



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

New Jersey Department of Education

Division of Finance

Office of Fiscal Policy and Planning

## **Audit Management System User Manual**

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## Purpose

School district auditors are required to annually prepare, and the school district's board secretary/business administrator is required to annually submit, a summary of audited revenues and expenditures following the close of the fiscal year and the completion of the annual audit. Using the Data Finalize and Certify screen, the school district auditor and the board secretary/business administrator must review and certify the summary information prepared by the auditor prior to submission by the board secretary/business administrator.

Auditors may access the web-based AudSum via a link on the DOE website at: [Audit Summary Application](#). Authorized school district personnel may access AudSum through the [NJDOE Homeroom](#) and selecting "AudSum" then selecting "Click to Enter System." This will take you to the screen shown in Figure 1.

## Submission Dates

Audit summary data must be submitted via the Department of Education's website by the deadline posted on the login screen.

## Getting Started

Begin by reviewing this manual and gathering basic fiscal data.

(Figure 1) User Login: - The image below shows User login page for AudSum

New Jersey  
Department of Education

NJDOE AUDIT SUMMARY

The system may be shut down each day for maintenance from 8:30 am to 9:00 am. Please save your data and log off at this period to ensure that your session is not interrupted.

### User Login

To access the NJDOE Audit Summary online, you must be an authorized CPA/school district auditor registered to use the NJDOE Audit Summary or a school district user assigned by the district's Web User Administrator.

! If you are a CPA auditor and this is your first time accessing this system, [please click here to register](#)

If you are already a registered CPA auditor, and you need to update your user profile or link more districts for audit, [please click here](#)

Please select the user type for login:

CPA Auditor:  NJ School District User:

District ID:

User ID:

Password:

## Districts

Log in using your four digit district ID and your user ID and password. The district ID is your District Code. You must contact your district's Homeroom Administrator to create your User ID and Password.

The Homeroom Administrator must log in and create user accounts for individuals that need access to the Audit Summary Data Collection. You can find detailed information regarding user accounts by clicking on the Homeroom Administrator Manual link on the left column of the [NJDOE Homeroom](#).

**The system automatically logs you off if there is no activity for more than one hour.** You may wish to create a desktop shortcut or web link for easy access to the login page. The following error messages could appear if the system logs you off or if there is a problem with your login:

- **Your user session may be expired because of long idle time, please login again.**
- **You have logged out.**
- **There is a problem with your log-in. Please type the preceding zeros in the district ID field (4 digits.)**
- **An invalid request. Please enter correct log-in data**
- **The authorization failed: Invalid UserID or Password**

## Auditors

Setup Steps

1. Obtain a PIN code(s) for client each school district(s)
2. Create a CPA Auditor account on AudSum.
3. Add districts to your account.

### Obtaining a PIN

District auditors will need to request and obtain a department issued personal identification number (PIN) code(s) for each client school district(s) to access the AudSum for that client district. For security and control purposes, a separate PIN will be issued for each client school district to the auditor of record. The audit firm will have access, through its PIN, to enter the data and make any changes to AudSum. The districts will have read only access for purposes of review and advising the auditor of any suggested changes or corrections the district notes.

Due to the large number of school districts, and the time involved to issue PINs to the many audit firms, the Department is asking that, at your firm's earliest convenience, an Excel listing of the audit firm's client school districts and charter schools (name-county-district number) be emailed to [audsum@doe.nj.gov](mailto:audsum@doe.nj.gov) as a request for PIN numbers. After the DOE receives the email request, a return email will be sent to you containing a 6 digit PIN for each district and charter school listed.

### Creating or Updating an account

To create a CPA Auditor account, go to the AudSum login screen (figure 1 above) and click on the underlined link which says "If you are a CPA auditor and this is your first time accessing this system, please click here to register" The screen in figure 2 will appear. Fill out the form as

indicated and click on the "Next" button. You will be taken to the page shown in figure 3 below.

**(Figure 2) Create Auditor Profile:** - The image below shows the screens that will be required to be filled by the auditors when registering as a user.

**Create CPA Auditor User Profile**  
**STEP-I: Basic Login Information**

If this your first-time accessing the NJDOE Audit Summary online, please create your user profile below. Once you successfully create the profile on the system, you can use the CPA User ID to login to the system for the school district(s) assigned to you.

\* CPA User ID:  (4-20 characters)  
\* Password:  (4-20 characters)  
\* Name:   
Title:   
\* Phone Number:   
\* Email Address:   
\* CPA Company Name:

\* Required field.

**(Figure 3) Link to District:**

**Create CPA Auditor User Profile**  
**STEP-II: Link to NJ School District(s)**

\* User ID: YourUser ID  
\* Password: agoodpassword2  
\* Name: Your Name  
Title: CPA  
\* Phone Number: 555-555-5555  
\* Email Address: you@email.com  
\* Company Name: Your Company

Please select district(s) and enter a PIN# assigned by the DOE, then click on "Link" to verify and assign you for the audit for on district(s):

County:  Link to District:  Enter the District PIN#:

**ⓘ The System will verify the PIN# you entered. If the PIN# verification is failure, you will not be able to link the district for the audit.**

**Linking to a School District or Updating a User Profile**

To link a district to your account, select a county and a district from the drop down menus and enter the PIN you received in the return email. (You use this pin only once during the initial

linking process. You will not need to use it again unless you wish to add a new CPA Account and want that account linked to that district). Click on the “Link” button. The screen shown in Figure 4 will appear with the name and district number for the linked district.

**(Figure 4) Auditor profile and Linked Districts:** - The image below shows the snapshot of a user’s profile.

**You have successfully registered for your CPA audit profile to our system, and you have linked to the District (ABSECON CITY - 0010) for audit.**

**Now, you can sign in to Audit Summary Online by using your CPA user ID, password and a linked district ID. [Login to Audit Summary Online](#)**

### CPA Auditor User Profile & District Audit Link

* User ID :	YourUser ID
* Password:	agoodpassword2
* Name:	Your Name
Title:	CPA
* Phone Number:	555-555-5555
* Email Address:	you@email.com
* Company Name:	Your Company

If you need to Link more districts, [click here](#)

County:	District Linked for Audit:
-	0010 - ABSECON CITY

You may now begin to edit the district’s audit summary by clicking on ‘Login to Audit Summary Online’ or you may add additional districts through the ‘click here’ link appearing above the list of linked districts. **Note:** you may also add districts at a later time by going to the login page (Figure 1) and clicking on the underlined link near the top of the webpage with the header “**If you are already a registered CPA auditor, and you need to update your user profile or link more districts for audit, please click here**” To update your user profile, you will select the link for CPA PROFILE at the top of the linking screen to modify your user profile information:

**(Figure 4a) Update CPA profile screen:** - The image shows which link CPA can click to change the profile



**(Figure 4b) Update CPA profile screen:**

**Update CPA Auditor User Profile**

\*CPA User ID:

Password:  (4-20 characters)

\*Name:

Title:

\*Phone Number:

\*Email Address:

\*CPA Company Name:

\* Required field.

