

BOARD OF EDUCATION
DELAWARE TOWNSHIP SCHOOL DISTRICT
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS, FINANCIAL, COMPLIANCE AND PERFORMANCE
For the Fiscal Year Ended June 30, 2017

DELAWARE TOWNSHIP SCHOOL DISTRICT

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account	2
Employee Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Board Secretary's Records	3
Treasurer or Reconciler of Accounts' Records	3 - 4
Elementary and Secondary Education Act/Improving America's Schools Act as reauthorized by the No Child Left Behind Act of 2001	4
Other Special Federal and/or State Projects	4
TPAF Reimbursement	4
TPAF Reimbursement to the State for Federal Salary Expenditures	4
Nonpublic State Aid	5
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	5 - 6
Unemployment Compensation Insurance Trust Fund	7
School Food Service	7
Student Body Activities	8
Application for State School Aid (ASSA)	8
Pupil Transportation	8
Facilities and Capital Assets	8
Miscellaneous	9
Follow-up on Prior Year Findings	9
Net Cash Resource Schedule	N/A
Schedule of Audited Enrollments	10 - 12
Excess Surplus Calculation	13 - 14
Acknowledgment	15
Recommendations	16 - 17
Status of Prior Year's Audit Findings and Recommendations	17

Federal Identification Number 22-6001745



Certified Public Accountants, PC

www.bkc-cpa.com

Independent Auditors' Report

Honorable President and Members
of the Board of Education
Delaware Township School District
County of Hunterdon, 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 Board of Education of the Delaware Township School District in the County of Hunterdon for the year ended June 30, 2017, and have issued our report thereon dated December 5, 2017.

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 Delaware Township School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

Bedard, Kurowicki & Co.

BEDARD, KUROWICKI & CO., CPA'S, PC

A handwritten signature in black ink that reads "William M. Colantano, Jr." with a horizontal line extending to the right.

William M. Colantano, Jr.
Public School Accountant
No. CS 0128

December 5, 2017
Flemington, New Jersey

DELAWARE TOWNSHIP SCHOOL DISTRICT
June 30, 2017

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Reconciler of Accounts, 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 or Charter School or Renaissance School Project CAFR. Adequacy of insurance coverage is the responsibility of the Board of Education.

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32,18A:13-13)

Surety bond coverage in force during the period was:

Name of Employee	Position	Amount
Ray Krov	Secretary/Business Administrator (7/1/16-12/31/16)	\$ 180,000
Susan Joyce	Secretary/Business Administrator (1/1/17-6/30/17)	180,000

Financial Planning, Accounting and Reporting

Examination of Claims

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

During the examination of claims paid during the period under review, receiving signatures were sometimes not evident. The District should consider obtaining receiving signatures on all claims paid.

Payroll Account

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

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the General Fund.

DELAWARE TOWNSHIP SCHOOL DISTRICT
June 30, 2017

Employee Position Control Roster

A review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g., pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered, and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received, and services were rendered, as of June 30.

The District should consider reviewing the open encumbrances as of June 30 to ensure no items should be classified as 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. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3.

An examination of classification of expenditures during the period under review did not indicate any material discrepancies with respect to proper classification.

Board Secretary's Records

The Board Secretary should consider using only state prescribed balance sheet account codes.

Not all cash receipts postings were recorded timely or posted to the correct accounting code. The District should promptly record all cash receipts and consider implementing procedures to prevent deposits to the incorrect accounting code.

Treasurer or Reconciler of Account's Records

Finding 2017-001

The Treasurer or Reconciler of Accounts did not perform cash reconciliations for the general operating account, payroll account, or payroll agency account (N.J.S.A. 18A:17-9). Reconciliations were not performed by the appointed person and were often prepared by a combination of employees, including the Board Secretary.

DELAWARE TOWNSHIP SCHOOL DISTRICT

June 30, 2017

Treasurer or Reconciler of Account's Records (continued)

Recommendation

The District should appoint an appropriate person as Treasurer or Reconciler of Accounts where there will be no conflict of segregation of duties. Each month, the Treasurer should determine cash balances by performing cash reconciliations for the general operating account, payroll account, and the payroll agency account. The District should review their segregation of job duties to prevent staff members from reconciling the accounts they maintain the records for.

Finding 2017-002

The Treasurer or Reconciler of Account's records were not in agreement with the records of the Board Secretary and were not in agreement within a timely manner.

Recommendation

The Treasurer or Reconciler of Accounts should reconcile their cash records with the reconciled bank statements and the cash records of the Board Secretary and in a timely manner.

