

**CITY OF CAMDEN SCHOOL DISTRICT
COUNTY OF CAMDEN**

**AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS--
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2015**



CITY OF CAMDEN SCHOOL DISTRICT
Auditor's Management Report on Administrative
Findings - Financial, Compliance and Performance

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**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

The State District Superintendent and
Members of the Advisory Board of Education
City of Camden School District
County of Camden, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the City of Camden School District, in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2015, which were separately issued in the Comprehensive Annual Financial Report dated January 29, 2016.

As part of our audit, we also performed procedures required by the Division of Administration and Finance, Department of Education, State of New Jersey, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is issued in conjunction with the Comprehensive Annual Financial Report of the City of Camden School District, for the fiscal year ended June 30, 2015, and is intended for the information of the School District's management and the New Jersey Department of Education and should not be used by anyone other than these specified parties.

Respectfully submitted,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Kirk N. Applegate
Certified Public Accountant
Public School Accountant No. 20CS00223300

Voorhees, New Jersey
January 29, 2016

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator and the Treasurer of School Moneys, the activities of the School District, and the records of the various funds under the auspices of the School District.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule, contained in the School District's Comprehensive Annual Financial Report ("CAFR").

Official Bonds (N.J.S.A. 18A: 17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Regina Robinson	Board Secretary / School Business Administrator	\$ 200,000.00
Michele D. Richardson	Treasurer of School Moneys	1,200,000.00

There is a Public Employees' Faithful Performance Crime Policy with National Union Insurance Company covering all other employees with multiple coverage of \$2,000,000.00.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The School District made adjustments to the billings to sending districts for the per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING

Examination of Claims

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

Payroll Account

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the agency payroll account.

Sampled payrolls were approved by the Assistant Superintendent and were certified by the Board Secretary / School Business Administrator.

Sampled salary withholdings were not promptly remitted to the proper agencies, including health benefit premium withholdings due to the General Fund.

Payrolls were delivered to the Board Secretary / School Business Administrator who then deposited warrants in separate bank accounts for net payroll and withholdings.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Payroll Account (Cont'd)

Finding No. 2015-003

Condition

The District did not maintain, on a monthly basis, a payroll agency analysis as part of its payroll agency account reconciliation process. This resulted in an accumulation of funds in this account that did not agree with liabilities subsequently paid to payroll agencies and also indicated unidentified monies in the payroll agency account.

Recommendation

That the District's payroll agency cash reconciliation process include an analysis of the account, that's prepared monthly, accurately allocates cash activity, liabilities correspond to subsequent payments and differences be investigated for proper resolution.

Finding No. 2015-005

Condition

The District paid health benefits for terminated employees past the thirty days permitted by District policy.

Recommendation

That the District comply with its policy that health benefits be provided to employees who resigned or were terminated for only thirty days after their last date of employment.

Finding No. 2015-007

Condition

The District did not have good internal controls in place regarding the payment of payroll liabilities resulting in the assessment of late penalties.

Recommendation

That the District design and implement good internal controls that will insure prompt payment of payroll liabilities in an effort to avoid late penalties.

Employee Position Control Roster

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office upon submission with the 2014-2015 budget review checklist.

Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Travel

A sample of travel expenditures during the fiscal year under audit indicated the following reportable noncompliance.

Finding No. 2015-018

Information on the State Program

State Aid Public – Cluster:	
Equalization Aid	GMIS No. 495-034-5120-078
Special Education Categorical Aid	GMIS No. 495-034-5120-089
Security Aid	GMIS No. 495-034-5120-084
Adjustment Aid	GMIS No. 495-034-5120-085
Per Pupil Growth Aid	GMIS No. 495-034-5120-097
PARCC Readiness Aid	GMIS No. 495-034-5120-098

Condition

The District did not comply with N.J.A.C. 6A:23A-7.3 which requires districts, annually in the pre-budget year, to establish by board resolution, a maximum travel expenditure amount for the budget year that the district shall not exceed.

Recommendation

That the District comply with N.J.A.C. 6A:23A-7.3 by annually establishing, by resolution, a maximum travel expenditure amount.

