

**BOARD OF EDUCATION
BOROUGH OF RIVERTON
COUNTY OF BURLINGTON**

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2016**

INVERSO & STEWART
Marlton, New Jersey

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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

The Honorable President and
Members of the Board of Education
Riverton School District
Riverton, New Jersey

I have audited, in accordance with generally accepted audit standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Riverton School District, in the County of Burlington, 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 August 31, 2016.

As part of my audit, I 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 for the information of the Riverton School District and the New Jersey Department of Education for the fiscal year ended June 30, 2016. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant

August 31, 2016

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND 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 School District, 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 CAFR.

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Donna Gidjunis	Board Secretary/School Business Administrator	\$ 80,000
Thomas Egan	Treasurer	175,000

There is a Comprehensive Crime policy covering all other employees with multiple coverage of \$100,000.

Tuition Charges

There were no tuition charges which would require the School District to make the necessary adjustment per N.J.A.C. 6:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

The net salaries of all employees of the School District 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 were approved by the Superintendent and were certified by the President of the Board, the Board Secretary/Business Administrator and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding 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 (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the NJ Dept. of Treasury was filed by the March 15 due date.

The Payroll Account records were maintained in good condition.

Financial Planning, Accounting and Reporting (Continued)

Employee Position Control Roster

No exceptions were noted during my examination of the Employee Position Control Roster.

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. My review did not indicate any material discrepancies with respect to classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Travel

No exceptions were noted in my study of compliance for travel expenses.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23A-16.2(f)* as part of my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. My review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in excellent condition.

Treasurer's Records

The financial and accounting records of the Treasurer were maintained in excellent condition.

Elementary and Secondary Education Act of 1965 (E.S.E.A./Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act of 2001 (N.C.L.B.)

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 II of the Elementary and Secondary Education Act, as amended and reauthorized.

The study of compliance for E.S.E.A./NCLB did not indicate any exceptions.

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and/or State Projects

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

My audit of the federal and state funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

Other Special Federal and/or State Projects (Continued)

The study of compliance for the special projects did not indicate any exceptions.

T.P.A.F. Reimbursement

My audit procedures included a test 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.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

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 end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

Nonpublic State Aid

The study of compliance for Nonpublic State Aid did not indicate any exceptions.

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 student transportation contracts under N.J.S.A. 18A:39-3 is \$18,800.

The School District 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 my examination, I 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, as 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 financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

The School District purchases prepared lunch meals directly from the Cinnaminson High School District; accordingly, inventory records on food and supply items are not maintained. Expenditures were separately recorded as food, and other costs. Vendor invoices were reviewed and costs verified.

The cash disbursements 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. Net cash resources did not exceed three months average expenditures.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and/or to the list of directly certified students on file, times the number of operating days, on a school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the School District. The required verification procedures for free and reduced price applications were reviewed for completeness and availability. No exceptions were noted.

Food Distribution Program commodities were received by the Cinnaminson High School District on-behalf of the Riverton School District. A single inventory record was maintained on a first-in, first-out basis by the Cinnaminson High School District. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

Student Body Activities

The financial records for the Student Activity Fund were maintained in satisfactory condition.

Application for State School Aid

My 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, low-income and bilingual. I also performed a review 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 my 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

My 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 my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

Facilities and Capital Assets

Not Applicable

Follow-up on Prior Years' Findings

In accordance with government auditing standards, my procedures included a review of all prior year recommendations. There were no prior year audit findings requiring corrective action to be taken.

Acknowledgment

I received the complete cooperation of all the officials of the Riverton School District and I greatly appreciate the courtesies extended to the members of my audit team.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant

August 31, 2016

SCHEDULE OF MEAL COUNT ACTIVITY

**RIVERTON SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

PROGRAM	MEALS CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER) UNDER CLAIM
National School Lunch (Regular rate)	Paid	12,295	12,295	12,295	0	0.29	
	Reduced	753	753	753	0	2.67	
	Free	<u>3,240</u>	<u>3,240</u>	<u>3,240</u>	<u>0</u>	3.07	
	Total	<u>16,288</u>	<u>16,288</u>	<u>16,288</u>	<u>0</u>		<u>0</u>
National School Lunch	HHFKA-PB Lunch Only	<u>16,288</u>	<u>16,288</u>	<u>16,288</u>	<u>0</u>	0.06	<u>0</u>
School Breakfast (Regular rate)	Paid	0	0	0	0	0.29	
	Reduced	0	0	0	0	1.36	
	Free	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	1.66	
	Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Special Milk	Paid	0	0	0	0	0.23	
	Free	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
TOTAL NET OVERCLAIM - FEDERAL							<u>\$ -</u>

PROGRAM	MEALS CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER) UNDER CLAIM
State Reimbursement - National School Lunch (Regular rate)	Paid	12,295	12,295	12,295	0	0.040	
	Reduced	753	753	753	0	0.055	
	Free	<u>3,240</u>	<u>3,240</u>	<u>3,240</u>	<u>0</u>	0.055	
	Total	<u>16,288</u>	<u>16,288</u>	<u>16,288</u>	<u>0</u>		<u>0</u>
TOTAL NET OVERCLAIM - STATE							<u>\$ -</u>

