

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2016

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
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FISCAL YEAR ENDED JUNE 30, 2016
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October 17, 2016

The Honorable President and Members
of the Board of Trustees
The Elysian Charter School of Hoboken
Hoboken, NJ

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 financial statements of the Board of Trustees of The Elysian Charter School of Hoboken for the fiscal year ended June 30, 2016, and have issued our report thereon dated October 17, 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 letter does not affect our report dated October 17, 2016, on the financial statements of the Board.

We will review the status of the comments, if any, during our next audit engagement. We have already discussed the comments, recommendations and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations and suggestions, if any.

This report is intended solely for the information and use of The Elysian Charter School of Hoboken's Board of Trustees, the management, and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

NISIVOCCIA LLP

Valerie A. Dolan
Licensed Public School Accountant #2526
Certified Public Accountant

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2016

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Robert Doria	Business Administrator	\$ 150,000
Diane Macon	Business Manager	\$ 150,000
Paula Hatch	Treasurer of School Money	\$ 150,000

There is a Public Employees' Faithful Performance Blanket Position Bond through the New Jersey Schools Insurance Group covering all other employees with multiple coverage of \$100,000.

Tuition Charges

A review of the financial statements indicated that the Charter School charged no tuition for any student attending the charter school and fees for a before and after school program were accounted for in an Enterprise Fund.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account and Position Control Roster

The net salaries of 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.

All payrolls were approved by the Director and were certified by the President of the Board, the Board Secretary/Business Administrator, and the Director.

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

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ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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Payroll Account and Position Control Roster (Cont'd)

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis 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 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. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted below.

Finding:

During our review of the Board Secretary's records it was noted that the District implemented the *Uniform Minimum Chart of Accounts for New Jersey Public Schools* however the accounts were incorrectly grouped for reporting purposes.

Recommendation:

It is recommended the *Uniform Minimum Chart of Accounts for New Jersey Public* be grouped properly for reporting purposes.

Management Response:

The Board Secretary will the *Uniform Minimum Chart of Accounts for New Jersey Public* be grouped properly for reporting purposes.

Treasurer's Records

In planning and performing our audit of the financial statements of the Charter School we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedure we have no comments, except as noted herein.

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No Child Left Behind (N.C.L.B.)

The N.C.L.B. financial exhibits are contained within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I and Title II of the No Child Left Behind Act.

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.

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.

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.

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

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2016. The reimbursement form was reviewed and no exceptions were noted.

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 a contract year the total sum of \$17,500, 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 purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

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School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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 that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the 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"

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 law"

Effective July 1, 2015 and thereafter 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 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 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. None were noted.

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 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.

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.* 18A:18A-4.

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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School Food Service

The school food service was not selected as a major federal and/or state program and state and federal program expenditures did not exceed \$100,000 in federal and/or state support.

Student Body Activities

In planning and performing our audit of the financial statements of the Charter School, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Enrollment Counts and Submission to the Department

Our audit procedures included a test of information reported on the enrollment count reports for October 15, 2015 and the last day of school for on-roll, bilingual and low income students and a review of the Charter School's procedures related to its completion. The information on the enrollment reports agreed to the Charter School's workpapers. The information included on the workpapers was verified on a test basis without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Facilities and Capital Assets

Our procedures included a review of the capital assets of the Charter School. Based on these procedures, we have no comments except as noted herein.

Miscellaneous

Travel:

Travel regulations require each Charter to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations include requirements for the Charter to establish a maximum travel amount for the year and to ensure that the maximum amount is not exceeded. The regulations also require that all travel must be preapproved by the Board of Trustees and Director and that a brief report detailing the key issues addressed at the travel event must be submitted after the travel event has occurred.

Our review of the travel policies and records revealed that the Charter School is in general compliance with the travel regulations.

Before and After School Fund:

Our audit procedures included a review of the financial transactions of the Before and After Care Program. Based on these procedures, we have no comments except as noted herein.

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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Management Suggestions

Report on Before and After Care Program and Student Activities Expenses

Consideration should be given to preparing a report for submission to the Board on the Before and After Care Program and student activities expenses.