Classification of Expenditures

The coding of expenditures was inspected for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our randomly sampled expenditure transactions. We also inspected the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

Board Secretary's Records

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition with the exception of the following:

Finding No. 2015-001

Condition

The District cash reconciliations for the general fund, net payroll, payroll agency and student activity accounts were not prepared in accordance with N.J.S.A. 18A:17-9 and included adjustments that could not be identified.

Recommendation

That the District accurately reconcile its general fund, net payroll, payroll agency and student activity cash accounts on a monthly basis and identify all adjustments in accordance with N.J.S.A. 18A:17-9.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Board Secretary's Records (Cont'd)

Finding No. 2015-006

Condition

The District did not have good internal controls in place regarding the payment of its utility bills and payments to home improvement department stores.

Recommendation

That the District design and implement good internal controls regarding the payment of its utility bills and payments to home improvement department stores.

Finding No. 2015-008

Condition

The District's capital asset record was not maintained timely, did not account for all the assets owned by the District and did not report depreciation by function.

Recommendation

That the District's capital asset record be maintained timely, account for all assets owned by the District and report depreciation by function.

Finding No. 2015-011

Condition

Legal costs incurred by the District for the school year ending June 30, 2014 exceeded 130% of the Statewide average and the District did not respond as required by N.J.A.C. 6A:23A-5.29(a)(3).

Recommendation

That the District comply with 6A:23A-5.29(a)(3) requirements when its legal costs exceed 130% of the Statewide average.

Finding No. 2015-017

Information on the State Program

State Aid Public – Cluster:

Equalization Aid	GMIS No. 495-034-5120-078
Special Education Categorical Aid	GMIS No. 495-034-5120-089
Security Aid	GMIS No. 495-034-5120-084
Adjustment Aid	GMIS No. 495-034-5120-085
Per Pupil Growth Aid	GMIS No. 495-034-5120-097
PARCC Readiness Aid	GMIS No. 495-034-5120-098

Condition

The District did not file its Board Secretary and Treasurer reports by their required due dates in compliance with N.J.S.A. 18A:17-10, N.J.S.A. 18A:17-36 and N.J.A.C. 6A:23A-16.10.

Recommendation

That the District file, in compliance with N.J.S.A. 18A:17-10, N.J.S.A. 18A:17-36 and N.J.A.C. 6A:23A-16.10, its Board Secretary and Treasurer's reports with the County Superintendent's office by the required due dates.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Board Secretary's Records (Cont'd)

Finding No. 2015-019

Information on the State Program

State Aid Public – Cluster:	
Equalization Aid	GMIS No. 495-034-5120-078
Special Education Categorical Aid	GMIS No. 495-034-5120-089
Security Aid	GMIS No. 495-034-5120-084
Adjustment Aid	GMIS No. 495-034-5120-085
Per Pupil Growth Aid	GMIS No. 495-034-5120-097
PARCC Readiness Aid	GMIS No. 495-034-5120-098

Condition

The District could not provide evidence certifying that all documentation prepared for income tax related purposes complies fully with the requirements of federal and state laws was filed in accordance with N.J.S.A. 18A:17-14.4.

Recommendation

That the District provide evidence certifying that all documentation prepared for income tax related purposes complies fully with the requirements of federal and state laws was filed in accordance with N.J.S.A. 18A:17-14.4.

Treasurer of School Moneys' Records

Our audit of the financial and accounting records maintained by the Treasurer of School Moneys indicated that they were not in satisfactory condition (See Finding No. 2015-001).

Elementary and Secondary Education Act (E.S.E.A.) / Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act (N.C.L.B.) of 2001

The E.S.E.A. / N.C.L.B. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I, II and III of the Elementary and Secondary Education Act as amended and reauthorized.

The audit of compliance for E.S.E.A. indicated the following areas of noncompliance and / or questioned costs.

Finding No. 2015-013

Information on the Federal Program

N.C.L.B – Title I C.F.D.A No. 84.010A

Condition

With the exception of parental involvement, the District could not provide evidence that it tracked its Title I earmarked funds as required by the grantor and detailed in the program's compliance supplement.

