BOARD OF EDUCATION OF THE TOWNSHIP OF HADDON SCHOOL DISTRICT COUNTY OF CAMDEN

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

> FOR THE FISCAL YEAR ENDED JUNE 30, 2016



Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance

Table of Contents

	<u>Page</u>
Auditor's Management Report on Administrative Findings - Financial,	
Compliance and Performance	1
Scope of Audit	2
Administrative Practices and Procedures	2
Insurance	2
Official Bonds	2
Tuition Charges	2
Financial Planning, Accounting, and Reporting	2
Examination of Claims	2
Payroll Account	2
Employee Position Control Roster	2
Encumbrances and Accounts Payable	2
Travel	3
Classification of Expenditures	3
General Classifications	2 2 3 3 3 3
Administrative Classifications	3
Board Secretary's Records	3
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	3
Other Special Federal and / or State Projects	3 3
T.P.A.F. Reimbursement	3
School Purchasing Programs	4
Contracts and Agreements Requiring Advertisement for Bids	4
School Food Service	4
Student Body Activities	4
Application for State School Aid	
Pupil Transportation	5
Facilities and Capital Assets	5 5 5
Miscellaneous	5
Follow-up on Prior Year Findings	5
Acknowledgment	6
Schedule of Meal Count Activity	N/A
Schedule of Net Cash Resources	N/A
Schedule of Audited Enrollments	7
Excess Surplus Calculation	10



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

The Honorable President and Members of the Board of Education Township of Haddon 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 Board of Education of the Township of Haddon School District, in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2016, which were separately issued in the Comprehensive Annual Financial Report dated November 22, 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 Board of Education of the Township of Haddon School District, for the fiscal year ended June 30, 2016, and is intended for the information of the School District's management and the Division of Administration and Finance, Department of Education, State of New Jersey, and should not be used by anyone other than these specified parties.

Respectfully submitted,

Bowm & Canging LLP

BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

KI N. Cynligte

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

Voorhees, New Jersey November 22, 2016

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator, 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, 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>

Position

<u>Amount</u>

Mrs. Jennifer Gauld

Board Secretary / School Business Administrator

\$250,000.00

There is a Public Employees' Faithful Performance Crime Policy with the Burlington County Insurance Pool Joint Insurance Fund covering all other employees with multiple coverage of \$250,000.00.

Tuition Charges

The District had no incoming tuition students that require proper adjustment, per N.J.A.C. 6A:23-3.1(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 all 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 Superintendent and were certified by the President of the Board and the Board Secretary / School Business Administrator.

Sampled salary withholdings were 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.

Employee Position Control Roster

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition.

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)

<u>Travel</u>

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

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 our randomly sampled expenditure transactions. We also tested 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.

<u>Elementary and Secondary Education Act (E.S.E.A.) / Improving America's Schools Act (I.A.S.A.) as</u> 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, IIA and III of the Elementary and Secondary Education Act as amended and reauthorized.

An audit of compliance for E.S.E.A. was not required for school year 2015-16.

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 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 did not indicate any reportable noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

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 Reports 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 90 day grant liquidation period required by the Office of Grants Management and *N.J.S.A.* 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Reports for all federal awards.

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:

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

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$18,800.00 for 2015-16.

The School District's 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 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 school food service program was not selected as a major Federal and / or State program. However, the program expenditures exceeded \$100,000.00 in Federal and / or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

The school food service program was not selected as a major Federal and/or State program. However, the program expenditures exceeded \$100,000.00 in Federal and / or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities disclosed the following item:

Finding No. 2016-001

Condition

District personnel did not comply with controls established by its record keeping system for athletic games/events and as a result, did not properly account for athletic game/event tickets issued.

Recommendation

That District personnel, who are monitoring the admittance of attendees at athletic games/events, comply with controls established by the District's record keeping system for athletic games/events.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample of information reported in the October 15, 2015 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 without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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 2015-2016 District Report of Transported Resident Students (DRTRS). The information that was reported 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 sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our sample of transportation related purchases of goods and services.

FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

MISCELLANEOUS

Continuing Disclosure Agreements

The School District complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.

