

**WESTWOOD REGIONAL SCHOOL DISTRICT
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2016**

**WESTWOOD REGIONAL SCHOOL DISTRICT
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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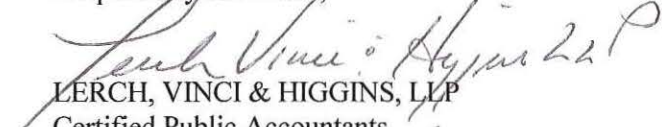
Honorable President and Members
of the Board Trustees
Westwood Regional School District
Washington Township, New Jersey

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 Westwood Regional School District in the County of Bergen for the fiscal year ended June 30, 2016, and have issued our report thereon dated October 28, 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
October 28, 2016

**WESTWOOD REGIONAL SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, 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

Fire insurance coverage was carried in the amounts as detailed on the Insurance Schedule contained in the District's Comprehensive Annual Financial Report (the "CAFR").

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Keith Rosado	School Business Administrator/ Board Secretary	\$100,000
Deborah Carpino	Treasurer of School Monies	300,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$250,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review indicated that the required signatures, certifications and supporting documentation were obtained on the respective purchase orders and/or vouchers.

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

**WESTWOOD REGIONAL SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Financial Planning, Accounting and Reporting (Continued)

Payroll (Continued)

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

Finding – Our audit indicated that an excess balance exists in the payroll agency account.

Recommendation – Excess balances in the payroll agency account be reviewed and appropriately cleared of record.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Finding – Our audit indicated that certain prior year purchase orders remain outstanding on the District's year-end financial reports.

Recommendation – Outstanding prior year purchase orders be reviewed and be liquidated or otherwise be cancelled.

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 our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3.

Board Secretary's Records

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

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

The prescribed contractual order system was followed. Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

Treasurer's Records

The Treasurer performed cash reconciliations in accordance with N.J.S.A. 18A:17-9.

All cash receipts were promptly deposited.

**WESTWOOD REGIONAL SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Financial Planning, Accounting and Reporting (Continued)

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as Reauthorized by the No Child Left Behind Act of 2001

The E.S.E.A. financial exhibits are contained within the Special Revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended.

Our examination indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

Finding – Our audit indicated that the District did not request reimbursements from the State of New Jersey for expenditures incurred for the IDEA grant program.

Recommendation – Reimbursement requests for IDEA grant program expenditures be made in a timely manner.

Other Special Federal and/or State Projects

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

Our examination 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. 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 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.

Non Public State Aid

Project completion reports were finalized and transmitted to the State by the due date.

**WESTWOOD REGIONAL SCHOOL DISTRICT
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 student transportation contracts under N.J.S.A. 18A:39-3 is currently \$18,800. The Board has designated the School Business Administrator as the qualified purchasing agent.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Board 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.

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.

Summer Enrichment Program

The financial transactions and records of the Summer Enrichment Program were maintained in satisfactory condition.

**WESTWOOD REGIONAL SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Student Activity Accounts/Scholarship Accounts

The district has a formal Board policy establishing uniform accounting policies and procedures for the district's 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, bilingual students 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 an isolated 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 2015-16 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 also included a review of transportation related contracts and purchases.

Finding – Our audit indicated that certain students reported on the DRTRS were reflected in the incorrect category.

Recommendation – Internal controls over the preparation of the DRTRS be reviewed and enhanced to ensure students are reported in the proper category.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreement for consistence 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 – Our audit indicated that several unexpended balances of completed capital projects remain on the financial records of the District.

Recommendation – Unexpended balances of completed capital projects be formally cancelled and transferred appropriately.

Finding – Our audit indicated that the District has not prepared an updated long range facilities plan in support of the capital reserve fund balance of \$15.2 million.

Recommendation – The District prepare an updated long range facilities plan to ensure that the amount available in the capital reserve account does not exceed the amount needed to fund the local share of capital projects.

**WESTWOOD REGIONAL SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

NOT APPLICABLE

**FOOD SERVICE FUND
NET CASH RESOURCES SCHEDULE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

NOT APPLICABLE

WESTWOOD REGIONAL BOARD OF EDUCATION
 APPLICATION FOR STATE SCHOOL AID
 ENROLLMENT AS OF OCTOBER 15, 2015
 SCHEDULE OF AUDITED ENROLLMENTS

