

**BOARD OF EDUCATION
BOROUGH OF BROOKLAWN
COUNTY OF CAMDEN**

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2017**

INVERSO & STEWART
Marlton, New Jersey

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

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

The Honorable President and
Members of the Board of Education
Brooklawn School District
Brooklawn, New Jersey

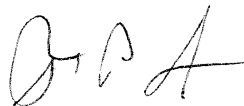
I have audited, in accordance with generally accepted audit standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Brooklawn School District, in the County of Camden for the year ended June 30, 2017, and have issued my report thereon dated November 22, 2017.

As part of my audit, I 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 Brooklawn Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant

Marlton, New Jersey
November 22, 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 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 district's CAFR.

Officials Bonds

Robert Delengowski	Board Secretary/School Business Administrator	\$ 35,000
Mary Lynam	Treasurer	171,000

There is a Comprehensive Crime policy covering all other employees with multiple coverage of \$500,000.

Tuition Charges

The district was not required to make any tuition adjustments.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

The net salaries of all employees of the School District 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 Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

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

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the NJ Dept. of Treasury was filed by the March 15 due date.

The following was noted in the review of the Payroll Account:

Finding No. 2017-001:

One employee was not paid in accordance with their approved salary.

Recommendation:

That all employees be paid in accordance with their approved salary.

Employee Position Control Roster

No exceptions were noted during an examination of the Employee Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material discrepancies with respect to classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Travel

No exceptions were noted in my study of compliance for travel expenses.

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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. My review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in satisfactory condition.

Financial Planning, Accounting and Reporting (Continued)

Elementary and Secondary Education Act of 1965 (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act of 2001 (N.C.L.B.)

The E.S.E.A./NCLB 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 and IIA of the Elementary and Secondary Education Act, as amended and reauthorized.

The study of compliance for E.S.E.A./NCLB did not indicate any exceptions.

Other Special Federal and/or State Projects

The School District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

My 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.

Other Special Federal and/or State Projects (Continued)

The study of compliance for the special projects did not indicate any exceptions.

T.P.A.F. Reimbursement

My audit procedures included a test 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.

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

Finding 2017-002:

The reimbursement to the State for the amount of the expenditures charged to the current year's Final Report 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 subsequent to the end of the 60 day grant liquidation period required by the Office of Grants Management and also subsequent to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was not in accordance with state law (90days).

Recommendation:

That the reimbursement to the State of New Jersey for pension and social security for federally funded programs be filed timely.

Nonpublic State Aid

The study of compliance for Nonpublic State Aid did not indicate any exceptions.

School Purchasing Programs

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 \$26,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school transportation contracts under N.J.S.A. 18A-39-3 is \$18,000.

The School District 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 my examination, I 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, as 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 reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed and the following was noted:

Finding 2017-003:

Cash receipts supporting documentation was not maintained.

Recommendation:

That supporting documentation is maintained for all receipts.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed 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 not exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School District food service employees authorized by the Board of Education. 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. No exceptions were noted.

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 and/or to the list of directly certified students on file, times the number of operating days, on a school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the School District.

The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

School Food Service (Continued)

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

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

Student Body Activities

The financial records for the Student Activity Fund were maintained in satisfactory condition.

Application for State School Aid

My audit procedures included a test of information reported in the October 15, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with no exceptions noted. The results of my 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

My procedures included a test of on roll status reported in the 2016-2017 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

Facilities and Capital Assets

My procedures included a review of the SDA grant agreement for consistency with recording SDA revenue and awarding of contracts for eligible facilities construction.

Testing for Lead of all Drinking Water in Educational Facilities

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

Follow-up on Prior Years' Findings

In accordance with government auditing standards, my procedures included a review of all prior year recommendations. Corrective action was not taken on the prior year recommendation:

School Food Service

That supporting documentation is maintained for all receipts.

