CITY OF UNION CITY SCHOOL DISTRICT

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

JUNE 30, 2015

CITY OF UNION CITY SCHOOL DISTRICT

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

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DONOHUE, GIRONDA, DORIA & TOMKINS, LLC

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REPORT OF INDEPENDENT AUDITOR'S

Honorable President and Members of the Board of Education City of Union City School District County of Hudson, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the City of Union City School District in the County of Hudson for the year ended June 30, 2015, and have issued our report thereon dated December 21, 2015.

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

This report is intended for the information of the City of Union City Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

DONOHUE, GIRONDA, DORIA

& TOMKINS, LLC

FREDERICK J. TOMKINS Certified Public Accountant Public School Accountant

License No. CS 00680

Bayonne, New Jersey December 21, 2015

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Moneys, the activities of the Board of Education, and the records of the Athletic Fund, The Student Activity Fund, Food Service Fund and Special Revenue Fund under the auspices of the Board of Education.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule, contained in the District's CAFR.

Official Bonds

<u>Name</u>	<u>Position</u>	Amount
Anthony Dragona	School Business Administrator/	
	Board Secretary/	
	Custodian of School Moneys	\$750,000

The Board also has an errors and omissions policy with the New Jersey School Boards Association Insurance Group with coverage of \$6,000,000 total for all fees and claims.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Examination of Claims

A test examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification and proper itemization and/or supporting documentation.

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and the Board's required payroll contributions were deposited in the Agency Reserve Account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)

Payroll Account (Continued)

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium withholding due to the general fund.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No discrepancies were noted.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C.* 6A:23-2.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classification to determine overall reliability and compliance with *N.J.A.C.* 6A:23-8.3. As a result of the procedures performed, no transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings

Finding: Travel expenditures were charged to various program appropriation

accounts.

Recommendation: As per the mandated District travel policy, travel expenditures are to only

be charged to a travel appropriation account.

B. Administrative Classification Findings

No findings were noted

Board Secretary's Records/Business Administrator

Our review of the financial and accounting records maintained by the Board Secretary/Business Administrator disclosed no exceptions.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)

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

The E.S.E.A./NCLB 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 and VI of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A. indicated no instances of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

Our audit of the federal and state funds on a test 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 special projects.

The study of compliance for the other special federal and/or state projects no areas of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the semi-monthly reimbursement forms filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

Finding: The reimbursement to the State for the amount of the expenditures

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).

Recommendation: The district should adopt internal control procedures designed to ensure

that reimbursement(s) of TPAF/FICA paid by the State on-behalf of TPAF employees charged to federal grants are properly reported in the current year's Final Report(s) for all federal awards and are encouraged to remit payment within the 60 day grant liquidation period and/or certainly within

the statutory 90 day liquidation period.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2010 and thereafter, the bid thresholds in accordance with *N.J.S.A.* 18A:18A-2 and 18A:39-3(a) are \$36,000 with a Qualified Purchasing Agent (QPA) and \$26,000 without a QPA, respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A.* 18A:39-3 is currently \$18,300.

The District Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

Based on the results of our examination, 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 services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

The 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 reviewed 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 were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supplies were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

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.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the Board of Education. The records of the management company included time sheets for its employees who work at the various schools. No exceptions were noted.

In the fiscal year 2015 the District has exercised its option to utilize Community Eligibility, where all students are eligible for free breakfast and lunch. 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. No exceptions were noted.

As a result of utilizing the Community Eligibility, the was no required verification procedures for free and reduced price applications.

USDA Food Distribution program food and commodities were received and a separate inventory was maintained on a first-in, first-out basis. No exception were noted.

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

STUDENT BODY ACTIVITIES

During our review of the Student Activity funds no exceptions were noted.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of information reported in the October 15, 2014, Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low income and bilingual. We also performed a review of the district procedures related to its completion. The information on the ASSA was compared to the district workpapers without exception. The information that was included on the workpapers was verified. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained workpapers on the prescribed state forms or their equivalent. The District has adequate written procedures for the recording of student enrollment data.

PUPIL TRANSPORTATION

Our audit procedures included a test of on roll status reported in the 2014-15 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

FACILITIES AND CAPITAL ASSETS

Our procedures included a review of the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the General Fund or from the Capital Reserve Account, and awarding of contracts for eligible facilities construction. No exceptions were noted:

FOLLOW-UP ON PRIOR YEAR 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:

Travel expenditures were charged to various program appropriation accounts.

