

**CAMDEN PREP, INC.
AUDITOR'S MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
FINANCIAL COMPLIANCE AND PERFORMANCE
FOR THE YEAR ENDED JUNE 30, 2016**

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

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REPORT OF INDEPENDENT AUDITOR

The Honorable Chairman and
Members of the Board of Trustees
Camden Prep, Inc.
County of Essex
Newark, New Jersey

I 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 Camden Prep, Inc. Board of Trustee's, in the County of Essex, as of and for the year ended June 30, 2016 and have issued my report thereon dated October 18, 2016.

As part of my audit, I 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 Camden Prep, Inc. Board of Trustee's management and the New Jersey Department of Education. However, this report is a matter of public records and its distribution is not limited.



Scott J. Loeffler
Licensed Public School Accountant No. 870
October 18, 2016

ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE

GENERAL COMMENTS

Scope of Audit

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

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

Renaissance schools are exempt from NJ.S.A. 18A: 18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website <http://www.state.nj.us/njded/pscl/index.html>.

Insurance

Insurance coverage was carried in the amounts as detailed in Exhibit J-20, Insurance Schedule, as contained in the renaissance school's CAFR.

Examination Claims

An examination of claims paid during the period under review did not indicate discrepancies with respect to signatures, certification and supporting documentation.

Payroll Account

The net salaries of all employees of the school were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

Salary withholdings were promptly remitted to the proper agencies including health benefit premiums withholdings due to the general fund.

All payrolls were approved and certified by the Business Administrator and the Chairperson of the Board.

Payrolls were delivered to the secretary of the Board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Reserve for Encumbrances, Liability (Current) for Accounts Payable

A review of outstanding purchase orders was made as of June 30 2016, 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 reserves 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, 2016. No exceptions were noted.

Unemployment Compensation Insurance Trust Fund

The school has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Expendable Trust Fund.

School Food Service

The school participated in the food service program within the Camden school district.

Board Secretary's Records

Generally the records of the school were maintained in satisfactory condition.

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

Enrollment Counts and Submissions to the Department

My audit procedures included test of information reported on October 15, 2015 and the last day of school for on-roll, special education, bilingual and low-income students. No exceptions were noted.

The renaissance school maintained work papers on the prescribed state forms or their equivalent and written enrollment procedures detailing the enrollment process.

Tuition Charges

Not applicable.

T.P.A.F. Reimbursement

My audit procedures included a test of the bi-weekly reimbursements filed with the Department of Education for renaissance school employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

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 Title I of the Elementary and Secondary Education Act as amended.

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

Other Special Federal and /or State Projects

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

My 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 with other special federal and/or state projects indicated no areas of noncompliance and/or questionable costs.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0.0% percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Follow-up on Prior Year Findings

There are no prior year findings.

ACKNOWLEDGEMENT

I received the complete cooperation of all the officials of the school and I greatly appreciate the courtesies extended to me.

Respectfully submitted,

A handwritten signature in black ink that reads "Scott J. Loeffler" with a small "C.R.A." or similar mark at the end.

Scott J. Loeffler
Licensed Public School Accountant No. 870

**CAMDEN PREP CHARTER SCHOOL
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND OVER/UNDER CLAIM
June 30, 2016**

<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>POTENTIAL OVER-UNDER CLAIM</u>
NATIONAL SCHOOL LUNCH (REGULAR RATE)	FREE	N/A	N/A	N/A			0
	REDUCED	N/A	N/A	N/A			0
	PAID	N/A	N/A	N/A			0
TOTALS		0	0	0	0		0

<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>POTENTIAL OVER-UNDER CLAIM</u>
SCHOOL BREAKFAST	FREE	N/A	N/A	N/A			0
	REDUCED	N/A	N/A	N/A			0
	PAID	N/A	N/A	N/A			0
TOTALS		0	0	0	0		0

<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>POTENTIAL OVER-UNDER CLAIM</u>
AFTER SCHOOL SNACKS	FREE	N/A	N/A	N/A			0
	REDUCED	N/A	N/A	N/A			0
	PAID	N/A	N/A	N/A			0
TOTALS		0	0	0	0		0

CAMDEN PREP CHARTER SCHOOL
 APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF OCTOBER 15, 2015

SCHEDULE OF AUDITED ENROLLMENTS

SAMPLE														
GRADES	SUBMISSION TO DISTRICT REPORTED ON ROLL	REPORTED ON WORK PAPERS	VERIFIED SIGNED REG FORMS	ERR	VERIFIED # OF DAYS ENROLLED	ERR	(INCLUDED IN COLUMN 1) SPECIAL ED & OR BILINGUAL	VERIFIED DOCUMENTEN- TATION	ERR	VERIFIED # OF DAYS SERVICE PROVIDED	ERR	LOW INCOME	VERIFIED DOCUMENTEN- TATION	ERR
KINDERGARTEN	86	86	86	0	86	0	7	7	0	7	0	86	86	0
ONE	89	89	89	0	89	0	17	17	0	17	0	89	89	0
TWO	48	48	48	0	48	0	16	16	0	16	0	48	48	0
THREE	45	45	45	0	45	0	16	16	0	16	0	45	45	0
FOUR	47	47	47	0	47	0	6	6	0	6	0	47	47	0
FIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIX	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEVEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EIGHT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	315	315	315	-	315	-	62	62	-	62	-	315	315	-
PERCENTAGE				0.00%		0.00%			0.00%		0.00%			0.00%

**KIPP COOPER NORCROSS ACADEMY
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF LAST DAY OF SCHOOL**

SCHEDULE OF AUDITED ENROLLMENTS

	SAMPLE													
GRADES	SUBMISSION TO DOE REPORTED ON ROLL	REPORTED ON WORK PAPERS	VERIFIED SIGNED REG FORMS	ERR	VERIFIED # OF DAYS ENROLLED	ERR	(INCLUDED IN COLUMN 1) SPECIAL ED & OR BILINGUAL	VERIFIED DOCUMENTEN- TATION	ERR	VERIFIED # OF DAYS SERVICE PROVIDED	ERR	LOW INCOME	VERIFIED DOCUMENTEN- TATION	ERR
KINDERGARTEN	NOT APPLICABLE													
ONE														
TWO														
THREE														
FOUR														
FIVE														
SIX														
SEVEN														
EIGHT														
TOTAL			-	-	-	-	-	-	-	-	-	-	-	-
PERCENTAGE							0.00%			0.00%		0.00%		0.00%