	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	Reported on Workpapers as Private Schools		Sample for Veri- Sample Sample		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Errors	Errors	Errors	Errors	Errors	
Half Day Preschool 3 Years Old	7		7		-	-	7	-	7	-	-	-						
Full Day Preschool 3 Years Old					-	-												
Half Day Preschool 4 Years Old	13		13		-	-	13	-	13	-	-	-						
Full Day Preschool 4 Years Old					-	-												
Half Day Kindergarten					-	-												
Full Day Kindergarten	196		196		-	-	43	-	43	-	-	-						
Grade 1	185		185		-	-	55	-	55	-	-	-						
Grade 2	190		190		-	-	40	-	40	-	-	-						
Grade 3	170		170		-	-	32	-	32	-	-	-						
Grade 4	193		193		-	-	40	-	40	-	-	-						
Grade 5	182		182		-	-	33	-	33	-	-	-						
Grade 6	182		182		-	-	182	-	182	-	-	-						
Grade 7	191		191		-	-	191	-	191	-	-	-						
Grade 8	189		189		-	-	189	-	189	-	-	-						
Grade 9	180	-	180	-	-	-	180	-	180	-	-	-						
Grade 10	199	-	199	-	-	-	199	-	199	-	-	-						
Grade 11	154	2	154	2	-	-	154	2	154	2	-	-						
Grade 12	155	1	155	1	-	-	155	1	155	1	-	-						
Post- Graduate					-	-					-	-						
Adult High School (15+ Credits)					-	-					-	-						
Adult High School (1-14 Credits)					-	-					-	-						
Subtotal	2,386	3	2,386	3	-	-	1,513	3	1,513	3	-	-	-	-	-	-	-	
Sp Ed - Elementary	134		134		-	-	17	-	17	-	-	-	4	4	-	4	4	-
Sp Ed - Middle School	86		86		-	-	57	-	57	-	-	-	7	7	-	6	6	-
Sp Ed - High School	127	-	127	-	-	-	127	-	127	-	-	-	13	14	(1)	12	12	-
Subtotal	347	-	347	-	-	-	201	-	201	-	-	-	24	25	(1)	22	22	-
County Vocational - Regular					-	-					-	-						
County Vocational - F.T. Post-Second					-	-					-	-						
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,733	3	2,733	3	-	-	1,714	3	1,714	3	-	-	24	25	(1)	22	22	-
Percentage Error					0.00%	0.00%					0.00%							0.00%

**WESTWOOD REGIONAL BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2015
SCHEDULE OF AUDITED ENROLLMENTS**

	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
Half Day Preschool 3 Years Old			-			-
Full Day Preschool 3 Years Old			-			-
Half Day Preschool 4 Years Old			-			-
Full Day Preschool 4 Years Old			-			-
Half Day Kindergarten			-			-
Full Day Kindergarten	13	13	-	3	3	-
Grade 1	23	23	-	5	5	-
Grade 2	16	16	-	3	3	-
Grade 3	20	20	-	4	4	-
Grade 4	24	24	-	5	5	-
Grade 5	20	20	-	4	4	-
Grade 6	14	14	-	3	3	-
Grade 7	17	17	-	3	3	-
Grade 8	15	15	-	3	3	-
Grade 9	15	15	-	3	3	-
Grade 10	13	13	-	3	3	-
Grade 11	9	9	-	2	2	-
Grade 12	9	9	-	2	2	-
Post- Graduate			-			-
Adult High School (15+ Credits)			-			-
Adult High School (1-14 Credits)			-			-
Subtotal	208	208	-	43	43	-
Sp Ed - Elementary	25	25	-	5	5	-
Sp Ed - Middle School	25	25	-	5	5	-
Sp Ed - High School	27	27	-	5	5	-
Subtotal	77	77	-	15	15	-
Res. Mental Health Ctr.	1	1	-	-	-	-
Subtotal	1	1	-	-	-	-
Totals	286	286	-	58	58	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

	Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected	Verified to Test Score and Register	Errors
Half Day Preschool 3 Years Old			-			-
Full Day Preschool 3 Years Old			-			-
Half Day Preschool 4 Years Old			-			-
Full Day Preschool 4 Years Old			-			-
Half Day Kindergarten			-			-
Full Day Kindergarten	9	9	-	8	8	-
Grade 1	9	9	-	8	8	-
Grade 2	5	5	-	4	4	-
Grade 3	8	8	-	7	7	-
Grade 4	3	3	-	2	2	-
Grade 5	-	-	-	-	-	-
Grade 6	1	1	-	1	1	-
Grade 7	-	-	-	-	-	-
Grade 8	1	1	-	1	1	-
Grade 9	2	2	-	2	2	-
Grade 10	-	-	-	-	-	-
Grade 11	-	-	-	-	-	-
Grade 12	1	1	-	1	1	-
Post- Graduate			-			-
Adult High School (15+ Credits)			-			-
Adult High School (1-14 Credits)			-			-
Subtotal	39	39	-	34	34	-
Sp Ed - Elementary	5	5	-	4	4	-
Sp Ed - Middle School	-	-	-	-	-	-
Sp Ed - High School	-	-	-	-	-	-
Subtotal	5	5	-	4	4	-
Totals	44	44	-	38	38	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools	272	272	-	109	97	(12)
Regular - Special Ed	128	128	-	51	51	-
Transported - Non Public	29	29	-	12	11	(1)
Special Needs	61	61	-	25	23	(2)
Totals	490	490	-	197	182	(15)
Percentage Error			<u>0.0%</u>			<u>-7.6%</u>