Recommendation

That the District comply with all Title I "earmark" requirements as detailed in the program's compliance supplement and retain evidence of its tracking for audit.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Elementary and Secondary Education Act (E.S.E.A.) / Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act (N.C.L.B.) of 2001 (Cont'd)

Finding No. 2015-014

Information on the Federal Program

N.C.L.B – Title II C.F.D.A No. 84.367A

Condition

The District provided information in accordance with the “Basic Guidelines” section of OMB Circular A-87 Attachment A, Section C that did not properly support charges to the N.C.L.B.-Title II program.

Recommendation

That the District provide information in accordance with the “Basic Guidelines” section of OMB Circular A-87 Attachment A, Section C that will properly support charges to the N.C.L.B.-Title II program.

Finding No. 2015-015

Information on the Federal Program

N.C.L.B – Title I SIA C.F.D.A No. 84.377A

Condition

The District provided information in accordance with the “Basic Guidelines” section of OMB Circular A-87 Attachment A, Section C that did not properly support charges to the N.C.L.B.-Title I SIA program.

Recommendation

That the District provide information in accordance with the “Basic Guidelines” section of OMB Circular A-87 Attachment A, Section C that will properly support charges to the N.C.L.B.-Title I SIA program.

Other Special Federal and / or State Projects

The School District's Other Special Projects were approved as listed on Exhibits K-3 and K-4 located in the CAFR.

Our audit of the federal and state funds on a sample basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned other special projects.

The audit of compliance for Other Special Projects indicated the following areas of noncompliance and / or questioned costs.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)**TPAF Reimbursement to the State for Federal Salary Expenditures**

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Report for all federal awards for the School District to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the School District for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period required by the Office of Grants Management and also subsequent to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was not in accordance with State law (90 days). The expenditure was also improperly reflected in the current year's Final Report for all federal awards.

Finding No. 2015-009**Condition**

The District's Reimbursement to the State of New Jersey form listing all federally funded contractual salaries reported on the Social Security Wage report and Teachers' Pension and Annuity report was not accurate or filed timely.

Recommendation

That the District's Reimbursement to the State of New Jersey form listing all federally funded contractual salaries reported on the Social Security Wage report and Teachers' Pension and Annuity report be prepared accurately and remitted by the required due date.

SCHOOL PURCHASING PROGRAMS**Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

<http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at:

http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&oftpage=TOC_Frame_Pg42

Based on the results of our audit, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

SCHOOL FOOD SERVICE

The financial transactions and statistical records of the school food service fund were audited. The financial accounts, meal count records, and eligibility applications were inspected on a sample basis. No exceptions were noted.

Cash receipts and bank records were sampled for timely deposit. The following item was noted:

Finding No. 2015-002**Condition**

Food service and student activity receipts were not deposited promptly.

Recommendation

That all food service and student activity receipts be deposited promptly.

SCHOOL FOOD SERVICE (CONT'D)

The School District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract / addendum were inspected and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision has been met.

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were sampled and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

Sampled time sheets were inspected and labor costs verified. Payroll records were maintained on all School food service employees authorized by the School District. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted / certified in a timely manner.

Sampled applications for free and reduced price meals were inspected for completeness and accuracy. The free and reduced price meal and free milk policy was inspected for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were not performed and as a result were not available for audit.

Finding No. 2015-012

Condition

The District could not provide evidence that it verified the current free and reduced price eligibility households as required by the Federal School Lunch and Breakfast programs.

Recommendation

That the District comply with the verification of current free and reduced price eligibility households in accordance with Federal School Lunch and Breakfast compliance requirements and retain documentation supporting the verification process.

USDA Food Distribution Program (food and / or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated the following items:

Finding No. 2015-002

Condition

Food service and student activity receipts were not deposited promptly.

Recommendation

That all food service and student activity receipts be deposited promptly.

STUDENT BODY ACTIVITIES (CONT'D)

Finding No. 2015-004

Condition

The District could not provide records that detailed its student activity receipts and disbursements.

