

**CITY OF BRIDGETON SCHOOL DISTRICT  
COUNTY OF CUMBERLAND**

**AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS--  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2017**

**CITY OF BRIDGETON SCHOOL DISTRICT**  
Auditor's Management Report on Administrative  
Findings - Financial, Compliance and Performance

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**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

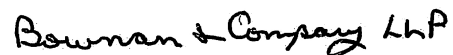
The Honorable President and  
Members of the Board of Education  
City of Bridgeton School District  
County of Cumberland, New Jersey

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 City of Bridgeton School District, in the County of Cumberland, State of New Jersey, as of and for the fiscal year ended June 30, 2017, which were separately issued in the Comprehensive Annual Financial Report dated November 14, 2017.

As part of our audit, we also performed procedures required by the Division of Administration and 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 issued in conjunction with the Comprehensive Annual Financial Report of the City of Bridgeton School District for the fiscal year ended June 30, 2017, and is intended for the information of the School District's management and the Division of Administration and Finance, Department of Education, State of New Jersey. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,



BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants



Henry J. Ludwigen  
Certified Public Accountant  
Public School Accountant No. CS 001112

Woodbury, New Jersey  
November 14, 2017

**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**SCOPE OF AUDIT**

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

**ADMINISTRATIVE PRACTICES AND PROCEDURES**

**Insurance**

Fire insurance coverage was carried in the amounts as detailed on exhibit J-20, insurance schedule, contained in the School District's Comprehensive Annual Financial Report (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>
Nicole M. Albanese	Board Secretary / School Business Administrator	\$ 2,000
Jerry Vargas	Assistant School Business Administrator	\$ 2,000
Mary Pierce	Treasurer	\$ 423,000

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey School Boards Association Insurance Group covering all other employees with multiple coverage of \$500,000.

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING**

**Examination of Claims**

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

**Payroll Account**

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary / School Business Administrator.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

Sampled payrolls were delivered to the Treasurer of School Moneys who then deposited with warrants in separate bank accounts for net payroll and withholdings.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)**

**Employee Position Control Roster**

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2016-2017 budget review checklist.

**Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

**Travel**

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

**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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

**Board Secretary's Records**

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

**Treasurer of School Moneys' Records**

Our audit of the financial and accounting records maintained by the Treasurer of School Moneys indicated that they were in satisfactory condition.

**Elementary and Secondary Education Act (E.S.E.A.) / Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act (N.C.L.B.) of 2001**

The E.S.E.A. / N.C.L.B. 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, II and III of the Elementary and Secondary Education Act as amended and reauthorized.

The audit of compliance for E.S.E.A. did not indicate any reportable noncompliance.

**Other Special Federal and / or State Projects**

The School District's other 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 sample 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 other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)**

**TPAF Reimbursement**

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

**TPAF Reimbursement to the State for Federal Salary Expenditures**

The amount of the expenditure charged to the current year's final 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 and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and no exceptions were noted.

**SCHOOL PURCHASING PROGRAMS**

**Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

<http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at:

[http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&oftpage=TOC\\_Frame\\_Pg42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&oftpage=TOC_Frame_Pg42)

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (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 \$18,800.00 for 2016-17.

The School District's 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.

Based on the results of our audit, 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, amended.

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

**SCHOOL FOOD SERVICE**

The financial transactions and statistical records of the school food service fund were audited. The financial accounts, meal count records, and eligibility applications were tested on a sample basis. The following exceptions were noted: Lunch meals served exceeded meals claimed by 1,948 and Breakfast meals served exceeded meals claimed by 1,468.

Cash receipts and bank records were sampled for timely deposit. One exception was noted.

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were sampled and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

Net cash resources did exceed three months average expenditures.

Sampled time sheets were tested and labor costs verified. Payroll records were maintained on all sampled school food service employees authorized by the School District. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted / certified in a timely manner.

Sampled applications for free and reduced price meals were tested for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and / or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was inspected for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for audit.