## Audit Summary Program Overview

### Districts

While the bulk of the activity that will take place in this data collection will be performed by the district or charter school auditor, the department recommends that the school board secretary/school business administrator review the process for completion described in this manual. The district board secretary/business administrator will be required to review each data entry screen and submit an electronic certification using the “Data Finalize and Certify” screen/link providing assurances as to the accuracy of the data entered by the auditor. Note that submission will not be possible until the Edit Check selector is run and all fatal edits are passed.

### Auditors

To enter the system and edit data, go to the login screen and enter the 4 digit district code (including leading “0’s”) for the linked school district you wish to edit. Do not use the 6 digit pin you originally used to link to the district. You only use that PIN when initially linking a user ID to a district. The main toolbar on the AudSum software consists of six selections (Figure 5)

- Data Entry (District)
- Data Entry (School Based)
- Data Entry (Reg Day School)
- Questionnaire
- Data Finalize & Certify
- Data Edit Check

See Figure 5 below:

**(Figure 5) Toolbar** – The image shows the toolbar inside the AudSum.



**Entry Tabs:** The first three selections are data entry tabs; District, School Based, and Regional Day School. By clicking on these tabs, the user can access data entry pages for entry of fiscal detail. The School Based and Regional Day School tabs lead to drop down menus for the selection of individual schools. The School Based tab provides for the entry of “Expenditures” as described on page 10 of this manual. If the district does not submit school based budgets to the department, a list of schools will not be available from the drop down menu. If the district does not operate a regional day school, no regional day schools will be available from the drop down menu. Note that Regional Day Schools have multiple screens for completion, including “Revenues”, “Expenditures”, “Questionnaire”, “Edits”, and “Finalize and Certify”.

**Questionnaire Tab:** For each of the questions on this tab, the auditor must select an appropriate response (yes, no, qualified, unqualified, or not applicable) from the drop down menu. All questions must have a response or a fatal edit will fail.

**Data Finalize & Certify Tab:** Do not attempt to finalize and certify data until edits have been run and all fatal edits have passed. Unless all fatal edits have been cleared, auditors and board secretary/business administrators will not be able to access the certification page. Your AudSum cannot be submitted to the department until certification has occurred.

**Data Edit Check.** The Data Edit Check must be run prior to selecting the Data Finalize & Certify tab. Fatal edits are identified by an “error” notation, while warning edits are identified by a “warning” notation. Data submission cannot be completed until all fatal edits have been cleared.

### ***Data Entry***

There are three data entry tabs that are utilized for district-wide entry, school based entry and regional day school entry. The school based and regional day school entry tabs lead to drop down menus for the selection of individual schools. The revenue and expenditure data should be entered for all regional day schools as well as the questionnaire and the certify screens. The expenditure data should be entered for each school listed in the school based entry tab.

At the bottom of each data entry screen (figure 6) are four buttons:

1. Export Excel
2. Export PDF
3. Refresh This Page
4. Save Data

Be sure to press the “Save Data” button before you move to another screen, or data entry will be lost. (Note: Districts will not have a “Save Data” option since they cannot edit the data.)

Refresh Data loads the last saved version of the data that you are working on. Refresh Data also may be used to import into your session any changes that the department makes to line items

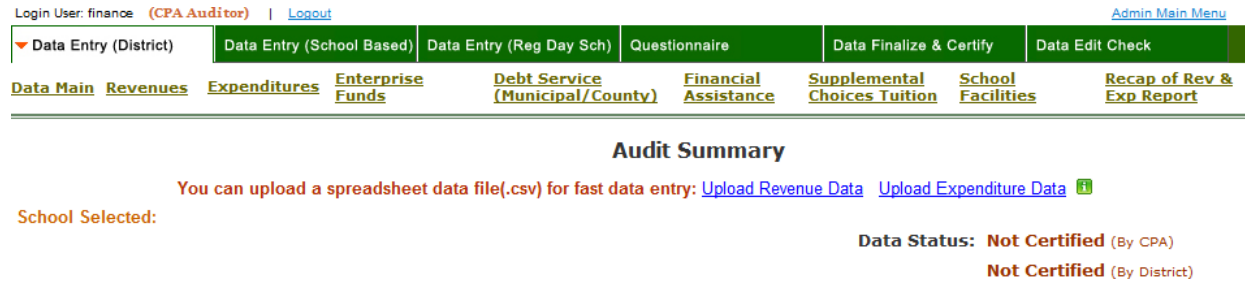
### ***Data Upload***

There are three data entry screens that can be completed through a data file upload process. Once the first data entry tab is selected, the links to upload the revenue and expenditure data



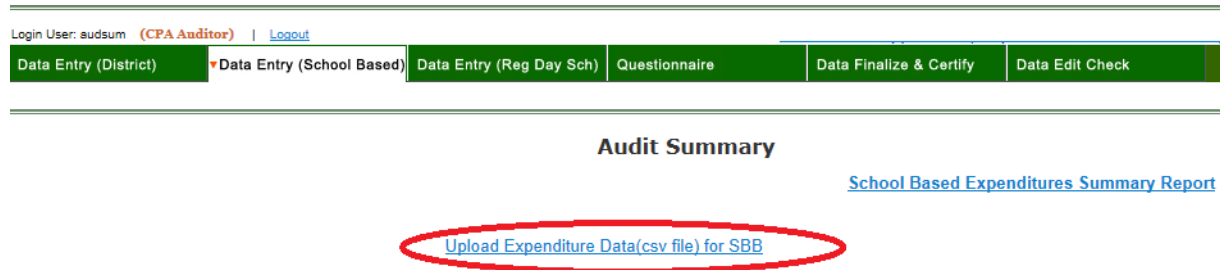
are presented (see figure 6). Revenue and Expenditure data can be uploaded if properly formatted as two column Comma Delimited (.csv) files. An excel file can easily be converted to a csv file through the 'SAVE AS' file function. The first column of the revenue and expenditure files must contain the line item. The second column of the revenue and expenditures files must contain the amount rounded to the nearest dollar. The file can not contain any headers, subtotal or total lines.

**(Figure 6) Upload Links for the Revenue and Expenditure files** – The image shows the links to upload revenue and expenditures.



The third file that can be uploaded to the AudSum pertains only to former Abbott districts, or other districts that have been approved to use school based budgeting (fund 15), that are required to enter the school appropriations data. By selecting the School Based tab, a link for uploading the school based expenditure file is available (figure 6a). This upload file must also be a Comma Delimited file, but must have three columns. The first column is the numeric Codist sequence of nine digits representing the county, district and school code. The second column must contain the line item and the third must contain the amount rounded to the nearest dollar. This file must also contain no headers, subtotal or total lines. **New this year** will be the addition of thirteen new line items on the school appropriations data entry screen, depicted in Figure 6b below. These lines pertain to resource amounts and will be used in a new edit to ensure the revenues and appropriations balance for each school.

**(Figure 6a) Upload Link for School Appropriations File** - The image shows the links to upload School Appropriation file.



**(Figure 6b) School Appropriations entry screen** - The image shows the new line items added to the School Appropriation screen.

