



State of New Jersey  
Department of  
Education

Performance Audit of  
Harrison School District

April 9, 2008

ADVISORY



**KPMG LLP**  
345 Park Avenue  
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April 9, 2008

Department of Education  
State of New Jersey

This report presents the results of our performance audit (audit) of the Harrison School District (the District) conducted on behalf of the State of New Jersey Department of Education (the Department). Our audit was conducted in accordance with the standards applicable to performance audits contained in *Generally Accepted Government Auditing Standards* (GAGAS), issued by the Comptroller General of the United States.

**Audit Objective**

The objectives of the audit were to (1) analyze historical expenditures and (2) assess internal controls over select business processes in order to provide recommendations for potential improvements. Once met, these objectives would serve to provide the Department with information to consider in reviewing the District's operations for budgetary purposes. The results of this audit do not serve to set policy or present final determinations as to the allowability of expenditures or the District protocols.

**Audit Scope**

The business processes included in the scope of our audit related to the assessment of internal controls included: inventory; facilities management; purchasing/accounts payable; human resources/payroll; general operations/accounting; food services; transportation; technology; and student activities. In meeting the second objective, we considered the process and related internal controls in place at the time of our fieldwork. To achieve the first objective, we utilized automated tools to tabulate, perform data analyses, as well as summarize 100% of the salary and nonsalary expenditures of the District from the period July 1, 2004 through June 30, 2006. Using the results of these tabulations, we sampled transactions to further analyze anomalies and outliers. We also subjectively selected purchase orders from account codes identified by the Department and statistically selected purchase orders from the remaining account codes. For these expenditures, we reviewed supporting documentation provided by the District in order to identify the nature of the purchases and assess whether the expenditure was reasonable based on framing questions accepted by the Department. Where documentation was not sufficient to support an assessment or there were circumstances that required additional analysis from the Department, the analysis of the expenditure was noted as "inconclusive."

<b>Audit Methodology</b>	An audit program was established at the beginning of the engagement to respond to the original Request for Qualifications (RFQ) issued in December 2006. It was reviewed and accepted by the Department before being executed. The audit was accomplished through the completion of three phases including Project Planning, Information Gathering and Analysis, and Validation and Reporting. Fieldwork was substantially complete at the end of July 2007, at which point a draft report was provided to the District. The District had an opportunity to respond; that response is provided in Appendix A and has been considered by KPMG.
<b>Audit Observations</b>	Observations related to internal controls and results of the analysis of historical expenditures and review of purchase orders were presented to District management as well as the Department and are included in this report. Again, the results of the audit are provided for informational purposes to assist the Department in understanding the District's operations and do not set policy or present final determinations on District expenditures or protocols.
<b>Management Response</b>	See State of New Jersey Department of Education response on following pages.

**KPMG LLP**



## State of New Jersey

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### **Department of Education Response to Performance Audits**

As a result of the New Jersey Supreme Court order dated May 9, 2006, the New Jersey Department of Education (Department) issued a Request for Qualification (RFQ) to perform a historical expenditure analysis of selected accounts for the period July 1, 2004 through June 30, 2006 and an assessment of internal controls over select business processes. This was the second part of the two phase performance audit process required by the Supreme Court order. Phase one performance audits were completed for four districts and issued in January 2007.

Based on the proposals received, KPMG LLP (KPMG) and Wiss & Company (WISS) were contracted to complete 25 and 2 of the remaining 27 phase two performance audits, respectively. During the engagement, the Department kept abreast of the performance audits through weekly status meetings that discussed progress, timing and completion, findings and procedures, and implementation issues. Each district was presented with preliminary results and provided an opportunity to provide feedback, which was incorporated into the final draft of the report as deemed appropriate. The final draft of the report was provided to the district and the Department simultaneously, at which time the district was offered an opportunity to formally respond. The district response is presented in an Appendix.

The Department considered the observations noted in the report drafts in the 2007-08 budget discussions with those districts that requested additional funds in accordance with the guidelines issued. We also used the reports to update our annual State Department of Education audit program and to develop the recently completed administrative code proposal to effectuate the provisions of the School District Fiscal Accountability Act (P.L. 2007, c. 53) and the CORE reforms (P.L. 2007, c. 63). The administrative code proposal has been drafted to address many of the performance audit findings. The proposal establishes efficiency standards and business practices to assist districts in identifying and eliminating administrative inefficiencies and excessive non-instructional costs. In several instances, the performance audits cited significant spending in the areas of public relations and professional services contracts as well as travel and meal

reimbursements, which could be perceived as excessive. The code proposal includes criteria, standards and guidance for consolidated services models, joint purchasing, special education placements and other efficient practices to ensure that expenditures are value-added and educational in nature, and not excessive or non-educational in nature. The proposal includes a section on travel and meals which codifies the requirements under the School District Accountability Act and OMB travel and meal circulars. It establishes approval procedures, documentation requirements, employee reimbursement standards, restricted and non-allowable activities and cost limits for all types of travel events including workshops and training and meals and entertainment. The proposal also establishes internal control requirements including establishing policies and standard operating procedures.

It is necessary to clarify some misunderstandings that arose as a result of the performance audit engagement. The performance audit was conducted under the performance audit standards of Generally Accepted Governmental Auditing Standards (GAGAS). This performance audit was not an attest engagement as would be conducted by the annual audit of the district's financial statements. Under performance audit standards, the Department worked with the auditor to develop criteria to achieve Department established requirements as outlined in the RFQ. KPMG and WISS worked jointly to establish predefined "framing questions" for use in assessing the historical expenditure classifications as "reasonable" or "discretionary" and at times "inconclusive," if neither classification could be determined (see Appendix in this report for key indicators and definitions).

The "discretionary" or "inconclusive" classifications used by the performance audits for expenditures do not necessarily mean inappropriate or disallowed as defined by the Federal OMB Circular A-133. The types of expenditures and related categorizations have been useful in developing the policies and procedures as stated above. It was also noted as a result of the performance audits that there are various types of discretionary spending in all school districts that are based on local spending decisions. To address this issue and the disparity of spending between districts, the Department plans to continue this effort through establishment of an external workgroup to discuss specific expenditures and explore areas where greater and more consistent statewide guidance would be beneficial.

The performance audit also identified suggestions and recommendations for establishing or strengthening the district internal control environment. Internal controls are essential to preventing and detecting potential misstatements and possible fraud. The Department has integrated some key financial internal controls into the Quality Single Accountability Continuum (QSAC) and will continue to enhance the annual audit program, as necessary, to address risk and incorporate recommendations for improvements related to internal controls. We have also added additional internal control requirements in the aforementioned administrative code proposal.

It should be noted that the ultimate responsibility in establishing effective internal controls lies with district management. Pursuant to N.J.A.C. 6A:23-2.2(g), a board of education is required to establish an adequate internal control structure and procedures for

financial reporting. There are many professional organizations that provide accounting literature on establishing effective internal controls. Some examples that can be accessed electronically at no cost include, “Internal Control - Integrated Framework” by COSO at [www.coso.org/publications/executive\\_summary\\_integrated\\_framework.htm](http://www.coso.org/publications/executive_summary_integrated_framework.htm) and “Standards for Internal Control in the Federal Government” by GAO at [www.gao.gov/](http://www.gao.gov/) (type in GAO/AIMD-00-21.3.1 at the search space). Other such publications available for purchase include “Governmental Accounting, Auditing, and Financial Reporting” and “Evaluating Internal Controls” at [www.gfoa.org](http://www.gfoa.org), “Internal Auditing for School Districts” at [www.asbointl.org/](http://www.asbointl.org/), and “Internal Control Essentials for Financial Managers, Accountants and Auditors” at [www.aicpa.org](http://www.aicpa.org).

The Department recognizes the amount of time required by district staff in providing the necessary information requested to complete the performance audit in a timely manner and the Department thanks the district staff for their time and cooperation. Many districts have already developed and implemented corrective action plans pursuant to the observations noted in the reports. In order to evaluate the status of those plans as well as to help ensure that appropriate actions have been taken to address findings, districts will be asked to submit a corrective action plan and status of implementation to the Department within 45 days from issuance of the audit report.



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# Executive Summary





# Executive Summary

The scope of this performance audit involved two parts: a review of historical expenditures for the period between July 1, 2004 and June 30, 2006 and an assessment of the Harrison School District's (the District) current internal controls over key functions as of the time of fieldwork. This report presents the results of these two components. Specifically, the Executive Summary provides our approach as well as briefly discusses the overall results.

## Historical Expenditure Analysis

In accordance with the original Request for Qualifications (RFQ), KPMG began with the historical expenditure analysis, which considered the 2004–2005 and 2005–2006 years and involved the following:

- **Purchase Order Review** – Review of individual purchase orders and supporting documentation to assess whether expenditures were reasonable. This included two separate populations:
  - Subgroup of accounts identified in the RFQ (*see breakout of subgroups on the following page*)
  - Statistical sampling of remaining accounts (considered all expenditure accounts not included in the subgroup analysis on the following page; typically, instructional materials, salaries and benefits, and other routine expenditures)
- **13 Point Analysis** – Analysis of electronic data provided by the District encompassing payroll transactions and vendor disbursements to identify outliers.
- **Certified Staff Review** – Review of certified teachers and nonteaching certified staff to assess whether staff is working as per their assigned duties and in accordance with a report completed by District officials.

Once supporting documentation was provided for the components of the historical expenditure analysis, we were able to make preliminary assessments as to the reasonableness of transactions or circumstances. The District was then granted an opportunity to provide additional support and comments, both verbal and written, as applicable.

### Purchase Order Review

In accordance with the RFQ, we conducted a review of a sample of purchase orders (POs) charged to the following accounts:

1. Noninstructional Purchased Professional Educational, Technical, and Other Services
2. Noninstructional Miscellaneous Purchases
3. Noninstructional Supplies and Materials
4. Regular Instructional Purchased Professional Educational Services
5. School-Sponsored Athletic Supplies and Materials
6. Capital Outlay

In addition, we reviewed purchase orders from remaining accounts by selecting a statistical sample. The population considered is summarized in the table below:

Account Subgroup	Number of Transactions/P Os	Total Expenditure Amount	Number of Transactions Selected for Testwork	Dollar Value of Sample Selected
Subgroup Analysis (Total for Subgroups 1–6 Presented Below)	1,288	\$4,890,289	500	\$3,533,035
1. Noninstructional Purchased Professional Educational, Technical, and Other Services	452	\$3,958,913	200	\$2,942,570
2. Noninstructional Miscellaneous Purchases	95	\$61,467	62	\$52,206
3. Noninstructional Supplies and Materials	532	\$301,724	175	\$160,264
4. Regular Instructional Purchased Professional Educational Services	72	\$115,475	25	\$75,701
5. School-Sponsored Athletic Supplies and Materials	118	\$204,477	25	\$65,057
6. Capital Outlay	19	\$248,230	13	\$237,235
Statistical Sample of Remaining Accounts	2,639	\$56,560,392	286	\$2,141,732
<b>Total</b>	<b>3,927</b>	<b>\$61,450,682</b>	<b>786</b>	<b>\$5,674,767</b>

Note: The number of transactions and expenditure amounts provided in the chart above have been tabulated from electronic data provided by the District.

We worked with the Department to develop the following framing questions for determining whether a purchase appears reasonable or should be considered discretionary. These questions were specifically addressed during the District Orientation held on March 6, 2007 and otherwise shared with the District:

- *Educational Value* – what will students learn or improve as a result of the purchase?
- *Strategic Initiatives* – can it be linked to program or achievement goals?
- *Beneficiary* – do students in the District benefit directly from the goods or services?
- *Amount* – did the purchase seem excessive in terms of the dollar amount?
- *Usefulness* – will the goods or services be useful long term and are they being utilized on a regular basis?
- *Budget Approval* – was it approved during the budget process?
- *Source of Funds* – was the expenditure paid for by outside resources (e.g., PTA fundraiser)?
- *Timing of Purchase* – are they purchasing goods at the end of the school year?
- *Perception* – would school officials be comfortable explaining the purchase to the community?
- *Reactionary* – was the purchase made in reaction to an event or circumstance?

The answers to the framing questions were used to classify an expenditure as “appears reasonable,” or “discretionary.” For instances where the analysis was “inconclusive,” it was noted as such. In addition to the framing questions, one or more of the following elements was typically evidenced by supporting documentation.

#### **Appears Reasonable**

- Proper approvals were documented
- Purchase order package was complete
- Documentation supported the educational nature
- Purchase price for the goods or services was not deemed excessive

Examples of purchases identified as appearing reasonable included registration fees and mileage for workshops attended by District staff in which supporting documentation such as approval for attendance and location of the event was provided, ads in newspapers advertising open positions at the school, and purchase of books for which documentation such as the class grade and the number of student per class was provided.

### Discretionary

- Purchase was not educational or necessary to District operations
- Purchase amount was excessive or considered a luxury
- Supporting documentation was insufficient to support the purchase and/or the description of the purchase itself did not appear reasonable
- No physical documentation was provided to support the expenditure (no purchase order, invoice, or purchase requisition)

Examples of purchases identified as discretionary included the purchase of water cooler service for each school, food and refreshments for Board meetings, and coffee for the Superintendent office.

### Inconclusive

- Purchase appears at face value to be for goods or services that would have been identified as reasonable; however, supporting documentation indicates an excessive purchase price or supporting documentation was missing the invoice or copy of the check
- Purchase appears at face value to be for goods or services that would have been identified as discretionary, but the purchase price for the goods or services was reasonable

Examples of purchases deemed to be inconclusive based on our analysis included supplies and material for which the description was not provided, and professional tutoring services for which invoice was not provided. For purchases identified in this category, further analysis and discussion between the Department and the District is required.

Based upon our audit, each purchase order/transaction in our sample was classified as “appears reasonable,” “discretionary,” or “inconclusive.” The table below summarizes our results.

Account Subgroup	Appears Reasonable		Discretionary		Inconclusive	
	Number of POs/ Transactions	Dollar Value	Number of POs/ Transactions	Dollar Value	Number of POs/ Transactions	Dollar Value
Subgroup Analysis (Total for Subgroups 1–6 Presented Below)	386	\$3,302,140	48	\$79,814	67	\$151,082
1. Noninstructional Purchased Professional Educational, Technical, and Other Services	174	\$2,899,843	10	\$8,467	21	\$34,260
2. Noninstructional Miscellaneous Purchases	41	\$39,123	8	\$5,903	13	\$7,179
3. Noninstructional Supplies and Materials	136	\$117,856	28	\$23,883	18	\$18,525
4. Regular Instructional Purchased Professional Educational Services	19	\$55,132	2	\$3,600	4	\$16,970
5. School-Sponsored Athletic Supplies and Materials	15	\$61,123	–	–	10	\$3,935
6. Capital Outlay	12	\$129,063	1	\$37,960	1	\$70,213
Statistical Sample of Remaining Accounts	220	\$1,987,468	38	\$140,373	28	\$13,890
<b>Total</b>	<b>606</b>	<b>\$5,289,608</b>	<b>86</b>	<b>\$220,187</b>	<b>95</b>	<b>\$164,973</b>

Note: The reason why the total number of transactions from Subgroup 1 to Subgroup 6 does not equal the sum of 386 (Appears Reasonable) and 48 (Discretionary) is due to the fact that some purchase orders were present in multiple Subgroups. However, as a whole for the Subgroup Analysis, 386 individual POs appeared Reasonable and 48 appeared Discretionary.

**13 Point Analysis**

In accordance with the RFQ, we analyzed salary and nonsalary disbursements for the 2004–2005 and 2005–2006 school years to identify anomalies or potential irregularities.

The results of these queries were summarized and stratified to aid in the selection of a representative, subjective sample to be reviewed. A high-level breakdown of the 13 points considered and the results are summarized in the table that follows:

Type	Query	Number of Occurrences	Number of Items Selected for Follow-up	Results of Testwork
Payroll	1. Possible Questionable Employees – <i>Incomplete Employee Profile</i>	123	20	We identified no instances where significant data was missing from the system.
	2. Possible Questionable Payroll Payments – <i>No Benefits Deducted from Paycheck</i>	–	–	We noted no instances where an employee received a paycheck without any payroll deduction.
	3. Possible Questionable Payments – <i>Payments Made to Potential “Non-Existent” Employees</i>	3	3	As a result of our analysis, we did not identify payments made to potential “non-existent” employees. Our analysis identified three anomalies that were properly explained and supported by the District. One anomaly was due to an incorrect employee SSN resulting from an input error, and the other two anomalies were attributed to retired employees. We substantiated that no payments were made after the employees retired.
	4. Possible Questionable Payments – <i>Payments Made to Employees after Termination Date</i>	–	–	This analysis could not be performed as termination dates were not provided.
	5. Possible Questionable Payments – <i>Payments Made to Employees Greater than 30 Days after Termination Date</i>	–	–	This analysis could not be performed as termination dates were not provided.
	6. Payroll Payments Analyses – <i>Anomalies in Number of Paychecks Received</i>	–	–	This analysis could not be performed as termination dates were not provided.
	7. Possible Questionable Employees/ Payments – <i>Large Gross Pay Increase</i>	95	34	<p>Our testwork did not identify any unsubstantiated pay increases. Sample items selected fell into the following categories:</p> <ul style="list-style-type: none"> <li>• Employees moved from being hourly employees to salaried employees.</li> <li>• Employees paid by the hour worked more the following year than the year before.</li> <li>• Employees incurred a salary/step increase per contract.</li> <li>• Timing difference due to the way the data was provided (calendar year versus school year).</li> </ul>

Type	Query	Number of Occurrences	Number of Items Selected for Follow-up	Results of Testwork
	8. Possible Questionable Employees/ Payments – <i>Large Salary Increase</i>	N/A	–	This analysis could not be performed as necessary data was not provided.
	9. Possible Questionable Employees/ Payments – <i>Large Portion of Gross Pay in Stipends</i>	96	50	Our testwork did not identify any unsubstantiated payments. Samples selected fell into the following categories: <ul style="list-style-type: none"> <li>• Employees working for after-school programs.</li> <li>• Employees holding an athletic or extracurricular position.</li> <li>• Hourly employees working overtime.</li> <li>• Retired employee receiving terminal leave payment per contract.</li> </ul>
	10. Possible Questionable Employees/ Payments – <i>Large Portion of Gross Pay in Overtime</i>	–	–	This analysis could not be performed as overtime data was not provided.
Vendor Disbursements	11. Possible Questionable Payments – <i>Invoices Paid in Excess of Purchase Order</i>	1,209	50	Our testwork did not identify any inappropriate payments. Sample items selected fell into the following categories: <ul style="list-style-type: none"> <li>• Estimate for the shipping and handling (S&amp;H) charges were used to generate PO instead of the actual expense.</li> <li>• Vendors for which the original PO amount reflects payment of the first invoice paid. Subsequently, the PO is amended each time a new purchase is made/invoice received.</li> </ul>
	12. Possible Questionable Payments – <i>Invoice Date prior to Purchase Order Date</i>	1	1	There were no instances where invoices were dated prior to the purchase order. Our analysis identified one anomaly that was attributed to a manual input error and was not an exception.
	13. Possible Questionable Vendors – <i>Post Office Mail Drop Box Addresses</i>	26	10	Based on our analysis, we noted that nine of the ten vendors were not used by the District for at least two years. For the remaining vendor, one purchase had occurred over the last two years and the appropriate supporting documentation was maintained on hand.

### Assessment of Internal Controls

To begin to understand the District's operations, KPMG provided the District with an electronic Internal Control Questionnaire (ICQ) for completion and conducted interviews with business process owners to gain an understanding of the following areas:

- Inventory
- Facilities Management
- Purchasing/Accounts Payable
- Human Resources/Payroll
- General Operations/Accounting
- Food Services
- Transportation
- Technology
- Student Activities

Once an understanding of the processes and controls in place was established, we were able to identify gaps or control weaknesses and develop recommendations for potential improvement. In addition, key controls were tested on a limited basis to understand whether controls were operating as described.

The following table provides a listing of all internal control observations contained in the body of this report. Our assessment indicates the potential risk if the control weaknesses noted are not adequately addressed. We considered the likelihood of the weaknesses to result in errors in recording of financial transactions, whether there were other mitigating controls, and whether those controls were also identified as having a weakness. The assessed potential effect of high, medium, or low was based upon:

- Our understanding of the related business process and key internal controls identified in performing the audit
- Discussions with District management
- The potential impact of the weakness on financial records
- Existence or lack of mitigating controls
- Pervasiveness of control weaknesses across business functions
- Results of the historical expenditure analyses and purchase order reviews

We would suggest that the District consider first those recommendations that can be implemented in the short term (e.g., within six months) that would have the highest impact. District management should also consider, concurrently, those recommendations that require long-term planning, and begin the process of developing a strategy for implementation. Overall, the District should prepare a corrective action plan that addresses each observation and recommendation.

Section	Area	Timing		Potential Risk		
		Long Term	Short Term	High	Med	Low
<b>Inventory</b> 4 observations 4 short term 1 high risk 3 medium risk	Standard Operating Procedures		√		√	
	IT Equipment Tagging		√		√	
	Inventory Purchase		√	√		
	Assets/Inventory Tracking and Monitoring		√		√	
<b>Facilities Management</b> 5 observations 5 short term 5 medium risk	Standard Operating Procedures		√		√	
	Management Oversight		√		√	
	Overtime Approval Process for Custodians		√		√	
	Work Orders		√		√	
	Retail Purchases		√		√	
<b>Purchasing/ Accounts Payable</b> 12 observations 12 short term 3 high risk 6 medium risk 3 low risk	Standard Operating Procedures		√		√	
	Purchase Order		√		√	
	Technology Supplies		√		√	
	Purchase Orders Filing		√			√
	Incorrect Shipping and Handling Charges		√			√
	Purchase Orders – Amendments/Changes		√	√		
	Purchase Orders – Supporting Documentation		√		√	
	Purchase Orders – Filing of Colored Copies		√			√

Section	Area	Timing		Potential Risk		
		Long Term	Short Term	High	Med	Low
	Purchase Requisitions		√		√	
	Use of Blanket Purchase Orders		√	√		
	Vendor Listing/Management		√		√	
	Accounting Changes to Purchase Orders		√	√		
<b>Payroll/Human Resources</b> 7 observations 7 short term 2 high risk 5 medium risk	Standard Operating Procedures		√		√	
	Segregation of Duties		√	√		
	Manual Processes for Payroll		√		√	
	Manual Processes for Human Resources		√		√	
	Management Review		√	√		
	Employees Status Change Checklist		√		√	
	Mode of Payment of Salary		√		√	
<b>General Operations/ Accounting</b> 2 observations 2 short term 1 high risk 1 medium risk	Standard Operating Procedures		√		√	
	Bank Reconciliations		√	√		
<b>Food Services</b> 3 observations 3 short term 1 high risk 2 medium risk	Standard Operating Procedures		√		√	
	Segregation of Duties		√	√		
	Manual Processes		√		√	

Section	Area	Timing		Potential Risk		
		Long Term	Short Term	High	Med	Low
<b>Transportation</b> 2 observations 2 short term 1 medium risk 1 low risk	Standard Operating Procedures		√		√	
	Harrison Town Invoices		√			√
<b>Technology</b> 10 observations 10 short term 5 high risk 5 medium risk	Formally Documented Policies and Procedures		√		√	
	Shared Accounts on Key Applications		√	√		
	Password Requirements for Network and Key Applications		√	√		
	Physical Security of the Smart Budget Application		√	√		
	Air Conditioning in Server Room		√	√		
	Procedures for User Access Creation and Deletion		√		√	
	User Access Review		√		√	
	Inappropriate Storage of Backup Tapes		√	√		
	Timely Backup Tapes Restores Are Not Performed		√		√	
	Incidents Are Not Tracked and Documented Appropriately		√		√	
<b>Student Activities</b> 4 observations 4 short term 1 high risk 3 medium risk	Standard Operating Procedures		√		√	
	Segregation of Duties		√	√		
	Signature – Requestor		√		√	
	Approval – Field Trips		√		√	





# Project Overview

KPMG was engaged by the State of New Jersey Department of Education (the Department) to conduct a performance audit of Harrison School District (the District) in order to comply with a Supreme Court Mandate issued on May 10, 2006. The scope of the audit included an assessment of internal controls over business processes and an analysis of historical expenditures for the period between July 1, 2004 and June 30, 2006.

This engagement was conducted in an objective and independent manner. The approach and methodology utilized during the course of the audit are explained below.

## **Project Planning**

Our project planning objectives included meeting with representatives of the Department to kick off the project and introduce the core team; validating our understanding and the overall scope of the audit; confirming functional areas to be included in the audit; and developing a tailored audit program and internal control questionnaire. To achieve these objectives, we executed the following:

**Department Kickoff Meeting** – During the kickoff meeting, we:

- Introduced members of the KPMG team and the Department, and discussed other key stakeholders
- Discussed individual roles and responsibilities for each of the project team members
- Discussed the scope and purpose of the audit in detail and any specifics related to the District
- Confirmed the anticipated time line stipulated in the Request for Qualifications (RFQ) issued by the Department

**Audit Program** – The project team commenced initial planning efforts by developing an audit program that reflected the areas to be evaluated. This audit program outlined specific procedures to be followed in order to meet the engagement objectives. This document was reviewed and accepted by the Department.

**Internal Control Questionnaire** – The project team developed a project-specific internal control questionnaire (ICQ) covering each of the business processes included in our audit. Although a hard copy of the ICQ was provided, it was requested that the District complete an electronic version to provide insight with regard to the policies and procedures and related internal controls of the District. The ICQ was reviewed and accepted by the Department.

**District Orientation Meeting** – On March 6, 2007, KPMG and the Department held a District Orientation meeting for the business administrators, superintendents and IT directors of the Abbott School Districts. During the orientation meeting, we:

- Introduced members of the KPMG team, the Department, and other key stakeholders
- Discussed the role of District management throughout the audit
- Discussed the scope and purpose of the audit in detail
- Reiterated the initial documentation request provided to District management by the Department
- Confirmed the anticipated time line
- Answered questions posed by District officials regarding the overall scope of the audit and the expectations of District personnel

#### **Information Gathering and Analysis**

The objectives of this phase included meeting with District representatives to initiate the project, and conducting fieldwork. To achieve the objectives of this phase, we executed the following:

**District Entrance Conference** – We conducted an entrance conference with the superintendent, the business administrator and the assistant business administrator on March 16, 2007. This meeting set the tone for the audit and established a project schedule within the framework of management’s normal work routines. During this meeting, we introduced members of the KPMG project team; reviewed the previously submitted request of documents for review and analysis; addressed District questions or concerns related to the audit; and confirmed timing of audit fieldwork and availability of pertinent District staff.

**District Fieldwork** – Our fieldwork was focused in two areas: internal controls and historical expenditures. In conducting fieldwork, KPMG used an array of techniques to gather and analyze data, including:

- Documentation Review
- Internal Control Questionnaire
- Structured Interviews
- Identification and Testing of Key Controls

- 13 Point Analysis
- Review of Purchase Orders
- Certified Staff Review
- Communication with the Department and District Management

This array of techniques is described in the pages that follow.

**Documentation Review** – We requested and reviewed various documents to acquaint ourselves with the business processes included in the scope of the audit. The following is a list of the key documents reviewed:

- Policies and Procedures Manuals
- Organizational Charts
- Fixed Asset Listings
- Employee Manual and Handbook
- School Board Minutes
- Audited Financial Statements
- Consolidated Budget
- Collective Bargaining Agreements
- Professional Services Contracts

**Internal Control Questionnaire (ICQ)** – An internal control questionnaire was developed and presented to the Department for review and acceptance. This ICQ was distributed to the District electronically on March 23, 2007. It was requested that the District complete the electronic version in a timely manner. The ICQ contained questions related to policies, procedures, internal controls, and general operations of the District related to the functional areas included in our scope. The ICQ supplemented our structured interviews explained below.

**Structured Interviews** – Approximately 15 interviews were conducted with District employees responsible for supervising the business processes included in the scope of our audit. The interviews followed a structured agenda, but also allowed for open-ended discussion. KPMG conducted interviews with the following key process owners:

District Personnel Interviewed	
Superintendent/Director of Human Resources	Director of Operational Technology
Assistant Superintendent	Supervisor of Food Services
Business Administrator/Director of Purchasing/Director of Facility Management/Accounts Payable Manager	Assistant Business Administrator/Director of Transportation
Payroll Specialist	Grants Account Managers
Accounts Payable Clerk	Student Activities Managers

**Identification and Testing of Key Controls** – We selected key controls described by the process owners and performed applicable tests to verify that the processes and controls existed as described. Potential weaknesses identified during the testing were documented as observations.

**13 Point Analysis** – Electronic data encompassing 100 percent of payroll transactions and vendor disbursements for the period July 1, 2004 through June 30, 2006 was requested from the District. Through a series of queries, we identified outliers for focused follow-up and testing and attempted to further determine and document the reason for the outlier.

**Review of Purchase Orders** – We subjectively selected, based on a combination of factors (e.g., dollar amounts, time period, vendor name, etc.), a sample of purchase orders from a subgroup of account codes identified in the RFQ and statistically sampled additional purchase orders from remaining account codes. Supporting documentation for the purchases was requested and reviewed. We documented the nature of the purchase, and considered framing questions developed in conjunction with the Department to categorize the expenditure in one of these categories. These three categories, which are further described in the body of the report, were as follows:

- Appears Reasonable
- Discretionary
- Inconclusive

**Certified Staff Review** – We selected a sample of teaching and nonteaching certified staff throughout the District from Form C as completed by the District. The sample selected represented a cross section of school locations and job functions. We visited school locations and met with selected staff to confirm that the building administrator correctly identified the job functions of the certified staff employed by the District and to assess if certified staff were performing the job function for which he/she was coded.

**Communication with the Department and District Management** – We facilitated weekly status meetings with the Department to communicate overall engagement progress and raise any issues with regard to preliminary results of the historical expenditure analysis. Regular meetings were also held with District management to discuss similar items. This process allowed for continuous exchange of information and assisted with assessments.

### **Validation and Reporting**

The objectives of this phase included documenting the information gathered, drafting observations and recommendations, finalizing the audit report, and providing other support. To achieve the objectives of this phase, we executed the following tasks:

- **Validation** – We shared our summary of the processes and key controls with each process owner and management for validation to help ensure our understanding of the processes and key controls were valid.
- **Sharing Observations** – We shared observations of potential control weaknesses as well as results of our analysis of expenditures deemed discretionary or inconclusive with District management. The District was then provided an opportunity to provide additional supporting documentation. We also met with the Department to discuss preliminary observations and project status throughout the duration of the fieldwork.
- **Draft Report** – We prepared a preliminary report to communicate the results of the fieldwork performed and shared this with the District and the Department.
- **Final Report** – Based upon the agreed process, results, and outcome of discussions with the District and the Department, the project team finalized and issued this report to the Department.

### Organization of the Report

The remainder of this report is organized as follows:

- **Historical Expenditure Analysis** – discusses our approach to the analysis and presents the results as follows:
  - Purchase Order Review
  - 13 Point Analysis
  - Certified Staff Review
- **Assessment of Internal Controls** – provides detailed approach and observations related to each functional area included in the scope of the audit; each focus area includes the following subsections:
  - Overview and Background
  - Summary of Observations and Recommendations
- **Appendices** – presents District response to the report and detailed results of testwork

It is important that the report be considered in its entirety. Just as the various areas reviewed share functionality and processes impact more than one office/area, the observations and recommendations provided in this report could impact more than the office/area from which they originated.



# Historical Expenditure Analysis





# Historical Expenditure Analysis

## **Overview**

The Historical Expenditure Analysis portion of this performance audit included two distinct components: a Purchase Order Review and a 13 Point Analysis. This section of the report will detail our approach to executing tasks related to these components and present the results. Detailed testwork to support the results can be found in the Appendices. In addition, this section will include the results of our certified staff review.

## **Overview of KPMG's Technology Approach for the Historical Expenditure Analysis**

In order to facilitate the Purchase Order Review and 13 Point Analysis, KPMG provided the Department with a detailed data request document. The data request document outlined the specific accounts payable, human resources, and payroll data elements KPMG would need to facilitate the review.

The Department issued the data request document to the District on February 26, 2007. The Department requested the District to provide KPMG with the requested data by March 9, 2007.

## **Description of Data Review Process**

Upon receipt of the data from the District, KPMG loaded the data into a quality assurance environment. The District's data was imported into a unique Microsoft Sequel table and the data was checked for completeness. The initial completeness check reviewed whether or not it contained data for both school years and each of the data elements listed in the data request document.

KPMG also performed initial tests to compare the data received from the District for accuracy. A total of 28 quality assurance checks were performed against the District's files. An example of initial tests included:

- Summing all checks by purchase order number and comparing the amount from the check register to the accounts payable file.
- Checking each purchase order from accounts payable to determine if the District presented the totals of all payments for the purchase order or payments by line item.
- Verifying that all vendors that received payments in the check register are vendors listed in the vendor master file.
- Verifying that all vendors had a unique vendor ID.
- Verifying that the sum of payroll checks amounts match the payroll summary files.
- Verifying that all employee IDs receiving checks exist in the HR master file.
- Verifying that all duplicate records are cancelled out by a voided check reference for an equal and corresponding amount.

In addition to the data files themselves, KPMG asked the District to provide the code or programming language they used to extract the data, which was reviewed for exclusionary statements.

At the conclusion of the initial review, KPMG issued a memo to the District outlining any discrepancies in the data and requested, where necessary, additional or new data sets.

#### **Description of Normalization and Quality Assurance**

A Microsoft Sequel database of common fields was created at the inception of the audit. As KPMG received data from the District, we mapped each field from the original District files to our common database. A mapping document was created for the District that links each field from the original data set to the common table.

Based on the mapping document, scripts were created to perform the appropriate data import of the District's data into our common model. After the data was imported, we performed summary level checks as an initial test to verify that the records were inserted properly. These tests compared the original data to the newly inserted common data and included the following comparisons:

#### AP Data

- Summing total check amounts
- Summing payment amounts from purchase order file (if available)
- Distinct PO counts within fiscal years
- Distinct vendor counts

#### HR Data

- Distinct employee counts
- Summed payroll amounts
- Paycheck counts
- Employee counts between master and payroll data

Finally, we tested the District data for any further anomalies that would potentially impact the 13 Point Analysis. For example, we reviewed how the District represents the original amount of a purchase order in a subsequent fiscal year and flagged purchase orders that are handled differently than the norm.

Once we verified that the data was entered into our common database properly, we executed an initial run of the reports for each of the tests in the 13 Point Analysis. A random sampling of data from each report and specific transactions that represented a large variance were compared to the District's original data for accuracy.

#### Specific Assumptions Relative to the Harrison School District

##### Accounts Payable/Purchase Order Summary

- The "[DateStr]" field was used to set apart the original purchase order amounts and subsequent adjustments. Entries were summed by grouping the earliest [DateStr] value, then subsequent payments were treated as adjustments.

##### HR and Payroll

- The stipend other pay column was calculated by subtracting Gross Regular Pay from Gross Overall Pay as payroll additions were not provided.
- The "YtdRegularPay" column was used to represent "Salary Guide" in the projected salary in the report.

As a result of the data analysis normalization process, the engagement team noted the following:

#### Accounts Payable/Purchase Order Summary

- There were instances where the PO Last Balance from a rollover was not equal to the beginning balance the next year.
- There were instances where an "original amount" was provided for multiple dates within the purchase order file.

#### HR and Payroll

- Payroll details on a check level were not provided; thus, analysis No. 6 of 13 Point Analysis could not be performed.
- Calendar year summary level information per employee was provided. The reports compare data in calendar years 04, 05, and 06.
- The fields representing an employee's birth date, job title, employee salary guide, and termination date were missing from the extract or incomplete; thus, analysis No. 4, No. 5 and No. 8 of 13 Point Analysis could not be performed.
- All values in the overtime amount column were equal to 0; thus, analysis No. 10 of 13 Point Analysis could not be performed.

#### Purchase Order Review

The objective of this component was to understand how District money was spent and assess expenditures as reasonable or discretionary based on a series of framing questions developed in conjunction with and accepted by the Department. The purchase order review was separated into two populations:

- **Subgroup of Accounts (referred to as the Subgroup Analysis)** – this analysis focused on a series of six account codes identified in the RFQ, including:
  1. Noninstructional Purchased Professional Educational, Technical, and Other Services – includes program code 000 with object codes between 300 and 599 excluding functions 100, 211, 213, 216, 217, 223, 270.
  2. Noninstructional Miscellaneous Purchases – includes program code 000 with object codes between 800 and 999.
  3. Noninstructional Supplies and Materials – includes program code 000 with function codes 218, 219, 221, 222, 223, 230, 240, 251, 252, 290 and object codes between 600 and 699.
  4. Regular Instructional Purchased Professional Educational Services – includes program code 1XX with an object code 320.
  5. School-Sponsored Athletic Supplies and Materials – includes program code 402 with object 600.
  6. Capital Outlay – includes Fund 12

- **Statistical Sample from Remaining Account Codes** (*referred to as the Statistical Analysis*) – this analysis considered a statistical sample of expenditures charged to account codes not included in the Subgroup Analysis above. All expenditure accounts were considered excluding the six included in the subgroup analysis noted above. Typically, this population included instructional material, salaries and benefits and other routine expenditures.

The following table summarizes the universe of transactions and expenditure amount for each component of the analysis of historical expenditures as well as the number of transactions tested and the expenditure amount tested.

Account Subgroup	Number of Purchase Orders/ Transactions	Total Expenditure Amount	Number of Transactions Selected for Testwork	Dollar Value of Sample Selected
Subgroup Analysis (Total for Subgroups 1–6 Presented Below)	1,288	\$4,890,289	500	\$3,533,035
1. Noninstructional Purchased Professional Educational, Technical and Other Services	452	\$3,958,913	200	\$2,942,570
2. Noninstructional Miscellaneous Purchases	95	\$61,467	62	\$52,206
3. Noninstructional Supplies and Materials	532	\$301,724	175	\$160,264
4. Regular Instructional Purchased Professional Educational Services	72	\$115,475	25	\$75,701
5. School Sponsored Athletic Supplies and Materials	118	\$204,477	25	\$65,057
6. Capital Outlay	19	\$248,230	13	\$237,235
Statistical Sample of Remaining Accounts	2,639	\$56,560,392	286	\$2,141,732
<b>Total</b>	<b>3,927</b>	<b>\$61,450,682</b>	<b>786</b>	<b>\$5,674,767</b>

The District was required to supply electronic data containing its vendor disbursements. For the subgroup analysis, field teams subjectively selected, based on a combination of factors (e.g., dollar amount, vendor name, time period, etc.) purchase orders by number using the electronic or hard copy report provided by the District. For the statistical analysis, a monetary unit sampling methodology was applied in order to obtain a 95% probability of assurance. The parameters

established for the methodology included an expected error rate of 33% and a tolerable error rate of 37.5%. The universe of transactions for these accounts and the statistical sample derived from that universe are presented in the table above. Beyond the selection process, the same tests were applied to both the subgroup and statistical analysis. Once the purchase orders were selected, the field teams requested supporting documentation, including purchase requisitions, purchase orders, invoices, and other relevant documentation for review.

Prior to our fieldwork, we worked with the Department to develop framing questions for determining whether a purchase would be deemed as appearing reasonable, discretionary, or inconclusive. These questions were developed to serve as a guideline and were accepted by the Department:

- *Educational Value* – What will students learn or improve as a result of the purchase?
- *Strategic Initiatives* – Can it be linked to program or achievement goals?
- *Beneficiary* – Do students in the District benefit directly from the goods or services?
- *Amount* – Did the purchase seem excessive in terms of the dollar amount?
- *Usefulness* – Will the goods or services be useful long term and are they being utilized on a regular basis?
- *Budget Approval* – Was it approved during the budget process?
- *Source of Funds* – Was the expenditure paid for by outside resources (e.g., PTA fundraiser)?
- *Timing of Purchase* – Are they purchasing goods at the end of the school year?
- *Perception* – Would school officials be comfortable explaining the purchase to the community?
- *Reactionary* – Was the purchase made in reaction to an event or circumstance?

Based on our review of the supporting documentation provided by the District, we classified the sample of purchase orders/transactions as appears reasonable, discretionary, or inconclusive. The table below summarizes our results.

Account Subgroup	Appears Reasonable		Discretionary		Inconclusive	
	Number of POs/ Transactions	Dollar Value	Number of POs/ Transactions	Dollar Value	Number of POs/ Transactions	Dollar Value
Subgroup Analysis (Total for Subgroups 1–6 Presented Below)	386	\$3,302,140	48	\$79,814	67	\$151,082
1. Noninstructional Purchased Professional Educational, Technical, and Other Services	174	\$2,899,843	10	\$8,467	21	\$34,260
2. Noninstructional Miscellaneous Purchases	41	\$39,123	8	\$5,903	13	\$7,179
3. Noninstructional Supplies and Materials	136	\$117,856	28	\$23,883	18	\$18,525
4. Regular Instructional Purchased Professional Educational Services	19	\$55,132	2	\$3,600	4	\$16,970
5. School-Sponsored Athletic Supplies and Materials	15	\$61,123	–	–	10	\$3,935
6. Capital Outlay	12	\$129,063	1	\$37,960	1	\$70,213
Statistical Sample of Remaining Accounts	220	\$1,987,468	38	\$140,373	28	\$13,890
<b>Total</b>	<b>606</b>	<b>\$5,289,608</b>	<b>86</b>	<b>\$220,187</b>	<b>95</b>	<b>\$164,973</b>

Note: The reason why the total number of transactions from Subgroup 1 to Subgroup 6 does not equal the sum of 386 (Appears Reasonable) and 48 (Discretionary) is due to the fact that some purchase orders were present in multiple Subgroups. However, as a whole for the Subgroup Analysis, 386 individual POs appeared Reasonable and 48 appeared Discretionary.

Based on our review, we noted certain themes within the data regarding the types of purchases to be deemed appearing reasonable, discretionary, and those where we could not conclude (inconclusive).

For discretionary and inconclusive purchases, we identified common themes for the purchases. As indicated above, some of these themes may appear reasonable based on the face value alone, but consistent with our audit procedures, insufficient supporting documentation or excessive purchasing habits may have caused the assessment for these purchases to be changed to either inconclusive or discretionary. Six unique themes were identified for the purchases reviewed. Please refer to Appendices B and C for the sample of transactions summarized.

- *General supplies* – includes a variety of items ranging from ordinary office supplies like pens, pencils, printer/copier ink and paper, to larger organizational supplies like filing cabinets and TV carts. These purchases generally lacked supporting documentation indicating the need for the specified quantity or the need for new or replacement furniture, or simply no documentation was provided at all. In summary, we identified 37 transactions with a total dollar value of \$135,631 that were discretionary and 18 transactions with a total dollar value of \$7,483 that were inconclusive. For example:
  - \$11,207 for purchase of supplies for which no documentation was provided (PO # 40179)
  - \$413 for a cabinet to be used for storage purposes in the board office (PO # 500059)
  - \$1,076 for purchase of various stationery items (PO # 500284)
  - \$851 for ink to be used in the copier machines (PO # 600522)
  - \$2,048 for stationery items and TV cart to be used in the classrooms (PO # 600556)
  - \$500 for replenishing postage meter machine located in the Board office (PO # 601404)
  - \$1,560 for general supplies (PO # 600447)
  
- *Student Activities/Expenditures on Students* – includes any expenses related to athletics, activity clubs, trips, flowers and any other items paid for by the District that benefit students but either lack supporting documentation, appeared excessive in nature, or related to expenditures that did not provide educational enrichment. In summary, we identified six transactions with a total dollar value of \$3,941 that were discretionary and 40 transactions with a total dollar value of \$48,895 that were inconclusive. For example:
  - \$700 for sports shoes for the school bowling team (PO # 500209)
  - \$1,320 for payment to vendor for officiating as a referee in the girls and boys basketball games (PO # 501324)
  - \$180 for dinner honoring coaches and players of Harrison High School (PO # 501411)
  - \$298 for purchase of flowers for middle school graduation (PO # 501774)
  - \$895 for purchase of sports equipment for Lincoln School (PO # 600576)
  - \$5,485 for purchase of portable goal post to be used in public park (PO # 600624)

- \$8,000 for payment to replenish athletics account (PO # 601268)
  - \$15,200 for payment for project graduation, which is an alternate activity for students during graduation night (PO # 601567)
  - \$2,000 for payment of recreation assistant for students enrolled in the summer transition program (PO # 501891)
  - \$575 for a trip to Sesame Place for Lincoln School (PO # 501892)
- *Facilities and Maintenance* – includes expenses related to construction both inside and outside of the buildings, upkeep, and operation of the buildings. Examples of Facilities and Maintenance items include installation of lockers, upkeep on heaters, boilers and alarms that either lack supporting documentation or appeared excessive in nature. In summary, we identified three transactions with a total dollar value of \$40,737 that were discretionary and four transactions with a total dollar value of \$80,875 that were inconclusive. For example:
    - \$3,150 payment for maintenance of alarms in the schools across the district (PO # 400588)
    - \$4,172 for exterminating and pest control services at the district buildings (PO # 500002)
    - \$70,213 for payment of the lease of the Honeywell Energy Management System Lease (PO # 500008)
    - \$37,960 payment to Capital Modular for construction services (PO # 500964)
    - \$3,340 for maintenance of boilers at Washington and Harrison High School (PO # 501021)
- *Textbooks and Other Instruction-Related Expenditures* – includes items such as textbooks, library books, videos, and DVD's that either lack supporting documentation or appeared excessive in nature. In summary, we identified 12 transactions with a total dollar value of \$24,246 that were discretionary and nine transactions with a total dollar value of \$4,707 that were inconclusive. For example:
    - \$1,050 for payment for four rented clarinets that were lost (PO # 501382)
    - \$1,315 for purchase of curriculum books for kindergarten classrooms with bilingual population (PO # 500114)
    - \$670 for purchase of a book – American Government (PO # 500374)
    - \$1,999 for educational videos to be used as a supplement by teachers for grade 5 science curriculum (PO # 501113)

- *Workshops and Training* – includes items such as registration fees for workshops and training, and any mileage or meal reimbursements incurred as a result of the event that either lack supporting documentation (such as state approval for out-of-state workshops) or appeared excessive in nature. In summary, we identified nine transactions with a total dollar value of \$9,075 that were discretionary and 21 transactions with a total dollar value of \$21,105 that were inconclusive. For example:
  - \$1,763 reimbursement of hotel stay and registration charges for attending a conference in Massachusetts (PO # 501707)
  - \$1,000 for professional development training organized for teachers (500795)
  - \$175 for payment for membership fees of NJAFPA and NAFEPA for an employee of Harrison School District (PO # 501159)
  - \$315 for room charges for attending NJASBO meeting for two persons (PO # 501418)
  - \$8,316 for room rent for Hudson County Meeting where Board members attend convention held each year (PO # 501611)
  - \$1,102 for reimbursement of hotel cost for attending NJASBO for one person (PO # 501724)
  - \$210 for meeting expenses for dinner organized by Hudson County School Boards Association (PO # 601467)
  - \$1,696 for reimbursement for attending annual national school conference at Chicago (PO # 601508)
  
- *Meals, drinks and others* – includes any meals, drinks or other expenses not related to activities that would fall under Expenditures for Students or Workshops and Training. In summary, we identified 20 transactions with a total dollar value of \$6,557 that were discretionary and five transactions with a total dollar value of \$1,907 that were inconclusive. For example:
  - \$615 for purchase of spring water and natural brew coffee for Harrison High School (PO # 500546)
  - \$210 for payment for lunch meeting at the Superintendent's Office (PO # 501215)
  - \$1,400 for food items to be used during professional development meeting for teachers (PO # 501353)
  - \$719 for purchase of gourmet food (PO # 600667)
  - \$353 for purchase of food for CAPA team (PO # 601239)
  - \$214 for payment for food to be used during board meeting (PO # 601483)
  - \$85 for purchase of flowers for funeral of an ex-Board member (PO # 601578)
  - \$275 for purchase of food items for Board meeting (PO # 601580)
  - \$203 for purchase of Poland Spring water for nurse's office (PO # 401920)

In addition to the above, we noted the following exceptions when conducting the Purchase Order Review.

Area	No. of Instances
<p><b>Missing Proper Approvals</b> – Either a Purchase Requisition, Vendor Invoice, or Purchase Order was not provided for review; the amount paid against the PO exceeded the original PO amount; the PO date was after the invoice or payment date; and manual changes were made to the PO without support of an additional approval.</p>	352
<p><b>Improperly Coded</b> – The transaction was coded to an incorrect account code.</p>	44

Refer to Appendices B and C for the detailed purchase orders/transactions tested and the results of each.

**13 Point Analysis**

In accordance with the RFQ, we reviewed both salary disbursements and nonsalary disbursements for 2004–2005 and 2005–2006 to identify specific anomalies or irregularities. We used our propriety tool to perform routines to identify potential anomalies or irregularities in accordance with the following description:

**Payroll**

1. **Possible Questionable Employees – Incomplete Employee Profile** – Identified employees with incomplete or missing employee profiles. The following elements were considered: hire date, birth date, status, address information, and other key data elements.
2. **Possible Questionable Payroll Payments – No Benefits Deducted from Paycheck** – Identified any check where benefits were not deducted by comparing gross check amount and net check amount.
3. **Possible Questionable Payments – Payments made to Potential “Non-Existent” Employees** – Identified any payments made to an employee after the listed date of death in the Social Security Administration (SSA) death master file. A potential “non-existent” employee is identified as any employee with a Social Security Number listed in the death master file provided by SSA.
4. **Possible Questionable Payments – Payments Made to Employees after Termination Date** – We could not perform the analysis as termination dates were not provided.
5. **Possible Questionable Payments – Payments Made to Employees Greater than 30 Days after Termination Date** – We could not perform the analysis as termination dates were not provided.
6. **Payroll Payments Analyses – Anomalies in Number of Paychecks Received** – We could not perform the analysis as payroll details on a check level were not provided.

7. **Possible Questionable Employees/Payments – Large Gross Pay Increase** – Identified employees that received a large gross pay increase (e.g., more than \$7,500) between the 2004–2005 and 2005–2006 school years.
8. **Possible Questionable Employees/Payments – Large Salary Increase** – We could not perform the analysis as employee salary guide data was not provided.
9. **Possible Questionable Employees/Payments – Large Portion of Gross Pay in Stipends** – Identified employees that received greater than 10% of base salary in stipends.
10. **Possible Questionable Employees/Payments – Large Portion of Gross Pay in Overtime** – We could not perform the analysis as overtime amounts were not provided.

#### **Vendor Disbursements**

11. **Possible Questionable Payments – Invoices Paid in Excess of Purchase Order** – Identified payments against any purchase order where the total of payments made was greater than the original purchase order amount.
12. **Possible Questionable Payments – Invoice Date Prior to Purchase Order Date** – Identified payments against any purchase order where the date on the invoice received from the vendor was prior to the date of the purchase order.
13. **Possible Questionable Vendors – Post Office Mail Drop Box Addresses** – Compared vendor addresses against known PO mail drop box addresses, which are equivalent to P.O. Box addresses, but appear to be a legitimate address.