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 is repeated in this year's recommendations noted as current year finding 2016-001:

Finding No. 2015-001

Condition

District personnel did not comply with controls established by its record keeping system for athletic games/events and as a result, did not properly account for athletic game/event tickets issued.

Recommendation

That District personnel, who are monitoring the admittance of attendees at athletic games/events, comply with controls established by the District's record keeping system for athletic games/events.

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2016.

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

KIN. Cynligte

Kirk N. Applegate Public School Accountant No.20CS00223300

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2015

Enrollment as of October	15, 2015

	2016-2017 Application for State School Aid				Sample for Verifica ion					Private Schools for the Disabled					
	Reported o A.S.S.A. On Roll <u>Full Sha</u>	Work	ted on papers Roll <u>Shared</u>	Errc <u>Full</u>	ors <u>Shared</u>		nple ed from papers <u>Shared</u>	Verifie Regi On <u>Full</u>	sters	Reg	ors per jisters i Roll <u>Shared</u>	Reported on A.S.S.A. as Private <u>Schools</u>	Sample for Verifi- <u>ca ion</u>	Sample <u>Verified</u>	Sample <u>Errors</u>
Half Day Preschool Full Day Preschool Half Day Kindergarten	45	45				10		10							
Full Day Kindergarten	137	137				19		19							
One	164	164				23		23							
Two	145	145				21		21							
Three	130	130				13		13							
Four	123	123				24		24							
Five	132	132				9		9							
Six	111	111				111		111							
Seven	135	135				135		135							
Eight	120	120				120		120							
Nine	119	119				119		119							
Ten	126	126				126		126							
Eleven	136	136				136		136							
Twelve Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14CR.)	132	132				132		132							
Subtotal	1,755	- 1,755				998		998							
Special Educa ion-Elementary	114	114				8		8				4	4	4	
Special Educa ion-Middle School	103	103				103		103				4	4	4	
Special Educa ion-High School	107	107				107		107				. 9	9	9	
opoolal Zadoa lon Filgh Colloci			· ·	· ·			·				·				
Subtotal	324	- 324	<u> </u>	-	-	218		218		-		17	17	17	
Co. Voc Regular Co. Voc. Ft. Post Sec.															
Subtotal				<u> </u>											
Totals	2,079	- 2,079	<u> </u>	-	-	1,216		1,216		-		17	17	17	
Percentage Error			:	-	-				:	-					

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2015

		sident Low Income		Sam	ple for Verification	<u> </u>		ident LEP Low Incom	Sample for Verification			
	Reported on A.S.S.A. as Low <u>Income</u>	Reported on Workpapers as Low <u>Income</u>	Errors	Sample Selected from <u>Workpapers</u>	Verified to Application <u>and Register</u>	Sample <u>Errors</u>	Reported on A.S.S A. as LEP Low Income	Reported on Workpapers as LEP Low <u>Income</u>	Errors	Sample Selected from <u>Workpapers</u>	Verified to Application, Test Score <u>and Register</u>	Sample <u>Errors</u>
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten	-											
Full Day Kindergarten	17 37	17		4	4 3		F	F		5	r	
One Two	37 20	37 20		3	3		5	5		5	5	
Three	20 17	20 17		5	5		1	1		1	1	
Four	18	18		3	3		1	1		1	1	
Five	16	16		4	4		1	1				
Six	10	10		14	14		1	1		1	1	
Seven	25	25		25	25		I	1				
Eight	23	23		23	23							
Nine	22	22		24	24							
Ten	21	21		21	21							
Eleven	16	16		16	16		1	1		1	1	
Twelve	21	21		21	21		2	2		2	2	
Post-Graduate												
Adult H.S. (15+CR.) Adult H.S. (1-14CR.)												
Subtotal	268	268	-	165	165	-	11	11	-	11	11	
Special Education-Elementary	36	36		2	2		3	3		3	3	
Special Education-Middle School	37	37		37	37		0	0		0	0	
Special Education-High School	29	29		29	29							
							·					
Subtotal	102	102		68	68		3	3	-	3	3	
Co. Voc Regular Co. Voc. Ft. Post Sec.												
Subtotal									-			
Totals	370	370		233	233		14	14	-	14	14	
Percentage Error									-			
			Trans	portation								
	Reported on	Reported on										
	DRTRS by	DRTRS by										Re-
	DOE/County	District	Errors	Tested	Verified	Errors					Reported	Calculat
Reg Public Schools, Col. 1	278	276	2	6	6		Reg. Avg. (Milea	ge) = Regular Includi	ng Grade PK st	udents (Part A)	3.3	3
Reg SpEd, Col. 4	5	5						ge) = Regular Exclud			3.3	3
Transported - Non-Public, Col. 3	54	54		1	1		Spec. Avg. (Mile	age) = Special Ed. wi	th Special Need	ds , ,	7.5	7
Special Needs, Col. 6	61	61		6	6			- · ·	•			
Totals	398	396	2	13	13	-						
							1					
Percentage Error			0.5%				1					

