

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2016**

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
TABLE OF CONTENTS**

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

Page No.

|   |      |
|---|------|
| Report of Independent Auditors'                                     | 1    |
| Scope of Audit  | 2    |
| Administrative Practices and Procedures                             | 2    |
| Financial Planning, Accounting and Reporting                        | 2-4  |
| School Purchasing Programs  | 4    |
| School Food Service   | 5    |
| Student Body Activity   | 5    |
| Application for State School Aid                                    | 6    |
| Pupil Transportation  | 6    |
| Facilities and Capital Assets                                       | 6    |
| Schedule of Meal Count Activity – Not Applicable                    | 7    |
| Schedule of Net Cash Resources – Food Service Fund – Not Applicable | 7    |
| Schedule of Audited Enrollments                                     | 8-10 |
| Excess Surplus Calculation  | 11   |
| Recommendations   | 12   |
| Acknowledgment  | 13   |



# LERCH, VINCI & HIGGINS, LLP

CERTIFIED PUBLIC ACCOUNTANTS  
REGISTERED MUNICIPAL ACCOUNTANTS

DIETER P. LERCH, CPA, RMA, PSA  
GARY J. VINCI, CPA, RMA, PSA  
GARY W. HIGGINS, CPA, RMA, PSA  
JEFFREY C. BLISS, CPA, RMA, PSA  
PAUL J. LERCH, CPA, RMA, PSA  
DONNA L. JAPHET, CPA, PSA  
JULIUS B. CONSONI, CPA, PSA  
ANDREW D. PARENTE, CPA, RMA, PSA

ELIZABETH A. SHICK, CPA, RMA, PSA  
ROBERT W. HAAG, CPA, PSA  
DEBORAH K. LERCH, CPA, PSA  
RALPH M. PICONE, CPA, RMA, PSA  
DEBRA GOLLE, CPA  
CINDY JANACEK, CPA, RMA  
MARK SACO, CPA  
SHERYL M. NICOLosi, CPA  
ROBERT AMPONSAH, CPA

Honorable President and  
Members of the Board of Trustees  
Wyckoff Township Public Schools  
Wyckoff, New Jersey

We have audited in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Wyckoff Township Public Schools in the County of Bergen for the fiscal year ended June 30, 2016, and have issued our report thereon dated September 29, 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 Board of Education's management and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Public School Accountants

Gary W. Higgins  
Public School Accountant  
PSA Number CS00814

Fair Lawn, New Jersey  
September 29, 2016

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**GENERAL COMMENTS**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/Business Administrator and Assistant Business Administrator, 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 CAFR.

**Official Bonds**

| <u>Name</u>    | <u>Position</u>                  | <u>Amount</u> |
|----------------|----------------------------------|---------------|
| Alan C. Reiffe | Business Administrator           | \$250,000     |
| Jessica Viola  | Assistant Business Administrator | 250,000       |

There is employee dishonesty coverage covering all other employees with coverage of \$500,000.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under review did not reveal any 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 tested were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator and the Chief School Administrator.

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

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**Financial Planning, Accounting and Reporting (Continued)**

Cash Reconciliations

The District has designated the Assistant Business Administrator to prepare monthly reconciliations.

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.

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. As a result of the procedures performed, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

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

Bids received were summarized in the minutes (N.J.S.A.18A:18A-21).

Approved budgetary line accounts were not overexpended.

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

The prescribed contractual order system was followed.

The capital asset records were updated for the additions and disposals of capital assets made during the year.

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 the projects under Title II and the Elementary and Secondary Education Act as amended.

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**Financial Planning, Accounting and Reporting (Continued)**

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibits K-3 and K-4 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 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 State for Federal Salary Expenditures

None.