The results of these queries were summarized and stratified to aid in the selection of a representative, subjective sample to be reviewed. The following table provides a high-level breakdown of the results, stratification, and follow-up procedures performed:

No.	Analysis Performed	Results of Analysis	Follow-up Procedures	Results from Follow-up Procedures and Recommendations
1	Analyzed payroll records to identify incomplete or missing hire date, birth date, status, address information, and other key data elements	<p>We noted 123 active employees whose system maintained payroll/HR file was incomplete or missing data elements. Of the 123 employees:</p> <ul style="list-style-type: none"> <li>One did not have a ZIP code recorded within the system</li> <li>122 did not have a birth date recorded within the system</li> </ul>	<ul style="list-style-type: none"> <li>Conducted interviews with HR and payroll personnel to ascertain why the anomalies would exist.</li> <li>Selected a sample of 20 transactions from the listing of employees to further understand the anomalies presented.</li> <li>Requested the HR files for the sample of employees selected.</li> <li>Reviewed the HR file to identify the data elements that were missing within the system.</li> <li>Noted any data elements that could not be identified based on review of the HR file as an exception.</li> </ul>	<p>Based on interviews with HR and payroll personnel, the HR system does not interface with the payroll system. Therefore, data is required to be input manually to both systems. As a result of the manual process, there is an increased risk of inaccurate or incomplete data in the payroll system.</p> <p>The missing zip code for one individual was attributed to the fact that the data was not input. This oversight was not detected by the payroll department because payroll is primarily paid by direct deposit or by hand delivering the checks. The information was available in the employee file.</p> <p>Eight of the individuals with no birth date recorded within the system were former temporary employees (work-study students or substitutes). For such employees, the District does not record the birth date or termination date in the system. However, the data was available in the employees file located in the HR department. The District is considering revising the process for inputting employees' data in the system.</p> <p>Explanations provided and documentation reviewed appeared reasonable; as such, further analysis is not considered necessary.</p> <p>We recommend that the District enters into the HR and payroll systems all relevant data for all employees, regardless of their employment status (permanent or temporary).</p>
2	Employees that do not have the applicable benefits deductions	We noted no instances where an employee received a paycheck without any payroll deductions.	Not applicable as no exception was noted.	Not applicable as no exception was noted.
3	Employee matches to the Social Security Administration death master file	We noted three employees who appeared to have received compensation on or after their date of death totaling \$65,492.95:	<ul style="list-style-type: none"> <li>Conducted interviews with the HR and payroll personnel to ascertain why the anomalies would exist.</li> <li>Selected all transactions from</li> </ul>	<p>We selected three employees whose Social Security Number appeared on the SSA death master file and requested to review their personnel files. We noted:</p> <ul style="list-style-type: none"> <li>One personnel file indicated the employee is active.</li> <li>Two personnel files indicated the employees were retired.</li> </ul>

No.	Analysis Performed	Results of Analysis	Follow-up Procedures	Results from Follow-up Procedures and Recommendations
		<ul style="list-style-type: none"> <li>• Three of these employees had their termination date missing in the District system despite a date of death recorded in the Social Security Administration's death master file.</li> <li>• One of these employees whose Social Security Number matched the death master file had a hire date after his death date.</li> </ul>	<p>the listing of employees noted in the results column.</p> <ul style="list-style-type: none"> <li>• For each sample item, we:               <ul style="list-style-type: none"> <li>– Attempted to verify that the date of the termination agreed to the supporting documentation per the personnel file.</li> <li>– Compared the Social Security Number per the system to the number listed on the copy of the Social Security card or other supporting documentation in the personnel file if HR did not have a copy of the Social Security card (i.e., I-9 form).</li> </ul> </li> </ul>	<p>We were informed that although the payroll specialist has the ability to change a Social Security Number in the system, they would not do that without proper authorization.</p> <p>Per discussion and review of the files, we understand that two of the employees retired two years prior to their death and that the salary that was paid to them was only until their retirement date. These employees should no longer be maintained in the system.</p> <p>For the remaining employee, we understand per discussion that the SSN inputted in the system had a one-digit difference compared to the true SSN of that employee. The employee is an aid working part time as needed by district. We could not obtain supporting documentation containing the employee's true SSN, for confidentiality reasons. The District contacted that person and is in the process of recreating a W-4 and changing the wrong data in the system.</p> <p>Explanations provided and documentation reviewed appeared reasonable; as such, further analysis is not considered necessary.</p>
4	Employees that have been hired and terminated within a short period of time (e.g., one month) and paid after their termination date	This analysis could not be performed as termination dates were not provided.	This analysis could not be performed as termination dates were not provided.	This analysis could not be performed as termination dates were not provided.

No.	Analysis Performed	Results of Analysis	Follow-up Procedures	Results from Follow-up Procedures and Recommendations
5	Employees paid greater than 30 days after their termination date	This analysis could not be performed as termination dates were not provided.	This analysis could not be performed as termination dates were not provided.	This analysis could not be performed as termination dates were not provided.
6	Employees who received greater than 52 checks within the two-year period covering 2004–2005 and 2005–2006	This analysis could not be performed as checks payment data was not provided.	This analysis could not be performed as checks payment data was not provided.	This analysis could not be performed as checks payment data was not provided.
7	Employees whose gross pay increased by greater than \$7,500 from 2004 – 2005 to 2005 – 2006	<p><i>We obtained data on a calendar-year basis and not on a school-year basis. Therefore the analysis performed compares '04 vs. '05 and '05 vs. '06.</i></p> <p>We noted 95 employees that received gross pay increases greater than \$7,500 (38 for '04 to '05 and 57 for '05 to '06). The total gross amount of increase for these employees was \$1,500,929.57 (\$707,295 for '04 to '05 and \$793,634.57 for '05 to '06). The breakdown is as follows:</p> <ul style="list-style-type: none"> <li>● 44 employees received a gross pay increase between \$7,501 and</li> </ul>	<ul style="list-style-type: none"> <li>● Ascertained through interview of the payroll personnel the salary increases by job grade</li> <li>● Considered Board resolution for percentage increases</li> <li>● Selected a sample of 34 employees receiving high gross pay increase to further understand the salary increase</li> <li>● For the sample selected, we reviewed the personnel file for: <ul style="list-style-type: none"> <li>– Indication of a promotion</li> <li>– Indication of sick/vacation days cashed in</li> <li>– Indication that the employee performed an additional job function</li> </ul> </li> </ul>	<p>In reviewing documentation related to the pay increase from '04 to '05 and from '05 to '06 for 34 employees, we noted:</p> <ul style="list-style-type: none"> <li>● Four employees moved from being hourly employees to salaried employees. The signed contracts reflected the changes.</li> <li>● Three employees paid by the hour worked more the following year than the year before. Also, one of these employees held an additional coach position that increased his overall compensation comparing to the year before.</li> <li>● 11 employees incurred a salary/step increase per contract. As per our interviews with the HR and payroll personnel, we noted that only supporting documentation to indicate approved grade change (BA, BA+30, MA, MA+30) were documented in the HR files. Regular steps changes within a similar grade level are not contained in the personnel file of the employees as it is assumed per the bargaining agreement that employees' salary is raised each year. We verified that the raises were within range by reviewing the District's salary guide.</li> <li>● 16 employees were hired at the beginning of the school year (mainly September). Therefore the analysis compared four months of salary for</li> </ul>

No.	Analysis Performed	Results of Analysis	Follow-up Procedures	Results from Follow-up Procedures and Recommendations
		<p>\$12,500</p> <ul style="list-style-type: none"> <li>● 39 employees received a gross pay increase between \$12,501 and \$25,000</li> <li>● 12 employees received a gross pay increase greater than \$25,001</li> </ul>	<p>requiring a stipend</p> <ul style="list-style-type: none"> <li>– Overtime approval forms</li> <li>– Other documentation supporting a large gross pay increase</li> </ul>	<p>the first year to a full year for the following year, resulting in variances above \$7,500.</p> <p>Explanations provided and documentation reviewed appeared reasonable; as such, further analysis is not considered necessary.</p>
8	<p>Employees whose salary increased by an amount greater than \$7,500 from 2004–2005 to 2005–2006</p>	<p>This analysis could not be performed as necessary data was not provided.</p>	<p>This analysis could not be performed as necessary data was not provided.</p>	<p>This analysis could not be performed as necessary data was not provided.</p>
9	<p>Employees who received greater than 10% of base salary in stipends</p>	<p><i>We obtained data on a calendar-year basis and not on a school-year basis. Therefore, the analysis performed compares '04 vs '05 and '05 vs '06.</i></p>	<ul style="list-style-type: none"> <li>● Ascertained through interview of HR and payroll personnel a listing of all positions paid via stipend and the corresponding amount.</li> <li>● Inquired about the District's policy for employing people to perform positions paid via stipend who are nonsalaried employees</li> <li>● Selected a sample of employees receiving stipends in excess of 10% of their base salary.</li> </ul>	<p>We selected 50 employees who received greater than 10% of base salary in stipends. We noted:</p> <ul style="list-style-type: none"> <li>● Twenty-four employees worked for after-school programs (CHIP, Even Start, Family Friendly or SKIPPY) for which they are paid per hour worked.</li> <li>● Twenty employees held an athletic or extracurricular position (coach, advisor, facilitator, etc.) for which they receive a fixed stipend.</li> <li>● Three employees both worked for an after-school program and held an athletic or extra curricular position.</li> <li>● Two employees worked overtime and earned extra compensation.</li> <li>● One employee retired and received a terminal leave payment calculated based on his number of sick days still available per his contract.</li> </ul> <p>Per review of the Board resolutions, we confirmed that the selected employees were identified to receive pay via stipend for their additional work and positions.</p>

No.	Analysis Performed	Results of Analysis	Follow-up Procedures	Results from Follow-up Procedures and Recommendations
			<ul style="list-style-type: none"> <li>● For the sample selected, we:                             <ul style="list-style-type: none"> <li>– Confirmed the employee was identified on the list of employees receiving pay via stipend</li> <li>– Confirmed the amount of the stipend</li> <li>– Compared the stipend amount paid to the employment contract</li> </ul> </li> </ul>	<p>Furthermore, we performed a reasonableness test on the amount of stipend paid and did not identify any anomaly.</p> <p>Explanations provided and documentation reviewed appeared reasonable; as such, further analysis is not considered necessary.</p>
10	Employees who received greater than 25% of base salary in overtime	This analysis could not be performed as overtime data was not provided.	This analysis could not be performed as overtime data was not provided.	This analysis could not be performed as overtime data was not provided. Within the payroll system, overtime is reported within the “Stipend/Other pay” category and that information was therefore part of analysis #9. This statement is supported by the fact that within the sample selected in #9, two exceptions were caused by employees who worked overtime.
11	Payments that exceed the original purchase order amount	<p>We noted 1,209 payments totaling \$8,622,664 in excess of the original purchase order amount. The breakdown is as follows:</p> <ul style="list-style-type: none"> <li>● 238 purchases made where the payment amount exceeded the original purchase order amount by between 0% and 5% totaling \$62,093 in excess</li> <li>● 249 purchases made where the payment</li> </ul>	<ul style="list-style-type: none"> <li>● Ascertained through interview of the purchasing and accounts payable personnel why certain disbursements would be processed in excess of the PO.</li> <li>● Inquired as to why new POs are not issued when an increase is required.</li> <li>● Selected a sample of 50 transactions from the listing of disbursements that exceeded the PO amount.</li> </ul>	<p>District personnel indicated that it is common for purchase orders to exclude S&amp;H charges or simply reflects an estimate in the purchase requisition. As a result, accounts payable hand writes the amount for S&amp;H onto a blanket PO in order to remit payment. Accounts payable also hand writes changes based on back orders, discontinued merchandise, and price adjustments.</p> <p>We selected 50 purchase orders to review and noted:</p> <ul style="list-style-type: none"> <li>● Twenty-one purchase orders contained a hand-written increase for S&amp;H charges. Signature of the business administrator and finance chair/Board president approved the changes on the blanket PO.</li> <li>● Twenty-seven instances represented vendors for which the original PO amount reflects payment of the first invoice paid. Then throughout the year, the PO is amended each time a new purchase is made/invoice</li> </ul>

No.	Analysis Performed	Results of Analysis	Follow-up Procedures	Results from Follow-up Procedures and Recommendations
		<p>amount exceeded the original purchase order amount by between 5% and 10% totaling \$39,471 in excess</p> <ul style="list-style-type: none"> <li>● 375 purchases made where the payment amount exceeded the original purchase order amount by between 10% and 25% totaling \$131,969 in excess</li> <li>● 347 purchases made where the payment amount exceeded the original purchase order amount by greater than 25% totaling \$8,389,132 in excess</li> </ul>	<ul style="list-style-type: none"> <li>● For each sample item, the engagement team: <ul style="list-style-type: none"> <li>– Traced and agreed the disbursement to supporting documentation (e.g., contract, vendor invoice, purchase requisition, etc.) to assess if the disbursement was properly approved and processed</li> <li>– Noted if the increased amount caused the purchase to exceed a bid or quote threshold</li> </ul> </li> </ul>	<p>received. Approvals to these changes are documented by the signatures of the business administrator and finance chair/Board president on the blanket POs.</p> <ul style="list-style-type: none"> <li>● No documentation was provided for two purchase orders. These POs were also selected as part of the historical expenditure analysis and were categorized as “discretionary” for that reason.</li> </ul> <p>Explanations provided and documentation reviewed appeared reasonable; as such, further analysis is not considered necessary.</p>
12	<p>Invoice dates that are prior to purchase order dates</p>	<p>One exception was identified through this analysis.</p> <p>The PO was dated July 1, 2005 and invoice was dated June 30, 2005. The total paid against the PO was \$12,415.78.</p>	<ul style="list-style-type: none"> <li>● Ascertained through interview of the purchasing and accounts payable personnel why POs would be issued after an invoice was received.</li> <li>● Inquired as to whether there is any repercussion to the individual that places an order when an invoice is received that does not have a PO.</li> <li>● For the one item, we</li> </ul>	<p>Per discussion, the State gave the option of early retirement to school teachers. According to the policy, school teachers with a certain period of service could cash their leaves up to a maximum of 120 days. This payment was made in three annual installments. The agreement signed between the Harrison Board of Education and the Harrison Education Association (Union) was dated January 22, 2004, and the approved list of employees that enrolled was signed on March 2, 2004. Therefore, technically the payment was approved before the "invoice date" of June 30, 2005 typed in the system.</p> <p>Explanations provided and documentation reviewed appeared reasonable; as such, further analysis is not considered necessary.</p>

No.	Analysis Performed	Results of Analysis	Follow-up Procedures	Results from Follow-up Procedures and Recommendations
			<p>engagement team:</p> <ul style="list-style-type: none"> <li>- Traced and agreed the disbursement to supporting documentation (e.g., contract, purchase requisition, etc.) to assess if the disbursement was properly approved and processed prior to payment</li> </ul>	
13	Vendors paid at known mail drops (e.g., .PO. Box, commercial mail receiving agencies, etc.)	We noted 26 vendors that receive payment at known mail-drop locations.	<ul style="list-style-type: none"> <li>• Selected a sample of ten vendors who receive payment at mail-drop locations</li> <li>• Traced and agreed a disbursement to supporting documentation (e.g., contract, vendor invoice, etc.)</li> <li>• Requested business certification forms for the vendor to confirm the address</li> <li>• Requested evidence that the vendor was included within the vendor master file</li> </ul>	<p>We selected ten vendors from the District's vendor master file whose mailing address appears to be a known mail-drop location.</p> <p>Upon further review, one out of the ten vendors sampled received a disbursement in the past three years (FY 04–05, FY 05–06 and FY 06–07). The original PO for this vendor was dated October 23, 2006. Check number 328920 was issued on November 16, 2006 for \$761.15. We reviewed the PO information recorded in the system and determined that the purchase was for printing several copies of the District's Policy Manual. The address on the business certification matched the address recorded in the system.</p> <p>Based on the above, no further analysis is required.</p>

**Certified Staff Review**

The objective of this review was to assess if certified staff employed by the District are performing the job function for which he/she is coded and compare whether the building administrator classified them accordingly. In accordance with the RFQ, we requested that the District complete a Microsoft Excel spreadsheet (referred to as Form C) that identifies all certified staff employed and their respective job title and function.

We selected a sample of 100 certified staff to review. Our selection included 80 certified teachers and 20 nonteaching certified staff representing a cross section of school locations and job functions. The following table summarizes the cross section of job functions reviewed.

Level	School	Reviewed
Certified Teachers	Elementary School	38
	Middle School	13
	High School	29
Nonteaching Certified Staff	Principals	1
	Guidance Counselors	3
	Supervisors	1
	Other (e.g., Nurse, Special Education Staff, etc.)	15

We performed the following for each employee:

- Visited the school and confirmed the employee’s name by observing identification and the primary role of the employee through inquiry
- Verified the employee’s job function through inquiry and/or observation
- Requested a copy of the teacher’s schedule or class assignment as appropriate to ensure that it supported the primary role of the teacher
- Noted if the employee performed any additional job functions within the District

To the extent we could not interview an individual due to absence, documentation related to the absence and evidence of the substitute assigned for the class was requested.

Based on our review, one of the certified teachers reviewed was performing a job function other than the function identified by the District, and two of the nonteaching certified staff were performing a job function other than the function identified by the District.

Our findings from certified staff review are as follows:

- We determined that 11 certified staff were working in a different school than the one indicated on Form C. However, their primary role and activity was the same as outlined in the Form C.
- We noted that for two selected employees, the position description was “teacher” but were reflected as “non-teaching” staff in Form C. Based on our testing, we noted that these individuals held teaching positions.
- In the Form C, someone was identified as a substitute learning disabilities teacher. In the interview, we found out that this person had accepted a permanent teacher position in October 2006 and has since been teaching third grade in the Lincoln School.
- Out of the sample of one hundred certified staff (teachers and nonteachers) we could not interview five employees as four of them were on leave and one had retired. For those employees, we obtained appropriate audit evidence supporting their leave (request letter and approval from the superintendent), as well as the name of their substitute.



# Assessment of Internal Controls





# Assessment of Internal Controls

The second piece of our scope involved an assessment of District internal controls over key functions, including:

- Inventory
- Facilities Management
- Purchasing/Accounts Payable
- Human Resources/Payroll
- General Operations/Accounting
- Food Services
- Transportation
- Technology
- Student Activities

Through review of the Internal Control Questionnaire completed by the District and other documentation as well as interviews with District professionals, we gained an understanding of the processes and controls in place. We were able to identify gaps or control weaknesses and develop recommendations for potential improvement. In addition, for each functional area except for Technology, 25 items were tested to understand whether key controls were in effect as described.

The pages that follow present the observations and recommendations resulting from our internal controls assessment. Each section is organized to present an overview of the functional area and a summary of observations and recommendations.

## **Inventory**

### **Overview**

Inventory records are maintained at the office of school principal and the office of business administrator.

Inventory is delivered directly to the requesting schools. Items over a predefined amount of \$2,000 are tagged by the District. Only IT inventory and assets are recorded and tracked by the IT director.

As part of our procedures, we developed a high-level understanding of the inventory process. At the District, the inventory process includes the following subprocesses:

- Inventory Tracking and Monitoring Assets
- Inventory Receiving Process
- Inventory Tagging
- Inventory Monitoring
- Inventory: Disposition of Inventory and Fixed Assets

We identified key controls within the inventory process based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the inventory process:

- **Gaps in internal controls** – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.
- **Variances within the process** – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- Only authorized employees have access to records. Fixed asset and inventory acquisition, receipt, recording, and disposal duties are segregated.
- Property, plant, and equipment exist, are owned by the District, and used in operations.
- Fixed asset and inventory acquisitions, transfers, and dispositions are approved and recorded according to District policy.
- Fixed assets and inventories are safeguarded, according to District policy.

### Summary of Observations and Recommendations

On the following page, we present a summary of observations and recommendations related to the inventory process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

#### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

#### Technology – IT Equipment Tagging

District policy requires fixed assets with a purchase price above \$2,000 to be tagged and tracked. We noted that the list of IT component/equipment provided for Lincoln School and Lincoln Annex did not include the tagging numbers. Therefore, we could not determine if the equipment in the room was the same as the equipment reflected on the list.

Also, to further improve controls there are several items below the dollar threshold that can be easily tagged and monitored. We noted that the District's printers are not tagged even though they are included on the IT inventory listing.

We recommend that the inventory list of IT component/equipment for Lincoln School and Lincoln Annex be updated to reflect the tagging numbers. Also, to further enhance controls, the District should consider tagging IT component/equipment under the \$2,000 threshold (e.g., servers, computer, printers, hubs, etc.).

#### Inventory Purchase

It is good business practice for a purchasing department to monitor its inventory. We noted that the District did not have a process to monitor the reasonableness of the purchases of general supplies. The schools submit requests for these purchases and the Purchasing Department makes a decision based on the remaining funds in the budgeted lined item.

Without a formal process to monitor purchases of general supplies, there is an increased risk that inappropriate or unnecessary purchases are made but not detected.

We recommend that the District develop a process to monitor the purchases of general supplies. Specifically, this process should be able to gauge each school's actual use of supplies and inventory levels to determine whether purchases are reasonable. The District should determine the feasibility of implementing an inventory system to track purchases and inventory. This type of system will enhance the Purchasing Department's ability to monitor and track inventory levels and assist them in determining the reasonableness of each school's request for subsequent purchases.

### **Asset and Inventory Tracking and Monitoring**

It is good business practice to track and record fixed assets and inventory in a timely manner. Based on our review, we noted the following:

- The list of IT assets/inventory for Lincoln School was not complete. Specifically, we identified equipment on the school premises that was not on the inventory listing.
- The last independent count and listing for the District's non-IT assets was dated December 31, 2003.

Failing to properly record fixed assets and perform period physical counts increases the risk of misappropriation of the District's assets.

We recommend that periodic inventory counts of IT and non-IT assets are performed on an annual basis, at a minimum. Inventory counts should be documented and all discrepancies should be researched and resolved in a timely manner. In addition, the District should evaluate the process for recording and tracking assets to help ensure that all purchases and movement of assets are captured.

Going forward, the District should consider maintaining IT and non-IT assets/inventory records electronically in a database and safeguarding the historic records by retroactively recording them into an inventory record system. Such a system can restrict access to only authorized users to allow them to add, transfer, or dispose of assets, therefore increasing controls over safeguarding of assets.

### **Facilities Management**

#### **Overview**

The facilities management processes at the District consist of two primary areas: maintenance and janitorial. The Facilities Management Department of the Harrison School District only employs in-house full-time employees (they do not have any outsourced employees). The Facilities Management Department is headed by the business administrator and is staffed by 12 district employees (one supervisor and 11 custodians).

The District budget allocation for fiscal year 2006–07 is approximately \$769,000 per year for the Facilities Management Department. This includes \$600,000 budgeted for personnel services, not including overtime, \$19,000 budgeted for overtime, and \$150,000 budgeted for other than personnel services and overtime.

The Facilities Management Department is responsible for the maintenance of the three school buildings (Lincoln, Washington, and Harrison High School) and two floors of leased space (Lincoln School Annex) located in the Holy Cross School building. The total area comprises approximately 293,000 square feet. All district administrative personnel are located in the schools listed above.

As part of our procedures, we developed a high-level understanding of the facilities management process. At the District, the facilities management process includes the following subprocesses:

- Management Oversight and Facilities Budget
- Health and Safety of Students, Staff, and Other Individuals
- Routine Maintenance
- Adequate Insurance Coverage
- Supplies and Retail Purchases
- Overtime Process
- Disaster Recovery Plan

We identified key controls within the facilities process based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the facilities management process:

- **Gaps in internal controls** – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.
- **Variances within the process** – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- Procedures as documented in policy/procedure manuals, at a minimum, provide for replacement and purchasing of equipment, maintenance budget, facilities standards, and personnel staffing and hiring policies.
- Maintenance logs are maintained to appropriately document requests, workload, and resolutions of health and safety issues. Verify whether the repair requested is performed.
- Appropriate records, including necessary approvals, for overtime are maintained and reviewed by a supervisor regularly.
- Existence of a preventative maintenance plan.
- Proper approvals are present on the work order.

- Existence of the contractual agreement for custodians and approval by the Board of Education.
- Facilities purchases above \$29,000 went through the bidding process.
- Existence of the disaster recovery plan/crisis management plan.

### Summary of Observations and Recommendations

On the following pages, we present a summary of observations and recommendations related to the facilities management process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

### Management Oversight

Leading practice indicates that a maintenance repair schedule be prepared and monitored for the District's facilities and assets. We noted that a maintenance schedule was not documented for the District. As a result, there is no evidence that required maintenance was properly scheduled and performed.

We recommend that the director of facilities document a maintenance repair schedule over the District's facilities and assets. The schedule should be monitored to help ensure periodic maintenance is performed as planned.

### Overtime Approval for Custodians

District policy requires overtime work to be approved by the supervisor of custodians prior to performance. Based on interviews and testwork, we noted that such approvals were not documented. However, approvals were documented on the employee's timesheet after the work was performed. Without prior approval, overtime may be excessive or unnecessary.

We recommend that the supervisor of custodians document overtime (OT) approval prior to work being performed. In addition, the director of facilities should review overtime worked by facilities employees on a monthly basis, at a minimum, to determine if OT was reasonable.

### Work Orders

District policy requires work orders to be approved by the building principal before and after the work is performed. Based on our review of ten work orders, we noted the following:

- Three did not have the signature of the building principal before the work was performed
- Six did not have signature of the building principal after the completion of work.

Without proper approvals, there is an increased risk that maintenance/repairs are either not performed or not satisfactorily completed.

We recommend that the District consider the feasibility of implementing an automated work order system. In the interim, the District should reinforce procedures with applicable personnel over the approval of work orders. Work orders should be signed by the building principal before and after the work is performed.

### Retail Purchases

The District permits purchases to be made from local hardware stores by the Facilities Management Department when items are for small dollar amounts and serve an immediate need. However, there is no policy to indicate who is authorized to purchase goods nor is there a dollar threshold on these purchases. In addition, there is no review performed by the facilities director over purchases for reasonableness. As a result, there is a risk that unnecessary or inappropriate purchases are made but not detected.

We recommend that the facilities director develop policies and procedures over purchases made outside of the normal purchasing process. Procedures should include, but not be limited to, the following:

- A list of employees who are authorized to make purchases and related dollar thresholds to restrict purchase amounts
- Approval and review process before and after purchases are made
- Periodic assessment of purchases made with local stores to monitor compliance with procurement thresholds requiring bidding and formal contracts

### Purchasing/Accounts Payable

#### Overview

The Purchasing Division is one area under the superintendent's and business administrator's department. The Purchasing Department, which is responsible for procurement of materials, such as school supplies, and is overseeing the Request for Proposal (RFP) and bid process, consists of three full-time employees.

As part of our procedures, we developed a high-level understanding of the purchasing/accounts payable process. At the District, the purchasing process includes the following subprocesses:

- Purchase Requisitions and Purchase Orders
- Request for Proposal
- Bid Process
- Vendor Information
- Payment to Vendors

We identified key controls within the Purchasing and Accounts Payable process based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the purchasing/accounts payable process:

- [Gaps in internal controls](#) – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.
- [Variances within the process](#) – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- Documentation maintained to support expenditures is sufficient
- Vendor information maintained in the AP system is reviewed and updated regularly, and that vendors were not entered more than once in the vendor master file
- Existence of RFPs for purchases between \$4,300 and \$29,000
- Contracting requirements established by the State Bid Law are adhered to where applicable and that the District utilizes a competitive bid process as appropriate
- Purchase requisitions are prepared before a PO is issued
- POs are issued before the invoice is received
- Existence and compliance with a travel and reimbursement policy
- Verify that the Board approves the expenses at monthly meeting

### Summary of Observations and Recommendations

On the following pages we present a summary of observations and recommendations related to the purchasing/accounts payable process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

#### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

#### Purchase Orders – Details

Good business practice requires that the Purchase Orders (PO) include a description of the goods or services requested. We noted that none of the 15 POs selected for testing included descriptions of what was ordered. It should be noted that the PO included notations to “See Attached” referring to the purchase requisition but no further descriptions were documented. Without a detailed description on the PO, it is difficult to determine the items ordered in the event the purchase requisition or the invoice is misplaced.

We recommend that a description of goods and services requested be included in the PO system so that review of the PO can assist individuals to better understand the purchase in the event requisition/invoice or other data is misplaced.

#### Technology Supplies – Ink Cartridges

Common business practice requires that purchases be centralized and bulk orders be placed to obtain discounts and better pricing on supplies. We observed that purchase requisitions (PR) for ink cartridges for District printers are prepared and requested directly by the users of such printers. As a result of decentralized purchasing, the District may not obtain the most cost effective pricing.

We recommend that the District centralize such purchases through the IT director to ensure more control over IT-related supplies and potentially save on costs due to bulk order.

#### **Purchase Orders – Filing**

Leading business practice suggests that all payments made on a particular PO be filed together. We noted that POs were filed by check number. As a result, multiple payments on the same PO are filed separately. Such filing procedures make it difficult and time consuming to retrieve the complete PO package when needed.

We recommend that the PO packages be filed by PO numbers so that all payments made under a particular PO are maintained in the same package. This filing procedure will assist with the retrieval and review of the POs when necessary.

#### **Purchase Orders – Incorrect Shipping and Handling Charges**

Common business practice requires that the shipping and handling (S&H) charges are initially estimated with confirmation of actual charges from the vendor at the time the PO is generated. We observed several instances where there was a difference between the PO and invoice amounts because the estimated S&H charges were not adjusted to actual at the time the PO was generated. In most cases noted, the invoice amount was higher than the PO amount by the difference between the actual and estimated S&H charges.

Common business practice requires that the S&H charges are estimated with confirmation from the vendor. We observed that in many instances there is a difference between the PO amount and the invoice amount due to the S&H charges. These charges were not correctly estimated at the time of generating the PO resulting in the invoice amount being higher than the PO amount by the amount of S&H charges.

#### **Purchase Orders – Amendments/Changes**

District policy requires that changes to the PO be approved by the business administrator (BA) or the assistant business administrator (ABA). We observed that the accounts payable (AP) clerk could make changes to the PO without BA or ABA approval. As a result, changes may be made to the PO by the AP clerk without the approval from the BA or ABA.

We recommend that the accounts payable clerk should not have authority to make changes to the PO without the approval from the BA/ABA.

#### **Purchase Orders – Supporting Documentation**

Leading business practice requires that adequate supporting documentation should be attached with the PO to substantiate the expenditure. Based on our review of 786 POs, we observed that for 352 (45.8%), adequate supporting documentation (e.g., invoice, copy of Board approval, etc.) was not attached to the PO. Without adequate supporting documentation, it is difficult to determine the nature of the expenditures. *(Please refer to Appendices B and C for the sample of transactions summarized).*

We recommend that the District develop policies and procedures that require supporting documentation for PO. Documentation requirements may be tailored based on the nature of the expenditure.

### **Purchase Orders – Filing of Colored Copies**

District policy requires that each colored copy of the PO be filed in a particular manner. We observed that one copy which is "Pink" is required to be filed with the purchasing clerk and would serve as a copy of PO in case the other copies were misplaced. However, the pink copy is filed along with the invoices and other supporting documentation. As such, if the original package is misplaced, this Pink copy is also misplaced as it is not filed separately as required by District policy.

We recommend that the Pink copy should be filed as per its purpose in a separate file with the purchasing clerk. This filing procedure will ensure that the pink copy is always available in case the other documents get misplaced.

### **Issuing of Purchase Requisitions**

District policy requires purchase requisitions (PRs) be prepared for all purchases. Based on our testing, we noted that PRs are not prepared for purchases requested by the superintendent's office and/or business office. As a result, this practice is not in accordance with the District's policy.

We recommend that a PR be prepared for all purchases irrespective of which office is requesting the purchase. A PR is an essential source document for the issuance of a PO and therefore should be prepared for all purchases.

### **Use of Blanket Purchase Orders**

Leading business practice requires that POs, whether new or updated, be system generated. We noted that it is customary for the District to manually prepare a blanket PO in cases where changes are made to the original PO, where vendor signature is required, or when making a payment/reimbursement to an employee. Out of 786 PO packages reviewed, 493 (62.7%) contained a blanket PO and none of them were dated. Furthermore, for such payments as fees to chaperone or scorekeepers, no supporting or authorizing document was attached to the blanket PO.

Such a practice could result in unauthorized purchases being made, and also makes it difficult to ascertain whether a purchase has been approved before the actual invoice was received.

We recommend that the District make every effort to stop preparing manual blanket POs and consider the use of system-generated POs, which facilitate proper review and approval.

### **Vendor Listing/Management**

Leading business practice requires that a review of the vendor listing be performed on a periodic basis to identify and remove inactive vendors. Based on our review of the vendor listing, we noted several vendors with no activity for over two years that were included on the vendor listing. As a result of maintaining unnecessary vendor information, there is an increased risk of errors or inappropriate activities.

We recommend that the District develop a procedure to conduct an annual review of the vendor master file and purge the vendors that the District does not plan to utilize.

#### Accounting Changes to POs

We observed that in some instances, POs are amended due to a change in the unit price of the item or due to a wrong estimate of S&H charges. We observed that for some POs, the difference between the original PO amount and the new PO amount is booked in a different set of accounts than the one determined originally. Therefore, expenditures may not be properly accounted for.

We recommend that the District account for these differences in the same set of accounts determined at the time of issuing the PO. In cases where this cannot be done, the adequate reasons should be noted on the supporting documentations.

#### Human Resources/Payroll

##### Overview

The Payroll Department consists of one payroll specialist (part-time) and one supervisor. The business administrator of the Harrison School District acts as the supervisor of the Payroll Specialist. The superintendent of the Harrison School District is also the director of the Human Resource Department. The director of the Human Resources is assisted by the assistant superintendent and an HR clerk.

As part of our procedures, we developed a highlevel understanding of the payroll process. At the District, the payroll and HR processes include the following subprocesses:

- New Hire Process
- Changes to Payroll
- Attendance Procedure (Employees) Manual Attendance Sheets
- Overtime Policy and Procedures
- Payroll Checks and Check Runs
- Employee Benefits
- Buy-Backs
- Termination Payments
- Personnel File Maintenance
- Continuing Professional Education, Training and Compliance

We identified key controls within the human resources/payroll processes based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the Human Resources/Payroll process:

- **Gaps in internal controls** – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.

Comparison of the controls/policies should be compared with:

*Travel Expense and Reimbursement Policy – NJAC 6A:10A-8.3, which was adopted September 22, 2005.*

- **Variances within the process** – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- Approvals for new hires are appropriately documented.
- Personnel files of employees are up to date with personnel sheet, application form, resume, teacher certificate, criminal history and employee physical.
- Salary in the payroll system was consistent with Board approval/employment contract.
- Principal's approval appears on sign-in sheet (attendance sheet).
- Absence information recorded on employee's time sheet agrees with the applicable attendance sheet.
- Principal's approval (teachers) or supervisor's approval (custodians) is documented for overtime.
- Confirm superintendent's approval on termination action forms.
- Existence of written notice by superintendent, 30 days prior to date of termination.
- Sick leaves and other leaves are tracked appropriately for the employees.
- Payroll specialist reconciles the draft check run (transaction proof report) and the input log to the database.

### Summary of Observations and Recommendations

On the following pages, we present a summary of observations and recommendations related to the human resources/payroll process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

### Segregation of Duties

An element of effective internal control is the proper segregation of duties. The basic premise of segregating duties is to prevent situations where an employee has the ability to perpetrate an error or irregularity and to conceal it. Proper segregation of duties provides for a system of checks and balances such that the functions by one employee are subject to review through the performance of interrelated functions of another employee. We noted that the payroll specialist has full access to update payroll information in the system and also receives payroll checks directly from the payroll company.

Without proper segregation of duties, there is the potential of intentional or unintentional errors or irregularities going undetected.

We recommend that payroll checks are not received directly by the payroll specialist. Checks should be received by someone other than the individual responsible for updating payroll information in the system.

### Manual Processes (Payroll)

Common business practice recommends that processes avoid as much manual activities as possible. We noted that the payroll process is manual, cumbersome, and susceptible to error. This is primarily due to the fact that HR department does not use a system synchronized to the payroll system. More specifically:

- The payroll specialist receives confirmation from the superintendent office to ascertain the new hires. The new hires' payroll information is then manually entered by the payroll specialist. The system does not generate a new hires report, so the payroll specialist has to manually review all new hires.
- The payroll specialist receives confirmation from the superintendent's office to ascertain the terminated employees. The employee is manually removed from the payroll system by the payroll specialist. The system does not generate a termination report, so the payroll specialist has to manually review all terminated employees.

Manual processes present an increased risk of errors or irregularities. Payroll payments may be inaccurate resulting in expenses that are not justified by the services performed.

We recommend that the District assess if the manual processes can be automated through the existing payroll system. The District should assess the system's ability to generate maintenance change reports to capture all changes to facilitate management's review.

#### **Manual Processes (Human Resources)**

Leading business practice recommends that processes avoid as much manual activities as possible. We noted that the District tracks employees' attendance through the daily attendance sign-in sheets, which are approved by the principals. These sheets are also used by the HR clerks to manually input and track sick/personal/vacation days in the system. The attendance sign-in sheets are also used by the payroll specialist to process the payment of salaries. Therefore this process is manual, cumbersome, and susceptible to error.

Manual processes present an increased risk of errors or irregularities. HR data and payroll payments may be inaccurate resulting in expenses that are not justified by the services performed.

We recommend that the District assess if the manual processes can be automated through the existing HR and payroll system. The District should assess the system's ability to generate additional reports to eliminate the manual review and likelihood of human error.

#### **Management Review**

Common business practice recommends that controls performed be independently reviewed. We noted that payroll management does not formally review and approve the following:

- New employees entered into the payroll system. The payroll specialist enters new employees into the payroll system and no documented review is conducted by the business administrator.
- Terminated employees in the payroll system. The payroll specialist terminates the employee in the payroll system and no documented review is conducted by the business administrator.
- The trial check run process. The payroll specialist reviews the matches between the report generated from the trial check run and the report sent to the payroll company. The payroll specialist does not sign off on the report after the review is complete and neither does the business administrator.

Without evidence of formal review, there is no assurance that changes to payroll data were properly approved and performed completely and accurately.

We recommend that the payroll department enhance procedures to require the payroll specialist and the business administrator to sign off on all reviews. Signing off after a review is complete verifies that it has been reviewed and approved by the appropriate hierarchy.

Additionally, the District should research whether the payroll system can generate a change management report to capture all changes made to payroll data. In the event a report can be generated, someone other than the payroll specialist should perform and evidence a review against supporting documentation to ensure all changes were approved.

### **Employee Status Change Checklist**

Leading business practice recommends that human resources departments formally track employee status changes. Currently, when there are changes, the HR representative manually updates the employee file and inputs them into the HR electronic file. However, there is no tracking of such changes that would allow for an appropriate review. Without proper tracking of employee data changes, there is a risk of unauthorized or inaccurate changes being made but not detected.

We recommend that the District create an employee status checklist for changes occurring in the personnel files. This would assist with formally documenting employee status changes and would facilitate proper review.

### **Mode of Payment of Salary**

Leading business practice recommends that salary be paid by direct deposit. We observed that one-third of the employees are paid by checks while two-thirds of the employees are paid by direct deposit. Also, once the checks are delivered to the schools, they are dropped in the teachers' mail boxes, without requiring them to sign-off on a proof of receipt.

Such practice increases the risk of fraudulent activities and is susceptible to errors.

We recommend that the District encourage all employees to use direct deposit, thereby reducing, over time, through attrition, those employees receiving paychecks. In the meantime, we recommend the District implement a process requiring the employees to formally acknowledge receipt of their pay checks.

## **General Operations/Accounting**

### **Overview**

The Accounting and Finance Department is a part of the business office and consists of the business administrator (BA), the assistant business administrator (ABA) and a staff accountant. The department utilizes Computer Solutions (the system) for all accounting and financial reporting. The BA is responsible for reviewing the automated journal entries, manual journal entries (if any), and other accounting and financial procedures as may be necessary.

Harrison District receives grants from the federal and state government. Grants are typically classified into 'Entitlement grants' and 'Discretionary grants'. For receiving

the funds under any grants, the school has to apply for the grants providing details as to how the amount will be spent in order to realize the objectives of the grants. Harrison School District manages four grants: No Child Left Behind – Federal Grant, Family Friendly – State Grant, IDEA – State Grant and Even Start – State Grant.

The treasurer of the school, who is also the treasurer of the Town of Harrison, is responsible for managing the three main bank accounts of the District. She also performs the bank reconciliations on a monthly basis.

The BA is responsible for the overall budget process including preparation and review.

As part of our procedures, we developed a high-level understanding of the grants, treasury, financial accounting and reporting, and budget processes. These processes consist of following subprocesses:

- Grants: Entitlement and Discretionary
- Disbursement and Spending of the Entitlement Grants
- Reports: Budget and Program Report
- Treasury: Deposit of Checks, and Reconciliation
- Financial Accounting and Reporting: Journal Entries and System Access
- Budget: Preparation, Approval, and Reporting
- Budget Line Items Transfer

We identified key controls within the general operations based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the general operations/accounting process:

- [Gaps in internal controls](#) – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.
- [Variances within the process](#) – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- Procedures as documented in policy/procedure manuals are generally followed.
- Voucher, noting voucher was approved by the claimant's department head.
- For employee reimbursements, confirm sufficient receipts are attached to support expenditures prior to issuance of reimbursement.
- Voucher packages are reviewed by appropriate parties prior to payment.

- Any changes to a PO are properly approved.
- Existence of the detailed grant program activities report sent to the State.
- Existence of the analysis performed by the grant manager.
- Monthly bank reconciliations exist, are complete, and accurate.
- Check register exists
- Bank balances are reconciled with Board secretary report.

### Summary of Observations and Recommendations

On the following pages, we present a summary of observations and recommendations related to the general operations/accounting processes. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

### Bank Reconciliation

It is standard practice to reconcile all bank accounts on a periodic basis. We noted that the payroll and payroll agency accounts are not reconciled. Although these accounts are pass-through accounts where funds come from the main account for distribution, it is important to ensure that all activity was processed completely and accurately. As a result of accounts not being reconciled, inaccurate and inappropriate activity may occur but not be detected.

We recommend that bank reconciliations for the payroll and payroll agency account be prepared by the treasurer and reviewed by the Board on a monthly basis. These reconciliations could be prepared on a similar format as the main District account.

## Food Services

### Overview

The Food Services Department at the District is located at the Lincoln School and oversees the food services for the four schools. The Food Services Department comprises one food services director and six employees. The central office is responsible for four schools that produce approximately 95 breakfasts and approximately 620 lunches per day.

Harrison School District Food Services Department had an initial food service contract for a three-year period, and subsequently, the contract is being renewed at the end of each school year. The vendor for providing frozen food is Preferred Meal Systems. The contract signed between the Food Services Department and the vendor is reviewed and approved by the Bureau of Child Nutrition, New Jersey.

As part of our procedures, we developed a high-level understanding of the Food Services process. At the District, the Food Services process includes the following subprocesses:

- Ordering and Receiving
- Inventory
- Cash Collections and Deposits

We identified key controls within the Food Services process based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the Food Services process:

- **Gaps in internal controls** – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.
- **Variances within the process** – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- Procedures as documented in policy/procedure manuals are generally followed.
- Existence of necessary approvals on order forms.
- Purchase order prices match those in the vendor's contract.
- The appropriate vendor is contacted based on the contract (i.e., determined by the type of food ordered).
- Existence of inventory records and whether or not they are maintained on a routine basis.

- Existence of reconciliation between the cash and count reports and bank deposit slips.
- The individual responsible for placing orders is not the same individual responsible for reconciling cash and count reports.

### Summary of Observations and Recommendations

On the following pages, we present a summary of observations and recommendations related to the food services process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

### Segregation of duties

An element of effective internal control is the proper segregation of duties. The basic premise of segregating duties is to prevent situations where an employee has the ability to perpetrate an error or irregularity and to conceal it. Proper segregation of duties provides for a system of checks and balances such that the functions by one employee are subject to review through the performance of interrelated functions of another employee.

In the course of our review of the Food Services Department, we noted that the Food Services Director is responsible for placing orders, receiving inventory, performing periodic inventory counts and reconciling and depositing cash. Although it was explained that the Director of Food Services and her assistant review each other's work, there is no evidence that this occurs. Without proper segregation of duties, there is the potential of intentional or unintentional errors or irregularities going undetected.

We recommend such conflicting responsibilities are separated to the extent possible. Management should segregate the duties and responsibilities of the Food Services Director. The director should not be responsible for placing orders, receiving inventory, performing periodic inventory counts, and depositing and reconciling cash. In the event that these responsibilities cannot be segregated entirely due to staffing constraints, alternative supervisory procedures should be implemented.

### Manual Processes

We noted that the ordering and inventory process is manual, cumbersome, and susceptible to error. Specifically:

- The director receives a standard handwritten request for food orders once a week from the teachers. The food services assistant compiles the requests and manually writes the food order including the ordering number, items and amount requested, and price. The request form is submitted to the director, who manually places the order.
- Food services director keeps a manual inventory log that includes the beginning and ending inventory of each item, as well as the price of the item.

As a result of the manually intensive environment, there is an increased risk of errors or irregularities.

We recommend that the District assess if the manual processes can be automated through the use of a system/database (e.g., InfoBid, SchoolDude, etc.).

### Transportation

#### Overview

Harrison School District is not obligated as per New Jersey State law, to provide transportation to its in-district students as they all live within the allowable distance from the school. Harrison School District provides transportation to its 48 special education students (eight routes).

Harrison School District owns three 24-passenger buses. The drivers for these buses are provided by the town. The town has a pool of seven drivers who are sent to the school for driving the school buses. The drivers are fingerprinted and a background check is conducted to comply with the law. The school has also one staff member that can drive the bus if they have any immediate need for a driver.

The actual cost to bus special education students for the fiscal year 2006 is \$720,000. The Transportation Department owns three buses and all three of them are dedicated to after-school programs. The budget for personnel services, not including overtime, is \$10,000. This is the amount paid to the contractor (town) for the outsourced position.

As part of our procedures, we developed a high-level understanding of the transportation process. At the District, the transportation process includes the following subprocesses:

- Contracts
- Special Education Students
- Usage of Buses
- Payment Process

We identified key controls within the transportation process based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the transportation process:

- **Gaps in internal controls** – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.
- **Variances within the process** – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- The District has a signed contract with the external vendor(s) as appropriate.
- Proper Board approval was obtained for the contract.
- Necessary approvals are obtained prior to payment of invoices.
- Payments made to external vendors are in accordance with the contract stipulations.
- Invoices received from the Town of Harrison regarding the bus drivers' salary and other expenses are reconciled to the internal time sheet.
- The school buses are checked for the annual inspection of buses.
- Existence of background check and drug test documents for the Town drivers used by the Harrison School District.

### Summary of Observations and Recommendations

On the following pages, we present a summary of observations and recommendations related to the transportation process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

### Harrison Town Invoices

Leading business practice requires that invoices include sufficient detail to allow appropriate tracking of the service/goods purchased. We observed that the invoices received from the Town of Harrison only reflected the amount due by individual driver, but did not contain the hours worked by each driver. As a result, there is no assurance the invoices reflect amounts due based on the actual hours worked.

We understand that the Town generates the invoices from the timesheets sent by the District. However, if the District can impress upon the Town the need for adding a column for hours worked, then it would assist in the reconciliation of hours worked with the amount paid. In the event the Town does not include hours on the invoice, then the District should compare the hours worked per the timesheets and total expected cost to the invoice.

### Technology

#### Overview

The IT Department at Harrison consists of four full-time employees to facilitate the IT environment at this school district. The staff turnover at Harrison is very low, and most employees have been with this organization for a number of years. The IT Department is responsible for applications, telephone, e-mail, security systems, spam monitoring, and infrastructure for approximately 275 desktop computers that are situated within the District's four schools.

The key applications within the environment are:

- **Power School** – This is the District's student tracking database system that is used by school administration staff. There are approximately 165 users on this system, and it is hosted on-site at Harrison. The application is packaged, and support is provided by a third-party vendor. This application covers functions of maintaining student records, grades, discipline, health, schedules, and attendance.
- **Smart Budget** – This is the District's financial management system that is being used by the Accounting and Finance Divisions. This application covers functions for accounts payable, accounts receivable, general ledger, PO management, and inventory. There are approximately four users on this system, and these users operate the application through one shared account. Smart Budget is a packaged system, and is hosted within the school administration office.
- **Action Data** – This is the District's human resource and payroll system that is being used by the Human Resource Department. There are approximately three users on this system, and these users operate the application through one shared account. This is a packaged system and is hosted on the vendor's server. This application covers all functions of payroll and human resources.
- **Project Special** – This is the Harrison Special Education tracking system. It is used to track students enrolled in the Special Education program. There is one shared account on this system that is used by multiple users. This is a packaged

application and is supported by an external vendor. This application is hosted internally at Harrison and is supported by an external vendor.

As part of our procedures, we developed a general understanding of the IT environment, including a high-level understanding of how:

- User access to the environment is controlled, both physically and logically.
- Change control is managed.
- Programs or other software are developed.
- Backups are performed.
- The IT environment is monitored for security and processing.

#### Summary of Observations and Recommendations

On the following pages, we present a summary of observations and recommendations related to the technology process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

#### Formally Documented Policies and Procedures

There are many different processes that take place within the Harrison IT Department, including the creation, modification, deletion, and review of user accounts on the network and applications, performing program changes, monitoring the network, and performing backups of the network's data and systems. Some of these processes are performed on a daily basis, while others are only performed every three months.

Our discussions with IT management identified that these procedures are not formally documented.

Without formal documentation to describe, at a procedural level, how operations are to be performed, there is an increased risk that staff members may perform the same operations in different ways, which may impact the effectiveness of the operations and related controls.

Furthermore, the lack of documented procedures may lead to issues should current staff members leave the school District.

We recommend that the District take steps to formally document the following:

- The process for adding a new user onto the network and applications, including what authorization is required by senior management.
- The process for modification of user's accounts on the network and applications, including what authorization is required by senior management.

- The process for terminations of user accounts.
- The process to regularly review the active network and application accounts to verify if the access is appropriate.
- The monitoring of the network and applications.
- The process to backup the District's data and systems.
- The process to periodically test the backup to help ensure that it has been correctly performed.

#### **Shared Accounts on Key Applications**

Access to the network within the District should be restricted to authorized users through the use of unique user names and passwords. The use of unique user names and passwords allows accountability within the network.

Through discussions with management, it was noted that there are shared accounts on Smart Budget, Action Data, and Project Special.

When user accounts on the key systems are shared by multiple persons, there is no accountability for the actions performed through these accounts. If required, the IT Department will not be able to determine who the individual is that performed a certain action, and no single user can be held accountable for his or her actions.

We recommend that individual accounts be created on the Smart Budget, Action Data, and Project Special applications for each of the users that is authorized to use these systems. In addition, each of these users should be granted access rights specific to his or her job profile.

#### **Password Requirements for Network and Key Applications**

Security on the network and key applications at Harrison is controlled through accounts and passwords on these systems. Password requirements on the network and key systems should be secure in order to avoid inappropriate access to significant data.

On inquiry of IT management at Harrison, it was determined that faculty and staff network account passwords are not required to be reset on a periodic basis, and are not required to be complex.

Smart Budget accounts have a minimum requirement of four characters, do not have to be changed periodically, and do not need to be complex; and PowerSchool passwords are not required to be reset on a periodic basis, do not have a minimum password length requirement, and are not required to be complex. Without strong password parameters configured in the key applications, there is an increased risk that unauthorized users may obtain access. Given the nature of data contained within the applications, we recommend that the District investigate the use of system forced-password expiration, complexity, and password history for the key systems.

### **Physical Security for the Desktop Running Smart Budget**

The physical security of computers and IT equipment is a critical control in the prevention of loss or damage of information.

During discussions with IT management, it was determined that the desktop running the Smart Budget application is not physically secure, since it is hosted in the administration office and multiple staff members have access to that room. The individuals who can access this server room include maintenance/cleaning staff, administration personnel, visitors, and teachers.

Without strong physical security on the servers running key applications, there is an increased risk of damage to systems and loss of significant data.

It is recommended that the District investigate the possibility of moving the Smart Budget application servers to a physically secure and appropriate location.

### **Air Conditioning Not Functioning Appropriately in Server Room**

Adequate environmental controls are required for the continuous operations of IT equipment. These controls include, but are not limited to, air conditioning within the Data Center.

During a walkthrough of the server room facility at Harrison, it was noted that the server room does not have appropriate air conditioning facilities, and the heat levels within the server room were not appropriate for hosting servers.

Without appropriate environmental controls in the locations where key application servers are hosted, there is an increased risk of damage to application data due to server malfunction or destruction.

It is recommended that the District investigate the possibility of providing more appropriate air conditioning facilities in the server room at the elementary school that also houses the Power School applications.

### **Procedure for User Access Creation and Deletion**

The process of creating, modifying, or deleting user accounts by IT staff is an event that occurs many times a year and is a critical control in the protection of information contained within the network. One important control in this process is the approval to perform the action, as the IT staff should not be making changes without approval, especially with respect to changes on the business applications. This approval is normally given through the use of a request form which gives specific details of the access that is required. This form should be kept to verify the approval for each staff member's access rights.

In the Harrison School District, the approval for the creation, modification, or removal of user accounts on the Network and key applications is given by the principal or is identified from the Board minutes, but this is not performed via a request form. The Board meeting minutes or verbal communications do not contain specifics of the type

of access that is required and the conditions surrounding the level of access. This information is not appropriately captured and documented.

Although approval is given to create, modify, and delete the user accounts, approval at the Board level through meeting minutes, or from the principal via telephone or verbally, is not specific as it only lists the role of the staff member, and not the actual access that the staff member requires. This may result in a staff member being assigned inappropriate access rights.

We recommend that the process for creating, modifying, and deleting user accounts on the network and key applications be modified to include the use of user access request forms. All requests for financial applications should be approved and specified by the head of the Finance Department, while network access should be granted by the head of the IT Department.

These access request forms, which may be completed manually or electronically, should be retained in a central location for future audit purposes.

#### **User Access Review**

The periodic review of user access is a key detective control to allow organizations to identify users who have left the organization or have transferred and still have access to key applications and the network. In addition, a review of access rights can allow management to determine whether all users have appropriate levels of access on key applications.

