

**ELMWOOD PARK BOARD OF EDUCATION
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2016**

**ELMWOOD PARK BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members
of the Board of Trustees
Elmwood Park Board of Education
Elmwood Park, 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 Elmwood Park Board of Education, County of Bergen, State of New Jersey as of and for the fiscal year ended June 30, 2016, and have issued our report thereon dated October 19, 2016.

As part of our audit, we performed procedures required by the Office of School 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 intended for the information of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Lerch, Vinci & Higgins, LLP
LERCH, VINCI & HIGGINS, LLP
Certified Public Accountants
Public School Accountants

Jeffrey C. Bliss
Public School Accountant
PSA Number CS00932

Fair Lawn, New Jersey
October 19, 2016

**ELMWOOD PARK BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Education and the records of the various funds 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, Schedule of Insurance contained in the district's Comprehensive Annual Financial Report ("CAFR").

Official Bonds

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|------------------|--|---------------|
| John DiPaola | Business Administrator/ Board Secretary | \$300,000 |
| Joanne M. Wilson | Treasurer of School Monies | 300,000 |

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any material discrepancies with respect to signatures, certifications and proper itemization.

Payroll Account

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

All payrolls tested were certified by the President of the Board, the Board Secretary/Business Administrator and the Chief School Administrator.

Salary withholdings were promptly remitted to the District's payroll service provider for submission to the proper agencies, including health benefit withholdings due to the General Fund.

The District maintains a personnel tracking and accounting (Position Control) system.

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

**ELMWOOD PARK BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Financial Planning, Accounting and Reporting (Continued)

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 included administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23-8.2. As a result of the procedures performed, no additional testing was deemed necessary to test the propriety of expenditure classifications.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserve for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in good condition.

Acknowledgement of the Board's receipt of the Board Secretary's monthly financial reports were included in the minutes.

The prescribed contractual order system was followed.

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

Treasurer's Records

The Treasurer's bank reconciliations were in agreement with the records of the Board Secretary.

The Treasurer's cash balances were in agreement with the reconciled cash balance as determined during the audit.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as Reauthorized by the No Child Left Behind Act (NCLB) 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 projects under Title I, II, IV and V of the Elementary and Secondary Education Act.

Other Special Federal and/or State Projects

The District's 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 test basis indicated that, except as previously noted, 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.

**ELMWOOD PARK BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Financial Planning, Accounting and Reporting (Continued)

- **Finding (CAFR Finding 2016-001)** – Review of the current year capital assets acquired utilizing Title I funds, revealed that equipment purchased with Title I Funds were not identified as Title I funded equipment on the capital asset accounting records.

Recommendation – Equipment purchased utilizing Title I funds be specifically identified as Title I funded equipment on the capital asset accounting records.

- **Finding** – We noted for the Elementary and Secondary Education Act (ESEA) programs and the Individuals with Disabilities Education Act (IDEA) programs that a consolidated monitoring report was prepared by the New Jersey Department of Education reporting findings of noncompliance with program requirements. A corrective action plan was prepared and approved by the District to address each finding. We noted the District has implemented the corrective action plan and is monitoring the programs on an on-going basis for adherence to the plan.

T.P.A.F. Reimbursements

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.

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

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 prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

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 \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulates bidding for public school student transportation contracts under NJSA 18A:39-3 which is \$18,800 for 2015-2016.

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c. 198 (c.40A:11-9), the board of education may establish that the bid threshold may be up to \$40,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section. The Board has designated the Business Administrator as the qualified purchasing agent and has approved by Board resolution a bid threshold of \$40,000.

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

**ELMWOOD PARK BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination did not indicate any individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", 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.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal that purchases were made through the use of state contracts.

Food Service Fund

The school food service program was not selected as a major federal or state program. However, the program expenditures exceeded \$100,000 in federal support. Accordingly, we inquired of school management as to whether the School Food Authority (the "SFA") had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted. In addition, we inquired as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The financial transactions and records of the school food services were maintained in good condition. The financial accounts and records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

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. The FSMC contract includes an operating results provision which guarantees that the food service program will have a profit of \$100,000. 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 supply items were currently maintained and properly applied in determining the cost of food and supplies used.

**ELMWOOD PARK BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Food Service Fund (Continued)

The cash disbursements records reflected expenditures for program related goods and services. The Districts deposited program monies and made expenditures in accordance with N.J.S.A. 18A:17-34. 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.

U.S.D.A. commodities were received and a separate inventory was maintained on a first-in, first-out basis.

