 2019. These schedules are presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

Methods and Assumptions Used to Determine Contribution Rates for Fiscal Year 2018:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage-of-Payroll, Closed
Remaining Amortization Period	22 years beginning July 1, 2018 (30 years beginning July 1, 2009)
Asset Valuation Method	5-year smooth market for funding purposes
Price Inflation	2.5% per year
Wage Inflation	3.25% per year
Salary Increases	5.6% Average, including inflation
Municipal Bond Rate	3.62% per year
Investment Rate of Return	7.25% per year
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2010-2015.
Mortality	RP-2014 Employee generational mortality table for males and females, adjusted for mortality improvements using Scale MP -2015, based in the last experience study.

Other Information:

Notes	The roll-forward of total pension liability from June 30, 2017 to June 30, 2018 reflects expected service cost and interest reduced by actual benefit payments.
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EXHIBIT G
SCHOOL ADMINISTRATIVE UNIT NO. 39
Schedule of the School Administrative Unit's Proportionate Share of the Net Other Postemployment Benefits Liability
New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan
For the Fiscal Year Ended June 30, 2019

	June 30,		
	2017	2018	2019
School Administrative Unit's proportion of the net OPEB liability	0.01%	0.01%	0.01%
School Administrative Unit's proportionate share of the net OPEB liability	\$ 32,076	\$ 30,179	\$ 41,620
School Administrative Unit's covered payroll	\$ 1,258,053	\$ 1,251,726	\$ 1,111,555
School Administrative Unit's proportionate share of the net OPEB liability as a percentage of its covered payroll	2.55%	2.41%	3.74%
Plan fiduciary net position as a percentage of the total OPEB liability	5.21%	7.91%	7.53%

The Notes to the Required Supplementary Information – Other Postemployment Benefits Liability is an integral part of this schedule.

EXHIBIT H
SCHOOL ADMINISTRATIVE UNIT NO. 39
Schedule of School Administrative Unit Contributions - Other Postemployment Benefits
New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan
For the Fiscal Year Ended June 30, 2019

	June 30,		
	2017	2018	2019
Contractually required contribution	\$ 3,850	\$ 3,912	\$ 4,021
Contributions in relation to the contractually required contribution	3,850	3,912	4,021
Contribution deficiency (excess)	\$ -	\$ -	\$ -
School Administrative Unit's covered payroll	\$ 1,258,053	\$ 1,251,726	\$ 1,111,555
Contributions as a percentage of covered payroll	0.31%	0.31%	0.36%

The Notes to the Required Supplementary Information – Other Postemployment Benefits Liability is an integral part of this schedule.

EXHIBIT I
SCHOOL ADMINISTRATIVE UNIT NO. 39
Schedule of Changes in the School Administrative Unit's Total Other Postemployment Benefits Liability and Related Ratios
New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plans
For the Fiscal Year Ended June 30, 2019

	June 30,		
	2017	2018	2019
OPEB liability, beginning of year	\$ 47,406	\$ 128,495	\$ 133,396
Changes for the year:			
Service cost	5,713	7,184	7,328
Interest	1,896	4,481	4,650
Assumption changes and difference between actual and expected experience	102,172	(115)	(220)
Change in actuarial cost method	(28,692)	-	-
Benefit payments	-	(6,649)	(6,988)
OPEB liability, end of year	<u>\$ 128,495</u>	<u>\$ 133,396</u>	<u>\$ 138,166</u>
Covered payroll	<u>\$ 1,327,258</u>	<u>\$ 1,150,510</u>	<u>\$ 1,173,520</u>
Total OPEB liability as a percentage of covered payroll	9.68%	11.59%	11.77%

The Notes to the Required Supplementary Information – Other Postemployment Benefits Liability is an integral part of this schedule.

SCHOOL ADMINISTRATIVE UNIT NO. 39
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION –
OTHER POSTEMPLOYMENT BENEFITS LIABILITY
FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

Schedule of the School Administrative Unit's Proportionate Share of Net Other Postemployment Benefits Liability and Schedule of School Administrative Unit Contributions – Other Postemployment Benefits

As required by GASB Statement No. 75, Exhibits H and I represent the actuarial determined costs associated with the School Administrative Unit's other postemployment benefits at June 30, 2019. These schedules are presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

There were no changes to benefit terms or assumptions in the current actuarial valuation report.

Methods and Assumptions:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage-of-Payroll, Closed
Remaining Amortization Period	Not applicable under statutory funding
Asset Valuation Method	5-year smooth market: 20% corridor
Price Inflation	2.5% per year
Wage Inflation	3.25% per year
Salary Increases	5.6% Average, including inflation
Municipal Bond Rate	3.62% per year
Investment Rate of Return	7.25% per year, net of OPEB plan investment expense, including inflation for determining solvency contributions
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2010-2015.
Mortality	RP-2014 Healthy Annuitant and Employee generational mortality tables for males and females with credibility adjustments, adjusted for fully generational mortality improvements using Scale MP-2015, based on the last experience study.

Schedule of Changes in School Administrative Unit's Total Other Postemployment Benefits Liability and Related Ratios

As required by GASB Statement No. 75, Exhibit J represents the actuarial determined costs associated with the School Administrative Unit's other postemployment benefits at June 30, 2019. The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

INDIVIDUAL FUND SCHEDULES

SCHEDULE 1
SCHOOL ADMINISTRATIVE UNIT NO. 39
Major General Fund
Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2019

	Estimated	Actual	Variance Positive (Negative)
School districts' assessments:			
Current appropriation	\$ 2,216,174	\$ 2,216,174	\$ -
Other local sources:			
Investment earnings	-	1,814	1,814
Miscellaneous	678	813	135
Total from other local sources	678	2,627	1,949
Total revenue	2,216,852	\$ 2,218,801	\$ 1,949
Use of fund balance to reduce school districts' assessments	23,543		
Total revenues and use of fund balance	\$ 2,240,395		

SCHEDULE 2
SCHOOL ADMINISTRATIVE UNIT NO. 39
Major General Fund
Schedule of Appropriations and Expenditures (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2019

	<u>Appropriations</u>	<u>Expenditures</u>	Variance Positive (Negative)
Current:			
Special programs	\$ 342,499	\$ 353,393	\$ (10,894)
Support services:			
Executive administration	751,804	753,624	(1,820)
Business	707,098	695,444	11,654
Operation and maintenance of plant	176,424	150,468	25,956
Other	158,974	156,852	2,122
Total support services	<u>1,794,300</u>	<u>1,756,388</u>	<u>37,912</u>
Noninstructional	<u>103,596</u>	<u>100,764</u>	<u>2,832</u>
Total appropriations and expenditures	<u>\$ 2,240,395</u>	<u>\$ 2,210,545</u>	<u>\$ 29,850</u>

SCHEDULE 3
SCHOOL ADMINISTRATIVE UNIT NO. 39
Major General Fund
Schedule of Changes in Unassigned Fund Balance (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2019

Unassigned fund balance, beginning		\$ 35,618
Changes:		
Unassigned fund balance used to reduce school district assessment		(23,543)
2018-2019 Budget summary:		
Revenue surplus (Schedule 1)	\$ 1,949	
Unexpended balance of appropriations (Schedule 2)	<u>29,850</u>	
2018-2019 Budget surplus		31,799
Decrease in nonspendable fund balance		2,577
Increase in restricted fund balance		<u>(13,775)</u>
Unassigned fund balance, ending		<u>\$ 32,676</u>