ACKNOWLEDGMENT

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

DONOHUE, GIRONDA, DORIA

& TOMKINS, LLC

FREDERICK J. TOMKINS Certified Public Accountant Public School Accountant License No. CS 00680

Bayonne, New Jersey December 21, 2015

CITY OF UNION CITY SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

SCHEDULE OF AUDITED ENROLLMENTS

			2015-2016 Application for State School Aid	or State School A.	P.				Sample of Verification	ification				Private Schools for Disabled	for Disabled	
	Reported on	on	Reported on	1 on			Sample	ole	Verified	per	Errors pe	_	Reported on	Sample		
	A.S.S.A. On Roll	- نـ	workpape On Roll	pers 11	Errors		Workpapers	Trom	Registers On Roll	2 =	Registers On Roll		A.S.S.A. as Private	ror Verifi-	Sample	Sample
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors
Full Day Preschool	295		295	•			37	•	37	•	,			•	•	
Full Day Kindegarten	953		953				25		25							
One	952		952				22		22							
Two	826		826				19		19							
Three	852		852				22		22							
Four	816		816				24		24							
Five	777		777				18		18							
Six	720		720				17		17							
Seven	704		704				15		15							
Eight	208		208				17		17							
Nine	748		748				19		19							
Ten	739		739				18		18							
Eleven	669		669				16		16							
Twelve	929		929				14		14							
Adult HS (15+ Credits)	57	9	57	9			2		2							
Subtotal	10,654	9	10,654	9		•	285		285	•		•				
Special Education-Elementary	444	,	444		,	,	15	,	15	,		,	39	20	20	
Special Education-Middle	312		312				Ξ		Ξ				13	Π	Ξ	
Special Education-Highschool	446		446				12		12				31	21	21	
Subtotal	1,202	•	1,202				38		38			1	83	52	52	
TOTALS	11,856	9	11,856	9	1 1000		323		323	٠			83	52	52	1
					0.00%						0.00%					0.00%

CITY OF UNION CITY SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

Sample Errors

Verified to Test Score and Register

Sample Selected from Workpapers

Errors

569 458 458 3312 1113 57 78 79 79 79 79 88

Sample for Verification

Reg Avg (Mileage) = Regular including Grade PK Students (Part A) Reg Avg (Mileage) = Regular excluding Grade PK Students (Part B) Special Avg = Special Ed w/ Special Needs Resident LEP Low Income
Reported on
Workpapers
as LEP low
Income 569 4 4 58 4 4 58 1113 1113 112 113 114 115 116 88 88 6 × 5 2,675 Reported on A.S.S.A. as LEP low Income Sample Errors Errors Sample for Verification 41 2 17 28 28 24 21 21 19 19 19 16 118 118 119 119 119 119 119 119 119 Verified to Application and Register Verified 12 12 14 335 Sample Selected from Workpapers Tested Transportation Errors Errors Resident Low Income Reported on Workpapers as Low Income 864 869 8777 777 777 778 778 670 660 660 660 663 660 660 660 10,721 Reported on DRTRS by District 869 869 890 777 777 714 714 670 660 660 660 660 660 660 660 314 458 229 10,721 Reported on A.S.S.A. as Low Income Reported on DRTRS by DOE/County SCHEDULE OF AUDITED ENROLLMENTS Special Education-Elementary Special Education-Middle Special Education-Highschool Subtotal TOTALS

.0000

28 = 10

10 111 58 .

19 207 104 31 361

19 31 361

Reg. - Special Education Special Ed. Spec Trans. Courtesy Student TOTALS

0.00%

Recalculated n/a 9.6

Reported n/a

2,675

1.6

CITY OF UNION CITY SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

SCHEDULE OF AUDITED ENROLLMENTS

	Resi	Resident LEP NOT Low Income	نو		Sample for Verification	
	Reported on A.S.S.A. as	Reported on Workpapers		Sample	Verified to	
	NOT Low	as NOT Low		Selected from	Application	Sample
	Income	Income	Errors	Workpapers	and Register	Errors
Full Day Kindegarten	39	39	1	∞	∞	1
One	12	12	•	10	10	•
Two	24	24	•	9	9	•
Three	16	16	•	4	4	
Four	S	5	•	2	2	
Seven	3	33	•	1	1	
Eight	1	1	•	ı	1	•
Nine	6	6	•	3	33	•
Ten	3	ю	•	1	1	•
Eleven	7	7	1	33	8	•
Twelfth	8	6		2	2	
Subtotal	122	122	1	40	40	1
Special Education-Elementary Subtotal	3	3	1 1	3	3 3	
TOTALS	125	125	- 0.000	43	43	0.00%