**School Purchasing Programs**

Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2015 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-3 (as amended) and 18A:39-3 are \$40,000 and \$36,000, respectively. If the District's purchasing agent is qualified pursuant to subsection b. of Section 9 of P.L. 1971, c.198 (C.40A:11-9), the Board of Education may establish the bid threshold up to \$40,000. The law regulating bidding for public school transportation contracts under N.J.S.A. 18A:39-3 is currently \$18,800. The District's Business Administrator is qualified and the District, by Board resolution has increased the bid threshold to \$40,000.

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 service, 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 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.

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. Our examination did reveal that purchases were made through the use of State contracts.

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**School Food Service**

The District did not participate in the National School Lunch Program.

The financial transactions and statistical records of the school food services were maintained in satisfactory condition.

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision, which guarantees that the food service program will return a profit of at least \$50,000. The operating results provision has been met.

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 disbursements records reflected expenditures for program related goods and services. The District's food service management company is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. 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 Enterprise Funds.

**Student Body Activity**

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

All receipts were promptly deposited.

Cash disbursements had proper supporting documentation.

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
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 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 that was included on the workpapers was verified without exceptions. 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 with no exceptions. 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 was no SDA grant activity in the 2015/16 school year.

The District maintained records for their governmental and business type activities capital assets.



**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**NOT APPLICABLE FOR FISCAL YEAR 2016**

**SCHEDULE OF NET CASH RESOURCES – FOOD SERVICE FUND**

**NOT APPLICABLE FOR FISCAL YEAR 2016**

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS**  
**A.S.S.A.**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**10/15/2015**

|                              | 2016-2017 Application for State School Aid |          |              |          |              |              | Sample for Verification |          |              |              |              |          | Private Schools for Disabled |          |              |          |
|------------------------------|--|----------|--------------|----------|--------------|--------------|-------------------------|----------|--------------|--------------|--------------|----------|------------------------------|----------|--------------|----------|
|                              | Reported on                                |          | Reported on  |          | Errors       |              | Sample                  |          | Verified per |              | Errors per   |          | Reported on                  |          | Sample       |          |
|                              | A.S.S.A.                                   |          | Workpapers   |          |              |              | Selected from           |          | Register     |              | Registers    |          | A.S.S.A. as                  |          | for          |          |
|                              | On Roll                                    | On Roll  | Full         | Shared   | Full         | Shared       | Full                    | Shared   | Full         | Shared       | Full         | Shared   | Private                      | Verifi-  | Sample       | Sample   |
| Full                         | Shared                                     | Full     | Shared       | Full     | Shared       | Full         | Shared                  | Full     | Shared       | Full         | Shared       | Schools  | cation                       | Verified | Errors       |          |
| Half Day Preschool - 3 years | 2  | -        | 2            | -        | -            | -            | 2                       | -        | 2            | -            | -            | -        | -                            | -        | -            | -        |
| Full Day Preschool - 3 years | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| Half Day Preschool - 4 years | 5  | -        | 5            | -        | -            | -            | 5                       | -        | 5            | -            | -            | -        | -                            | -        | -            | -        |