**WESTWOOD REGIONAL BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2015
SCHEDULE OF AUDITED ENROLLMENTS**

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Errors
Half Day Preschool 3 Years Old						
Full Day Preschool 3 Years Old			-			-
Half Day Preschool 4 Years Old			-			-
Full Day Preschool 4 Years Old			-			-
Half Day Kindergarten			-			-
Full Day Kindergarten	5	5	-	4	4	-
Grade 1	3	3	-	2	2	-
Grade 2	3	3	-	2	2	-
Grade 3	1	1	-	1	1	-
Grade 4	1	1	-	1	1	-
Grade 5	1	1	-	1	1	-
Grade 6	-	-	-	-	-	-
Grade 7	1	1	-	1	1	-
Grade 8	1	1	-	1	1	-
Grade 9	1	1	-	1	1	-
Grade 10	-	-	-	-	-	-
Grade 11	1	1	-	1	1	-
Grade 12	-	-	-	-	-	-
Post- Graduate			-			-
Adult High School (15+ Credits)			-			-
Adult High School (1-14 Credits)			-			-
Subtotal	18	18	-	15	15	-
Sp Ed - Elementary	1	1	-	1	1	-
Sp Ed - Middle School	-	-	-	-	-	-
Sp Ed - High School	1	1	-	1	1	-
Subtotal	2	2	-	2	2	-
County Vocational - Regular						
County Vocational - F.T. Post-Second						
Subtotal						
Totals	20	20	-	17	17	-
Percentage Error		<u>0.00%</u>			<u>0.00%</u>	

**WESTWOOD REGIONAL SCHOOL DISTRICT
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

REGULAR DISTRICT

Section 1

Two Percent (2%) - Calculation of Excess Surplus

2015-16 Total General Fund Expenditures per the CAFR, Exhibit C-1	\$51,803,884	
Increased by:		
Transfer from Capital Reserve/Capital Outlay to Capital Projects Fund		
Decreased by:		
On-Behalf TPAF Pension & Social Security	<u>5,215,822</u>	
Adjusted 2015-16 General Fund Expenditures	<u>\$46,588,062</u>	
2% of Adjusted 2015-16 General Fund Expenditures	\$931,761	
Increased by:		
Allowable Adjustment*	<u>671,231</u>	
Maximum Unassigned Fund Balance		<u>\$1,602,992</u>

Section 2 –

Total General Fund – Fund Balance at June 30, 2016 (Per CAFR Budgetary Comparison Schedule C-1)	\$20,470,708	
Decreased by:		
Year End Encumbrances	\$ 1,027,456	
Restricted for Capital Reserve	15,620,281	
Excess Surplus – Designated for Subsequent Year’s Expenditures	750,000	
Designated for Subsequent Year’s Expenditures	<u>719,979</u>	
	<u>18,117,716</u>	
Total Unassigned Fund Balance		<u>\$2,352,992</u>

Section 3

Restricted Fund Balance – Excess Surplus	<u>\$750,000</u>
<u>Recapitulation of Excess Surplus as of June 30, 2016</u>	
Excess Surplus – Designated for Subsequent Year’s Expenditures	\$750,000
Excess Surplus	<u>750,000</u>
Total Excess Surplus	<u>\$1,500,000</u>

***Detail of Allowable Adjustments**

Nonpublic School Transportation Aid	\$ 24,909
Extraordinary Aid	<u>646,322</u>
	<u>\$671,231</u>

**WESTWOOD REGIONAL SCHOOL DISTRICT
RECOMMENDATIONS**

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Excess balances in the payroll agency account be reviewed and appropriately cleared of record.
- * 2. Outstanding prior year purchase orders be reviewed and be liquidated or otherwise be cancelled.
3. Reimbursement requests for IDEA grant program expenditures be made in a timely manner.

III. School Purchasing Program

There are none.

IV. School Food Service

There are none.

V. Student Body Activities

There are none.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

It is recommended that internal controls over the preparation of the DRTRS be reviewed and enhanced to ensure students are reported in the proper category.

VIII. Facilities and Capital Assets

It is recommended that:

1. Unexpended balances of completed capital projects be formally cancelled and transferred appropriately.
2. The District prepare an updated Long Range Facilities Plan to ensure that the amount available in the Capital Reserve account does not exceed the amount needed to fund the local share of capital projects.

**WESTWOOD REGIONAL SCHOOL DISTRICT
RECOMMENDATIONS**

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations and corrective action was taken other than those denoted with an asterisk (*) above.

ACKNOWLEDGEMENT

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

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP



Dieter P. Lerch

Certified Public Accountant
Public School Accountant