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

Student Body Activities

The Board has a policy which clearly establishes the regulation of student activity funds.

All receipts tested after implementation of the prior year corrective action plan were deposited in a timely manner.

All cash disbursements tested had proper supporting documentation.

Summer Session Program

Separate revenue and expense records and billing journals were maintained for the summer session program.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2015 Application for State School Aid (ASSA) for on-roll, private schools for the disabled, related services, low income and bilingual. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with exceptions noted. The information that was included on the workpapers was verified with exceptions noted. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District did maintain workpapers on the prescribed state forms or their equivalent for all reporting categories.

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

- **Finding (CAFR Finding 2016-002)** – Our review of the ASSA, workpapers, and class registers revealed the following:
 - Several offsetting discrepancies were noted in on-roll enrollment categories between the number of students reported as full-time and shared time on the ASSA and the District workpapers. We also noted differences between students reported on District workpapers and class registers for on-roll enrollment categories.
 - Several discrepancies were noted in the reporting of low income students on the ASSA. The testing of low income students found that documentation on file did not support eligibility of students reported as LEP low income and students reported as LEP not low income.

Recommendation – Continued efforts be made to ensure the reporting of information on the Application for State School Aid (ASSA) is in agreement with District workpapers and supporting documentation for student counts reported on the ASSA.

**ELMWOOD PARK BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2015-2016 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with immaterial exceptions noted. 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

The District had no SDA grant projects during the current year.

Follow-up Prior Year Findings

In accordance with government standards, our procedures included a review of all prior year recommendations.

Suggestions to Management

- Management consider marking the voucher copy of purchase orders with payment information, i.e., date of payment, check number and check amount.
- District review projects in construction in progress and transfer completed project costs to capital assets placed in service and depreciate them accordingly.

**ELMWOOD PARK BOARD OF EDUCATION
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

SCHEDULE OF MEAL COUNT ACTIVITY

This Schedule is not applicable for 2015-16.

**ELMWOOD PARK BOARD OF EDUCATION
FOOD SERVICE FUND
COMPARISON OF NET CASH RESOURCES TO THREE MONTHS AVERAGE EXPENDITURES
ENTERPRISE FUND
AS OF JUNE 30, 2016**

NET CASH RESOURCE SCHEDULE

| <u>Net Cash Resources:</u> | <u>Total</u> | <u>Reference</u> |
|--|--|-------------------------|
| CAFR | | |
| <u>Exhibit</u> | | |
| Current Assets | | |
| B-4 | Cash & Cash Equivalents | \$ 242,677 |
| B-4 | Intergovernmental Receivable | 11,376 |
| B-4 | Other Accounts Receivable | |
| CAFR | | |
| Current Liabilities | | |
| B-4 | Less Accounts Payable | |
| B-4 | Less Due to Other Funds | (1,862) |
| B-4 | Less Unearned Revenue | (6,441) |
| | Net Cash Resources | \$ 245,750 (A) |
| <u>Total Net Adjusted Operating Expenses:</u> | | |
| B-5 | Total Operating Expenses | \$ 947,926 |
| B-5 | Less Depreciation | (5,488) |
| | Total Net Adjusted Total Operating Expenditures | \$ 942,438 (B) |
| <u>Average Monthly Operating Expenses:</u> | | |
| | Total Net Adjusted Operating Expenses (B) / 10 months | \$ 94,244 (C) |
| <u>Three Times Monthly Average:</u> | | |
| | 3 X Average Monthly Expenses (C) | \$ 282,731 (D) |

| | | |
|--|--------------------|------------|
| TOTAL NET CASH RESOURCES | \$ 245,750 | (A) |
| LESS THREE MONTHS AVERAGE EXPENDITURES | \$ 282,731 | (D) |
| NET OVER (UNDER) | \$ (36,981) | |
| NET CASH RESOURCES DO NOT EXCEED THREE MONTH AVERAGE EXPENDITURES | | |

