

**FLORHAM PARK BOARD OF EDUCATION  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2017**

**FLORHAM PARK BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members  
of the Board of Trustees  
Florham Park Board of Education  
Florham Park, 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 Florham Park Board of Education for the fiscal year ended June 30, 2017, and have issued our report thereon dated October 2, 2017.

As part of our audit, we performed procedures required by the Office of School 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 intended for the information of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

*Lerch, Vinci & Higgins, LLP*

LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Public School Accountants

Jeffrey C. Bliss  
Public School Accountant  
PSA Number CS00932

Fair Lawn, New Jersey  
October 2, 2017

**FLORHAM PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, 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 the Insurance Schedule (Exhibit J-20) contained in the district's Comprehensive Annual Financial Report (CAFR).

**Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
John R. Csatlos	Board Secretary/School Business Administrator	\$100,000
Raymond G. Karaty	Treasurer of School Monies	230,000

There is a Public Employee Dishonesty and Faithful Performance Coverage with the New Jersey Schools Insurance Group covering all other employees with multiple coverage of \$100,000.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**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 payroll taxes were deposited in the Payroll Agency Account.

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

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

The District maintains a personnel tracking and accounting (position control) system.

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law for the reporting of compensation for certain employees.

**FLORHAM PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Financial Planning, Accounting and Reporting** (Continued)

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.

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, we also selected administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23A-8.3. As a result of the procedures performed no additional procedures were deemed necessary to test the propriety of expenditure classifications.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in good condition.

Acknowledgment of the Board's receipt of the Board Secretary's and Treasurer's monthly financial reports were included in the minutes.

The prescribed contractual order system was followed.

- **Finding** – Our audit of tuition, transportation and facility use fees revealed there is no formal accounting maintained detailing amounts billed, collected and balances due by individual.

**Recommendation** – A formal accounting system be implemented for fees billed and collected by the District.

Treasurer's Records

The Treasurer did perform cash reconciliations for all District accounts (NJSA 18A:17-9).

All cash receipts were promptly deposited.

The Treasurer's records were in agreement with the records of the Board Secretary.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Fiduciary Trust Funds.

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 (NCLB) 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 projects under Title I, II, and III of the Elementary and Secondary Education Act as amended.

Our examination of the E.S.E.A./NCLB 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.

**FLORHAM PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Financial Planning, Accounting and Reporting (Continued)**

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

The district's Special Projects were approved as listed on Exhibit K-3 and K-4 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. Reimbursements**

Our audit procedures included a test of the semi-monthly reimbursement forms 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**

There were no TPAF employees' pensionable wages paid from federal funds during the current fiscal year. Therefore, there were no reimbursement amounts due to the State at June 30, 2017.

**School Purchasing Programs**

**Contracts and Agreements Requiring Advertisement for Bids**

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.

If the purchasing agent is qualified 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 \$40,000. 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. The Board has designated the Business Administrator as the qualified purchasing agent.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Board 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.

The results of our examination did not indicate any individual payments, contracts, or agreements which were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of statutory thresholds where there had been no advertising for bids in accordance with the provisions 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.

**FLORHAM PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**School Purchasing Programs (Continued)**

**Contracts and Agreements Requiring Advertisement for Bids (Continued)**

The system of records did not provide for an accumulation of purchases for which the school board 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.

**Enterprise Funds**

**Food Service Fund**

The financial transactions and statistical records of the school food services were maintained in good condition. The financial accounts were reviewed on a test-check basis.

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

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.

**Student Body Activities**

The Board has a policy, which clearly established the regulation of student activity funds.

Cash receipts were deposited timely except as noted below.

**Finding** – Our audit of the Briarwood Student Activity Account revealed the following:

- Bank reconciliations were not completed on a monthly basis.
- Various receipt and disbursement transactions were not posted to the accounting records.

**Recommendation** – Internal controls be reviewed and enhanced over financial accounting and reporting procedures for the Briarwood Student Activity Account.

Cash disbursements had proper supporting documentation.

**Application for State School Aid**

Audit procedures included a test of information reported in the October 14, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. A review was performed of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers with immaterial exceptions noted. The information that was included on the workpapers was verified with immaterial exceptions noted. The results of these procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

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

**FLORHAM PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Pupil Transportation**

Our audit 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 information that was included on the District report was verified with immaterial exceptions noted. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

**Follow-up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations.



**FLORHAM PARK BOARD OF EDUCATION  
FOOD SERVICE FUND  
NUMBER OF MILKS SERVED AND (OVER)/UNDERCLAIM  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**NOT APPLICABLE**

**FOOD SERVICE FUND  
COMPARISON OF NET CASH RESOURCES TO AVERAGE EXPENDITURES  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**NOT APPLICABLE**

**FLORHAM PARK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID  
ENROLLMENT AS OF OCTOBER 14, 2016  
SCHEDULE OF AUDITED ENROLLMENTS**

