

NEWARK PREP CHARTER SCHOOL

**Auditors' Management Report
On
Administrative Findings
Financial, Compliance
And Performance
June 30, 2016**

NEWARK PREP CHARTER SCHOOL

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Report of Independent Auditors

Honorable President and
Members of the Board of Trustees
Newark Prep Charter School
County of Essex, 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 Board of Trustees of Newark Prep Charter School in the County of Essex, for the year ended June 30, 2016, and have issued our report thereon dated October 31, 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 Newark Prep Charter School Board of Trustee's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Olugbenga Olabintan, CPA

October 31, 2016

Newark, New Jersey
OLUGBENGA OLABINTAN
Certified Public Accountant/Consultant



Olugbenga Olabintan, CPA
Licensed Public School Accountant
No. 20CS00230200

NEWARK PREP CHARTER SCHOOL
Auditors' Management Report On Administrative Findings
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For the Year Ended June 30, 2016

Scope of Audit

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

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the charter school's CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Dr. Brian Falkowski	Board Secretary/School Business Administrator	\$150,000

There is a Public Employee's Faithful Performance Blanket Position Bond Policy covering all other employees with multiple coverage of \$25,000.

School Leaders Errors and Omissions Liability insurance was carried for all members of the Board of Trustees with coverage for each wrongful act of \$1,000,000

Tuition Charges

A review of the financial statements indicated that the charter school charged no tuition for any student attending the Charter School. And there is no evidence that the Charter School was engaged in the before/after school program during the year.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

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

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All payrolls were approved by the designee in the Charter School and were certified by the President of the Board of Trustees, the School Business Administrator and the Principal/Director.

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

Payrolls were delivered to the School Business Administrator/Board Secretary who then made cash transfers from the Operating account to the separate bank accounts for net payroll and the withholdings.

Employee Certification

Finding # 2016-01 – Test of Employees Personnel Folders

During our test of personnel information, we selected 15 employees and noted the following:

- Twelve (12) out of the fifteen (15) employees tested did not have the annual contract on file.
- Eleven (11) out of the fifteen (15) employees tested did not have Form I-9 on file.
- Ten (10) out of the fifteen (15) employees tested did not have the annual performance evaluation on file.
- Six (6) out of the fifteen (15) employees tested did not have evidence of maltoux test on file.
- Four (4) out of the fifteen (15) employees tested were missing the result criminal history background test.
- Six (6) out of the fifteen (15) employees tested were missing the required New Jersey State certification.
- The school nurse does have the New Jersey Board of Nursing certification but does not have the New Jersey Department of Education School Nurse certification.

Recommendation:

We recommend that all documentation be maintained on file. This policy helps to protect the interest of the Charter School

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Management Response:

Management will follow up to ensure that the school nurse is licensed by the New Jersey Department of Education. Regarding the annual performance evaluation, majority of the employees identified were either employed for less than one year and/or had separated from the Charter School. However, efforts will be made to have annual performance evaluation information maintained on file for all employees.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchased orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

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 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:23 A-8.3. As a result of the procedures performed, no transaction error rate was noted.

Instructional Expense

Observation

We performed the percentage test for instructional expenses in relation to the general fund expenditures; we noted that the instructional expenses accounted for 63.07% of the total general fund expenditures, which is significantly higher than the required percentage of 60%.

Board Secretary's Records

We reviewed the financial and accounting records maintained by the Business Office. No exceptions noted.

Treasurer's Records

Our review of the treasurer's records disclosed that the Charter School is in compliance with the State requirements. All cash accounts were reconciled monthly and reporting requirements were met on time.

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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 Titles I through VI of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A did not indicate any areas of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The Charter School'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. No exceptions noted.

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 – federal and state.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for Charter School employees who are members of the Teachers Pension and Annuity Fund.

We noted that the Charter School claimed all of the TPAF/FICA reimbursements during the year ended June 30, 2016.

School Purchasing Programs

Contracts and Agreements Requiring Advertising 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 is \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law requiring bidding for public student transportation contract under N.J.S.A. 18A:39-3 is currently \$18,800.

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The Charter School Board of Trustees 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 our examination, we 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 18A18A-4, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A 18A:A8A-5.

In as much 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 accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The system of records did not provide for an accumulation of purchases for which the Charter School 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 financial transactions and statistical records of the Charter School food services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. We noted that meals claimed agreed with meal count records. No exceptions noted. We also noted that the 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 class by class basis. No exceptions noted. The free and reduced price meals and free milk policy is uniformly administered throughout the Charter school. The required verification procedures for free and reduced price applications were completed and available for review.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and cost verified.

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The cash disbursement 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-month average expenditures.

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

The Charter School uses a food service vending company. We noted that the Charter School deposited and expended food program monies in accordance with N.J.S.A 18A:17-34, and 19-1 through 19-4.1.

Food Distribution Program commodities were not received and therefore no inventory were maintained.

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

Finding 2016-002

We noted that the Enterprise Fund - Child Nutrition Program incurred a deficit of \$40,777 for the year ended June 30, 2016. We further observed that the Food Program has incurred deficits in the two prior years. The deficit was funded by a transfer from the General Fund. However, it should be noted that the deficit of \$40,777 incurred in 2016 was significantly less than the deficit of \$171,515 incurred in the prior year 2015.

Recommendation:

We recommend that the Board should explore other ways of raising unrestricted donations/fund to fund the recurring deficits.

Management Response:

The deficit was anticipated at the budget preparation for the 2015-2016 school and covered by the General Fund. Management is reviewing various means of reducing the deficit.

Student Body Activities

Our audit did not reveal any student body activities during the fiscal year ended June 30, 2016.