USDA Food Distribution Program (food and / or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

The statement of revenues, expenses, and changes in fund net position (CAFR exhibit B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

The School District did provide the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

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

**STUDENT BODY ACTIVITIES**

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

**APPLICATION FOR STATE SCHOOL AID**

Our audit procedures included a sample of information reported in the October 15, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers and exceptions were noted which were not of a significant enough nature to warrant a finding. The information that was included on the workpapers was verified with exceptions which were not of a significant nature to warrant a finding. The results of our procedures are presented in the schedule of audited enrollments.

The School District maintained workpapers on the prescribed State forms or their equivalent.

The School District has adequate written procedures for the recording of student enrollment data.

**PUPIL TRANSPORTATION**

Our audit procedures included a sample of on-roll status reported in the 2016-2017 District Report of Transported Resident Students (DRTRS). The information that was reported 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 sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

**FACILITIES AND CAPITAL ASSETS**

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

**MISCELLANEOUS**

**Continuing Disclosure Agreements**

Not applicable - no outstanding bonds

**Testing for Lead of All Drinking Water in Education Facilities**

The School District did comply with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

**FOLLOW-UP ON PRIOR YEAR'S FINDINGS**

There were no audit findings for the fiscal year ended June 30, 2016.

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2017.



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**ACKNOWLEDGMENT**

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

Respectfully submitted,

BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants

A handwritten signature in black ink, appearing to read "Henry J. Ludwigsen", enclosed in a thin black rectangular border.

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Henry J. Ludwigsen  
Public School Accountant No. CS 001112

**CITY OF BRIDGETON SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Schedule of Audited Enrollments  
 Enrollment as of October 14, 2016

	2017-2018 Application for State School Aid						Sample for Verification				Private Schools for the Disabled					
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Veri- fication	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day PreK - 3 YR																
Half Day PreK - 4 YR																
Full Day PreK - 3 YR																
Full Day PreK - 4 YR	373		373				373		373							
Half Day Kindergarten																
Full Day Kindergarten	427		427				427		427							
One	444		444				444		444							
Two	461		461				461		461							
Three	477		477				477		477							
Four	468		468				468		468							
Five	432		432				432		432							
Six	401		401				401		401							
Seven	356		356				356		356							
Eight	340		340				340		340							
Nine	356		356				356		356							
Ten	357		357				357		357							
Eleven	262	18	262	18			262	18	262	18						
Twelve	224	16	224	16			224	16	224	16						
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
<b>Subtotal</b>	<b>5,378</b>	<b>34</b>	<b>5,378</b>	<b>34</b>	<b>-</b>	<b>-</b>	<b>5,378</b>	<b>34</b>	<b>5,378</b>	<b>34</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Special Education-Elementary	190		190				14		14				6	6	7	(1)
Special Education-Middle School	136		136				5		5				2	2	3	(1)
Special Education-High School	140		140				5		5				12	12	15	(3)
<b>Subtotal</b>	<b>466</b>	<b>-</b>	<b>466</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24</b>	<b>-</b>	<b>24</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>20</b>	<b>25</b>	<b>(5)</b>
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
<b>Subtotal</b>					<b>-</b>	<b>-</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Totals</b>	<b>5,844</b>	<b>34</b>	<b>5,844</b>	<b>34</b>	<b>-</b>	<b>-</b>	<b>5,402</b>	<b>34</b>	<b>5,402</b>	<b>34</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>20</b>	<b>25</b>	<b>(5)</b>
Percentage Error						<b>-</b>										<b>-25.00%</b>

**CITY OF BRIDGETON SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Schedule of Audited Enrollments  
 Enrollment as of October 14, 2016