The screenshot shows the 'Data Entry (District)' screen with a navigation bar at the top containing: Data Entry (District), Data Entry (Fund 15), Data Entry (Reg Day Sch), Questionnaire, Data Finalize & Certify, and Data Edit Check. Below the navigation bar, there is a link for 'School with SBB' and 'All schools (SBB) list'. The main content area is titled 'Audit Summary' for 'City High School'. The 'Data Status' is 'Not Certified (by CPA)' and it is 'read-only for school district user'. There are links for 'View Expenditure Data in One Form Report' and 'Please enter data in four pages: 1 2 3 4'. A note states: 'Highlighted lines indicated by a '+' sign will not allow entry by user.' Below this is a table of line items with columns: LINE#, TITLE, SUB TITLE, SCACCOUNT#, SUM TO LINE, and AMOUNT(\$). The table lists various revenue items, including adjustments, general fund contributions, and restricted state resources, with some lines highlighted in green and marked with a '+' sign.

LINE#	TITLE	SUB TITLE	SCACCOUNT#	SUM TO LINE	AMOUNT(\$)
1100	Adjustment for Prior Year Encumbrances	SBB Revenue		1230	\$0
1110	General Fund Contribution	SBB Revenue	15-5200	1230	\$0
1130	Other Restricted State Entitlements	SBB Revenue	15-32XX	1140	\$0
1140	..... Total From Restricted State Resources	SBB Revenue		1230	\$0
1150	Title I - Part A	SBB Revenue	15-4411-4416	1220	\$0
1160	Title II - Part A - Principal & Teacher Training	SBB Revenue	15-4451-4455	1220	\$0
1170	Title IV - Part A - Safe & Drug-Free	SBB Revenue	15-4471-4474	1220	\$0
1180	Title II - Part D - Technology	SBB Revenue	15-4451-4455	1220	\$0
1190	Title III - Part A - English Language Acq.	SBB Revenue	15-4491-4494	1220	\$0
1200	Title V - Part A - Innovative Programs	SBB Revenue	15-4495-4499	1220	\$0
1210	Other Revenues From Federal Sources	SBB Revenue	15-448X	1220	\$0
1220	..... Total From Restricted Federal Resources	SBB Revenue		1230	\$0
1230	..... Total SBB Resources	SBB Revenue			\$0

Once you have selected the upload function of any of the three files, you will be prompted to select the file for upload. Use the browse function (figure 7) to locate the .csv file you intend to upload from your computer.

**(Figure 7) File Browsing** – The image shows an option to locate a file to upload

The screenshot shows the 'NJDOE AUDIT SUMMARY' page with the New Jersey Department of Education logo. The main heading is 'Upload Data File (csv) to Audsum System for Validation (Revenue)'. Below this, there is a text prompt: 'Please select the local file (.csv) that you would like to upload to AudSum:' followed by a 'Browse...' button. At the bottom left, there is a 'Submit' button.

If any lines are invalid, the upload file will need to be revised before the user may reattempt to successfully upload the file. Invalid lines include subtotals, incorrect line item references, subtotal lines and grand total lines. These lines will be identified during the validation process. (as in figure 8 below)

**(Figure 8) File Validation Errors** – The image shows how the errors, if any, will look during the upload process

334630050					75520	0
334630090					75520	0
334630070					75800	0
334630090					75600	0
334630050					75600	0
334630070					75640	0
334630090					75640	0
334630050					75640	0
334630050	75780	9201	✓		75760	0
334630090					75760	0
334630070					75760	0
334630090	43620	99331	❗	Invalid ods_id or line#data for the data uploading!		
334630070	43620	156118	❗	Invalid ods_id or line#data for the data uploading!		
334630070	19620	7326	❗	Invalid ods_id or line#data for the data uploading!		
334630050	43620	133133	❗	Invalid ods_id or line#data for the data uploading!		

You must correct data errors in your uploading csv file.

Preloaded data in the AudSum consists of beginning balances and state aid amounts in the revenue section, as well as TPAF on behalf lines in the expenditure section. The preloaded beginning balances in the revenue section are invalid lines for upload. Those lines are locked and considered invalid for upload. The amounts come directly from the ending balances on the prior year AudSum. The other preloaded amounts will appear in the right column of the validation screen (see Figure 9 below). Make sure you compare any preloaded amounts to the amounts on your data file to determine if the amount on the upload file is accurate. Any amounts on the upload file will overwrite any preloaded amounts. You can change the amount on the upload file to reflect the preloaded amount (if accurate), or you may upload the file and correct the amounts later on the appropriate section of the AudSum through data entry.

**(Figure 9) Validation Screen Comparison** – The image shows the comparison that can be made to ensure accurate data uploading

71120	8863	✓		71120	0
71140	100000	✓		71140	0
71180	118495	✓		71180	0
71180	423012	✓		71180	0
71200	59883	✓		71200	0
71220	380061	✓		71220	0
				72000	0
72040	663343	✓		72040	267446
72041	1087631	✓		72041	424571
72080	1112448	✓		72080	0
				72100	0
				72120	0
				72121	0

Once the file validation is successful, you will be prompted to save the data to the AudSum data base (figure 10). A user is now able to view the uploaded input on the data entry screen. Modifications may still be made to the data entry screen after upload is complete.

**(Figure 10) Validation Successful** – The image shows successful upload message, which will allow the date to be saved.

334830050					75640	0
334830050	75760	9201	✓		75760	0
334830090					75760	0
334830070					75760	0

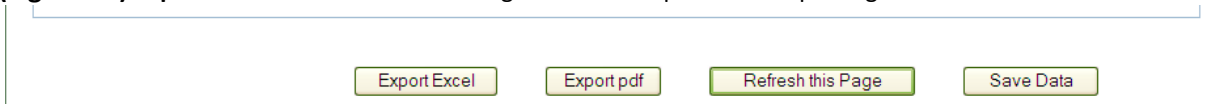
The validation is successful. Please save validated data:

Note: Save will over write the exist data in AudSum database.

**Note on Export Excel and Export PDF Files:**

If you wish to print or save a copy of AudSum data using either the “Export Excel” or Export pdf” buttons, you will be prompted to open or save the file. Choose “save” and rename the file. If you do not rename the exported file, it will be saved with the default names of either grid.xls for Excel files or 20XX~20XX\_.pdf for PDF files. Renaming files prior to saving will help you avoid overwriting saved files.

**(Figure 11) Export - Refresh – Save** – The image shows the options for exporting a file



*Data Entry (District, School Based and Regional Day Schools)*

These links each provide access to screens for entering audited data from different sections of the school district or charter school audit report:

- Revenues [School districts, charter schools, regional day schools]
- Expenditures [School districts, charter schools, school based, and regional day schools]
- Enterprise Funds [School districts, charter schools]
- Debt Service [School districts]
- Financial Assistance [School districts]
- Supplemental Choices Tuition [School districts that receive tuition paid students, including Vocational and former Abbott districts]
- School Facilities [School districts]

- **(Figure 12) Data Entry Tabs** – The image shows various data entry tabs inside AudSum



*Revenues, Expenditures, Enterprise Funds and Debt Service*

The data entry screens for Revenues, Expenditures, Enterprise Funds and Debt Service operate in a similar manner and are each described below.

**Preloaded Information** – Most of the state aid revenue data will be preloaded based on the state aid files at the DOE. You will not be able to edit most of the state aid figures. These items are fixed to match the final State Aid Notice. The exceptions are Other State Aids (line 500), where the auditor will record aid figures received outside of the main State Aid Notice (such as Non-public Transportation Aid) and TPAF Social Security.

