

**CITY OF  
VENTNOR  
BOARD OF EDUCATION**

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

**June 30, 2016**

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

Table of Contents

	Page
Independent Auditor's Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account	2
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	
General Classifications	3
Administrative Classifications	3
Board Secretary's Records	3
Elementary and Secondary School Improvement Act	4
Other Special Federal and/or State Projects	3-4
T. P. A. F. Reimbursement	4
Nonpublic State Aid	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	4-5
School Food Service	6
After School Program	7
Student Body Activities	7
Application for State School Aid	7
Pupil Transportation	7
Follow-up on Prior Year Findings	7
Acknowledgment	7
Schedule of Audited Enrollments	8-10
Schedule of Meal Count Activity	N/A
Excess Surplus Calculation	11-12

Tax ID # 21-6000328



# FORD - SCOTT

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## **Report of Independent Auditors**

Honorable President and  
Members of the Board of Education  
City of Ventnor School District  
County of Atlantic, 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 general purpose financial statements of the Board of Education of the City of Ventnor School District in the County of Atlantic for the year ended June 30, 2016, and have issued our report thereon dated November 28, 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 and use of the management of the City of Ventnor Board of Education, the New Jersey Department of Education (the cognizant audit agency) and other state and federal awarding agencies and is not intended to be, and should not be, used by anyone other than these specified parties.

*Harvey C. Cocozza, Jr., CPA*

Licensed Public School Accountant

No. 2420

*Ford, Scott & Associates, L.L.C.*

Ford, Scott & Associates, L.L.C.

November 28, 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 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 district's CAFR.

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32)

Name	Position	Amount
Terri Nowotny	Board Secretary/ School Business Administrator	\$250,000

Tuition Charges

The District does not receive students from any other District, 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 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 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 and 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 secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### 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.

### Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with NJAC 6A:23-2.2(g) as part of our test of transactions of randomly selected expenditures 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:23A-2.4. As a result of the procedures performed, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

#### A. General Classification Findings

During our testing of transactions there were no significant exceptions found relating to misclassifications.

#### B. Administrative Classification Findings

During our testing of transactions there were no significant exceptions found relating to administrative classifications.

### Board Secretary's Records

The following items were noted in our examination of the financial and accounting records maintained by 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./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.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/or questionable costs.

### **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.

The study of compliance for Special Federal and/or State Projects indicated no areas of noncompliance and/or questionable costs.

### **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.

### **TPAF 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**

Records were completed in accordance with Departmental instructions.

### **School Purchasing Programs**

#### **Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18A-3 states:

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in the contract year the total sum of \$29,000, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchase agent is qualified pursuant to subsection b the board of education may establish that the bid threshold may be up to \$40,000. Such authorization may be granted for each contract or by general delegation of the power to negotiate and award such contract pursuant to the section.

b. Commencing in the fifth year after the year in which P.L. 1999, c.440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as the term is defined in NJS 18A:18 A-2, and shall round the adjustment to nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made. Any contract made pursuant to this section may be awarded for the period of 24 consecutive months, except that contract for professional services pursuant to paragraph (1) of subsection a. of NJSA 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

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.

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 who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had prior negative experience with the bidder."

The 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or goods or services, 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 my examination indicated that no 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, as 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.

## **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 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 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.

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.

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.

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 on file, times the number of operating days, on a school by school basis. The free and reduced price meal and free milk policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications were completed and available for review.

Expenditures should be 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 disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the nonprofit status of the school food service.

Cash receipts and bank records were reviewed for timely deposit.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education. No exceptions were noted.

Food Distribution Program commodities were received and a separate inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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



### **After School Program**

Exhibits reflecting After School Program operations are included in the section entitled Enterprise Funds, Section B. The records maintained for the after school program were in satisfactory condition.

### **Student Body Activities**

No exceptions were noted during our review of the student activity funds.

### **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, 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 included on the work papers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained work papers on the prescribed state forms or their equivalent.

The district's written procedures appear to be adequate 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 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 did comply with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Follow-up on Prior Years' Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action was taken on all prior year findings.

### **Acknowledgment**

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

**SCHEDULE OF AUDITED ENROLLMENTS**

**CITY OF VENTNOR SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2015**

	2016-2017 Application for State School Aid				Sample for Verification				Private Schools for Disabled					
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool	27	-	27	-	9	-	9	-	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	82	-	82	-	25	-	25	-	-	-	-	-	-	-
Full Day Kindergarten	67	-	67	-	21	-	21	-	-	-	-	-	-	-
One	74	-	74	-	23	-	23	-	-	-	-	-	-	-
Two	85	-	85	-	26	-	26	-	-	-	-	-	-	-
Three	64	-	64	-	20	-	20	-	-	-	-	-	-	-
Four	67	-	67	-	21	-	21	-	-	-	-	-	-	-
Five	60	-	60	-	18	-	18	-	-	-	-	-	-	-
Six	72	-	72	-	22	-	22	-	-	-	-	-	-	-
Seven	71	-	71	-	22	-	22	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Post Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	669	-	669	-	207	-	207	-	-	-	-	-	-	-
Special Ed - Elementary	49	-	49	-	14	-	14	-	-	-	-	-	-	-
Special Ed - Middle School	35	-	35	-	11	-	11	-	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	84	-	84	-	25	-	25	-	-	-	-	-	-	-
Totals	753	-	753	-	232	-	232	-	-	-	-	-	-	-
Percentage					0.00%		0.00%		0.00%		0.00%		0.00%	#DIV/0!