	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 LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application, Test Score and Register	Sample Errors
Half Day PreK - 3 YR												
Half Day PreK - 4 YR												
Full Day PreK - 3 YR												
Full Day PreK - 4 YR												
Half Day Kindergarten												
Full Day Kindergarten	376	376		10	10		192	192		5	5	
One	404	404		2	1	1	201	202	(1)			
Two	387	387		88	87	1	188	192	(4)	84	84	
Three	421	421		98	98		129	133	(4)	91	91	
Four	436	436		20	20		74	77	(3)	17	17	
Five	374	374		5	5		19	19				
Six	350	350		23	22	1	14	17	(3)			
Seven	311	311		7	7		15	16	(1)			
Eight	291	291		3	3		11	9	2			
Nine	306	306		11	11		15	16	(1)	4	4	
Ten	315	315		11	11		28	28		2	2	
Eleven	212	212		6	6		11	11		2	2	
Twelve	185	185		8	8		8	8		8	8	
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14CR.)												
Subtotal	<u>4,367</u>	<u>4,367</u>		<u>292</u>	<u>289</u>	<u>3</u>	<u>905</u>	<u>920</u>	<u>(15)</u>	<u>213</u>	<u>213</u>	<u>-</u>
Special Education-Elementary	159	159		10	9	1	29	32	(3)	9	9	
Special Education-Middle School	118	118		1	1		6	2	4			
Special Education-High School	116	116					3	6	(3)			
Subtotal	<u>393</u>	<u>393</u>	<u>-</u>	<u>11</u>	<u>10</u>	<u>1</u>	<u>38</u>	<u>40</u>	<u>(2)</u>	<u>9</u>	<u>9</u>	<u>-</u>
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Subtotal			<u>-</u>			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>4,760</u>	<u>4,760</u>		<u>303</u>	<u>299</u>	<u>4</u>	<u>943</u>	<u>960</u>	<u>(17)</u>	<u>222</u>	<u>222</u>	<u>-</u>
Percentage Error						<u>1.32%</u>			<u>-1.80%</u>			<u>-</u>

**Transportation**

	Reported on DRTS by DOE/County	Reported on DRTS by District	Errors	Tested	Verified	Errors		Reported	Re- Calculated
Reg. - Public Schools, Col. 1	421	421		98	98		Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)	3.9	3.9
Reg. - SpEd, Col. 4	466	466		108	85	23	Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B)	4.0	4.0
Transported - Non-Public, Col. 3	63	63		15	15		Spec. Avg. (Mileage) = Special Ed. with Special Needs	8.2	8.2
Special Needs, Col. 6	140	140		33	37	(4)			
Totals	<u>1,090</u>	<u>1,090</u>	<u>-</u>	<u>254</u>	<u>235</u>	<u>19</u>			
Percentage Error			<u>-</u>			<u>7.48%</u>			

**CITY OF BRIDGETON SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Schedule of Audited Enrollments  
 Enrollment as of October 14, 2016

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day PreK - 3 YR						
Half Day PreK - 4 YR						
Full Day PreK - 3 YR						
Full Day PreK - 4 YR						
Half Day Kindergarten						
Full Day Kindergarten	8	8				
One	7	7				
Two	28	29	(1)	23	23	
Three	6	6		5	5	
Four	2	2				
Five	1	1				
Six	2	2				
Seven	3	3				
Eight	4	4				
Nine	5	5		1	1	
Ten	1	1				
Eleven	2	2				
Twelve	1	1		1	1	
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	<u>70</u>	<u>71</u>	<u>(1)</u>	<u>30</u>	<u>30</u>	
Special Education-Elementary	5	2	3	2	2	
Special Education-Middle School	1	1				
Special Education-High School	3		3			
Subtotal	<u>9</u>	<u>3</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>-</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>79</u>	<u>74</u>	<u>5</u>	<u>32</u>	<u>32</u>	
Percentage Error			<u>6.33%</u>			

