

CITY OF PORT REPUBLIC SCHOOL DISTRICT

**Auditors' Management Report
Administrative Findings
Financial – Compliance – Performance**

For the Fiscal Year Ended June 30, 2016

CITY OF PORT REPUBLIC SCHOOL DISTRICT

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Administrative Findings
Financial – Compliance – Performance**

For the Fiscal Year Ended June 30, 2016

**City of Port Republic Board of Education
County of Atlantic
Port Republic, New Jersey**

Tax ID Number 21-6000290

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

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PREZIOSI · NICHOLSON

& ASSOCIATES PA

Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

Honorable President and
Members of the Board of Education
City of Port Republic School District
County of Atlantic
Port Republic, New Jersey

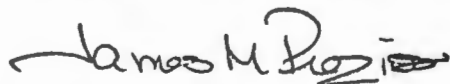
We have audited, in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the City of Port Republic School District (a component unit of the City of Port Republic) in the County of Atlantic for the year ended June 30, 2016, and have issued our report thereon dated November 3, 2016.

As part of our audit, we 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 the City of Port Republic Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

PREZIOSI · NICHOLSON & ASSOCIATES

Certified Public Accountants



James M. Preziosi
Certified Public Accountant
Public School Accountant No. CS 01141

November 3, 2016
Millville, NJ

CITY OF PORT REPUBLIC SCHOOL DISTRICT
Administrative Findings
Financial - Compliance - Performance

SCOPE OF AUDIT

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

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

Insurance coverage was carried in the amounts as detailed on the Insurance Schedule (Exhibit J-20) contained in the district's CAFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Todd D'Anna	Board Secretary/School Business Administrator	\$ 75,000.00
Jessica Thompson	Treasurer	\$145,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$50,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The District does not receive students from any other School Districts therefore, no adjustments were required.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Examination of Claims

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

Payroll Account

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

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

The Payroll Account records were maintained in good condition.

The required certification of compliance with requirements for income tax on compensation of administrators to the NJ Department of Treasury was filed.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. Our review did not indicate any material discrepancies with respect to classification of orders.

Classification of Expenditures

A. General Classification

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-16.2(f) as part four 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. As a result of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

B. Administrative Classifications

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-8.3. As a result of the procedures performed, a transaction error rate of 0.0% was noted and no additional procedures were deemed necessary to test the propriety of administrative classifications.

Business Administrator - Board Secretary's Records

The financial and accounting records maintained by the Board Secretary were found to be in good condition.

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

Treasurer's Records

The financial and accounting records maintained by the Treasurer were found to be in good condition.

All required reconciliation's were performed.

All cash receipts were promptly deposited.

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

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 the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Schedule A and Schedule B 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. Reimbursement

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

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-4 states: Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law.

The board of education may, by resolution approved by a majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder, if the board of education finds that it has had prior negative experience with the bidder.

Effective July 1, 2015 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000 (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 currently \$18,800.

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 Solicitor's opinion should be sought before a commitment is made.

Based on the results of our examination, we did not note any individual payments, contracts, or agreements were 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.

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. My examination did reveal however, that the following purchases were made through the use of State contracts:

School Supplies

SCHOOL FOOD SERVICE

The Port Republic School District transferred authority to operate the National School Lunch Program to the Galloway Township Public School District. All legal and financial authority for operating the program has been transferred the Galloway Township Public School District.

STUDENT BODY ACTIVITIES

During our review, we found the student body activities records to be in satisfactory condition.

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or 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 the handicapped, 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 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 district maintained workpapers on the prescribed state forms or their equivalent.

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

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 without exception. 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

There were no SDA grant agreements or any other open capital projects for the year ending June 30, 2016.

FOLLOW-UP ON PRIOR YEAR FINDINGS

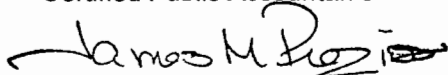
There were no prior year findings.

ACKNOWLEDGMENT

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

PREZIOSI • NICHOLSON & ASSOCIATES

Certified Public Accountants



James M. Preziosi
Certified Public Accountant
Public School Accountant No. CS 01141

CITY OF PORT REPUBLIC SCHOOL DISTRICT
 (A Component Unit of the City of Port Republic)
Schedule of Meal Count Activity
Food Services - Enterprise Fund
Number of Meals Served
(Over) Underclaim
For The Fiscal Year Ended June 30, 2016

INFORMATION NOT REQUIRED

Program	Meal Category	Meals			Difference	Rate	(Over) Under Claim
		Claimed	Tested	Verified			
National School Lunch (Regular Rate)	Paid						\$ -
	Reduced						
	Free	_____	_____	_____	_____		_____
		-	-	-	-		-
School Breakfast (Regular Rate)	Paid						
	Reduced						
	Free	_____	_____	_____	_____		_____
		-	-	-	-		-
Special Milk	Paid						
	Free	_____	_____	_____	_____		_____
		-	-	-	-		-
							\$ -

CITY OF PORT REPUBLIC SCHOOL DISTRICT
(A Component Unit of the City of Port Republic)
Schedule of Audited Enrollments
Application For State School Aid Summary
Enrollment as of October 15, 2015