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2015

		ent LEP NOT Low Income		Sample for Verification				
	Reported on A.S.S.A. as NOT Low <u>Income</u>	Reported on Workpapers as NOT Low <u>Income</u>	<u>Errors</u>	Sample Selected from <u>Workpapers</u>	Verified to Test Score <u>and Register</u>	Sample <u>Errors</u>		
Half Day Preschool								
Full Day Preschool								
Half Day Kindergarten								
Full Day Kindergarten	1	1		1	1			
One	1	1		1	1			
Two								
Three								
Four								
Five Six								
Seven								
Eight								
Nine								
Ten	1	1		1	1			
Eleven								
Twelve								
Post-Graduate								
Adult H.S. (15+CR.)								
Adult H.S. (1-14CR.)								
Subtotal	3	3		3	3			
Special Education-Elementary Special Education-Middle School Special Education-High School								
Subtotal								
Co. Voc Regular Co. Voc. Ft. Post Sec.								
Subtotal								
Totals	3_	3		3	3	-		
Percentage Error						-		

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

SECTION 1

2% Calculation of Excess Surplus

2015-16 Total General Fund Expenditures Reported on CAFR Exhibit C-1 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion	<u>34,555,374.96</u> (B) <u>- (B1a)</u> <u>425,000.00</u> (B1b) <u>- (B1c)</u> <u>- (B1d)</u>
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases	<u>3,345,065.21</u> (B2a) <u>-</u> (B2b)
Adjusted 2015-16 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>31,635,309.75</u> (B3)
2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment *	632,706.20 (B4) 632,706.20 (B5) 124,348.00 (K)
Maximum Unassigned Fund Balance [(B5) + (K)]	<u>757,054.20</u> (M)
SECTION 2	
Total General Fund - Fund Balances at June 30, 2016 (Per CAFR Budgetary Comparison Schedule, Ex. C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Other Restricted Fund Balances **** Assigned Fund Balance - Designated for Subsequent Year's Expenditures	5,144,261.81 (C) 74,276.10 (C1) - (C2) 2,021,804.00 (C3) 887,669.26 (C4) - (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	2,160,512.45 (U1)
SECTION 3	
Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	1,403,458.25 (E)
Recapitulation of Excess Surplus as of June 30, 2016	
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Restricted - Excess Surplus *** [(E)]	2,021,804.00 (C3) 1,403,458.25 (E)

EXCESS SURPLUS CALCULATION (CONT'D)

REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

Footnotes:

Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L.2015, c.46 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, 2016 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);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Federal Impact Aid	-	(H)
Sale & Lease-back	-	(1)
Extraordinary Aid	117,040.00	_ (J1)
Additional Nonpublic School Transportation Aid	7,308.00	_(J2)
Current Year School Bus Advertising Revenue Recognized	-	(J3)
Family Crisis Transportation Aid	-	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	124,348.00	_(K)

** This amount represents the June 30, 2015 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2016-2017 general fund budget.

*** Amounts must agree to the June 30, 2016 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	735,873.46
Maintenance reserve	25,299.30
Emergency reserve	126,496.50
Tuition reserve	-
School bus advertising 50% fuel offset reserve - current year	
School bus advertising 50% fuel offset reserve - prior year	
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>887,669.26</u> (C4)