**(Figure 13) Entry Screen for Revenues** – The image shows entry screen for revenues inside AudSum

Please enter whole dollar amounts in the Amount column. YOU MUST CLICK THE 'SAVE DATA' BUTTON at the bottom of the screen to save your work. Your session will time out if idle for more than 1 hour so it is critical that you save your work after each session of entry.

LINE#	TITLE	SUB TITLE	ACCOUNT#	SUM TO LINE	AMOUNT(\$)
410	School Choice Aid	Revenues from State Sources	10-3116	520	\$0
420	Categorical Transportation Aid	Revenues from State Sources	10-3121	520	\$196,255
430	Extraordinary Aid	Revenues from State Sources	10-3131	520	\$14,676
440	Categorical Special Education Aid	Revenues from State Sources	10-3132	520	\$167,839
441	Family Crisis Transportation Aid	Revenues from State Sources	10-3133	520	\$0
450	Educational Adequacy Aid	Revenues from State Sources	10-3175	520	\$0
460	Equalization Aid	Revenues from State Sources	10-3176	520	\$2,397,552
470	Categorical Security Aid	Revenues from State Sources	10-3177	520	\$86,245
480	Adjustment Aid	Revenues from State Sources	10-3178	520	\$863,310
481	Supplemental Enrollment Growth Aid	Revenues from State Sources	10-3179	520	\$0
490	Aid for Adult and Post-Graduate Programs	Revenues from State Sources	10-3191	520	\$0
495	DOE Loan Against State Aid	Revenues from State Sources	10-3199	520	\$0
500	Other State Aids	Revenues from State Sources	10-3000	520	\$19,633
510	TPAF Pension (on-behalf)	Revenues from State Sources	Non-Budgeted	520	\$107,053
511	TPAF Social Security (Reimbursed)	Revenues from State Sources	Non-Budgeted	520	\$156,523
512	TPAF Post Retirement Benefits	Revenues from State Sources	Non-budgeted	520	\$169,947
520	..... SUBTOTAL - Revenues from State Sources	Revenues from State Sources		720 +	\$4,179,033
530	IMPACT Aid	Revenues from Federal Sources	10-4100	570	\$14,685

Figure 13 shows part of the revenues data entry screen. The fields in the entry form are as follows:

- Line# - As compared with past versions of AudSum, new line numbers have been assigned to many of the lines. The intent of adopting new line numbers with greater distance between each value is to allow for the creation of new line items in a meaningful sequence if the need should arise. The new line numbers are in this column.
- Title – The narrative description of the line item.
- Sub Title - The narrative description of the chart of accounts section in which the line item is contained.

- Account# - Account number
- Sum To Line – the calculated summary line or lines that directly include this “Amount” in its calculation.
- Amount – The amount data entry field.

*Financial Assistance*

All school districts are required to prepare applicable Schedules of Financial Assistance (federal, state, and local) which include all active (i.e. - not closed) financial assistance programs in which a school district is participating, regardless of the fund in which the program is classified for accounting purposes. This requirement does not apply to charter schools. (Figures 14-17 show the fields for the Financial Assistance data screens. Refer to *Single Audit* in section II of the *Audit Program* for additional guidance concerning the content of these schedules. Here is link to the [Single Audit section of the audit program](#).

Nonpublic financial assistance award amounts and cash remitted/received are preloaded in AudSum. Audit firms must data enter the amount of budgetary expenditures for each award. The department will use the amount entered by the auditor and verified by the board secretary/school business administrator as “Due to Grantor” to establish the amount that will be refunded to the department in the form of a deduction from the subsequent year’s state aid. Please contact [nonpublicaid@doe.state.nj.us](mailto:nonpublicaid@doe.state.nj.us) for questions regarding nonpublic programs and awards.

**(Figure14) State Nonpublic Financial Assistance - Prior Years** – The image shows where the amount needs to be entered for each program

State Nonpublic Financial Assistance - Prior Years

--- Change Financial Assistance Category---

1. Please enter data below. End Year Due To Grantor = Beginning Year Due To Grantor - Repayment.  
2. In default there is 1 row for the entry. If you need more rows, please click on "Add a Row".

#	PROGRAM TITLE	GRANT PERIOD - FROM DATE	GRANT PERIOD - TO DATE	AWARD AMOUNT	AUDIT YEAR BEGINNING - DUE TO GRANTOR	REPAYMENT OF PRIOR YEARS' BALANCES	AUDIT YEAR ENDING - DUE TO GRANTOR
1				\$0	\$0	\$0	\$0

**(Figure 14a) State Nonpublic Financial Assistance - The image shows where the amount needs to be entered for each program**

State Nonpublic Financial Assistance

--- Change Financial Assistance Category---

1. Please enter data below. Grantor amount = CASH - BUDGET.  
2. Nonpublic awards are preloaded. Please complete the Budgetary Expenditures column.

#	PROGRAM TITLE	STATE PROJECT NO.	AWARD AMOUNT	CASH RECEIVED	BUDGETARY EXPENDITURES	DUE TO GRANTOR
1	N.J. Nonpublic Textbook Aid	1000345120064	\$11438	\$11438	\$0	\$11438
2	N.J. Nonpublic Nursing Services	1000345120070	\$16338	\$16338	\$0	\$16338
3	N.J. Nonpublic Auxillary Aid-ESL	100034512b067	\$12931	\$12931	\$0	\$12931

**(Figure 15) Schedule of Expenditures of State Financial Assistance** - The image shows where the amount needs to be entered for each program

Schedule of Expenditures of State Financial Assistance

--- Change Financial Assistance Category---

1. Please enter data below.  
2. In default there is one row for the entry. If you need more rows, please click on "Add a Row".

#	STATE PROGRAM TITLE	STATE PROJ#	AWARD AMOUNT	GRANT PERIOD-FROM DATE	GRANT PERIOD-TO DATE	DEFERRED REVENUE (ACCTS RECEIVABLE) (6A)	DUE TO GRANTOR (6B)	CARRYOVER (WALKOVER) AMOUNT (7)	CASH RECEIVED (8)	BUDGETARY EXPENDITURE (9)	ADJUSTMENTS OF PRIOR YEARS BALANCES (10,11)	AUDIT YEAR END-ACCOUNTS RECEIVABLE (12)	AUDIT YEAR END-DEFERRED REVENUE/INVT PAYABLE (13)	AUDIT YEAR END-DUE TO GRANTOR (14)	MEMO-BUDGETARY RECEIVABLE (15)	MEMO-CUMULATIVE TOTAL EXPENDITURE (16)
1			\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**(Figure 16) Schedule of Expenditures of Federal Awards** - The image shows where the amount needs to be entered for each program

Schedule of Expenditures of Federal Awards

--- Change Financial Assistance Category---

1. Please enter data below.  
2. In default there is one row for the entry. If you need more rows, please click on "Add a Row".