	Application For State School Aid						Sample For Verification					
	Reported On A.S.S.A.		Reported On Workpapers		Errors		Sample Selected		Verified Per Registers		Errors Per	
	On Roll		On Roll		On Roll		From Workpapers		On Roll		Registers On Roll	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	13		13				7		7			
One	15		15				8		8			
Two	16		16				8		8			
Three	13		13				7		7			
Four	14		14				7		7			
Five	10		10				5		5			
Six	15		15				8		8			
Seven	7		7				4		4			
Eight	7		7				4		4			
Nine	18		18				9		9			
Ten	7		7				4		4			
Eleven	11		11				6		6			
Twelve	12		12				5		5			
Post-Graduate												
Adult H.S. (15+CR)												
Adult H.S. (1-14CR)												
Subtotal	<u>158</u>	<u>0</u>	<u>158</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>82</u>	<u>0</u>	<u>82</u>	<u>0</u>	<u>0</u>	<u>0</u>
Special Ed - Elementary	5		5				3		3			
Special Ed - Middle School	10		10				5		5			
Special Ed - High School	7		7				4		4			
Subtotal	<u>22</u>	<u>0</u>	<u>22</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sent to CSSD												
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>180</u>	<u>0</u>	<u>180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>94</u>	<u>0</u>	<u>94</u>	<u>0</u>	<u>0</u>	<u>0</u>
Percentage Error					<u>0.00%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>

CITY OF PORT REPUBLIC SCHOOL DISTRICT
(A Component Unit of the City of Port Republic)
Schedule of Audited Enrollments
Application For State School Aid Summary
Enrollment as of October 15, 2015

	Private Schools For Disabled			Resident Low Income			Sample For Verification			
	Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported On A.S.S.A. as Low Income	Reported Workpaper as Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool										
Full Day Preschool										
Half Day Kindergarten										
Full Day Kindergarten					1	1		1	1	
One					2	2		1	1	
Two					2	2		1	1	
Three					2	2		1	1	
Four					3	3		2	2	
Five										
Six					3	3		2	2	
Seven					1	1		1	1	
Eight					1	1		1	1	
Nine					1	1		1	1	
Ten										
Eleven					1	1		1	1	
Twelve					2	2		1	1	
Post-Graduate										
Adult H.S. (15+CR)										
Adult H.S. (1-14CR)										
Subtotal	0	0	0	0	19	19	0	13	13	0
Special Ed - Elementary					1	1		1	1	
Special Ed - Middle School					1	1		1	1	
Special Ed - High School					1	1		1	1	
Subtotal	0	0	0	0	3	3	0	3	3	0
Sent to CSSD										
Co. Voc. - Post Sec										
Subtotal	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	22	22	0	16	16	0
Percentage Error				0.00%			0.00%			0.00%

CITY OF PORT REPUBLIC SCHOOL DISTRICT
(A Component Unit of the City of Port Republic)
Schedule of Audited Enrollments
Application For State School Aid Summary
Enrollment as of October 15, 2015

	Resident LEP Low Income			Sample For Verification			Resident LEP NOT Low Income			Sample For Verification		
	Reported On A.S.S.A. as LEP Low Income	Reported On Workpapers as LEP Low Income	Errors	Sample Selected From Workpapers	Sample Verified	Sample Errors	Reported On A.S.S.A. as NOT Low Income	Reported Workpaper as NOT Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten												
One												
Two												
Three												
Four												
Five												
Six												
Seven												
Eight												
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult H.S. (15+CR)												
Adult H.S. (1-14CR)												
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0
Special Ed - Elementary												
Special Ed - Middle School												
Special Ed - High School												
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0
Sent to CSSD												
Cc. Voc. - Post Sec												
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0
Percentage Error												

CITY OF PORT REPUBLIC SCHOOL DISTRICT
(A Component Unit of the City of Port Republic)
Schedule of Audited Enrollments
Application For State School Aid Summary
Enrollment as of October 15, 2015

Transportation

	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools, Col. 1	50	50		26	26	
Regular - Special Education, Col. 4						
Transported - Non-Public, Col. 3	18	18		10	10	
Special Education, Col. 6	9	9		5	2	
Totals	77	77	0	41	38	0
Percentage Error			0.00%			0.00%
		Reported	Recalculated			
Average Mile						
Regular Including Grade PK Students (Part A)		7.40	7.40			
Regular Excluding Grade PK Students (Part B)		7.40	7.40			
Special Education With Special Needs		7.50	7.50			

CITY OF PORT REPUBLIC SCHOOL DISTRICT
 (A Component Unit of the City of Port Republic)
EXCESS SURPLUS CALCULATION
 2% Calculation of Excess Surplus
 For The Fiscal Year Ended June 30, 2016

Total General Fund Expenditures	\$	2,923,520.20	
Increased By			
Transfer to Food Service Fund			
Transfer from Capital Outlay to Capital Projects			
Transfer from Capital Reserve to Capital Projects			
Decreased By			
On-Behalf State Aid Payments		(221,042.47)	
Assets Acquired Under Capital Leases			
Adjusted General Fund Expenditures		2,702,477.73	
Applicable Excess Surplus Percentage		2.00%	
Subtotal	(A)	\$	<u>54,049.55</u>
Greater of (A) or \$250,000.00	\$		250,000.00
Increased By			
Additional Nonpublic School Transportation Aid			
Maximum Unreserved/Undesignated Fund Balance		\$	250,000.00
Total General Fund Balance	\$	468,066.57	
Decreased By			
Restricted Balances			
Capital Reserve		(613.63)	
Excess Surplus - Designated for Subsequent Year's Expenditures		(135,069.46)	
Assigned Balances			
Designated for Subsequent Year's Expenditures			
Encumbrances		-	
Total Unassigned Fund Balance			<u>332,383.48</u>
Restricted Fund Balance - Excess Surplus		\$	<u>82,383.48</u>
Recapitulation of Excess Surplus			
For The Fiscal Year Ended June 30, 2015			
Designated for Subsequent Year's Expenditures		\$	135,069.46
Current Year			<u>82,383.48</u>
Total Restricted Excess Surplus		\$	<u>217,452.94</u>