

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

**NORTH CALDWELL BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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REPORT OF INDEPENDENT AUDITOR'S

Honorable President and Members
of the Board of Trustees
North Caldwell Board of Education
North Caldwell, New Jersey

We have audited in accordance with generally accepted audit standards in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the North Caldwell Board of Education as of and for the fiscal year ended June 30, 2016, and have issued our report thereon dated November 22, 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 solely for the information and use 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
Certified Public Accountants
Public School Accountants

Gary W. Higgins
Public School Accountant
PSA Number CS00814

Fair Lawn, New Jersey
November 22, 2016

**NORTH CALDWELL 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 Moneys, 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 the Insurance Schedule contained in the district's Comprehensive Annual Financial Report (the "CAFR").

Official Bonds

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|----------------|----------------------------|---------------|
| Michael Halik | Business Administrator | \$125,000 |
| William Stepka | Treasurer of School Moneys | 200,000 |

There is employee dishonesty bond coverage on all other employees with coverage of \$250,000.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any discrepancies with respect to signatures, certifications or supporting documentation.

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/School Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the General Fund.

Payrolls were delivered to the Treasurer of School Moneys with a warrant made to his order for the full amount of each payroll.

The required certification (ECERT1) of compliance with requirements for income tax on compensation of administrators to the New Jersey Department was filed by the March 15 due date.

Employee Position Control Roster

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

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

Financial Planning, Accounting and Reporting (Continued)

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 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.

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 classifications to determine overall reliability and compliance with N.J.A.C. 6A:23-8.2. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Unemployment Compensation Insurance Trust Fund

The Board 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.

Board Secretary's Records

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

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

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

The prescribed contractual order system was followed.

The capital asset records were updated for the additions and disposals of capital assets made during the year.

Treasurer's Records

The Treasurer did perform cash reconciliations for the general operating account, payroll account, payroll agency account and the unemployment compensation account (N.J.S.A. 18A:17-36).

All cash receipts were promptly deposited.

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

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. 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 and Title IIA of the Elementary and Secondary Education Act of 1965.

Our examination of the Federal 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.

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

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A Exhibit (K-3) and Schedule B Exhibit (K-4) 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.

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. Reimbursements to State for Federal Salary Expenditures

None.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2015 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-3 (as amended) and 18A:39-3 are \$40,000 and \$29,000, respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$18,800.

Pursuant to N.J.S.A. 18A:18A-3, a board of education may increase the bid threshold to \$40,000 if the District employs a Qualified Purchasing Agent. The District's Purchasing Agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c. 198 (c. 40A:11-9) and the board of education by resolution has increased the bid threshold to \$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 Solicitor's opinion should be sought before a commitment is made.

In as much 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 the payments, contracts, or agreements were made" for the performance of any work or the furnishings or hiring of any material 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.

**NORTH CALDWELL 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)

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. These contracts were approved in the official minutes.

Student Activity Funds

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

Cash receipts were deposited timely.

Cash disbursements had proper supporting documentation.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2015 Application for State School Aid (A.S.S.A.) for on-roll, private schools for handicapped, related services, and 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 without exception. The results of our procedures are presented in the Schedule of Audited Enrollments with no exceptions.

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.

**NORTH CALDWELL 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 2015-16 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments with two (2) immaterial exceptions noted.

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.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements 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.

Suggestions to Management

Old outstanding checks and reconciling items in the general operating, net payroll and payroll agency accounts be reviewed and cleared of record.

**NORTH CALDWELL 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

NOT APPLICABLE

**FOOD SERVICE FUND
SCHEDULE OF NET CASH RESOURCES
AS OF JUNE 30, 2016**

NOT APPLICABLE

**NORTH CALDWELL BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
10/15/2015**

| | 2015-2016 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 | 10 | - | 10 | - | - | - | 10 | - | 10 | - | - | - | - | - | - | - |
| Half Day Preschool - 4 years | 13 | - | 13 | - | - | - | 13 | - | 13 | - | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 80 | - | 80 | - | - | - | 80 | - | 80 | - | - | - | - | - | - | - |
| 1st Grade | 77 | - | 77 | - | - | - | 77 | - | 77 | - | - | - | - | - | - | - |
| 2nd Grade | 88 | - | 88 | - | - | - | 88 | - | 88 | - | - | - | - | - | - | - |
| 3rd Grade | 77 | - | 77 | - | - | - | 77 | - | 77 | - | - | - | - | - | - | - |
| 4th Grade | 78 | - | 78 | - | - | - | 78 | - | 78 | - | - | - | - | - | - | - |
| 5th Grade | 77 | - | 77 | - | - | - | 77 | - | 77 | - | - | - | - | - | - | - |
| 6th Grade | 72 | - | 72 | - | - | - | 72 | - | 72 | - | - | - | - | - | - | - |
| 7th Grade | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 8th Grade | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 9th Grade | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 10th Grade | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 11th Grade | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 12th Grade | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 572 | - | 572 | - | - | - | 572 | - | 572 | - | - | - | - | - | - | - |
| Spec Ed - Elementary | 82 | - | 82 | - | - | - | 54 | - | 54 | - | - | - | 1 | 1 | 1 | - |
| Spec Ed - Middle School | 19 | - | 19 | - | - | - | 13 | - | 13 | - | - | - | - | - | - | - |
| Spec Ed - High School | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 101 | - | 101 | - | - | - | 67 | - | 67 | - | - | - | 1 | 1 | 1 | - |
| Totals | 673 | - | 673 | - | - | - | 639 | - | 639 | - | - | - | 1 | 1 | 1 | - |
| Percentage Error | | | | | <u><u>0.00%</u></u> | | | | | <u><u>0.00%</u></u> | | | | | <u><u>0.00%</u></u> | |