Harrison IT management informed us that they perform this review on an annual basis, although there is no audit trail to verify the performance of this review.

Without evidence to support the performance of a review, it is very difficult to substantiate, to auditors or management, that the review has taken place, it was performed adequately, and that issues were rectified.

It is recommended that for each review the staff performs, documentation be kept to provide an audit trail for review. This documentation could simply be a spreadsheet of the active accounts, employed staff, and the resulting comparison between the two, along with an e-mail to senior staff members indicating who performed the review, the date performed, and the issues that were identified.

#### **Inappropriate Storage of Backup Tapes**

Backup tapes should be sent off-site to a secure location other than the location where production servers are hosted in order to be able to retrieve data on tapes from the off-site storage location in an emergency situation. All backup tapes should be moved and stored in an off-site location that is secure and environmentally appropriate.

During discussions with IT management staff, it was determined that backup tapes are not sent off-site for storage.

In the event that the facility where the servers are hosted is destroyed, or suffers partial damage, and the servers and backup tapes are destroyed, it will not be possible to reinstate the systems with valid data since the backup tapes were not sent off-site, and the only copy of data has been destroyed.

It is recommended that backup tapes be sent off-site to a secure location where environmental and security controls can be validated and relied upon. This could include the use of another school within the District or a school within a neighboring district.

#### **Timely Backup Tapes Restores Are Not Performed**

Backup tapes should be tested periodically in order to validate that tapes are functioning appropriately and the individuals performing the restore are capable of performing the process to restore data in the event that restoration may be required.

During discussion with IT management staff, it was determined that backup tape restores are not being performed on a periodic basis.

The lack of testing increases the risk that data may not be recoverable during an emergency, tape drives may prove to be inoperable, or individuals responsible for performing the restore function may not know how to restore data.

It is recommended that management implements a procedure to test the validity of backup tapes and data, as well as to test the procedure of restoring data from backup tapes that are sent off-site. This would help to ensure that the quality of data backed up on to tapes is appropriate, and the individuals performing this function are aware of how to perform restores.

#### **Incidents Are Not Tracked and Documented Appropriately**

While issues and incidents occur from time to time and are identified and rectified by the IT team, it does not retain any log of what caused the incident and the steps taken to fix the problem.

During discussion with IT Management, it was determined that there is a custom-built application that is used to track incidents from initiation until resolution. Management also communicated that incidents may be reported verbally and are not always tracked in the incident management system.

Without retaining the issues log, management cannot inspect past logs to identify trends or provide an audit trail for review of incidents and issues.

Management should start logging all incidents and track resolution with actions taken. This will help to enable management to maintain a repository of all issues and of common solutions to handle them.

## Student Activities

### Overview

Due to the small size of the district, there is no one individual responsible for all the student activities. However, there is one person in charge of student activities in each school, and that person is usually the school principal. They are allowed to utilize the assistance of various employees throughout the schools such as teachers and support staff. The Accounting Department under the direct supervision of the school principals at the district is responsible for monitoring the accounting records for student activities

As part of our procedures, we developed a high-level understanding of the student activities process. At the District, the student activities process includes the following subprocesses:

- Cash Receipts
- Usage of Fund

We identified key controls within the student activities process based on interviews with business process owners for each of the subprocesses. We considered the following to select a sample of 25 items to test as a cross-sectional representation of key controls over the student activities process:

- **Gaps in internal controls** – areas in the process where internal controls would be expected but do not appear to be effective or do not exist at all.
- **Variances within the process** – areas in the process that are not actually performed as documented or as noted from the interview.

Based on the key controls identified and the process elements considered, the following attributes were identified for testing:

- Procedures as documented in policy/procedure manuals are generally followed.
- Existence of necessary approvals on expenditures occur and occur prior to expenditure.
- Expenditure was in line with the student activities budget.
- Bank reconciliation is prepared for the student activities account.
- Cash collected resulting from student activities is logged and reconciled appropriately.
- The person(s) responsible for collecting cash for student activities from schools is not the same person responsible for the deposits and reconciliations.

### Summary of Observations and Recommendations

On the following pages, we present a summary of observations and recommendations related to the student activities process. The observations were identified as a result of the ICQ responses, business process interviews conducted, and results of the key controls/attributes tested. We have titled each observation, provided a discussion of the circumstances surrounding the observation, and presented potential recommendations for consideration.

#### Standard Operating Procedures

Standard Operating Procedures (SOP) are not documented for this key process. Although the District has a policies manual and bylaws, they do not describe the daily area requirements, activities, and related controls. Without documented SOP, there is an increased risk that activities may not be performed as intended.

We recommend that the District document SOPs for key functions and processes. Procedures should be distributed to applicable areas and employees should read and understand the requirements. The SOP would bring uniformity and efficiency in the performance of key functions and processes and can also be used as a training tool for new employees.

#### Segregation of Duties

An element of effective internal control is the proper segregation of duties. The basic premise of segregating duties is to prevent situations where an employee has the ability to perpetrate an error or irregularity and to conceal it. Proper segregation of duties provides for a system of checks and balances such that the functions by one employee are subject to review through the performance of interrelated functions of another employee.

Based on our review of student activities, we noted that the student activities managers have responsibility for reconciling the student activity bank account and collecting, recording, and depositing cash.

Without proper segregation of duties, there is an increased risk of intentional or unintentional errors or irregularities going undetected. Such observation is evidenced by the fact that in certain instances the preparer did not sign-off on the bank statements to evidence the reconciliation was performed and no follow-up action was taken.

We recommend that management segregate the duties and responsibilities of the student activities managers. A student activity manager should not be able to collect, record, deposit, and reconcile the cash of the bank account he/she supervises. In the event that these responsibilities cannot be segregated entirely due to staffing constraints, alternative supervisory procedures should be implemented. Furthermore, the District should also make sure that the preparer and the independent reviewer of the bank reconciliation sign-off on the reconciliation to evidence that such controls and reviews are performed.

### Signature – Requestor

Per District policy, only the club supervisor can request a cash withdrawal or check out of the student activity account from the student activity manager. We observed that at Harrison High School, the signature of the individual requesting funds was not obtained on the “Withdrawal Slip.” As a result, there is no evidence as to who made the request.

We recommend that requestor signature be obtained on the Withdrawal Slip from the individual requesting the funds.

### Approval – Field Trips

District policy requires that field trips be approved by the Board of Education and the superintendent, and that the latter informs the schools of the decision. We noted that at Lincoln School, the approval of field trips from the superintendent’s office did not specifically mention the trips that had been approved. The memo read, “All field trip requests have been approved and may be informed to the advisors.”

Such practice is misleading and could result in trips not approved being mistakenly considered part of the approval.

We recommend that the Superintendent’s office specify each field trip that has been approved by the Board of Education to the schools. This confirmation would support the field trip request already submitted by the school. The confirmation from Superintendent’s office would act as a supporting evidence for each field trip.





# Appendices

This section of the report includes the following appendices:

Appendix A – District Response

Appendix B – Subgroup Analysis Sample and Results of Testwork

Appendix C – Statistical Analysis Sample and Results of Testwork

**BOARD OF EDUCATION**  
517 HAMILTON STREET  
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SCHOOL BUSINESS ADMINISTRATOR

**MIICHAEL R. PICHOWICZ**  
COUNSEL

September 18, 2007

KPMG  
345 Park Avenue  
New York, N.Y. 10154

Att: Lorna Stark

Dear Ms. Stark:

We have received the draft of completed fieldwork for the District audit and acknowledge that the District has met with and has participated in the exit conference with your representatives.

I have attached for your reference a very brief response to some of the Assessments. We have indicated that we are working towards correcting any key deficiencies that were identified, and we will continue to strive for greater efficiency. It has always been our goal to work towards an environment that will help the children in our district achieve their highest goals possible.

We fully understand and accept the task that your firm was given by the Department of Education. At all times, your representatives were courteous and respectful. They showed complete understanding that the district must continue to operate with the least amount of disruption.

If you have any questions please feel free to contact us.

Thank you.

Sincerely,

  
M. Christine Griffin,  
Business Administrator

C: Katie Attwood, Department of Education  
Beth Brooks, Department of Education

## HARRISON BOARD OF EDUCATION AUDIT RESPONSES

### INVENTORY

The Business Administrator will meet with key Administrators to discuss ways to implement a standardized procedure for ordering supplies/equipment. Training and meeting will be on-going in this area. We will continue to monitor the inventory issues as well as meet with key personnel to identify areas that need updating.

The District Principals/Supervisors are responsible for monitoring the reasonableness of purchases pertaining to their individual school. After they monitor and review each order they will then forward the order to the Superintendent for signature and approval. Each Principal is aware of the budget issues and constraints within the district. We will strive to ensure that no order will be placed without the proper authorizations.

### FACILITIES

The District Supervisor of Maintenance and the Business Administrator are in complete and daily contact with each other. The Supervisor of Maintenance does continue to have a schedule of daily maintenance and also yearly maintenance for all buildings. Due to budget constraints and the size of the district very little over time is granted. The Supervisor of Maintenance and the Business Administrator will meet to discuss a better system for approving necessary over time. Currently, the Supervisor of Maintenance does not authorize over time without the verbal and or written authorization from the Business Administrator or the Superintendent.

The overtime is consistently monitored by the Business Office. We will work to develop a written procedure to document this monitoring.

Each Building Principal prepares and presents a daily/monthly inspection report that is presented to the business office.

The District currently has a paper work order system. The work orders are completed and signed by the Principals/Vice Principals and then presented to the Supervisor of Maintenance for completion. We will have the work order signed as completed by the Supervisor of Maintenance and a copy of the completed work order forwarded to the respective Principal.

We will meet with the Supervisor of Maintenance and establish a workable solution to the purchases that are made for maintenance purposes.

#### PURCHASING/ACCOUNTS PAYABLE

With only one Accounting Clerk responsible for the input of all Purchase Orders for the School District it becomes a large and impossible task during the summer months to document on the Purchase Order each item. The District has met with the Accounting Clerk and has stipulated that each purchase order must contain a more descriptive and itemized listing of requested supplies and orders.

The District will meet with each Administrator and determine how we can better place orders and centralize each location.

Each purchase order continues to be filed by check number. This has always been an acceptable way of filing by the district auditors. In addition, we have now begun filing an additional copy of each purchase order in a separate location by Purchase Order number.

The Accounts Payable clerk has been instructed to continue making slight changes to the purchase order amounts not to increase the purchase order by 1% without the authorization of either the Asst Business Administrator or the Business Administrator.

The district is attempting to develop policies and procedures regarding the support documentation. The Business Administrator will not authorize any payment for any purchase order without the correct support documentation.

We will ensure that all purchases requested are accompanied by a "Purchase Requisition" and signed by either the Superintendent or the Business Administrator. The Accounts payable clerk will no longer process any request without the proper requisition attached.

We are in the process of attempting to develop an electronic system with the signatures already in place for the individual principals/administrators.

Commencing October 2007, the District will begin a purge of the vendor master file and will eliminate vendors who have not done business with the school district for a term of two years or more.

## HUMAN RESOURCES

The District's payroll department consists of one part time payroll supervisor. It is impossible to segregate duties when the department consists of one person. Due to the small staff in the Board office this task continues to be completed by the payroll supervisor. From a secure location the supervisor can access the system and prepare the payroll... She has developed a new and improved time sheet which will document the job number, the amount due and also the signature of the employee and the supervisor of the department. This will help the payroll process and prevent any errors that may occur.

No system is fool proof. We strive to have as few errors as possible. The Supervisor and the Secretary periodically check each employee's salary against the master salary guide and compare the payroll system entries to help ensure accuracy. This practice continues.

The district will assess the payroll entry system and meet with Action Data Representatives to discuss the systems ability.

The payroll supervisor will sign off on the initial transmittal payroll run prior to authorizing the payroll company to initialize the payroll. These "signed check sheets" will be kept on file.

The payroll supervisor does not deduct or increase anyone's salary without written authorization from the Superintendents office.

We cannot dictate to employees that they must have direct deposit. We encourage and will continue to encourage each employee to have direct deposit.

We have developed a rooster sheet that each employee must sign when receiving their payroll check. These sheets will be kept on file along with the other payroll information for that period.

## GENERAL OPERATIONS ACCOUNTING

We will ensure that the Bank Reconcillations for the payroll and payroll agency are completed in a timely fashion by the Treasurer of School Monies.

## FOOD SERVICE

The District has awarded a contract to a food service management company and approved by the Bureau of Child Nutrition.

## TRANSPORTATION

The district has impressed upon the town of the need for adding a column for hours worked for the bus drivers. This has been accomplished.

## TECHNOLOGY

The district will instruct the Technology Department along with Administration to formally document procedures and policies.

Access to the Board of Education Accounting software is and has always been restricted to three (3) users. Each individual user now has their own password.

The District is investigating the possibility of moving the server to a secure environment. The district has installed a "buzzer" system in the main office. No one enters the area without being "buzzed" in. The district is well aware of the safety issue regarding the accounting software. It is imperative to the district that these issues continue to be addressed.

The Air Conditioning will be addressed. Due to lack of space this is an ongoing issue.

The backs up tapes are stored in a fire proof cabinet in the safe.

The district is researching back up issues with the vendor.

## STUDENT ACTIVITIES

It has always been the policy of the Harrison Board of Education that the Board approve all Field Trips, functions, and fundraising activities by Board Resolution. By December 2007 the District will establish a procedure for reporting all school bank account activity monthly as part of the Board Agenda.

All bank accounts are audited by the External Auditor as part of the School Districts Annual Audit.

Transaction Detail								Analysis Performed	Results of Analysis				
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
1	110002305300500	Communications/Telephone	400566	8/15/2003	AVAYA, INC.	\$0.77		Payment for rental of telephone equipment. Amount is less as credit of \$96 has been applied.		✓		Per discussion, the equipment was used to monitor boiler at High School. It connected to the Honeywell system for system warnings. Accordingly, the expenditure appears to be reasonable.	
2	110002624200400	Cleaning, Repair and Maintenance Services	400588	8/19/2003	EFFECTIVE ALARM SYSTEMS	\$3,150.00		Amount paid for outstanding previous balance. The nature of expense has not been mentioned.			✓	Per discussion, this payment is part of the annual contract and the outstanding amount was paid to the vendor. Payment appears to be necessary for the maintenance of the alarms across the District. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Effective Alarms monitors all the buildings in the district. The invoice was for a prio balance due on monitoring
3	110002903300500	Other Purchased Professional Services	400603	8/27/2003	ACTION DATA	\$920.68		Payment for processing payroll transactions for the period ended 07/02/2004		✓		Per discussion, the payroll processing is contracted by an outside vendor and helps in the District administration. Accordingly, the expenditure appears to be reasonable.	
4	110002624200400	Cleaning, Repair and Maintenance Services	400614	8/28/2003	COYNE TEXTILE SERVICES	\$987.29		Payment for servicing the mats placed at entrance for safety during the rainy days when the floor becomes slippery.		✓		Per discussion the vendor was used to provide servicing to the mats placed at entrances across the school district. However the District in 2006-07 purchased its own mats and maintains it with the house staff. The expenditure however at that time appears to be reasonable.	
5	110002193200600	Purchased Professional - Educational Services	401138	12/22/2003	RIDGEFIELD BOARD OF EDUCATION	\$2,919.40		Payment for tuition charges for students of Harrison.		✓		Payment of tuition fees for Special Aids students appears to be reasonable expenditure.	
6	110002614200400	Cleaning, Repair and Maintenance Services	401229	2/4/2004	QUALITY COMMUNICATIONS	\$1,157.11		Payment for service contract to maintain the District telephone wiring system for the period Sep'04 to Dec'04. The vendor installed the District's telephone system. A contract exists with the vendor to maintain, install new extensions, telephones and upgrading programs.		✓		Per our discussion, the expenditure is required to maintain the Districts system and accordingly appears to be reasonable.	

Transaction Detail								Analysis Performed	Results of Analysis			District Response	
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
7	110002614200400	Cleaning, Repair and Maintenance Services	401515	4/19/2004	AUDREY COLARSURDO	\$16,849.11		Payment for early retirement to staff member. Letter containing names of staff members seeking early retirement and the Early retirement rule is attached.		✓		Per discussion, the State gave the option of early retirement to school teachers. According to the policy, school teacher's with a certain period of service could cash their leaves up to a maximum of 120 days. This payment was made in 3 installments - 1 in each year. Accordingly, the expenditure appears to be reasonable.	
8	110002624200400	Cleaning, Repair and Maintenance Services	401521	4/19/2004	CAROL ALFERES	\$5,139.94		Payment for early retirement to staff member. Letter containing names of staff members seeking early retirement and the Early retirement rule is attached.		✓		Per discussion, the State gave the option of early retirement to school teachers. According to the policy, school teacher's with a certain period of service could cash their leaves up to a maximum of 120 days. This payment was made in 3 installments - 1 in each year. Accordingly, the expenditure appears to be reasonable.	
9	110002624200400	Cleaning, Repair and Maintenance Services	401522	4/19/2004	ROSANNA O' DONOGHUE	\$18,978.22		Payment for early retirement to staff member. Letter containing names of staff members seeking early retirement and the Early retirement rule is attached.		✓		Per discussion, the State gave the option of early retirement to school teachers. According to the policy, school teacher's with a certain period of service could cash their leaves up to a maximum of 120 days. This payment was made in 3 installments - 1 in each year. Accordingly, the expenditure appears to be reasonable.	

Transaction Detail								Analysis Performed	Results of Analysis			District Response	
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
10	110002624200400	Cleaning, Repair and Maintenance Services	401523	4/19/2004	CARMELA CONFESSORE	\$12,111.24		Payment for early retirement to staff member. Letter containing names of staff members seeking early retirement and the Early retirement rule is attached.		✓		Per discussion, the State gave the option of early retirement to school teachers. According to the policy, school teacher's with a certain period of service could cash their leaves up to a maximum of 120 days. This payment was made in 3 installments - 1 in each year. Accordingly, the expenditure appears to be reasonable.	
11	110002624200400	Cleaning, Repair and Maintenance Services	401628	5/17/2004	STECK-VAUGHN CO.	\$212.42		Payment to Harcourt Archive, FL for the purchase of books.			✓	Per discussion, the purchase of books were for the students and benefit the student directly. Accordingly the expenditure appears to be reasonable. However due to lack of invoice, PR/PO, it is deemed inconclusive.	
12	150002406000300	Supplies and Materials	401792	6/3/2004	ADAMS BOOK CO.	\$2,002.21		Purchase of 385 paperback books purchased for HHS. The books are Alive, Importance of being earnest, Great Santini, Time to Kill, The Chosen, Madame Bovary etc. All the books are of general nature and Language Arts.		✓		Per discussion, the books have been purchased for use in library and in the class. The students directly benefit from the books and accordingly, the expenditure appears to be reasonable.	
13	150002406000300	Supplies and Materials	401793	6/3/2004	EVERBIND/MARCO BOOK COMPANY	\$1,553.34		Purchase of text books for High School English class in Sep'04 for use by the entire department as supplementary reading.		✓		Per our discussion, the English books are used in the class and for reading by the department. Accordingly, the expenditure appears the be reasonable.	
14	150002406000300	Supplies and Materials	401793	6/3/2004	EVERBIND/MARCO BOOK COMPANY	\$157.77		The books invoiced are "six plays by Lillian Hellman" (Qty 10). Other books invoiced for this purchase order are McBeth Folger (Qty 105) and McBeth No TG SUP (Qty 3) for use by the entire department as supplementary reading.		✓		Per our discussion, the English books are used in the class and for reading by the department. Accordingly, the expenditure appears the be reasonable.	
15	150002406000300	Supplies and Materials	401799	6/4/2004	MBS, A KONICA MINOLTA BUSINESS SOLUTIONS	\$11,207.00			✓			Documentation not provided.	

Transaction Detail								Analysis Performed	Results of Analysis			District Response	
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
16	110002624200400	Cleaning, Repair and Maintenance Services	401814	6/7/2004	BRODART ORDER CENTER	\$921.07		Payment for purchase of one mobile TV security console. The locking mobile cabinet is used to store a TV/Video and used for educational purposes.		✓		Per our discussion, the expenditure appears to be reasonable	
17	110002308900500	Miscellaneous Expenditures	401832	6/10/2004	BOOKSMITHS	\$416.01		Payment for purchase of books - 3 sets each for Grades 5/6 and Grades 7/8 in 2004-05. Per information provided, the books were used for the three levels of Lang. Art classes per grade for supplemental reading.		✓		The purchase of books for the art class appears to be a reasonable expenditure.	
18	154021006000300	Supplies and Materials	401894	6/18/2004	STANS SPORT CENTER	\$3,277.38		Payment for purchase of various sports items, equipments, goods and videos/books for the physical fitness program at the Harrison High School. Items include ankle weights, foot stool, personal rebounded, 4 ball set, compact medicine balls, folding instrument style 3042-48		✓		Per our discussion earlier with the BA and information provided on 4/30/2007, these goods are purchased for the physical fitness program at the HHS. These goods are reasonable for the physical fitness program for the students. Accordingly the expenditure appears to be reasonable.	
19	110002624200400	Cleaning, Repair and Maintenance Services	401914	6/23/2004	QUILL CORP.	\$28.79		Payment for purchase of 20 5" ring binder files. This is part of a payment totaling \$509.		✓		Per discussion, the ring binders are used in the administration of the District and accordingly appears to be reasonable.	
20	110002624200400	Cleaning, Repair and Maintenance Services	401922	6/23/2004	HOLT, RINEHART AND WINSTON	\$5,595.65		Purchase of 150 numbers SE Elements book. Received various other books as complimentary.		✓		Per discussion, the quantity represents the size of the class and was part of the curriculum. The students benefited directly from the purchase. Accordingly the expenditure appears to be reasonable.	
21	110002624200400	Cleaning, Repair and Maintenance Services	401923	6/24/2004	GYM SOURCE	\$1,596.00		Payment for one treadmill to be used in the weight room for students. Per information provided, the Treadmill was purchased to be used by both the Physical Education Department and the Athletic Department. Phy. Ed. Dept. uses treadmill as part of classes. Athletic Dep uses treadmill for rehabilitation of injured athletes. It is kept in the training rooms.		✓		Per our discussion, the treadmill purchase is part of the overall physical fitness program and it is a reasonable expenditure as it benefits the students of the school. Accordingly the expenditure appears to be reasonable.	

Transaction Detail								Analysis Performed	Results of Analysis			District Response	
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
22	1540210060 00300	Supplies and Materials	401923	6/24/2004	GYM SOURCE	\$2,800.00		Payment of \$2800 under object code 600 for one number Treadmill including freight, delivery and installation.		✓		Per our discussion, the treadmill purchase is part of the overall physical fitness program and it is a reasonable expenditure as it benefits the students of the school.	
23	1100021960 00600	Supplies and Materials	401940	6/29/2004	NINO'S RESTAURANT	\$240.00		Payment for food during a day-long professional development seminar conducted each year.	✓			Per our discussion, the district is responsible to provide professional development courses for the teachers (this is mandated by the State at 20 hrs/teacher). However, the food expenditure doesn't improve student learning. The expenditure has been deemed discretionary.	
24	1200040039 00500	Other Purchased Professional and Technical Services	401941	6/30/2004	CAM DESIGN GROUP	\$2,400.00		Payment for architectural services rendered up to 06/24/2004. The vendor prepared the Districts' Long Range Facility Plan to be submitted to the State.		✓		Per discussion, the State requires the District to develop a Long Range Facility Plan for a five year period. The plan incorporates all of the school buildings and proposed renovations or remodels planned for a five year period. This is a necessary for the administration of the District and accordingly the expenditure appears to be reasonable.	
25	1100026242 00400	Cleaning, Repair and Maintenance Services	401952	6/30/2004	MICHAEL GALLAGHER	\$40.00		Payment for Boiler Operator's license up to 7/31/2007 located at Washington School.		✓		Per discussion, the District pays for the custodian's license fees for boiler operations. Operating the boiler is necessary for the district. Accordingly, the expenditure appears to be reasonable.	
26	2000220060 00604	Supplies and Materials	401955	6/30/2004	AMC THEATRES	\$60.37		Payment for a movie under the summer program to benefit the disabled kids. Money spent from the IDEA grant.			✓	Per our discussion, the Child Study Team conducts summer program to benefit the disabled kids. This movie is related to that program. Amount is spent from the IDEA grant. Accordingly the expenditure appears to be reasonable. However due to lack of invoice, PR/PO, it is deemed inconclusive.	
27	1100026242 00400	Cleaning, Repair and Maintenance Services	401966	6/30/2004	CITY FIRE EQUIPMENT CO., INC.	\$167.48		Payment for fire equipment - SPTTECH.REG at Lincoln School		✓		Expenditure for maintaining the fire safety equipments is reasonable for the safety of the school and its users.	

Transaction Detail								Analysis Performed	Results of Analysis				
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
28	1100023053 00500	Communications/Telephone	401968	6/28/2004	FRED CONFESSORE	\$272.40		Reimbursement for purchase of 25 color cartridges for Superintendent's office.		✓		Per our discussion, we understand that these cartridges are used in the Superintendent's office for the administration of the school District. Accordingly, the expenditure appears reasonable.	
29	1100026242 00400	Cleaning, Repair and Maintenance Services	500002	7/6/2004	CHEM TEC	\$4,171.68		Payment for exterminating and Pest control service at the District buildings @\$347/month.		✓		Per discussion, exterminating the buildings is necessary to maintain hygiene and safety and accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	The district utilizes a pest control company on a monthly basis and on as needed. It is for the safety and hygiene of the students. They follow all the required pest mgt. regulations
30	1100026244 10500	Rental of Land and Buildings	500004	7/6/2004	CHURCH OF HOLY CROSS	\$160,772.85		Payment for monthly rental of 2 floors at Holy Cross Church to accommodate the students. The lease is an annual lease requiring a monthly payment.		✓		Per discussion, the District does not have enough facility of its own to accommodate all the children. Therefore about 15 years ago, the District entered into a contract with the Church to take on rent, two floors to accommodate the increased student intake. We were informed that once the 'new' school becomes operational, the District will have enough facilities to accommodate these children and will not require to continue this lease. Accordingly the expenditure appears to be reasonable.	
31	1100026242 00400	Cleaning, Repair and Maintenance Services	500005	7/6/2004	EMPIRE WINDOW CLEANING CO.	\$151,989.00		Payment for monthly cleaning services at Lincoln, Washington and Harrison School. Normal monthly payment is \$12,593		✓		Per discussion, the vendor cleans all the windows of the all school buildings under the District. Cleaning of windows is necessary. Accordingly the expenditure appears to be reasonable.	

Transaction Detail								Analysis Performed	Results of Analysis				
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
32	120004007210500	Lease purchase agreement - Principal	500008	7/6/2004	CITICORP NORTH AMERICA	\$70,213.29		Payment for the lease of the Honeywell Energy Management System lease			✓	Per discussion, the amount represents the lease payment for the Honeywell Energy Management system which is necessary for the District. The contract was approved by the Board. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Board Resolution was provided.
33	150002226000300	Supplies and Materials	500010	7/6/2004	HUDSON COUNTY AUDIO-VISUAL COMM	\$0.00		Payment for enrollment fees for 1861 students @ 2.25 per student for the school year 2004-05. This payment is for assessment for services for Harrison Board of Education.		✓		The expenditure seems reasonable as it provides educational value to the students and also it helps in reducing the cost incurred by the district as they get these videos from the library of the audio-visual commission.	
34	110002305900500	Miscellaneous Purchased Service	500012	7/6/2004	BOLLINGER, INC.	\$36,181.92		Payment of Insurance Premium		✓		Student life insurance to cover accidents in athletics and football competition.	
35	110002306000400	Supplies and Materials	500013	7/6/2004	NJASA	\$690.00		Payment of \$690 for renewal of NJASA Research Publications Subscriptions for 2004-05.		✓		Per our discussion, as per the contract between BOE and Administrators, this membership fees is paid by BOE. Accordingly the expenditure appears to be reasonable.	
36	110002308900500	Miscellaneous Expenditures	500016	7/6/2004	NEW JERSEY SCHOOL BOARDS	\$14,927.00		Payment for membership dues to New Jersey School Board Association for 2004-05		✓		Per our discussion, it is mandated by the State that every school district be a member of this board. The fees are based upon the size of the school district. Accordingly, the expenditure appears to be reasonable.	
37	110002306000400	Supplies and Materials	500018	7/6/2004	STAPLES, INC.	\$599.96		Purchase of 4 notebook 512 MB PC 2100 DDR Memory for security purposes and to match the requirements of the District. Computers were upgraded to accommodate the Windows XP platform.		✓		Per our Discussion, the purchase was necessary and accordingly, it appears to be reasonable.	
38	110002196000600	Supplies and Materials	500021	7/7/2004	PSYCHOLOGICAL CORP.	\$361.32		Payment for record forms and other material for conducting psychological tests.		✓		Per our discussion, a psychological assessment is required for an impaired child by the Child Study Team (CST). If a child is impaired, the CST evaluates to assess what kind of services does the child need. It is mandatory and required by State law. Accordingly, the expenditure appears to be reasonable.	

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39	110002196000600	Supplies and Materials	500022	7/7/2004	SLOSSON EDUCATIONAL PUBLICATIONS, INC.	\$301.40		Purchase of Young Children Achievement Test Kit and Jordan Left Right Reversal Test Revised Kit for the Child Study Team, 221 Cross Street Harrison. Per information the standardized test materials ordered by the LDTC for use during student evaluation.		✓		The expenditure seems reasonable as the items bought were used in speech therapy sessions and is used for educational purposes.	
40	110002196000600	Supplies and Materials	500034	7/7/2004	LINGUI SYSTEMS	\$621.40		Purchase of books, test set, listening test forms etc. for Lincoln School. The items were purchased for Child Study Team, 221 Cross Street Harrison.		✓		Per discussion, the supplies and materials were ordered for use with students with speech and language therapy. Speech therapists are mandated as part of the CST. Accordingly the expenditure appears to be reasonable.	
41	110002196000600	Supplies and Materials	500036	7/7/2004	CLASSROOM DIRECT, COM	\$40.38		Purchase of various stationery items (1 hanging folders, 1 box latex gloves, 2 witeout and 1 Oxford file crate) for Child Study Team. Per information provided, the order is a school year office order for pre school speech therapist who performs oral exams as part of her evaluation.		✓		The Payment of \$40.38 to Classroom Direct for supplies seems reasonable as it is utilized during speech therapy sessions.	
42	110002196000600	Supplies and Materials	500040	7/7/2004	STECK-VAUGHN CO.	\$2,302.63		Purchase of 148 books of English, History. Ex. (exercise book, vocabulary usage book, Reading Comprehension book, America story Book etc) for Washington Middle School. Per information provided, the books were purchased for self-contained class.		✓		The purchase of books for self contained class is reasonable and provides educational value and is beneficial to the students.	
43	110002196000600	Supplies and Materials	500053	7/7/2004	LEARNING WELL	\$130.35		The kit names are Complete Touch and Spell Set, Blends and Ends Kit, Same word/different meaning, tactile numbers and go for the dough for the Child Study Team.		✓		Per discussion, the items were placed to be used by the Child Study team in assisting students. Accordingly, the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
44	11000219600600	Supplies and Materials	500055	7/7/2004	HARCOURT ACHIEVE	\$1,348.05		Purchase of 108 books for Lincoln School. The books are for Core Skills Language Arts book, Journal Writing Grade, Think Alongs Level A, B and C etc for the Child Study Team.		✓		Per discussion, the books were placed to be used by the Child Study team to enhance the student learning. Accordingly, the expenditure appears to be reasonable.	
45	11000219600600	Supplies and Materials	500059	7/7/2004	OFFICE MAX	\$413.20		Payment for purchase of cabinet for storage for use in the Board office.			✓	Per discussion, the cabinet for storage is used in the Board office and is required for the smooth operations of the school District. The expenditure appears to be reasonable. However we find that the Sales Tax has been paid in error and therefore this item is deemed inconclusive.	
46	110002305300500	Communications/Telephone	500087	7/9/2004	INTER GLOBE COMMUNICATIONS	\$3,555.97		Payment for telephone charges for the period 06/01/2004 to 06/30/2004. The vendor provides discounted long-distance telephone service to the District.		✓		Per our discussion the expenditure incurred on discounted long-distance charges appears to be reasonable as telephone is required in administrating the school district.	
47	150002408000100	Other Objects	500096	7/12/2004	IBCITECH	\$1,377.67		Purchase of desks, under desk pedestal box file and shelf for Nurse's office at Lincoln School.			✓	Per our discussion, the Nurse's office was created at Lincoln School and this expense was for the Nurse's office. Accordingly, the expenditure appears to be reasonable.	
48	150002406000100	Supplies and Materials	500132	7/12/2004	KAYLORS SCHOOL SUPPLY	\$455.76		Purchase of laminating film (1 core) for Lincoln School to protect posters, writing contests work samples, etc year after year.			✓	Per discussion, preserving the work samples, posters, etc reduce the cost to continually replace them and help preserve the students work. Accordingly, the expenditure appears to be reasonable.	
49	150002406000100	Supplies and Materials	500153	7/12/2004	KAPLAN	\$674.00		Purchase of books and games for Lincoln School. The items bought are Magnetic Weather Board, The wheel of life, 5 senses lotto game etc. The items were ordered in June 2004 and delivered in July 2004.			✓	Per discussion, the supplies were specifically ordered in Jun to have the additional Kindergarten class ready by September due to increased enrollment. Accordingly, the expenditure appears to be reasonable.	
50	110002625200500	Insurance	500163	7/13/2004	GORMLEY, LORE, MURPHY INSURANCE AGENCY	\$282,345.82		Payment for insurance of school buses and worker's compensation. All the payment vouchers for this payment have been provided.			✓	Per discussion, the Insurance company's contract is awarded each year and falls under "Specialized Services" not requiring competitive bidding. Insurance of the property and lives is important and accordingly the expenditure appears to be reasonable.	

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51	110002513300400	Other Purchased Professional Services	500165	7/13/2004	ACTION DATA	\$29,000.00		Payment for processing payroll transactions in 2004-05		✓		Per discussion, the payroll processing is contracted by an outside vendor and helps in the District administration. Accordingly, the expenditure appears to be reasonable.	
52	110002624200400	Cleaning, Repair and Maintenance Services	500165	7/13/2004	ACTION DATA	\$9,874.31		Payment for processing payroll transactions by outside agency in 2004-05		✓		Per discussion, the payroll processing is contracted by an outside vendor and helps in the District administration. Accordingly, the expenditure appears to be reasonable.	
53	110002624200400	Cleaning, Repair and Maintenance Services	500167	7/14/2004	UNITED SERVICES, INC.	\$18,000.00		Payment for monthly general maintenance of Lincoln School. Received all the payment vouchers. The vendor provides cleaning services at the Lincoln School. The amount represents the proportionate share for the 2 floors utilized by the District.		✓		Per discussion, the vendor provides cleaning services during the night when all school programs have ended. Cleaning is important and accordingly the expenditure appears to be reasonable.	
54	110002906000500	Supplies and Materials	500186	7/15/2004	NEWARK STAR LEDGER	\$988.39		Description on the Blanket PO explains expenditure is for dues.		✓		The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	The transaction description was in error. The Newark ledger is utilized to advertise for new positions.
55	154021006000300	Supplies and Materials	500202	7/20/2004	STANS SPORT CENTER	\$4,378.50		Payment for purchase of Jerseys, socks, soccer balls, game balls, coaching sticks and various soccer equipment for Fall'04 Per information provided, this is the normal equipment budget for Boy's Soccer Program.		✓		The expenditure seems reasonable as the purchased items are normal equipment budget for boy's soccer program. The students are the beneficiary of the purchase.	
56	154021006000300	Supplies and Materials	500209	7/20/2004	BOWLADROM	\$700.00		Purchase of sports shoes for the school bowling team at the HHS.		✓		Per our discussion, the shoes are provided to the bowling team. Being an Abbott District, the school provides the shoes as it may not be affordable by the pupil. The student directly benefit from the purchase and accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	

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57	1540210060 00300	Supplies and Materials	500211	7/20/2004	STANS SPORT CENTER	\$4,829.45		Payment for purchase of Baseballs, scorebooks and other baseball related items. Per information provided, this is the normal equipment budget for the baseball program.		✓		The expenditure seems reasonable as the purchased items are normal equipment budget for baseball program. The students are the beneficiary of the purchase.	
58	1100023060 00400	Supplies and Materials	500217	7/20/2004	PROGRESS PRINTING	\$1,070.00		Purchase of Mailing Labels and Reprint Application for Superintendent Office paid by two checks worth \$495 and \$550.		✓		Per discussion, the labels are required for pasting on envelopes and help in administration of the District. Accordingly, the expenditure appears to be reasonable.	
59	1100026242 00400	Cleaning, Repair and Maintenance Services	500219	7/20/2004	POWER PLACE, INC.	\$300.00		Repair to 1 front tire & 1 rear tire with rims for John Deere 345 riding mower.		✓		Per discussion, repairs to mowers is necessary for the smooth functioning and maintenance of the school. Accordingly the expenditure appears to be reasonable.	
60	1100026242 00400	Cleaning, Repair and Maintenance Services	500262	7/21/2004	REGINAS MAIDS	\$610.00			✓			Documentation not provided.	
61	1100026242 00400	Cleaning, Repair and Maintenance Services	500263	7/21/2004	R & J CONTROLS, INC.	\$6,575.15		Payment for maintenance of Backup generator in the schools. Paid also for cleaning / testing / repairing the generators.		✓		Per our discussion, the vendor is used for repairing, cleaning, checking, testing and preventive maintenance of the generators at school. There is no annual maintenance contract. It is need based. Accordingly, the expenditure appears to be reasonable.	The generator is an old generator. It would not be beneficial to carry a maintenance contract on this equipment. It is moe cost effective to pay when repairs or mandatory testing is required.
62	1500024060 00100	Supplies and Materials	500284	7/22/2004	OFFICE DEPOT	\$1,076.17		Payment for various stationary items (\$495) and for other undetermined items.		✓		The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	
63	1100026242 00400	Cleaning, Repair and Maintenance Services	500369	7/22/2004	EFFECTIVE ALARM SYSTEMS	\$17,637.50		Payment for maintaining burglar and fire alarms, replacing alarms when required, checking of alarms in computer room.		✓		Per discussion, the District has a contract with the vendor for maintaining the emergency alarm systems at the District. The alarm systems are necessary for the safety of the individuals/students in the school. Accordingly the expenditure appears to be reasonable.	
64	1500022260 00300	Supplies and Materials	500412	7/23/2004	POLSKY STORE	\$555.15		Purchase of Newspapers and Magazines. (The Star Ledger, The Bergen Record, The Jersey Journal, NY Times, USA Today). They were subscribed for a total of 179 days for Harrison High School Library.		✓		Per our discussion, the newspapers help in updating the students on current events on a daily basis. Accordingly, the expenditure appears to be reasonable.	

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65	1500022260 00300	Supplies and Materials	500415	7/23/2004	CASPR LIBRARY SYSTEMS	\$450.00		Payment for Technical Software Support Maintenance-Library World Silverfor Harrison High School. The software is a library database that maintains student lending data, book catalog, overdue notices and barcodes. The software is not under the purview of the IT department.		✓		Per discussion, the expenditure appears reasonable for maintaining the library.	
66	1500022260 00300	Supplies and Materials	500418	7/23/2004	W. B. MASON CO., INC.	\$972.50		Purchase of stationery items: 50 boxes of copy paper 8.5x11.20# for Harrison High School Library.		✓		Per discussion, the copy paper is used by staff to duplicate reasonable materials and documents. Paper is distributed to library on a need basis. The expenditure appears to be reasonable.	
67	1500022260 00300	Supplies and Materials	500420	7/23/2004	GUM DROP BOOKS	\$6,143.56		Purchase of 190 books for HHS. The books purchased were of following subjects: History, Geography, English Literature, Biology, Music, Political Science, Books on Personalities, Sports, Popular tales and Fiction, Car Racing, Painting etc. Books are ordered by librarian based on the inputs from departments and students.		✓		Per discussion, the books enhances students learning and are ordered based on inputs from departments and students. Accordingly, the expenditure appears to be reasonable.	
68	1500022260 00300	Supplies and Materials	500421	7/23/2004	J E FOSS & COMPANY	\$2,420.00		Purchase of Dukane Deluxe Package Overhead Projector/cart/supplies, RCA 32" color TV, VCR, DVD, RCA RCD 135 Boom box, CD Player and Cassettes.		✓		Per discussion, the equipment was purchased for use in the High School Library. It is located in the library. Accordingly the expenditure appears to be reasonable.	
69	1500022260 00300	Supplies and Materials	500422	7/23/2004	ORIENTAL TRADING	\$66.08		Purchase of Candies for Harrison High School Library.		✓		Purchase of candies for the High School Library appears to be reasonable as it is used by students while they spend time studying.	
70	1500022260 00300	Supplies and Materials	500423	7/23/2004	DEMCO	\$88.95		Purchase of Crystal Shield Magazine Saver 7, 10,11 (Qty 20 each) for Harrison High School Library.		✓		Purchase of covers for the magazines in the High School Library preserves the magazines and ultimately benefits the students.	

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71	1500022260 00300	Supplies and Materials	500424	7/23/2004	EBSCO SUBSCRIPTION SERVICE	\$2,225.51		Purchase of 62 books for Harrison High School Library. The books are of following subjects: Biology, Art Education, Car and Driver, Consumer Reports, Psychology, Sports, Music, Swimming etc. Books are ordered based on student and department preferences.		✓		Per discussion, the books enhances students learning and are ordered based on inputs from departments and students. Accordingly, the expenditure appears to be reasonable.	
72	1500021860 00300	Supplies and Materials	500430	7/23/2004	SCHOOL SPECIALTY, INC.	\$338.59		Purchase of various stationery items such as pre-sharpened pencil (30), Utility Tape (2), White Correction Fluid (6), Index Card (5 pack of 100), HP Toner Cartridge(3) etc. for use in the main office of HHS.		✓		Per discussion, the printers are installed in the office and are used to printing documents for the District. Accordingly, the expenditure appears to be reasonable.	
73	1500024060 00200	Supplies and Materials	500518	7/26/2004	OFFICE MAX	\$3,747.71		Purchase of stationery items for Washington School for Ball pen (6 Box), Moistener Bottle (3), PPR PRO 88 24# 8.5x11 WE (100 CT) etc.		✓		The original PO was issued for \$3747.71 but the invoice received was for \$5069.93. The difference in the amount was due to the difference in per unit price of items between the Purchase requisition and Invoice. The difference was charged to a different account code for the same PO. The expenditure is useful in the operations of the District and accordingly the expenditure appears to be reasonable.	
74	1500024060 00200	Supplies and Materials	500521	7/26/2004	CLASSROOM DIRECT, COM	\$1,501.26		Purchase of various stationery items (composition books, markers, envelopes, tape, pads).		✓		Purchase of such stationery items appears to be reasonable both for the running of the school and for the education of the students.	
75	1100023060 00400	Supplies and Materials	500546	7/27/2004	DEER PARK	\$615.46		Purchase of spring water, natural brew coffee etc. for Harrison High School.		✓		Purchase of water and coffee for the High School does not add to student's learning. The expenditure appears to be discretionary.	
76	1100023060 00400	Supplies and Materials	500551	7/28/2004	HARRY K. WONG PUBLICATIONS	\$596.00		Purchase of books "the first days" (Qty 25) requested by the Assistant Superintendent.		✓		The books provide educational value to the students and help in adjusting to the new class. The expenditure benefits the students directly and accordingly the expenditure appears to be reasonable.	

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77	110002906000500	Supplies and Materials	500553	7/28/2004	MICHAEL R PICHOWICZ, ESQ.	\$720.00		Payment for 2004-05 NJ ASBO Membership fees. Payment is required to be paid by the District as part of the employment contract.		✓		Per our discussion, the membership association helps in the professional development of the individual and the District contracts to reimburse the dues for one association. Accordingly, thought eh expenditure does not directly enhance students learning, it appears to be reasonable.	
78	110002614200400	Cleaning, Repair and Maintenance Services	500563	7/30/2004	EASTERN ACOUSTICS COMPANY	\$330.00		Payment for purchase of 6 calibrations. The machines calibrated are the hearing machines used by Nursing staff to conduct hearing tests.		✓		Per discussion, the hearing machines are calibrated - once per year - in order to conduct the hearing tests only from properly certified machines. Accordingly the expenditure appears to be reasonable.	
79	154021006000300	Supplies and Materials	500566	8/3/2004	CIRCLE SYSTEM GROUP	\$14,857.05		Payment for cleaning, reconditioning helmets, helmet parts, stockings, jerseys, pants, shoes, belts, etc during the football season		✓		Per our discussion, expenditure on Conditioning of the sports materials is reasonable for the safety of the equipments.	
80	110002906000500	Supplies and Materials	500571	8/3/2004	NEWARK STAR LEDGER	\$1,375.69		Payment for advertisement for open teaching positions (recruitment).		✓		Per our discussion, this advertisement was necessitated to post open teaching positions at the school in various departments. Accordingly, the expenditure appears to be necessary for carrying out the activities of the school and appears to be reasonable.	
81	110002906000500	Supplies and Materials	500577	8/5/2004	NJ ASSO. OF SCHOOL BUSINESS OFFICIALS	\$200.00		Payment to NJ Association of school Business Officials for professional development program ("Financial Planning and Pensions") for BA and ABA.		✓		Per discussion, the conference helps the administrators in keeping abreast with latest developments and is part of the employment contract. Accordingly, the expenditure appears to be reasonable.	
82	150002406000100	Supplies and Materials	500580	8/5/2004	PROGRESS PRINTING	\$1,562.50		Payment for stamped addressed envelopes (Boxes 5) for Lincoln School and Lincoln Annex for use in mailing student deficiencies, school business letters, etc.		✓		Per discussion, the envelopes are needed for communication with parents/guardians and for other District's business purposes. Accordingly, the expenditure appears to be reasonable.	
83	150002186000200	Supplies and Materials	500586	8/6/2004	ULTIMATE OFFICE SYSTEMS	\$103.02		Purchase of stationery items like Hanging File Cart Silver (1), Tierdrop 2 wide 2 wide 4 slot ack for Washington School. Per information provided, the items were needed by the Guidance Counselor for confidential files.		✓		The purchase of stationery items for the Guidance Counselor for keeping confidential files is reasonable for the normal school business.	

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84	110002624200400	Cleaning, Repair and Maintenance Services	500589	8/6/2004	R. A. TV SERVICES	\$182.00		Payment for repairs to 8mm tape reader and VHS recorder/player at the HHS.		✓		Per our discussion, this system is attached to Channel 35 public access station, used to inform parents, students, and community about school closures, events, and community projects. The system was in need of repair and alignment. The equipment helps in the administration of the District and appears to be reasonable.	
85	151901003200300	Purchased Professional - Educational Services	500590	8/6/2004	TROPHIES PLUS	\$88.25		Purchase of additional sweatshirts for project graduation. The purchase was requested by Joan McNicol. Project Graduation is an "alternate activity" as designated by the office of substance abuse prevention. It prevents substance abuse from happening among high school seniors on graduation night. Voluntary attendance was above 90% for the Graduating class. Sweatshirts were purchased because the facility offered ice skating. The temperature in the ice skating tiring is cold so sweatshirts are preferable than customary T-Shirts.		✓		The expenditure is beneficial and useful for the students so it is a reasonable expenditure.	
86	110002306000400	Supplies and Materials	500597	8/11/2004	HINZE'S DELI	\$70.38		Payment for purchase of food materials from a Deli shop	✓			Providing food to the Board members does not improve students learning and therefore this expenditure is deemed discretionary.	
87	110002305300500	Communications/Telephone	500600	8/11/2004	INTER GLOBE COMMUNICATIONS	\$17,769.77		Payment for telephone charges for Sep, Oct and Dec'04 and Jan and Mar'05. The vendor provides discounted long-distance telephone service to the District.		✓		Per our discussion the expenditure incurred on discounted long-distance charges appears to be reasonable as telephone is required in administrating the school district.	

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88	120004003900500	Other Purchased Professional and Technical Services	500603	8/11/2004	J & J COMPRELLI INC.	\$19,872.00		Payment for the construction of two classes in Lincoln School according to the District's plans and specifications. Work included all framing, sheetrock, taping, carpeting and labor.		✓		Per discussion, the construction of 2 new classrooms in Lincoln School was due to overcrowding. The construction was required urgently as it was realized in late July about the increased enrollment and students had to be housed starting September. The Board office realized that the original voucher was never signed by the vendor and had him sign a new one. Accordingly the expenditure appears to be reasonable.	
89	120004003900500	Other Purchased Professional and Technical Services	500604	8/11/2004	PMK GROUP	\$12,264.44		Payment for environmental hygiene - Asbestos Identification Survey for Harrison Public Schools.		✓		Inspection and Survey for Asbestos in the school is reasonable for the well being of the students and Teachers.	
90	110002624200400	Cleaning, Repair and Maintenance Services	500605	8/11/2004	CITY FIRE EQUIPMENT CO., INC.	\$610.00		Payment for inspection of 1 standpipe system and 1 3" central wet sprinkler at Washington and Lincoln School		✓		Per discussion, Inspection and maintenance of the safety system in the school is necessary for the smooth functioning of the school. Accordingly, the expenditure appears to be reasonable.	
91	150002408000200	Other Objects	500607	8/11/2004	POSITIVE PROMOTIONS	\$66.40			✓			Documentation not provided.	
92	150002406000200	Supplies and Materials	500607	8/11/2004	POSITIVE PROMOTIONS	\$146.30			✓			Documentation not provided.	
93	110002624200400	Cleaning, Repair and Maintenance Services	500624	8/13/2004	WAYNE PIANO SERVICE	\$950.00		Payment for servicing the piano at Harrison High, Washington and Lincoln School.		✓		Amount is paid for tuning each piano. This tuning is reasonably done once a year. Additional expense incurred for Knob adjusting. Piano is used for the music class. Accordingly, the expenditure appears to be reasonable.	
94	110002193200600	Purchased Professional - Educational Services	500630	8/17/2004	STANLEY J SIWEK, MD	\$375.00		Payment for conducting physical examination on newly hired employees.		✓		Per discussion, it is required by the District to pay for the cost of the physical examination test conducted on newly hired employees. Accordingly, the expenditure appears to be reasonable.	Dr. Siwek is the school doctor and utilized for giving student exams as well as new hires
95	110002906000500	Supplies and Materials	500633	8/17/2004	JAMES F. BATTALINO	\$15.00		Fees of \$15 charged by Hudson United Bank as the Account was not recognized. The check no. is 151008 of Payroll Account of Harrison Board of Education.	✓			The payroll check paid to an employee was bounced back by his bank, which therefore charged him a fee. That fee was later reimbursed to the employee by the District. Such penalty fees are unnecessary and therefore the expenditure is deemed discretionary.	Mr. Battalino is no longer with the district and cannot verify.

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96	151901003200100	Purchased Professional - Educational Services	500640	8/18/2004	SOCIETY FOR DEVELOPMENTAL EDUCATION	\$1,000.00		Payment for Professional Development Differentiated Instruction for Nov 2, 2004 for Washington School.		✓		Per discussion, differentiated instruction helps in creating multiple paths so that students of different abilities, interest and learning are able to absorb and take ownership of their own learning. In preparation for this, the teacher needs training to learn about its purpose. The workshop was conducted to help teachers prepare for the activity. Accordingly, the expenditure appears to be reasonable as it benefits the students.	
97	150002406000100	Supplies and Materials	500642	8/18/2004	SCHUYLER PRINTING COMPANY	\$3,565.00		Purchase of various stationery items like Elementary Record Folders (Qty 1000), Letterheads (Qty 1000) for Lincoln School, Kindergarten Progress Report (Qty 225) for Lincoln School, Letterheads (1000) for Washington School, Parent Student Handbooks (Qty 1000) for Lincoln School and Signature Stamps for Washington School.		✓		Per discussion, the handbooks are given to each student family and staff member. The handbook has all the policies and procedures of the School. The quantity ordered reflect the enrollment. Accordingly, the expenditure appears to be reasonable.	
98	120004004500500	Construction Services	500668	8/26/2004	G.E. CAPITAL MODULAR SPACE	\$25,476.00		Payment for lease (Lease number 261669) of GE Capital Modular Services for Lincoln School.		✓		Per discussion, the District required new classrooms at Lincoln School to accommodate the increase in number of student enrollments. Ref Board resolution dated 02/19/2005 Page 85 for minutes towards this capital expenditure. Accordingly, the expenditure appears to be reasonable.	
99	150002406000100	Supplies and Materials	500670	8/27/2004	KEARNY BUSINESS MACHINES	\$28.99			✓			Documentation not provided.	