| Full Day Preschool - 4 years | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| Half Day Kindergarten        | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| Full Day Kindergarten        | 168  | -        | 168          | -        | -            | -            | 41                      | -        | 41           | -            | -            | -        | -                            | -        | -            | -        |
| 1st Grade                    | 190  | -        | 190          | -        | -            | -            | 50                      | -        | 50           | -            | -            | -        | -                            | -        | -            | -        |
| 2nd Grade                    | 185  | -        | 185          | -        | -            | -            | 39                      | -        | 39           | -            | -            | -        | -                            | -        | -            | -        |
| 3rd Grade                    | 195  | -        | 195          | -        | -            | -            | 58                      | -        | 58           | -            | -            | -        | -                            | -        | -            | -        |
| 4th Grade                    | 195  | -        | 195          | -        | -            | -            | 53                      | -        | 53           | -            | -            | -        | -                            | -        | -            | -        |
| 5th Grade                    | 226  | -        | 226          | -        | -            | -            | 45                      | -        | 45           | -            | -            | -        | -                            | -        | -            | -        |
| 6th Grade                    | 211  | -        | 211          | -        | -            | -            | 211                     | -        | 211          | -            | -            | -        | -                            | -        | -            | -        |
| 7th Grade                    | 244  | -        | 244          | -        | -            | -            | 244                     | -        | 244          | -            | -            | -        | -                            | -        | -            | -        |
| 8th Grade                    | 221  | -        | 221          | -        | -            | -            | 221                     | -        | 221          | -            | -            | -        | -                            | -        | -            | -        |
| 9th Grade                    | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| 10th Grade                   | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| 11th Grade                   | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| 12th Grade                   | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| <b>Subtotal</b>              | <b>1,842</b>                               | <b>-</b> | <b>1,842</b> | <b>-</b> | <b>-</b>     | <b>-</b>     | <b>969</b>              | <b>-</b> | <b>969</b>   | <b>-</b>     | <b>-</b>     | <b>-</b> | <b>-</b>                     | <b>-</b> | <b>-</b>     | <b>-</b> |
| Spec Ed - Elementary         | 123  | -        | 123          | -        | -            | -            | -                       | -        | -            | -            | -            | -        | 2                            | 2        | 2            | -        |
| Spec Ed- Middle School       | 108  | -        | 108          | -        | -            | -            | -                       | -        | -            | -            | -            | -        | 7                            | 6        | 6            | -        |
| Spec Ed - High School        | -  | -        | -            | -        | -            | -            | -                       | -        | -            | -            | -            | -        | -                            | -        | -            | -        |
| <b>Subtotal</b>              | <b>231</b>                                 | <b>-</b> | <b>231</b>   | <b>-</b> | <b>-</b>     | <b>-</b>     | <b>-</b>                | <b>-</b> | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b> | <b>9</b>                     | <b>8</b> | <b>8</b>     | <b>-</b> |
| <b>Totals</b>                | <b>2,073</b>                               | <b>-</b> | <b>2,073</b> | <b>-</b> | <b>-</b>     | <b>-</b>     | <b>969</b>              | <b>-</b> | <b>969</b>   | <b>-</b>     | <b>-</b>     | <b>-</b> | <b>9</b>                     | <b>8</b> | <b>8</b>     | <b>-</b> |
| <b>Percentage Error</b>      |  |          |              |          | <u>0.00%</u> | <u>0.00%</u> |                         |          |              | <u>0.00%</u> | <u>0.00%</u> |          |                              |          | <u>0.00%</u> |          |

WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
A.S.S.A.  
SCHEDULE OF AUDITED ENROLLMENTS  
10/15/2015

|                            | 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 Preschool - 3 Yrs | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| Full Day Preschool - 3 Yrs | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| Half Day Preschool - 4 Yrs | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| Full Day Preschool - 4 Yrs | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| Half Day Kindergarten      | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| Full Day Kindergarten      | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 1st Grade                  | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 2nd Grade                  | 2                                 | 2                                    | -            | 2                               | 2                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 3rd Grade                  | 1                                 | 1                                    | -            | 1                               | 1                                    | -             | 1                                 | 1                                    | -            | 1                               | 1                                    | -             |
| 4th Grade                  | 1                                 | 1                                    | -            | 1                               | 1                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 5th Grade                  | 1                                 | 1                                    | -            | 1                               | 1                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 6th Grade                  | 1                                 | 1                                    | -            | 1                               | 1                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 7th Grade                  | 4                                 | 4                                    | -            | 3                               | 3                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 8th Grade                  | 2                                 | 2                                    | -            | 2                               | 2                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 9th Grade                  | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 10th Grade                 | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 11th Grade                 | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| 12th Grade                 | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| <b>Subtotal</b>            | <b>12</b>                         | <b>12</b>                            | <b>-</b>     | <b>11</b>                       | <b>11</b>                            | <b>-</b>      | <b>1</b>                          | <b>1</b>                             | <b>-</b>     | <b>1</b>                        | <b>1</b>                             | <b>-</b>      |
| Spec Ed - Elementary       | 3                                 | 3                                    | -            | 2                               | 2                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| Spec Ed - Middle School    | 1                                 | 1                                    | -            | 1                               | 1                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| Spec Ed - High School      | -                                 | -                                    | -            | -                               | -                                    | -             | -                                 | -                                    | -            | -                               | -                                    | -             |
| <b>Subtotal</b>            | <b>4</b>                          | <b>4</b>                             | <b>-</b>     | <b>3</b>                        | <b>3</b>                             | <b>-</b>      | <b>-</b>                          | <b>-</b>                             | <b>-</b>     | <b>-</b>                        | <b>-</b>                             | <b>-</b>      |
| <b>Totals</b>              | <b>16</b>                         | <b>16</b>                            | <b>-</b>     | <b>14</b>                       | <b>14</b>                            | <b>-</b>      | <b>1</b>                          | <b>1</b>                             | <b>-</b>     | <b>1</b>                        | <b>1</b>                             | <b>-</b>      |
| Percentage Error           |                                   |                                      | <u>0.00%</u> |                                 |                                      | <u>0.00%</u>  |                                   |                                      | <u>0.00%</u> |                                 |                                      | <u>0.00%</u>  |

|                          | Transportation                |                               |              |           |           |              |
|--------------------------|-------------------------------|-------------------------------|--------------|-----------|-----------|--------------|
|                          | Reported on DRTRS by District | Reported DRTRS County Summary | Errors       | Tested    | Verified  | Errors       |
| Regular - Public Schools | 178                           | 178                           | -            | 42        | 42        | -            |
| Transported - Non-Public | 4                             | 4                             | -            | 1         | 1         | -            |
| Regular - Spec.          | 27                            | 27                            | -            | 6         | 6         | -            |
| Special Needs - Public   | 43                            | 43                            | -            | 10        | 10        | -            |
| <b>Totals</b>            | <b>252</b>                    | <b>252</b>                    | <b>-</b>     | <b>59</b> | <b>59</b> | <b>-</b>     |
|                          |                               |                               | <u>0.00%</u> |           |           | <u>0.00%</u> |

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS**  
**A.S.S.A.**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**10/15/2015**

|                            | LEP Not Low Income                         |   |              | Sample for Verification               |                         |                  |
|----------------------------|--|---|--------------|---------------------------------------|-------------------------|------------------|
|                            | Reported on<br>A.S.S.A as<br>Low<br>Income | Reported on<br>Workpapers as<br>Low<br>Income | Errors       | Sample<br>Selected from<br>Workpapers | Verified to<br>Register | Sample<br>Errors |
| Half Day Preschool (3 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Full Day Preschool (3 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Half Day Preschool (4 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Full Day Preschool (4 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Half Day Kindergarten      | -  | -   | -            | -                                     | -                       | -                |
| Full Day Kindergarten      | 4  | 4   | -            | 4                                     | 4                       | -                |
| 1st Grade                  | 3  | 3   | -            | 3                                     | 3                       | -                |
| 2nd Grade                  | 3  | 3   | -            | 2                                     | 2                       | -                |
| 3rd Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 4th Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 5th Grade                  | 1  | 1   | -            | -                                     | -                       | -                |
| 6th Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 7th Grade                  | 1  | 1   | -            | 1                                     | 1                       | -                |
| 8th Grade                  | 2  | 2   | -            | 2                                     | 2                       | -                |
| 9th Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 10th Grade                 | -  | -   | -            | -                                     | -                       | -                |
| 11th Grade                 | -  | -   | -            | -                                     | -                       | -                |
| 12th Grade                 | -  | -   | -            | -                                     | -                       | -                |
| <b>Subtotal</b>            | <b>14</b>                                  | <b>14</b>                                     | <b>-</b>     | <b>12</b>                             | <b>12</b>               | <b>-</b>         |
| Spec Ed - Elementary       | -  | -   | -            | -                                     | -                       | -                |
| Spec Ed- Middle School     | -  | -   | -            | -                                     | -                       | -                |
| Spec Ed - High School      | -  | -   | -            | -                                     | -                       | -                |
| <b>Subtotal</b>            | <b>-</b>                                   | <b>-</b>                                      | <b>-</b>     | <b>-</b>                              | <b>-</b>                | <b>-</b>         |
| <b>Totals</b>              | <b>14</b>                                  | <b>14</b>                                     | <b>-</b>     | <b>12</b>                             | <b>12</b>               | <b>-</b>         |
| Percentage Error           |  |   | <u>0.00%</u> |                                       |                         | <u>0.00%</u>     |