#	FEDERAL PROGRAM TITLE	FEDERA CFDA#	PROJECT #	AWARD AMOUNT	GRANT PERIOD-FROM DATE	GRANT PERIOD-TO DATE	BALANCE AT AUDIT YEAR BEGINNING (A)	CARRYOVER/ (WALKOVER) AMOUNT (B)	CASH RECEIVED (C)	BUDGETARY EXPENDITURE (D)	ADJUSTMENTS (E)	REPAYMENT OF PRIOR YEARS BALANCES (F)	AUDIT YEAR END - ACCOUNTS RECEIVABLE (G)	AUDIT YEAR END - DEFERRED REVENUE (H)	AUDIT YEAR END - DUE TO GRANTOR (I)
1				\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

### Supplemental Choices Tuition – Optional Screen

The Supplemental Data for Tuition Cost per Pupil **must** be completed by regular school districts that receive tuition revenue. Completion of the Supplemental Data by regular districts who do not receive tuition revenue is optional. A Supplemental Data for Tuition screen is also available to vocational school districts. The vocational school districts are encouraged to complete this screen for an accurate distribution of costs for tuition purposes. Special Services, ESC's, and Regional Day Schools do not fill out this form. **It will be the auditors' responsibility to obtain allocation information from the school board secretary/business administrator.**

#### Regular Districts:

In accordance with N.J.A.C. 6A:23A-17.1(e)2, the district can elect to determine on either an actual basis or an equitable basis of allocation the distribution of expenditures for (i.) Vocational Programs - Local Instruction (Lines 13160, 55240, 75040) (Accounts 11-3XX-100-XXX, 12-3XX-100-730); (ii.) Rental of land and buildings (Line 49080) (Account 11-000-262-441); (iii.) Interest on lease purchase agreements with terms less than five years (Line 47140) (Account 11-000-290-832); (iv.) Student body activity expenditures of the general fund (Lines 17100, 17600, 25100, 56240, 75080) (Accounts 11-4XX-100-XXX, 12-4XX-100-730); (v.) Facilities Acquisition and Construction (Line 76260 plus 70240 less 76140) (Account 12-000-400-XXX); (vi.) Building use charges, if applicable (see Figure 17 for calculation instructions); (vii.) Other Support Services, Student Special (Lines 42200 + 61740 + 75580 less 42120) (Accounts 11-000-219-XXX, 12-000-219-730 less line 42120 Residential Costs); (viii.) Related Services (Lines 40580, 60240, 75560) (Accounts 11-000-216-XXX & 12-000-21X-730); and (ix.) Benefits for Special Programs (Line 54240) (Account 11-2XX-100-XXX).

#### Edit Check

The data entered in the district wide and school based budget (if applicable) screens will total and carry into the Supplemental Tuition Choices screen in the column titled, "Total Expenditures". Auditors may not enter allocations which, when combined, exceed the total expenditures for each line. An edit check will ensure that the "Calculated Total" for each line is less than the amount of district wide plus school based expenditures in the "Total Expenditures" column.





certain operating costs between regular and special vocational programs using an allocation method that more accurately reflects the distribution of these costs than the proration by enrollments or by direct costs for all special programs.

**(Figure 18) Supplemental Choice for Regular Districts** – The image shows the screen shot for school districts to add date for tuition purposes.

Line No	Description	Account	SC Account	Total Expenditures	Preschool/K	Grades 1-5	Grades 6-8	Grades 9-12	Cognitive-Mild	Cognitive-Moderate	
					01	02	03	04	05	06	
13160	TOTAL VOCATIONAL PROGRAMS - LOCAL - INSTRUCTION	11-3XX-100-XXX	15-3XX-100-XXX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17100	TOTAL SCHOOL-SPON. CO/EXTRA CURR. ACTVTS. - INST	11-401-100-XXX	15-401-100-XXX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17600	TOTAL SCHOOL-SPONSORED ATHLETICS - INSTRUCTION	11-402-100-XXX	15-402-100-XXX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25100	TOTAL OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	11-4XX-100-XXX	15-4XX-100-XXX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40580	TOTAL UNDIST. EXP.-SPEECH, OT, PT&RELATED SVCS	11-000-216-XXX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42000	Salaries of Other Professional Staff	11-000-219-104		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42020	Salaries of Secretarial and Clerical Assistants	11-000-219-105		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42040	Other Salaries	11-000-219-110		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42060	Purchased Professional - Educational Services	11-000-219-320		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42080	Other Purchased Prof. and Tech. Services	11-000-219-390		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42100	Other Purchased Services (400-500 series)	11-000-219-500		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42140	Misc Pur Serv(400-500 series O/than Resid Costs)	11-000-219-592		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**(Figure 19) Supplemental Choice for Regular Districts (Cont.)** – The image shows the screen shot for school districts to add date for tuition purposes.

Line No	Description	re- te	LLD	Visual Impairments	Auditory Impairments	Behavioral Disabilities	M. D.	Autism	Preschool Disabilities - Part Time	Preschool Disabilities - Full Time	Cognitive-Severe	Calculated Total
		07	08	09	10	11	12	13	14	15		
13160	TOTAL VOCATIONAL PROGRAMS - LOCAL - INSTRUCTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17100	TOTAL SCHOOL-SPON. CO/EXTRA CURR. ACTVTS. - INST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17600	TOTAL SCHOOL-SPONSORED ATHLETICS - INSTRUCTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25100	TOTAL OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40580	TOTAL UNDIST. EXP.-SPEECH, OT, PT&RELATED SVCS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42000	Salaries of Other Professional Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42020	Salaries of Secretarial and Clerical Assistants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42040	Other Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42060	Purchased Professional - Educational Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42080	Other Purchased Prof. and Tech. Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42100	Other Purchased Services (400-500 series)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42140	Misc Pur Serv(400-500 series O/than Resid Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**(Figure 20) Supplemental Choice for Vocational Districts** – The image shows the screen shot for vocation school districts to add date for tuition purposes.

Line No	Description	Account	Total Expenditures	Regular	Special	Calculated Total
45300	TOTAL UNDIST. EXPEND. -SUPPORT SERV. -GEN. ADMIN.	11-000-230-XXX	\$0	\$0	\$0	\$0
47200	TOTAL UNDIST. EXPEND. - CENTRAL SERVICES	11-000-251-XXX	\$0	\$0	\$0	\$0
47620	TOTAL UNDIST. EXPEND. - ADMIN. INFO TECHNOLOGY	11-000-252-XXX	\$0	\$0	\$0	\$0
48580	TOTAL UNDIST. EXPEND. -REQUIRED MAINT FOR SCH FAC.	11-000-261-XXX	\$0	\$0	\$0	\$0
49340	TOTAL UNDIST. EXPEND. - CUSTODIAL SERVICES	11-000-262-XXX	\$0	\$0	\$0	\$0
50100	TOTAL UNDIST EXPEND. -CARE AND UPKEEP OF GROUNDS	11-000-263-XXX	\$0	\$0	\$0	\$0
51100	TOTAL SECURITY	11-000-266-XXX	\$0	\$0	\$0	\$0
64740	TOTAL SUPPORT SERVICES - GENERAL ADMINISTRATION	11-000-230-2XX	\$0	\$0	\$0	\$0
66740	TOTAL SUPPORT SERVICES - CENTRAL SERVICES	11-000-251-2XX	\$0	\$0	\$0	\$0
67240	TOTAL SUPP. SVCS - ADMIN. INFORMATION TECHNOLOGY	11-000-252-2XX	\$0	\$0	\$0	\$0
68240	TOTAL OPERATION AND MAINTENANCE OF PLANT SERVICE	11-000-260-2XX	\$0	\$0	\$0	\$0
70240	TOTAL FACILITIES ACQUISITION & CONSTR. SERVICES	11-000-400-2XX	\$0	\$0	\$0	\$0
75620	Undistributed Expenditures - General Admin.	12-000-230-730	\$0	\$0	\$0	\$0
75660	Undistributed Expenditures - Central Services	12-000-251-730	\$0	\$0	\$0	\$0
75680	Undistributed Expenditures - Admin Info Tech.	12-000-252-730	\$0	\$0	\$0	\$0
75700	Undist. Expend. - Required Maint for School Fac.	12-000-261-730	\$0	\$0	\$0	\$0
75720	Undist. Expend. - Custodial Services	12-000-262-730	\$0	\$0	\$0	\$0

### School Facilities

A list of school facilities was preloaded based on the district’s long-range facilities plan (LRFP). Auditors may add, change, or delete school facilities as needed. Maintenance expenditures for other (non-school) facilities do not need to be reported separately. If reported, they should be reported under “Other Facilities.” Do not add in separately identified other facilities.