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./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 VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

The District'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.

TPAF Reimbursement

Our audit procedures included a test of the bi-weekly reimbursements filed with the Department of Education for 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

No reimbursement is due to the State to reimburse for the TPAF/FICA payments made by the State on-behalf of the District. The District had no employees with applicable salaries identified as being paid from federal funds.

DELAWARE TOWNSHIP SCHOOL DISTRICT
June 30, 2017

Nonpublic State Aid

The District did not receive any Nonpublic State Aid during the fiscal year 2017.

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 therefor, 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 possesses a qualified purchasing agent certificate pursuant to Subsection B. of Section 9 of P.L.1971, c.198 (C.40A:11-9) 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.”
- “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 the 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.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-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 therefor, except as is provided otherwise in this chapter or specifically by any other law.”

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 \$18,800 for 2016-17.

In accordance with N.J.S.A. 18A:18A-3A and N.J.A.C. 5:34-5 et seq. the Board of Education has appointed a “Qualified Purchasing Agent” which allows the Board of Education to increase the bid threshold and to grant the authorization to negotiate contracts below the bid threshold.

DELAWARE TOWNSHIP SCHOOL DISTRICT
June 30, 2017

School Purchasing Programs (continued)

Contracts and Agreements Requiring Advertisement for Bids (continued)

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Our examination of the minutes indicated that contracts were awarded for the following:

Before and Aftercare	Food Services Management	Homebound instruction
HVAC and Plumbing	Auditors	School Physician

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. Expenditures were reviewed, however, to determine whether any clear-cut violations existed.

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.

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

Our examination indicated the following purchases were made using state contracts:

Office Supplies	Teaching Supplies
Technology Equipment & Supplies	

Purchases were also made through cooperative agreements for the following:

Gas	Insurance
Electric Generation	Paper Supplies
Internet Access	Maintenance Supplies
Telephone Service	Teaching Supplies
Technology Equipment & Supplies	Flooring
Electrical services	

The District should obtain a political disclosure form for all contracts in excess of \$17,500 that are not awarded pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).

DELAWARE TOWNSHIP SCHOOL DISTRICT

June 30, 2017

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

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.

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a Food Service Management Company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will breakeven. The operating results provision has been met.

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.

The number of meals claimed for reimbursement was compared to sales and meal count records. 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/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 reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced-price applications were completed and available for review.

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.

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.

DELAWARE TOWNSHIP SCHOOL DISTRICT

June 30, 2017

Student Body Activities

During our review of the student activity funds' cash receipts, it was noted that not all cash receipts appear to be promptly turned over to the business office or deposited timely.

We suggest the District implement procedures to ensure teachers turn over receipts to the business office timely and cash receipts be deposited timely.

Application for State School Aid

Our audit procedures included a test of the information reported in the October 14, 2016 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low-income, and bilingual. We also performed a review of the district procedures related to its completion. The information on the ASSA was compared to the District workpapers. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed state forms or their equivalent.

The District should consider indicating on the prescribed state forms or their equivalent any students that were included on the Resident Low Income as carryovers.

The District's written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2016-17 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 our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our procedures included a review of the Schools Development Authority (SDA) grant agreements for consistency with recording revenue, transfer of local funds from the General Fund or from the Capital Reserve Account and awarding of contracts for eligible facilities construction. We also performed a review of capital assets related to their existence. No exceptions were noted.

Our review of facilities and capital assets did not disclose any exceptions.

DELAWARE TOWNSHIP SCHOOL DISTRICT

June 30, 2017

Miscellaneous

District should consider noting the cost of aides when approving sending tuition contracts in the minutes. A complete minute book should be maintained and available for audit.

Finding 2017-003

The School District did not comply with continuing disclosure agreements made in relation to prior years bond issuances. These obligations generally include filing audit reports, budgets, and certain operating data with various depositories.

Recommendation

In accordance with Local Finance Notice 2014-9, the School District must take appropriate action to identify continuing disclosure contractual obligations with respect to past issuances of debt while that debt remains outstanding.

Finding 2017-004

The School District did not submit the necessary application for extraordinary aid costs in the required time frame.

Recommendation

The District should request for reimbursement of all applicable costs within the required time frame in order to help offset special education costs.