NORTH CALDWELL BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
10/15/2015

| | 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 Low Income | Reported on Workpapers as Low Income | Errors | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors |
| Half Day Pre-School (3 Yrs) | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Pre-School (4 Yrs) | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - |
| 1st Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 2nd Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 3rd Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 4th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 5th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 6th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 7th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 8th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 9th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 10th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 11th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| 12th Grade | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - | - | - | - | - | - | - |
| Spec Ed - Elementary | - | - | - | - | - | - | - | - | - | - | - | - |
| Spec Ed - Middle School | - | - | - | - | - | - | - | - | - | - | - | - |
| Spec Ed - High School | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - | - | - | - | - | - |
| Percentage Error | | | <u>0.00%</u> | | | <u>0.00%</u> | | | <u>0.00%</u> | | | <u>0.00%</u> |

| | Transportation | | | | | |
|--------------------------|--------------------------|-------------------------------|--------------|-----------|-----------|--------------|
| | Reported on DRTRS by DOE | Reported on DRTRS by District | Errors | Tested | Verified | Errors |
| Regular - Public Schools | 91 | 91 | - | 20 | 20 | - |
| Transported - Non-Public | - | - | - | - | - | - |
| Regular - Spec. | 15 | 15 | - | 3 | 1 | 2 |
| Special Needs - Public | 2 | 2 | - | 1 | 1 | - |
| Totals | <u>108</u> | <u>108</u> | - | <u>24</u> | <u>22</u> | <u>2</u> |
| | | | <u>0.00%</u> | | | <u>8.33%</u> |

**NORTH CALDWELL BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
10/15/2015**

| | Resident 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 Pre-School (3 Yrs) | - | - | - | - | - | - |
| Half Day Pre-School (4 Yrs) | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - |
| Full Day Kindergarten | - | - | - | - | - | - |
| 1st Grade | - | - | - | - | - | - |
| 2nd Grade | - | - | - | - | - | - |
| 3rd Grade | - | - | - | - | - | - |
| 4th Grade | - | - | - | - | - | - |
| 5th Grade | - | - | - | - | - | - |
| 6th Grade | - | - | - | - | - | - |
| 7th Grade | - | - | - | - | - | - |
| 8th Grade | - | - | - | - | - | - |
| 9th Grade | - | - | - | - | - | - |
| 10th Grade | - | - | - | - | - | - |
| 11th Grade | - | - | - | - | - | - |
| 12th Grade | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - |
| | | | | | | |
| Spec Ed - Elementary | - | - | - | - | - | - |
| Spec Ed - Middle School | - | - | - | - | - | - |
| Spec Ed - High School | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - |
| | | | | | | |
| Totals | - | - | - | - | - | - |
| | | | | | | |
| Percentage Error | | | <u>0.00%</u> | | | <u>0.00%</u> |

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

SECTION 1 - Two Percent (2%) - Calculation of Excess surplus (2015-2016 expenditures of \$100 million or less)

| | |
|--|----------------------|
| 2015-2016 Total General Fund Expenditures per the CAFR | \$ 12,366,210 |
| Increased by: | |
| Transfer from Capital Reserve to Capital Projects | 477,394 |
| Decreased by: | |
| On-Behalf TPAF Pension & Social Security | <u>(1,161,930)</u> |
| Adjusted 2015-2016 General Fund Expenditures | <u>\$ 11,681,674</u> |
| 2% of Adjusted 2015-2016 General Fund Expenditures | <u>\$ 233,633</u> |
| Enter Greater of 2% of Adjusted 2015-2016 General Fund Expenditures or \$250,000 | \$ 250,000 |
| Increased by: | |
| Allowable Adjustments | <u>140,186</u> |
| Maximum Unassigned Fund Balance | <u>\$ 390,186</u> |

SECTION 2

| | |
|--|-------------------|
| Total General Fund - Fund Balance at June 30, 2016 | \$ 4,213,102 |
| Decreased by: | |
| Restricted | |
| Capital Reserve | 2,780,197 |
| Emergency Reserve | 250,000 |
| Maintenance Reserve | 324,335 |
| Excess Surplus - Designated for Subsequent Year's Expenditures | 150,000 |
| Assigned Designated for Subsequent Year's Expenditures | 177,133 |
| Assigned Year-End Encumbrances | <u>66,251</u> |
| Total Unassigned Fund Balance | <u>\$ 465,186</u> |

SECTION 3

| | |
|--|------------------|
| Restricted Fund Balance - Excess Surplus | <u>\$ 75,000</u> |
|--|------------------|

Recapitulation of Excess Surplus as of June 30, 2016

| | |
|---|-------------------|
| Restricted Excess Surplus - Designated for Subsequent Year's Expenditures | \$ 150,000 |
| Restricted Excess Surplus | <u>75,000</u> |
| | <u>\$ 225,000</u> |

Detail of Allowable Adjustments

| | |
|--|-------------------|
| Extraordinary Aid 2015-2016 (Amount in excess of Budget) | \$ 140,186 |
| | <u>\$ 140,186</u> |

**NORTH CALDWELL BOARD OF EDUCATION
RECOMMENDATIONS**

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

There are none.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Year Recommendations

There were none.

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

A handwritten signature in cursive script that reads "Gary W. Higgins". The signature is written in black ink and is positioned above the printed name.

Gary W. Higgins
Certified Public Accountant
Public School Accountant