The data for entry is sourced from the Statistical Section Exhibits J-18 and J-19 of the District’s Comprehensive Annual Financial Report (CAFR)

**(Figure 21) School Facilities Required Maintenance** – The image shows the screen where School Facilities required maintenance data can be entered.

Facilities	Building Code	Square Feet	Expenditures
Adult Education Hackensack		10,000	\$0
Bergen County Academies - Hac	020	187,360	\$0
Vocational -Paramus-SP Need	030	33,800	\$0
Bergen County Technical H.S.-T	070	58,900	\$0
Tech Ed Center Paramus	075	50,100	\$0

**Questionnaire – The image shows the list of questions  
(Figure 22) Questionnaire**

Question:	Available entries in entry field:
If the district had a year end deficit in the capital projects fund, was it due to bond anticipation notes?	
What was the financial statement audit opinion?	
What was the audit opinion for the state single audit?	
What was the opinion for the federal single audit?	
Were there material weaknesses identified - financial statement?	
Were there material weaknesses identified - state single audit?	
Were there material weaknesses identified - federal single audit?	
Were there any repeat audit findings in the CAFR?	
Were there any repeat audit findings in the AMR?	
Is the school district required to return federal funds because the district's expenditures are not in compliance with the grant requirements?	
Does the Audit rept include an explanatory paragraph that includes the terms "Substantial Doubt" and "Going Concern"?	

The questionnaire (Figure 22) provides a summary of the existence of any qualifications or issues found in the audit process. Click in the “Available entries in entry field” column next to the question for a drop-down menu with allowable answers.

**Recapitulation of (Excess) Deficiency of Revenues (Over) Under Expenditures Report**

A link is available for the generation of the Recapitulation of (Excess) Deficiency of Revenues (Over) Under Expenditures Report. The Recap is generated based upon the numbers keyed in the data entry screens. The purpose of this report is to show the calculation of the actual (excess) deficiency of revenues (over) under expenditures that will be **downloaded** to the budget statement program for this audit year actual column. No entry will be shown in the actual column of the revenues section for budgeted fund balance. Under GAAP reporting, the (excess) deficiency is the actual change in fund balance as a result of actual revenues and expenditures for the year. Either a net surplus or net deficit is generated for the year. As a reminder, the intent of the Tuition Reserve lines is to break out the two years of tuition rate adjustments that are adjusted in the second school year, so that adjustments can be reserved in advance:

- The revenue 'current year' (line 50) beginning balance represents last year's tuition year. This tuition adjustment would have been budgeted for payment in the second school year.
- The revenue 'prior year' (line 51) beginning balance represents the tuition year from two years ago. This tuition adjustment would have been budgeted for payment in this audit year (second school year).
- The expense 'current year' (line 90050) represents the current audit tuition year. This tuition adjustment will be budgeted for payment in the second school year. The amount on this line will be the beginning balance on revenue line 50 in the subsequent AudSum.

- The expense 'prior year' (line 90051) represents the last tuition year. This tuition adjustment was budgeted for payment in the second school year. The amount on this line will be the beginning balance on revenue line 51 in the subsequent AudSum.

### **Indirect Cost Rate Data Entry**

School districts, charter schools and renaissance school projects must enter information regarding total square footage and administrative square footage used by the LEA. The first section of the "Data Finalize & Certify" tab asks for the total square footage of all buildings. Please enter the total amount of square footage for all buildings in the district. The second line asks for the square footage of space used exclusively by district administrative staff. Please enter the total amount of office or meeting space used exclusively by district administrative staff. For the Indirect Cost Rate calculations performed by the department, the resultant administrative use ratio will be used when fixed costs are allocated between direct and indirect costs.

Once the data certified by the LEA's independent auditor is reviewed for completeness and accuracy, the school district certification, inclusive of the square footage data, may then be completed. The certification is available under the "Data Finalize & Certify" tab.

Because the square footage entry may be subject to verification by the USDOE, the chief school administrator and the school business administrator must thoroughly review the statement of assurance prior to submission.

Detailed instructions and additional information about the calculation and use of Indirect Cost Rate(s) can be found at: [DOE website for Indirect Cost Rate](#).

### **Data Finalize & Certify**

The Data Certification is an e-signature process to identify the Audit Summary data status as "Certified" or "Not Certified".

- **Certified** - The data is finalized and locked in non-editable mode.
- **Not Certified** - The data is unfinalized and unlocked for entry and edit by the CPA user.

There are two kinds of User Certifications in the Audit Summary Online System:

#### **CPA/Auditor Certification**

In the CPA Certification screen (Figure 23) the data are finalized and certified by the CPA/auditor user.

Once the CPA/auditor user completes the data entry on the audited district, the CPA/auditor user must certify the data as finalized via the certification e-signature. Once certified, the entered data are locked to read-only (non-editable) status.

If the CPA/auditor user needs to modify the data certified and locked, the CPA/auditor user must change the status back to "Not Certified". As soon as the CPA changes the status to "Not Certified", the status of the District Certification is also set to "Not Certified".

Only the CPA/auditor certification controls the data status (locked or unlocked).

**(Figure 23) CPA Certification** – The image shows the screen shot where auditor can certify the AudSum data.

CPA (Auditor) Certification: i

Once the data is finalized and certified by the CPA, the data is locked as read-only. If a correction to the finalized audit data is necessary, the CPA must first change the status on the "Data Finalize and Certify" screen to "Not-Certified".

Not Certified
  Certified

**Your e-Signature:**

\*Name:

Title:

\*Phone Number:

\*Email Address:

\*CPA Company Name:

I certify that the submitted Audsum data (Questionnaire, Revenues, Expenditures, Fund Balance, Enterprise fund, Statements of Financial Assistance, Supplemental Data for Tuition Purposes, Debt service, and School Facilities) compiled as of June 30, \_\_\_\_\_ as been edited for completeness and accuracy and understand that this data will be used in the preparation of the next Budget Program.

You must check this box to complete the certification

## School Level Expenditure Reporting Required by ESSA

### Background

The *Every Student Succeeds Act* (ESSA), Section 1111(h)(1)(C)(x); 34 C.F.R. § 200.35 “Per-Pupil Expenditures” requires every school district to annually prepare an electronic Report Card to include “per-pupil expenditures of federal, state, and local funds, including actual personnel expenditures and actual non-personnel expenditures of federal, state, and local funds, disaggregated by source of funds, for each local educational agency (LEA) and each school in the state for the preceding fiscal year.”