Transaction Detail								Analysis Performed	Results of Analysis			District Response	
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
100	120004004500500	Construction Services	500677	8/30/2004	CAM DESIGN GROUP	\$32,000.00		A series of payments for long range facilities plan, 2004. The service included programming, data collection, field investigation, data verification, data entry and final report consolidation. Facilities condition assessment is done for each site, school and classroom. Using the Facilities Standards Models a model was developed for every school of the Harrison School District.		✓		Per discussion, the State requires the District to develop a Long Range Facility Plan for a five year period. The plan incorporates all of the school buildings and proposed renovations or remodels planned for a five year period. This is a necessary for the administration of the District and accordingly the expenditure appears to be reasonable.	
101	110002624200400	Cleaning, Repair and Maintenance Services	500686	9/3/2004	A. PAWLOWICZ	\$525.00		Payment for painting in Principal's office and classrooms			✓	Per discussion, as part of the summer cleaning and repairing of the schools, it was decided to get the paintings done. The statement is usually the vendor invoice. Since the paintings were required to be done to maintain the facility, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
102	110002624200400	Cleaning, Repair and Maintenance Services	500687	9/3/2004	ROBERT B. MYERS CO.	\$4,269.00		Labor and material cost for repairs to the Washington and Harrison school Gyms and Stage floor.		✓		Per discussion, the expenditure was necessary to repair the gym floor in order to be safe and for use by students. Accordingly the expenditure appears to be reasonable.	
103	154021006000300	Supplies and Materials	500697	9/8/2004	THOMAS CARNEY	\$185.00		Payment for membership to the New Jersey Girls Soccer Association, New Jersey Scholastic coaches association and tournament fees for the 2004 State Girls Soccer tournament Per information provided, Coach Tom Carney was reimbursed for membership to N.J.G.S.A. and state tournament entry fee and it is the BOE responsibility to reimburse fees.			✓	The expenditure appears essential as the students of the school participated in the tournament. The students of the Harrison High School are the beneficiary. However due to lack of supporting documentation, it is deemed inconclusive.	membership is mandatory
104	110002906000500	Supplies and Materials	500698	9/8/2004	HUDSON COUNTY SCHOOL BOARD ASSN.	\$300.00			✓			Documentation not provided.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
105	1100021932-00600	Purchased Professional - Educational Services	500701	9/8/2004	OCCUPATIONAL THERAPY CONSULTANTS, INC.	\$414.00		Payment to provide evaluation and treatment to students attending the DERON II (Special Education School).		✓		Per discussion, the payment directly benefits the students. Accordingly, the expenditure appears reasonable.	
106	1100021932-00600	Purchased Professional - Educational Services	500715	9/9/2004	UMDNJ - G127	\$550.00		Fee for Neurological evaluation and Report		✓		Per discussion, according to the District policy, the District reimburses the cost of neurological charges for newly hired employees. Accordingly the expenditure appears to be reasonable.	
107	1200040045-00500	Construction Services	500718	9/9/2004	CAPPUCCINO ELECTRIC, INC.	\$8,700.00		Purchase of electric goods for Trailer#1 , Trailer#2 and fire alarm system. The items were 100 ampere single phase cable approx 250 feet, 100 ampere single phase cable approx 275 feet and 2 numbers 20 ampere 120V circuits for the fire alarm system.		✓		Per discussion, the alarm systems were installed in the trailers where students are accommodated. Trailers were required due to increased enrollment and lack of space for accommodating the increased enrollment. Accordingly the expenditure appears to be reasonable.	
108	1519010032-00300	Purchased Professional - Educational Services	500733	9/10/2004	ALAN J PIRRELLA	\$1,250.00		Payment for a workshop "Anabolic Steroid Workshop for fall athletes and coaches" for Harrison High School. As per information provided, 100 students, staff members and coaches attended this event. Because the trainer was a consultant vouchers were used for payment.		✓		The event was beneficial to the students so it is a reasonable expenditure.	
109	1500024080-00200	Other Objects	500739	9/13/2004	PRENTICE HALL	\$71.71		Payment for purchase of Chemical building blocks - Teaching resources with color transparencies at Washington school		✓		Per discussion, Toners are used in the printer and is an necessary for the administration of the school. Accordingly, the expenditure appears to be reasonable.	
110	1100029060-00500	Supplies and Materials	500745	9/13/2004	NATIONAL SCHOOL BOARDS ASSOCIATION	\$7,930.00		Payment for 65th Annual Conference, National Affiliate Registration Fee. The payment made on two dates: one on 10/15/04 for \$7320 and the other on 4/22/05		✓		Per discussion, the national conference was attended by 7 Board members. The conference helps in keeping abreast with the latest happenings in matters related to school. Accordingly, the expenditure appears to be reasonable.	
111	1519010032-00100	Purchased Professional - Educational Services	500763	9/16/2004	DR. FRANCES LEVIN	\$500.00					✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
112	1500024080 00200	Other Objects	500781	9/17/2004	USI, INC.	\$20.35		Payment for purchase of 4 USI UV LAM FILM 27" x 250' 3MIL 1" CORE at Washington School. Per information provided, laminating film used by teachers for laminating item such as posters, rules, curriculum so that they can be used year after year.		✓		The expenditure on purchasing laminating film is reasonable as it increases the life of the study materials. This ultimately benefits the students.	
113	1500024060 00200	Supplies and Materials	500782	9/17/2004	SAYMAR INDUSTRIES	\$200.00		Purchase of Black Ink for Duplicator Model # 5450 ID # 100202 for Washington School.		✓		Per discussion, there are several companies through which the District has contracted for covering the maintenance and servicing of several copiers located in the District. This also includes purchase of ink. The maintenance and servicing of the copier machine is necessary and accordingly the expenditure appears to be reasonable.	
114	1100023060 00400	Supplies and Materials	500783	9/17/2004	NATIONAL BUSINESS FURNITURE	\$1,817.78		Purchase of conference table and chairs to be used by the Grants managers.		✓		Per our discussion, the purchase was necessitated to accommodate the shifting of the Grant Managers into new office and better utilize the office space. Accordingly, the expenditure appears to be reasonable.	
115	1100023060 00400	Supplies and Materials	500795	9/27/2004	HUDSON COUNTY PROFESSIONAL DEVELOPMENT	\$1,000.00		Payment of annual dues to the Vendor for professional development training courses organized for teachers.		✓		Per discussion, District is required to arrange professional development programs for teachers. In pursuit of this need, the District arranges to send a few teachers to the vendor for professional development programs. The programs help teachers to keep abreast with latest developments in their chosen field. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Each county has it's own professional development organization.
116	1500024080 00200	Other Objects	500802	9/27/2004	PREMIER SCHOOL AGENDA, INC.	\$1,920.00			✓			Documentation not provided.	
117	1100029060 00500	Supplies and Materials	500805	9/27/2004	KEARNY BUSINESS MACHINES	\$23.36		Payment for purchase of file folders for the Board office		✓		Per discussion, the supplies of file folders were utilized in the Board Office. Accordingly the expenditure appears to be reasonable.	
118	1100029060 00500	Supplies and Materials	500811	9/27/2004	TRUMP PLAZA	\$1,320.00			✓			Documentation not provided.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
119	150002406000100	Supplies and Materials	500814	9/27/2004	RADIO SHACK	\$243.32			✓			Documentation not provided.	
120	110002306000400	Supplies and Materials	500823	9/28/2004	STAPLES, INC.	\$50.36		Purchase of stationery items: 1 number tape scotch W/C38 Dispenser and 2 numbers full line cat 2004-SBA for the Superintendent's Office.		✓		The expenditure seems to be reasonable for the normal and proper functioning of the Superintendent's office.	
121	120004004500500	Construction services	500832	9/28/2004	FRANK CAPPELLE	\$159.98		Portable phone system for Lincoln School Trailers		✓		Per our discussion, the expense was incurred to install portable communication system in the 2 trailers taken on rent by the School. According to the law, these trailers need to have communication with the main building for emergency evacuation procedures, alarm, etc. Accordingly, the expenditure appears to be reasonable.	
122	110002906000500	Supplies and Materials	500840	9/28/2004	COBRA ELECT	\$481.52		Payment of monthly administration fees - Oct'04 for COBRA plan. Cobra is continuation of insurance coverage that all employees are entitled to for 18 months from the date they leave the School.		✓		Per discussion, providing insurance coverage is necessary and required by the law and accordingly, the expenditure appears to be reasonable.	
123	150002408000300	Other Objects	500861	9/29/2004	NJ MEADOWLAND COMMISSION	\$35.00		Payment for admission of 5 students for "Environment through Artists eyes" under the Gifted and Talented program trip.			✓	Per discussion, the amount is paid for admission to the facility for students under the gifted and talented program. The students learn from visiting the facility and accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
124	150002408000300	Other Objects	500863	9/30/2004	RADIO SHACK	\$79.56		Purchase of boom box, CD, AM/FM Cassette and lithium Watch Battery		✓		Per our discussion, the juke box is required in the music classes for the phonetic lessons. The lithium battery is for watch. The juke box directly benefits the students learning. Accordingly, the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
125	110002193200600	Purchased Professional - Educational Services	500871	10/4/2004	KIMBERLY CIPRIANO	\$16,650.00		Payment for Physical therapy services for the students for the year 2004-05		✓		Per discussion, the expenditure directly benefits the students and accordingly appears to be reasonable.	
126	110002306000400	Supplies and Materials	500879	10/4/2004	HAWTHORNE EDUCATIONAL SERVICE	\$27.00		Purchase of two books: "Assessment of behavioral problem Intervention Strategies in Early Childhood Volume II Dr Louise Ferre", "Assessment of developmental delays and intervention strategies in early childhood volume I Dr Louise Ferre" for Early Childhood Center. Per information provided, the early childhood program has 346 preschool children enrolled. There are 331 children in private centers that have contracts with the board of education and 13 children in an in-district class. The books were purchased to expand upon the preschool intervention and referral team's reference library. As a part of early childhood requirements the program need to maintain a PIRT team.		✓		The purchase of books helps teachers become more knowledgeable and help in expanding PIRT reference library. The expenditure is a reasonable expenditure.	
127	110002624200400	Cleaning, Repair and Maintenance Services	500881	10/4/2004	STEWART INDUSTRIAL, INC.	\$805.32		Payment for per copy maintenance including parts, labor, drums and supplies.		✓		Per discussion, the copier charges for the machine located at the Board office. Making copies is required for the administration of the District and accordingly, the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
128	15402100600300	Supplies and Materials	500888	10/5/2004	BERGEN COUNTY TRACK ASSN	\$125.00		Per information provided, payment is for annual entry fee for Bergen County X Country meet. Every track team in North Jersey pays entry fees to compete.			✓	The payment for competing in "Bergen County X Country meet" was for the sports program of students. The students are the beneficiary so the expenditure is essential. However due to lack of supporting documentation, it is deemed inconclusive.	
129	11000230600400	Supplies and Materials	500892	10/6/2004	STAPLES, INC.	\$537.08		Purchase of furniture for the Superintendent's Office. The items bought are Mission, leather executive chair, desk etc.		✓		Per discussion, the furniture were required in the Superintendent office. The furniture were purchased to make office space for the staff. Accordingly the expenditure appears to be reasonable.	
130	15000240800200	Other Objects	500899	10/7/2004	CANON BUSINESS SOLUTIONS	\$245.25		Payment for purchase for 6 black toners for Canon printer at Washington School.		✓		Per discussion, the copier is used in duplicating the copies and in the administration of the District. Accordingly, the expenditure appears to be reasonable.	
131	151901003200300	Purchased Professional - Educational Services	500906	10/12/2004	YOUTH EMPOWERMENT STRATEGIES	\$12,600.00		Payment for Peer Leadership/Sankofa Training installments. Per information provided, Youth Empowerment Strategies (YES) is an outside consultant partnership who in conjunction with the SAC provides biweekly trainings for students in SANKOFA and Peer Leadership program. In conjunction with the SAC, YES facilitates annual overnight or extended day training camp experiences for students in SANKOFA, Peer Leadership and REBEL. Approximately 110 students benefit annually from this training.		✓		Per discussion, the expenditure benefits the student directly in their overall development and accordingly appears to be reasonable.	
132	110002624200400	Cleaning, Repair and Maintenance Services	500914	10/13/2004	XEROX CORPORATION	\$666.00		Payment for copier machine installed in the High School Library.		✓		Per our discussion, the machine has later been replaced with an upgraded version. The expenditure appears to be reasonable and directly benefits the students.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
133	110002906000500	Supplies and Materials	500921	10/14/2004	YEARBOOK ACTIVITY FUND	\$250.00		Payment for full page 8.5x11 inches advertisement for yearbook activity fund of Hudson County Schools of Technology. The advertiser is the Board of Education-Harrison. Per information provided this is a budgeted expenditure.		✓		The expenditure is a budgeted expenditure and is reasonable as it is helping students come up with their year book.	
134	110002306000400	Supplies and Materials	500924	10/14/2004	SCHOOL SPECIALTY, INC.	\$15.63		Purchase of one national school calendar deluxe edition 2004-05 for the Superintendent's Office.		✓		The expenditure is reasonable as it will help Superintendent manage the school affairs in a more organized way.	
135	110002906000500	Supplies and Materials	500930	10/15/2004	NSBA-HOUSING CMR	\$2,400.00			✓			Documentation not provided.	
136	110002305300500	Communications/Telephone	500933	10/15/2004	PAYMENT CENTER	\$353.33		Payment for call charges and monthly fee for telephone no (973) 482 3625		✓		Per discussion, the expenditure represents the call charges for the phone. The district needs phone for the smooth operations. Accordingly the expenditure appears to be reasonable.	
137	110002306000400	Supplies and Materials	500942	10/19/2004	HUDSON COUNTY SCHOOL SUPERINTENDENTS	\$900.00		Payment for assessment for 2004-05. The request was made by the Superintendent.			✓	Per discussion, it is necessary for the Superintendents to be members of the association of the Hudson District. The association helps the members to network and update on the latest developments in the field of education. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	As part of his contract the District is required to pay for dues.
138	110002624200400	Cleaning, Repair and Maintenance Services	500952	10/20/2004	MACK CAMERA & VIDEO SERVICE	\$280.00		Payment for repair to digital camera		✓		Per our discussion, this repair was necessary to the camera. The camera is listed in the school inventory records and is used for recording school activities and events. Accordingly, the expenditure appears to be reasonable.	
139	150002408000300	Other Objects	500961	10/25/2004	NINO'S RESTAURANT	\$110.50		Payment for purchase of food items for the Board members for their meeting.	✓			Per our discussion, purchase of food and refreshments during the Board meeting doesn't improve student learning. Though the amount appears to be reasonable, the expenditure is deemed discretionary.	
140	120004004500500	Contruction services	500964	10/26/2004	IMPERIAL CONSTRUCTION GROUP	\$37,960.00			✓			Documentation not provided.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
141	150002408000200	Other Objects	500965	10/26/2004	HECTOR GIRON	\$24.75		Payment for reimbursing the cost of USPS postage paid by the vendor for returning the merchandise. Per information provided the musical materials were returned.		✓		Per discussion, the materials were ordered by the district. However the materials were sent back at the request of the teacher. These charges were incurred for returning the materials. Accordingly the expenditure appears to be reasonable.	
142	110002624200400	Cleaning, Repair and Maintenance Services	500966	10/26/2004	T. BOYD PLUMBING & HEATING	\$1,725.00		Payment for repairing sinks, bathrooms, water leakages etc at Washington and Lincoln School		✓		Per discussion, Plumbing service calls are necessary to maintain the school facilities. Accordingly, the expenditure appears to be reasonable.	
143	150002406000300	Supplies and Materials	500975	10/26/2004	STAPLES, INC.	\$14.23					✓	The PO says "See attached" for details. However No PR or Invoice is attached to the PO. Therefore due to the lack of documents, it is deemed inconclusive.	
144	110002906000500	Supplies and Materials	500979	10/26/2004	CHRISTINE SCARPA	\$293.07		Reimbursement for expenses on food, mileage and parking at Atlantic City to attend a conference on NJSBA.		✓		Per information provided, the reimbursement for mileage to attend the conference appears to be reasonable.	
145	110002624200400	Cleaning, Repair and Maintenance Services	500981	10/27/2004	CAMEL PIANO MOVING CO.	\$410.00		Payment for moving Washington School Piano to Basement.		✓		Per discussion, the expenditure was necessary to shift the piano where It is used by the students. Accordingly the expenditure appears to be reasonable.	
146	110002906000500	Supplies and Materials	501014	11/1/2004	HUDSON COUNTY SCHOOL BOARD ASSN.	\$770.00			✓			Documentation not provided.	
147	110002624200400	Cleaning, Repair and Maintenance Services	501021	11/3/2004	INDUSTRIAL COMBUSTION ASSOC.	\$3,340.00		Payment for installation and maintenance of boilers at Washington and Harrison High School.		✓		Per our discussion, this vendor provided maintenance and installation of boilers at school. The vendor has subsequently been changed for a local vendor due to the slow response rate. However the maintenance of the boilers is necessary and accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	The expenditure appears to be self explanatory. Maintenance or emergency calls for the boilers in the schools.
148	110002624200400	Cleaning, Repair and Maintenance Services	501024	11/4/2004	C & M DOOR CONTROLS, INC.	\$2,880.00		Payment for emergency repairs at the basement stairwell exit under pool including labor and materials		✓		Per discussion, the repairs were necessary for the safety of the students. Accordingly the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
149	110002624200400	Cleaning, Repair and Maintenance Services	501025	11/5/2004	TOWN OF HARRISON - CURRENT FUND	\$532,000.00		Payment for annual rental to the Town of Harrison for the use of Stadium and Community Center. It also covers the share of certain services such as ground maintenance, garbage pick up, etc.		✓		Per discussion, the District runs a pre-school program at the community center for which it has to pay a rent. The district also uses the stadium and is thus required to pay the rent. The facilities are directly used by the District and the students. Accordingly the expenditure appears to be reasonable.	The Town and the School Board has an interlocal agreement for shared services. In addition, the Board passes by way of resolution the approval. The town and the Board share services i.e. snow removal, painting, electrical, garbage pickup, grounds maintenance, rental on community center etc.
150	110002513300400	Other Purchased Professional Services	501026	11/9/2004	RICHARD E SHAPIRO, LLC	\$5,891.23		Payment for legal services to attorney for suit against the State. About 16-17 schools had filed a consolidated case against the State. This is the proportionate cost of that service.		✓		Per our discussion, the State first advised on increasing headcount and later decided against it. The Districts had already made decision on it and therefore challenged the State (and later won the case). This expense is in relation to that litigation. Accordingly, the expenditure appears to be reasonable.	
151	110002624200400	Cleaning, Repair and Maintenance Services	501027	11/9/2004	GARDEN STATE GUTTER CLEANING	\$490.00		Payment for cleaning gutters and flushing of all gutters and leaders, inspection of underground drains and minor repairs.		✓		Repairs and cleaning of gutters is reasonable for the school and the expenditure appears to be reasonable.	
152	151901003200300	Purchased Professional - Educational Services	501044	11/11/2004	BRIAN HEMPHILL	\$100.00			✓			Documentation not provided.	
153	110002193200600	Purchased Professional - Educational Services	501047	11/12/2004	WENDY DIAMOND, MD	\$600.00		Payment for psychiatric evaluation in October 2004 for one person.		✓		Per discussion, the psychiatric evaluations and other medical evaluations are mandated by the State government and directly benefit the students and the school employees. Accordingly, the expenditure appears to be reasonable.	
154	120004004500500	Construction Services	501054	11/15/2004	HONEYWELL INC.	\$12,300.04		Payment for diagnosing, disassembling and repairing of 2 air handling units located in the gymnasium. The payment includes all labor and material cost. The amount paid also includes \$300 for cleaning mud clogged pipes and installing of two new unions and blow down valve.		✓		Per discussion, the expenditure incurred for repairing to air handling units were necessary and appears to be reasonable.	
155	110002624200400	Cleaning, Repair and Maintenance Services	501070	11/17/2004	UNITED RENTALS, INC.	\$394.84		Payment for replacement of battery parts. Also includes labor charges for doing the work		✓		Per discussion, each Nurse's office has a defibrillator and it is required to be replaced each year. Accordingly, the expenditure appears to be reasonable.	

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156	150002408000100	Other Objects	501079	11/22/2004	MIDGE GUCKIAN	\$31.25		Reimbursement of expenses for mileage to William Patterson for ELAS Training; Reimbursement of mileage for State Department Workshop to Trenton.		✓		Per discussion, the Early Learning Assessment System is a comprehensive approach to early childhood assessment for children between the ages of three and five. The State required each Abbott District to train their elderly staff on how to use the system. As the expenditure helps the teacher in use of the system which benefits the students, the expenditure appears to be reasonable.	
157	110002306000400	Supplies and Materials	501079	11/22/2004	MIDGE GUCKIAN	\$119.52		Reimbursement of expenses for mileage to William Patterson for ELAS Training; Reimbursement of mileage for State Department Workshop to Trenton.		✓		Per discussion, the Early Learning Assessment System is a comprehensive approach to early childhood assessment for children between the ages of three and five. The State required each Abbott District to train their elderly staff on how to use the system. As the expenditure helps the teacher in use of the system which benefits the students, the expenditure appears to be reasonable.	
158	150002406000300	Supplies and Materials	501099	11/29/2004	PROGRESS PRINTING	\$1,583.00		Purchase of 5 boxes of stamped addressed envelopes for use in main office of Harrison High School.		✓		Per discussion, the envelopes are needed for communication with parents/guardians and for other District's business purposes. Accordingly, the expenditure appears to be reasonable.	
159	154021006000300	Supplies and Materials	501108	12/1/2004	STANS SPORT CENTER	\$445.00		Per information provided, payments are a part of budget for Boy's Basketball program. This is a special program that allows us to buy necessary water containers for our team at a discount.		✓		The expenditure is budgeted and is beneficial for the students. The water containers are used by the school basketball players.	

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160	151901003200300	Purchased Professional - Educational Services	501126	12/3/2004	ANNY MARTINEZ	\$3,000.00		Payment to Family Life Consultant for in class support for family life, sexual education. The billing is done every month. Per information provided, the consultant provides in class support with the school nurse during the sexual education portion of the family life curriculum at Washington School. The school nurse presented the factual and anatomical lessons as per core curriculum standards for family life in grades 6, 7 and 8. The consultant presented to each of 6th, 7th and 8th graders. The consultant was used during 2004-05 school year.		✓		The expenditure is beneficial for the students so it is a reasonable expenditure.	
161	110002303390400	Other Professional Services	501132	12/3/2004	SAMUEL KLEIN AND CO.	\$72,125.00		Payment to a CPA firm for examination of General Accounts, Food Service accounts and all other funds account and preparation for the Comprehensive Annual Financial Report and other review services		✓		Per discussion, auditing services are specialized nature not requiring competitive bidding. The auditor is appointed for carrying out the financial auditing and other necessary services. Accordingly, the expenditure appears to be reasonable.	
162	150002186000300	Supplies and Materials	501144	12/16/2004	PAUL'S APPLIANCE & ELECTRONICS	\$128.00		Purchase of GE 4.3 Cubic Feet Refrigerator for Harrison High School to be used in the main office.		✓		Per discussion, refrigerator is used to preserve food etc daily for school employees. Accordingly, the expenditure appears to be reasonable.	
163	150002408000200	Other Objects	501150	12/17/2004	SCHUYLER PRINTING COMPANY	\$36.00		Payment for 500 numbers bright hue green 60# text stock and 500 numbers 8.5X11 bright hue red 60# text stock for Washington school. Per information provided, it was the cost for printing the holiday concert program which was performed for HHS and Lincoln School, also an evening concert for the community.		✓		The expenditure seems reasonable as the holiday concert program was for Harrison High School and Lincoln School. The students of the school are beneficiary of the expenditure.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
164	15000240800300	Other Objects	501159	12/17/2004	NJAFPA	\$175.00		Payment for membership fees of NJAFPA and NAFEPA for 2004-05.			✓	Payment for annual membership fees to NJAFPA and NAFEPA for 2004-05 and appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
165	110002624200400	Cleaning, Repair and Maintenance Services	501166	12/20/2004	SIGN A RAMA	\$305.00		Installation and replacement of 2 signs in the front of the Residency Office and identifies the office as the Harrison Residency Office.		✓		Per discussion, the signs were required to identify the office. Accordingly the expenditure appears to be reasonable.	
166	110002303390400	Other Professional Services	501195	12/21/2004	BD OF ED PAYROLL AGENCY ACCT.	\$5,521.43		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
167	15000240800300	Other Objects	501211	12/23/2004	TOWN OF HARRISON POSTMASTER	\$136.31		Payment for replenishing the stamp bank at Lincoln school and Harrison school to be used in the main office and guidance office		✓		Per our discussion, postage stamps are used in communication thru mail and is necessary for the administration of the District. Accordingly, the expenditure appears to be reasonable.	
168	110002906000500	Supplies and Materials	501215	12/23/2004	GOURMET BY TOP SHELF	\$210.00		Payment for lunch meeting at Superintendent's office.		✓		Payment for food does not directly benefits the student learning. However the amount appears reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	The administrators were required to attend a meeting in the office of the Superintendent that ran through and into lunch hour...Food was provided and the meeting continued through lunch
169	120004004500500	Construction Services	501232	1/5/2005	QUALITY COMMUNICATIONS	\$1,380.23		Payment for work on phone system installed at the District. The vendor installed the District's telephone system. A contract exists with the vendor to maintain, install new extensions, telephones and upgrading programs.		✓		Per our discussion, the expenditure is required to maintain the District's system and accordingly appear to be reasonable.	
170	15000240800300	Other Objects	501248	1/10/2005	SIR SPEEDY	\$324.00		Payment for printing 3 sets of raised print cards for administrators.		✓		Per discussion, each business administrator is eligible for having a business card. Accordingly, the expenditure appears to be reasonable.	

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171	151901003200300	Purchased Professional - Educational Services	501249	1/10/2005	RAINBOWS FOR CHILDRENS	\$70.00		Payment for the services of Rainbow Facilitator for training held on Jan 13 2005. Per information provided, Rainbows for all children is a prevention program for students who have suffered a loss of a family member. Teachers are trained in a curriculum that processes the events			✓	The expenditure is beneficial for the students so it is an essential expenditure. However due to lack of supporting documentation, it is deemed inconclusive.	
172	154021006000300	Supplies and Materials	501263	1/11/2005	LISA DESPOSITO	\$50.00					✓	Insufficient information to understand the expenditure was provided. Accordingly the expenditure is deemed inconclusive.	
173	110002624410500	Rental of Land and Buildings	501273	1/13/2005	CHURCH OF HOLY CROSS	\$6,000.00		Payment for renting trailer pad at Holy Cross School Parking Lot for accommodating the large class size.			✓	Per discussion, due to shortage of classes in the Holy Cross school, HHS has rented 2 trailers to accommodate the increase in number of students. Holy Cross charges for the space occupied by these trailers. This payment is over an above the Master agreement for the rental of two floors from Holy Cross. Accordingly the expenditure appears to be reasonable.	
174	110002306000400	Supplies and Materials	501276	1/14/2005	ASSN FOR SUPV AND CURRICULUM DEVELOPMENT	\$49.00				✓		Documentation not provided.	
175	154021006000200	Supplies and Materials	501291	1/19/2005	INTERNATIONAL TICKET	\$707.36		Purchase adult and children tickets for games of basketball/football and soccer (30000 qnty)			✓	This expense was reasonable for the overall objectives of the school. Blank tickets are sold before the games.	
176	150002408000200	Other Objects	501296	1/20/2005	SAYMAR INDUSTRIES	\$696.95				✓		Documentation not provided.	
177	110002624200400	Cleaning, Repair and Maintenance Services	501297	1/20/2005	SAYMAR INDUSTRIES	\$5,538.27		Payment for annual maintenance including all toners, parts, labor, developer & drums. Includes 130k copies at Lincoln School.			✓	Per discussion, there are several companies through which the District has contracted for covering the maintenance and servicing of several copiers located in the District. The maintenance and servicing of the copier machine is necessary and accordingly the expenditure appears to be reasonable.	

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178	110002305300500	Communications/Telephone	501315	1/25/2005	TOWN OF HARRISON POSTMASTER	\$129.50		Stamps purchase for the Early Childhood Centre housed in the Community Center.			✓	Per our discussion, postage stamps are used in communication through mail and is necessary for the administration of the District. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Stamps are required to send communications to parents.
179	110002624200400	Cleaning, Repair and Maintenance Services	501320	1/27/2005	RULLO & GLEESON	\$5,403.50		Payment for 2004 Right to know compliance including printing, copying and assembling the survey to all governmental agencies.		✓		Per discussion, the "Right to Know" is mandated by the State and the supplies are required for the preparation of the hazardous substance fact sheets, material safety data sheets for all district locations. Vendor is selected under the Professional Services award. The expenditure appears to be reasonable to comply with the laws.	
180	154011006000200	Supplies and Materials	501324	1/28/2005	VINCENT FERRIERO	\$1,320.00		Payment to vendor for officiating as a referee in the girls and boys basketball games during Dec'04 to Mar'05			✓	Per our discussion earlier, these expenses are paid in cash to officials who officiate as referees, scorekeepers, etc. The District has to have a certified referees/scorekeeper and there are no volunteers available to do the task. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Referees are hired by the district and paid a stipend. The athletic director signs off on the voucher prior to it being presented for payment
181	110002196000600	Supplies and Materials	501331	2/2/2005	STAPLES, INC.	\$57.14		Purchase of 2 Brothers Fax Cartridge from Staples Inc. for the Child Study Team. Per information provided the fax cartridge order was for the office 4 fax machine.		✓		The expenditure on fax cartridge for the office fax machine is a reasonable expenditure as it is important for smooth operation of school business.	
182	110002303390400	Other Professional Services	501333	2/3/2005	THE MURRAY LAW FIRM	\$2,496.92			✓			Documentation not provided.	

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183	1500024080 00300	Other Objects	501353	2/8/2005	SPANISH PAVILLION	\$1,400.15		Payment for food items purchased for professional development meeting.			✓	Per discussion with the BA, professional development is required to be conducted for teachers. If the program is conducted beyond the school time, the District is required to pay "Stipend" for the extra hours as per the employment contract. However in order to minimize the 'extra' cost of stipend, the District arranges for the food and conducts the program within the normal business timing. However due to lack of supporting documentation, it is deemed inconclusive.	professional development is an important part of the Board members orientation. The Superintendent present various topics to Board members.
184	1100026242 00400	Cleaning, Repair and Maintenance Services	501382	2/10/2005	VICTORS HOUSE OF MUSIC-C	\$1,050.00		Payment for 4 clarinets used in Washington school. These were on rent from the vendor. These clarinets were not returned at the end of the year and so the vendor 'sold' them at discounted price.	✓			The expenditure was incurred as the items rented were lost by the District and the payment reflects the cost of such item. Therefore the expenditure is deemed discretionary.	
185	1540210060 00200	Supplies and Materials	501383	2/10/2005	NJSIAA	\$80.00		Payment of entry fee to the Girls Basketball tournament 2005.			✓	The school's girls basketball team participated in the tournament. Additionally, the fact that the girls participated at the tournament supports that the expenditure was indeed incurred. The school students are the beneficiary so the expenditure is essential. However due to lack of supporting documentation, it is deemed inconclusive.	Entry fees are paid by the District and are required
186	1100025159 20400	Miscellaneous Purchased Services (400-500 Series other than Residential Costs)	501384	2/10/2005	COMPUTER SOLUTIONS	\$6,924.00		Payment for support and fees for software used by school administration. Software includes Budgetary account module, Fixed Asset module, Personnel Record keeping module and Advanced support system for academic year 2005-06. Payment also includes maintenance of Okidata printer.			✓	Per discussion, the software is necessary for record keeping, etc for the District and is housed at the Business office. Accordingly, the expenditure appears to be reasonable.	

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187	150002186000200	Supplies and Materials	501394	2/11/2005	ULTIMATE OFFICE SYSTEMS	\$1,051.00		Purchase of various stationery items such as 8 section step-up organizer w/10 files, white board, mobile floor stand, flip chart clips (2), 1 - 4 slot tier drop2, 2-slot drop highwall drawers, coat and umbrella stand, spherical magnets, fingertip magnets, Portafile Magazine files, Portafile label kit for Washington School.		✓		Per discussion, the supplies are necessary for the smooth operations of the District. Accordingly the expenditure appears to be reasonable.	
188	154021006000200	Supplies and Materials	501400	2/14/2005	DELL, INC.	\$950.41		Purchase of an overhead projector for Washington School.		✓		Per our discussion, the projector is used at the Washington school and is listed in the inventory. The projector is used by the school at various occasions both for educational and activity purposes. Accordingly, the expenditure appear to be reasonable.	
189	110002624200400	Cleaning, Repair and Maintenance Services	501404	2/15/2005	KILLE & PETRACCO CONSULTING GROUP, LLC	\$3,500.00		Payment of first installment to the vendor for developing the policy manual.		✓		Per discussion, having the policy manual helps in smooth administration of the school District. Accordingly, the expenditure appears to be reasonable.	The State of New Jersey requires that districts have an updated policy manual. Petracco consulting group provides up to date policies for district review and adoption.
190	150002408000200	Other Objects	501408	2/15/2005	BUREAU OF EDUCATION & RESEARCH	\$175.00		Payment for registration fee for seminar on Math Workshop (Washington School). Per information provided, the teacher attended a Math Workshop for GEPA Math.		✓		The expenditure on Math Workshop is reasonable as it increase the educational value and also the ultimate beneficiary are the students.	
191	110002303390400	Other Professional Services	501409	2/16/2005	BD OF ED PAYROLL AGENCY ACCT.	\$1,710.12		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
192	110002513300400	Other Purchased Professional Services	501411	2/16/2005	HUDSON COUNTY HALL OF FAME	\$180.00		Payment for dinner where Coaches and Players are honored for their achievements at HHS.		✓		Per discussion, the dinner is hosted for honoring the sports achievement and accordingly appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	harrison had several players honored for their achievements. The district policy has always been to pay for these players and the coaches

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193	150002408000300	Other Objects	501415	2/16/2005	DALILA SERRANO	\$52.65		Payment for reimbursing the cost of 13 USPS registered letter sent as notification to parents of potential senior failures.		✓		Per discussion, the mailing charges are necessary in the administration of the District and accordingly, appears to be reasonable.	
194	110002513300400	Other Purchased Professional Services	501418	2/17/2005	BALLY HOTEL	\$315.00		Payment for room charges for attending NJASBO meeting for 2 persons.			✓	Per our discussion, this is an annual convention where the district officials are invited. The BA and the ABA attend the meeting which helps in networking and getting latest update across the districts. The expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	The invoices were provided for bot the Asst BA and the BA to attend the NJASBO conference. What additional documentation is required?
195	150002408000300	Other Objects	501431	2/23/2005	STAPLES, INC.	\$36.66		Payment for supplies for Main office. Purchase includes an 8-digit handheld calculator.		✓		Office supplies for the Main office seems reasonable for the administrative functions of the school.	
196	110002513300400	Other Purchased Professional Services	501435	2/24/2005	STEVEN SIERADZKI	\$247.13		Reimbursement of mileage to attend professional development meetings between Dec and Feb '05		✓		Per discussion, the professional development meetings help in staying abreast of current topics and trends in public education related to the individual's responsibilities. Accordingly, the expenditure appears to be reasonable.	
197	110002193200600	Purchased Professional - Educational Services	501437	2/24/2005	PLATT PSYCHIATRIC ASSN.	\$550.00		Payment for psychiatric evaluation for student		✓		Expenditure on providing external counseling/treatment that directly benefits students are reasonable.	
198	150002226000300	Supplies and Materials	501442	2/25/2005	TEACHER'S VIDEO COMPANY	\$1,341.74		Payment for purchase of 1 Scientific method resource material value pack in Nov'05 for use in library.		✓		Per discussion, the resource material benefits the students and are used in the library. Accordingly, the expenditure appears to be reasonable.	
199	110002513300400	Other Purchased Professional Services	501443	2/25/2005	KING TOURS	\$2,488.00			✓			Documentation not provided.	
200	151901003200100	Purchased Professional - Educational Services	501444	2/25/2005	MARIE DONNANTUONO	\$800.00		Payment for workshop on Writing Professional Development Inservice on 2/25/05. The workshop called "Strategies for struggling writers"		✓		Per discussion, the district is responsible for making professional development programs in the district for the benefit of the teachers and the staff. The workshop was part of the professional development program. Accordingly the expenditure appears to be reasonable.	Workshop and inservices are provided to staff as part of staff development.

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201	120004004500500	Construction Service	501461	1/28/2005	PAGECOM, LLC	\$5,135.00		Payments for supply and installation of antennae, DC remotes, DC adapter and connectors at Lincoln School.		✓		Per our discussion, the expense was necessitated to comply with the Safe School Act. The expenditure was incurred for purchasing equipments for dealing with emergencies. Accordingly the expenditure appears to be reasonable.	
202	120004004500500	Construction Services	501461	1/28/2005	PAGECOM, LLC	\$5,135.00		Purchase of electric equipments: Base Station Antenna, DC remotes, DC remote adapter, connector, lightning arrester etc. The purchase was requested the Superintendent Harrison School District.		✓		Per our discussion, the expense was necessitated to comply with the Safe School Act. The expenditure was incurred for purchasing equipments for dealing with emergencies. Accordingly the expenditure appears to be reasonable.	
203	120004004500500	Construction Services	501462	1/28/2005	GYM DOOR REPAIRS, INC.	\$8,075.00		Payment for repair bleachers of Gym Door and preventive maintenance service on the folding partition of gym of Harrison High School.		✓		Per discussion, the repairs was required to be done for the safety of the students. Accordingly the expenditure appears to be reasonable.	
204	110002513300400	Other Purchased Professional Services	501475	3/3/2005	ASSN FOR SUPV AND CURRICULUM DEVELOPMENT	\$189.00		Payment for renewal of annual membership for the Early Childhood center		✓		Per discussion, the membership is for the Association for Supervision and Curriculum development for the Early Childhood Center. The membership helps in keeping abreast with the latest curriculum. Accordingly, the expenditure appears to be reasonable.	
205	110002513300400	Other Purchased Professional Services	501482	3/7/2005	CELIA MARIANO	\$70.38		Payment for coffee supply to Superintendent's office	✓			Payment for coffee supplies do not directly benefit the students. Accordingly the expenditure is deemed discretionary.	The superintendents office is host to numerous staff members as well as parents.
206	110002513300400	Other Purchased Professional Services	501492	3/8/2005	BD OF ED PAYROLL AGENCY ACCT.	\$1,255.94		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
207	110002624200400	Cleaning, Repair and Maintenance Services	501509	3/14/2005	TOM LUTRARIO	\$850.00		Payment for repairing leaking in the air handler located in the machine room pool area.		✓		Per discussion, the repairs were conducted in 2001 and were emergency repairs. The vendor sent invoice in 2004 and accordingly recorded in this year. The repairs are necessary and accordingly the expenditure appears to be reasonable.	

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208	151901003200300	Purchased Professional - Educational Services	501514	3/15/2005	NINO'S RESTAURANT	\$889.43		Purchase of lunch for student groups. (Sankofa W.S., Rebel W.S., Rainbows Lincoln Annex, Washington Peer Leadership and Harrison High School). Per information provided, 110 students participated in the programs. The lunches are provided over a period of three months. It is a behavioral reward for positive interaction and participation.		✓		The expenditure is reasonable as the students are the beneficiary of the SANKOFA program.	
209	110002906000500	Supplies and Materials	501520	3/16/2005	C&D COMPUTER SUPPLIERS, INC.	\$154.77		Purchase of computer supplies. The item purchased was 469 W-2 Envelopes.		✓		Per discussion, the envelopes were required for sending W2 forms to the District's employees. Accordingly the expenditure appears to be reasonable.	
210	110002193200600	Purchased Professional - Educational Services	501522	3/17/2005	SUE MING, MD	\$175.00		Payment for neurological report for a new employee.		✓		Neurological examination is mandatory for a new hire. Accordingly, the expenditure appears to be reasonable.	
211	150002408000100	Other Objects	501526	3/17/2005	MIDGE GUCKIAN	\$64.80		Reimbursement of mileage to attend State department workshop on 'Support for English Language Learner's Classroom Assessment.		✓		Per discussion, the training was required for the Early Childhood center as it helps in the assessment of the students. The training prepares the teacher and indirectly benefits the students. Accordingly, the expenditure appears to be reasonable as the students ultimately benefit from such training of the teachers.	
212	110002626000500	Supplies and Materials	501534	3/21/2005	DEER PARK	\$68.00		Payment for supply of natural spring water.	✓			Purchase of natural spring water does not directly benefit the students. The expenditure is therefore deemed discretionary.	
213	110002303390400	Other Professional Services	501541	3/22/2005	BD OF ED PAYROLL AGENCY ACCT.	\$5,521.43		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
214	110002624200400	Cleaning, Repair and Maintenance Services	501543	3/22/2005	VERIZON	\$2,698.13		Payment for monthly telephone expense for 3 telephone lines.		✓		Per discussion, the telephone services are required for the administration of the District and accordingly, the expenditure appears to be reasonable.	

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215	1100023053 00500	Communications/Telephone	501543	3/22/2005	VERIZON	\$1,200.00		Payment for monthly telephone expense for 5 telephone lines.		✓		Per discussion, the telephone services are required for the administration of the District and accordingly, the expenditure appears to be reasonable.	
216	1100026242 00400	Cleaning, Repair and Maintenance Services	501568	4/5/2005	ITD-AMERICA	\$566.77		Payment to telecom company for long-distance calls for the period April'05. The District replaced Interglobe's services with IDT as it helped in reducing the expenditure.		✓		Per our discussion, telecom charges are necessary for the administration of the District. Accordingly, the expenditure appears to be reasonable.	
217	1100023053 00500	Communications/Telephone	501568	4/5/2005	ITD-AMERICA	\$490.92		Payment to telecom company for long-distance calls for the period Feb'05. The District replaced Interglobe's services with IDT as it helped in reducing the expenditure.		✓		Per our discussion, telecom charges are necessary for the administration of the District. Accordingly, the expenditure appears to be reasonable.	
218	1100023089 00500	Miscellaneous Expenditures	501568	4/5/2005	ITD-AMERICA	\$411.02		Payment to telecom company for long-distance calls for the period Mar'05. The District replaced Interglobe's services with IDT as it helped in reducing the expenditure.		✓		Per our discussion, telecom charges are necessary for the administration of the District. Accordingly, the expenditure appears to be reasonable.	
219	1100026242 00400	Cleaning, Repair and Maintenance Services	501570	4/5/2005	J & J COMPRELLI INC.	\$4,475.00		Payment for building repairs and construction at Lincoln and Harrison School		✓		Per discussion, emergency repairs were required to be done to repair the leakage from the Lincoln school roof. Accordingly the expenditure appears to be reasonable.	
220	1100023059 00500	Miscellaneous Purchased Service	501584	4/8/2005	EDUCATION LAW CENTER, INC.	\$2,500.00		Sponsorship for "Kids in Concert"			✓	Per discussion, the expenditure does benefit students however we have remained it in inconclusive for review by the KPMG team. However due to lack of supporting documentation, it is deemed inconclusive.	
221	1100023089 00500	Miscellaneous Expenditures	501592	4/12/2005	ATD-AMERICAN FURNITURE CO.	\$200.00		Payment for purchase of 18 computer tables.		✓		Per discussion, the purchase was necessary to install the computers in the school. Accordingly, the expenditure appears to be reasonable.	

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222	1100023033 90400	Other Professional Services	501601	4/13/2005	BD OF ED PAYROLL AGENCY ACCT.	\$5,521.43		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
223	1100026242 00400	Cleaning, Repair and Maintenance Services	501611	4/15/2005	EMBASSY SUITES	\$8,315.55		Payment for room rent for the Hudson County meeting where Board members attend, convention held each year. Payment is for 12 Members for 3 Nights.			✓	Per our discussion, a convention is held each year in the Hudson County for all the school where the State Officials also attend. However due to lack of supporting documentation, it is deemed inconclusive.	The members of the Harrison Board of Education attended a conference. There were only six members that attended. Spouses traveled at their own expense but we were obligated to inform the hotel of the names of each individual staying in each room.
224	1500024080 00100	Other Objects	501615	4/20/2005	SAYMAR INDUSTRIES	\$225.95			✓			Documentation not provided.	
225	1500024080 00300	Other Objects	501622	4/20/2005	U.S. POSTAL SERVICE	\$400.00		Payment for replenishing the postage meter at Lincoln school.			✓	Per discussion, postage is essential for the administration of the District and for communication with parents. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Each school
226	1100026142 00400	Cleaning, Repair and Maintenance Services	501625	4/21/2005	JERSEY JOURNAL	\$893.80		Legal Advertisement to invite public for a public hearing on 2005-06 Budget.			✓	Per discussion, it is required by the State Department that public notice be made pertaining to School Budget. The budget is required to be advertised and accordingly the expenditure appears to be reasonable.	
227	1100023089 00500	Miscellaneous Expenditures	501639	4/27/2005	GOURMET BY TOP SHELF	\$182.85		Payment for food expenses for 15 guests			✓	Per discussion, the board committee meetings start at 5pm and the board members are coming from their job directly to attend the meeting. It costs the district less to provide the food than to provide food stipend of \$25 as per their contracts. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
228	1100023089 00500	Miscellaneous Expenditures	501645	4/28/2005	FEDEX	\$37.55		Payment for sending scoring of testing materials to CTB McGraw Hill scoring center.			✓	Amount incurred for sending documents overnight for testing of score for students directly benefit the students. Accordingly the expenditure appears to be reasonable.	

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229	15000240800300	Other Objects	501646	4/28/2005	DALILA SERRANO	\$94.65		Payment for reimbursing the cost of 20 USPS registered letters sent to parents of potential Senior failures and definite Senior failures.		✓		Per discussion, the mailing charges are necessary in the administration of the District and accordingly, appear to be reasonable.	
230	110002308900500	Miscellaneous Expenditure	501652	5/2/2005	TRUMP TAJ MAHAL	\$1,690.00		Payment for room reservations for 2 nights for convention for 13 people including Board members.			✓	Per our discussion, the convention is held each year for the NJ School District Officials and helps in meeting new vendors and new contacts which helps in the administration of the School District. However due to lack of supporting documentation, it is deemed inconclusive.	
231	110002515920400	Miscellaneous Purchased Services (400-500 Series other than Residential Costs)	501657	5/3/2005	SCHOOL SPECIALTY, INC.	\$26.15		Payment for purchase of 2 National School Calendar 2005-06 (Deluxe Edition).		✓		Per discussion the national school calendar is required to have information of the 'school' academic year. The calendar is used in the Superintendent's office. Accordingly the expenditure appears to be reasonable.	
232	150002226000300	Supplies and Materials	501658	5/3/2005	W. B. MASON CO., INC.	\$1,049.50			✓			Documentation not provided.	
233	150002406000300	Supplies and Materials	501660	5/3/2005	SAYMAR INDUSTRIES	\$1,210.45		Payment for purchase of 5 number Master rolls and Gestetner copy printer ink for Harrison High School		✓		Per discussion, there are several companies through which the District has contracted for covering the maintenance and servicing of several copiers located in the District. This includes purchase of ink and paper rolls. The maintenance and servicing of the copier machine is necessary and accordingly the expenditure appears to be reasonable.	
234	110002305900500	Miscellaneous Purchased Service	501670	5/4/2005	N.J. PRINCIPALS AND SUPERVISORS ASSOC.	\$500.00		Payment for New Jersey Principals and Supervisors Association (NJPSA) dues for 2005-06 as part of the employment contract.			✓	Per our discussion, the membership association helps in the professional development of the individual and the District contracts to reimburse the dues for one association. Accordingly, though the expenditure does not directly enhance students learning, it appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	

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235	110002308900500	Miscellaneous Expenditures	501683	5/6/2005	SUSAN POWELL	\$37.66		Payment for reimbursing mileage for attending professional development training.		✓		Per discussion, the professional development meetings help in staying abreast of current topics and trends in public education related to the individual's responsibilities. Mileage has been paid according to the rules. Accordingly, the expenditure appears to be reasonable.	
236	110002303390400	Other Professional Services	501687	5/9/2005	N.J. PRINCIPALS AND SUPERVISORS ASSOC.	\$750.00		Payment for New Jersey Principals and Supervisors Association (NJPSA) dues for 2005-06 as part of the employment contract.		✓		Per our discussion, the membership association helps in the professional development of the individual and the District contracts to reimburse the dues for one association. Accordingly, thought eh expenditure does not directly enhance students learning, it appears to be reasonable.	
237	110002303390400	Other Professional Services	501690	5/10/2005	N.J. PRINCIPALS AND SUPERVISORS ASSOC.	\$870.00		Payment for New Jersey Principals and Supervisors Association (NJPSA) dues for 2005-06 as part of the employment contract.		✓		Per our discussion, the membership association helps in the professional development of the individual and the District contracts to reimburse the dues for one association. Accordingly, thought eh expenditure does not directly enhance students learning, it appears to be reasonable.	
238	110002624200400	Cleaning, Repair and Maintenance Services	501691	5/10/2005	COMPNET, INC.	\$2,100.00		Payment for Yearly maintenance of Computer Software for 2005-06 for Special Services. The software includes all mandated State reports and mandated documents including goals and objectives.		✓		Per discussion, the software is required for the administration of the school District and the payment reflects the annual service charge. Accordingly the expenditure appears to be reasonable.	
239	110002303390400	Other Professional Services	501699	5/11/2005	BD OF ED PAYROLL AGENCY ACCT.	\$2,876.52		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
240	150002408000200	Other Objects	501720	5/13/2005	STANS SPORT CENTER	\$146.00		Payment for purchase of 47 assorted medals with ribbons for Washington School		✓		Medals have been purchased for honoring students in different subjects and for Lamp of Learning	

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241	110002624200400	Cleaning, Repair and Maintenance Services	501724	5/23/2005	PETER B HIGGINS	\$1,102.15		Payment for reimbursing the hotel costs, mileage and per diem for attending the annual conference of the New Jersey Association of School Business Officials between May 10-13, 2005			✓	Per discussion, the conference helps the business official in keeping abreast with latest developments and is part of the employment contract. The expenditure appears to be reasonable. However for lack of invoices we have categorized it as inconclusive.	Mr. Higgins provided a detailed statement of expenses. If further discussion is necessary the business administrator is available.
242	150002406000300	Supplies and Materials	501728	5/23/2005	JACQUELYNE MARTIN	\$60.03		Payment for R&R trophy, food and quick check			✓	Per discussion, the items were purchased for the Special Needs students. The items of Trophy helps to identify significant achievements. The students benefited from the expense. Accordingly the expenditure appears to be reasonable.	
243	151901003200300	Purchased Professional - Educational Services	501738	5/23/2005	PARTY KING ENTERTAINMENT	\$3,500.00			✓			Documentation not provided.	
244	150002406000300	Supplies and Materials	501774	6/2/2005	VIS FLORIST	\$298.00		Purchase of flowers for middle school graduation	✓			Floral arrangements do not improve student learning; the expenditure is not necessary for the success of the program or initiative. Accordingly, the expenditure is deemed discretionary.	
245	110002614200400	Cleaning, Repair and Maintenance Services	501777	6/6/2005	SAYMAR INDUSTRIES	\$1,082.73		Payment for quarterly full service maintenance agreement for photocopier for the period 8/1/05 - 1- /31/05. The agreement includes 50000 copies billed in advance and reconciled on a quarterly basis. The expenditure was incurred for Lincoln School.			✓	The photopier is used in the Elementary School both for administrative and educational purpose. Therefore the expenditure appears reasonable.	
246	110002624200400	Cleaning, Repair and Maintenance Services	501785	6/9/2005	TRANE OF NEW JERSEY	\$925.00		Repair of Air Conditioning. The repair was made to the overall air conditioning system in the high school. There was no master contract for the system.			✓	Per discussion, the repair was made to the air conditioning system in the high school. The expenditure is reasonable for the district.	
247	110002624200400	Cleaning, Repair and Maintenance Services	501791	6/10/2005	BD OF ED PAYROLL AGENCY ACCT.	\$170.34		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.			✓	Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	

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248	110002624200400	Cleaning, Repair and Maintenance Services	501801	6/13/2005	BOROUGH OF CRESSKILL	\$87.00		Payment for elevator inspection for the first half of 2005 at HHS		✓		Inspecting elevators is a mandatory requirement for the safety of the equipment for its users.	
249	151901003200300	Purchased Professional - Educational Services	501805	6/13/2005	FUNTIME AMERICA	\$5,781.00		Purchase of Harrison High School Project Graduation Package. The package for 180 guests and the price per guest is \$37.95. Project Graduation is an "alternate activity" as designated by the office of substance abuse prevention. It prevents substance abuse from happening among high school seniors on graduation night. Voluntary attendance was above 90% for the graduating class. Sweatshirts were purchased because the facility offered ice skating. The temperature in the ice skating tiring is cold so sweatshirts are preferable than customary T-Shirts.		✓		Per discussion, project graduation is a project wherein students are advised to stay away from substance abuse during the graduation celebration. The expenditure benefits the student directly in their overall development and accordingly appears to be reasonable.	
250	110002193200600	Purchased Professional - Educational Services	501831	6/21/2005	WALTER BADER	\$700.00		Payment for bilingual evaluations. 2 numbers Spanish educational evaluations.		✓		Per discussion, the supplies were used in the Bi-lingual classes. Students benefit directly from the items. Accordingly the expenditure appears to be reasonable.	
251	110002624200400	Cleaning, Repair and Maintenance Services	501839	6/21/2005	NATIONAL SCHOOL BOARDS ASSN.	\$175.00		Payment for NSBA's Council of School Attorney for 2006-06.		✓		Per discussion, the ABA/GC is permitted Professional growth opportunities as per employment contract to keep abreast with latest happenings. Accordingly, the expenditure appears to be reasonable.	
252	110002614200400	Cleaning, Repair and Maintenance Services	501856	6/22/2005	CHILDCRAFT EDUCATION CORPORATION	\$111.38		Purchase of bags and stationery for Lincoln School. The items purchased are Spanish Bag, Math Bag, Talking Clever Clock, Seasons Carpet, Reading /Writing center with tubs, stencil factory set of 72.		✓		Per discussion, the supplies were used for the students which helps them learn the subjects. The supplies helped students learn the subject matter. Accordingly the expenditure appears to be reasonable.	