Recommendation

That the District implement computer back up procedures that will prevent the loss of student activity accounting records that must be provided for audit.

Finding No. 2015-010

Condition

The District's time records for student activity/athletic events included unusual entries and as a result possible errors in amounts paid.

Recommendation

That the District design and implement controls to prevent and detect unusual time record entries related to student activity/athletic events.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample of information reported in the October 15, 2014 Application for State School Aid ("A.S.S.A.") for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers without exception. The information that was included on the workpapers was verified with the following exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Finding No. 2015-020

Information on the State Program

State Aid Public – Cluster:

Equalization Aid	GMIS No. 495-034-5120-078
Special Education Categorical Aid	GMIS No. 495-034-5120-089
Security Aid	GMIS No. 495-034-5120-084
Adjustment Aid	GMIS No. 495-034-5120-085
Per Pupil Growth Aid	GMIS No. 495-034-5120-097
PARCC Readiness Aid	GMIS No. 495-034-5120-098

Condition

The District could not provide school attendance registers for certain charter/renaissance schools within the District that agreed to the submitted A.S.S.A. report and as a result on-roll students for those schools could not be verified.

Recommendation

That the District obtain school attendance registers from charter/renaissance schools within the District so on-roll students for those schools can be verified.

The School District maintained workpapers on the prescribed State forms or their equivalent.

The School District has adequate written procedures for the recording of student enrollment data.

PUPIL TRANSPORTATION

Our audit procedures included a sample of on-roll status reported in the 2014-2015 District Report of Transported Resident Students (“DRTRS”). The information that was reported on the DRTRS was verified to the DRTRS Eligibility Summary Report with insignificant exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

MISCELLANEOUS

Continuing Disclosure Agreements

Not applicable – no outstanding bonds

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action had been taken on all prior year findings with the exception of the following, which are repeated in this year's recommendations noted as current year findings:

Finding No. 2014-001 (See Finding No. 2015-001)

Condition

The District cash reconciliations for the general fund, net payroll and payroll agency accounts were not prepared in accordance with N.J.S.A. 18A:17-9 and included adjustments that were not identified.

Finding No. 2014-002 (See Finding No. 2015-002)

Condition

Food service and student activity receipts were not deposited promptly.

Finding No. 2014-003 (See Finding No. 2015-003)

Condition

The District did not prepare a payroll agency analysis as part of its payroll agency account reconciliation. This resulted in an accumulation of funds in this account that did not agree with liabilities subsequently paid to payroll agencies and also indicated unidentified monies in the payroll agency account.

Finding No. 2014-006 (See Finding No. 2015-005)

Condition

The District paid health benefits for terminated employees past the one month permitted by District policy.

We have also reviewed any findings contained in the two audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). The District prepared corrective action plans responding to the reports and is currently implementing its corrections.

ACKNOWLEDGMENT

We received the complete cooperation of all of the officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Kirk N. Applegate
Public School Accountant No. 20CS00223300

CITY OF CAMDEN SCHOOL DISTRICT
 Schedule of Meal Count Activity
 Food Service Fund
 Number of Meals Served and (Over) / Underclaim - Federal
 Enterprise Fund
 For the Fiscal Year Ended June 30, 2015

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (High Rate)	Paid		4,080	4,080	-	\$ 0.30	\$ -
	Reduced		133	133	-	2.60	-
	Free	1,779,043	12,528	12,528	-	3.00	-
	HHFKA*	<u>1,779,043</u>	<u>16,741</u>	<u>16,741</u>	<u>-</u>	0.06	<u>-</u>
	Total	<u>3,558,086</u>	<u>33,482</u>	<u>33,482</u>	<u>-</u>		<u>-</u>
School Breakfast (Regular Rate)	Paid				-	0.28	-
	Reduced				-	1.32	-
	Free	<u>135,700</u>			<u>-</u>	1.62	<u>-</u>
	Total	<u>135,700</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
School Breakfast (Severe Need Rate)	Paid		3,414	3,414	-	0.28	-
	Reduced		103	103	-	1.63	-
	Free	<u>1,395,810</u>	<u>10,828</u>	<u>10,828</u>	<u>-</u>	1.93	<u>-</u>
	Total	<u>1,395,810</u>	<u>14,345</u>	<u>14,345</u>	<u>-</u>		<u>-</u>
After School Snacks At Risk / Area Eligible (No Charge)	Free	<u>149,489</u>	<u>2,832</u>	<u>2,832</u>	<u>-</u>	0.82	<u>-</u>
	Total	<u>149,489</u>	<u>2,832</u>	<u>2,832</u>	<u>-</u>		<u>-</u>
Total Net Underclaim / (Overclaim)							<u>\$ -</u>