Acknowledgment

I received the complete cooperation of all the officials of the Brooklawn School District and I greatly appreciate the courtesies extended to us.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant

November 22, 2017

SCHEDULE OF MEAL COUNT ACTIVITY

BROOKLAWN SCHOOL DISTRICT
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 (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
National School Lunch (Regular Rate)	Paid	2,722	2,722	2,722	0	0.30	0.00
National School Lunch (Regular Rate)	Reduced	3,338	3,338	3,338	0	2.76	0.00
National School Lunch (Regular Rate)	Free	22,981	22,981	22,981	0	3.16	0.00
	TOTAL	<u>29,041</u>	<u>29,041</u>	<u>29,041</u>			<u>0.00</u>
National School Lunch (HHFKA - PB)	TOTAL	<u>29,041</u>	<u>29,041</u>	<u>29,041</u>	0	0.06	<u>0</u>
School Breakfast (Severe Need Rate)	Paid	413	413	413	0	0.29	0.00
School Breakfast (Severe Need Rate)	Reduced	2,139	2,139	2,139	0	1.74	0.00
School Breakfast (Severe Need Rate)	Free	<u>18,474</u>	<u>18,474</u>	<u>18,474</u>	0	2.04	<u>0.00</u>
	TOTAL	<u>21,026</u>	<u>21,026</u>	<u>21,026</u>			<u>0.00</u>
Total Net Overclaim							<u><u>0.00</u></u>

BROOKLAWN SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - STATE
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 (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
State Reimbursement -National School Lunch (Regular Rate)	Paid	2,722	2,722	2,722	0	0.040	0.00
State Reimbursement -National School Lunch (Regular Rate)	Reduced	3,338	3,338	3,338	0	0.055	0.00
State Reimbursement -National School Lunch (Regular Rate)	Free	22,981	22,981	22,981	0	0.055	0.00
	TOTAL	<u>29,041</u>	<u>29,041</u>	<u>29,041</u>			
Total Net Overclaim							<u><u>0.00</u></u>

**BROOKLAWN SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE**

Net cash resources did not exceed three months of expenditures
Proprietary Funds - Food Service
For the fiscal year ended June 30, 2017

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	* Current Assets		
B-4	Cash & Cash Equivalents	\$ (1,580)	
B-4	Intergovernmental Accounts Receivable	6,284	
B-4	Interfund Accounts Receivable		
CAFR	Current Liabilities		
B-4	Less: Accounts Payable	(1,571)	
B-4	Less: Compensated Absences Payable		
B-4	Less: Interfund Accounts Payable		
B-4	Less: Unearned revenue		
	Net Cash Resources	<u>\$ 3,133</u>	(A)
 <u>Net Adjustment To Total Operating Expense:</u>			
B-5	Total Operating Expense	159,568	
B-5	Less: Depreciation	(2,070)	
	Adjusted Total Operating Expense	<u>\$ 157,498</u>	(B)
 <u>Average Monthly Operating Expense:</u>			
	B / 10	<u>\$ 15,750</u>	(C)
 <u>Three times monthly Average:</u>			
	3 X C	<u>\$ 47,249</u>	(D)

TOTAL IN BOX A	\$ 3,133	
LESS TOTAL IN BOX D	(47,249)	
NET	<u>(44,116)</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.		

*Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form.

BROOKLAWN SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 2% Calculation of Excess Surplus

2016-17 Total General Fund Expenditures per the CAFR, Ex C-1	\$ <u>5,925,918</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(554,887)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2016-17 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>5,371,031</u>	(B3)
2% of Adjusted 2016-17 General Fund Expenditures		
[(B3) times .02]	\$ <u>107,421</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>7,517</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u><u>257,517</u></u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-17 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>1,091,729</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>216,178</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>184,287</u>	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ _____	(C3)
Other Restricted Fund Balances	\$ <u>312,407</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>17,667</u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures July 1, 2017 - August 1, 2017	\$ _____	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		\$ <u>361,190</u> (U1)

BROOKLAWN SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0-	\$ <u>103,673</u> (E)
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Recapitulation of Excess Surplus as of June 30, 2017

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>184,287</u> (C3)
Reserved Excess Surplus [(E)]	\$ <u>103,673</u> (E)
 Total [(C3) + (E)]	 \$ <u>287,960</u> (D)

Detail of Allowable Adjustments

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ <u>7,517</u> (J1)
Additional Nonpublic School Transportation Aid	\$ _____ (J2)
Current Year School Bus Advertising Revenue	\$ _____ (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$ <u>7,517</u> (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ <u>187,407</u>
Maintenance reserve	\$ <u>125,000</u>
Emergency reserve	\$ _____
Tuition reserve	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ _____
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>312,407</u> (C4)