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253	150002403000100	Purchased Professional and Technical Services	501858	6/23/2005	POWER SCHOOL	\$10,000.00		Purchase of powerschool pro 4.0 LIC for the Superintendent's Office. The cost includes license fee per student, maintenance and support, standard implementation services per students and initial product training. The software is a student management system to record and report student data as per requirements of the State.		✓		Per our discussion, the expenditure appears reasonable for the administration of the District.	
254	110002196000600	Supplies and Materials	501861	6/23/2005	STAPLES, INC.	\$1,800.00		Purchase of various stationery items like clasp envelopes, H.P. Office Paper, Files, Envelopes. Pencils, Clic Stic Pens, Post its, Monthly Desk Calendar, White Out, florescent highlighter, binder, printed flag, ink refills, 3 pocket wall file set and giant paper clips. for the Child Study Team.		✓		The expenditure seems reasonable for the smooth functioning of the operations of the Department of Special Services.	
255	110002624200400	Cleaning, Repair and Maintenance Services	501867	6/23/2005	SADDLEBACK EDUCATIONAL, INC.	\$87.00		Purchase of various books: English books, English reading and spelling, America's Story Book, Geometry and Measure, Dictionary of Idioms, Scholastic Student Thesaurus, Kids picture dictionary workbook etc. for Lincoln School. The books were requested for the Bilingual/ESL program.		✓		The purchase of books for the bilingual program benefits the students and therefore appears reasonable.	the books were purchased for the bilingual program and for various classes. The purchase order amount reflects a difference in price.
256	150002406000300	Supplies and Materials	501883	6/23/2005	PEARSON EDUCATION	\$926.85		Purchase of 100 books: of NJ Mathematics HSPA Workbook Student Edition, 5 NJ Mathematics Workbook Teacher Edition. The purchase was requested for the Math Dept., Harrison High School. Each student is provided a copy.		✓		Per discussion, the books were purchased for Integrated Math 11 class and there are 92 students in the class. The books purchased directly benefits the student learning and accordingly appears to be reasonable.	

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257	150002406000300	Supplies and Materials	501884	6/23/2005	HOLT, RINEHART AND WINSTON	\$4,270.13		Purchase of various books: 20 numbers Algebra I, 30 numbers Algebra II, 20 numbers Geometry. The purchase was requested for the Math Department of Harrison High School.		✓		Per discussion, the books purchased directly benefits the students and were required by the teachers for students. Accordingly, the expenditure appears to be reasonable.	
258	110002908900500	Miscellaneous Expenditures	501886	6/23/2005	NJASA	\$1,140.00		Payment for membership dues to New Jersey Association of School Administrators for 2005-06			✓	Per our discussion, as per the contract between BOE and Administrators, this membership fees is paid by BOE. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Contractually it is required that the district pay association dues for Administrators
259	120004003900500	Other Purchased Professional and Technical Services	501893	6/28/2005	NEWARK STAR LEDGER	\$1,299.50		Payment for advertisement placed in the newspaper for vacant positions of teachers at the Harrison School District.		✓		Per our discussion, this advertisement was necessitated to post open teaching positions at the school in various departments. Accordingly, the expenditure appears to be necessary for carrying out the activities of the school and appears to be reasonable.	
260	150002403000100	Purchased Professional and Technical Services	501896	6/29/2005	ASPECT COMPUTER, INC.	\$10,000.00		Purchase of computer systems for Lincoln Lab School Upgrade. The items purchased were: 20 Century AMD Athlon 64 2800+ System, 20 numbers Acer AL 1732D 17" LCD DVI SPK BLK .294 M. The vendor has a State contract for supply of computer related machines.		✓		Per our discussion, the District attempts to replace the computers in a 4-5 year cycle. These computers were purchased to replace the obsolete machines. The State law requires a 1 to 5 ratio of students to computers. These machines are inventoried. The expenditure appears to be reasonable.	
261	110002614200400	Cleaning, Repair and Maintenance Services	501915	6/29/2005	NATIONAL SPORTWEAR & PROMOTION	\$8,616.26		Purchase of 1049 light blue shirts of various sizes with Lincoln School Imprint. The purchase was requested for Lincoln School.		✓		Per discussion, the Board of Education adopted a district uniform policy. One new shirt was purchased for each child in Lincoln School Grades K-5, Incoming Kindergarten and staff members. Accordingly, the expenditure appears to be reasonable and supported by the Board policy.	

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262	151901003200300	Purchased Professional - Educational Services	501919	6/30/2005	TROUT LAKE RETREATS	\$1,625.00		Payment for two day training at Trout Lake Retreat camp for 26 students. These camp establishes annual program goals, plan annual projects, develop group norms, teach problem solving, communication and refusal skills and promote group bonding and is linked to the Youth Empowerment Strategies (YES) program. See PO 601059 and PO 500906 for additional comments.		✓		Per discussion, the expenditure appears to be reasonable as it helps in overall development of students	
263	110002614200400	Cleaning, Repair and Maintenance Services	501923	6/30/2005	QUALITY COMMUNICATIONS	\$735.00		Payment for E&M Trunk Card, Service Labor NJ Straight Time, Destination Charge for working on telephone lines in Lincoln Annex. The vendor installed the District's telephone system. A contract exists with the vendor to maintain, install new extensions, telephones and upgrading programs.		✓		Per our discussion, the expenditure is required to maintain the Districts system and accordingly appears to be reasonable.	
264	110002614200400	Cleaning, Repair and Maintenance Services	501924	6/30/2005	OBSERVER	\$768.00			✓			Documentation not provided.	The Observer is utilized to advertise for Early Childhood availability and also Kindergarten Registration
265	110002624200400	Cleaning, Repair and Maintenance Services	501926	6/30/2005	QUALITY COMMUNICATIONS	\$1,186.04		Payment for service contract of to maintain the District telephone wiring system for the period from 9/15/05 through 12/14/2005. The vendor installed the District's telephone system. A contract exists with the vendor to maintain, install new extensions, telephones and upgrading programs.		✓		Per our discussion, the expenditure is required to maintain the Districts system and accordingly appears to be reasonable.	

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266	110002624200400	Cleaning, Repair and Maintenance Services	501927	6/30/2005	J & J COMPRELLI INC.	\$275.00		Payment for maintenance work at Harrison High School. The work performed was filling hole above tile with plaster in high school, removed stone from roof of double door overhang on Hamilton St. Side of building, applied roof cement on overhang roof and ground steel sills so doors will close properly.		✓		The expenditure seems to be reasonable for safety of the students at the Harrison High School.	
267	110002614200400	Cleaning, Repair and Maintenance Services	501932	6/30/2005	METROPOLITAN SERVICES CO.	\$220.00		Payment for replacing parts in air conditioner. The repair was performed to the air conditioner in an administrative office.		✓		Per discussion, the repair was performed to the air conditioner in an administrative office. The expenditure is reasonable as it is important for normal functioning of school operations.	
268	110002614200400	Cleaning, Repair and Maintenance Services	501933	6/30/2005	MBS, A KONICA MINOLTA BUSINESS SOLUTIONS	\$1,594.20		Payment for Monthly Service/Supply CF Base Charge and CF Overage Charge for Harrison High School Board of Education.		✓		Per discussion, the copy machine us utilized by the High School teaching staff. The invoice is issued based on the running count meter. Teachers use the copy machines to make duplicate copies for giving to students, for their files, etc. Accordingly the expenditure appears to be reasonable.	
269	150002218000100	Other Objects	501934	6/30/2005	HARCOURT BRACE PUBLISHERS	\$1,000.00		Purchase of textbooks Harcourt trophies K-5 in July 2005.		✓		Per discussion, the books were ordered because of New Reading/Language Arts series was implemented in Grades K-5. Different components were ordered from texts, resource kits, workbooks, etc at various times. The books directly benefit the students and enhances their learning. Accordingly, the expenditure appears to be reasonable.	
270	150002216000100 150002236000100	Supplies and Materials	501934	6/30/2005	HARCOURT BRACE PUBLISHERS	\$4,000.00		Purchase of textbooks Harcourt trophies K-5 in July 2005.		✓		Per discussion, the books were ordered because of New Reading/Language Arts series was implemented in Grades K-5. Different components were ordered from texts, resource kits, workbooks, etc at various times. The books directly benefit the students and enhances their learning. Accordingly, the expenditure appears to be reasonable.	

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271	1100026142 00400	Cleaning, Repair and Maintenance Services	501957	6/30/2005	SCHUYLER PRINTING COMPANY	\$2,579.00		Payment for printing 15000 numbers 5.5 coin brownkraft 24 # envelopes printed black ink 1 side, 2200 numbers deficiency reports, 2200 numbers disciplinary referrals.		✓		Per discussion, the envelopes and the reports are required for the administration of the district. Accordingly the expenditure appears to be reasonable.	
272	1100026142 00400	Cleaning, Repair and Maintenance Services	501959	6/30/2005	HUDSON COUNTY AUDIO-VISUAL COMM	\$4,187.25		Payment for assessment of 1861 students for the year 2005-06 by the Commission. Per information provided the assessment relates to the dues that the district pays to have access to the services offered by the art commission and the many audio and video presentations that they have available.		✓		The expenditure seems reasonable as it provides educational value to the students and also it helps in reducing the cost incurred by the district as they get these videos from the library of the audio-visual commission.	
273	1100026142 00400	Cleaning, Repair and Maintenance Services	501961	6/30/2005	REGINAS MAIDS	\$280.00		Cleaning of 14 carpets in all schools to prevent students from sliding during rains.	✓			This expenditure does not appear to be reasonable as the cleaning could be done by the Custodians. Per discussion with the Business Administrator, this type of expenditure has subsequently been stopped due to the costs. Accordingly, the expenditure is deemed discretionary.	
274	1100026142 00400	Cleaning, Repair and Maintenance Services	501962	6/30/2005	TODD HARRIS COMPANY, INC.	\$350.60			✓			Documentation not provided.	
275	1100026242 00400	Cleaning, Repair and Maintenance Services	501977	6/30/2005	NEW JERSEY SCHOOL BOARDS	\$597.00		Payment of AMPSA subscription dues. The school has subscribed to Index to New Jersey School Law Decisions, PERC Index and Summary Online. The payment was requested by the Assistant Business Administrator.		✓		Per discussion, the subscription provides the district with up-to-date labor decisions for board compliance and central guidance for use by board office and central office. Accordingly the expenditure appears to be reasonable.	
276	1100021932 00600	Purchased Professional - Educational Services	501985	6/30/2005	ASPECT COMPUTER, INC.	\$1,000.00		Payment for purchase of 3 Acer tablet PC w/case. PO amount was \$5847 and \$1000 was charged to this object code.		✓		Per our discussion, the District attempts to replace the computers in a 4-5 year cycle. These computers were purchased to replace the obsolete machines. The State law requires a 1 to 5 ratio of students to computers. These machines are inventoried. Accordingly the expenditure appears to be reasonable.	

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277	1100026142 00400	Cleaning, Repair and Maintenance Services	501986	6/30/2005	U.S. POSTAL SERVICE	\$500.00		Payment for replenishing the Postage Meter.			✓	Per discussion, postage is essential for the administration of the District and for communication with parents. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
278	1100026142 00400	Cleaning, Repair and Maintenance Services	501988	6/30/2005	QUALITY COMMUNICATIONS	\$787.50		Payment for installation of 2 new fire alarms at the Trailer acquired to accommodate classes. Charges include Labor charges. Refurbished and installed new CPU at Holy Cross School. The vendor installed the District's telephone system. A contract exists with the vendor to maintain, install new extensions, telephones and upgrading programs.		✓		Per our discussion, the expenditure is required to maintain the Districts system and accordingly appear to be reasonable.	
279	1100026142 00400	Cleaning, Repair and Maintenance Services	501991	6/30/2005	NEWARK STAR LEDGER	\$378.62		Payment for advertising for undetermined activity.			✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	We advertise for new hires.
280	1100026142 00400	Cleaning, Repair and Maintenance Services	501992	6/30/2005	STERICYCLE, INC.	\$87.65		Payment for small box disposal and fuel charge. The company is used to dispose of medical waste from each nurses offices.		✓		Per discussion, the company was used to dispose of medical waste from each nurses office. The Nurses administrator TB test to students and the needles need to be properly disposed of. The expenditure is reasonable as students are the beneficiary of the purchase of services.	
281	1500024080 00300	Other Objects	501996	6/30/2005	TOWN OF HARRISON POSTMASTER	\$60.00		Payment for purchase of postage stamps for use in communication at Harrison High School.		✓		Per our discussion, postage stamps are used in communication thru mail and is necessary for the administration of the District. Accordingly, the expenditure appears to be reasonable.	
282	1100026142 00400	Cleaning, Repair and Maintenance Services	502001	6/30/2005	WAYNE PIANO SERVICE	\$125.00		Payment to Tone Kanbe Grand Piano for toning and repairing the piano. Per information provided the Piano is placed at the Harrison High School.			✓	Though the toning and repairing of the Piano kept at the Harrison High School seems to be an essential expenditure but we consider it as a inconclusive expenditure because no vendor invoice was provided to us. However due to lack of supporting documentation, it is deemed inconclusive.	

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283	110002614200400	Cleaning, Repair and Maintenance Services	502004	6/30/2005	STANS SPORT CENTER	\$396.00		Purchase of caps for Harrison High School. Per information provided, the caps were for swim teams.		✓		The expenditure on swim caps for swim team appears reasonable as students are the beneficiary of the expenditure.	
284	110002614200400	Cleaning, Repair and Maintenance Services	502005	6/30/2005	UNIVERSAL CHEMICALS	\$688.50		Purchase of chemicals. The chemicals were for high school.		✓		Per discussion, the chemicals were used in the Harrison High School Pool. The expenditure is reasonable.	
285	110002614200400	Cleaning, Repair and Maintenance Services	502007	6/30/2005	WELCO CGI GAS TECHNOLOGIES	\$461.85		Payment for purchase/use of gas and bulb		✓		Gas, Chemicals and Liquids are used in the pool. These are reasonable for the maintenance of the pool and the water inside the pool. Accordingly, the expenditure appears to be reasonable.	
286	110002614200400	Cleaning, Repair and Maintenance Services	502008	6/30/2005	TODD HARRIS COMPANY, INC.	\$924.35		Payment for purchase of supplies for the maintenance of the pool.		✓		Per discussion, the vendor supplies materials for the maintenance of the pool located in the High School. Accordingly the expenditure appears to be reasonable.	
287	110002614200400	Cleaning, Repair and Maintenance Services	502011	6/30/2005	HAYS SAFE AND LOCK CO.	\$120.00		Payment for purchase of 24 Master Keys.		✓		Per discussion, the keys were required to be purchased to replace old keys. Accordingly the expenditure appears to be reasonable.	
288	110002614200400	Cleaning, Repair and Maintenance Services	502018	6/30/2005	WILSON AUTO PARTS	\$113.92		Payment for purchase of Bus parts, Bus Oil/fluids and Bus Oil.		✓		Repairs to Bus is reasonable for the smooth operations.	
289	110002614200400	Cleaning, Repair and Maintenance Services	502019	6/30/2005	HANDI-LIFT, INC.	\$7,695.00		Purchase, installation and training of Stair Trac - equipment to be used at Lincoln Annex to help physically challenged students climb the stairs (as there is no elevator in the 100 year old building).		✓		Per our discussion, the Lincoln Annex doesn't have an elevator. To enable physically challenged students climb stairs, this equipment was purchased. This is necessary for the special services children and directly benefits the children. Accordingly, the expenditure appears to be reasonable.	
290	110002906000500	Supplies and Materials	600004	7/1/2005	NATIONAL SCHOOL BOARDS ASSOCIATION	\$2,000.00		Payment of NSBA's National Affiliate Membership dues of \$2000 (From the fees of \$2000 a one time charge of \$60 per person will be allocated for a one-year subscription to NSBA's school board news for Superintendent and each of the board members). Membership period is 07/01/2005 to 06/03/2006.		✓		Per discussion, the District is required to be a member of the Association to benefit from the services provided. Accordingly, the expenditure appears to be reasonable.	

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291	110002308900500	Miscellaneous Expenditure	600005	7/1/2005	NEW JERSEY SCHOOL BOARDS	\$16,329.00		Payment for NJ School Board Association membership dues.		✓		Per our discussion, it is mandated by the State that every school district be a member of this board. The fees are based upon the size of the school district. Accordingly, the expenditure appears to be reasonable.	
292	110002305300500	Communications/Telephone	600013	7/1/2005	VERIZON	\$42,460.21		Payment for telephone charges for the District.		✓		Per discussion, the telephone services are required for the administration of the District and accordingly, the expenditure appears to be reasonable.	
293	110002196000600	Supplies and Materials	600025	7/1/2005	PRO ED	\$331.10		Purchase of 7 educational kits by Child Study Team. The books are Connect a card kit, speech sound trivia kit, wheel of language kit, Boshart Oral Fac Fac Video Kit, Great Therapy Ideas, SDI Sensory Motor tool kit, Great Starter Therapy School Kit.		✓		Per discussion, the items were required by the CST for students referred to them. The students directly benefit from the items. Accordingly the expenditure appears to be reasonable.	
294	110002196000600	Supplies and Materials	600046	7/1/2005	GLOBE FEARON	\$86.64		Purchase of 7 books for Washington School. The books are of Mathematics, Science, "Latino Experience". One Book "GF Be a Better Reader" price is not mentioned in the purchase requisition. Per information provided, the books were ordered for Special Ed Resource Room class.		✓		The purchased books for Special Ed Resource Room Class appears to be a reasonable expenditure.	
295	110002196000600	Supplies and Materials	600054	7/1/2005	THE SPEECH ROOM, INC.	\$155.00		Purchase by the Child Study Team of DVD Bundle number one for the Speech Room.		✓		Per discussion, the items were purchased for the therapists who utilizes a multisensory approach to speech and language therapy. Accordingly the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
296	110002624200400	Cleaning, Repair and Maintenance Services	600056	7/1/2005	CHEM TEC	\$4,766.82		Payment for monthly charges for Pest control and exterminating. Payment also include charges for annual renewal.		✓		Per discussion, exterminating the buildings is necessary to maintain hygiene and safety and accordingly the expenditure appears to be reasonable.	
297	110002624410500	Rental of Land and Buildings	600057	7/1/2005	CHURCH OF HOLY CROSS	\$189,045.28		Payment for monthly rental of 2 floors at Holy Cross Church to accommodate the students. The lease is an annual lease requiring a monthly payment.		✓		Per discussion, the District does not have enough facility of its own to accommodate all the children. Therefore about 15 years ago, the District entered into a contract with the Church to take on rent, two floors to accommodate the increased student intake. We were informed that once the 'new' school becomes operational, the District will have enough facilities to accommodate these children and will not require to continue this lease. Accordingly the expenditure appears to be reasonable.	
298	110002305300500	Communications/Telephone	600101	7/5/2005	ARCH WIRELESS	\$629.63		Payment for monthly charges for 'pager' services.		✓		Per our discussion with the BA, pagers were used in the administration of the District. The pagers have been discontinued in 2006 with the installation of the District's emergency radio system. The expenditure appears to be reasonable.	
299	110002624200400	Cleaning, Repair and Maintenance Services	600102	7/5/2005	UNITED SERVICE, INC..	\$16,500.00		Payment for monthly cleaning of all the school premises - HHS, Washington and Lincoln.		✓		Cleaning of school premises cannot be done during the day as the classes are in progress. Therefore cleaning has been outsourced to the vendor which does cleaning work after school hours, typically in the night. Charges cover all the school - HHS, Washington and Lincoln/Annex). Accordingly, the expenditure appears to be reasonable.	
300	154011006000200	Supplies and Materials	600104	7/7/2005	MJG PROMOTIONS & SCREEEN PRINTING	\$2,544.50		Payment for purchase of sweatpants, hooded sweatshirts, long sleeved t-shirts and running shoes for men. Per information provided the purchased items were for cross country team.		✓		The expenditure was incurred to buy clothes for cross country team. The students are the beneficiary so the expenditure is reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
301	15402100600300	Supplies and Materials	600111	7/7/2005	STANS SPORT CENTER	\$5,631.00		Purchase of Swimming hats, gears and clothes for boys and girls for the school team.		✓		Per our discussion, the school provides the necessary clothing accessories and swimsuits. Being an Abbott district, most of the students can not afford and hence the BOE provides the necessary material. This also takes off the pressure from the students in competition for not being seen otherwise. Accordingly, the expenditure appears to be reasonable.	
302	15402100600300	Supplies and Materials	600124	7/8/2005	MEDCO SPORTS MEDICINE	\$3,564.51		Purchase of medical supplies for athletic activities for Harrison High School. The items like Gatorade cups, water jet hydrocort, pro-tec short sleeve, zonas porous tape, mueller adj. ankle support, steri-strip, elastic band, nasal sponge, sterile absorbant cotton were purchased. Per information provided, the supplies are kept in the trainer's room. Board of Education determines vendor catalog. The items are issued to the students game to game and practice to practice.		✓		The supplies are stored in the trainer's room and is issued to students as per need. The expenditure on purchasing medical supplies is beneficial for the students so it is a reasonable expenditure.	
303	15000218600300	Supplies and Materials	600130	7/11/2005	WOODBURN PRESS	\$97.90		Purchase of 100 books on "How to get the most of high school" for Harrison High School . The book is a guidance book and is for all new students.		✓		Per discussion, the 100 books satisfied the new students demand. Accordingly the expenditure appears to be reasonable.	
304	15000222600300	Supplies and Materials	600131	7/11/2005	KNOWBUDDY	\$653.55		Purchase of 29 books on Science, History, Geography for Harrison High School library.		✓		Per discussion, the books were purchased for the library and enhances students learning. Accordingly the expenditure appears to be reasonable.	
305	15000222600300	Supplies and Materials	600132	7/11/2005	GUM DROP BOOKS	\$6,359.50		Purchase of books on various subjects in July'05 for school library		✓		The books have been purchased for library at the start of the academic year. The books benefit students learning. Accordingly the expenditure appears to be reasonable.	
306	15000240800300	Other Objects	600138	7/11/2005	STAPLES, INC.	\$78.06		Payment for purchase of markers and other office supplies		✓		Purchase of office supplies are reasonable for the District.	

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307	1500024060 00300	Supplies and Materials	600142	7/11/2005	SCHOOL SPECIALTY, INC.	\$73.74		Purchase of supplies (school smart record books, colored pencils, calligraphy set, US Presidents Pack, Accusplit Survivor) for Harrison High School.		✓		Per discussion, the supplies are for an individual teacher and not for a specific class. An individual gets a supply of \$100 for use. The expenditure helps the teacher in carrying out the activities. Accordingly, the expenditure appears to be reasonable.	
308	1500024060 00300	Supplies and Materials	600149	7/11/2005	STAPLES, INC.	\$68.53		Purchase of supplies: The purchased items were Hanging Folders, Electric Pencil Sharpener, Pencils, Staples, Rubber bands, Black and Blue Pens, Highlighter and Paper Clips.		✓		Per discussion, the supplies are for an individual teacher and not for a specific class. An individual gets a supply of \$100 for use. The expenditure helps the teacher in carrying out the activities. Accordingly, the expenditure appears to be reasonable.	
309	1500024060 00300	Supplies and Materials	600154	7/11/2005	SCHOOL SPECIALTY, INC.	\$72.63		Purchase of supplies: Chalk Holder, Aluminum Chalk Holder, Butterfly Clips, Rubber band ball, Post-It Shapes, Color File Folders, 16 month desk calendar, Poster set, Geometry grade 5-8.		✓		Per discussion, the supplies are for an individual teacher and not for a specific class. An individual gets a supply of \$100 for use. The expenditure helps the teacher in carrying out the activities. Accordingly, the expenditure appears to be reasonable.	
310	1500024060 00300	Supplies and Materials	600163	7/11/2005	HAWTHORNE EDUCATIONAL SERVICE	\$52.64		Purchase of 3 books: Staying in control, Stick up for yourself and Teacher's Guide to Stick up for yourself. The purchase was requested for Harrison High School. The books are kept in the resource room and used as a resource/reference material.		✓		Per discussion, the expenditure on the books to be used as a resource material helps in enhancing the students learning. Accordingly, the expenditure appears to be reasonable.	
311	1500024060 00300	Supplies and Materials	600169	7/11/2005	SCHOOL SPECIALTY, INC.	\$78.25		Purchase of various stationery items: ward class reward book, highland transparency, Film for copiers, scotch magic tape, liquid paper, 4 color set, paper mate stick.		✓		Per discussion, the supplies are for an individual teacher and not for a specific class. An individual gets a supply of \$100 for use. The expenditure helps the teacher in carrying out the activities. Accordingly, the expenditure appears to be reasonable.	
312	1500024060 00300	Supplies and Materials	600174	7/11/2005	SCHOOL SPECIALTY, INC.	\$76.92		Purchase of various stationery items: calendars, pencils, folders, legal pads, 4 colored pens, white chalk, assorted chalk, chalk board eraser, pencil sharpener for Harrison High School.		✓		Per discussion, the supplies are for an individual teacher and not for a specific class. An individual gets a supply of \$100 for use. The expenditure helps the teacher in carrying out the activities. Accordingly, the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
313	150002406000300	Supplies and Materials	600178	7/11/2005	STAPLES, INC.	\$101.71		Purchase of supplies requested for Harrison High School. The items purchased were black , blue and red pens, Highlighters, Dry Eraser, Towelettes, Binder Clips, Tape, Stapler, Hole Puncher, Daily Refills, Base, Wall Calendar, Dry Erase Marker and Rubber bands).		✓		Per discussion, the supplies are for an individual teacher and not for a specific class. An individual gets a supply of \$100 for use. The expenditure helps the teacher in carrying out the activities. Accordingly, the expenditure appears to be reasonable.	
314	150002406000300	Supplies and Materials	600184	7/11/2005	SCHOOL SPECIALTY, INC.	\$82.62		Purchase of supplies (file folders, dry erase markers, round stick pens, non-skid paper clips, Binder Clips, Anti-Dust Colored Chalk) for Harrison High School. The supplies are for general use during the year by the District.		✓		Per discussion, supplies are required for the District administration. Accordingly, the expenditure appears to be reasonable.	
315	150002406000100	Supplies and Materials	600260	7/13/2005	OFFICE MAX	\$37.99		Purchase of one wall clock for Lincoln School.		✓		Per discussion, the wall clock was purchased to be put in the hall at Harrison High School. Accordingly the expenditure appears to be reasonable.	
316	150002406000100	Supplies and Materials	600262	7/13/2005	SCHOOL SPECIALTY, INC.	\$298.13		Purchase of various stationery items: glue sticks, markers, steno notebooks, pencil cap eraser, school smart pencils, red pens, blue pens, swirl double ended pens, expo cleaner dry erase, invisible tape, manilla file folders, paper clips etc. The Purchase was requested for Lincoln School for use in the office.		✓		Per discussion, these materials are purchased for office use and is required for the administration of the school. Accordingly, the expenditure appears to be reasonable.	
317	150002406000300	Supplies and Materials	600270	7/15/2005	DAVISON TITLES, INC.	\$338.33		Purchase of 15 books like "Angel Therapy", "Anger", "Art of Leadership", " Bruce Lee and Chuck Norris's book on Martial Arts", "Effective Communication", Man's Search for Meaning-Meditation" etc. for Harrison High School.		✓		Per discussion, Purchase of variety of books for the library directly benefits the students. Accordingly, the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
318	150002408000100	Other Objects	600289	7/18/2005	SCHOOL RESOURCES	\$16.04		Payment for purchase of printwrite paper, ready write paper and printwrite chart tablet for Lincoln School. The paper is used for Early Literacy/Writing requirements for Grades K-3.		✓		Per discussion, the paper is used by the students and helps in their overall learning. Accordingly, the expenditure appears to be reasonable.	
319	150002406000100	Supplies and Materials	600445	7/19/2005	CLASSROOM DIRECT, COM	\$20.12		Shipping and Handling charges for purchase of stationery items like clipboard storage, pocket project organizer, poly file jack, storage pocket chart, magnetic ceiling hooks, mobile store N stack file etc for \$117.44 for Lincoln School.		✓		The overall purchase of stationary supplies appears to be reasonable for the administration of the District.  The fact that Shipping and Handling charges are accounted for in a different set of accounts than the original account code has been noted as a weakness in our internal control review.	
320	150002406000100	Supplies and Materials	600460	7/19/2005	CLASSROOM DIRECT, COM	\$17.55		Purchase of stationery items like happy birthday pencils, snowman pencils, jenga, reading first, reading rods word builder kits for Lincoln School. The purchase was requested for use in the Basic Skills Program.		✓		Per discussion, office supplies are reasonable for the administration of the District. The supplies were used by the students. Accordingly the expenditure appears to be reasonable.	
321	150002408000100	Other Objects	600463	7/19/2005	ROBERT BROTHERS	\$118.24		Payment for school supplies, school plan book, Velcro tape etc.		✓		Purchasing school supplies is reasonable for smooth functioning of the school.	
322	150002408000100	Other Objects	600464	7/19/2005	CLASSROOM DIRECT, COM	\$108.90		Payment for purchase of school binder, pencils, bulletin board, markers and other supplies for use at Lincoln School		✓		Per discussion, office supplies are reasonable for the administration of the District. Accordingly the expenditure appears to be reasonable.	
323	150002408000100	Other Objects	600466	7/19/2005	CLASSROOM DIRECT, COM	\$116.41		Payment for purchase of pat on the back bundle, chart sticker, success sticker, liquid paper dryline and other supplies for use at Lincoln School		✓		Per discussion, office supplies are reasonable for the administration of the District. Accordingly the expenditure appears to be reasonable.	
324	150002408000100	Other Objects	600467	7/19/2005	ROBERT BROTHERS	\$104.53		Payment for purchase of calendar, variety of books and gel pens for Lincoln School to be used in an individual classroom to supplement the required curriculum and educational mandates.		✓		Per discussion, these materials are purchased to be used by students in the class. Accordingly, the expenditure appears to be reasonable as it helps the students in learning.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
325	110002614200400	Cleaning, Repair and Maintenance Services	600495	7/19/2005	PEPPER OF ATLANTA	\$36.00		Payment for purchase of variety of books for Lincoln School. Original PO is of \$241. The books are for the music program and benefits the students.		✓		Per discussion, the books benefit the students in music program. Accordingly, the expenditure appears to be reasonable.	
326	150002408000100	Other Objects	600502	7/19/2005	CLARUS	\$14.19		Payment for purchase of variety of music - crazy carols, mother goose meets mozart, etc. and utilized for musical development/knowledge as part of the required curriculum.		✓		Per our discussion, these materials are utilized by for the students learning and directly benefits the students. Accordingly, the expenditure appears to be reasonable.	
327	150002408000300	Other Objects	600516	7/19/2005	PROVOST SQUARE ASSOCIATES	\$357.00		Payment for purchase of 28 plaques to be used for awards at graduation ceremony at Harrison High School			✓	Per our discussion, at the graduation ceremony certain awards are distributed to students. Accordingly, this expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	What additional information is required?"
328	150002408000200	Other Objects	600522	7/26/2005	SAYMAR INDUSTRIES	\$850.95		Payment for ink to be used in the Copier machines.			✓	Per discussion, there are several companies through which the District has contracted for covering the maintenance and servicing of several copiers located in the District. This includes payment for ink. The maintenance and servicing of the copier machine is necessary and accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
329	150002408000200	Other Objects	600524	7/26/2005	SCANTRON CORPORATION	\$157.45		Payment for purchase of 1 carton of report card self mailer for Washington School. Per information provided, the SASI school system and report card were printed from the computer on to a mailer.		✓		The payment for report cards for self mailer for sending report cards to the students is reasonable and students are the beneficiary of the purchase.	
330	150002408000300	Other Objects	600525	7/26/2005	BOARD OF EDUCATION PETTY CASH	\$70.94		Payment for replenishing the petty cash. The board retains petty cash. No reimbursement over \$5 is given. It is typically for small purchases or reimbursements. Receipts are returned.		✓		Per discussion, the board office retains petty cash. No reimbursement over \$5 is given. It is typically for small purchases or reimbursements. It appears to be a reasonable expenditure.	

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331	1100023060 00400	Supplies and Materials	600526	7/26/2005	NJASA	\$1,100.00		Payment of membership fees to NJASA			✓	Per our discussion, as per the contract between BOE and Administrators, this membership fees is paid by BOE. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	What additional information is required?
332	1500024080 00300	Other Objects	600529	7/26/2005	JOSTENS, INC.	\$330.85		Payment for purchase of 50 cord double gold for Harrison High School to be used for graduation ceremony to distinguish honor graduates.			✓	Per discussion, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
333	1100026242 00400	Cleaning, Repair and Maintenance Services	600546	7/27/2005	GORMLEY, LORE, MURPHY INSURANCE AGENCY	\$59,890.90		Payment for renewal of various insurance policies for 2005-06. Policies include - Package, Workers Compensation, Errors and Omissions, Environmental, Excess Liability, Student Accident, Travel Accident, Business Administrator Bond and Treasurer Bond			✓	Insuring the properties and lives of the District is necessary and the payment reflects the renewal of the insurance policy. Accordingly the expenditure appears to be reasonable.	
334	1100026252 00500	Insurance	600546	7/27/2005	GORMLEY, LORE, MURPHY INSURANCE AGENCY	\$290,000.00		Payment for renewal of various insurance policies for 2005-06. Policies include - Package, Workers Compensation, Errors and Omissions, Environmental, Excess Liability, Student Accident, Travel Accident, Business Administrator Bond and Treasurer Bond			✓	Insuring the properties and lives of the District is necessary and the payment reflects the renewal of the insurance policy. Accordingly the expenditure appears to be reasonable.	
335	1540110060 00200	Supplies and Materials	600549	7/28/2005	CIRCLE SYSTEM GROUP	\$11,398.00		Payment for repairs/reconditioning of football equipments, gears, uniforms etc - an annual maintenance contract.			✓	Per our discussion, the football equipments are owned by the district and each year it is required to get all the gears checked and certified as safe for use. This includes repairs and purchase of new items. Accordingly the expenditure appears to be reasonable.	

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336	110002196000600	Supplies and Materials	600553	8/1/2005	PRO ED	\$55.00		Purchase of DTLA -4 Response Forms No. 8566 (Qty 2) for Child Study Team. Per information from the Department of Special Services: DTLA is a standardized test that is utilized by the LDTC as part of a child's comprehensive evaluation. Response forms are where the student's answers are recorded.		✓		DTLA is a standardized test and is a part of child's comprehensive evaluation so the expenditure is reasonable. The forms provide educational value and student's are the beneficiary of the purchase.	
337	150002406000300	Supplies and Materials	600555	8/1/2005	SCHOOL SPECIALTY, INC.	\$299.60		Purchase of BK Record (Qty 40), BK Plan Secondary (Qty 40) for Washington Elementary School. Per information provided, supplies needed by the classroom teachers (plan books, grade books, etc.) to keep track of student's progress and attendance.		✓		The expenditure incurred on supplies needed by classroom teachers is reasonable for smooth operation of the class. It helps student's to keep track of student's progress and attendance.	
338	150002406000300	Supplies and Materials	600556	8/1/2005	CLASSROOM DIRECT, COM	\$2,048.22		Purchase of Stationery items, writing pads and TV carts.			✓	Per discussion, the expenditure is for the school and appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
339	110002193200600	Purchased Professional - Educational Services	600565	8/8/2005	STANLEY J SIWEK, MD	\$350.00		Payment for evaluation examination on new hires.		✓		Per our discussion, it is mandatory for every new hire to have a medical evaluation prepared for which the cost is borne by the District. Accordingly, the expenditure appears to be reasonable.	
340	110002196000600	Supplies and Materials	600568	8/8/2005	ASPECT COMPUTER, INC.	\$585.00		Purchase of B/W LaserJet printer for Superintendent office		✓		Per our discussion with the BA, the vendor has a NJ State contract for supplying IT related hardware's including printers to State institutions. The printer was purchased for use in Superintendent's office and appears to be reasonable.	
341	110002624200400	Cleaning, Repair and Maintenance Services	600571	8/9/2005	ROBERT B. MYERS CO.	\$3,774.00		Payment for refinishing the gym floors at Harrison and Washington School. Cost includes materials and labor. The repairs are not done annually it is done as needed.		✓		Per discussion, the vendor has been refinishing and repairing gym floors of Harrison High School for a period of time. It is done as needed. It is not done annually. The expenditure is reasonable as students are the beneficiary.	

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342	1100023060 00400	Supplies and Materials	600575	8/10/2005	GEO FITNESS, INC.	\$1,084.00		Payment for purchase of fitness mats and videos for the physical education classes at Lincoln and Lincoln Annex school		✓		Per our discussion, these mats and videos were purchased as a combination package for the physical education classes. The students benefit directly from the items purchased. Accordingly the expenditure appears to be reasonable.	
343	1500024060 00100	Supplies and Materials	600576	8/10/2005	SPORTSTIME	\$894.86		Payment for purchase of sports equipments for Lincoln School.			✓	Per our discussion, these equipments are required for the physical fitness classes at the Lincoln School and benefits the students. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	If additional documentation is required the district will make every effort to comply
344	1500024080 00100	Other Objects	600577	8/10/2005	TCHOUKBALL	\$17.57		Payment for purchase of equipment used in Physical Education program and carries into Character Development. This game exercise helps train student to respect the space and movement of their peers.		✓		Per discussion, the purchase facilitated in enhancing the students learning to respect peers and space movement as part of physical education program. Accordingly, the expenditure appears to be reasonable.	
345	1500024060 00100	Supplies and Materials	600577	8/10/2005	TCHOUKBALL	\$537.40		Purchase of Tchoukball sport equipment ( Frame, MS Official Junior Game Ball, Drawing Rules, Handbook Beginner I, Videotape TB I, Tchoukball Start Kit/Junior) for Lincoln School in September 2005. This game exercise helps train student to respect the space and movement of their peers.		✓		Per discussion, the purchase facilitated in enhancing the students learning to respect peers and space movement as part of physical education program. Accordingly, the expenditure appears to be reasonable.	
346	1100023053 00500	Communications/Telephone	600581	8/16/2005	AVAYA, INC.	\$554.78		Payment for rental of phone equipment.		✓		Per discussion, the equipment was used to monitor boiler at High School. It connected to the Honeywell system for system warnings. Accordingly, the expenditure appears to be reasonable.	
347	1100023053 00500	Communications/Telephone	600582	8/16/2005	PURCHASE POWER	\$567.63		Payment to replenish postage meter in the board office.		✓		Per discussion, the payment was to replenish postage meter in the board office. The expenditure is reasonable for normal business function.	

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348	1500022260 00300	Supplies and Materials	600591	8/18/2005	EBSCO SUBSCRIPTION SERVICE	\$2,049.43		Purchase of various books: Biology, History, English, Geography and books of general nature like vogue, art education, car and driver, glamour, swimming world etc. The books were requested for Harrison High School Library. The books were ordered based on inputs from departments and students/student body.		✓		Per discussion, the books were purchased for the library and enhances students learning. Accordingly the expenditure appears to be reasonable.	
349	1100023060 00400	Supplies and Materials	600597	8/19/2005	URBAN SCHOOL SUPT. OF NEW JERSEY	\$3,500.00		Payment of dues of 2005-06 USSNJ Comprehensive Membership Dues for Abbott District - Tier I.		✓		Per discussion, the district is required to be a member and pay the membership fees for the Abbott District. Accordingly the expenditure appears to be reasonable.	
350	1100023053 00500	Communications/Telephone	600602	8/19/2005	PARADYNE CREDIT CORP.	\$623.00		Payment for Modem and Standalone mount leased from vendor for 08/16/2005 to 03/15/2006.		✓		Per our discussion with the BA, MODEM was used to monitor the Boiler systems. The MODEM was on lease and the lease was discontinued with the advent of new energy control system. Accordingly, the expenditure appears to be reasonable for the administration of the District.	
351	1100026142 00400	Cleaning, Repair and Maintenance Services	600607	8/22/2005	GERARD	\$2,800.00		Payment for purchase of Gas-powered golf cart with utility bed and a Steel cargo box. This is utilized to maintain the field and to carry various pieces of equipment.		✓		Per discussion, the cart was utilized to maintain the field and to carry various pieces of equipment. The expenditure is useful for maintaining school field. The expenditure is reasonable.	
352	1500024060 00100	Supplies and Materials	600609	8/23/2005	HERTZ FURNITURE SYSTEMS, INC.	\$310.00		Purchase of numbers 4 folding table for Lincoln School. The tables are utilized for displaying projects, meeting etc and used daily for the daily operations of the School.		✓		Per discussion, the quantity ordered reflected the need of the time. The tables are used in daily operations and accordingly appears to be reasonable.	
353	1500024080 00100	Other Objects	600612	8/24/2005	SCHUYLER PRINTING COMPANY	\$835.00			✓			Documentation not provided.	
354	1500024060 00300	Supplies and Materials	600620	8/26/2005	CLASSROOM DIRECT, COM	\$302.50		Purchase of Section Coat Locker (Qty 3) for @ 199.99 for Lincoln School for placing coats and items in classrooms.		✓		Per discussion, some classrooms do not have coat closets and these coat lockers help in storing of the coats. Accordingly, the expenditure appears to be reasonable.	

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355	110002614200400	Cleaning, Repair and Maintenance Services	600624	8/30/2005	STANS SPORT CENTER	\$5,485.00		Payment for purchase of portable goal posts to be used in public park after the town decided to sell the original playing field to investors.			✓	Per our discussion, the purchase was necessitated after the town sold the ground to investors. The school started using public park and required 'portable' goal posts. The school would be using this at the new facility once the new school starts operating. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	As explained, the district was utilizing the local park for sports activities and needed to purchase the portable goal posts. These goal posts are now utilized in the new facility area
356	110002614200400	Cleaning, Repair and Maintenance Services	600629	8/30/2005	J & J COMPRELLI INC.	\$15,627.00		Payment for repairing, fabricating and building to property of the District.		✓		Per discussion, the repairs to the building were reasonable for the safety of the students. Accordingly the expenditure appears to be reasonable.	
357	110002624200400	Cleaning, Repair and Maintenance Services	600636	9/6/2005	A. PAWLOWICZ	\$4,260.00		Payment for spackling, patching and painting done in Lincoln Annex.		✓		Per discussion, painting and repairing of the Lincoln Annex is required for the normal operations of the school. Accordingly the expenditure appears to be reasonable.	
358	110002624200400	Cleaning, Repair and Maintenance Services	600637	9/7/2005	HONEYWELL INC.	\$25,102.00		Payment for repairing to the Air Conditioning system in auditorium, Class rooms and offices. Payment also includes charges for automation. Labor charges are included. Charges also include operating charges for 2006-07 year. Charges for automation are from Jan'06 to Jun'06.		✓		Per discussion, the expenditure incurred for repairing to air conditioning system and its automation were necessary and appears to be reasonable.	
359	110002306000400	Supplies and Materials	600642	9/7/2005	N.J. PRINCIPALS AND SUPERVISORS ASSOC.	\$750.00		Payment of dues of New Jersey Principals and Supervisors Association for Superintendent Office.			✓	Per discussion with the BA, payment of membership dues is part of the contractual agreement and appears to be reasonable. NJPSA is a professional association dedicated to the improvement of the quality of teaching and learning in NJ. The members benefit from the professional development opportunities provided by the association. However due to lack of supporting documentation, it is deemed inconclusive.	As stated it is part of the contract that the Board of Education pay for the association dues for Principals and Superintendent. If further discussion is needed the district is available

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360	110002624200400	Cleaning, Repair and Maintenance Services	600643	9/7/2005	CASPR LIBRARY SYSTEMS	\$450.00		Payment for Technical Software Support Maintenance-Library World Silver for Harrison High School.		✓		Per our discussion with the BA, the software is a library database that maintains student lending data, book catalog, overdue notices and barcodes. Data can be exchanged between the town library system and the HHS system. The software is not under the purview of the IT department. Accordingly, the expenditure appears to be reasonable in administering the library at the District.	
361	150002408000300	Other Objects	600653	9/7/2005	BECKER'S SCHOOL SUPPLIES	\$32.06		Purchase of various stationery items like pencil cutouts, amazing work, 4 color set expo dry erase markers and snippy original scissors. The purchase was requested for Lincoln School.		✓		The expenditure is reasonable as the purchased stationery items are reasonable for normal functioning of school business.	
362	150002408000300	Other Objects	600654	9/7/2005	BECKER'S SCHOOL SUPPLIES	\$92.94		Payment made for natural Kraft wrapper paint		✓		Per our discussion, these materials were purchased for the arts & crafts class. This is part of the kindergarten curriculum. The items benefit the students directly and accordingly appear to be reasonable.	
363	110002614200400	Cleaning, Repair and Maintenance Services	600659	9/8/2005	MR. JOHN, INC.	\$7,479.70		Payment for renting toilet facility for athletic practices.		✓		Per discussion, the district rented a toilet facility for athletic purposes. There were no toilet facilities at the time. The expenditure is reasonable as it is useful to the students.	
364	110002906000500	Supplies and Materials	600667	9/8/2005	DAVE & RAY	\$718.83		Purchase of food from Gourmet (Top Shelf).	✓			Purchase of food for Board members does not benefit the students and therefore it is deemed discretionary.	
365	150002408000300	Other Objects	600672	9/12/2005	SCHOOL SPECIALTY, INC.	\$7.10		Payment for purchase of school supplies		✓		Purchase of school supplies like folders, staplers, chalks, etc are reasonable for the overall objective of the school.	

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366	1500021860 00300	Supplies and Materials	600683	9/12/2005	KEARNY HIGH SCHOOL	\$200.00		Payment of co-sponsor fees for 2005 Higher Ed night organized at Kearny High School. The fees was paid for Harrison High School. The Higher Ed night provides opportunity for juniors and seniors will have the opportunity to meet with representatives of various schools, colleges and the military services.		✓		The expenditure on fees paid for Higher Ed Night for 2005-06 is useful and beneficial for students so it is a reasonable expenditure.	
367	1500022260 00300	Supplies and Materials	600685	9/12/2005	POLSKY STORE	\$554.90		Purchase of Newspapers Star Ledger, Jersey Journal, USA Today, Bergen Record, New York Times for Harrison High School Library from September 2005 to 16th June 2006. The newspaper are kept in the library and helps in keeping the students update with current items.		✓		Per our discussion, the newspapers help in updating the students on current events on a daily basis. Accordingly, the expenditure appears to be reasonable.	
368	1500022260 00300	Supplies and Materials	600687	9/12/2005	SAYMAR INDUSTRIES	\$2,457.95		Purchase of Black Ink for Duplicator Model (Qty 10), Masters for Duplicator Model (Qty 10)		✓		Per discussion, there are several companies through which the District has contracted for covering the maintenance and servicing of several copiers located in the District. This includes payment for ink. The maintenance and servicing of the copier machine is necessary and accordingly the expenditure appears to be reasonable.	
369	1100029060 00500	Supplies and Materials	600690	9/13/2005	AMERICAN FLAG COMPANY	\$296.96		Purchase of 3'x5', 4'x6' and 8'x12' American Flag for Harrison Board of Education.		✓		Per discussion, the BoE purchases American flags to replenish the flags that fly in various school buildings. The expenditure is reasonable.	
370	1100023033 90400	Other Professional Services	600702	9/14/2005	BD OF ED PAYROLL AGENCY ACCT.	\$1,737.34		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	

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371	151901003200300	Purchased Professional - Educational Services	600704	9/14/2005	NINO'S RESTAURANT	\$1,774.15		Payment for lunch for Peer Leadership		✓		Per discussion, the invoice is for a period of 3 months and is for the lunch provided during the meeting conducted during the lunch hour. The students meet to discuss the substance abuse and other reasonable programs. Food acts as an incentive for students and the district benefits from the coordination and contribution from students. The expenditure appears to be reasonable.	
372	110002305900500	Miscellaneous Purchased Service	600705	9/15/2005	THE HARRISON LEARNING CENTER	\$2,499.24		Payment for 45 pre-school students 2005-06 Abbot Program and Recoup 2004-05. The expenditure is tuition reimbursement to the Study Hall, local learning center. The learning center provides service to the Early Childhood Program. The payments are based on the DOE state approved budget for each center i.e. pupil cost.		✓		Per discussion, the District reimburses the cost of tuition for children studying at these learning centers. A State issued contract exists and the District pays according to the rate decided by the State. The District sends the students at these centers because it does not have enough facilities for the education. Accordingly, the expenditure appears to be reasonable.	
373	110002305900500	Miscellaneous Purchased Service	600707	9/15/2005	THE KIDZ ACADEMY	\$2,895.15		Payment for 60 pre-school students May 2006 payment. Recoup balance 2004-05 funds. The expenditure is tuition reimbursement to the Study Hall, local learning center. The learning center provides service to the Early Childhood Program. The payments are based on the DOE state approved budget for each center i.e. pupil cost.		✓		Per discussion, the District reimburses the cost of tuition for children studying at these learning centers. A State issued contract exists and the District pays according to the rate decided by the State. The District sends the students at these centers because it does not have enough facilities for the education. Accordingly, the expenditure appears to be reasonable.	
374	110002305900500	Miscellaneous Purchased Service	600708	9/15/2005	THE STUDY HALL	\$894.10		Payment for 75 pre-school students and recoup balance of 2004-05. The expenditure is tuition reimbursement to the Study Hall, local learning center. The learning center provides service to the Early Childhood Program. The payments are based on the DOE state approved budget for each center i.e. pupil cost.		✓		Per discussion, the District reimburses the cost of tuition for children studying at these learning centers. A State issued contract exists and the District pays according to the rate decided by the State. The District sends the students at these centers because it does not have enough facilities for the education. Accordingly, the expenditure appears to be reasonable.	