* For "Federal Performance Based Lunch" Healthy Hunger-Free Kids Act of 2010

CITY OF CAMDEN SCHOOL DISTRICT
 Schedule of Meal Count Activity
 Food Service Fund
 Number of Meals Served and (Over) / Underclaim - State
 Enterprise Fund
 For the Fiscal Year Ended June 30, 2015

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (Regular Rate)	Paid	-	4,080	4,080	-	\$ 0.040	\$ -
	Reduced	-	133	133	-	0.055	-
	Free	<u>1,779,043</u>	<u>12,528</u>	<u>12,528</u>	<u>-</u>	0.055	<u>-</u>
	Total	<u>1,779,043</u>	<u>16,741</u>	<u>16,741</u>	<u>-</u>		
Total Net Underclaim / (Overclaim)							<u>\$ -</u>

CITY OF CAMDEN SCHOOL DISTRICT
 Schedule of Net Cash Resources
 Net Cash Resources Did/Did Not Exceed Three Months of Expenditures
 Proprietary Funds - Food Service Fund
 For the Fiscal Year Ended June 30, 2015

<u>Net Cash Resources:</u>	<u>Food Service B - 4/5</u>	
CAFR	Current Assets	
B-4	Cash & Cash Equivalents	\$ 1,515,493.72
B-4	Due from Other Governments	1,822,904.13
B-4	Due from Other Funds	185,491.89
B-4	Other Accounts Receivable	12,134.32
CAFR	Current Liabilities	
B-4	Less Accounts Payable	(1,823,274.44)
B-4	Less Accruals	(64,875.37)
B-4	Less Due to Other Funds	(2,342.04)
B-4	Less Unearned Revenue	(55,027.80)
	Net Cash Resources	<u><u>\$ 1,590,504.41</u></u> (A)
 <u>Net Adjusted Total Operating Expense:</u>		
B-5	Total Operating Expenditures	9,291,395.88
B-5	Less Depreciation	<u>(120,408.74)</u>
	Adjusted Total Operating Expense	<u><u>\$ 9,170,987.14</u></u> (B)
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u><u>\$ 917,098.71</u></u> (C)
 <u>Three Times Monthly Average:</u>		
	3 X C	<u><u>\$ 2,751,296.14</u></u> (D)

TOTAL IN BOX A	\$ 1,590,504.41
LESS TOTAL IN BOX D	\$ 2,751,296.14
NET	<u><u>\$ 1,160,791.73</u></u>
From above:	
A is greater than D, cash exceeds 3 X average monthly operating expenses.	
D is greater than A, cash does not exceed 3 X average monthly operating expenses.	

CITY OF CAMDEN SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 15, 2014

	2015-2016 Application for State School Aid						Sample for Verification						Private Schools for the Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Veri-fication	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool																
Full Day Preschool	1,016		1,016				60		60							
Half Day Kindergarten																
Full Day Kindergarten	1,052		1,052				390		401		(11)					
One	931		931				21		21							
Two	877		877				81		36		45					
Three	858		858				115		115							
Four	723		723				107		122		(15)					
Five	725		725				72		72							
Six	662		662				52		52							
Seven	613		613				90		90							
Eight	626		626				183		147		36					
Nine	525		525				65		65							
Ten	447		447				129		129							
Eleven	357		357				31		31							
Twelve	316		316				212		127		85					
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
Subtotal	9,728	-	9,728	-	-	-	1,608	-	1,468	-	140	-	-	-	-	-
Special Education-Elementary	963		963				11		11				32	30	30	
Special Education-Middle School	611		611				7		7				54	44	44	
Special Education-High School	561		561				4		4				84	33	33	
Subtotal	2,135	-	2,135	-	-	-	22	-	22	-	-	-	170	107	107	-
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	11,863	-	11,863	-	-	-	1,630	-	1,490	-	140	-	170	107	107	-
Percentage Error																