Follow-up on Prior Year Findings

Not Applicable

DELAWARE TOWNSHIP 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 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 Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half day preschool age 3	5	-	5	-	-	-	3	-	3	-	-	-	-	-	-	-
Full day preschool age 3	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Half day preschool age 4	6	-	6	-	-	-	5	-	5	-	-	-	-	-	-	-
Full day preschool age 4	6	-	5	-	1	-	3	-	3	-	-	-	-	-	-	-
Half day kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full day kindergarten	39	-	38	-	1	-	12	-	12	-	-	-	-	-	-	-
One	34	-	33	-	1	-	18	-	18	-	-	-	-	-	-	-
Two	36	-	35	-	1	-	20	-	20	-	-	-	-	-	-	-
Three	30	-	29	-	1	-	11	-	11	-	-	-	-	-	-	-
Four	32	-	31	-	1	-	11	-	11	-	-	-	-	-	-	-
Five	31	-	31	-	-	-	10	-	10	-	-	-	-	-	-	-
Six	33	-	33	-	-	-	11	-	11	-	-	-	-	-	-	-
Seven	30	-	30	-	-	-	10	-	10	-	-	-	-	-	-	-
Eight	31	-	31	-	-	-	11	-	11	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Post - graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>314</u>	<u>-</u>	<u>308</u>	<u>-</u>	<u>6</u>	<u>-</u>	<u>125</u>	<u>-</u>	<u>125</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special education - elementary	28	-	28	-	-	-	28	-	28	-	-	-	1	1	1	-
Special education - middle	23	-	23	-	-	-	23	-	23	-	-	-	1	1	1	-
Special education - high school	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>51</u>	<u>-</u>	<u>51</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>51</u>	<u>-</u>	<u>51</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>-</u>
County vocational - regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County vocational - full-time post sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	<u>365</u>	<u>-</u>	<u>359</u>	<u>-</u>	<u>6</u>	<u>-</u>	<u>176</u>	<u>-</u>	<u>176</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>-</u>
Percentage error					<u>1.64%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>

DELAWARE TOWNSHIP SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 14, 2016 (continued)

	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 & 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 & Register	Sample Errors
Half day preschool age 3	-	-	-	-	-	-	-	-	-	-	-	-
Full day preschool age 3	-	-	-	-	-	-	-	-	-	-	-	-
Half day preschool age 4	-	-	-	-	-	-	-	-	-	-	-	-
Full day preschool age 4	-	-	-	-	-	-	-	-	-	-	-	-
Half day kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full day kindergarten	4	4	-	4	4	-	1	1	-	1	1	-
One	4	4	-	4	4	-	1	1	-	1	1	-
Two	5	5	-	5	5	-	-	-	-	-	-	-
Three	2	2	-	2	2	-	-	-	-	-	-	-
Four	3	3	-	3	3	-	-	-	-	-	-	-
Five	3	3	-	3	3	-	-	-	-	-	-	-
Six	1	1	-	1	1	-	-	-	-	-	-	-
Seven	-	-	-	-	-	-	-	-	-	-	-	-
Eight	2	2	-	2	2	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-
Post - graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	24	24	-	24	24	-	2	2	-	2	2	-
Special education - elementary	6	6	-	6	6	-	1	2	(1)	2	2	-
Special education - middle	-	-	-	-	-	-	-	-	-	-	-	-
Special education - high school	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	6	6	-	6	6	-	1	2	(1)	2	2	-
County vocational - regular	-	-	-	-	-	-	-	-	-	-	-	-
County vocational - f/t post sec.	-	-	-	-	-	-	-	-	-	-	-	-
Totals	30	30	-	30	30	-	3	4	(1)	4	4	-
Percentage			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

DELAWARE TOWNSHIP SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 14, 2016 (continued)

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Percentage			<u>0.00%</u>			<u>0.00%</u>
	Transportation					
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Sample Errors
Regular & special education without special needs in-district						
Public	175	175	-	106	105	1
Aid-in-lieu non-public	24	24	-	12	12	-
Special education public	48	48	-	24	20	4
Special education with special needs & out of district special education without special needs						
Out of district public without special needs	1	1	-	-	-	-
Out of district private school disabled without special needs	2	2	-	1	1	-
	<u>250</u>	<u>250</u>	<u>-</u>	<u>143</u>	<u>138</u>	<u>5</u>
Percentage			<u>0.00%</u>			<u>3.50%</u>