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Enrollment Counts and Submission to the Department

Our audit procedures included test of information reported on the October 15th, and the last day of school for on-roll, special education, bilingual and low income. We also performed a review of the Charter School procedures related to its completion.

Finding 2016-003:

Our audit of the enrollment counts noted the following exceptions:

- Only 75 students were on the State Direct Certification report that was provided to us for the audit. We believe the number of students on the report should be close to 60%.
- Folders not provided for seven (7) students on the enrollment report.
- Thirty-eight (38) students classified as Special Education (with IEPs) were not reported on the October 15, 2015 and June 2016 NJ DOENET reports.
- Eighteen (18) students with internal report cards and attendance sheets were missing on both October 15, 2015 and June 2016 NJ DOENET reports.

Recommendation:

We recommend that the enrollment counts procedures should be thoroughly reviewed to ensure that all compliances requirements are met.

Management Response

Management considers these findings an important issue to be addressed immediately. Administration is making all efforts to ensure that the issue is fully addressed and does not reoccur in the future.

Follow-up on Prior Year's Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations and all were resolved except the following

- Employee folders test work revealed several missing required documents.
- The Charter School incurred a comparable deficit in its food service program which was funded by a transfer from the General Fund.
- Enrollment counts procedures still need to be improved on.

Acknowledgement

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

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Food Service Fund
Numbers For Meals Served and (Over)/Underclaim
Enterprise Fund
For the Year Ended June 30, 2016

Program	Meal Category	Meals Claimed	Meals Verified	Difference	Rate	(Over) Under Claim
National School Lunch	Paid	-	-	-	0.41	\$ -
	Reduced	-	-	-	2.81	-
	Free	44,228	44,228	-	3.21	-
	Total	<u>44,228</u>	<u>44,228</u>	<u>-</u>		<u>-</u>
School Breakfast	Paid	-	-	-	0.29	-
	Reduced	-	-	-	1.69	-
	Free	13,893	13,893	-	1.99	-
	Total	<u>13,893</u>	<u>13,893</u>	<u>-</u>		<u>-</u>
National After School Snacks	Paid	-	-	-	-	-
	Reduced	-	-	-	-	-
	Free	-	-	-	0.84	-
	Total	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
Total Net (Over)/Underclaim						<u>\$ -</u>

NEWARK PREP CHARTER SCHOOL
Application for Charter School Aid
Schedule of Audited Enrollments
Enrollment Count as of October 15, 2015

Grades	Submission to DOE reported on Roll	Reported on Workpapers	Verified signed registration forms	Errors	Verified # of days enrolled	Errors	Special Ed &/ or Bilingual	Verified Documentation	Errors	Verified # of days of Service Provided	Errors	Low Income	Verified Documentation	Errors
Ninth	127	63	61	2	63	-	-	5	(5)	5	(5)	59	26	33
Tenth	127	64	64	-	64	-	-	11	(11)	11	(11)	1	4	(3)
Eleventh	129	63	63	-	63	-	9	12	(3)	12	(3)	44	4	40
Twelfth	134	67	67	-	67	-	10	12	(2)	12	(2)	43	3	40
Total	517	257	255	2	257	0	19	40	-21	40	-21	147	37	110
Percentage				0.78%		0.00%			-110.53%		-110.53%			74.83%

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Application for Charter School Aid
Schedule of Audited Enrollments
Enrollment Count as of Last Day of School

Grades	Submission to DOE reported on Roll	Reported on Workpapers	Verified signed registration forms	Errors	Verified # of days enrolled	Errors	Special Ed &/ or Bilingual	Verified Documentation	Errors	Verified # of days of Service Provided	Errors	Low Income	Verified Documentation	Errors
Ninth	122	64	62	2	64	-	-	6	(6)	6	(6)	60	22	38
Tenth	119	65	65	-	65	-	-	10	(10)	10	(10)	-	2	(2)
Eleventh	117	63	62	1	63	-	6	6	-	6	-	44	4	40
Twelfth	130	68	68	-	68	-	12	12	-	12	-	44	1	43
Total	488	260	257	3	260	0	18	34	-16	34	-16	148	29	119
Percentage				1.17%		0.00%			-88.89%		-88.89%			80.41%

**NEWARK PREP CHARTER SCHOOL
NET CASH RESOURCE SCHEDULE**

Net cash resources did/did not exceed three months of expenditures
Proprietary Funds - Food Service
Year ended June 30, 2016

<u>Net Cash Resources:</u>		Food Service B - 4/5
CAFR	*	
	Current Assets	
B-4	Cash & Cash Equiv.	\$ 15,505
B-4	Due from Other Gov'ts	27,252
B-4	Accounts Receivable	-
B-4	Investments	-
	Current Liabilities	
B-4	Less Accounts Payable	-
B-4	Less Accruals	-
B-4	Less Due to Other Funds	(42,757)
B-4	Less Deferred Revenue	-
	Net Cash Resources	<u><u>\$ -</u></u> (A)
 <u>Net Adj. Total Operating Expense:</u>		
B-5	Tot. Operating Exp.	231,811
B-5	Less Depreciation	-
	Adj. Tot. Oper. Exp.	<u><u>\$ 231,811</u></u> (B)
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u><u>\$ 23,181</u></u> (C)
 <u>Three times monthly Average:</u>		
	3 X C	<u><u>\$ 69,543</u></u> (D)

TOTAL IN BOX A	\$ -	
LESS TOTAL IN BOX D	\$ (69,543)	
NET	<u><u>\$ (69,543)</u></u>	
From above: 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: Charter School's CAFR