

**PASSAIC VALLEY REGIONAL
HIGH SCHOOL DISTRICT NO. 1
BOARD OF EDUCATION
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2016**

**PASSAIC VALLEY BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members
of the Board of Trustees
Passaic Valley Regional High School
District No. 1 Board of Education
Little Falls, 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 Passaic Valley Regional High School District No. 1 Board of Education as of and for the fiscal year ended June 30, 2016, and have issued our report thereon dated December 5, 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.

Respectfully submitted,


LERCH, VINCI & HIGGINS, LLP
Certified Public Accountants
Public School Accountants
Dieter P. Lerch
Public School Accountant
PSA Number CS00756

Fair Lawn, New Jersey
December 5, 2016

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 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, 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 (Exhibit J-20) contained in the District's Comprehensive Annual Financial Report (the "CAFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Colin Monahan	Business Administrator / Board Secretary	\$ 205,000

There is a Public Employees' Faithful Performance Blanket Position Bond with the Insurance Corp of Hanover covering all other employees with multiple coverage of \$500,000.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any significant discrepancies with respect to signatures, certification 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 payroll taxes were deposited in the Payroll Agency Account.

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

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

Finding – The payroll deductions ledger was not reconciled with the payroll agency bank account. In addition, excess funds remain in the payroll agency bank account.

Recommendation – The subsidiary ledger by payroll deduction be reconciled to the payroll agency bank account on a monthly basis and excess funds in the payroll agency bank account be transferred to the General Fund.

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

Finding – Our audit indicated that the District was assessed IRS penalties and interest during the fiscal year for failure to make timely payments. This was an isolated instance and controls have been enhanced, hence no recommendation is warranted.

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. 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. 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:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Finding – Our audit indicated that certain payments for health benefit and debt service expenditures were charged directly to fund balance rather than to the appropriate budget account line item.

Recommendation – All employee benefit and debt service payments be charged to the budget appropriation report.

Finding – Our audit indicated that expenditures for travel were not separately recorded in the object code “580” on the budget appropriation report.

Recommendation – Travel expenditures be properly charged to object code “580” in the budget appropriation report.

Board Secretary's Records

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

Acknowledgment of the Board's receipt of the Board Secretary's was included in the minutes.

Finding – Our audit indicated that unemployment withholdings and claim payments were reflected in the payroll agency account rather than the Unemployment Trust Fund.

Recommendation – All unemployment withholdings and claim payments be recorded in the Unemployment Trust Fund.

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Financial Planning, Accounting and Reporting (Continued)

Board Secretary's Records (Continued)

Finding – Old outstanding checks remain on the reconciliations of the net payroll and general operating bank accounts.

Recommendation – Old outstanding checks reflected on the reconciliations of the net payroll and general operating bank accounts be cleared of record.

Elementary and Secondary Education Act (E.S.E.A.)/ Improving America's School 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 projects under Titles I, II and III of the Elementary and Secondary Education Act, as amended and reauthorized.

Our examination of the E.S.E.A./NCLB 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.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 (Schedule A) and Exhibit K-4 (Schedule B) located in the CAFR.

Our examination 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 contained herein represent a true statement of 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.

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(s) 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.

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a qualified purchasing agent) and \$29,000 (without a qualified purchasing agent), respectively. The law regulating bidding for public school transportation contracts under N.J.S.A. 18A:39-3 is currently \$18,800. The Board has designated the business administration as the qualified purchasing agent.

The district 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.

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 indicated that no 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 N.J.S.A. 18A:18A-10,, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that purchases were made through the use of State contracts.

School Food Service

The school food service program was not selected as a major federal and/or state program. However, program expenditures exceeded \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims and 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 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.

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

School Food Service (Continued)

USDA Food Distribution Program commodities were received and a single inventory was maintained on a first-in, first-out basis.

Cash receipts and bank records were reviewed for timely deposit.

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.

The cash disbursement 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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds (Exhibits B4-B6).

Net cash resources do not exceed three months average expenditures.

The District contracted with Pomptonian, Inc. to manage the operations of the school food service program and deposited funds in accordance with applicable state statutes.

The Food Service Management Contract includes an operating results provision which guarantees that the food services program will return a profit of at least \$5,000. The operating results have been met.