**ELMWOOD PARK BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
10/15/2015**

| | 2015-16 Application for State School Aid | | | | | | Sample for Verification | | | | | | Private Schools for Disabled | | | | |
|------------------------------|--|-----------|--------------------------------|-----------|--------------|--------------|---------------------------------|-----------|-------------------------------|-----------|------------------------------|--------------|---|---------------------------|-----------------|---------------|--------------|
| | Reported on A.S.S.A. On Roll | | Reported on Workpapers On Roll | | Errors | | Sample Selected from Workpapers | | Verified per Register On Roll | | Errors per Registers On Roll | | Reported on A.S.S.A. as Private Schools | Sample for Verifi- cation | Sample Verified | Sample Errors | |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | | | | | |
| | | | | | | | | | | | | | | | | | |
| Half Day Preschool - 3 years | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool - 3 years | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Preschool - 4 years | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool - 4 years | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 176 | - | 176 | - | - | - | 67 | - | 70 | - | (3) | - | - | - | - | - | - |
| 1st Grade | 162 | - | 162 | - | - | - | 49 | - | 50 | - | (1) | - | - | - | - | - | - |
| 2nd Grade | 185 | - | 189 | - | (4) | - | 77 | - | 78 | - | (1) | - | - | - | - | - | - |
| 3rd Grade | 220 | - | 222 | - | (2) | - | 77 | - | 79 | - | (2) | - | - | - | - | - | - |
| 4th Grade | 162 | - | 165 | - | (3) | - | 51 | - | 51 | - | - | - | - | - | - | - | - |
| 5th Grade | 170 | - | 172 | - | (2) | - | 64 | - | 64 | - | - | - | - | - | - | - | - |
| 6th Grade | 159 | - | 159 | - | - | - | 159 | - | 160 | - | (1) | - | - | - | - | - | - |
| 7th Grade | 149 | - | 149 | - | - | - | 149 | - | 150 | - | (1) | - | - | - | - | - | - |
| 8th Grade | 164 | - | 164 | - | - | - | 164 | - | 164 | - | - | - | - | - | - | - | - |
| 9th Grade | 138 | 1 | 140 | 1 | (2) | - | 138 | 1 | 140 | 1 | (2) | - | - | - | - | - | - |
| 10th Grade | 160 | 5 | 158 | 5 | 2 | - | 160 | 5 | 158 | 5 | 2 | - | - | - | - | - | - |
| 11th Grade | 133 | 3 | 132 | 3 | 1 | - | 133 | 3 | 132 | 3 | 1 | - | - | - | - | - | - |
| 12th Grade | 145 | 2 | 148 | 2 | (3) | - | 145 | 2 | 148 | 2 | (3) | - | - | - | - | - | - |
| Subtotal | 2,123 | 11 | 2,136 | 11 | (13) | - | 1,433 | 11 | 1,444 | 11 | (11) | - | - | - | - | - | - |
| Spec Ed - Elementary | 179 | - | 167 | - | 12 | - | 89 | - | 84 | - | 5 | - | 12 | 13 | 13 | - | - |
| Spec Ed - Middle School | 121 | - | 121 | - | - | - | 121 | - | 119 | - | 2 | - | 8 | 8 | 8 | - | - |
| Spec Ed - High School | 92 | 7 | 91 | 6 | 1 | 1 | 92 | - | 91 | - | 1 | - | 15 | 17 | 17 | - | - |
| Subtotal | 392 | 7 | 379 | 6 | 13 | 1 | 302 | - | 294 | - | 8 | - | 35 | 38 | 38 | - | - |
| Totals | 2,515 | 18 | 2,515 | 17 | - | 1 | 1,735 | 11 | 1,738 | 11 | (3) | - | 35 | 38 | 38 | - | - |
| Percentage Error | | | | | 0.00% | 5.56% | | | | | -0.17% | 0.00% | | | | | 0.00% |