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375	1100021960 00600	Supplies and Materials	600714	9/16/2005	NJASSW	\$110.00		Payment towards conference registration to NJASSW fall conference 2005 "Helping Children Manage Stress and Anger" for Child Study Team. Per information provided the conference registration for school social worker is a part of continuing staff development as outlined in annual PIP.		✓		The expenditure seems reasonable as the training of the staff is important and increases educational value for the students.	
376	1100023060 00400	Supplies and Materials	600719	9/16/2005	MUSIC IS ELEMENTARY	\$585.00		Purchase of 300 (flutes) Sopranos recorders with zipper case.		✓		Per our discussion, the expense was incurred to purchase 300 flutes for the music class. This is part of the school curriculum and directly benefits the students. Accordingly the expenditure appears to be reasonable.	
377	1500024080 00100	Other Objects	600720	9/16/2005	WEST MUSIC	\$6.75		Payment made for classroom recorder and ground commercial		✓		Purchase of items used for teaching instruction. The expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	if further discussion is required we are available
378	1519010032 00300	Purchased Professional - Educational Services	600723	9/16/2005	CHASE MUTUAL	\$1,000.00		Payment for two day training at Trout Lake Retreat camp for 26 students. These camp establishes annual program goals, plan annual projects, develop group norms, teach problem solving, communication and refusal skills and promote group bonding and is linked to the Youth Empowerment Strategies (YES) program. See PO 601059 and PO 500906 for additional comments.		✓		Per discussion, the expenditure appears to be reasonable as it helps in overall development of students	
379	1100029060 00500	Supplies and Materials	600725	9/26/2005	BAGEL BISTRO	\$42.93		Purchase of Bagels/cheese for administrative meeting on September 27 2005.		✓		Per discussion, the meeting was held for all administrative staff. Refreshments were ordered as the meeting was very intensive and lengthy. The amount appears to be reasonable	

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380	110002906000500	Supplies and Materials	600727	9/26/2005	PETER B HIGGINS	\$3,558.60		Payment for annual membership fees to NJASBO. Reimbursement of hotel expenses to attend the annual meeting of the Business Officials conducted by the State.		✓		The association is important as it serves to provide a link between the State and various department and the School Business Officials. Additionally this serves as a networking event to understand initiatives at other schools. Accordingly the expenditure appears to be reasonable.	
381	110002306000400	Supplies and Materials	600746	9/26/2005	POOL OPERATION	\$265.00		Registration fee for Certified Pool Operator course held on October 5 and 6, 2005.		✓		Per discussion, the district requires a certified pool operator to monitor the chemicals and operation of the High School Pool. The expenditure is reasonable.	
382	110002306000400	Supplies and Materials	600751	9/26/2005	PITNEY BOWES	\$224.36		Purchase of 4 ink cartridges on September 27, 2005 for the Superintendent's Office.		✓		Per discussion, the ink cartridges are used in printing documents and helps in the administration of the District. Accordingly, the expenditure appears to be reasonable.	
383	110002624200400	Cleaning, Repair and Maintenance Services	600754	9/27/2005	COSKEY ELECTRONIC SYSTEMS	\$440.00		Payment for programming new bell schedule for 2005-06 academic year. Charges include Labor and Travel.		✓		Per discussion the bells are reset each time due to daylight savings. The expenditure is reasonable.	
384	154021006000300	Supplies and Materials	600757	9/27/2005	VARSITY CLEANERS	\$1,013.75		Payment for cleaning of uniforms. The amount paid by two checks: 79 pieces comprising Pants, Sport Jacket, Pants, Jacket: 160 pieces comprising outjacket, pants, shirts, skirts etc. Per information provided, the uniform was of High School Marching Band.		✓		The expenditure seems reasonable as the uniform is for high school marching band. The expenditure is beneficial for the students.	
385	110002624200400	Cleaning, Repair and Maintenance Services	600770	9/27/2005	R & J CONTROLS, INC.	\$1,179.31		Payment for preventive maintenance of the Generator, Engine, Safties, Condition and Automatic transfer switch. Payment also includes material expenses.		✓		Payment for maintenance of equipments installed at the school is reasonable for the safety and smooth running of the equipment.	
386	110002305300500	Communications/Telephone	600771	9/27/2005	PITNEY BOWES	\$105.89		Payment for postage by phone meter rental for period 07/01/05 to 09/30/05			✓	Per discussion, the meter for renting the postage meter is required for the normal operations of the school District. The expenditure appears to be reasonable. However Sales tax was paid by the District and accordingly, we have deemed it inconclusive.	Sales tax was paid in error and we have taken care of the situation

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387	15402100600300	Supplies and Materials	600773	9/28/2005	BD OF ED ATHLETIC OFFICIALS ACCT.	\$4,000.00		Payment to officials for each athletic event.		✓		Per discussion, the athletic account is utilized to pay officials for each athletic event. The account is maintained in the board office and the time sheet is approved by the Director of Athletics. The expenditure appears to be reasonable.	Time sheets are available/vouchers provided by the athletic director. No payment is given to any official without a proper voucher and signed by the athletic director
388	15000222600300	Supplies and Materials	600781	9/28/2005	WORLD BOOK, INC.	\$645.00		Purchase of world book for library, with online access		✓		Book has been purchased with online access for the library. This expense seems to be reasonable for the overall objective of the school	
389	151901003200300	Purchased Professional - Educational Services	600803	9/30/2005	JOAN MC NICHOL	\$1,014.39		1. Reimbursement for Katrina Bracelets peer service project, Supplies for peer and Sankofa overnight training, Curriculum guides and films for October 17 faculty inservice. 2. Reimbursement for office supplies and peer leadership. Per information provided, The curriculum guide and film were shown by the SAC to the faculty as part of the annual inservice on bullying prevention. The is done to eradicate school violence.		✓		The expenditure is beneficial to the students so it is a reasonable expenditure.	
390	110002306000400	Supplies and Materials	600804	9/30/2005	STAPLES, INC.	\$138.53		Purchase of Epson Black Ink, Color Ink for printers (Qty 5) for Superintendent's Office in October 2005.		✓		Per discussion, the toners are used in the Superintendent office and used in printing and is required in the administration of the District. Accordingly the expenditure appears to be reasonable.	
391	110002624200400	Cleaning, Repair and Maintenance Services	600811	10/4/2005	HALIFAX CORPORATION	\$286.00		Payment for 2 IBM electric typewriter rental for period 03/01/06 to 02/28/07 and 10/01/05 to 09/30/06.		✓		Per discussion, the service contract covered the electronic typewriters in use at the Board Office. We are made to understand that due to the age of the type writers, the District decided to discontinue the contract. The typewriter is located at the Board office. Accordingly the expenditure appears to be reasonable.	
392	110002306000400	Supplies and Materials	600814	10/4/2005	HUDSON COUNTY GIFTED & TALENTED	\$200.00		Payment of dues for Hudson County Gifted and Talented Association for Year 2005/06 for Harrison High School.		✓		Per discussion, the payment reflects the cost for the Special Needs students of Harrison District. Accordingly the expenditure appears to be reasonable.	

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393	15402100600300	Supplies and Materials	600822	10/5/2005	DEAN GASSER	\$375.00		Payment for police security for girls and boys soccer team. The fees charged was \$75 per match.			✓	The expenditure seems essential for the safety of girls and boys soccer team. However due to lack of supporting documentation, it is deemed inconclusive.	If further discussion is required the Superintendent, Athletic Director and Business Administrator can be available
394	110002624200400	Cleaning, Repair and Maintenance Services	600824	10/5/2005	TOM LUTRARIO	\$2,129.00		Payment for repairing, installation and cleaning of air-conditioning system at High, Lincoln and Washington School.		✓		Per discussion, the expenditure for repairing air condition system is reasonable.	
395	110002624200400	Cleaning, Repair and Maintenance Services	600825	10/5/2005	STEWART INDUSTRIAL, INC.	\$308.51		Payment for 2 quarters for copy maintenance including parts from 06/30/05 to 12/31/05.		✓		Per discussion, the copier charges for the machine located at the Board office. Making copies is required for the administration of the District and accordingly, the expenditure appears to be reasonable.	
396	110002906000500	Supplies and Materials	600830	10/7/2005	CHRISTINE SCARPA	\$763.00		Payment to BA for replacing phones, travel and roundtable expenses, travel to action data, NJ dept. of education, expense related to NAASBO seminar on affirmative action and expenditure related to NSSBA convention.		✓		Per discussion the expenditure were required by the BA to fulfill her duties. Accordingly the expenditure appears to be reasonable.	
397	110002305300500	Communications/Telephone	600834	10/7/2005	U.S. POSTAL SERVICE	\$400.00		Payment for replenishing the postage meter at Lincoln school.		✓		Per discussion, postage is essential for the administration of the District and for communication with parents. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	further discussion can take place if needed. Postage is needed for mailing out letters to parents and students
398	110002624200400	Cleaning, Repair and Maintenance Services	600842	10/12/2005	CANON BUSINESS SOLUTIONS	\$172.62		Payment for photo copies. Amount is charged based on a running meter. Invoice dated 10/05/05		✓		Per discussion, the copier is used in duplicating the copies and in the administration of the District. Accordingly, the expenditure appears to be reasonable.	
399	150002186000300	Supplies and Materials	600844	10/12/2005	BASTOS BOOK COMPANY	\$319.66		Purchase of 25 Cambridge pocket dictionaries Spanish-English and English-Spanish (flexi cover). The dictionary was requested for Harrison High School. The dictionary is used as a reference during the AP Spanish examinations.		✓		Per discussion, the dictionary serves as a reference material during the examinations and directly benefits the students. Accordingly, the expenditure appears to be reasonable.	

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400	151901003200100	Purchased Professional - Educational Services	600855	10/12/2005	KAREN E NORMAN	\$1,000.00		Workshop grades - K-5. Guided reading and writing as part of professional development.		✓		Per our discussion, the vendor provides professional development course on literacy and provides certain hours of her services. The District is required to have professional development programs for the teacher. Accordingly, the expenditure appears to be reasonable.	
401	150002186000300	Supplies and Materials	600857	10/12/2005	PSAT/NMSQT	\$901.00		Payment of 2005 Preliminary Scholastic Aptitude Test fees for Harrison High School for 75 students of XI and X grade. The District is required to make the payment for the fees.		✓		Per discussion, the exam fees is required to be paid by the District. Accordingly, the expenditure appears to be reasonable.	
402	110002906000500	Supplies and Materials	600861	10/12/2005	TRUMP TAJ MAHAL	\$1,430.00			✓			Documentation not provided.	
403	110002906000500	Supplies and Materials	600868	10/13/2005	ENZO DELICATESSIN	\$380.51		Purchase of food and beverages used during board meetings.	✓			Food expenditure for Board members does not benefit the students and therefore the expenditure is deemed discretionary.	
404	151901003200300	Purchased Professional - Educational Services	600878	10/14/2005	MICHAEL MARKOWITZ	\$7,250.00		Payment for counseling students.		✓		Per discussion, the counseling sessions are part of the Substance Abuse prevention program and helps to counsel students going through acute stress, etc. The program benefits the students and accordingly appears to be reasonable.	
405	110002305300500	Communications/Telephone	600889	10/17/2005	VERIZON WIRELESS	\$2,679.37		Payment for wireless charges for the District.		✓		Per discussion, the expenditure is necessary for the administration of the district. Accordingly the expenditure appears to be reasonable.	
406	110002624200400	Cleaning, Repair and Maintenance Services	600914	10/21/2005	NEWARK MOTORCYCLE, INC.	\$149.35		Paid for servicing the lawnmower		✓		This expenditure is reasonable to maintain the school premises in good condition	
407	150002406000300	Supplies and Materials	600917	10/24/2005	PROGRESS PRINTING	\$1,583.00		Purchase of Stamped Envelopes for Harrison High School (Qty 2500). The envelopes are used in communication with the parents and for the District administration.		✓		Per discussion, the envelopes are needed for communication with parents/guardians and for other District's business purposes. Accordingly, the expenditure appears to be reasonable.	

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408	110002624200400	Cleaning, Repair and Maintenance Services	600919	10/24/2005	ANTHONY PATERNO, INC.	\$4,750.00		Payment for cleaning all boilers (fire and water), site prepared for inspection and return to close inspection.		✓		Per discussion, the boilers in each school building are cleaned and then inspected by the insurance company. It is a requirement that all boilers be inspected once per year. This is a reasonable expenditure.	
409	110002306000400	Supplies and Materials	600953	11/1/2005	MEADOWLANDS ENVIRONMENTAL CENTER	\$63.00			✓			Documentation not provided.	Meadowlands environment center is an annual class trip taken by the students
410	110002306000400	Supplies and Materials	600954	11/1/2005	MEADOWLANDS ENVIRONMENTAL CENTER	\$81.00		Visit to "the environment through artists eyes" exhibition for 9 students.		✓		The visit to the center is part of an annual trip taken by students and approved by the Board. The trip is part of the curriculum. Accordingly, the expenditure appears to be reasonable.	
411	110002906000500	Supplies and Materials	600965	11/2/2005	MATTHEW BENDER & CO., INC.	\$204.68		Payment for Lexis Nexis account fees for Harrison Board of Education.		✓		Per discussion, the vendor provides a loose-leaf service that gives an update to Department of Education Administrative Codes for Board Office and Superintendents office. The expenditure appears to be reasonable.	
412	154021006000300	Supplies and Materials	600970	11/7/2005	MICHAEL A SANTUCCI	\$75.00		Payment for police security for the soccer team. The fees charged was \$75 per match. The matches were played between Harrison and Whippany Part State Tourney Soccer.			✓	The expenditure seems essential for the safety of the soccer team. However due to lack of timesheet of other supporting documentation, it is deemed inconclusive.	further discussion can take place
413	110002906000500	Supplies and Materials	600971	11/7/2005	SCHUYLER PRINTING COMPANY	\$600.00		Purchase of special window check envelopes printed black laser ink with security tinted inside (Qty 5000) for Harrison Board of Education.		✓		Per discussion the window envelopes are used in sending checks to vendors and is required for administration of the District. Accordingly the expenditure appears to be reasonable.	
414	110002624200400	Cleaning, Repair and Maintenance Services	600976	11/7/2005	TOWN OF HARRISON - CURRENT FUND	\$260.00		Payment to the Town of Harrison for the mandatory inspection of the elevators of the elevators at Lincoln and Harrison High School		✓		Amount paid for elevator inspection is reasonable for the overall safety of the school.	
415	110002906000500	Supplies and Materials	600985	11/9/2005	STAPLES, INC.	\$1,252.99			✓			Documentation not provided.	
416	150002408000100	Other Objects	600986	11/9/2005	KEARNY BUSINESS MACHINES	\$128.88		Payment for purchase of markers and other office supplies.		✓		Per discussion, the supplies of markers and index cards were utilized for First grade. Accordingly the expenditure appears to be reasonable.	
417	150002406000100	Supplies and Materials	600986	11/9/2005	KEARNY BUSINESS MACHINES	\$10.00			✓			Documentation not provided.	

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418	110002624200400	Cleaning, Repair and Maintenance Services	600989	11/11/2005	CANON BUSINESS SOLUTIONS	\$266.96		Payment for photo copies. Amount is charged based on a running meter. Invoice dated 11/05/05. Amount also charged for supplies.		✓		Per discussion, the copier is used in duplicating the copies and in the administration of the District. Accordingly, the expenditure appears to be reasonable.	
419	150002406000300	Supplies and Materials	600993	11/15/2005	VICTORS HOUSE OF MUSIC-C	\$735.00		Payment for repair of various musical instruments like Armstrong ARM 308 Piccolo, Bundy Alto Sax, Vito Tenor Sax music instruments for Harrison High School.		✓		The expenditure on repairing musical instruments seems reasonable as the students are the beneficiary. Also the expenditure is also useful for the students.	
420	110002624200400	Cleaning, Repair and Maintenance Services	601004	11/18/2005	HANDI-LIFT, INC.	\$436.00		Payment for purchase and installation of 2 6volt 20 amp gel cell battery and 1 warning label.		✓		Per discussion, the items purchased are used in the equipment used by physically challenged students. Accordingly the expenditure appears to be reasonable.	
421	110002306000400	Supplies and Materials	601007	11/21/2005	PITNEY BOWES	\$62.37		Purchase of double postage tape sheets (2 boxes-150 per box) for the Superintendent's Office.		✓		Per discussion, the purchase of tape sheets is required for the administration of the district. Accordingly the expenditure appears to be reasonable.	
422	110002624200400	Cleaning, Repair and Maintenance Services	601017	11/22/2005	ALL COUNTY RENTAL SALES SERVICE	\$384.89		Payment for servicing to the John Deere-Snow Blower.		✓		Per discussion, the payment was for services for the snow blower. The snow blower is the property of the district. The expenditure is reasonable.	
423	110002624200400	Cleaning, Repair and Maintenance Services	601027	11/22/2005	TOWN OF HARRISON - CURRENT FUND	\$500,000.00		Payment for annual rental to the Town of Harrison for the use of Stadium and Community Center. It also covers the share of certain services such as ground maintenance, garbage pick up, etc.		✓		Per discussion, the District runs a pre-school program at the community center for which it has to pay a rent. The district also uses the stadium and is thus required to pay the rent. The facilities are directly used by the District and the students. Accordingly the expenditure appears to be reasonable.	The Town and the School Board has an interlocal agreement for shared services. In addition, the Board passes by way of resolution the approval. The town and the Board share services i.e. snow removal, painting, electrical, garbage pickup, grounds maintenance, rental on community center etc.
424	110002193200600	Purchased Professional - Educational Services	601032	11/23/2005	SCHOOL BASED THERAPY SERVICE	\$1,050.00		Payment to occupational therapist services		✓		Payment to occupational therapist directly benefits the students	
425	150002406000300	Supplies and Materials	601035	11/23/2005	SCHOOL SPECIALTY, INC.	\$205.29		Purchase of laser printer labels (Qty 5) and Highland Tape (Qty 24) for Harrison High School. The labels are used in the main office.		✓		Per discussion, the labels are used in communication and other administration use by the District. Accordingly, the expenditure appears to be reasonable.	
426	150002406000300	Supplies and Materials	601047	11/29/2005	TOWN OF HARRISON POSTMASTER	\$148.00		Purchase of 130f and 250a stamps for use in main office of Harrison High School.		✓		Per discussion, the stamps are used for communications from the main office. Accordingly, the expenditure appears to be reasonable.	

Transaction Detail								Analysis Performed	Results of Analysis				
Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
427	151901003200300	Purchased Professional - Educational Services	601059	12/1/2005	YES, INC.	\$12,600.00		Payment for Peer Leadership/Sankofa Training installments. Per information provided, Youth Empowerment Strategies (YES) is an outside consultant partnership who in conjunction with the SAC provides biweekly trainings for students in SANKOFA and Peer Leadership program. In conjunction with the SAC, YES facilitates annual overnight or extended day training camp experiences for students in SANKOFA, Peer Leadership and REBEL. Approximately 110 students benefit annually from this training.		✓		Per discussion, the expenditure benefits the student directly in their overall development and accordingly appears to be reasonable.	
428	110002624200400	Cleaning, Repair and Maintenance Services	601066	12/2/2005	VIS FLORIST	\$253.00		Purchase of flowers	✓			Floral arrangements do not improve student learning; the expenditure is not necessary for the success of the program or initiative. Accordingly, the expenditure is deemed discretionary.	The purchase of flowers for either a play, graduation is an integral part of the program.
429	110002906000500	Supplies and Materials	601067	12/2/2005	MERCER OLIVER WYMAN	\$5,000.00		Payment for professional services by an actuary to attest as per RDS requirement of the federal government.		✓		Per our discussion, there was a requirement by the federal government for attestation by an actuary for the RDS application to get employer subsidy from the federal government. Accordingly, the expenditure appears to be reasonable.	
430	110002614200400	Cleaning, Repair and Maintenance Services	601068	12/2/2005	TOWN OF HARRISON-CURRENT FUND	\$5,221.03		Payment to Town of Harrison for Police officer's duty at School Sporting events on 11/18/05 and 12/2/05.		✓		Per discussion, the district and the board requires a police officer at every sporting event. It is budgeted, It is for the safety and security of students and spectators. The expenditure is reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive	Comments	District Response
431	151901003200300	Purchased Professional - Educational Services	601069	12/5/2005	PARTY KING ENTERTAINMENT	\$2,995.00		Payment for project graduation 2006. The payment included a deposit and final payment for project graduation. Project Graduation is an "alternate activity" as designated by the office of substance abuse prevention. It prevents substance abuse from happening among high school seniors on graduation night. Voluntary attendance was above 90% for the graduating class. Sweatshirts were purchased because the facility offered ice skating. The temperature in the ice skating tiring is cold so sweatshirts are preferable than customary T-Shirts.		✓		The expenditure is reasonable as the student's are the beneficiary of the purchased services and products.	
432	110002303390400	Other Professional Services	601073	12/14/2005	SAMUEL KLEIN AND CO.	\$73,825.00		Payment for attendance at Board Meetings, Board of School estimate meetings including public hearing of School Budget and the presentation of the Audit for the year 2004-05.		✓		Per discussion, the firm is appointed in a Board meeting and falls under the 'exempted services' which does not require competitive bidding. Auditing is required for the audit of financial statements to comply with government guidelines. Accordingly the expenditure appears to be reasonable.	
433	110002306000400	Supplies and Materials	601076	12/14/2005	CELIA MARIANO	\$290.54		Reimbursement of coffee supplies expenses for the Superintendent's office.	✓			The expenditure does not appear to be reasonable expenditure. It does not add value to the education of the students. Accordingly, the expenditure is deemed discretionary.	Both the Superintendents office and the office of the Board of Education serve as meeting places for parents/staff etc.
434	150002226000300	Supplies and Materials	601083	12/14/2005	CANON BUSINESS SOLUTIONS	\$664.00		Purchase of 4 E40 Cartridge for Canon PC 940 Copier and 4 Canon type E Transparencies Letter 8.5X11 for Harrison High School Library.		✓		Per discussion, these cartridges are used in the library and the cartridges are kept in the library. The cartridges are purchased on a need basis. The expenditure helps in the administration of the library. Accordingly, the expenditure appears to be reasonable.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
435	110002614200400	Cleaning, Repair and Maintenance Services	601097	12/15/2005	J & J COMPRELLI INC.	\$2,325.00		Payment for plastering and repairing the walls in the hallway at Cross St. entrance to Lincoln School.		✓		Per discussion, safety of the students were of prime concern when the plasters were falling. The District had it repaired from the vendor. Accordingly the expenditure appears to be reasonable.	
436	110002303390400	Other Professional Services	601111	12/20/2005	BD OF ED PAYROLL AGENCY ACCT.	\$1,737.34		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
437	110002906000500	Supplies and Materials	601122	12/22/2005	ANTHONY COMPRELLI	\$763.98		Payment for meeting expenses.		✓		Per discussion, it is an expense to attend the annual Hudson County School Boards meeting. Presentations were made by State Dept. officials who provided inservice and staff development for Board members as required by State. The amount appears to be reasonable.	
438	150002406000300	Supplies and Materials	601145	1/5/2006	BOARD OF EDUCATION PETTY CASH	\$114.61		Payment to replenish petty cash account. Petty cash is used for payments not above \$5.		✓		Per discussion, petty cash is used for small items not over \$5. This is required for the administration of the School District. Accordingly the expenditure appears to be reasonable.	
439	110002303390400	Other Professional Services	601154	1/6/2006	BD OF ED PAYROLL AGENCY ACCT.	\$1,737.34		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
440	110002193200600	Purchased Professional - Educational Services	601192	1/17/2006	RALPH D AGOSTINO, MD	\$150.00		Payment for evaluation examination and narrative report on a new hire		✓		Per our discussion, it is mandatory for every new hire to have a medical evaluation prepared for which the cost is borne by the District. Accordingly, the expenditure appears to be reasonable.	

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441	1100023033 90400	Other Professional Services	601193	1/17/2006	THE MURRAY LAW FIRM	\$9,052.00		Payment for researching, drafting, revising, corresponding with arbitrators and litigation services. 2 invoices cover the period from April'05 to April'06 and 1 invoice is for Jan'06.		✓		Per our discussion earlier, The law firm was appointed at the re-organization meeting. The BA had informed that the District undertakes professional services from this firm as 14 districts have filed a common suit against the State. This helps to reduce the litigation expense at each district. Accordingly the expenditure appears to be reasonable.	
442	1100023060 00400	Supplies and Materials	601203	1/19/2006	HUDSON COUNTY ALLIANCE OF TEEN ARTISTS	\$200.00		Payment to cover the cost of the Hudson County Alliance of Teen Artists Festival 2006 by the Superintendent's Office.			✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	further discussion can take place if necessary
443	1100026242 00400	Cleaning, Repair and Maintenance Services	601211	1/23/2006	T.H. HAMMERL, INC.	\$487.60		Payment for repair to Electric Basketball scoreboard		✓		Repairing the electronic scoreboard is reasonable for the overall objective of the school.	
444	1100023053 00500	Communications/Telephone	601220	1/26/2006	AT & T	\$13.48		Payment of final bill to AT&T. Account subsequently closed. Invoice dated 12/25/05.		✓		Per discussion, the District discontinued the services from AT&T as the call charges were higher. They entered into a new contract with a new service provider. Payment of telephone charges is required for the running of the operations of the district. Accordingly the expenditure appears to be reasonable.	
445	1100029060 00500	Supplies and Materials	601222	1/26/2006	NJ ASSO. OF SCHOOL BUSINESS OFFICIALS	\$100.00		Payment for seminar fee for "Budget Preparation and the Budget Statement" for NJ Association of School Business Officials for the BA.		✓		Per discussion , the expenditure is reasonable for normal school business.	
446	1500024080 00200	Other Objects	601239	1/31/2006	KEARNY SHOP-RITE	\$353.10		Payment for miscellaneous food items purchased during CAPA visit	✓			Despite special instructions from the State to provide food to the visiting officials, the expenditure does not directly benefit the student. CAPA team reviews the title 1 school under the No Child Left Behind Federal Grant. The District was requested to provide them with food during their visit. Food items are not necessary and accordingly the expenditure is deemed discretionary.	The district was informed that they HAD TO provide lunch for the State CAPA Team that came to evaluate the district.

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447	1100029060 00500	Supplies and Materials	601242	2/1/2006	HUDSON COUNTY SCHOOL BOARD ASSN.	\$393.00		Payment for meeting expenses for Hudson County School Board Association. The meeting was general membership meeting "where are your students now"		✓		Per discussion, it is mandatory to be a member of the NJ Association of School Boards. The meeting is held once in 2 months and attending is required. Accordingly the expenditure appears to be reasonable.	
448	1100026242 00400	Cleaning, Repair and Maintenance Services	601246	2/2/2006	HUDSON AND BERGEN CO.	\$1,320.00		Payment for purchase of 9 window shades and 12 window shades cloth for Lincoln School		✓		Per discussion, all the classrooms have shades. The expenditure is reasonable.	
449	1100023033 90400	Other Professional Services	601249	2/2/2006	BD OF ED PAYROLL AGENCY ACCT.	\$1,737.34		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
450	1100029060 00500	Supplies and Materials	601253	2/2/2006	PAT GERRIS	\$108.25		Payment for expenses for lunch for state visit. Per information provided, the expense is mandated by the state , supplies and lunch for CAPA team.	✓			Despite special instructions from the State to provide food to the visiting officials, the expenditure does not directly benefit the student. CAPA team reviews the title 1 school under the No Child Left Behind Federal Grant. The District was requested to provide them with food during their visit. Food items are not necessary and accordingly the expenditure is deemed discretionary.	The State informed the district that it was required to provide lunch to the State CAPA team
451	1100026242 00400	Cleaning, Repair and Maintenance Services	601255	2/2/2006	TOM LUTRARIO	\$1,270.00		Payment for repairs to coolers and refrigeration equipments at Washington School, Annex, Stadium, Ice Machine, and Office meeting room.		✓		Expenditure for repairing air condition system appears reasonable is essential.	
452	1500024060 00300	Supplies and Materials	601268	2/3/2006	BOARD OF ED. ATHLETICS OFFICIAL ACCT.	\$8,000.00		Payment to replenish Board of Education Athletics Account.			✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	The officials do not receive any payment unless the Athletic director gives the Board Office a sheet with the list of games and officials for that particular day
453	1100023060 00400	Supplies and Materials	601274	2/7/2006	PROGRESS PRINTING	\$200.00		Purchase of stationery items: 2000 numbers letterhead envelopes for the Superintendent.		✓		Per discussion, the letterhead envelopes are required for communication. Accordingly, the expenditure appears to be reasonable.	

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454	15402100600300	Supplies and Materials	601276	2/7/2006	BERGEN COUNTY TECHNICAL SCHOOLS	\$175.00		Payment of dues for the fees for the 2006 season for Northern New Jersey Interscholastic Volleyball League. The purchase was requested for Harrison High School. Per information provided, a 24 game schedule was submitted.			✓	The expenditure seems essential as the direct beneficiary are students. However due to lack of supporting documentation, it is deemed inconclusive.	
455	15000222600300	Supplies and Materials	601286	2/9/2006	EAST COAST WHOLESALE, INC.	\$19.95		Purchase of 2005 HB Combo Dictionary/Thesaurus (Qty 1) for Harrison High School library.		✓		Per discussion, the dictionary serves as a reference material in the library and directly benefits the students. Accordingly, the expenditure appears to be reasonable.	
456	15000240800300	Other Objects	601289	2/9/2006	PROGRESS PRINTING	\$1,615.00		Payment for printing of 2500 School District Stamped Envelopes		✓		Per discussion, the envelopes are needed for communication with parents/guardians and for other District's business purposes. Accordingly, the expenditure appears to be reasonable.	
457	15000218600300	Supplies and Materials	601292	2/9/2006	KAPLAN EDUCATIONAL CENTERS LTD.	\$4,000.00		Payment for purchase of KAPLAN SAT preparation material		✓		Per discussion with the BA, it appears that preparing students for the SAT is part of the school curriculum. This is a preparatory material to help students succeed in the SAT test. Accordingly, the expenditure appears to be reasonable.	
458	11000230600400	Supplies and Materials	601312	2/10/2006	FRED CONFESSORE	\$515.85		Payment for reimbursement for mileage and meals for meeting at Trenton on 5/10/06 for Atlantic City Conference.		✓		Per discussion, the reimbursements of mileage and meals per rules is paid for meetings attended by the school officials. The meeting helps the officials network and keep abreast with the latest happenings. Accordingly the expenditure appears to be reasonable.	
459	11000219600600	Supplies and Materials	601322	2/15/2006	CALENDERS	\$39.70		Purchase of day at a glance Professional Calendar Book for Child Study Team. Per information provided the calendar book is used by the Director of Special Services to track meetings, staff and to keep timelines compliant.		✓		The expenditure seems reasonable as the calendar book purchased help track Director of Special Services meetings, appointments. This is important for normal operation of Department of Special Services.	

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460	110002193200600	Purchased Professional - Educational Services	601329	2/15/2006	ANGELA LOMBARDI	\$40.00		Payment for transportation to University Hospital for Neurological evaluation		✓		Per discussion, the fare was paid for a student for the test and the student/parent had no means to afford the fare. The test was required to be conducted on the student and it is the responsibility of the District to arrange for the transportation. Accordingly the expenditure appears to be reasonable.	
461	110002906000500	Supplies and Materials	601331	2/16/2006	NEW JERSEY SCHOOL BOARDS	\$75.00		Payment of fees for one day orientation conference March 4 2006 for V.Franco		✓		Per discussion, the state requires each new board of education member to be enrolled in the orientation class. This is a reasonable expenditure.	
462	110002306000400	Supplies and Materials	601337	2/17/2006	DONNA MC BRIDE	\$13.58		Reimbursement of expenses of Ms. Donna McBride for NJASK DOE Meeting. Expenses incurred for the roundtrip to the meeting location.			✓	Per discussion, the meeting was a NJ State Department of Education meeting required for administrators. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	Ms McBride can be available if further discussion needs to take place
463	151901003200300	Purchased Professional - Educational Services	601339	2/17/2006	NINO'S RESTAURANT	\$250.25		Payment for Nino's Lunch for Sankofa. Per information provided, 110 students participated in the programs. The lunches are provided over a period of three months. It is a behavioral reward for positive interaction and participation.		✓		The expenditure is reasonable as the students are the beneficiary of the SANKOFA program.	
464	150002406000300	Supplies and Materials	601345	2/22/2006	VERONICA DEMETROUDIS	\$290.00		Payment for keeping score during Boys Varsity Basketball game season during 2005-06.			✓	Per our discussion, a certified score keeper is required for keeping the scores. There are no student volunteers. Payment is made through voucher and it is \$10/game. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	The district makes every attempt to involve the students in every aspect of the sports programs. Utilizing students to keep score is a common practice.
465	110002906000500	Supplies and Materials	601349	2/22/2006	STAPLES, INC.	\$199.90		Purchase of Brother Toner (Qty 2) and Staples Tape (Qty 2) for Harrison Board Of Education.		✓		Per discussion, Toners are used in the printer and is an necessary for the administration of the school. Accordingly, the expenditure appears to be reasonable.	
466	150002408000300	Other Objects	601352	2/22/2006	DALILA SERRANO	\$110.50		Payment for sending letters to students - Registered (26) and Normal (52)		✓		This expense is reasonable for the running of the school.	

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467	15000221600200	Supplies and Materials	601377	2/27/2006	PATRICIA NOVAK	\$49.94		Purchase of educationally enhanced version "Supersize Me" for Washington School.		✓		The video provides educational value and is useful to students. It is a reasonable expenditure.	
468	110002624200400	Cleaning, Repair and Maintenance Services	601379	2/28/2006	CHRISTYS OVERHEAD DOOR	\$669.00		Labor and material cost for repairs to the Lincoln school fire door.		✓		Repair to the fire door is reasonable for the safety of the students and teachers.	
469	110002303390400	Other Professional Services	601401	3/2/2006	BD OF ED PAYROLL AGENCY ACCT.	\$1,737.34		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
470	110002906000500	Supplies and Materials	601404	3/3/2006	U.S. POSTAL SERVICE	\$500.00		Payment to U.S.P.S. to replenish meter machine in the board office.			✓	Per discussion, postage is essential for the administration of the District and for communication with parents. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
471	151901003200300	Purchased Professional - Educational Services	601410	3/7/2006	PHYSICIAN DESK REFERENCE	\$69.90		Payment to Thomson Healthcare for Physicians' Desk Reference PDR for Harrison High School. Per information provided, The PDR is used to identify prescription drugs commonly abused by adolescents as well as important information concerning signs and symptoms of intoxication and management of over dosage.		✓		The expenditure is beneficial to the students so it is a reasonable expenditure.	
472	150002226000300	Supplies and Materials	601422	3/10/2006	POLSKY STORE	\$10.20		Payment for price increase for Star Ledger for 68 days.		✓		Per our discussion, the newspapers help in updating the students on current events on a daily basis. Accordingly, the expenditure appears to be reasonable.	
473	150002226000300	Supplies and Materials	601424	3/10/2006	POSITIVE PROMOTIONS	\$137.25		Purchase of 4 books for Harrison School Library. The books are "Balloons: Read, Believe, Achieve", "Poster: Celebrate Library, "Value PK Read Believe".		✓		The expenditure seems to be reasonable. The books provide educational value to the children and is beneficial to the students.	

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474	151901003200300	Purchased Professional - Educational Services	601438	3/13/2006	JUSTIN FATICA	\$1,200.00		Per information provided payment for a motivational speaker entitled "youth with courage" to all students at Harrison High School and emphasized the need to make "courageous choices" .			✓	The expenditure incurred on bringing motivational speakers is beneficial to the students. It is an essential expenditure. However due to lack of supporting documentation, it is deemed inconclusive.	
475	110002303390400	Other Professional Services	601461	3/22/2006	EDUCATION LAW CENTER, INC.	\$2,500.00		Payment made for sponsoring a fundraising "kinds in concert" event. Sponsorship type - Bronze			✓	Per our discussion, this event is organized for all Abbott Districts. There are various activities conducted by the students and students can get to meet students from other schools. However due to lack of supporting documentation, it is deemed inconclusive.	
476	110002308900500	Miscellaneous Expenditures	601467	3/27/2006	HUDSON COUNTY SCHOOL BOARD ASSN.	\$210.00		Payment for meeting expenses for dinner organized by Hudson County School Boards Association. The purpose of the dinner as stated in the invitation was "an evening of sharing, learning and working together on current educational issues"			✓	Per discussion, it is mandatory to be a member of the NJ Association of School Boards. The meeting is held once in 2 months and attending is required. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
477	110002906000500	Supplies and Materials	601483	3/30/2006	GOURMET BY TOP SHELF	\$214.49		Payment for purchase of food items for the Board members for their meeting.	✓			Purchase of food for Board members does not benefit the students and therefore it is deemed discretionary.	
478	110002906000500	Supplies and Materials	601487	3/31/2006	STAPLES, INC.	\$209.79		Purchase of stationery items like file organizers, pencils, file folders, scotch desk top dispenser, Medium Binder clips, Binder Clips, Razor point pens, Retractable ball point pens, colored pencils, copier paper for Harrison Board of Education			✓	Per discussion, office supplies are necessary for the smooth running of the operations of the district. Accordingly the expenditure appears to be reasonable.	
479	110002193200600	Purchased Professional - Educational Services	601489	4/5/2006	JOSEPH M NAZARETH,MD	\$850.00		Payment for Neuropsychiatry consultation done for the Harrison Department of Special Services on 03/14/06 and 04/15/06.			✓	Providing medical evaluation and consultation for the Special Services division is reasonable.	

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480	151901003200300	Purchased Professional - Educational Services	601494	4/6/2006	AEGIS ANALYTICAL LABORATORIES, INC.	\$144.40		Payment for Drug Screen. The purchase was requested for Harrison High School (as per vendor invoice). The urine screens for drugs are conducted immediately upon the identification of students who appear to be under the influence as per NJAC 6A:16-4.3. The result of the test determine whether student is in need of district's comprehensive intervention policy as per 6A:16-4.1(C)		✓		The expenditure on three drug screens on students is as per state policy mentioned in the transaction description so it is a reasonable expenditure. It is beneficial and reasonable to the students.	
481	150002406000300	Supplies and Materials	601497	4/10/2006	SCHOOL SPECIALTY, INC.	\$39.90		Purchase of clear laser printer film (Qty 1), Non-Stick Scissor (Qty1), Pocket letter size exp, pocket legal size exp for Harrison Board of Education, Harrison High School.		✓		The expenditure seems reasonable for normal school business.	
482	110002906000500	Supplies and Materials	601500	4/10/2006	FEDEX	\$390.44		Purchase of services to shipping to Fed Ex		✓		Te expenditure seems reasonable as it is important for effective functioning of school district office.	
483	110002624200400	Cleaning, Repair and Maintenance Services	601504	4/11/2006	CLEAN-CUT GLASS WORKS	\$125.00		Payment for cutting to size 1/8" clean glass and installed into cabinet door on 2nd floor room #27.		✓		Per discussion, the installation of glass cabinet is for the safety of student and staff. The expenditure is reasonable.	
484	110002906000500	Supplies and Materials	601506	4/11/2006	PROGRESS PRINTING	\$1,292.00		Purchase of Board of Education Stamped Envelopes (Qty 2000) for Harrison Board of Education.		✓		Per discussion, the envelopes are required for communication and the stamped envelopes help in faster and economical communication. Accordingly, the expenditure appears to be reasonable.	
485	110002908900500	Miscellaneous Expenditure	601508	4/11/2006	JAMES DORAN	\$1,696.00		Reimbursement for attending annual national school conference at Chicago. (Includes Travel, Lodging and Boarding and conference attending charges).	✓			Per our discussion, attending these conferences which are held once a year is important as it provides useful information, contacts and updates on the overall education field. The attendee was a member of the Board of School Estimate member and a principal at the vocational school. Considering that this was an out of state conference and no state approval was provided, this expenditure is deemed dicretionary.	

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Control No	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears Reasonable	Inconclusive		Comments
486	1100023033 90400	Other Professional Services	601517	4/7/2006	BD OF ED PAYROLL AGENCY ACCT.	\$1,737.34		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
487	1100026242 00400	Cleaning, Repair and Maintenance Services	601529	4/26/2006	SIMPLEX GRINNELL	\$400.00		Payment for annual contract for monitoring Simplex fire alarm system at Harrison High School for the period 06/01/06 to 05/31/07.		✓		Monitoring the fire alarm system is reasonable for the overall safety of the school	
488	1100026242 00400	Cleaning, Repair and Maintenance Services	601539	4/28/2006	J & J COMPRELLI INC.	\$125.00		Payment for welding broken gate latch at Washington School.		✓		Per discussion, repairs to broken latch is necessary. Accordingly the expenditure appears to be reasonable.	
489	1100026242 00400	Cleaning, Repair and Maintenance Services	601540	4/28/2006	SPORTABLE SCOREBOARDS	\$520.00		Payment for purchase of conversion kit for baseball.		✓		Per discussion, the scoreboards are required for athletic events. The conversion kit was purchased so that it could be utilized in two sports. The expenditure is reasonable.	
490	1500022160 00200	Supplies and Materials	601551	5/1/2006	JOSTENS, INC.	\$1,066.54		Purchase of Diploma Product Accessory: Constitution Booklet, Cover: 8X6 Blue for Washington Middle School. Per information provided, BOE purchased diplomas and cover for 8th grade classes.		✓		The expenditure for 8th grade class of Washington School is reasonable as the beneficiary are the students.	
491	1540210060 00300	Supplies and Materials	601555	5/2/2006	NJSIAA	\$850.00		Payment of dues of New Jersey State Interscholastic Athletic Association for 2006-07. The purchase was requested for Harrison High School. Per information provided, every high school in New Jersey belong to this association. It is the governing body for athletics in our state.		✓		The expenditure seems essential as the direct beneficiary are students. However due to lack of supporting documentation, it is deemed inconclusive.	
492	1500024060 00300	Supplies and Materials	601556	5/2/2006	SCHOOL SPECIALTY, INC.	\$39.90		Purchase of various stationery items: laser printer film, OHP Marker, Non-Stick Scissor, calendar, Exp pocket letter size, 16 MO desk pad refill etc. The purchase was requested for Harrison High School.		✓		The expenditure seems reasonable for normal school business.	

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493	1100023033 90400	Other Professional Services	601560	5/5/2006	BD OF ED PAYROLL AGENCY ACCT.	\$9,498.82		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
494	1540210060 00300	Supplies and Materials	601561	5/3/2006	AMF WALLINGTON LANES	\$726.00		Payment for fees for bowling practice games (2005-06) for the Bergen County Scholastic League. The fees of \$726 is for 484 practice games @ \$1.50 each. Per information provided, 20-25 students participated in the practice.		✓		The expenditure seems reasonable as the direct beneficiary are students.	
495	1519010032 00300	Purchased Professional - Educational Services	601567	5/8/2006	SPACE ODYSSEY USA	\$15,200.00		Payment for Project Graduation : is an "alternate activity" as designated by the office of substance abuse prevention. It prevents substance abuse from happening among high school seniors on graduation night. Voluntary attendance was above 90% for the Graduating class.			✓	The expenditure for preventing substance abuse among the graduating class benefits the students. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	
496	1100023060 00400	Supplies and Materials	601568	5/9/2006	CELIA MARIANO	\$234.00		Reimbursement certified mail order and subsequent additional order for coffee for Superintendent's Office.	✓			Per discussion, payment for certified mail appears to be reasonable. However, payment for coffee is deemed discretionary.	As stated the office of the superintendent and the office of the board are utilized for meetings with parents/staff
497	1100029060 00500	Supplies and Materials	601574	5/9/2006	MATTHEW BENDER & CO., INC.	\$112.03		Payment for yearly subscription of Lexis Nexis for the year 02/06 to 01/07.		✓		Per discussion, subscription provides up-to-date leaflet information on Administrative Code changes from Department o Education for School Districts for use by board office and central office. Accordingly the expenditure appears to be reasonable.	
498	1100029060 00500	Supplies and Materials	601575	5/10/2006	STAPLES, INC.	\$454.24		Payment made for stationary items purchased from Staples.		✓		Stationary items purchased for use in office and is used in the smooth operations of the district. Accordingly the expenditure appears to be reasonable.	
499	1100026142 00400	Cleaning, Repair and Maintenance Services	601577	5/10/2006	JERSEY JOURNAL	\$586.10		Payment for listing the school budget in the news publication		✓		Per discussion, it is required by the State Department that the budget be printed in a local journal. Accordingly the expenditure appears to be reasonable.	

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500	11000290600500	Supplies and Materials	601578	5/11/2006	VI'S FLORIST	\$84.50		Purchase of flowers for funeral of an ex-board member.	✓			Per our discussion, this is for the funeral of an ex-board member. Flowers are from the Children and Board of Education. The floral arrangements do not benefit the students directly and accordingly appear to be discretionary.	Flowers were sent from the School system to a long standing Board of Education member who had passed away
501	11000290600500	Supplies and Materials	601580	5/11/2006	LA FIAMMA	\$275.00		Payment for purchase of food items for the Board members for their meeting.	✓			Per our discussion, purchase of food and refreshments during the Board meeting doesn't improve student learning. Though the amount appears to be reasonable, it is deemed discretionary.	
502	110002908900500	Miscellaneous Expenditures	601624	5/26/2006	HUDSON COUNTY SCHOOL BOARD ASSN.	\$400.00		Payment for spring meeting expenses on 6/7/06 at Hudson County School Board Association meeting (total 10 persons)			✓	Per discussion, the meeting enables the Board of Education members to gain knowledge and make necessary contacts with other members throughout State. The meeting is held once per year. "Guests" refer to former Board of Education members / Superintendents / Business officials. The expenditure appears to be reasonable however we have deemed inconclusive as the District pays for the 'former' members.	In addition we have invited principals if there is a student in their building that is being recognized by the county
503	110002624200400	Cleaning, Repair and Maintenance Services	601651	6/5/2006	T. BOYD PLUMBING & HEATING	\$250.00		Payment for stopping 2 urinals in the boy's room at Lincoln Annex		✓		Repairs to the toilets is reasonable for the overall maintenance of the school.	
504	110002306000400	Supplies and Materials	601664	6/6/2006	DONNA MC BRIDE	\$66.45		Reimbursement of expenses to Ms. Donna McBride for NJDOE ESL meeting on May 30 2006 and NJTESOL convention at Somerset on May 23 2006.			✓	Per discussion, the meeting was of NJ State Teachers of English to speakers of Other Languages. The meeting helps the teachers to learn about ESL and network. Accordingly the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	further discussion can take place if necessary
505	110002624200400	Cleaning, Repair and Maintenance Services	601666	6/6/2006	NEWARK LIGHT CO.	\$206.21		Payment for purchase of electrical items including 120 V Lamp.		✓		Per discussion, the items were purchased for use in the District. The lamp was used in the Board office to have proper lighting while working on computer. Accordingly the expenditure appears to be reasonable.	

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506	110002624200400	Cleaning, Repair and Maintenance Services	601668	6/7/2006	QUALITY COMMUNICATIONS	\$1,385.69		Payment for service contract of to maintain the District telephone wiring system for the period from 06/15/06 to 09/14/06 and repairs at Lincoln School. The vendor installed the District's telephone system. A contract exists with the vendor to maintain, install new extensions, telephones and upgrading programs.		✓		Per our discussion, the expenditure is required to maintain the Districts system and accordingly appear to be reasonable.	
507	110002624200400	Cleaning, Repair and Maintenance Services	601669	6/7/2006	TERRE LAWN & GARDEN PRODUCTS	\$163.88		Payment for the purchase of 3 cut dyed red cedar and 20 rolls weed mats.		✓		The items were used in the area courtyard in the High School. The expenditure appears to be reasonable.	
508	110002624200400	Cleaning, Repair and Maintenance Services	601675	6/7/2006	JOHN SCHULTZ	\$26.35		Mileage paid for travel to Middlesex for hand delivery of a termination letter of a staff member by the school custodian.		✓		Per discussion, we were made to understand that it was necessary for the District to immediately hand deliver the termination letter of a staff member. The custodian personally drove to deliver the letter and was reimbursed for the mileage. Accordingly the expenditure appears to be reasonable.	
509	110002624200400	Cleaning, Repair and Maintenance Services	601683	6/12/2006	ENZO DELICATESSIN	\$100.07		Payment for purchase of food items for the Board members for their meeting.	✓			Providing food to the Board members does not improve students learning and therefore this expenditure is deemed discretionary.	The administrators/principals/board members are all obligated to attend these meetings that begin at 5:00 p.m.
510	110002906000500	Supplies and Materials	601706	6/20/2006	CHRISTINE SCARPA	\$90.80		Reimbursement for attending NJASA meeting. (Mainly mileage reimbursement)		✓		Per discussion, mileage for attending conferences are paid as per rules. The conference was required to be attended by the BA. Accordingly the expenditure appears to be reasonable.	
511	110002624200400	Cleaning, Repair and Maintenance Services	601708	6/20/2006	NEWARK STAR LEDGER	\$23.84				✓		Insufficient information to understand the expenditure was provided. Accordingly the expenditure is deemed inconclusive.	The Newark Ledger is utilized to advertise for vacant teaching positions
512	110002624200400	Cleaning, Repair and Maintenance Services	601719	6/23/2006	U.S. POSTAL SERVICE	\$300.00		Payment for replenishing the postage meter at Board of Education office.		✓		Per discussion, postage is essential for the administration of the District and for communication with parents. Accordingly, the expenditure appears to be reasonable. However due to lack of supporting documentation, it is deemed inconclusive.	

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513	1100023059 00500	Miscellaneous Purchased Service	601725	6/23/2006	BD OF ED PAYROLL AGENCY ACCT.	\$23,676.32		Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	

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1	11-000-262-600-05-00	Supplies and Materials	400548	8/12/2003	TODD HARRIS COMPANY, INC	\$ 279.30	\$ 279.30	Payment for purchase of test tube, water polisher and Manager test kit.		✓		Per discussion, the material is used in the pool to test the water for the chemical composition. Accordingly, the expenditure appears to be reasonable.	In order to comply with health and sanitary regulations, these supplies are required.
2	11-000-100-566-06-00	Tuition to private schools for the handicapped within the state	400854	10/7/2003	MORRIS COUNTY VOCATIONAL	\$ 1,300.00	\$ 3,900.00	Payment for out of county student - Special Needs students.		✓		Per discussion, about 40-50 students requiring special needs are enrolled in the program which is conducted outside of the Harrison District. Harrison school District does not have the facility for the Special needs students. Accordingly the expenditure appears to be reasonable.	These students are placed in accordance with their IEPs. This is mandated by state and federal law.
3	20-211-200-890-01-00	Miscellaneous Expenditure	401494	4/7/2004	NAEYC	\$ 945.00	\$ 945.00	Payment of registration charges for 3 persons to attend the 2004 NAEYC National Institute for Early Childhood Professional Development.		✓		Per discussion, the association is dedicated to improving the well-being of all young children. The association. The meeting serves as a forum for the educators to keep abreast of latest developments in the field. Accordingly, the expenditure appears to be reasonable.	Attendance furthers the district's goals while helping the district realize efficiencies as materials are distributed to all staff.
4	15-140-100-730-03-00	Property-Equipment	401711	5/25/2004	ASPECT COMPUTER, INC.	\$ 12,280.00	\$ 24,560.00	Payment for purchase of 10 computer related items for use in Superintendent's office.		✓		Per discussion, the items were purchased to upgrade the Superintendent's office and Main Office. Upgrading the systems helps in the administration of the district and accordingly the expenditure appears to be reasonable.	These materials assist the day-to-day operations of the district by making efficient use of technologies thereby saving labor hours.
5	15-190-100-610-03-00	General Supplies	401780	6/3/2004	SAX	\$ 1,717.07	\$ 5,151.21	Payment for purchase of stapler, staples, brush set, sax acrylic, sax glaze, clay container and other related items for Harrison High School.		✓		Per discussion, the supplies purchased were for art classes as per the curriculum. The students directly benefit from the purchase. Accordingly the expenditure appears to be reasonable.	These supplies were used in the classroom and aided the learning environment.
6	15-000-213-600-03-00	Supplies and Materials	401917	6/23/2004	STERICYCLE, INC.	\$ 145.48	\$ 150.98	Payment for disposal of small box at Harrison High School and Box disposal at Lincoln School according to the requirement of the Government.		✓		Per discussion, the waste is required to be disposed according to the law and accordingly the expenditure appears to be reasonable.	Expense is mandated due to regulations.

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7	15-000-218-104-03-00	Personnel Services: Salaries of other professional staff	401920	6/23/2004	POLAND SPRING WATER	\$ 202.58	\$ 202.58	Payment for purchase of Poland Spring water during May'04.	✓			Expenditure on purchase of spring water for drinking is deemed discretionary as it does not aid to student's learning.	As per the facilities checklist, the district is required to maintain a potable water supply. In addition the nurse's offices utilize the water in their offices.
8	20-002-200-300-06-04	Purchased Professional and Technical Services	401925	6/25/2004	RIDGEFIELD BOARD OF EDUC	\$ 4,600.00	\$ 9,200.00	Payment for Occupational Therapy / Physical Therapy services for out of district placements.		✓		Per discussion, the payment reflects the salaries for out of district placement. The salaries are necessary and, therefore the expenditure appears reasonable.	Occupational Therapy is part of the Special Education students IEP, which is required under the law. The invoice was provided and also the contract. If further analysis is needed the district will meet and discuss.
9	20-034-100-800-04-04	Other Objects	401928	6/25/2004	SILVIA HOCHREINER	\$ 51.30	\$ 144.54	Payment for purchase of extra ticket for balcony sitting for the Lion King Show as part of the Even Start program.			✓	Per discussion, the Even Start families attended the Lion King Show as one of the Parent-Child Interactive Literacy Activity field trips. The Board approved the trip before tickets were purchased. Accordingly the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	As stated in the comment section the Board approved the trip and the expenditure appears to be essential. The district can provide further documentation if needed.
10	20-002-200-580-06-04	Travel	401930	6/29/2004	LIDLAW TRANSPORTATION	\$ 1,050.00	\$ 2,100.00	Payment for bus charges for transportation to Clifton Commons theater.			✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	If the district bus was utilized the district can provide driver's timesheets.
11	20-211-200-890-01-00	Miscellaneous Expenditure	401935	6/29/2004	DONNA MC BRIDE	\$ 146.88	\$ 146.88	Payment of mileage for travel to Baltimore to attend the conference on 2004 NAEYC National Institute for Early Childhood Professional Development.		✓		Per discussion, attending such conferences helps the educators to keep abreast of latest developments. Accordingly, the expenditure appears to be reasonable.	Attendance furthers the district's goals while helping the district realize efficiencies as materials are distributed to all staff
12	20-043-200-320-04-04	Purchased Professional - Educational Services	500010	7/6/2004	HUDSON COUNTY AUDIO-VISU	\$ 4,187.25	\$ 4,187.25		✓			Documentation not provided.	Formal written documentation could not be located within the time constraints of this audit, however, given the type of expense and the vendor, the purchase order speaks for itself.