Student Body Activities

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

Cash receipts and disbursements records were maintained in good condition.

Finding – Our audit of the Student Activity Fund revealed the following:

- a) A cash receipt and disbursement ledger is not maintained for the activity and athletic accounts.
- b) Old outstanding checks remain outstanding on the student activity and athletic account bank reconciliations.

Recommendation – It is recommended that a transaction ledger be maintained for the student activity and athletic accounts. Furthermore, old outstanding checks on the bank account reconciliations be reviewed and cleared of record.

Finding – Our audit indicated that payments were made to numerous individuals from the athletic account in excess of \$600.

Recommendation - Payments made from the athletic account be monitored to ensure 1099's are issued when individuals are paid in excess of \$600.

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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 the disabled related services and low-income. 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 immaterial 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 maintained workpapers on the prescribed state forms or their equivalent.

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

Finding – Our audit of the District’s Application for State School Aid (ASSA) revealed the following:

Private School for the Disabled

- Certain students reported as attending private schools for the disabled were not reflected on the invoice provided by the respective school.

Low Income

- Applications for free and reduced meals were not always available for audit.

Recommendation – Internal controls be enhanced to ensure that documentation to support students reported on the Application for State School Aid is retained for audit.

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 without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures 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.

Finding – The District’s financial records reflect an aging SDA grant receivable in the Capital Projects Fund for a reimbursement of funds previously expended.

Recommendation – It is recommended that the SDA grant receivable be reviewed and cleared of record.

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 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

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
FOOD SERVICE FUND
NET CASH RESOURCES SCHEDULE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

SCHEDULE OF NET CASH RESOURCES

NOT APPLICABLE

PASSAIC VALLEY REGIONAL BOARD OF EDUCATION
 APPLICATION FOR STATE SCHOOL AID (A.S.S.A.)
 SCHEDULE OF AUDITED ENROLLMENTS
 OCTOBER 15, 2015

	2016-2017 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 Veri- cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Half Day Preschool - 3 years																	
Half Day Preschool - 4 years																	
Half Day Kindergarten																	
Full Day Kindergarten																	
1st Grade																	
2nd Grade																	
3rd Grade																	
4th Grade																	
5th Grade																	
6th Grade																	
7th Grade																	
8th Grade																	
9th Grade	261		261				261		261								
10th Grade	282		282				282		282								
11th Grade	284		284				284		284								
12th Grade	291	1	291	1	-	-	291	-	291	-	-	-					
Subtotal	1,118	1	1,118	1	-	-	1,118	-	1,118	-	-	-	-	-	-	-	-
Spec Ed - Elementary																	
Spec Ed - Middle School	1				1		1				1						
Spec Ed - High School	175	6	173	6	2	-	175	-	173	3	2	(3)	35	30	24	6	
Subtotal	176	6	173	6	3	-	176	-	173	3	3	(3)	35	30	24	6	
Totals	1,294	7	1,291	7	3	-	1,294	-	1,291	3	3	(3)	35	30	24	6	
Percentage Error					<u>0.23%</u>	<u>0.00%</u>				<u>0.23%</u>						<u>20.00%</u>	

PASSAIC VALLEY REGIONAL BOARD OF EDUCATION
 APPLICATION FOR STATE SCHOOL AID (A.S.S.A.)
 SCHEDULE OF AUDITED ENROLLMENTS
 OCTOBER 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	82	82		13	9	4	3	6	(3)	5	5	
10th Grade	85	85		13	9	4	2	2		2	1	1
11th Grade	91	91		13	7	6	4	3	1	2	1	1
12th Grade	84	84	-	11	10	1	5	5	-	3	2	1
Subtotal	342	342	-	50	35	15	14	16	(2)	12	9	3
Spec Ed - Elementary												
Spec Ed - Middle School												
Spec Ed - High School	88	88	-	12	11	1	-	-	-	-	-	-
Subtotal	88	88	-	12	11	1	-	-	-	-	-	-
Totals	430	430	-	62	46	16	14	16	(2)	12	9	3
Percentage Error			<u>0.00%</u>			<u>25.81%</u>			<u>-14.29%</u>			<u>25.00%</u>