**RIVERTON SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE**

Net cash resources did not exceed three months of expenditures
Proprietary Funds - Food Service
For the fiscal year ended June 30, 2016

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	* Current Assets		
B-4	Cash & Cash Equivalents	\$ 26,376	
B-4	Intergovernmental Accounts Receivable	934	
B-4	Interfund Accounts Receivable		
CAFR	Current Liabilities		
B-4	Less: Accounts Payable		
B-4	Less: Compensated Absences Payable		
B-4	Less: Interfund Accounts Payable	(7,200)	
B-4	Less: Unearned revenue	<u>(2,536)</u>	
	Net Cash Resources	<u>\$ 17,574</u>	(A)
 <u>Net Adjustment To Total Operating Expense:</u>			
B-5	Total Operating Expense	67,875	
B-5	Less: Depreciation	<u>(2,138)</u>	
	Adjusted Total Operating Expense	<u>\$ 65,737</u>	(B)
 <u>Average Monthly Operating Expense:</u>			
	B / 10	<u>\$ 6,574</u>	(C)
 <u>Three times monthly Average:</u>			
	3 X C	<u>\$ 19,721</u>	(D)

TOTAL IN BOX A	\$ 17,574	
LESS TOTAL IN BOX D	<u>(19,721)</u>	
NET	<u>(2,147)</u>	
 From above:		
A is greater than D, cash exceeds 3 X average monthly operating expenses.		
D is greater than A, cash does not exceed 3 X average monthly operating expenses.		

*Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form.

SCHEDULE OF AUDITED ENROLLMENTS

Riverton School District

Application for State School Aid Summary

Enrollment as of October 15, 2015

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers As Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors Full	Reported on ASSA as Low Income	Reported on Workpapers as LEP low Income	Sample Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	6	6		6	6							
One	3	3		3	3							
Two	4	4		4	4							
Three	1	1		1	1							
Four	3	3		3	3							
Five	4	4		4	4							
Six	1	1		1	1							
Seven	2	2		2	2							
Eight	3	3		3	3							
Nine	1	1		1	1							
Ten	3	3		3	3							
Eleven	1	1		1	1							
Twelve	4	4		4	4							
Post - Graduate												
Adult H.S. (15+Cr.)												
Adult H.S. (1-14 Cr.)												
Subtotal	36	36	-	36	36	-	-	-	-	-	-	-
Special Education - Elementary	6	6		6	6							
Special Education - Middle School	3	3		3	3							
Special Education - High School	1	1		1	1							
Subtotal	10	10	-	10	10	-	-	-	-	-	-	-
Co. Voc. - Regular												
Co. Voc.FI. Post Sec.												
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	46	46	-	46	46	-	-	-	-	-	-	-
Percentage Error			-			-						-

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Transportation

	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Mileage		
							Reported	Recalculated	
Reg - Public Schools, col 1.	13	13		13	13		Reg Avg (Mileage) = Reg including Gr. PK students (Part A)	13.5	13.5
Special Ed. Spec. col.6	23	23		23	23		Reg Avg (Mileage) = Reg excluding Gr. PK students (Part B)	13.5	13.5
Total	36	36	-	36	36	-	Spec. Avg. = Special Ed. With Special Needs	11.5	11.5
Percentage Error			-			-			

SCHEDULE OF AUDITED ENROLLMENTS

Riverton School District

Application for State School Aid Summary

Enrollment as of October 15, 2015

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

RIVERTON SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 2% Calculation of Excess Surplus

2015-16 Total General Fund Expenditures per the CAFR, Ex C-1	\$ <u>5,724,650</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(500,593)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
 Adjusted 2015-16 General Fund Expenditures [(B)+(B1s)+(B2s)]	 \$ <u>5,224,057</u>	 (B3)
 2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02]	 \$ <u>104,481</u>	 (B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>23,781</u>	(K)
 Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		 \$ <u><u>273,781</u></u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-16 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>1,018,650</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>12,592</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ _____	(C3)
Other Restricted Fund Balances	\$ <u>732,277</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ _____	(C5)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		 \$ <u><u>273,781</u></u> (U1)

RIVERTON SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ _____ (E)

Recapitulation of Excess Surplus as of June 30, 2016

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \$ _____ (C3)

Reserved Excess Surplus [(E)] \$ _____ (E)

Total [(C3) + (E)] \$ _____ (D)

Detail of Allowable Adjustments

Impact Aid \$ _____ (H)

Sale & Lease-back \$ _____ (I)

Extraordinary Aid \$ 23,781 (J1)

Additional Nonpublic School Transportation Aid \$ _____ (J2)

Current Year School Bus Advertising Revenue \$ _____ (J3)

Family Crisis Transportation Aid \$ _____ (J4)

Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)] \$ 23,781 (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal \$ _____

Sale/lease-back reserve \$ _____

Capital reserve \$ 431,664

Maintenance reserve \$ 241,613

Emergency reserve \$ _____

Tuition reserve \$ 59,000

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 \$ 732,277 (C4)