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13	15-190-100-610-02-00	General Supplies	500078	7/8/2004	CLASSROOM DIRECT, COM	\$ 110.60	\$ 221.20	Purchase of various stationery items: 5 Expo Dry Erase surface cleaner, 3 certificate of excellence, 3 Incentive chart super pack kids, 1 two way adjustable chart stand, 1 assorted flash cards.		✓		The expenditure is reasonable as it helps in providing educational value to the school children.	These materials are within the purview of the LEA.
14	15-190-100-610-01-00	General Supplies	500091	7/12/2004	SCHOLASTIC CLASSROOM MAG	\$ 106.65	\$ 213.30	Purchase of 25 scholastic news 5. The subscription helps in keeping abreast with current events.		✓		Per discussion, the subscription helps keep students abreast with current events and is part of the curriculum. Accordingly the expenditure appears to be reasonable.	This expense is one of many which improves the educational environment.
15	15-190-100-610-01-00	General Supplies	500105	7/12/2004	PEARSON EDUCATION	\$ 3,559.66	\$ 7,119.32	Purchase of various books: 180 Mcp "plaid" phonics level B color student edition, 8 Teachers resource guide, 180 Maps, charts, graphs level B neighborhoods - Student.		✓		Per discussion, the books were ordered for Grade 2 and the quantity is for the class size. The books contained Maps, Charts and Graphs. Accordingly the expenditure appears to be reasonable.	These materials are within the purview of the LEA.
16	15-190-100-640-01-00	Supplies and Materials: Textbooks	500114	7/12/2004	PEARSON EDUCATION	\$ 1,314.50	\$ 1,432.55	Purchase of 110 modern curriculum pre phonics level C color edition and 4 teacher's edition.			✓	Per discussion, the books were used in the Kindergarten classrooms with Bilingual populations and instruction. The subject helps students learn English language. Accordingly the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	Text books are within the purview of the LEA.

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17	15-190-100-610-01-00	General Supplies	500121	7/12/2004	SCOTT FORESMAN AND CO.	\$ 2,488.68	\$ 9,977.36	Purchase of books: 180 science pupil text 2nd grade and 8 teacher assessment packets 2nd grade science.		✓		Per discussion, the books were ordered for Grade 2 and the quantity is for the class size. The books contained subjects on Language Arts and Social studies. Accordingly the expenditure appears to be reasonable.	Text books are within the purview of the LEA.
18	15-000-213-600-01-00	Supplies and Materials	500127	7/12/2004	SHARPER IMAGE	\$ 349.95	\$ 349.95	Purchase of 1 Ionic Breeze Quadra Silent Air Purifier.		✓		Per discussion, the unit is an air purifier for use in the Nurse's room. This medical office has no windows or any ventilation system and the air purifier helps in removing the dust from the surrounding area. Accordingly the expenditure appears to be reasonable.	The district has to make the best of overcrowded areas and spaces. An air purifier is a necessity.
19	15-190-100-610-01-00	General Supplies	500143	7/12/2004	MUSIC IN MOTION	\$ 273.73	\$ 547.46	Purchase of various books/CD: sounds of the cities, musical games, famous composers, discover music, music makers writing kit, stomp out loud, more drama games for children, etc.		✓		The expenditure seems reasonable as it helps in providing educational value and is useful to the school children. It is a part of curriculum.	These materials are within the purview of the LEA.
20	15-190-100-610-01-00	General Supplies	500153	7/12/2004	KAPLAN	\$ 280.83	\$ 1,516.44	Purchase of various books: Mark for Edith Kozlowski, Math count book series, Bingo games set of 4, etc. The purchase was made for Lincoln Elementary School.		✓		Per discussion, the items were used for Kindergarten classroom. The materials include Bingo, provide skill and drill number, etc. The student directly benefit from the materials. Accordingly the expenditure appears to be reasonable.	These materials are within the purview of the LEA.

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21	15-190-100-610-01-00	General Supplies	500156	7/12/2004	TEACHERS DISCOUNT	\$ 207.88	\$ 207.88	Purchase of various stationery items: 2 multicolor glitter, 24 Elmer's blue purpose stick, 1 wiggle eyes classroom pack, 2 stan pack, 1 feathers bright hues, etc.		✓		The purchase seems reasonable for normal teaching activities in the school. The students are the beneficiary of the purchase.	These materials are within the purview of the LEA.
22	15-190-100-610-01-00	General Supplies	500168	7/14/2004	ROBERT BROTHERS	\$ 21.18	\$ 42.36	Payment for purchase of thanksgiving poetry set and funny phonics puzzle for Lincoln School.		✓		Per discussion, the items are used in the elementary class and is part of the curriculum. Accordingly, the expenditure appears to be reasonable.	These materials are within the purview of the LEA.
23	15-190-100-610-01-00	General Supplies	500172	7/14/2004	CLASSROOM DIRECT, COM	\$ 117.22	\$ 234.44	Purchase of various stationery items: red pencils, liquid paper, aluminum chalk chuck, medium binder clips, magnetic clips, palm stand up stapler, set of 6 highlighters, masking tape, happy hagers and seasonal idea book.		✓		The expenditure seems reasonable as the stationery items are useful for proper functioning of education process.	These materials are within the purview of the LEA.
24	20-211-100-500-01-00	Other purchased services	500191	7/16/2004	THE STUDY HALL	\$ 730,036.03	\$ 8,760,432.30	Payment for preschool children enrolled in Abbott Program for September 2004. Cost per pupil is \$8619. The total quantity mentioned in the blanket PO is 81. The expenditure is tuition reimbursement to the Study Hall, local learning center. The learning center provides service to the Early Childhood Program. The payments are based on the DOE state approved budget for each center i.e. pupil cost.		✓		Per discussion, the District reimburses the cost of tuition for children studying at these learning centers. A State issued contract exists and the District pays according to the rate decided by the State. The District sends the students at these centers because it does not have enough facilities for the education. Accordingly, the expenditure appears to be reasonable.	These programs are approved by the State and subject to State review and inspection.

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25	11-000-100-562-06-00	Tuition to other LEAs within the sate- Special	500195	7/16/2004	THE CHILDREN STUDIO	\$ 3,420.36	\$ 8,396,735.20	Payment for 75 preschool children @ 855.09 per children. The expenditure is tuition reimbursement to the Children's Studio, local learning center. The learning center provides service to the Early Childhood Program. The payments are based on the DOE state approved budget for each center i.e. pupil cost.		✓		Per discussion, the District reimburses the cost of tuition for children studying at these learning centers. A State issued contract exists and the District pays according to the rate decided by the State. The District sends the students at these centers because it does not have enough facilities for the education. Accordingly, the expenditure appears to be reasonable.	These programs are approved by the State and subject to State review and inspection.
26	15-190-100-610-01-00	General Supplies	500224	7/21/2004	CLEARVIEW	\$ 58.60	\$ 117.20	Purchase of various educational items: 1 Arthur Music Video, 1 Elmo's Music Adv peter and 1 beware the music teacher.		✓		The purchase seems reasonable as the purchased books/video are beneficial and provide educational value to the school children.	These materials are within the purview of the LEA.
27	15-190-100-610-01-00	General Supplies	500245	7/21/2004	CLASSROOM DIRECT, COM	\$ 112.39	\$ 224.78		✓			Documentation not provided.	Formal written documentation could not be located within the time constraints of this audit, however, given the type of expense and the vendor, the purchase order speaks for itself.
28	15-190-100-610-01-00	General Supplies	500254	7/21/2004	CLASSROOM DIRECT, COM	\$ 117.91	\$ 235.82	Purchase of items: one 5050 stereo boom box, 1 classroom select magic shapes class pack.		✓		Items purchased are used to teach the kindergarten students and therefore are deemed reasonable. The boom box is kept in the classroom and is used to play music and learning CDs. Accordingly the expenditure appears to be reasonable.	These materials are within the purview of the LEA.
29	15-190-100-610-01-00	General Supplies	500269	7/22/2004	SCHOOL SPECIALTY, INC.	\$ 54.61	\$ 109.22		✓			Documentation not provided.	Formal written documentation could not be located within the time constraints of this audit, however, given the type of expense and the vendor, the purchase order speaks for itself.
30	15-190-100-610-01-00	General Supplies	500271	7/22/2004	CLASSROOM DIRECT, COM	\$ 161.59	\$ 323.18		✓			Documentation not provided.	Formal written documentation could not be located within the time constraints of this audit, however, given the type of expense and the vendor, the purchase order speaks for itself.

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31	15-190-100-610-01-00	General Supplies	500272	7/22/2004	LYONS	\$ 423.32	\$ 846.64	Purchase of musical instruments: 1 clarinet, 2 clarinet reeds and 1 Alto Sax reeds.		✓		Musical instruments are necessary for the development of the Kindergarten students and therefore are deemed reasonable.	These materials are within the purview of the LEA.
32	15-190-100-610-01-00	General Supplies	500275	7/22/2004	VICTORS HOUSE OF MUSIC-C	\$ 99.15	\$ 99.15	Purchase of music items: 1 clarinet mouth piece and 11 music lesson books.		✓		Musical instruments are necessary for the development of the Kindergarten students and therefore are deemed reasonable.	These materials are within the purview of the LEA.
33	15-190-100-610-01-00	General Supplies	500280	7/22/2004	OFFICE DEPOT	\$ 25.26	\$ 50.52	Purchase of various items: 3 Kleenex facial tissues, three 3 ply lotion 65 sheet Kleenex cold care facial tissue.			✓	The purchase of facial tissues is useful to the kids in the elementary school. It is an essential expenditure. However due to lack of supporting documentation, it is deemed inconclusive.	The invoice was provided along with the PO. If further discussion is needed the district is available. All used tissues were discarded and not saved in keeping with sanitary practices. The alternative is to spread germs.
34	15-190-100-610-01-00	General Supplies	500289	7/22/2004	CLASSROOM DIRECT, COM	\$ 743.47	\$ 2,230.41		✓			Documentation not provided.	Formal written documentation could not be located within the time constraints of this audit, however, given the type of expense and the vendor, the purchase order speaks for itself.
35	15-190-100-610-01-00	General Supplies	500305	7/22/2004	SCHOLASTIC CLASSROOM MAG	\$ 106.65	\$ 213.30	Purchase of 25 Scholastic News 5.		✓		Per discussion, the magazine contains current events and is used to supplement the curriculum for a specific teacher's class. Accordingly, the expenditure appears to be reasonable.	These materials are within the purview of the LEA.
36	15-240-100-610-51-00	General Supplies	500313	7/22/2004	SCHOOL SPECIALTY, INC.	\$ 86.38	\$ 172.76	Payment for purchase of marker, tape, correct fluid, bullet-in board punctuation pencils, pencil - my teacher loves me, pencil - doing a great job and pencil - happy holidays.		✓		Per discussion, the items are used as part of the curriculum for the Bilingual program. Accordingly, the expenditure appears to be reasonable.	These materials are within the purview of the LEA.
37	15-190-100-610-03-00	General Supplies	500328	7/22/2004	KEARNY BUSINESS MACHINES	\$ 203.94	\$ 203.94	Payment for purchase of 6 number HP Inkjet Print cartridge for HHS.		✓		Ink cartridges are reasonable for the administration of the school district.	These materials are within the purview of the LEA.
38	15-190-100-610-01-00	General Supplies	500344	7/22/2004	PEARSON EDUCATION	\$ 3,066.40	\$ 6,132.80	Purchase of various books: 107 Literature Works Silver Burdett and Ginn, 143 New Jersey Silver Burdet Ginn Student Workbook, 60 s Comprehension plus teachers guide level.		✓		Per discussion, the tests were ordered for Grade 4 for use in Social studies. Workbooks are greater because students move in and out and so supply is always needed. Accordingly, the expenditure appears to be reasonable.	If the district is made aware of the need for further documentation and what that documentation entails...the district will make every attempt to comply. These materials are within the purview of the LEA.

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39	15-190-100-610-01-00	General Supplies	500345	7/22/2004	MACMILLAN/MC GRAW-HILL	\$ 863.60	\$ 2,590.80		✓			Documentation not provided.	Formal written documentation could not be located within the time constraints of this audit, however, given the type of expense and the vendor, the purchase order speaks for itself.
40	15-190-100-610-01-00	General Supplies	500348	7/22/2004	MACMILLAN/MC GRAW-HILL	\$ 573.03	\$ 1,146.06	Payment for purchase of 64 number everyday math journal for Lincoln school.		✓		Per discussion, the journals are part of the math curriculum and is used in Grade 2 and 3. Accordingly, the expenditure appears to be reasonable.	
41	15-190-100-610-01-00	General Supplies	500363	7/22/2004	CLASSROOM DIRECT, COM	\$ 83.97	\$ 167.94		✓			Documentation not provided.	
42	15-190-100-640-03-00	Supplies and Materials: Textbooks	500373	7/22/2004	PEARSON EDUCATION	\$ 342.71	\$ 685.42	Payment for purchase of a book - One nation Many people.		✓		Per discussion, the book is used for Social Studies as a text for Grade 5. The expenditure appears to be reasonable.	
43	15-190-100-640-03-00	Supplies and Materials: Textbooks	500374	7/22/2004	PRENTICE HALL	\$ 670.26	\$ 1,340.52	Payment for purchase of a book - American Government.			✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	If supporting documentation was not sufficient, the district can make every effort to comply...if it is informed as to what further documentation is needed.
44	15-190-100-610-03-00	General Supplies	500387	7/22/2004	KEY CURRICULUM PRESS	\$ 879.89	\$ 879.89	Payment for purchase of 2 Fathom Statistical software for 20 computers.		✓		Per discussion, the software has been installed in the library in Room 17 and Room 33. The purchase is as per the curriculum and the software is used by the students during their course. Accordingly, the expenditure appears to be reasonable.	
45	15-190-100-610-03-00	General Supplies	500388	7/22/2004	PEARSON EDUCATION	\$ 1,922.78	\$ 5,768.34	Payment for purchase of 30 books on Pre-calculus - Graphic and data analysis.		✓		Per discussion, the books were purchased for grades 11/12 and the purchase met the entire students' needs. Accordingly, the expenditure appears to be reasonable.	
46	15-190-100-610-03-00	General Supplies	500391	7/22/2004	TEACHER'S VIDEO COMPANY	\$ 290.60	\$ 581.20	Payment for purchase of DVD of Out of Ireland, fall of communism, last days, Joan of Arc, Constitution and other DVDs. The purchase includes a free DVD player.		✓		Per discussion, the DVDs are kept in the classroom and library and the player is kept by Department facilitators. The DVD's are of varied subjects and help in the overall education objectives. Accordingly the expenditure appears to be reasonable.	

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47	15-190-100-610-03-00	General Supplies	500405	7/22/2004	JOURNEY EDUCATIONAL MARK	\$ 1,073.74	\$ 2,147.48	Payment for purchase of computer accessories and software's like Adobe creative suite, 750MB zip disks, Adobe Photoshop, Symantec Anti-virus, Macromedia and related.		✓		Per discussion, the software's have been installed at Room 19 and the IT director has a listing of all software licenses. These software's are used by students and are required as per the curriculum. Accordingly the expenditure appears to be reasonable.	
48	15-190-100-610-03-00	General Supplies	500444	7/23/2004	SAFETY INDUSTRIES, INC.	\$ 335.81	\$ 671.62	Payment for purchase of VHS version of Right-of-way, Buying and Insuring a car and life in fast lane and defensive driving.		✓		Per discussion with the District it seems that the subjects discussed in these videos are part of the curriculum and are used in the physical education classes. As such, this expenditure appears to be reasonable.	
49	50-000-310-600-05-00	Supplies and Materials	500449	7/23/2004	PREFERRED MEALS SYSTEMS,	\$ 29,970.00	\$ 419,580.00	Payment for the food supplies for students.		✓		Providing food to the student is a necessity and is therefore deemed an reasonable expenditure.	
50	15-190-100-610-03-00	General Supplies	500450	7/26/2004	SCHOOL SPECIALTY, INC.	\$ 73.04	\$ 146.08	Payment for purchase of pens, binder clips, glue sticks, wall calendar, index cards, banner, ruler and other supplies.		✓		Office supplies are reasonable for the administration of the district.	
51	15-190-100-610-03-00	General Supplies	500455	7/26/2004	SCHOOL SPECIALTY, INC.	\$ 85.27	\$ 170.54	Payment for purchase of pencils, highlighters, staples, paper clips, rubber bands, Kleenex, hand sanitizer and rubber grips.		✓		Office supplies are reasonable for the administration of the district.	
52	15-190-100-610-03-00	General Supplies	500466	7/26/2004	SCHOOL SPECIALTY, INC.	\$ 86.72	\$ 173.44	Payment for purchase of pencils, pens, paper punch, staple remover, staples, binder clips and other related office supplies.		✓		Office supplies are reasonable for the administration of the district.	
53	15-190-100-610-03-00	General Supplies	500496	7/26/2004	STANDARD OFFICE SUPPLIES	\$ 116.75	\$ 233.50	Payment for office supplies including colored chalk, electric sharpener, refill and pen.		✓		Office supplies are reasonable for the administration of the district.	
54	15-190-100-640-02-00	Supplies and Materials: Textbooks	500510	7/26/2004	HOUGHTON-MIFFLIN	\$ 1,191.81	\$ 2,383.62	Purchase of workbook: 140 student edition work book plus.		✓		Per discussion, the English workbooks were for grade 7 (12 students) and supplements the English text already in use. Accordingly, the expenditure appears to be reasonable.	

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55	15-190-100-610-02-00	General Supplies	500512	7/26/2004	SCHOOL SPECIALTY, INC.	\$ 63.46	\$ 126.92	Payment for purchase of recognition awards, pencils, sticker book, tape dispenser and other related office supplies.		✓		Office supplies are reasonable for the administration of the district.	
56	15-190-100-610-02-00	General Supplies	500513	7/26/2004	EAI EDUCATION	\$ 26.50	\$ 53.00	Payment for purchase of Math of sports and math of homes for Washington school. Per information provided, supplemental math books were purchased to enhance math skills of students.		✓		The expenditure on books provide educational value to the students. The purchase of books appears to be an reasonable expenditure.	
57	15-190-100-640-02-00	Supplies and Materials: Textbooks	500514	7/26/2004	PEARSON EDUCATION	\$ 3,236.23	\$ 6,472.46	Payment for purchase of 35 Paso Paso text book and 150 workbooks for Washington School.		✓		Per discussion, the books were purchased for use in the class. The books benefit the students directly. Accordingly the expenditure appears to be reasonable.	
58	15-000-213-600-02-00	Supplies and Materials	500523	7/26/2004	WEEKLY READER	\$ 20.65	\$ 1,007.05	Payment for subscribing to the "Current Health 1 and 2 for Grades 4 to 12.		✓		Per discussion, the weekly reader helps in keeping abreast with latest developments. The reader is subscribed for each grade level. Accordingly the expenditure appears to be reasonable.	
59	15-240-100-610-02-00	General Supplies	500525	7/26/2004	SCHOOL SPECIALTY, INC.	\$ 75.93	\$ 151.86	Payment for purchase of transparencies, floppy diskettes, scissors and other related office supplies.		✓		Office supplies are reasonable for the administration of the district.	
60	15-190-100-610-02-00	General Supplies	500526	7/26/2004	SCHOOL SPECIALTY, INC.	\$ 71.13	\$ 173.67	Payment for purchase of phonics for older, the continents, lux minute timer, brass fasteners, stapler, hanging folders and other related office supplies.		✓		Office supplies are reasonable for the administration of the district.	
61	15-140-100-730-03-00	Property-Equipment	500547	7/27/2004	JACK CHEN	\$ 693.99	\$ 804.30	Purchase of CAT V wire for computer upgrade and wiring, purchased from Home Depot for the Superintendent. Office.		✓		Per discussion, the purchase was necessary for the upgrade and accordingly the expenditure appears to be reasonable.	

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62	15-190-100-610-03-00	General Supplies	500552	7/28/2004	MBS, A KONICA MINOLTA BU	\$ 15,409.00	\$ 30,818.00	Payment for service supply contract from 09/07/2004 to 09/06/2005.		✓		Per discussion, the copy machine us utilized by the High School teaching staff. The invoice is issued based on the running count meter. The service contract covers the repairs and supplies for the copy machine. Teachers use the copy machines to make duplicate copies for giving to students, for their files, etc. Accordingly the expenditure appears to be reasonable.	
63	11-000-262-620-05-00	Supplies and Materials: Energy	500573	8/3/2004	PUBLIC SERVICE GAS & ELE	\$ 375,871.25	\$ 18,611,125.00	Payment for monthly utilities bill to the vendor.		✓		Per discussion, the utility bill covers all the facilities under the District including stadium. The stadium is utilized by the District. Accordingly the expenditure appears to be reasonable.	
64	11-000-262-600-05-00	Supplies and Materials	500598	8/11/2004	STANS SPORT CENTER	\$ 935.80	\$ 935.80	Payment for purchase of caps, stopwatch, child bag, whistles, strap and other related items.		✓		Per discussion, these materials are required for the physical education classes and helps in the development of students. Accordingly, the expenditure appears to be reasonable.	
65	11-000-100-562-06-00	Tuition to other LEAs within the sate- Special	500663	8/25/2004	CHILD DEVELOPMENT CENTER	\$ 8,546.00	\$ 648,370.80	Payment of Tuition fees for the month of June 2005 for 5 students of the District.		✓		Payment of tuition fees for Special Aids students is deemed an reasonable expenditure.	
66	20-211-200-600-01-00	Supplies and Materials	500675	8/30/2004	IBCITECH	\$ 560.06	\$ 1,120.12	Payment for purchase of 2 desks and 1 under desk pedestal for Early Childhood center.		✓		Per our discussion, the expenditure appears reasonable because the purchase is for furnishing of the office of the Early Childhood center.	
67	15-190-100-640-03-00	Supplies and Materials: Textbooks	500709	9/8/2004	GLENCOE	\$ 103.48	\$ 206.96	Payment for purchase of psychology book teacher's edition.		✓		Purchase of book for use in teaching is reasonable and it benefits the students.	
68	15-000-291-210-03-00	Personal Services-Employee Benefits Social Security Contributions-T.P.A.F	500744	9/13/2004	BOLLINGER, INC.	\$ 74,344.56	\$ 74,344.56	Payment for Insurance coverage of employees for the bill of Oct'04.		✓		Per discussion, the insurance charges form part of the total benefits for the staff. Accordingly the expenditure appears to be reasonable.	
69	20-026-200-600-04-05	Supplies and Materials	500754	9/15/2004	FRED CONFESSORE	\$ 37.20	\$ 37.20	Payment for some?? Supplies			✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	The Assistant Superintendent discussed this expenditure directly with the Audit team. If further disucussion needs to take place...he will be available.

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70	11-000-262-620-05-00	Supplies and Materials: Energy	500760	9/15/2004	HSB CO.	\$ 150.00	\$ 150.00	Payment to inspect the Boilers.		✓		Maintaining the Boiler and its inspection is reasonable.	
71	15-190-100-610-01-00	General Supplies	500774	9/17/2004	TIME FOR KIDS	\$ 106.59	\$ 213.18	Payment for subscribing to TIME magazine for kids at Lincoln School.		✓		Time for Kids are used by the Kindergarten students and therefore this expenditure is deemed reasonable.	
72	11-000-270-514-05-00	Other Purchased Services: Contracted Services (Special Education Students)	500788	9/17/2004	MATTHEW DE PASQUE	\$ 1,595.00	\$ 10,213.25	Payment for driving bus during sports tournaments.			✓	Transporting the school team to attend sports tournaments is essential However due to lack of supporting documentation, it is deemed inconclusive.	Bus Driver timesheets are maintained in the Board Office. If further discussion or documentation is required the district can comply
73	20-034-200-600-04-04	Supplies and Materials	500791	9/24/2004	NINO'S RESTAURANT	\$ 132.45	\$ 132.45	Payment for food for parents meeting.		✓		Per discussion, the expenditure is as per budget for meeting with parents and students. Since parents involvement is reasonable, it appears that the expenditure is reasonable.	
74	15-190-100-640-03-00	Supplies and Materials: Textbooks	500816	9/28/2004	FILM FOR THE HUMANITIES	\$ 97.95	\$ 97.95	Payment for purchase of DVD of an introduction to the Italian Renaissance.		✓		Per discussion, the video is part of the Social Studies curriculum and is played during the class. Accordingly the expenditure appears to be reasonable.	
75	15-190-100-610-03-00	General Supplies	500819	9/28/2004	TEEN INK	\$ 125.00	\$ 125.00	Payment for subscription to Teen Ink for 30 copies for the school year 2004-05.		✓		Per discussion, the subscription is part of Special Education and is used for supplementary reading and writing. Accordingly the expenditure appears to be reasonable.	
76	20-034-200-600-04-04	Supplies and Materials	500822	9/28/2004	STAPLES, INC.	\$ 794.68	\$ 1,589.36		✓			Documentation not provided.	
77	20-211-200-320-01-00	Purchased Professional-Educational Services	500825	9/28/2004	RARITAN VALLEY OFFICE SU	\$ -	\$ 3,307.80	Purchase of various stationery items: clip binder, clip binder medium, glue stick, color hanging file folders, white copier/laser/inkjet labels, multipurpose white labels, yellow ruled, 3 pack white with breast cancer ribbons, etc.		✓		The expenditure seems reasonable as the items purchased help in smooth function of education process.	
78	20-002-100-101-06-05	Personnel Services: Salaries of Teachers	500835	9/28/2004	JEANETTE OLIVER	\$ 2,165.00	\$ 59,435.00		✓			Documentation not provided.	

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79	15-190-100-610-01-00	General Supplies	500852	9/29/2004	SAM SAH MUSIC STORE	\$ 143.86	\$ 575.44		✓			Documentation not provided.	
80	15-190-100-610-01-00	General Supplies	500857	9/29/2004	DARTECK.COM	\$ 309.62	\$ 619.24	Purchase of 3 HP Laser Jet Toner Cartridge.		✓		Purchase of printer cartridges is deemed reasonable for the smooth operation of the school.	
81	15-000-291-210-02-00	Personal Services-Employee Benefits Social Security Contributions-T.P.A.F	500872	10/4/2004	N. J. PSYCHOLOGICAL SERV	\$ 16,290.00	\$ 20,362.50	Payment for professional services provided under the employee assistance program for the Harrison Board of Education. The payment was for the month of July, August and September 2004.		✓		Per discussion, the Psychological Services are provided and available to all employees of the District and the vendor is appointed every year and has a contract. Services are necessary and benefit the operations of the District, accordingly the expenditure appears reasonable.	Psychological Services is part of the Teachers Contract and is approved by Board Resolution each year as well as RFP.
82	15-213-100-320-02-00	Purchased Professional-Educational Services	500874	10/4/2004	STAFF DEVELOPMENT WORKSH	\$ 465.00	\$ 465.00	Payment for a workshop: "Workshop on teaching persuasive writing, essay writing and other nonfiction genre". Payment was made for 3 teachers @ \$155 per teacher. The request was made by the principal of Washington School for 2 teachers.		✓		The expenditure seems reasonable as training teachers help in increasing the educational value to the students.	
83	20-002-200-600-06-05	Supplies and Materials	500883	10/5/2004	PRO ED	\$ 55.00	\$ 110.00		✓			Documentation not provided.	
84	20-002-100-600-06-05	Supplies and Materials	500885	10/5/2004	AMERICAN GUIDANCE SERVICE	\$ 756.96	\$ 2,644.53		✓			Documentation not provided.	
85	20-211-200-600-01-00	Supplies and Materials	500890	10/6/2004	MAC GILL FIRST AID SUPPL	\$ 5,656.20	\$ 11,312.40	Purchase of various first aid and supplies: disposable penlight, alcohol preps, pick would care kit , good lite model A, adjustable stand, wide spaced hand, occluder etc. The purchase was requested for Early Childhood Center.		✓		Per discussion, the budget provides for funding to support vision, hearing and dental screenings for the Early Childhood program nurses.. The supplies are used only for the preschool students. Accordingly, the expenditure appears to be reasonable.	

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86	15-190-100-610-03-00	General Supplies	500894	10/6/2004	MBS, A KONICA MINOLTA BU	\$ 443.56	\$ 1,330.68	Purchase of various art supply (CF/CPW paper, CF Paper 104G/M2, etc.). The purchase was requested for Harrison High School.		✓		Art supplies appears to be reasonable for the teaching of the Art class.	
87	15-190-100-640-03-00	Supplies and Materials: Textbooks	500923	10/14/2004	ANNENBERG/CP B	\$ 356.40	\$ 712.80	Purchase of educational video: 1 Art of the Western World, 1 The world of art works in progress. The purchase was requested for Harrison High School.		✓		Per discussion, the videos are related to a specific subject topic - Computer Graphics and there are 120 students. The students directly benefit from this expenditure and accordingly, it appears to be reasonable.	
88	15-190-100-610-03-00	General Supplies	500949	10/19/2004	INFOLINK	\$ 30.00	\$ 60.00	Payment for workshop - Basic Descriptive Cataloging. The workshop was in November 16 2004 at the Millburn Public Library.		✓		Per discussion, the workshop was attended by the librarian. The workshop is directly related to the librarian's activities. Accordingly the expenditure appears to be reasonable.	
89	20-002-200-500-06-05	Other Purchased Services	500985	10/28/2004	NEW JERSEY CITY UNIVERSI	\$ 55.00	\$ 55.00	Payment for a conference held on 11/12/2004. The conference was a part of IDEA FY 2005. The payment was requested for the Superintendent's Office.		✓		Per discussion, the participant is a social worker with the Child Study Team. The conference was attended for professional development reasons as outlined in her annual PIP. Accordingly the expenditure appears to be reasonable.	
90	15-190-100-610-03-00	General Supplies	500989	10/28/2004	STAPLES, INC.	\$ 314.99	\$ 629.98		✓			Documentation not provided.	
91	15-190-100-610-03-00	General Supplies	500990	10/28/2004	DICK BLICK	\$ 343.77	\$ 343.77	Purchase of various supplies: 40 s stancup, 10 s regular mini glue, 1 glue gum sticks, 24 s blick palette knife. The purchase was requested for Harrison High School.		✓		The expenditure is reasonable for normal functioning of school business.	
92	15-190-100-640-03-00	Supplies and Materials: Textbooks	500991	10/28/2004	BAKER & TAYLOR, INC.	\$ 32.81	\$ 65.62	Purchase of books: 1 "cracked: putting broken lives together again by Pinsky, 1 "Rich Dad Poor Dad" and 1 "Epidemic: The rot of American culture". The purchase was requested for Harrison High School.		✓		Per discussion, the purchase was not for a specific class but used as a resource for administration. The books directly benefit the students and accordingly the expenditure appears to be reasonable.	

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93	11-000-270-512-05-00	Other Purchased Services: Contracted Services (Other than between home and school)	501013	11/1/2004	TOWN OF HARRISON - CURRE	\$ 3,141.25	\$ 3,141.25	Payment for gasoline used by the Board of Education at an average price of \$1.36 per gallon for the period January 1 2004 thru September 30 2004 totaling 2309.740 gallons.		✓		Per discussion, the gasoline is used in school buses. The expenditure appears to be reasonable.	The school purchases gasoline for the school buses from the Town. Records are kept as to how much and the district can access those records if needed.
94	15-190-100-610-01-00	General Supplies	501015	11/2/2004	CLASSROOM DIRECT, COM	\$ 185.92	\$ 371.84	Purchase of 1 Natural Cork Aluminum Bulletin Board. The purchase was requested for Lincoln School.		✓		Per discussion, the item hangs in the main hallway and displays students' writing contest entry samples. Accordingly, the expenditure appears to be reasonable.	
95	20-211-200-321-01-00	Purchased Professional and Technical Services	501037	11/11/2004	LRC-NS	\$ 68.00	\$ 68.00	Payment of administration fees for transition of kids from Preschool into a Kindergarten setting (for 4 children).			✓	Per our discussion, payment of the charges for transitioning the children from Preschool to kindergarten is essential. However due to lack of supporting documentation, it is deemed inconclusive.	If further discussion is needed the current Principal of the elementary school is available.
96	20-211-200-600-01-00	Supplies and Materials	501055	11/15/2004	STAPLES, INC.	\$ 69.96	\$ 279.84		✓			Documentation not provided.	
97	15-190-100-610-01-00	General Supplies	501073	11/18/2004	OFFICE DEPOT	\$ 27.89	\$ 55.78	Purchase of 1 sol track tree floor lamp. The purchase was requested by for Lincoln Annex.		✓		Per discussion, the lamp is located in the office of the administrator in Annex building to allow ample lighting when working on computer. The expenditure appears to be reasonable.	
98	15-190-100-610-01-00	General Supplies	501074	11/18/2004	EARLY CHILDHOOD DIRECT	\$ 105.55	\$ 211.10	Purchase of various stationery items: snip scissors class pack, elemers glue sticks, jumbo craft sticks, wiggle eyes, crayola washable glue sticks, classroom glitter. The purchase was requested for Lincoln School.		✓		The expenditure is reasonable for the education of the kids in the kindergarten.	
99	15-000-213-300-03-00	Purchased Professional and Technical Services	501075	11/18/2004	TROPHIES PLUS	\$ 620.50	\$ 620.50	Purchase of 27 baseball jerseys (ten PeP Class) and 2 screens. The purchase was requested by for Harrison High School.		✓		Per discussion, the expenditure was for the students enrolled in the Peer Education Program that focuses on health issues. Teens are required to educate peers on these issues. Accordingly, the expenditure appears to be reasonable.	

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100	11-000-262-600-05-00	Supplies and Materials	501080	11/22/2004	SUSAN KELLY	\$ 41.06	\$ 57.62	Payment for reimbursement of expense: Mileage to ELAS training for master teachers on 11.19.2004 roundtrip for Patterson.		✓		Reimbursement of mileage for approved training and conferences appears reasonable.	
101	20-034-100-600-04-05	Supplies and Materials	501093	11/24/2004	SILVIA HOCHREINER	\$ 191.42	\$ 191.42		✓			Documentation not provided.	
102	20-039-100-610-04-05	General Supplies	501104	11/30/2004	QUILL CORP.	\$ 430.97	\$ 861.94	Purchase of 14 cases of copy paper and 1 number printer cartridge. The purchase was requested for Holy Cross School.		✓		The expenditure is an reasonable expenditure as stationeries are reasonable for running of business. However, Purchase requisition does not have approval of the Superintendent.	
103	20-040-200-320-04-05	Purchased Professional-Educational Services	501111	12/1/2004	N.J. ASSN. OF FERERAL PR	\$ 240.00	\$ 240.00	Payment for registration for Friday 12/10/04 for workshop " No one left behind" for the 2 grant managers.		✓		Per discussion, the registration fees was paid for the meeting of NJ Association of Federal Program Administrators. The Grants managers attended the meeting. Accordingly, the expenditure appears to be reasonable.	
104	15-190-100-610-01-00	General Supplies	501113	12/1/2004	DISNEY EDUCATIONAL PRODU	\$ 1,999.00	\$ 1,999.00	Purchase of Educational Videos: Bill Nye The Science Guy Classroom Edition VHS 100 Videos. The purchase was requested for Lincoln School.			✓	Per discussion, the videos are used by teachers to supplement 'hand-on' portion of Grade K5 Science curriculum. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	If the district is made aware of what further documentation is needed it will make every effort to comply
105	15-190-100-610-01-00	General Supplies	501135	12/6/2004	STAPLES, INC.	\$ 99.99	\$ 299.97	Purchase of 1 storage cabinet: 66"X3 wideX15" D filex easy to assemble. The purchase was requested by for Lincoln School.		✓		Per discussion, the file cabinet is used for storing files and helps in administration of the school district. Accordingly, the expenditure appears to be reasonable.	
106	15-140-100-730-03-00	Property-Equipment	501136	12/6/2004	CDW-G COMPUTER CENTERS,	\$ 2,913.87	\$ 5,827.74	Purchase of electrical items: 10 s Linksys - Cisco Switch LNK SR 22G, 3 s Linksys - Cisco Switch LNK - SR 2024. The purchase was requested for the Superintendent's Office.		✓		The expenditure is reasonable for normal functioning of the school district network.	

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	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears reasonable	Inconclusive		Comments
107	20-034-200-600-04-05	Supplies and Materials	501148	12/17/2004	TOWN OF HARRISON POSTMAS	\$ 88.80	\$ 88.80	Purchase of \$.37 Self adhesive stamps. The purchase was requested for Harrison High School.			✓	Per discussion, the self adhesive book of 20 stamps was purchased to mail notices to the Even Start families regarding the parenting education sessions and the parent-child interactive literacy activity. Accordingly the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	If the district is made aware of what additional documentation is needed it will make every effort to comply
108	11-000-270-512-05-00	Other Purchased Services: Contracted Services (Other than between home and school)	501151	12/17/2004	MICHAEL GALLAGHER	\$ 78.00	\$ 78.00	Payment for expenses incurred retaining existing bus driver license of an Harrison School District employee.		✓		The expenditure is reasonable as it is reasonable to maintain valid driver's license. The student's are the beneficiary of the services of the driver.	
109	20-034-100-610-04-04	General Supplies	501173	12/20/2004	SCHOLASTIC, INC.	\$ 553.68	\$ 600.28	Purchase of various books: activity books, heroes collection, magic school bus holiday series, etc.		✓		The expenditure is reasonable as the books purchased provides educational value to the students.	
110	20-034-200-500-04-04	Other Purchased Services	501174	12/20/2004	STAPLES, INC.	\$ 231.48	\$ 542.30	Purchase of stationery items: pencil, crayons assorted color pack, stapler, retractable ball point pen, 1 hole punch, CD recordable discs, scissors acme junior, etc. The purchase was requested for Lincoln School.		✓		The expenditure on stationery items is reasonable for normal functioning of school business.	
111	15-402-100-503-03-00	Nonpublic Auxiliary-English as a Second Language	501190	12/20/2004	JUSTIN KURASZ	\$ 100.00	\$ 100.00	Payments to students for writing down markers on the field for football games - 4 games @25/game.		✓		Per discussion, the expenditure is helps in conducting the game appropriately. Accordingly, the expenditure appears to be reasonable.	
112	15-402-100-503-03-00	Nonpublic Auxiliary-English as a Second Language	501191	12/20/2004	JORGE APARICIO	\$ 100.00	\$ 100.00	Payments to students for writing down markers on the field for football games - 4 games @25/game.		✓		Per discussion, the expenditure is helps in conducting the game appropriately. Accordingly, the expenditure appears to be reasonable.	

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	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears reasonable	Inconclusive		Comments
113	20-034-100-600-04-05	Supplies and Materials	501207	12/22/2004	SILVIA HOCHREINER	\$ 74.42	\$ 74.42	Payment for drinks and snacks for Dec 2004 meeting.			✓	Purchase of food items for parents meeting for the Even-start Parenting education series. These meetings and the food supplied are deemed essential and accordingly it appears that the expenditure is essential. However due to lack of supporting documentation, the expenditure has been deemed inconclusive.	If the district is made aware of what additional documentation is required it will make every effort to comply
114	20-211-200-600-01-00	Supplies and Materials	501227	1/3/2005	OFFICE MAX	\$ 19.29	\$ 38.58	Payment for 1 CDR disc 700 MB SPDNL 50 P. The item was requested by Early Childhood Center.		✓		Per discussion, the CD's are used to store electronically data used for the classroom instruction. Accordingly, the expenditure appears to be reasonable.	
115	20-211-200-890-01-00	Miscellaneous Expenditure	501275	1/14/2005	ALICIA L POLESHUK	\$ 50.00	\$ 50.00	Payment for parent workshop: The topic was "The Grieving Child" on 2/11/2005. The purchase was requested for Early Childhood Center.		✓		Per discussion, the Early childhood budget provides funding to support parent education and parent workshops across the entire district. The workshop was attended by preschool parents, staff members and the Early Childhood team. There is no fee to attend the workshop. The workshop is not part of the curriculum but fulfills an important responsibility to support parents and their needs. Accordingly, the expenditure appears to be reasonable.	
116	15-190-100-610-03-00	General Supplies	501288	1/18/2005	JACQUELYNE MARTIN	\$ 12.00	\$ 12.00	Payment for an event involving Gifted & Talented program in Middle/Elementary school. The check attached with blanket PO states that the check is for battle of books questions.		✓		Per discussion, the expenditure was incurred for the Gifted & Talented program and benefits the students directly. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	
117	20-211-200-600-01-00	Supplies and Materials	501312	1/25/2005	TEACHING STRATEGIES	\$ 50.90	\$ 101.80	Payment for purchase of 2 texts - teaching children in violent times and related book for early childhood center.		✓		Per our discussion, payment for the books appears reasonable as it directly benefits the students and enhances their learning.	

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118	20-040-200-320-04-04	Purchased Professional-Educational Services	501318	1/27/2005	THE MASTER TEACHER	\$ 842.85	\$ 1,685.70	Payment for purchase of Mentoring teachers to Mastery video set, essential classroom management technical and your partners at home for Lincoln School.		✓		Per discussion, these video series were ordered to provide guidance to new staff members on classroom management, curriculum implementation, etc. This helps the new staff to adjust quickly and comfortably. Accordingly, the expenditure appears to be reasonable.	
119	11-000-211-600-04-00	Supplies and Materials	501340	2/3/2005	STAPLES, INC.	\$ 51.98	\$ 103.96		✓			Documentation not provided.	
120	15-402-100-503-03-00	Nonpublic Auxiliary-English as a Second Language	501357	2/8/2005	STANS SPORT CENTER	\$ 39.00	\$ 2,339.00	Payment for purchase of sports materials for the soccer program.		✓		Per discussion, the expenditure was necessary for the soccer program and accordingly appears to be reasonable.	
121	15-230-100-640-02-00	Supplies and Materials: Textbooks	501396	2/11/2005	WIESER EDUCATIONAL, INC.	\$ 423.28	\$ 846.56	Payment for purchase of practical guide to better English for Washington School		✓		Per our discussion, payment for purchase of textbooks appears to be reasonable as it directly benefits the students and improve the learning of the children .	
122	20-211-200-321-01-00	Purchased Professional and Technical Services	501401	2/14/2005	ALICIA L POLESHUK	\$ 50.00	\$ 50.00	Payment for workshop presentation to parents and children studio - "The Grieving Child"		✓		Per discussion, the workshop is part of the overall Early Childhood program and provides insight for teaching children. The workshop arranger is a Abbott contracted childhood center. Accordingly the expenditure appears to be essential.	
123	15-000-211-600-02-00	Supplies and Materials	501407	2/15/2005	NASW-NJ	\$ 210.00	\$ 410.00	Payment for registration for social worker conference: Washington School student support/social worker employee participated in the conference.		✓		The expenditure appears reasonable as the training provided to Ms. Mayra Rivas adds value as her job assignment is student support - social services. The training provided to her is beneficial to the students.	
124	20-211-200-321-01-00	Purchased Professional and Technical Services	501428	2/23/2005	POSITIVE PROMOTIONS	\$ 154.61	\$ 309.22	Purchase of various educational items: 1 pack funky pen, 50 s thank you asst- mint- pack, apothecary jars, appreciation stickers. The purchase was requested by early childhood center.		✓		The expenditure is reasonable as the books and educational material provides educational value and is beneficial to the school children.	

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125	20-002-200-500-06-05	Other purchased services	501436	2/24/2005	NJAPSA	\$ 650.00	\$ 650.00	Payment for registration for conference held on March 11 2005 for five persons. The conference was organized by the New Jersey Association of Pupil Services Administrators. The conference topic was "Determination of Medically Relevant Vs. Educationally Relevant Decision Making at IEP Meetings.		✓		The expenditure is reasonable as the conference benefits child study team to become more enhance the deliverables to the students.	
126	15-130-100-101-02-00	Personnel Services: Salaries of Teachers	501469	1/28/2005	ELIZABETH DAVIS	\$ 12,415.78	\$ 12,415.78	Payment for early retirement to staff member. Letter containing names of staff members seeking early retirement and the Early retirement rule is attached.		✓		The State gave the option of early retirement to school teachers. According to the policy, school teacher's with a certain period of service could cash their leaves up to a maximum of 120 days. This payment was made in 3 installments - 1 in each year. Accordingly this expenditure appears reasonable.	
127	15-230-100-320-01-00	Purchased Professional - Educational Services	501481	3/4/2005	JENNIFER PURZYCKI	\$ 575.00	\$ 575.00	Payment of registration charges for 1 person for Special Services from 06/02/05 to 06/04/05			✓	The supporting documentation provided is not sufficient to conclude. Therefore the expenditure is deemed inconclusive.	If the district is made aware of what additional documentation is required it will make every effort to comply
128	20-040-200-320-04-05	Purchased Professional - Educational Services	501504	3/10/2005	CTB ORDER SERVICES CENTE	\$ 21,443.10	\$ 60,278.74	Purchase of various items for scoring services for the TerraNova for Mar'05. The purchase was requested for the Superintendent's office.		✓		Per discussion, the expenditure refers to payment for scoring services for the TerraNova. The test is a standardized test for students and mandated by the Department of Education. Accordingly, the expenditure appears to be reasonable.	
129	20-211-200-600-01-00	Supplies and Materials	501507	3/14/2005	OFFICE MAX	\$ 55.18	\$ 55.18	Purchase of supplies: 2 s black ink cartridge. The purchase was requested by Early Childhood Center.		✓		The expenditure is reasonable as the supplies are necessary for normal school business.	
130	20-211-200-600-01-00	Supplies and Materials	501518	3/16/2005	CANON BUSINESS SOLUTIONS	\$ 36.68	\$ 110.04	Payment for photocopier usage. The 3000 copies charged at a fixed price of \$35 and usage charges of \$.0115 per copy for any extra copy.		✓		The expenditure is reasonable as the supplies are necessary for normal school business.	

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131	20-026-200-600-04-05	Supplies and Materials	501521	3/17/2005	MARY ANNE DUNPHY	\$ 40.25	\$ 40.25	Payment for refreshments for parents meeting at 3/7/2005.		✓		Per discussion, the expenditure is budgeted under the Family friendly grant. The meeting helps the teacher and parents discuss issues related with children education. The amount appears to be reasonable. Accordingly the expenditure appears to be reasonable.	
132	20-039-200-320-04-04	Purchased Professional - Educational Services	501532	3/21/2005	PASSAIC COUNTY COMMUNITY	\$ 290.00	\$ 580.00	Payment for a program: "Closing the achievement gap" on 5/24/2005. The meeting was attended by two grant managers The conference was a professional learning experience designed to provide attendees with the skills needed to enhance student performance.		✓		Per discussion, professional development is required as per State law and the conference was part of the overall objectives on enhancing the student performance. Accordingly, the expenditure appears to be reasonable.	
133	11-140-100-101-04-00	Personnel Services: Salaries of Teachers	501555	3/23/2005	KIM MADALENA	\$ 391.00	\$ 782.00	Reimbursement for stipends for novice teachers being mentored		✓		Per discussion, the Department of Education provides funds for Teacher Mentoring for novice teachers. The expenditure directly benefits the students as the novice teacher get to know more about being a teacher. Accordingly, the expenditure appears to be reasonable.	The State of New Jersey provides funds for Teacher Mentoring. The funds are given directly to the Teaching staff.
134	11-140-100-101-04-00	Personnel Services: Salaries of Teachers	501557	3/23/2005	T. GERARD MANNING	\$ 391.00	\$ 391.00		✓			Documentation not provided.	
135	11-000-262-100-05-00	Regular Programs-Elementary/Secondary	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 517.74	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Custodial Overtime.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	

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136	15-213-100-101-03-00	Personnel Services: Salaries of Teachers	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 7,815.55	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Resource room teacher salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
137	15-204-100-101-03-00	Personnel Services: Salaries of Teachers	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 4,856.67	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. High School Teacher Salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
138	15-230-100-101-01-00	Personnel Services: Salaries of Teachers	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 6,478.63	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Basic Skills Teacher's salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
139	20-034-200-104-04-05	Personnel Services: Salaries of other professional staff	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 1,538.43	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Even Start program salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
140	11-000-219-105-06-00	Salaries of Secretarial and Clerical Assistants	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 1,215.54	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Child Study Team - Clerk Salary.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
141	15-000-240-105-03-00	Salaries of Secretarial and Clerical Assistants	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 1,937.25	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. High School Clerk Salary.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	

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142	11-000-211-300-04-00	Purchased Professional and Technical Services	501565	4/4/2005	BD OF ED PAYROLL AGENCY	\$ 1,221.50	\$ 600,658.89	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Investigator Salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
143	15-190-100-610-03-00	General Supplies	501571	4/5/2005	FEDEX	\$ 283.93	\$ 283.93	Payment of mailing and transportation charges for shipment of Terra Nova Standardized Tests scoring.		✓		Per discussion, the standardized tests scoring was mandated by the State Department of Education and accordingly appears to be reasonable.	
144	20-039-200-320-04-04	Purchased Professional - Educational Services	501586	4/11/2005	BUREAU OF EDUCATION & RE	\$ 350.00	\$ 350.00	Payment for seminar organized by bureau of educational research. The topic was "Practical strategies for working successfully with difficult non-compliant students for grades 6-12 on 5/13/2005 at Saddleback NJ. The conference was attended by 2 teachers.		✓		The expenditure is reasonable as the training will help teachers enhance their level of help to such students. The training of teachers is beneficial to the students.	
145	15-401-100-100-03-00	Regular Programs-Elementary/Secondary	501609	4/15/2005	JUDITH FUCCELLO	\$ 2,925.00	\$ 5,850.00	Payment of stipend to an employee for Yearbook Advisor.		✓		Per discussion, the stipend was paid for being the Yearbook Advisor. The yearbook captures the whole year's activities and accordingly the expenditure appears to be reasonable.	
146	11-000-262-600-05-00	Supplies and Materials	501610	4/15/2005	STANS SPORT CENTER	\$ 1,749.95	\$ 1,749.95	Payment for purchase of Adidas jackets with Logo on left chest and names on right - State championship jackets.		✓		Per discussion, the purchase directly benefits the student and is response to the teams winning the State championship. Accordingly the expenditure appears to be reasonable.	
147	11-000-262-620-05-00	Supplies and Materials: Energy	501613	4/19/2005	ANTHONY P. MONDARO	\$ 1,000.00	\$ 1,000.00	Payment for weather forecast service - storm warning service. The service was provided from April 2005 to April 2006.		✓		Per discussion, subscription to weather services help in checking local inclement weather for school closing and emergencies. Accordingly, it appears to be an reasonable expenditure.	

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148	15-401-100-600-02-00	Supplies and Materials	501643	4/27/2005	NJSIAA	\$ 147.00	\$ 160.00	Payment for 4 tickets to N.J.S.I.A.A. scholar athletes awards program function. The payment was requested for Harrison High School.		✓		The expenditure is reasonable as the students are benefited by the expenditure.	
149	20-026-200-320-04-05	Purchased Professional - Educational Services	501644	4/28/2005	MARY ANNE DUNPHY	\$ 57.83	\$ 57.83	Payment for reimbursement of expenses to a teacher who traveled to family friendly coordinator meeting on 4/18/2005 from Harrison NJ to Hamilton NJ.			✓	Per discussion, the individual had to attend a mandatory meeting. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	
150	15-401-100-100-03-00	Regular Programs-Elementary/Secondary	501650	4/28/2005	SOPHIA ELLISON	\$ 1,700.00	\$ 1,700.00	Payment for Environment Club Advisor, Cuisine Club Advisor and 14 years longevity		✓		Per discussion, payment is for extracurricular position as per teacher's contracts and accordingly appears to be reasonable.	
151	20-211-200-600-01-00	Supplies and Materials	501665	5/4/2005	TEACHING STRATEGIES	\$ 44.90	\$ 89.80	Payment for the purchase of a book - "The power of observation" for the Early Childhood center.			✓	Purchase of textbook directly benefits the student and their learning's. However due to lack of supporting documentation, it is deemed inconclusive.	
152	11-000-223-320-04-00	Purchased Professional - Educational Services	501704	5/11/2005	N.J. PRINCIPALS AND SUPE	\$ 870.00	\$ 870.00		✓			Documentation not provided.	
153	20-030-200-328-04-00	Purchased Professional and Technical Services	501707	5/12/2005	MARIA REBELO	\$ 1,762.70	\$ 1,762.70	Reimbursement of Hotel stay and registration charges for attending a conference in Massachusetts on 'Self harm, pain + traumatic. The purpose of the conference was to receive intensive clinical training on teenage self-harm and self-mutilation behaviors.			✓	Per discussion, the conferences on teen mental health issues is required by the NJ Department of Human Services. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	If the district is made aware of further documentation needed it will make every effort to comply.
154	15-140-100-730-03-00	Property-Equipment	501713	5/13/2005	FRANK CAPPELLE	\$ 51.94	\$ 51.94	Payment to reimburse the purchase of wires for installation of the wireless communication system.		✓		Wires used in the installation of wireless communication system is reasonable for the administration of the school district.	