	Transportation			Tested	Verified	Errors
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors			
Regular - Public Schools	583	583		55	55	
Transported - Non-Public	-	-		-	-	
Regular - Spec.	59.0	59.0		6	6	
Special Needs - Public	48.0	48.0	-	5	5	-
Totals	690	690	-	66	66	-
			<u>0.00%</u>			<u>0.00%</u>

PASSAIC VALLEY REGIONAL BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID (A.S.S.A.)
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 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	1	3	(2)	2	2	
10th Grade	1	2	(1)	2	2	
11th Grade	3	2	1	2	2	
12th Grade	-	3	(3)	2	2	-
Subtotal	5	10	(5)	8	8	-
Spec Ed - Elementary						
Spec Ed - Middle School						
Spec Ed - High School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Totals	5	10	(5)	8	8	-
Percentage Error			<u>-100.00%</u>			<u>0.00%</u>

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

SECTION 1 - Two Percent (2%) - Calculation of Excess Surplus

2015-16 Total General Fund Expenditures (Budgetary Basis) Per Schedule C-1 of the CAFR	\$ 27,682,353
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(2,457,472)</u>
Adjusted 2015-2016 General Fund Expenditures	<u>\$ 25,224,881</u>
2% of Adjusted 2015-2016 General Fund Expenditures	<u>\$ 504,498</u>
Enter Greater of 2% of Adjusted 2015-2016 General Fund Expenditures or \$250,000	\$ 504,498
Increased by Allowable Adjustments*	<u>204,500</u>
Maximum Unassigned Fund Balance	<u>\$ 708,998</u>

SECTION 2

Total General Fund - Fund Balance at June 30, 2016 (Per CAFR Budgetary Comparison Schedule/Statement)	\$ 3,431,904
Decreased by:	
Restricted:	
Capital Reserve	1
Excess Surplus - Designated for Subsequent Year's Expenditures	1,201,070
Assigned:	
Designated for Subsequent Year's Expenditures	150,071
Year-End Encumbrances	<u>74,286</u>
Total Unassigned Fund Balance	<u>\$ 2,006,476</u>

SECTION 3

Restricted Fund Balance - Excess Surplus	<u>\$ 1,297,478</u>
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Recapitulation of Excess Surplus

Excess Surplus	\$ 1,297,478
Excess Surplus - Designated for Subsequent Year's Expenditures	<u>1,201,070</u>
	<u>\$ 2,498,548</u>

*** Detail of Allowable Adjustment**

Extraordinary Aid	\$ 180,836
Nonpublic Transportation Aid Reimbursement	<u>23,664</u>
Total Adjustments	<u>\$ 204,500</u>

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
RECOMMENDATIONS**

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. The subsidiary ledger by payroll deduction be reconciled to the payroll agency bank account on a monthly basis and excess funds in the payroll agency bank account be transferred to the General Fund.
2. All employee benefit and debt service payments be charged to the budget appropriation report.
3. Travel expenditures be properly charged to object code "580" in the budget appropriation report.
4. All unemployment withholdings and claim payments be recorded in the Unemployment Trust Fund.
5. Old outstanding checks reflected on the reconciliations of the net payroll and general operating bank accounts be cleared of record.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

It is recommended that:

1. A transaction ledger be maintained for the student activity and athletic accounts. Furthermore, old outstanding checks on the bank account reconciliations be reviewed and cleared of record.
2. Payments made from the athletic account be monitored to ensure 1099's are issued when individuals are paid in excess of \$600.

VI. Scholarship Fund

There are none.

**PASSAIC VALLEY REGIONAL HIGH SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION
RECOMMENDATIONS**

VII. Application for State School Aid

It is recommended that internal controls be enhanced to ensure that documentation to support students reported on the Application for State School Aid is retained for audit.

VIII. Pupil Transportation

There are none.

IX. Facilities and Capital Assets

It is recommended that the SDA grant receivable be reviewed and cleared of record.

Status of Prior Years' Audit Findings/Recommendations

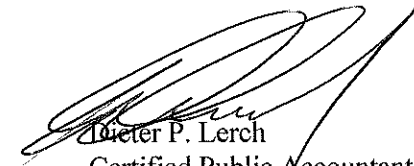
A review was performed on all prior years' recommendations and corrective action was taken on all.

ACKNOWLEDGEMENT

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

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP


Dieter P. Lerch
Certified Public Accountant
Public School Accountant