**SCHEDULE OF AUDITED ENROLLMENTS**

**CITY OF VENTNOR 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	Sample Selected from Workpapers	Verified to Application and Register	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Test Scores, Applications, and Register
Half Day Preschool	-	-	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-	-	-
One	55	55	23	23	1	1	1	1
Two	50	50	21	21	4	4	3	3
Three	53	53	22	22	10	10	8	8
Four	60	60	25	25	8	8	7	7
Five	46	46	19	19	2	2	2	2
Six	38	38	16	16	-	-	-	-
Seven	37	37	15	15	2	2	2	2
Eight	48	48	20	20	1	1	1	1
Nine	38	38	16	16	-	-	-	-
Ten	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-
Subtotal	425	425	177	177	28	28	24	24
Special Ed - Elementary	30	30	13	13	-	-	-	-
Special Ed - Middle School	23	23	7	7	-	-	-	-
Special Ed - High School	53	53	20	20	-	-	-	-
Totals	478	478	197	197	28	28	24	24
Percentage Error	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transportation								
	Reported on DIRTRS by DOE/county	Reported on DIRTRS by District	Tested	Verified	Errors			
Reg.-Public Schools, col. 1	386	386	149	149	-			
Reg.-SpEd, col. 4	23	23	9	9	-			
Transported - NIP-ALL	25	25	10	10	-			
Special Needs, col. 3	30	30	12	12	-			
Special Needs, col. 6	47	47	18	18	-			
Totals	511	511	198	198	-			
Percentage Error	0.00%	0.00%	0.00%	0.00%	0.00%			
						Avg. Mileage - Regular Excluding Grade PK students	Reported	Calculated
						Avg. Mileage - Special Ed with Special Needs	5.0	5.0
							8.2	8.2

**SCHEDULE OF AUDITED ENROLLMENTS**

**CITY OF VENTNOR SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2015**

	Resident LEP NOT Low Income	Sample for Verification	Sample for Verification
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors
		Sample Selected from Workpapers	Sample Errors
		Verified to Test Scores and Register	
Half Day Preschool	-	-	-
Full Day Preschool	-	-	-
Half Day Kindergarten	-	-	-
Full Day Kindergarten	-	-	-
One	1	1	1
Two	1	1	1
Three	1	1	1
Four	1	1	1
Five	-	-	-
Six	-	-	-
Seven	-	-	-
Eight	-	-	-
Nine	-	-	-
Ten	-	-	-
Eleven	-	-	-
Twelve	-	-	-
Subtotal	3	3	3
Special Ed - Elementary	-	-	-
Special Ed - Middle School	-	-	-
Special Ed - High School	-	-	-
Totals	3	3	3
Percentage Error			0.00%

**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

2015-16 Total General Fund Expenditures per the CAFR, Ex. C-1	\$	21,382,606	(B)
Increased by:			
Transfer to Food Service Fund		-	(B1a)
Transfer from Capital Outlay to Capital Projects Fund		-	(B1b)
Transfer from Capital Reserve to Capital Projects Fund		-	(B1c)
Decreased by:			
On-Behalf TPAF Pension & Social Security		(1,647,340)	(B2a)
Assets Acquired Under Capital Leases		-	(B2b)
Adjusted 15-16 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$	<u>19,735,267</u>	(B3)
2% of Adjusted 2014-15 General Fund Expenditures [(B3) times .02]		<u>394,705</u>	(B4)
Enter greater of (B4) or \$250,000		<u>394,705</u>	(B5)
Increased by: Allowable Adjustment *		<u>85,853</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]			<u>\$ 480,558</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-16 (Per CAFR Budgetary Comparison Schedule C-1)	\$	3,184,317	C
Decreased by:			
Year-end Encumbrances		(27,382)	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures			(C2)
Legally Restricted-Excess Surplus - Designated for Subsequent Year's Expenditures **			
Year's Expenditures		(103,680)	(C3)
Other Restricted Fund Balances ****		(1,109,700)	(C4)
Assigned Fund Balance - Unreserved -- Designated for Subsequent Year's Expenditures		<u>(500,000)</u>	(C5)
Total Unreserved/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			<u>\$ 1,443,555</u> (U1)

**SECTION 3**

Reserved Fund Balance - Excess Surplus \*\*\* [(U1)-(M)] IF NEGATIVE ENTER -0- 962,997 (E)

**Recapitulation of Excess Surplus as of June 30, 2016**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	103,680	(C3)
Reserved Excess Surplus ***[(E)]	<u>962,997</u>	(E)
Total [(C3) + (E) + (F)]	<u>1,066,677</u>	(D)

\* This adjustment line (as detailed below) is to be utilized for Impact Aid (when applicable), Sale and Lease-back (Refer to the Audit Program Section II, chapter 10), Extraordinary Aid, and Additional Nonpublic School Transportation Aid if applicable (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid).

**Detail of Allowable Adjustments**

Impact Aid	\$ -	(H)
Sale & Lease-back	-	(I)
Extraordinary Aid	76,289	(J1)
Additional Nonpublic School Transportation Aid	9,564	(J2)
Unbudgeted TPAF Wage Freeze Grant Funding	<u>-</u>	(J3)
 Total Adjustments [(H)+(I)=(J1)+(J2)]	 <u>\$ 85,853</u>	 (K)

\*\* This amount represents the June 30, 2015 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 10025.

\*\*\* Amount must agree to the June 30, 2016 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 10024.

\*\*\*\* Amount for Other Reserved 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**Detail of Other Reserved Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	
Capital outlay for a district with a capital outlay cap waiver	
Sale/lease-back reserve	
Capital reserve	\$ 1,000,000.00
Maintenance Reserve	109,700.00
Emergency Reserve	
Waiver offset reserve	
Tuition reserve	
Other state/government mandated reserves	
Other Restricted Fund Balance not noted above ****	
Total Other Reserved Fund Balance	<u>\$ 1,109,700.00</u>