**EXCESS SURPLUS CALCULATION**

**SCHOOL BASED BUDGET DISTRICT**

**SECTION 1**

**2% Calculation of Excess Surplus**

2016-17 Total General Fund Expenditures Reported on CAFR Exhibit C-1	<u>96,896,150.76</u> (A)
Increased by Applicable Operating Transfers:	
Transfer from Capital Outlay to Capital Projects Fund	<u>-</u> (A1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>-</u> (A1a)
Transfer from General Fund to Special Revenue Fund for Preschool - Regular	<u>182,805.00</u> (A1a)
Transfer from General Fund to Special Revenue Fund for Preschool - Inclusion	<u>-</u> (A1a)
Less: Expenditures Allocated to Restricted Federal Resources as reported on Exhibit D-2	<u>-</u> (A1b)
2016-17 Adjusted General Fund & Other State Expenditures [(A)+(A1a)-(A1b)]	<u>97,078,955.76</u> (A2)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>10,521,395.77</u> (A3)
Assets Acquired Under Capital Leases:	
General Fund 10 Assets Acquired Under Capital Leases Reported on Exhibit C-1a	<u>-</u> (A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases:	
Assets Acquired Under Capital Leases in Fund 15 Reported on Exhibit C-1a	<u>-</u> (A5)
Combined General Fund Contribution & State Resources % of Fund 15 Resources Reported on Exhibit D-2	<u>0%</u> (A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)*(A6)]	<u>-</u> (A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]	<u>-</u> (A8)
2016-17 General Fund Expenditures [(A2)-(A3)-(A8)]	<u>86,557,559.99</u> (A9)
2% of Adjusted 2016-17 General Fund Expenditures [(A9) times .02]	<u>1,731,151.20</u> (A10)
Enter Greater of (A10) or \$250,000	<u>1,731,151.20</u> (A11)
Increased by: Allowable Adjustment *	<u>217,594.00</u> (K)
Maximum Unassigned Fund Balance [(A11)+(K)]	<u>1,948,745.20</u> (M)

**EXCESS SURPLUS CALCULATION (CONT'D)**

**SCHOOL BASED BUDGET DISTRICT**

**SECTION 2**

Total General Fund - Fund Balances at June 30, 2017	<u>21,525,859.65</u> (C)
Decreased by:	
Year-end Encumbrances	<u>882,282.53</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>-</u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>4,654,110.93</u> (C3)
Other Restricted Fund Balances ****	<u>6,462,675.04</u> (C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	<u>3,200,000.07</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>6,326,791.08</u> (U)

**SECTION 3**

Restricted Fund Balance - Excess Surplus *** [(U)-(M)] IF NEGATIVE ENTER -0-	<u>4,378,045.88</u> (E)
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**Recapitulation of Excess Surplus as of June 30, 2017**

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>4,654,110.93</u> (C3)
Restricted - Excess Surplus *** [(E)]	<u>4,378,045.88</u> (E)
Total Excess Surplus [(C3)+(E)]	<u>9,032,156.81</u> (D)

**Footnotes:**

\* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below is to be utilized

(H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2017 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

(J1) Extraordinary Aid;

(J2) Additional Nonpublic School Transportation Aid;

(J3) Recognized current year School Bus Advertising Revenue; and

(J4) Family Crisis Transportation Aid.

**Detail of Allowable Adjustments**

Federal Impact Aid	<u>-</u> (H)
Sale & Lease-Back	<u>-</u> (I)
Extraordinary Aid	<u>206,632.00</u> (J1)
Additional Nonpublic School Transportation Aid	<u>10,962.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	<u>-</u> (J3)
Family Crisis Transportation Aid	<u>-</u> (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	<u>217,594.00</u> (K)

**EXCESS SURPLUS CALCULATION (CONT'D)**

**SCHOOL BASED BUDGET DISTRICT**

Footnotes: (Cont'd)

- \*\* This amount represents the June 30, 2016 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2017-2018 general fund budget.
- \*\*\* Amounts must agree to the June 30, 2017 CAFR and must agree to Audit Summary Line 90030.
- \*\*\*\* Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance

**Detail of Other Restricted Fund Balance**

Statutory restrictions:

Approved unspent separate proposal	-
Sale/lease-back reserve	-
Capital reserve	<u>3,132,085.46</u>
Maintenance reserve	<u>3,230,589.58</u>
Tuition reserve	-
Emergency reserve	<u>100,000.00</u>
School bus advertising 50% fuel offset reserve	-
School bus advertising 50% fuel offset reserve	-
Impact Aid General Fund Reserve (Sections 8002 and 8003)	-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	-
Other state/government mandated reserves	-
[Other Restricted Fund Balance not noted above]****	-
Total Other Restricted Fund Balance	<u><u>6,462,675.04</u></u> (C4)

**TOWNSHIP OF BRIDGETON SCHOOL DISTRICT**  
Schedule of Meal Count Activity  
Food Service Fund  
Number of Meals Served and (Over) / Underclaim - Federal  
Enterprise Fund  
For the Fiscal Year Ended June 30, 2017