The New Jersey Department of Education (NJDOE) issued school based accounting guidance to school districts. This guidance is available on the department’s website at: [ESSA guidance](#).

School level expenditure data from each district is submitted through the Audit Summary Application (AudSum). The school level expenditure data provided by the district will be utilized by the department to generate the district’s School Level Expenditure Report.

AudSum provides each district the ability to preview and revise the assignment of costs appearing on the School Level Expenditure Report prior to final submission of the “district certified” AudSum data.

For additional information on the New Jersey School Performance Report, please refer to the NJDOE website at: [NJ School Performance Report](#).

### **Summary Steps for District Completion of the School level Expenditure Report**

- Authorized school district personnel select the School Level Expenditures screen from the AudSum menu. The School Level Expenditures screen, although edited against the audited totals, contains unaudited data that isn’t subjected to approval or certification by the district’s independent public accountant. Authorized district personnel will be able to access the expenditures screen prior to (as well as after) the independent auditor has certified the AudSum. Please note that certification of AudSum, including the school level expenditures screen, by the superintendent and the school business administrator cannot occur until the independent auditor has certified the district’s AudSum.
- Users are strongly encouraged to select Upload School Level Expenditure Data File (by submission of a comma delimited [.CSV] file) to populate the school level expenditure columns. One column is available for each school in your school district, and a “000” column exists for “unallocated” school level expenditures. School columns are indicated by the County District School (CDS) number in the header position of the column. Note the “unallocated” column will not electronically calculate. District personnel must direct enter data into the “unallocated” column.
- Please refer to helpful hints regarding the creation and use of .CSV files on the NJDOE [ESSA webpage](#).
- Users that elect not to upload school level expenditures may manually distribute expenditures by line item for each individual school with any residual remaining categorized as “unallocated” school level expenditures. Note the “unallocated” column will not electronically calculate. District personnel must direct enter data into the “unallocated” column.
- The column “Total of all Schools and Unallocated” will display the total of expenditures for all schools plus unallocated expenditures and will also be compared to the column “Amount from District-Wide Audit Summary” which is preloaded from the auditor’s certified expenditure line-items.
- The School Level Expenditures Screen also provides the following options:
  - a. “Export to Excel” (exports the data entered for each school and unallocated),
  - b. “Export to PDF” (exports the data entered for each school and unallocated),
  - c. “School Level Per Pupil Report” (creates a printable version of the report),

- d. “Save Data” – it is important to note that the system will time-out when idle for one hour, at which time **any unsaved data entry will be lost upon time-out**, and
- e. “Back to Main Menu”.
- A school district’s independent auditor will have read-only access to the School Level Expenditures screen. Only authorized school district personnel will be able to enter and save data into this AudSum screen.
- Please note that school level expenditure data is **unaudited** by the school district’s independent auditor, but there is a validity edit check performed to ensure there are no discrepancies between the sum total of school level expenditures for every line item plus unallocated school level expenditures, and the line item amounts certified by the school district’s independent auditor.
- Authorized school district personnel will have an opportunity to preview their School Level Expenditure Report prior to submission of school level expenditure data (through AudSum) to the NJDOE. Submission to the NJDOE is accepted when AudSum certified by the school district’s independent auditor is certified by the appropriate school district personnel (including certification of the entries on the School Level Expenditures screen).

**Explanation of each School Level Expenditures screen:**



(DOE Administration User)

When the School Level Expenditures tab is selected by authorized school district personnel, a table appears which lists all available line items for school level expenditure data entry. Please be aware that line items for cost center subtotals and totals are not included in this schedule. If the independent public accountant (auditor) has entered an amount on a line number on the district level expenditure screen, that amount will flow to the corresponding school level expenditure screen under the “Amount from District-Wide Audit Summary” column. District personnel should then either allocate expenditures to the appropriate schools from which expenditures were derived by entering amounts in the columns for each school, or enter an amount as unallocated.



The combined total amount entered for all schools for each line item plus the amount in the unallocated column will sum to the column labeled “Total of All Schools and Unallocated”. This total will be electronically verified to ensure it matches the amount reported in the “Amount from District Wide Audit Summary” column. If the total entered by the district (all schools plus unallocated) does not match the amount certified by the district’s auditor, the line item will display in red. If the amounts are equal, the lines will display in black. Districts will not be able to certify AudSum until all lines match the independent auditor certified lines. If the district notices an error in the expenditure amount in a given line in the auditor certified AudSum, the district must contact the independent auditor to make the correction(s) to the auditor certified AudSum prior to finalizing the School Level Expenditures screen.

Once the independent auditor certifies the AudSum, only expenditure lines with a corresponding dollar amount will appear on the School Level Expenditure screen. “Zero” lines will not be displayed. The district is responsible for the reconciliation of discrepancies between the “Total of All Schools and Unallocated” column and the “Amount From the District Wide Audit Summary” column.

Please be aware of the following:

- Independent auditors will have “read only” access to the School Level Expenditure screen, and
- Prior to school district certification of AudSum, the sum entered for each school plus the amount entered as “unallocated” must match the amount certified by the independent auditor for each line item, and

### **School Level Expenditure Report for Districts Using Fund 15 – (School Based Budgeting)**

For purposes of the School Level Expenditures screen, districts required to maintain school based budgets and report actual expenditures through fund 15 will be offered an opportunity to further allocate expenditures from district-wide amounts reported in AudSum as fund 11 expenditures to individual schools. Fund 15 districts may elect to utilize the School Level Expenditures screen to allocate additional amounts to amounts reported in a specific school’s column of the School Level Expenditures screen. The Fund 15 expenditures directly assigned to a school will be electronically added to any additional allocation of Fund 11 expenditures the district allocates to any specific school. The sum of Fund 15 and Fund 11 expenditures will be factored into the “School Level Expenditure Report” of per-pupil spending. Please note that any school level allocations performed using this screen will not be reflected in the district’s general ledger, auditor certified AudSum, or in the Comprehensive Annual Financial Report.

## **Helpful Hints**

Once the AudSum application is made available, districts are encouraged to go to the School Level Expenditure tab and make use of the option to export the data to an Excel file (button is at bottom of screen). Selecting this option generates an unformatted Excel spreadsheet containing the following columns: AudSum line numbers, Account titles/subtitles, Account numbers, and columns for data entry for each school which is operating in the district. An Unallocated column is also displayed.

Data from the school's independent auditor and formulas to calculate Column F, "Total of All Schools and Unallocated (Automatically Calculated)", is not active in this download, as the formulas are only active in the NJDOE application. Users are encouraged to add formulas or modify this spreadsheet as a tool for organizing their data. Working in this manner provides a framework for districts in preparing the .CSV file for upload.

## **Data Upload**

Districts are encouraged to utilize the .CSV upload option for submitting their school level data (an Excel file can easily be converted to a .CSV file through the 'SAVE AS' file function). In order to properly prepare the file for upload, please make sure the data is formatted with only three columns:

- the first column of the expenditure files must contain the CDS number, using "000" as the school number for unallocated expenditures (these are the same numbers used for the district's ASSA submission). The CDS codes do not have to match the identifying general ledger code in the accounting system,
- the second column of the expenditures files must contain the AudSum line item,
- the third column of the expenditures files must contain the amount rounded to the nearest dollar, and
- The file must contain identifying values in each of the three columns; CDS, line number, and amount.