CITY OF CAMDEN SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 15, 2014

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application, Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	818	818		61	61		92	74	18	15	15	
One	848	848		14	14		115	114	1	26	26	
Two	803	803		6	6		127	129	(2)	24	24	
Three	787	787		8	8		106	107	(1)	13	13	
Four	650	653	(3)	19	18	1	71	73	(2)	8	8	
Five	645	644	1	12	12		59	58	1	7	7	
Six	588	588		12	12		34	33	1	9	9	
Seven	545	546	(1)	26	26		45	45		5	5	
Eight	551	551		29	29		31	31				
Nine	432	432		19	19		37	38	(1)	16	16	
Ten	365	365		8	8		35	35		10	10	
Eleven	290	290		11	11		37	37		14	14	
Twelve	259	259		65	65		32	31	1	13	13	
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14CR.)												
Subtotal	7,581	7,584	(3)	290	289	1	821	805	16	160	160	-
Special Education-Elementary	891	880	11	8	8		87	77	10	22	22	
Special Education-Middle School	598	584	14	47	47		24	19	5	4	4	
Special Education-High School	525	524	1	3	3		10	11	(1)	9	9	
Subtotal	2,014	1,988	26	58	58	-	121	107	14	35	35	-
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	9,595	9,572	23	348	347	1	942	912	30	195	195	-
Percentage Error			-			-			-			-

	Transportation						Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)	Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B)	Spec. Avg. (Mileage) = Special Ed. with Special Needs	Re-Reported	Re-Calculated
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors					
Reg. - Public Schools, Col. 1	2,213	2,214	(1)	166	162	4			3.5	3.5	
Reg. - SpEd, Col. 4	773	776	(3)	57	57				3.5	3.5	
Transported - Non-Public, Col. 3	242	242		18	18				8.8	8.8	
Special Needs, Col. 6	684	681	3	50	48	2					
Totals	3,912	3,913	(1)	291	285	6					
Percentage Error			-			2.06%					

CITY OF CAMDEN SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 15, 2014

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	35	33	2	16	16	
One	12	12		5	5	
Two	16	31	(15)	3	3	
Three	10	10		2	2	
Four	21	21		6	6	
Five	13	13		5	5	
Six	10	10		1	1	
Seven	14	11	3	1	1	
Eight	14	13	1	2	2	
Nine	13	13		6	6	
Ten	10	10		6	6	
Eleven	8	8		4	4	
Twelve	6	6		1	1	
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	<u>182</u>	<u>191</u>	<u>(9)</u>	<u>58</u>	<u>58</u>	<u>-</u>
Special Education-Elementary	3	3		1	1	
Special Education-Middle School	2	2				
Special Education-High School	1	1				
Subtotal	<u>6</u>	<u>6</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>188</u>	<u>197</u>	<u>(9)</u>	<u>59</u>	<u>59</u>	<u>-</u>
Percentage Error			<u>-</u>			<u>-</u>