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155	15-401-100-100-01-00	Regular Programs-Elementary/Secondary	501715	5/13/2005	EILEEN WINKLEBLECH	\$ 50.00	\$ 50.00	Payment for Washington School Dance Chaperone Valentine dance and Holiday dance			✓	Per discussion, a chaperone is required to manage the students and learn dancing. Accordingly the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	In accordance with the teachers contract stipends are given to teachers who are required to chaperone. It is part of the social structure of the district to provide the students with 7th and 8th grade dances.
156	15-402-100-100-03-00	Regular Programs-Elementary/Secondary	501719	5/13/2005	MARY ANNE DUNPHY	\$ 2,140.00	\$ 2,140.00	Payment for Washington School Student Council (2004-05) and for 8 additional Years. Payment also for Washington School Year book Advisor (2004-05) and for 16 additional years.		✓		Per discussion, payment is for extracurricular position as per teacher's contracts and accordingly appears to be reasonable.	It is part of the Teachers Contract that such stipends are given.
157	20-211-200-600-01-00	Supplies and Materials	501765	6/1/2005	SUSAN GREEN	\$ 13.99	\$ 13.99	Payment for purchase of self inking "Do not forward" stamp required to be purchased in an emergency before mailing out letters to parents. The mailings help the District determine any non-resident children attending the school.			✓	Per discussion, the item was required in an emergency and accordingly appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	If further documentation is required the district will make every effort to comply
158	15-240-100-610-03-00	General Supplies	501780	6/7/2005	SCHOLASTIC, INC.	\$ 132.03	\$ 264.06	Purchase of 15 scholastic action magazine. The purchase was requested for Harrison High School library.		✓		Per discussion, the books discuss life/events in high school and is a supplementary reading for students. Accordingly, the expenditure appears to be reasonable.	
159	20-041-200-600-04-05	Supplies and Materials	501795	6/10/2005	MICHAEL MARKOWITZ	\$ 1,619.69	\$ 4,800.00	Payment for counseling sessions conducted on "Crisis Intervention" in May and June 2005 for grades 6 to 12.		✓		Per discussion, the counseling sessions are part of the Substance Abuse prevention program and helps to counsel students going through acute stress, etc. The program benefits the students and accordingly appears to be reasonable.	

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160	20-041-100-600-04-05	Supplies and Materials	501795	6/10/2005	MICHAEL MARKOWITZ	\$ 1,520.31	\$ 4,800.00	Payment for counseling sessions conducted on "Crisis Intervention" in May and June 2005 for grades 6 to 12.		✓		Per discussion, the counseling sessions are part of the Substance Abuse prevention program and helps to counsel students going through acute stress, etc. The program benefits the students and accordingly appears to be reasonable.	same as above
161	20-030-200-324-04-00	Purchased Professional-Educational Services	501800	6/13/2005	THOMAS GART	\$ 587.44	\$ 587.50	Payment for SBYSP Tutoring to students enrolled in the program.			✓	Per discussion, the expenditure is incurred on tutors hired to perform after school training for students. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	If further documentation is required the district will make every effort to comply
162	20-034-100-600-04-05	Supplies and Materials	501807	6/15/2005	NINO'S RESTAURANT	\$ 40.00	\$ 40.00	Payment for food for parents meeting.			✓	Per discussion, the expenditure is as per budget for meeting with parents and students. The expenditure incurred for meeting on parents as part of the State grant appears to be essential. However for want of additional information as to who attended the meeting, no of parents etc, it is deemed inconclusive.	same as above
163	11-000-262-600-05-00	Supplies and Materials	501812	6/15/2005	CHRISTINE SCARPA	\$ 106.74	\$ 106.74	Reimbursement of mileage to attend NJASA Abbot Status Meeting on May 23rd, 2005 and NJASA Facility Meeting on June 13th, 2005. Per information provided, mileage should have been reimbursed at 40.5 per mile. Mileage was less than authorized rate.			✓	Mileage for attending approved meeting is an reasonable and contractual expenditure.	
164	20-030-200-329-04-00	Purchased Professional and Technical Services	501815	6/17/2005	METROSTARS	\$ 457.00	\$ 914.00	Payment for group trip as part of summer transition program for incoming 9th grade for 25 students. The payment was requested for Harrison High School.			✓	Per discussion, the trip helps the students adjust to entering the 9th grade. Accordingly the expenditure appears to be reasonable.	

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165	20-211-200-600-01-00	Supplies and Materials	501824	6/21/2005	LATL	\$ 75.34	\$ 150.68	Purchase of stationery items: 350 thrifty neon pencils "Welcome to kindergarten". The purchase was requested for Early Childhood Center.		✓		The purchase is reasonable as the student's are the beneficiary of the expenditure.	
166	20-002-200-600-06-05	Supplies and Materials	501841	6/22/2005	JERSEY GRAPHICS ONE	\$ 292.00	\$ 584.00	Payment for purchase of Yellow T-shirts of various sizes for Superintendent's office - Special Services		✓		Per discussion, the T-shirts were purchased for the Summer Chip Program for field trips. Accordingly the expenditure appears to be reasonable.	
167	15-240-100-610-03-00	General Supplies	501854	6/22/2005	GLOBE FEARON	\$ 339.68	\$ 1,019.04	Payment for purchase of 25 Anne Frank - Diary of a young girl and Great expectations and its study guide.		✓		Per discussion, the texts are part of the curriculum and helps in imparting the subject knowledge to the students. The students benefit directly from the purchase. Accordingly the expenditure appears to be reasonable.	
168	15-240-100-610-03-00	General Supplies	501857	6/22/2005	HAMPTON-BROWN	\$ 34.16	\$ 922.24	Payment for purchase of student handbooks, teacher's edition, practice book and related texts for Lincoln School		✓		Per discussion, the items help in acquiring and building upon a young child's English Language abilities. Accordingly, the expenditure appears to be reasonable.	
169	15-130-100-730-02-00	Property-Equipment	501858	6/23/2005	POWER SCHOOL	\$ 11,057.00	\$ 102,114.00		✓			Documentation not provided.	
170	15-190-100-610-03-00	General Supplies	501876	6/23/2005	RESEARCH & EDUCATION ASS	\$ 247.16	\$ 741.48	Purchase of 20 math books: "The best test preparation for the NJHSPA Mathematics". The purchase was requested for Harrison High School Math Department.		✓		The expenditure is reasonable as the purchase of books provides educational value and also beneficial to the students.	
171	20-030-200-325-04-00	Purchased Professional-Educational Services	501891	6/24/2005	MARIE MOURO	\$ 1,999.94	\$ 4,000.00	Payment for Recreation Assistant for 2004-05 and SBYSP			✓	Per discussion, the recreation assistant was hired to help supervise and facilitate recreational activities for the students enrolled in the summer transition program. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	the recreation assistant is part of the SBYSP Grant and approved by the State. If further information is required the district will make every effort to comply

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172	20-030-200-329-04-00	Purchased Professional and Technical Services	501891	6/24/2005	MARIE MOURO	\$ 0.06	\$ 4,000.00	Payment for Recreation Assistant for 2004-05 and SBYS			✓	Per discussion, the recreation assistant was hired to help supervise and facilitate recreational activities for the students enrolled in the summer transition program. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	same as above
173	20-034-100-800-04-05	Other Objects	501892	6/28/2005	LIDLAW TRANSPORTATION	\$ 575.00	\$ 1,150.00	Payment for trip to Sesame Place on 8/5/2005. The purchase was requested by for Lincoln School.			✓	Per discussion, the transportation was used to bring the Even start families to Sesame Place for the end of year Parent-child interactive literacy activity field trip. The expenditure is budgeted and is approved by the Board. Accordingly the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	same as above
174	15-190-100-610-02-00	General Supplies	501913	6/29/2005	SCHOOL SPECIALTY, INC.	\$ 78.73	\$ 393.65	Purchase of various books for Washington School. The books and educational items purchased were: Time Line U.S. History, Poster Character Education, Wall Banner be Responsible, etc.			✓	The expenditure seems reasonable as the books and other items provide educational value to the school students.	
175	11-000-262-620-05-00	Supplies and Materials: Energy	501916	6/29/2005	ENZO DELICATESSIN	\$ 89.60	\$ 89.60	Payment for food.	✓			Payment for food is discretionary as it does not directly aid to student's learning.	
176	20-041-200-600-04-05	Supplies and Materials	501930	6/30/2005	FUNTIME AMERICA	\$ 175.00	\$ 350.00	Payment for purchase of additional tokens for project Graduation. The project graduation is an "Alternate Activity" and serves to prevent the substance abuse on graduation night.			✓	Per discussion, the expenditure was incurred to purchase the exact no of tokens needed to utilize the arcade style games. Accordingly, the expenditure appears to be reasonable.	

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177	11-000-270-600-05-00	Supplies and Materials	501939	6/30/2005	RECORDED BOOKS, INC.	\$ 55.50	\$ 166.50	Purchase of books: 11 book The girl who owned a city and 1 teachers guide. The purchase was requested for Harrison High School.		✓		The expenditure is reasonable as the books and other items provide educational value to the school students.	
178	15-204-100-640-03-00	Supplies and Materials: Textbooks	501954	6/30/2005	STAPLES, INC.	\$ 167.47	\$ 669.88		✓			Documentation not provided.	
179	15-000-221-104-03-00	Personnel Services: Salaries of other professional staff	501966	6/30/2005	AUDREY COLASURDO	\$ 16,849.11	\$ 16,849.11	Payment for early retirement to staff member. Letter containing names of staff members seeking early retirement and the Early retirement rule is attached.		✓		The State gave the option of early retirement to school teachers. According to the policy, school teacher's with a certain period of service could cash their leaves up to a maximum of 120 days. This payment was made in 3 installments - 1 in each year. Accordingly the expenditure appears reasonable.	
180	20-034-100-600-04-05	Supplies and Materials	502037	6/30/2005	SARAH MICHALOWSKI	\$ 85.28	\$ 170.56	Payment for snacks for PACT trip, Parents meeting and night school.		✓		Per discussion, the field trip is part of the curriculum of the Parent-child interactive literacy activity and approved by the Board. The supplies are incidental and reasonable. Accordingly the expenditure appears to be reasonable.	
181	20-034-200-320-04-05	Purchased Professional - Educational Services	502043	6/30/2005	RIDLEN CONSULTING, INC.	\$ 5,000.00	\$ 10,000.00	Payment for evaluation of even start program by Sylvia Ridlen. The purchase was requested by for Lincoln School.		✓		Per discussion, the vendor is an external evaluator for the Even Start program and the State requires the District to get the program evaluated each program year. Accordingly the expenditure appears to be reasonable.	The evaluation is part of the grant and is stated in the grant application.
182	15-213-100-610-02-00	General Supplies	600016	7/1/2005	STEPS TO LITERACY	\$ 229.83	\$ 459.66	Purchase of 2 books: 1 student sentence strips and 1 listening station. The purchase was requested for Washington School.		✓		The expenditure is reasonable as the books purchased provide educational value and is beneficial to the school students.	

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183	15-213-100-640-03-00	Supplies and Materials: Textbooks	600027	7/1/2005	AMERICAN GUIDANCE SERVIC	\$ 670.55	\$ 1,341.10	Purchase of various books: US History Student Workbook, AGS World History Workbook. The purchase was requested for Harrison High School.		✓		The expenditure is reasonable as the books purchased provide educational value and is beneficial to the school students.	
184	15-190-100-640-01-00	Supplies and Materials: Textbooks	600038	7/1/2005	CALLOWAY HOUSE, INC.	\$ 76.05	\$ 152.10	Purchase of items: 1 learning center dividers, 1 whisper phones, 1 the organizer.		✓		The expenditure is reasonable as the items purchased is necessary for normal school business.	
185	15-190-100-640-01-00	Supplies and Materials: Textbooks	600039	7/1/2005	ROBERT BROTHERS	\$ 90.70	\$ 181.40		✓			Documentation not provided.	
186	15-213-100-610-02-00	General Supplies	600079	7/1/2005	SCHOOL SPECIALTY, INC.	\$ 272.75	\$ 545.50		✓			Documentation not provided.	
187	15-190-100-610-02-00	General Supplies	600083	7/1/2005	SCHOOL SPECIALTY, INC.	\$ 104.87	\$ 209.74		✓			Documentation not provided.	
188	15-190-100-610-02-00	General Supplies	600098	7/1/2005	UNITED ART & EDUCATION	\$ 1,656.59	\$ 3,313.18	Purchase of various stationery items. The purchase was requested for Washington School. Per information provided the supplies purchased are needed for Art Class for the entire Washington School.		✓		The expenditure is necessary as the supplies are reasonable for normal functioning of art class.	
189	11-000-100-562-06-00	Tuition to other LEAs within the sate- Special	600100	7/5/2005	RIDGEFIELD BOARD OF EDUC	\$ 1,826.00	\$ 548,964.14	Payment for tuition charges for June 2006 for students of Harrison.		✓		Payment of tuition fees for Special Aids students is deemed an reasonable expenditure.	
190	15-190-100-610-03-00	General Supplies	600196	7/12/2005	STAPLES, INC.	\$ 376.05	\$ 752.10	Purchase of various stationery items: 5 round stic grips, 5 roller pens, 72 oriole pencils, 3 scotch tape, 6 staples duct tape. The purchase was requested by for Harrison High School.		✓		The expenditure is reasonable as the stationery items are reasonable for normal school business.	
191	15-190-100-640-03-00	Supplies and Materials: Textbooks	600203	7/12/2005	PRENTICE HALL SCHOOL DIV	\$ 181.85	\$ 363.70	Purchase of books: 12 books of Human Sexuality (1997). The books were requested for Harrison High School.		✓		The expenditure is reasonable as the books provide educational value to the students.	

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192	15-190-100-640-03-00	Supplies and Materials: Textbooks	600212	7/12/2005	MC DOUGAL, LITTEL AND CO	\$ 6,660.29	\$ 13,320.58	Purchase of various books of Mathematics. The purchase was requested for the Math Department of Harrison High School.		✓		The expenditure is reasonable as the books provide educational value to the students.	
193	15-190-100-640-03-00	Supplies and Materials: Textbooks	600216	7/12/2005	INSTRUCTIVISION, INC.	\$ 1,203.95	\$ 2,407.90		✓			Documentation not provided.	
194	15-190-100-640-03-00	Supplies and Materials: Textbooks	600217	7/12/2005	WEEKLY READER	\$ 645.00	\$ 1,290.00	Purchase of 60 "writing" . The purchase was requested for Harrison High School.		✓		Per discussion, the 'writing' magazines contain stories and examples of effective writing and benefit the students. Accordingly, the expenditure appears to be reasonable.	
195	15-190-100-610-03-00	General Supplies	600223	7/12/2005	VALIANT INT MULTIMEDIA C	\$ 55.00	\$ 55.00	Purchase of 5 overhead projection lamps. The purchase was requested for Harrison High School.			✓	The expenditure is essential as the items bought are useful to the students. The items purchased is essential for carrying out school business. However due to lack of supporting documentation, it is deemed inconclusive.	If further documentation is required the district will make every effort to comply
196	15-190-100-610-03-00	General Supplies	600228	7/12/2005	WARDS'	\$ 1,948.55	\$ 5,845.65		✓			Documentation not provided.	
197	15-190-100-610-03-00	General Supplies	600246	7/12/2005	SCHOOL SPECIALTY, INC.	\$ 21.72	\$ 43.44		✓			Documentation not provided.	
198	15-190-100-610-03-00	General Supplies	600248	7/12/2005	BSN, SPORTS	\$ 975.37	\$ 1,950.74	Purchase of various sports items: Basketballs, relay batons, shuttlecocks, locker-room towels, inflating needles, soccer balls, ping pong balls. The purchase was requested for Harrison High School.		✓		The expenditure is reasonable as the items bought are useful to the students.	
199	15-190-100-610-01-00	General Supplies	600272	7/18/2005	INSTRUCTIVISION, INC.	\$ 1,970.10	\$ 3,940.20	Purchase of books: 180 language arts. The purchase was requested for Lincoln School.		✓		Per discussion, the Language Arts series were updated and required the order of texts for grade 3. The quantity reflected the student strength of the grade. Accordingly, the expenditure appears to be reasonable.	
200	15-190-100-610-01-00	General Supplies	600274	7/18/2005	EDUCATIONAL RECORD CENTE	\$ 29.93	\$ 73.84	Purchase of CD : 1 lets play.		✓		Per discussion, the CD contains classical music used as part of curriculum. Accordingly, the expenditure appears to be reasonable.	

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201	15-190-100-610-01-00	General Supplies	600276	7/18/2005	STAPLES, INC.	\$ 141.28	\$ 282.56	Purchase of various stationery items: desktop calculators, fluid x cover, tape, dry erase, highlighter, rubber band economy, lead refill HB. The purchase was requested for Lincoln School.		✓		The expenditure is reasonable as the stationery items are reasonable for normal school business.	
202	15-190-100-610-01-00	General Supplies	600294	7/18/2005	CLASSROOM DIRECT, COM	\$ 448.66	\$ 897.32	Payment for purchase of glue stick, glue bottle, scissors and related items for Lincoln School.		✓		Purchase of supplies is reasonable for the school administration and students.	
203	15-190-100-610-01-00	General Supplies	600303	7/18/2005	TIME FOR KIDS	\$ 128.94	\$ 257.88	Payment for subscribing to TIME magazine for kids at Lincoln School.		✓		Time for Kids are used by the Kindergarten students and therefore this expenditure is deemed reasonable.	
204	15-190-100-610-01-00	General Supplies	600309	7/18/2005	WEEKLY READER	\$ 128.25	\$ 256.50	Purchase of 25 WR Kindergarten magazines that contain current events update for the appropriate level of Kindergarten. The purchase was requested for Lincoln School.		✓		Per discussion, these are magazines which contain current events and helps in updating students with latest events. Accordingly, the expenditure appears to be reasonable.	
205	15-190-100-610-01-00	General Supplies	600311	7/18/2005	WEEKLY READER	\$ 128.25	\$ 256.50	Purchase of 25 WR kindergarten. The purchase was requested for Lincoln School.		✓		The expenditure is reasonable as the purchased books provide educational value to the elementary school children.	
206	15-190-100-610-01-00	General Supplies	600326	7/18/2005	WEEKLY READER	\$ 128.00	\$ 256.00	Purchase of 25 WR 3. The purchase was requested for Lincoln School.		✓		The expenditure is reasonable as the purchased books provide educational value to the elementary school children.	
207	15-190-100-610-01-00	General Supplies	600337	7/18/2005	CHILDCRAFT EDUCATION COR	\$ 45.94	\$ 91.88	Payment for purchase of 5 small pocket seat for Lincoln School.		✓		Purchase of supplies is reasonable for the school administration and students.	
208	15-240-100-610-01-00	General Supplies	600346	7/18/2005	CLASSROOM DIRECT, COM	\$ 476.07	\$ 952.14	Payment for purchase of crayons, glue sticks, paper mate and other related items for Lincoln School.		✓		Purchase of supplies is reasonable for the school administration and students.	
209	15-000-213-600-01-00	Supplies and Materials	600352	7/18/2005	MAC GILL FIRST AID SUPPL	\$ 478.15	\$ 956.30	Payment for purchase of medical supplies like gloves, bandages, sponges and other related items.		✓		Per discussion, the main building and the annex have 'nurse's offices'. The supplies are maintained and reordered each year and is used in emergency and as and when required for the children. Accordingly, the expenditure appears to be reasonable.	

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210	15-190-100-640-01-00	Supplies and Materials: Textbooks	600355	7/18/2005	PEOPLES PUBLISHING GROUP	\$ 5,517.67	\$ 16,553.01	Purchase of 180 Mathematics Grade 3 textbooks		✓		Purchase of textbooks for the students directly benefit the students.	
211	15-190-100-610-01-00	General Supplies	600361	7/18/2005	CLASSROOM DIRECT, COM	\$ 446.60	\$ 893.20	Payment for purchase of construction paper of various colors, classmates scissors, washable markers and other related items for Lincoln School		✓		Per discussion, the supplies are required for use in the class and accordingly appears to be reasonable.	
212	15-230-100-610-01-00	General Supplies	600366	7/18/2005	DELTA EDUCATION, INC.	\$ 35.95	\$ 71.90	Purchase of books: 1 Its elementary book 1 grade 3, 1 building mathematical thinking teachers journal grade 3 book 1, building mathematical thinking student journal grade 3 book 1. The purchase was requested for Lincoln School.		✓		The expenditure is reasonable as the books purchased provide educational value to the students.	
213	15-190-100-610-01-00	General Supplies	600378	7/18/2005	TIME FOR KIDS	\$ 128.94	\$ 257.88	Payment for subscribing to TIME magazine for kids at Lincoln School.		✓		Time for Kids are used by the Kindergarten students and therefore this expenditure is deemed reasonable.	
214	15-190-100-610-01-00	General Supplies	600382	7/18/2005	MACMILLAN/MC GRAW-HILL	\$ 6,452.22	\$ 12,904.44	Purchase of 173 number of consumable pupil Ed. 2nd Grade and Workbook for Lincoln School.		✓		Purchase of textbooks for students directly benefits the students and aid in their learning.	
215	15-190-100-610-01-00	General Supplies	600387	7/18/2005	CLASSROOM DIRECT, COM	\$ 155.77	\$ 311.54	Payment for purchase of pencils, pencil erasers, post-it and other related items for Lincoln School.		✓		Purchase of supplies is reasonable for the school administration and students.	
216	15-190-100-610-01-00	General Supplies	600393	7/18/2005	CLASSROOM DIRECT, COM	\$ 50.36	\$ 151.08	Payment for purchase of glue sticks, block activity cards, ruled newsprint paper and related items for Lincoln School.		✓		Purchase of supplies is reasonable for the school administration and students.	
217	15-190-100-610-01-00	General Supplies	600403	7/18/2005	CLASSROOM DIRECT, COM	\$ 1,363.01	\$ 2,726.02	Payment for purchase of crayons, glue sticks, construction paper of various colors and graph paper for Lincoln School		✓		Purchase of supplies is reasonable for the school administration and students.	
218	15-190-100-610-01-00	General Supplies	600411	7/18/2005	WEEKLY READER	\$ 104.00	\$ 208.00	Purchase of 25 WR 4 magazines that contains current events update for the appropriate grade level. The purchase was requested for Lincoln School.		✓		Per discussion, the magazines help students in keeping abreast with the latest developments and accordingly appear to be reasonable.	

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219	15-190-100-610-01-00	General Supplies	600435	7/19/2005	SCHOOL SPECIALTY, INC.	\$ 8.56	\$ 17.12		✓			Documentation not provided.	
220	15-190-100-610-01-00	General Supplies	600447	7/19/2005	SCHOOL SPECIALTY, INC.	\$ 1,559.78	\$ 5,272.90		✓			Documentation not provided.	
221	15-190-100-610-01-00	General Supplies	600453	7/19/2005	ROBERT BROTHERS	\$ 111.31	\$ 222.62		✓			Documentation not provided.	
222	15-240-100-610-01-00	General Supplies	600456	7/19/2005	LAKESHORE LEARNING MAT.	\$ 37.45	\$ 37.45	Purchase of sight words Bingo game set (with three levels) for Lincoln School		✓		The Bingo game set is used in the elementary school and helps the students learn the language.	
223	15-190-100-610-01-00	General Supplies	600487	7/19/2005	CLASSROOM DIRECT, COM	\$ 109.99	\$ 128.99	Purchase of 1 "Go cart Organizer". The purchase was requested for Lincoln School.		✓		The expenditure is reasonable as the organizer purchased helps in running school operations.	
224	15-190-100-610-01-00	General Supplies	600495	7/19/2005	PEPPER OF ATLANTA	\$ 240.00	\$ 312.00		✓			Documentation not provided.	
225	15-190-100-610-01-00	General Supplies	600501	7/19/2005	CLARUS	\$ 502.94	\$ 1,508.82	Payment for purchase of various children educational music lyrics and CD's for Lincoln School.		✓		Purchase of educational material for students. The lyrics helps the students in understanding the music and eventually learn the music.	
226	15-190-100-610-01-00	General Supplies	600508	7/19/2005	SCHOLASTIC NEWS	\$ 106.65	\$ 213.30	Payment for the purchase of scholastic news magazines for grades 5 & 6.		✓		Per discussion, the subscription helps in keeping abreast with the latest developments for the students and accordingly appears to be reasonable.	
227	15-190-100-610-01-00	General Supplies	600510	7/19/2005	SCHOLASTIC NEWS	\$ 106.65	\$ 213.30	Payment for the purchase of scholastic news magazines for grades 5 & 6.		✓		Per discussion, the subscription helps in keeping abreast with the latest developments for the students and accordingly appears to be reasonable.	
228	15-190-100-610-01-00	General Supplies	600514	7/19/2005	PUNKYDOODLES, INC.	\$ 70.32	\$ 140.64	Purchase of various items of learning used in elementary classroom. The purchase was requested for Lincoln School.		✓		Per discussion, the students follow and cut out shapes, figures etc as part of curriculum and accordingly appears to be reasonable.	

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229	15-190-100-610-02-00	General Supplies	600521	7/26/2005	USI, INC.	\$ 96.70	\$ 193.40	Purchase of 2 Opticlear Med. 3 Mil. 250' Film. The purchase was requested by the principal of Washington School. Per information provided, laminating film is used by teachers to laminate posters, rules, curriculum, teaching materials etc.		✓		The expenditure is reasonable as the stationery items are reasonable for normal school business.	
230	20-211-200-600-01-00	Supplies and Materials	600539	7/26/2005	LAKESHORE LEARNING MAT.	\$ 690.69	\$ 1,381.38	Purchase of classroom collage box, glue sticks, art tissue papers, activity balls and other related items for the Harrison Community Center		✓		Per discussion, the materials were used for classroom instruction in the In-district preschool classroom located in the Harrison Community center. The items benefited the children directly and accordingly the expenditure appears to be reasonable.	
231	20-211-200-600-01-00	Supplies and Materials	600540	7/26/2005	DISCOUNT SCHOOL SUPPLY	\$ 524.61	\$ 1,049.22	Purchase of various educational items: number bingo game, English Spanish Puzzle Cards, Sand art bottles, large white bags, craft cups, etc. The purchase was requested for Harrison Community Center.		✓		Per discussion, the items purchased are used in teaching and benefits the students directly. Accordingly the expenditure appears to be reasonable.	
232	20-211-200-600-01-00	Supplies and Materials	600543	7/26/2005	STAPLES, INC.	\$ 305.59	\$ 611.18		✓			Documentation not provided.	
233	15-190-100-610-01-00	General Supplies	600552	7/29/2005	HARCOURT, BRACE, JOVANOV	\$ 109,405.00	\$ 348,215.00		✓			Documentation not provided.	
234	11-000-262-600-05-00	Supplies and Materials	600587	8/16/2005	LANG EQUIPMENT CO.	\$ 60.95	\$ 121.90	Payment for purchase of security latch.		✓		Per discussion, the expenditure on security latch was to replace a student's locker. Accordingly, the expenditure appears to be reasonable. However we identified that there was no date/account code/amount on PR and the Invoice amount was higher than PO amount.	when the purchase order was originally entered the amount was estimated. When the invoice arrived the purchase order was adjusted. In error no account code was placed on the purchase order...although it was charged to the proper account
235	15-000-291-210-03-00	Personal Services-Employee Benefits Social Security Contributions-T.P.A.F	600613	8/24/2005	DELTA DENTAL PLAN OF NEW	\$ 19,244.80	\$ 19,244.80	Payment for dental insurance premium for the employees of Harrison Board of Education.		✓		The expenditure is reasonable as it is part of collective bargaining agreement between employees and Harrison Board of Education.	

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236	11-000-270-514-05-00	Other Purchased Services: Contracted Services (Special Education Students)	600628	8/30/2005	CEREBRAL PALSY LEAGUE	\$ 14,603.60	\$ 800,156.00	Payment for tuition fees for students with disabilities. The District has no facility appropriately designed for such students.		✓		Per discussion, the tuition fees are paid on behalf of students with disabilities. Accordingly, the expenditure appears to be reasonable.	
237	15-190-100-640-03-00	Supplies and Materials: Textbooks	600660	9/8/2005	TEACHERS VIDEO CO.	\$ 56.88	\$ 113.76	Purchase of educational videos: 1 greatest battles of civil war and 1 crossing video. The purchase was requested for Harrison High School.		✓		The expenditure on reasonable videos is reasonable as it provides educational value to the students.	
238	15-190-100-640-03-00	Supplies and Materials: Textbooks	600682	9/12/2005	EAI EDUCATION	\$ 331.90	\$ 995.70	Purchase of 4 calculators. The purchase was requested for the Math Department for Harrison High School.		✓		Per discussion, the calculators are required for all math classes as per the HSPA and SAT. Accordingly the expenditure appears to be reasonable.	
239	11-000-100-566-06-00	Tuition to private schools for the handicapped within the state	600707	9/15/2005	THE KIDZ ACADEMY	\$ 13,630.60	\$ 4,361,245.00	Payment for 45 pre-school students for 2005-06 payment. The expenditure is tuition reimbursement to the Study Hall, local learning center. The learning center provides service to the Early Childhood Program. The payments are based on the DOE state approved budget for each center i.e. pupil cost.		✓		Per discussion, the District reimburses the cost of tuition for children studying at these learning centers. A State issued contract exists and the District pays according to the rate decided by the State. The District sends the students at these centers because it does not have enough facilities for the education. Accordingly, the expenditure appears to be reasonable.	
240	11-000-100-566-06-00	Tuition to private schools for the handicapped within the state	600709	9/15/2005	ABC LEARNING CENTER	\$ 7,122.08	\$ 8,787,057.70	Payment for 90 preschool students 05-06 Abbott Program. The cost per pupil is \$1017.44. The special ed and doe account were charged to pay for these expenditure. The expenditure is tuition reimbursement to the ABC Learning Center. The learning center provides service to the Early Childhood Program. The payments are based on the DOE state approved budget for each center i.e. pupil cost.		✓		Per discussion, the District reimburses the cost of tuition for children studying at these learning centers. A State issued contract exists and the District pays according to the rate decided by the State. The District sends the students at these centers because it does not have enough facilities for the education. Accordingly, the expenditure appears to be reasonable.	

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	Account Code	Account Name	PO #	PO Date	Vendor Name	Total Paid Against PO	Original PO Amount	Transaction Description	Discretionary	Appears reasonable	Inconclusive		Comments
241	15-190-100-610-02-00	General Supplies	600731	9/26/2005	OFFICE MAX	\$ 765.90	\$ 1,531.80		✓			Documentation not provided.	
242	15-190-100-610-02-00	General Supplies	600738	9/26/2005	EDUCATIONAL DESIGN/TRIUM	\$ 5,742.00	\$ 11,484.00	Purchase of various books: 150 focus on New Jersey, 150 open ended quest coach, 150 New Jersey Gepa writing coach, 150 Gepa math coach. The purchase was made for Washington School.		✓		Per discussion, the books were used in the class and the quantity represents the strength of the class. The books benefit the students. Accordingly the expenditure appears to be reasonable.	
243	15-190-100-610-03-00	General Supplies	600749	9/26/2005	MARYPAT SHIELDS	\$ 450.08	\$ 450.08	Payment for reimbursement of film and developing expense to the art teacher Harrison HS.		✓		Per discussion, the expenditure is related to student activity that includes photography in art classes, art clubs and as a publicist. Accordingly, the expenditure appears to be reasonable.	
244	15-402-100-100-03-00	Regular Programs-Elementary/Secondary	600752	9/27/2005	T. J. HERNANDEZ	\$ 225.00	\$ 450.00	Payment for police coverage for boy's soccer. The match was played between Harrison Vs. Wallington on 9/30/2005. The fees paid was \$75 for each game.			✓	The expenditure is essential as the police protection is necessary for the safety of school soccer players. However due to lack of supporting documentation, it is deemed inconclusive.	
245	11-000-100-566-06-00	Tuition to private schools for the handicapped within the state	600764	9/27/2005	PASSAIC COUNTY TECHNICAL	\$ 842.10	\$ 842.10	Payment for expenses on special needs and regular students for Special Education Schools. The District pays the certified rate and receives a refund if the actual rate is below the certified rate. The rates are given by the State.		✓		Per discussion, the tuition fees is paid on behalf of students with disabilities / Special needs. Accordingly, the expenditure appears to be reasonable.	
246	50-000-310-600-05-00	Supplies and Materials	600790	9/29/2005	PREFERRED MEALS SYSTEMS,	\$ 135,323.97	\$ 4,434,881.10	Payment for meals for Lincoln Public and Washington Schools. The total number of meals for 9/6/05 was 2880, 2800 meals for 9/13/05 and 5280 meals for 9/20/2005. The dates mentioned are delivery dates.		✓		The expenditure on meals for School children is reasonable and budgeted.	

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247	11-000-270-512-05-00	Other Purchased Services: Contracted Services (Other than between home and school)	600793	9/29/2005	JAMES L GEDDES	\$ 1,865.25	\$ 7,461.00	Payment to driver for driving for sports events.		✓		Per discussion, payment is required to be made to drivers when the bus is arranged to transport students / trams during sports events. The expenditure appears to be essential.	
248	15-190-100-610-02-00	General Supplies	600831	10/7/2005	NASCO	\$ 71.85	\$ 143.70	Purchase of stationery items: 100 5" round basket base. The purchase was requested for Washington School. Per information provided, the items purchased were used by the art teachers for basket making project in art class.		✓		The expenditure appears reasonable as the stationery items are used by the students of the art class.	
249	15-000-291-210-03-00	Personal Services-Employee Benefits Social Security Contributions-T.P.A.F	600841	10/11/2005	BOLLINGER, INC.	\$ 101,223.78	\$ 202,447.56	Payment of health insurance premiums for retired and current employees of Harrison School District.		✓		The expenditure to pay insurance premium is reasonable for well being of employees.	
250	20-002-100-600-06-06	Supplies and Materials	600875	10/14/2005	STAPLES, INC.	\$ 532.34	\$ 1,064.68		✓			Documentation not provided.	
251	20-002-200-320-06-06	Purchased Professional - Educational Services	600907	10/21/2005	JEANETTE OLIVER	\$ 5,060.00	\$ 68,640.00	Payment of Salary for the individual employed one day/week through IDEA as part of Time Learning consultant.		✓		Per discussion, the salary is to the individual employed through IDEA and the students directly benefit from the program. Accordingly, the expenditure appears to be reasonable.	The part time learning consultant is part of the IDEA Grant and is accepted by the State of New Jersey.
252	11-000-262-600-05-00	Supplies and Materials	600956	11/1/2005	LANG EQUIPMENT CO.	\$ 88.38	\$ 176.76	Purchase of 2 Bench Pedestal. The purchase was requested for Harrison High School.		✓		Per discussion, the pedestals are kept at the pool and it acts as a support for benches in the locker rooms. The expenditure appears to be reasonable.	
253	20-002-200-300-06-05	Purchased Professional and Technical Services	600961	11/2/2005	OCCUPATIONAL THERAPY CON	\$ 1,499.00	\$ 52,228.00	Payment for occupational therapy consultation services: Quantity 7 sessions were conducted for Harrison Public School.		✓		The expenditure is directly targeted to the benefit of the students and therefore it appears reasonable.	

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254	15-120-100-730-01-00	Property-Equipment	600990	11/15/2005	PROGRAMMERS PARADISES	\$ 3,034.98	\$ 12,139.93	Purchase of various computer related items. The purchase was requested by the IT Director. The purchase included payment for renewing Microsoft School Agreement.		✓		The expenditure is reasonable and is beneficial for the students.	
255	15-402-100-100-03-00	Regular Programs-Elementary/Secondary	601028	11/23/2005	RAYMOND MCGUIRE	\$ 3,495.00	\$ 3,495.00	Payment for 3 years longevity, freshman football coach.		✓		Per discussion, payment of longevity to assistant coach is as per the contract. Accordingly the expenditure appears to be reasonable.	
256	15-190-100-610-03-00	General Supplies	601045	11/29/2005	SUNDANCE PUBLISHERS	\$ 741.35	\$ 1,482.70	Purchase of books: 150 "Rite of Passage" The purchase was requested for Harrison High School.		✓		Per discussion, the 150 books met the needs of all of the teacher's students and benefited the students directly. Accordingly the expenditure appears to be reasonable.	
257	20-002-200-500-06-06	Other purchased services	601048	11/29/2005	BUREAU OF EDUCATION & RE	\$ 179.00	\$ 179.00	Payment of registration fee for a seminar: Seminar on "What's new in young adult literature" on 01/20/06. The purchase was requested for Washington School.		✓		The expenditure is reasonable as the seminar is useful for teachers and it enhances educational process for the ultimate benefit of the school students.	
258	15-190-100-610-02-00	General Supplies	601064	12/2/2005	STANS SPORT CENTER	\$ 285.60	\$ 285.60	Purchase of sport items: 8 women's Basketball, 1 number ball bag. The Purchase was requested for Washington School.		✓		The expenditure is reasonable as the students are the beneficiary of the purchase.	
259	15-190-100-610-03-00	General Supplies	601082	12/14/2005	JOSTENS, INC.	\$ 7.28	\$ 7.28	Purchase of 1 diploma invoice # 1203/964 for Joshua Oscar Torres. The purchase was requested by the Harrison HS principal.		✓		Per discussion, this is a replacement diploma for 1 student. Accordingly the expenditure appears to be reasonable.	
260	20-034-200-580-04-06	Travel	601088	12/15/2005	SARAH MICHALOWSKI	\$ 323.45	\$ 323.45	Payment for NJDOE professional development and technical assistance for a Lincoln School teacher.		✓		Per discussion, the Department of Education requires Even Start Coordinators and Directors to attend quarterly meetings. The meeting is approved by the Board. Accordingly the expenditure appears to be reasonable.	

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261	20-211-200-321-01-00	Purchased Professional and Technical Services	601091	12/15/2005	TREASURER, STATE OF NEW	\$ 18.00	\$ 18.00	Payment of transition charges for children from Preschool into Kindergarten (for 1 child).			✓	Payment of transition charges for children is an administration charge payable the State and appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	Part of the Early Childhood budget it is required that administration charge be payable to the State. If further documentation is required...the Business Administrator will be available to discuss the issue.
262	20-034-200-200-04-06	Personal Services-Employee Benefits	601117	12/21/2005	HORIZON BLUE CROSS BLUE	\$ 21,089.00	\$ 241,679.53	Payment for comprehensive health insurance for the employees of the Harrison School District.		✓		The expenditure is reasonable for normal school business.	
263	20-211-200-200-01-00	Personal Services-Employee Benefits	601117	12/21/2005	HORIZON BLUE CROSS BLUE	\$ 151,452.00	\$ 241,679.53	Payment for comprehensive health insurance for the employees of the Harrison School District.		✓		The expenditure is reasonable for normal school business.	
264	20-034-100-600-04-06	Supplies and Materials	601120	12/22/2005	NINO'S RESTAURANT	\$ 378.00	\$ 378.00	Payment for food for parents meeting.		✓		Per discussion, the expenditure is as per budget for meeting with parents and students - Holiday pizza party. Since parents involvement is essential for the education of the students, this expenditure appears reasonable.	Parents and students meeting are an important part of the program.
265	20-030-200-329-04-00	Purchased Professional and Technical Services	601133	12/23/2005	MARIA REBELO	\$ 384.00	\$ 384.00	Payment for floyd hall arena for Ice Skating trip for 40 students enrolled in the School Based Youth Services Program (SBYSP).		✓		Per discussion, the trip is part of the school program. Accordingly, the expenditure appears to be reasonable.	
266	15-130-100-730-02-00	Property-Equipment	601141	1/4/2006	FRANK CAPPELLE	\$ 324.57	\$ 324.57	Purchase of 1 security camera. "Wallmount Camera for Washington School" The purchase was requested by the IT Director.		✓		The expenditure is reasonable for the security of the premises and well-being of the students.	
267	20-034-200-600-04-06	Supplies and Materials	601175	1/12/2006	SARAH MICHALOWSKI	\$ 5.20	\$ 5.20	Reimbursement for purchase of 13 books of 2cents USPS stamps.		✓		Purchase of stamps is reasonable for the District administration.	
268	11-000-270-514-05-00	Other Purchased Services: Contracted Services (Special Education Students)	601254	2/2/2006	TOWN OF HARRISON - CURRE	\$ 9,081.51	\$ 27,244.53	Payment for reimbursement of expenditure incurred by Town of Harrison: The reimbursement is for school sporting events and school bus drivers.		✓		The expenditure is reasonable and beneficial and useful to the students.	

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269	20-034-200-600-04-06	Supplies and Materials	601259	2/3/2006	SARAH MICHALOWSKI	\$ 53.82	\$ 53.82	Reimbursement for purchase of snacks for parents meeting and PACT trip.		✓		Per discussion, the items were purchased during the field trip approved by the Board of Education. Since parents involvement is essential for the education of the students, this expenditure appears reasonable.	Parents and students meeting are an important part of the program.
270	15-000-213-300-03-00	Purchased Professional and Technical Services	601275	2/7/2006	TROPHIES PLUS	\$ 515.00	\$ 515.00	Payment for purchase of 28 jerseys for Teen pep class.		✓		Per discussion, the Peer Education Program helps in educating the students enrolled on health issues which they would disseminate the learning's to their peers. Accordingly the expenditure appears to be reasonable.	
271	20-042-200-600-04-06	Supplies and Materials	601283	2/9/2006	JANIS STRASSER	\$ 600.00	\$ 600.00	Payment for Professional Development training for Kindergarten teachers.		✓		Payment for professional development of teachers is reasonable and mandated by the State.	
272	20-211-200-890-01-00	Miscellaneous Expenditure	601318	2/10/2006	ANY EXCUSE FOR A PARTY	\$ 395.00	\$ 395.00	Payment for a fair: "Moonwalk for EC fair on April 8, 2006. The purchase was requested for Early Childhood Center. The purpose of the fair is to reach out to the community and make them aware about the importance of preschool education and its availability. Inflatable balloon activity is rented to provide entertainment for the children.		✓		Per discussion, the event is an annual affair and is budgeted under the Early Childhood budget. Accordingly, the expenditure appears to be reasonable.	
273	11-150-100-101-06-00	Personnel Services: Salaries of Teachers	601333	2/17/2006	SOMERSET MEDICAL CENTER	\$ 945.00	\$ 2,835.00	Payment for home instruction for a student of Washington School.		✓		Per discussion, payment for home instruction for students appears to be reasonable and the student directly benefits from these instructions.	
274	15-240-100-610-01-00	General Supplies	601357	2/23/2006	NASCO	\$ 125.34	\$ 376.02	Payment for purchase of books on geometry and algebra for Lincoln School.		✓		Per discussion, the items are used for Bilingual Mathematics instruction for grade 4 and 5. Accordingly, the expenditure appears to be reasonable.	
275	15-240-100-610-01-00	General Supplies	601360	2/23/2006	MILLER EDUCATIONAL MATER	\$ 202.85	\$ 608.55		✓			Documentation not provided.	

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276	20-043-200-320-04-06	Purchased Professional - Educational Services	601376	2/27/2006	PASSAIC COUNTY COMMUNITY	\$ 75.00	\$ 75.00	Payment for registration charges for the NJDOE Professional Development and Technical Assistance training - Drilling down data on April 25th, 2006 for Stephen Sieradzki.		✓		Payment for professional development of certified employees is reasonable and mandated by the State.	
277	15-240-100-610-01-00	General Supplies	601387	3/1/2006	LEARNING RESOURCES	\$ 313.20	\$ 626.40	Payment for the purchase of books on algebra, problem solving and other related subjects. Purchase includes stamps and calculator. Purchase is for Washington School.		✓		Per discussion, the books were purchased to meet the requirement of the class. The books help students understand the subject. Accordingly the expenditure appears to be reasonable.	
278	15-190-100-610-03-00	General Supplies	601389	3/2/2006	MARYPAT SHIELDS	\$ 334.18	\$ 334.18	Payment for flash cards and developing films.			✓	Per discussion, the material is used for art classes and all other high school student activities. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	same as above
279	15-190-100-610-03-00	General Supplies	601391	3/2/2006	EAI EDUCATION	\$ 5,352.38	\$ 5,352.38	Payment for purchase of 90 calculators including scientific calculators, communicator clear board classroom kit, batteries and TI-83 calculators for HHS- Math.		✓		Per discussion, the calculators are required for all math classes as per the HSPA and SAT. Purchase is required to update/replace to testing conditions. Accordingly the expenditure appears to be reasonable.	
280	15-140-100-730-03-00	Property-Equipment	601413	3/7/2006	CDW-G COMPUTER CENTERS,	\$ 7,484.84	\$ 14,969.68	Payment for purchase of 4 projectors and 4 notebook computer for the Superintendent's office.		✓		Per discussion, the laptops were required for use in the Superintendent office. The items were required for the smooth operations of the district. Accordingly the expenditure appears to be reasonable.	

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281	15-213-100-640-02-00	Supplies and Materials: Textbooks	601430	3/13/2006	TEACHER CREATED MATERIAL	\$ 33.33	\$ 66.66	Payment for purchase of text book on reading comprehension and teacher's guide for use in Washington School.		✓		Per discussion, the book was purchased as it was required for teaching to the class. The books is in resource room. Additional students were transferred to the class necessitating the need to buy the books. The students benefit from these texts. Accordingly the expenditure appears to be reasonable.	
282	20-040-100-600-04-06	Supplies and Materials	601445	3/8/2006	SAYMAR INDUSTRIES	\$ 1,066.95	\$ 3,200.85	Payment for purchase of ink and paper rolls for Lincoln Annex.		✓		Purchase of inks and paper rolls are reasonable for the administration of the District.	
283	20-002-100-500-06-06	Other purchased services	601450	2/27/2006	IBCITECH	\$ 189.72	\$ 189.72	Payment for the purchase of under desk pedestal (Box/file) for Special Services.		✓		Purchase of under desk pedestal is reasonable in the administration of the District. However, it does not directly benefit the students.	
284	20-040-100-600-04-06	Supplies and Materials	601473	3/28/2006	SAYMAR INDUSTRIES	\$ 702.95	\$ 1,405.90	Payment for purchase of ink and paper rolls for Lincoln Annex.		✓		Purchase of inks and paper rolls are reasonable for the administration of the District.	
285	15-190-100-610-02-00	General Supplies	601477	3/29/2006	THOMAS CARNEY	\$ 8.13	\$ 8.13	Reimbursement for USPS charges in sending documents related to CAPA.		✓		Payment for charges incurred in sending mails is reasonable for the District administration.	
286	20-030-200-328-04-00	Purchased Professional and Technical Services	601478	3/29/2006	MARIA REBELO	\$ 216.00	\$ 216.00	Reimbursement for payment made to Atlantic Care Behavior Health for costs associated with a mandatory training required for School-based directors.			✓	Per discussion, the training is required as per the Department of Human Services. Accordingly, the expenditure appears to be essential. However due to lack of supporting documentation, it is deemed inconclusive.	Training is part of the School Based Grant and approved by the State when the Grant is approved.
287	20-211-200-890-01-00	Miscellaneous Expenditure	601531	4/26/2006	SUSAN GREEN	\$ 361.91	\$ 773.87	Payment for purchase of balloons and decoration items for preschool.		✓		Purchase of balloons and decoration items are used in the pre-school to attract students and start the learning process.	

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288	20-211-200-321-01-00	Purchased Professional and Technical Services	601559	5/3/2006	NJ COALITION FOR INCLUSI	\$ 185.00	\$ 185.00	Payment of registration charges for conference on NJ Coalition for inclusive learning for 2 days in June 06 by participant from Early Childhood Center.		✓		Per discussion, the workshop provided an opportunity to learn the keys to inclusion for a full range of learners. The workshops targeted strategies to work with students with Learning Disabilities/ADHD as well as those with more significant needs. The workshop is part of the requirements of NCLB and the District is part of it. Accordingly, the expenditure appears to be reasonable.	
289	15-190-100-610-02-00	General Supplies	601563	5/5/2006	J.W. PEPPER AND SON	\$ 87.50	\$ 87.50	Payment for the purchase of Music Sheet, Choral folio paperboard and Power rock for Washington School.		✓		Purchase of music sheets is reasonable and directly benefits the students in learning music	
290	20-002-200-600-06-CO	Supplies and Materials	601583	5/16/2006	STAPLES BUSINESS ADVANTA	\$ 153.19	\$ 306.38	Payment for purchase of paper rolls, inks, tape, stapler, folders and other related items.		✓		Purchase of office supplies is reasonable for the administration of the school.	
291	20-002-200-600-06-CO	Supplies and Materials	601592	5/16/2006	SUNDANCE PUBLISHERS	\$ 293.14	\$ 586.28	Purchase of texts on Speaking and related texts for Washington School.		✓		Purchase of text books assists the teachers ad benefits the student's learning.	
292	15-190-100-610-03-00	General Supplies	601599	5/16/2006	ST PETERS COLLEGE	\$ 350.00	\$ 700.00	Payment for Harrison basket ball team camp in Jun'06 for Harrison High School.			✓	Payment for school basket ball team to attend camp would be considered essential as it helps in benefiting the students in learning the sports. However due to lack of supporting documentation, it is deemed inconclusive.	If further documentation is required the district will make every effort to comply
293	15-402-100-100-03-00	Regular Programs-Elementary/Secondary	601646	6/5/2006	MELISSA BRADFORD	\$ 3,195.00	\$ 3,195.00	Payment for assisting varsity softball 2006 season.		✓		Per discussion, the payment is made for assisting the school team. Accordingly, the expenditure appears to be reasonable.	
294	20-030-200-328-04-00	Purchased Professional and Technical Services	601702	6/16/2006	MARIA REBELO	\$ 318.77	\$ 318.77	Reimbursement for mileage for attending training and other related workshops during a period from Feb to Jun 2006.		✓		Per discussion, the conferences and training were mandatory to attend for the individual as required by the State and Board of Education. Accordingly, the expenditure appears to be reasonable.	

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295	20-034-200-600-04-06	Supplies and Materials	601707	6/20/2006	SILVIA HOCHREINER	\$ 70.89	\$ 70.89	Reimbursement for food and flowers purchased for parents meeting and Even Start graduates.	✓			Purchase of food items and flowers do not directly benefit student's learning and is deemed discretionary.	There is no measurable criteria to determine whether flowers are essential or not. This expense is exiguous and the district's children benefit from a display of flowers since they realize they are only ordered on special occasions and flowers serve as a reward to the student who takes them home to show their parent/ guardian afterwards. It promotes self-esteem and confidence in students.
296	15-213-100-101-03-00	Personnel Services: Salaries of Teachers	601725	6/23/2006	BD OF ED PAYROLL AGENCY	\$ 6,687.76	\$ 1,193,805.50	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Investigator Salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
297	15-230-100-101-02-00	Personnel Services: Salaries of Teachers	601725	6/23/2006	BD OF ED PAYROLL AGENCY	\$ 3,156.19	\$ 1,193,805.50	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Investigator Salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
298	11-000-221-102-04-00	Personal services - Salaries of Supervisors of instruction	601725	6/23/2006	BD OF ED PAYROLL AGENCY	\$ 4,185.23	\$ 1,193,805.50	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Investigator Salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	
299	15-402-100-500-03-00	Other purchased services	601725	6/23/2006	BD OF ED PAYROLL AGENCY	\$ 1,296.30	\$ 1,193,805.50	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Investigator Salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	

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300	20-026-200-600-04-06	Supplies and Materials	601725	6/23/2006	BD OF ED PAYROLL AGENCY	\$ 715.41	\$ 1,193,805.50	Transfer of the Gross payroll amount from the District's main account to the District's Payroll Agency account. Investigator Salaries.		✓		Per discussion, the gross payroll amount is transferred to the payroll agency where the taxes, etc are accumulated and the net payroll amount is transferred to the payroll account. The expenditure is reasonable for the District.	