The file cannot contain any headers, subtotal or total lines. Once properly prepared, districts can select the upload button on the page and follow the prompts for verification of data and submission on screen. If any lines are invalid, the upload file will need to be revised before the user attempts to upload the file again. Invalid lines include incorrect line item references, subtotal lines and grand total lines. Invalid lines will be identified during the validation process. Please be aware that initiating an upload will override data that has been previously saved in our database, and, further, that the overwritten data cannot be retrieved.

Please refer to helpful hints regarding the creation and use of .CSV files on the NJDOE [ESSA webpage](#).

### **School Level Expenditure Data and Report**

The district's School Level Expenditure Report is based upon data from the AudSum and will be submitted to the Office of Performance Management for inclusion in the Annual School Performance Reports. Districts have the opportunity to view this report in the AudSum. If errors are found in the calculated rates, districts will need to make changes to either the amounts summed as numerator totals or to the ADE enrollment data used as the denominator in calculating the Per Pupil Costs, as the reported rates cannot be directly changed unilaterally by the district. Enrollments must be changed in the School Register Summary.

#### **District Certification**

Once the CPA/auditor has certified the audit summary, the school district or charter school board secretary/business administrator must also certify through the district certification screen (Figure 24). The data is reviewed by the school district user. The district verifies and certifies the audit to NJDOE. The district certification does not control the data status (locked or unlocked).

**Note:** District certification include a comparison of the grade levels in a school and the direct cost data entered on the School Level Expenditures screen. School districts will need to resolve discrepancies between grade levels offered in a school and corresponding salary expenditures.

**(Figure 24) District Certification** of indirect cost information— The image shows the screen shot where district can certify the AudSum data.

**Additional Information for Calculating an Indirect Cost Rate:**

This information will be used to allocate administrative space costs.

Total square footage of all buildings:

Total square footage of space used exclusively by LEA administrative staff:

---

**School District Certification:**

Once you review the audsum for completeness and accuracy, please certify your data.

If errors are found in the audsum data, please inform the CPA auditor. The CPA will need to change the status of your audsum to Not Certified before making corrections.

---

Statement of Assurance: By submitting the Audsum data and building square footage information, we acknowledge having reviewed that information which will be utilized by the New Jersey Department of Education (DOE) to calculate the district's 2019-20 Indirect Cost Rate(s), and we hereby certify the following: (1) The information contained herein has been prepared in accordance with the instructions issued by NJ DOE and conforms to the criteria in Title 2 of CFR part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and is correct to the best of our knowledge and belief. (2) No costs other than those incurred by this agency have been included in the indirect cost rate application. (3) The same costs that have been treated as indirect costs have not been and will not be claimed as direct costs. Similar types of costs have been accorded consistent treatment. (4) All expenditures detailed on the application form have been made, and records supporting them have been maintained and are available for audit.

Not Certified                       Certified

**Chief School Administrator:**

\*Name:

Title:

\*Phone Number:

\*Email Address:

**Name of School Business Administrator/Board Secretary:**

\*Name:

Title:

\*Phone Number:

\*Email Address:

\*  I certify that the submitted Audsum data (Questionnaire, Revenues, Expenditures, Fund Balance, Enterprise fund, Statements, Supplemental Data for Tuition Purposes, Debt service, and School Facilities) has been edited for completeness and accuracy and understand that this data will be used in the preparation of the next Budget Program.

**You must check this box to complete the certification**

**Note:** if any fatal errors are detected in the data, the certification screen will not appear. Instead, the auditor will receive the following notice of data verification error(s):

**THERE ARE DATA VERIFICATION ERROR(S), YOU WILL NOT BE ALLOWED TO CERTIFY THE AUDIT.**  
[Please see details.](#)

By clicking on the “Please see details” link, the auditor will be taken to the “Data Edit Check” screen.

If there are no errors, but there are warnings, a notice of existing warnings will appear in the certification screen. You should check the warnings. If they do not require any modifications, you may continue to certify the data.

### Data Edit Check

This screen (Figure 25) lists any logical data errors requiring correction.

**(Figure 25) Data Edit Check** – The image shows the screen of edit check and data verification report



#### AudSum Edit Check & Data Verification Report

Note: If you have any fatal error messages below from the data verification report, you will not be able to certify the audit.

ERROR_ID		MESSAGE	CHECK / VERIFICATION
22	warning	Free Balances: (Exp. L90075) <= 0*	line#: 90075 (\$0) <=0 line#: (\$0)
23	warning	No financial data in the Enterprise Fund* (neither revenue or expend. data was supplied in the Enterprise Fund)	line#: 92080 (\$0) =0 line#: (\$0)
24	warning	No expenditure data in Food Services Ent. Fund	line#: 92180 (\$0) =0 line#: (\$0)
34 (sm8)	warning	Reminder: If you haven't already, please complete the Supplemental Choice if applicable	line#: (\$0) sm8 line#: (\$0)
42	warning	Line 90005-PRESCHOOL CARRYOVER-SCHEDULE E-2 Line 8 is 0.	line#: 90005 (\$0) =0 line#: (\$0)
43	warning	TPAF Pension (On Behalf ) is \$0	line#: 72040 (\$0) =0 line#: (\$0)

Total error numbers: 0

Total warning numbers: 6

You have successfully passed the data entry/edit check!

### Fatal Errors and Warnings

There are two variations that may occur during the certification process involving Fatal Errors and Warnings.

Fatal Errors are errors, such as the revenues and expenditures being out of balance, which must be corrected before the audit can be certified and submitted.

Warnings occur when an issue which may or may not need to be corrected is detected. There may be no need for any change, but the issue might have been overlooked. For example: No financial data in the Enterprise Fund\* (neither revenue nor expend. data was supplied in the Enterprise Fund).

Once you have made corrections and saved the data, you will need to return to the certification process.

**Note:** there may be a brief (less than one minute) time lag following when you save your data and when the errors and warnings are cleared. If errors you have corrected reappear when you attempt the certification process, wait a minute and retry.

Once the AudSum has been certified, the Data Status is indicated as Certified on the main menu.

The CPA user is able to check the Data Status of all linked AudSums by opening the Link District page (See figure 26)

**(Figure 26) Data Edit status of all linked districts** – The image shows the screen that CPA can use to check the status for his/her school district.

### CPA Links to School District

CPA User ID: patscott

A CPA can link multiple districts for audit.  
Please select district(s) and enter a PIN# assigned by the DOE, then click "Link" to verify and assign you for the audit for on district(s):

County:	Link to District:	Enter the District PIN#:
----Select County ----	-----	<input type="text"/> <input type="button" value="Link"/>

**!** The System will verify the PIN# you entered. If the PIN# verification is failure, you will not be able to link the district for the audit.

#### THE CURRENT DISTRICT LINK(S) FOR YOU

	County:	District:	Linked?	CPA Certified?	District Certified?
1	-	0010 - ABSECON CITY	✓		
2	-	0110 - ATLANTIC CITY	✓		
3	-	0380 - BEVERLY CITY	✓		
4	-	1030 - DELANCO TWP	✓		