Governmental Accounting Standards Board Statements:

The next Governmental Accounting Standards Board (“GASB”) statement which will have a significant impact on the District will be GASB#75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, will be effective for the fiscal year ending June 30, 2018. This standard replaces GASB#45, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. It is similar to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* GASB#68 in that successful implementation of this standard will require the provision of certain key financial and non-financial information from the New Jersey Division of Pensions.

Cyber Security

Cyber-crime has become much more prevalent in the last few years. Websites and internal networks, including personally identifiable information (“PII”), have been hacked and resulted in significant losses to organizations, both financial and reputational. We suggest that the School consider options to test and protect the School from cyber-crime.

Status of Prior Year's Findings/Recommendations

The prior year findings regarding signatures, timely submission of the TPAF Reimbursement voucher and net cash resources in the food service fund have all been resolved in the current year. The utilization of the *Uniform Minimum Chart of Accounts for New Jersey Public Schools* has not been resolved and is included as a current year recommendation.

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR CHARTER SCHOOL AID

ENROLLMENT COUNT AS OF OCTOBER 15, 2015

Grades	Submission to DOE Reported on Roll	Reported on Workpapers	Errors	Sample Selected	Verified Signed Registration Forms	Errors	Verified # Days Enrolled	Errors
Full Day Kindergarten	32	32		16	16		16	
Grade One	31	31		16	16		16	
Grade Two	33	33		17	17		17	
Grade Three	29	29		15	15		15	
Grade Four	31	31		15	15		15	
Grade Five	36	36		18	18		18	
Grade Six	32	32		16	16		16	
Grade Seven	33	33		16	16		16	
Grade Eight	31	31		15	15		15	
Totals	288	288	- 0 -	144	144	- 0 -	144	- 0 -
Percentage Error			0%			0%		0%

Grades	Low Income	Verified Documentation	Errors	Bilingual	Verified Documentation	Errors
Full Day Kindergarten	2	2		3	3	
Grade One	4	4				
Grade Two	2	2				
Grade Three	3	3		1	1	
Grade Four	2	2				
Grade Five	6	6				
Grade Six	2	2				
Grade Seven	4	4				
Grade Eight	8	8				
Totals	33	33	- 0 -	4	4	- 0 -
Percentage Error			0%			0%

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR CHARTER SCHOOL AID

ENROLLMENT COUNT AS OF LAST DAY OF SCHOOL YEAR 2016

Grades	Submission to DOE Reported on Roll	Reported on Workpapers	Errors	Sample Selected	Verified Signed Registration Forms	Errors	Verified # Days Enrolled	Errors
Full Day Kindergarten	32	32		16	16		16	
Grade One	31	31		16	16		16	
Grade Two	33	33		17	17		17	
Grade Three	29	29		15	15		15	
Grade Four	31	31		15	15		15	
Grade Five	36	36		18	18		18	
Grade Six	32	32		16	16		16	
Grade Seven	33	33		16	16		16	
Grade Eight	31	31		15	15		15	
Totals	288	288	- 0 -	144	144	- 0 -	144	- 0 -
Percentage Error			0%			0%		0%

Grades	Low Income	Verified Documentation	Errors	Bilingual	Verified Documentation	Errors
Full Day Kindergarten	2	2		3	3	
Grade One	4	4				
Grade Two	2	2				
Grade Three	3	3		1	1	
Grade Four	2	2				
Grade Five	6	6				
Grade Six	2	2				
Grade Seven	4	4				
Grade Eight	8	8				
Totals	33	33	- 0 -	4	4	- 0 -
Percentage Error			0%			0%

THE ELYSIAN CHARTER SCHOOL OF HOBOKEN
SUMMARY OF RECOMMENDATIONS
FISCAL YEAR ENDED JUNE 30, 2016

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
The *Uniform Minimum Chart of Accounts for New Jersey Public* be grouped properly for reporting purposes.
3. School Purchasing Program
None
4. School Food Service
None
5. Student Body Activities
None
6. Enrollment Counts and Submission to the Department
None
7. Capital Assets
None
8. Miscellaneous
None
9. Status of Prior Year's Findings/Recommendations
The prior year findings regarding the implementation of the *Uniform Minimum Chart of Accounts for New Jersey Public Schools*, the signatures, timely submission of the TPAF Reimbursement voucher and net cash resources in the food service fund have all been resolved in the current year.