DELAWARE TOWNSHIP SCHOOL DISTRICT
Excess Surplus Calculation

SECTION 1

2% Calculation of Excess Surplus

2016 - 2017 Total general fund expenditures per the CAFR, exhibit C-1	\$ 8,935,823 (B)	
Increased by:		
Transfer from capital outlay to capital projects fund	-	(B1b)
Transfer from capital reserve to capital projects fund	-	(B1c)
Transfer from capital reserve to debt service fund	-	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	992,712	(B2a)
Assets acquired under capital leases	<u>-</u>	(B2b)
Adjusted 2016 - 2017 General fund expenditures [(B)+(B1s)-(B2s)]	<u>\$ 7,943,111</u>	(B3)
2% of Adjusted 2016 - 2017 General fund expenditures [(B3) times .02]	\$ 158,862	(B4)
Enter Greater of (B4) or \$250,000	250,000	(B5)
Increased by: Allowable adjustment	<u>4,176</u>	(K)
Maximum unreserved/undesignated fund balance [(B5)+(K)]		<u>\$ 254,176 (M)</u>

SECTION 2

Total general fund-fund balances @ 06/30/2017 (Per CAFR Budgetary comparison schedule C-1)	\$ 3,216,001 (C)	
Decreased by:		
Year - end encumbrances	9,186	(C1)
Legally restricted - designated for subsequent year's expenditures	-	(C2)
Legally restricted - excess surplus - designated for subsequent year's Expenditures	-	(C3)
Other restricted fund balances	2,821,843	(C4)
Assigned fund balance - designated for subsequent year's expenditures	<u>60,552</u>	(C5)
Total unreserved/undesignated Fund balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		<u>\$ 324,420 (U)</u>

DELAWARE TOWNSHIP SCHOOL DISTRICT
Excess Surplus Calculation (continued)

SECTION 3

Restricted fund balance - excess surplus [(U)-(M)] if negative enter -0- \$ 70,244 (E)

Recapitulation of Excess Surplus as of June 30, 2017

Restricted excess surplus - designated for subsequent year's expenditures \$ - (C3)
 Restricted excess surplus 70,244 (E)

Total [(C3) + (E)] \$ 70,244 (D)

Detail of Allowable Adjustments

Impact aid \$ - (H)
 Sale and lease back - (I)
 Extraordinary aid - (J1)
 Additional nonpublic transportation aid 4,176 (J2)

Total adjustments \$ 4,176 (K)

Detail of Other Restricted Fund Balance

Approved unspent separate proposal \$ -
 Unspent capital outlay SGLA -
 Sale/Lease - back reserve -
 Capital reserve 2,186,052
 Maintenance reserve 463,150
 Emergency reserve 172,641
 Other reserves -
 Other state/government mandated reserve -

Total other restricted fund balance \$ 2,821,843 (C4)

Bedard, Kurowicki & Co.

BEDARD, KUROWICKI & CO., CPA'S, PC

William Colantano

William M. Colantano, Jr., CPA, RMA

DELAWARE TOWNSHIP SCHOOL DISTRICT
June 30, 2017

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Acknowledgment

The foregoing conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our examination of the financial statements, and this report of such conditions does not modify our report dated December 5, 2017.

Should any questions arise as to our comments, please do not hesitate to call us.

We desire to express our appreciation for the assistance and courtesies rendered by the school officials and employees during the course of the examination.

Bedard, Kurowicki & Co.
BEDARD, KUROWICKI & CO., CPA'S, PC

William Colantano

William M. Colantano, Jr.
Public School Accountant
No. CS 0128

DELAWARE TOWNSHIP SCHOOL DISTRICT
June 30, 2017

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2017-001 The District should appoint an appropriate person as Treasurer or Reconciler of Accounts where there will be no conflict of segregation of duties. Each month, the Treasurer should determine cash balances by performing cash reconciliations for the general operating account, payroll account, and the payroll agency account. The District should review their segregation of job duties to prevent staff members from reconciling the accounts they maintain the records for.

Finding 2017-002 The Treasurer or Reconciler of Accounts should reconcile their cash records with the reconciled bank statements and the cash records of the Board Secretary and in a timely manner.

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

DELAWARE TOWNSHIP SCHOOL DISTRICT

June 30, 2017

Recommendations (continued):

9. Miscellaneous

Finding 2017-003 In accordance with Local Finance Notice 2014-9, the School District must take appropriate action to identify continuing disclosure contractual obligations with respect to past issuances of debt while that debt remains outstanding.

Finding 2017-004 The District should request for reimbursement of all applicable costs within the required time frame in order to help offset special education costs.

10. Status of Prior Year Audit Findings/Recommendations

There were no prior year audit findings/recommendations.