ELMWOOD PARK BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
10/15/2015

| | Low Income | | | Sample for Verification | | | LEP Low Income | | | Sample for Verification | | | |
|------------------------------|---------------|---------------|--------------|-------------------------|--------------|--------------|----------------|---------------|---------------|-------------------------|---------------|--------------|--------|
| | Reported on | Reported on | Errors | Sample | Verified to | Sample | Reported on | Reported on | Errors | Sample | Verified to | Sample | |
| | A.S.S.A as | Workpapers as | | | | | A.S.S.A as | Workpapers as | | | | | Low |
| Low | Low | Income | Income | Selected from | Application | Sample | Low | Low | Income | Income | Selected from | Application | Sample |
| | Income | Income | Errors | Workpapers | and Register | Errors | Income | Income | Errors | Workpapers | and Register | Errors | |
| Half Day Preschool (3 years) | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool (3 years) | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Preschool (4 years) | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool (4 years) | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 77.0 | 76.0 | 1.0 | 16.0 | 16.0 | - | 9.0 | 9.0 | - | 7.0 | 7.0 | - | - |
| 1st Grade | 59.0 | 57.0 | 2.0 | 12.0 | 12.0 | - | 4.0 | 4.0 | - | 3.0 | 3.0 | - | - |
| 2nd Grade | 82.0 | 80.0 | 2.0 | 17.0 | 17.0 | - | 5.0 | 5.0 | - | 3.0 | 3.0 | - | - |
| 3rd Grade | 112.0 | 111.0 | 1.0 | 23.0 | 23.0 | - | 3.0 | 3.0 | - | 2.0 | 2.0 | - | - |
| 4th Grade | 72.0 | 72.0 | - | 15.0 | 15.0 | - | 0.0 | 0.0 | - | 0.0 | 0.0 | - | - |
| 5th Grade | 85.0 | 79.0 | 6.0 | 17.0 | 17.0 | - | 1.0 | 1.0 | - | 1.0 | 0.0 | - | 1 |
| 6th Grade | 90.0 | 89.0 | 1.0 | 19.0 | 19.0 | - | 5.0 | 5.0 | - | 3.0 | 3.0 | - | - |
| 7th Grade | 77.0 | 76.0 | 1.0 | 16.0 | 16.0 | - | 3.0 | 3.0 | - | 2.0 | 2.0 | - | - |
| 8th Grade | 84.0 | 84.0 | - | 18.0 | 18.0 | - | 8.0 | 8.0 | - | 5.0 | 5.0 | - | - |
| 9th Grade | 62.5 | 62.5 | - | 13.0 | 13.0 | - | 4.0 | 5.0 | (1) | 3.0 | 3.0 | - | - |
| 10th Grade | 80.5 | 80.5 | - | 17.0 | 17.0 | - | 4.0 | 4.0 | - | 3.0 | 3.0 | - | - |
| 11th Grade | 53.5 | 53.0 | 0.5 | 11.0 | 11.0 | - | 0.0 | 0.0 | - | 0.0 | 0.0 | - | - |
| 12th Grade | 65.0 | 65.0 | - | 14.0 | 14.0 | - | 1.0 | 1.0 | - | 1.0 | 1.0 | - | - |
| Subtotal | 999.5 | 985.0 | 14.5 | 208.0 | 208.0 | - | 47.0 | 48.0 | (1) | 33.0 | 32.0 | 1 | |
| Spec Ed - Elementary | 85.0 | 85.0 | - | 18.0 | 18.0 | - | 2.0 | 2.0 | - | 1.0 | 1.0 | - | - |
| Spec Ed - Middle School | 74.0 | 74.0 | - | 16.0 | 16.0 | - | 0.0 | 1.0 | (1) | 0.0 | 0.0 | - | - |
| Spec Ed - High School | 58.0 | 57.5 | 0.5 | 12.0 | 12.0 | - | 0.0 | 0.0 | - | 0.0 | 0.0 | - | - |
| Subtotal | 217.0 | 216.5 | 0.5 | 46.0 | 46.0 | - | 2.0 | 3.0 | (1) | 1.0 | 1.0 | - | |
| Totals | 1216.5 | 1201.5 | 15.0 | 254.0 | 254.0 | - | 49.0 | 51.0 | (2) | 34.0 | 33.0 | 1 | |
| Percentage Error | | | <u>1.23%</u> | | | <u>0.00%</u> | | | <u>-4.08%</u> | | | <u>2.94%</u> | |

| | Transportation | | | | | |
|--------------------------|----------------|-------------|--------------|------------|------------|--------------|
| | Reported on | Reported on | Errors | Tested | Verified | Errors |
| | DRTRS by | DRTRS by | | | | |
| DOE | District | | | | | |
| Regular - Public Schools | 91 | 91 | - | 44 | 44 | - |
| Transported - Non-Public | 78 | 78 | - | 38 | 38 | - |
| Regular - Spec. | 39 | 39 | - | 1 | 1 | - |
| Special Needs - Public | 137 | 137 | - | 66 | 66 | - |
| Totals | 345 | 345 | - | 149 | 149 | - |
| | | | <u>0.00%</u> | | | <u>0.00%</u> |