CITY OF UNION CITY SCHOOL DISTRICT EXCESS SURPLUS CALCULATION FOR THE FISCAL YEAR ENDED JUNE 30, 2015

SECTION 1

2% Calculation of Excess Surplus

All districts required to use school-based budgeting are required to complete this calculation us	sing 2% on line A10.	
2014-15 Total General Fund Expenditures per the CAFR, Exhibit C-1	\$ 207,097,437 (A)	
Increased by Applicable Operating Transfers: Transfer from Capital Outlay to Capital Projects Transfer from Reserve to Capital Projects Transfer from G/F to SRF for Preschool - Regular Transfer from G/F to SRF for Preschool - Inclusion Less: Expenditures Allocated to Restricted Federal Resources as Reported on Exhibit D-2	- (A1a) 1,550,000 (A1a) - (A1a) 408,989 (A1a) (4,873,853) (A1b)	
2014-15 Adjusted General Fund & Other State Expenditures [(A) - (A1)-(A1b)]		\$ 204,182,573 (A2)
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases: General Fund 10 Assets Acquired Under Capital Leases reported on Exhibit C-1a Add:	\$ (2,593,360) (A4)	\$ (14,378,088) (A3)
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	(A5)	
Combined General Fund Contribution & State Resources % of Fund 15 Resources Reported on Exhibit D-2	95.62% (A6)	
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5) x (A6)]	(A7)	
Total Assets Acquired Under Capital Leases [(A4) + (A7)]		(2,593,360) (A8)
2014-15 General Fund Expenditures [(A2) - (A3) - (A8)]		\$ 187,211,125 (A9)
2% of Adjusted 2014-2015 General Fund Expenditures [(A9) x 2%]		\$ 3,744,223 (A10)
Enter Greater of (A10) or \$250,000		3,744,223 (A11)
Increased by: Allowable Adjustment*		43,778 (K)
Maximum Unassigned Fund Balance [(A11) + (K)]		\$ 3,788,001 (M)
SECTION 2		
Total General Fund - Fund Balances at June 30, 2015	\$ 106,122,599 (C)	
Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Excess Surplus - Designated for Subsequent Year's Expenditures** Other Restricted Fund Balances**** Assigned - Designated for Subsequent Year's Expenditures Total Unassigned Fund Balance [(C) - (C1) - (C2) - (C3) - (C4) - (C5)]	(6,815,441) (C1) - (C2) (22,798,886) (C3) (40,174,134) (C4) - (C5)	\$ 36,334,138 (U)
		- 20,22 .,130 (0)

CITY OF UNION CITY SCHOOL DISTRICT EXCESS SURPLUS CALCULATION FOR THE FISCAL YEAR ENDED JUNE 30, 2015

SECTION 3

Restricted Fund Balance - Excess Surplus***[(U) - (M)] IF NEGATIVE ENTER -0-	\$ 32,546,137 (E)
Recapitulation of Excess Surplus as of June 30, 2015	
Restricted Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 22,798,886 (C3)
Restricted Excess Surplus***[(E)]	32,546,137 (E)
Total [(C3) + (E)]	\$ 55,345,023 (D)

This adjustment line (line (K) as detailed below) is to utilized for Impact Aid, Sale and Lease-back, Extraordinary Aid, Additional Nonpublic School Transportation Aid, and unbudgeted FICA Wage Freeze Grant Revenue, if applicable. Extraordinary Aid and Additional Nonpublic School Transportation Aid for 2014-15 received after June 30 is limited to the amount of revenue recognized in the audit year that was not appropriated.

Detail of Allowable Adjustements

Impact Aid	\$	- (H)
Sale & Lease-back	·	- (I)
Extraordinary Aid	·	43,778 (J1)
Additional Nonpublic School Transportation Aid	<u>-</u>	- (J2)
Current Year School Bus Advertising Revenue Recognized		- (J3)
Family Crisis Transportation Aid		- (J4)
	·	<u> </u>
Total Adjustments $[(H) + (I) + (J1) + (J2) + (J3) + (J4)]$	\$	43,778 (K)
Total Adjustments $[(H) + (I) + (J1) + (J2) + (J3) + (J4)]$	\$	43,778 (K)

^{**} This amount represents the June 30, 2014 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

- (N-1) Capital reserve at June 30, 2015
- (N-2) Maintenance reserve minimum required under EFCFA
- (N-3) Tuition reserve at June 30, 2015
- (N-4) Emergency reserve at June 30, 2015
- (N-5) School bus fuel offset reserve current year June 30, 2015
- (N-6) School bus fuel offset reserve prior year June 30, 2015
- (N-7) Impact Aid general fund reserve at June 30, 2015
- (N-8) Impact Aid capital fund reserve at June 30, 2015

Detail of Other Restricted/Reserved Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	-
Sale/lease-back reserve	-
Capital reserve (N-1)	30,997,704
Maintenance reserve (N-2)	4,000,000
Tution reserve (N-3)	
Emergency reserve (N-4)	
School Bus Advertising 50% Fuel Offset Reserve - current year (N-5)	
School Bus Advertising 50% Fuel Offset Reserve - prior year (N-6)	
Impact Aid General Fund Reserve (Section 8002 and 8003) (N-7)	
Impact Aid Capital Fund Reserve (Section 8007 and 8008) (N-8)	<u> </u>
[Other Restricted/Reserved Fund Balance not noted above]****	
Capital reserve - reserved for local share of 2015-2016 district budget	5,176,430
Total Other Restricted/Reserved Fund Balance	\$ 40,174,134 (C4)

^{***} See (E) above. The amount entered must agree with the June 30, 2015 CAFR and Audit Summary Worksheet Line 90030.

^{****} Amount for Other Restricted Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to that Assistant to the Commissioner for Finance prior to September 30.