SCHEDULE OF AUDITED ENROLLMENTS

Brooklawn Borough School District
Application for State School Aid Summary
Enrollment as of October 15, 2016

	2017-2018 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Varified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Pre K 4	16		16					16		16						
Full Day K	24		24					24		24						
One	24		24					24		24						
Two	25		25					25		25						
Three	22		22					22		22						
Four	30		30					30		30						
Five	25		25					25		25						
Six	26		26					26		26						
Seven	24		24					24		24						
Eight	26		26					26		26						
Nine																
Ten																
Eleven																
Twelve																
Subtotal	242	0	242	0	0	0	242	0	242	0	0	0	0	0	0	0
SpEd Elementary																
SpEd Middle School	37		37				37		37							
SpEd High School	20		20				20		20				1	1	1	
Subtotal	57	0	57	0	-	0	57	0	57	0	0	0	1	1	1	0
Totals	299	0	299	0	-	0	299	0	299	0	0	0	1	1	1	0
Percentage Error					-0-	-0-					-0-	-0-				-0-

Schedule of Audited Enrollments

Brooklawn Borough School District

Application for State School Aid Summary

Enrollment as of October 15, 2016

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day K	0	0		0	0	
One	0	0		0	0	
Two	0	0		0	0	
Three	1	1		1	1	
Four	0	0		0	0	
Five	0	0		0	0	
Six	0	0		0	0	
Seven	0	0		0	0	
Eight	0	0		0	0	
Nine	0	0		0	0	
Ten	0	0		0	0	
Eleven	0	0		0	0	
Twelve	0	0		0	0	
Subtotal	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
SpEd Elementary	1	1		1	1	
SpEd Middle School	0	0		0	0	
SpEd High School	0	0		0	0	
Subtotal	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Totals	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>0</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>0</u></u>
Percentage Error			<u><u>-0-</u></u>			<u><u>-0-</u></u>

Schedule of Audited Enrollments

Brooklawn Borough School District

Application for State School Aid Summary

Enrollment as of October 15, 2016

15

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Pre K 4												
Full Day K	14	14		14	14		2	2		2	2	
One	15	15		15	15		1	1		1	1	
Two	11	11		11	11		2	2		2	2	
Three	13	13		13	13		0	0		0	0	
Four	15	15		15	15		1	1		1	1	
Five	17	17		17	17							
Six	18	18		18	18							
Seven	8	8		8	8							
Eight	14	14		14	14							
Nine	3	3		3	3							
Ten	8	8		8	8							
Eleven	6	6		6	6							
Twelve	1	1		1	1							
	<u>143</u>	<u>143</u>	<u>0</u>	<u>143</u>	<u>143</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>0</u>
SpEd Elementary	17	17		17	17		1	1		1	1	
SpEd Middle School	9	9		9	9							
SpEd High School	11	11		11	11							
Subtotal	<u>37</u>	<u>37</u>	<u>0</u>	<u>37</u>	<u>37</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Totals	<u>180</u>	<u>180</u>	<u>0</u>	<u>180</u>	<u>180</u>	<u>0</u>	<u>7</u>	<u>7</u>	<u>0</u>	<u>7</u>	<u>7</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>			<u>-0-</u>			<u>-0-</u>

	Transportation							
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Reported	Recalculated
Reg. Public School , col. 1	11	11		11	11			
Reg. Special Education, col. 4	0	0		0	0		8.4	8.4
Transported-Non-Public, col. 3	0	0		0	0		8.4	8.4
Special Needs, Col. 6	4	4		4	4		6.1	6.1
	<u>15</u>	<u>15</u>	<u>0</u>	<u>15</u>	<u>15</u>	<u>0</u>		
Percentage Error			<u>-0-</u>			<u>-0-</u>		

Avg. Mileage - Regular Including Grade PK students 8.4 8.4
 Avg. Mileage - Regular Excluding Grade PK students 8.4 8.4
 Avg. Mileage - Special Ed. with Special Needs 6.1 6.1

AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2017

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

That all employees be paid in accordance with their approved salary.

That the reimbursement to the State of New Jersey for pension and social security for federally funded programs be filed timely.

3. School Purchasing Programs

None

4. School Food Service

That supporting documentation is maintained for all receipts.

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

A review was performed on the prior year recommendations. Corrective action was not taken on the prior year recommendation:

That supporting documentation is maintained for all food service receipts.