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
CALCULATION OF EXCESS SURPLUS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**SECTION 1A - Two Percent (2%) - Calculation of Excess surplus**

|  |                      |
|--|----------------------|
| 2015-2016 Total General Fund Expenditures per the CAFR (C-1) | \$ 40,882,163        |
| Decreased by:  |                      |
| On-Behalf TPAF Pension & Social Security                     | (4,359,158)          |
| Assets Acquired Under Capital Leases                         | <u>(265,131)</u>     |
| Adjusted 2015-2016 General Fund Expenditures                 | <u>\$ 36,257,874</u> |
| 2% of Adjusted 2015-2016 General Fund Expenditures           | \$ 725,157           |
| Increased by: Allowable Adjustment                           | <u>214,334</u>       |
| Maximum Unassigned Fund Balance                              | <u>\$ 939,491</u>    |

**SECTION 2**

|   |                     |
|---|---------------------|
| Total General Fund - Fund Balance at June 30, 2016 (C-1)                            | \$ 6,135,627        |
| Decreased by:   |                     |
| Year End Encumbrances   | (222,224)           |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures | (1,835,599)         |
| Other Restricted Fund Balances - Capital Reserve                                    | (2,066,198)         |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditure   | <u>(272,115)</u>    |
| Total Unreserved/Undesignated Fund Balance  | <u>\$ 1,739,491</u> |

**SECTION 3**

|   |                   |
|---|-------------------|
| <b>Reserved Fund Balance - Excess Surplus</b> | <u>\$ 800,000</u> |
|---|-------------------|

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

|   |                     |
|---|---------------------|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures | \$ 1,835,599        |
| Reserved Excess Surplus   | <u>800,000</u>      |
| Total   | <u>\$ 2,635,599</u> |

**Detail of Allowable Adjustments**

|  |                   |
|--|-------------------|
| Extraordinary Aid                              | \$ 197,908        |
| Additional Nonpublic School Transportation Aid | <u>16,426</u>     |
|  | <u>\$ 214,334</u> |

**WYCKOFF TOWNSHIP PUBLIC SCHOOLS  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**RECOMMENDATIONS**

**I. Administrative Practices and Procedures**

There are none.

**II. Financial Planning, Accounting and Reporting**

There are none.

**III. School Purchasing Program**

There are none.

**IV. School Food Services**

There are none.

**V. Student Body Activities**

There are none.

**VI. Application for State School Aid**

There are none.

**VII. Pupil Transportation**

There are none.

**VIII. Facilities and Capital Assets**

There are none.

**IX. Miscellaneous**

There are none.

**Status of Prior Years' Audit Findings/Recommendations**

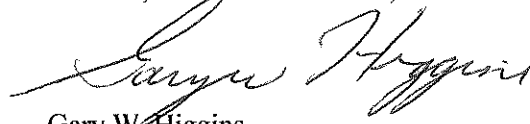
There were no prior year recommendations.

**ACKNOWLEDGMENT**

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

A handwritten signature in cursive script, appearing to read "Gary W. Higgins".

Gary W. Higgins  
Public School Accountant  
Certified Public Accountant