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (Regular Rate)	Paid	-	-	-	-	\$ 0.32	\$ -
	Reduced	-	-	-	-	2.78	-
	Free	<u>907,407</u>	<u>907,407</u>	<u>909,355</u>	<u>1,948</u>	3.18	<u>6,194.64</u>
	Total	<u>907,407</u>	<u>907,407</u>	<u>909,355</u>	<u>1,948</u>		<u>6,194.64</u>
National School Lunch	HHFKA - PB Lunch Only	<u>907,407</u>	<u>907,407</u>	<u>909,355</u>	<u>1,948</u>	0.06	<u>116.88</u>
School Breakfast (Regular Rate)	Paid	-	-	-	-	0.29	-
	Reduced	-	-	-	-	1.74	-
	Free	<u>708,491</u>	<u>708,491</u>	<u>709,959</u>	<u>1,468</u>	2.04	<u>2,994.72</u>
	Total	<u>708,491</u>	<u>708,491</u>	<u>709,959</u>	<u>1,468</u>		<u>2,994.72</u>
Special Milk	Paid	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0.1975	<u>-</u>
After School Snacks	Paid	-	-	-	-	0.07	-
	Reduced	-	-	-	-	0.43	-
	Free (Area Eligible)	<u>60,776</u>	<u>60,776</u>	<u>60,776</u>	<u>-</u>	0.86	<u>-</u>
	Total	<u>60,776</u>	<u>60,776</u>	<u>60,776</u>	<u>-</u>		<u>-</u>
CACFP (d) - Food	Free				-	3.16	-
CACFP (d) - Cash-in-lieu of USDA Foods	Free				-	0.23	-
Total Net Underclaim / (Overclaim)							<u>\$ 9,306.24</u>



**TOWNSHIP OF BRIDGETON SCHOOL DISTRICT**  
 Schedule of Net Cash Resources  
 Net Cash Resources Did/Did Not Exceed Three Months of Expenditures  
 Proprietary Funds - Food Service Fund  
 For the Fiscal Year Ended June 30, 2017

<u>Net Cash Resources:</u>	<u>Food Service B - 4/5</u>	
<b>CAFR</b>	<b>Current Assets</b>	
B-4	Cash & Cash Equivalents	\$ 106,092.50
B-4	Due from Other Governments	
B-4	Due from Other Funds	1,415,570.12
B-4	Accounts Receivable	485,768.23
<b>CAFR</b>	<b>Current Liabilities</b>	
B-4	Less Accounts Payable	(46,932.10)
B-4	Less Accruals	
B-4	Less Due to Other Funds	
B-4	Less Unearned Revenue	(4,241.85)
	<b>Net Cash Resources</b>	<u><u>\$ 1,956,256.90</u></u> <b>(A)</b>
<b><u>Net Adjusted Total Operating Expense:</u></b>		
B-5	Total Operating Expenditures	\$ 5,085,803.72
B-5	Less Depreciation	(59,362.00)
	<b>Adjusted Total Operating Expense</b>	<u><u>\$ 5,026,441.72</u></u> <b>(B)</b>
<b><u>Average Monthly Operating Expense:</u></b>		
	B / 10	<u><u>\$ 502,644.17</u></u> <b>(C)</b>
<b><u>Three Times Monthly Average:</u></b>		
	3 X C	<u><u>\$ 1,507,932.52</u></u> <b>(D)</b>

TOTAL IN BOX A	\$	1,956,256.90	
LESS TOTAL IN BOX D	\$	1,507,932.52	
NET	\$	<u><u>448,324.38</u></u>	
From above:			
A is greater than D, cash exceeds 3 X average monthly operating expenses.			
D is greater than A, cash does not exceed 3 X average monthly operating expenses.			

**CITY OF BRIDGETON SCHOOL DISTRICT**  
Audit Recommendations Summary  
For the Fiscal Year Ended June 30, 2017

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Recommendations:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Programs  
None
4. School Food Service  
None
5. Student Body Activities  
None
6. Application for State School Aid  
None
7. Pupil Transportation  
None
8. Facilities and Capital Assets  
None
9. Miscellaneous  
None
10. Status of Prior Year Audit Findings/Recommendations  
There were no prior year recommendations.