EXCESS SURPLUS CALCULATION

SCHOOL BASED BUDGET DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2014-15 Total General Fund Expenditures Reported on CAFR Exhibit C-1	<u>319,011,760.87</u> (A)
Increased by Applicable Operating Transfers:	
Transfer from Capital Outlay to Capital Projects Fund	<u>-</u> (A1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>-</u> (A1a)
Transfer from General Fund to Special Revenue Fund for Preschool - Regular	<u>-</u> (A1a)
Transfer from General Fund to Special Revenue Fund for Preschool - Inclusion	<u>1,310,956.00</u> (A1a)
Less: Expenditures Allocated to Restricted Federal Resources as reported on Exhibit D-2	<u>5,678,768.50</u> (A1b)
2014-15 Adjusted General Fund & Other State Expenditures [(A)+(A1a)-(A1b)]	<u>314,643,948.37</u> (A2)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>22,530,216.73</u> (A3)
Assets Acquired Under Capital Leases:	
General Fund 10 Assets Acquired Under Capital Leases Reported on Exhibit C-1a	<u>-</u> (A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases:	
Assets Acquired Under Capital Leases in Fund 15 Reported on Exhibit C-1a	<u>-</u> (A5)
Combined General Fund Contribution & State Resources % of Fund 15 Resources Reported on Exhibit D-2	<u>0%</u> (A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)*(A6)]	<u>-</u> (A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]	<u>-</u> (A8)
2014-15 General Fund Expenditures [(A2)-(A3)-(A8)]	<u>292,113,731.64</u> (A9)
2% of Adjusted 2014-15 General Fund Expenditures [(A9) times .02]	<u>5,842,274.64</u> (A10)
Enter Greater of (A10) or \$250,000	<u>5,842,274.64</u> (A11)
Increased by: Allowable Adjustment *	<u>1,088,141.79</u> (K)
Maximum Unassigned Fund Balance [(A11)+(K)]	<u>6,930,416.43</u> (M)

EXCESS SURPLUS CALCULATION (CONT'D)

SCHOOL BASED BUDGET DISTRICT

SECTION 2

Total General Fund - Fund Balances at June 30, 2015	<u>36,282,437.66</u> (C)
Decreased by:	
Year-end Encumbrances	<u>152,552.80</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>8,221,576.00</u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>-</u> (C3)
Other Restricted Fund Balances ****	<u>1,000,001.00</u> (C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	<u>1,587,056.40</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u><u>25,321,251.46</u></u> (U)

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U)-(M)] IF NEGATIVE ENTER -0-	<u><u>18,390,835.03</u></u> (E)
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Recapitulation of Excess Surplus as of June 30, 2015

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>8,221,576.00</u> (C3)
Restricted - Excess Surplus *** [(E)]	<u>18,390,835.03</u> (E)
Total Excess Surplus [(C3)+(E)]	<u><u>26,612,411.03</u></u> (D)

Footnotes:

* This adjustment line (as detailed below) is to be utilized when applicable for:

Federal Impact Aid. The passage of P.L.2015, c46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2015 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve - General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4).

Sale & Lease-Back, Extraordinary Aid, Additional Nonpublic School Transportation Aid, Recognized current year School Bus Advertising Revenue, and Family Crisis Transportation Aid. Refer to the Audit Program Section II, Chapter 10.

Detail of Allowable Adjustments

Federal Impact Aid	<u>205,863.79</u> (H)
Sale & Lease-Back	<u>-</u> (I)
Extraordinary Aid	<u>840,057.00</u> (J1)
Additional Nonpublic School Transportation Aid	<u>42,221.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	<u>-</u> (J3)
Family Crisis Transportation Aid	<u>-</u> (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	<u><u>1,088,141.79</u></u> (K)

EXCESS SURPLUS CALCULATION (CONT'D)

SCHOOL BASED BUDGET DISTRICT

Footnotes: (Cont'd)

- ** This amount represents the June 30, 2014 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2015-2016 general fund budget.
- *** Amounts must agree to the June 30, 2015 CAFR and must agree to Audit Summary Line 90030.
- **** Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal	-
Sale/lease-back reserve	-
Capital reserve	1.00
Maintenance reserve	-
Emergency reserve	1,000,000.00
Tuition reserve	-
School bus advertising 50% fuel offset reserve	-
School bus advertising 50% fuel offset reserve	-
Impact Aid General Fund Reserve (Sections 8002 and 8003)	-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	-
Other state/government mandated reserves	-
[Other Restricted Fund Balance not noted above]****	-
Total Other Restricted Fund Balance	<u>1,000,001.00 (C4)</u>