**ELMWOOD PARK BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
10/15/2015**

| | LEP Not 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 Register | Sample Errors |
| Half Day Preschool (3 years) | - | - | - | - | - | - |
| Full Day Preschool (3 years) | - | - | - | - | - | - |
| Half Day Preschool (4 years) | - | - | - | - | - | - |
| Full Day Preschool (4 years) | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - |
| Full Day Kindergarten | 10 | 9 | 1 | 4 | 4 | - |
| 1st Grade | 7 | 7 | - | 5 | 5 | - |
| 2nd Grade | 6 | 6 | - | 4 | 4 | - |
| 3rd Grade | 5 | 5 | - | 4 | 4 | - |
| 4th Grade | 3 | 3 | - | 2 | 2 | - |
| 5th Grade | - | - | - | - | - | - |
| 6th Grade | 5 | 5 | - | 4 | 4 | - |
| 7th Grade | - | - | - | - | - | - |
| 8th Grade | 1 | 1 | - | 1 | 1 | - |
| 9th Grade | 5 | 5 | - | 4 | 4 | - |
| 10th Grade | 5 | 5 | - | 4 | 4 | - |
| 11th Grade | 3 | 2 | 1 | 2 | 2 | - |
| 12th Grade | 3 | 3 | - | 2 | 2 | - |
| Subtotal | 53 | 51 | 2 | 36 | 36 | - |
| Spec Ed - Elementary | 1 | 1 | - | 1 | 1 | - |
| Spec Ed - Middle School | - | 1 | (1) | - | - | - |
| Spec Ed - High School | - | - | - | - | - | - |
| Subtotal | 1 | 2 | (1) | 1 | 1 | - |
| Totals | 54 | 53 | 1 | 37 | 37 | - |
| Percentage Error | | | 1.85% | | | 0.00% |

**ELMWOOD PARK BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

SECTION 1A

| | | |
|--|----|-------------------|
| 2015-2016 Total General Fund Expenditures per the CAFR | \$ | 39,080,307 |
| Increased by: | | |
| Transfer Out - Summer Session Enterprise Fund | | 35,000 |
| Decreased by: | | |
| On-Behalf TPAF Pension & Social Security | | (2,962,114) |
| Assets and Supplies Acquired Under Capital Leases | | <u>-</u> |
| Adjusted 2015-2016 General Fund Expenditures | \$ | <u>36,153,193</u> |
| 1.5% of Adjusted 2015-2016 General Fund Expenditures | \$ | <u>542,298</u> |
| Enter Greater of 1.5% of Adjusted 2015-2016 General Fund Expenditures or \$250,000 | \$ | 542,298 |
| Increased by: Allowable Adjustments | | <u>23,175</u> |
| Maximum Unassigned Fund Balance | | <u>\$ 565,473</u> |

SECTION 2

| | | |
|--|------------|-------------------|
| Total General Fund - Fund Balance at June 30, 2016 (Per CAFR Budgetary Comparison Schedule/Statement) | \$ | 3,718,397 |
| Decreased by: | | |
| Year End Encumbrances | \$ 65,719 | |
| Capital Reserve | 2,291,859 | |
| Maintenance Reserve | 794,570 | |
| Other Reserved Fund Balances - State Aid Loan Repayments | <u>776</u> | |
| | | <u>3,152,924</u> |
| Total Unassigned Fund Balance | | <u>\$ 565,473</u> |

SECTION 3

| | | |
|--|-----------|-----------------|
| Restricted Fund Balance - Reserved Excess Surplus | \$ | <u>-</u> |
|--|-----------|-----------------|

Recapitulation of Excess Surplus as of June 30, 2016

| | | |
|---|----|----------|
| Reserved Excess Surplus | | - |
| Reserved Excess Surplus - Designated for Subsequent Year Expenditures | | <u>-</u> |
| Total Reserved Excess Surplus | \$ | <u>-</u> |

Detail of Allowable Adjustments

| | | |
|-------------------------------|----|---------------|
| Non Public Transportation Aid | \$ | 23,175 |
| | \$ | <u>23,175</u> |

**ELMWOOD PARK BOARD OF EDUCATION
RECOMMENDATIONS**

I. Administration Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that equipment purchased utilizing Title I funds be specifically identified as Title I funded equipment on the capital asset accounting records.

III. School Purchasing Program

There are none.

IV. School Food Service

There are none.

V. Student Body Activities

There are none.

VI. Summer Session Program

There are none.

VII. Application for State School Aid

- * It is recommended that continued efforts be made to ensure the reporting of information on the Application for State School Aid (ASSA) is in agreement with District workpapers and supporting documentation for the student counts reported on the ASSA.

VIII. Pupil Transportation

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

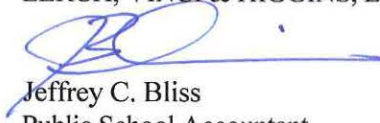
A review was performed on all prior years' recommendations and corrective action was taken on all, except those recommendations denoted with an asterisk (*).

ELMWOOD PARK BOARD OF EDUCATION

ACKNOWLEDGEMENT

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

Respectfully submitted,
LERCH, VINCI & HIGGINS, LLP



Jeffrey C. Bliss
Public School Accountant
Certified Public Accountant