	2017-2018 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Register On Roll		Errors per Registers On Roll		Reported on A.S.S.A. 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 - 4 yrs	7		5		(2)	-	5		5							
Full Day Preschool - 3 yrs	1		3		2	-	3		3		-	-				
Full Day Preschool - 4 yrs	4		4		-	-	4		4		-	-				
Full Day Kindergarten	81		82		1	-	82		82		-	-				
GRADE 1	86		86		-	-	86		86		-	-				
GRADE 2	90		87		(3)	-	87		87		-	-				
GRADE 3	100		99		(1)	-	99		99		-	-				
GRADE 4	90		87		(3)	-	87		87		-	-				
GRADE 5	97		96		(1)	-	96		96		-	-				
GRADE 6	83		81		(2)	-	81		81		-	-				
GRADE 7	90		90		-	-	90		90		-	-				
GRADE 8	99		100		1	-	100		100		-	-				
GRADE 9	-	-	-	-	-	-	-	-	-	-	-	-				
GRADE 10	-	-	-	-	-	-	-	-	-	-	-	-				
GRADE 11	-	-	-	-	-	-	-	-	-	-	-	-				
GRADE 12	-	-	-	-	-	-	-	-	-	-	-	-				
Subtotal	828	-	820	-	(8)	-	820	-	820	-	-	-	-	-	-	-
Spec Ed - Elementary	81	-	80	-	(1)	-	55	-	53	-	(2)	-	2	2	2	-
Spec Ed- Middle School	45	-	46	-	1	-	31	-	31	-	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	126	-	126	-	-	-	86	-	84	-	(2)	-	2	2	2	-
Totals	954	-	946	-	(8)	-	906	-	904	-	(2)	-	2	2	2	-
Percentage Error					<u>-0.84%</u>						<u>-0.22%</u>					<u>0.00%</u>



**FLORHAM PARK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID  
ENROLLMENT AS OF OCTOBER 14, 2016  
SCHEDULE OF AUDITED ENROLLMENTS**

	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 Application and Register	Sample Errors
Half Day Preschool - 3 years						
Full Day Preschool - 3 years	-	-	-	-	-	-
Full Day Preschool - 4 years	-	-	-	-	-	-
Full Day Kindergarten	1.0	1.0	-	1.0	1.0	-
GRADE 1	4.0	4.0	-	4.0	4.0	-
GRADE 2	-	-	-	-	-	-
GRADE 3	-	-	-	-	-	-
GRADE 4	-	-	-	-	-	-
GRADE 5	-	-	-	-	-	-
GRADE 6	1.0	1.0	-	1.0	1.0	-
GRADE 7	1.0	1.0	-	1.0	1.0	-
GRADE 8	-	-	-	-	-	-
GRADE 9	-	-	-	-	-	-
GRADE 10	-	-	-	-	-	-
GRADE 11	-	-	-	-	-	-
GRADE 12	-	-	-	-	-	-
	<u>7</u>	<u>7</u>	<u>-</u>	<u>7</u>	<u>7</u>	<u>-</u>
Subtotal						
Spec Ed - Elementary	-	-	-	-	-	-
Spec Ed- Middle School	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>-</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>-</u></u>
Percentage Error		<u><u>0.00%</u></u>			<u><u>0.00%</u></u>	

**FLORHAM PARK BOARD OF EDUCATION  
CALCULATION OF EXCESS SURPLUS  
FOR THE YEAR ENDED JUNE 30, 2017**

**SECTION 1 - Two Percent (2%) - Calculation of Excess Surplus**

2016-2017 Total General Fund Expenditures	\$	19,370,679
Decreased by:		
On-Behalf TPAF Pension & Social Security		(1,877,227)
Assets Acquired Under Capital Leases		(14,249)
		17,479,203
Adjusted 2016-2017 General Fund Expenditures		17,479,203
2% of Adjusted 2016-2017 General Fund Expenditures		349,584
Enter Greater of 2% of Adjusted 2016-2017 General Fund Expenditures or \$250,000		349,584
Increased by:		
Allowable Adjustment		72,986
Maximum Unreserved/Undesignated Fund Balance	\$	422,570

**SECTION 2**

Total General Fund - Fund Balance at June 30, 2017	\$	2,419,611
Decreased by:		
Year-End Encumbrances	\$	(366,894)
Other Restricted Fund Balances - Capital Reserve		(1,146,701)
Other Restricted Fund Balances - Maintenance Reserve		(60,000)
Other Restricted Fund Balances - Emergency Reserve		(250,000)
Restricted Fund Balance - Excess Surplus - Designated for Subsequent Year's Expenditures		(49,710)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures		(80,000)
		(1,953,305)
Total Unassigned Fund Balance for Excess Surplus Calculation	\$	466,306

**SECTION 3**

Restricted Fund Balance - Excess Surplus	\$	43,736
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**Recapitulation of Excess Surplus as of June 30, 2017**

Restricted Fund Balance - Excess Surplus	\$	43,736
Restricted Fund Balance - Excess Surplus - Designated for Subsequent Year's Expenditures		49,710
		93,446
Total Excess Surplus	\$	93,446

**Detail of Allowable Adjustments**

Extraordinary Aid - 2016/2017	\$	64,188
Additional Nonpublic School Transportation Aid		8,798
		72,986
	\$	72,986

**FLORHAM PARK BOARD OF EDUCATION  
RECOMMENDATIONS**

**I. Administrative Practices and Procedures**

There are none.

**II. Financial Planning, Accounting and Reporting**

- \* It is recommended that a formal accounting system be implemented for fees billed and collected by the District.

**III. School Purchasing Program**

There are none.

**IV. Enterprise Funds**

There are none.

**V. Student Body Activities**

- \* It is recommended that internal controls be reviewed and enhanced over financial accounting and reporting procedures for the Briarwood Student Activity Account.

**VI. Application for State School Aid**

There are none.

**VII. Pupil Transportation**

There are none.

**VIII. Miscellaneous**

There are none.

**IX. Status of Prior Years' Audit Findings/Recommendations**

A review was performed on all prior years' recommendations. Corrective action was taken on all, except those denoted with an asterisk (\*).

**ACKNOWLEDGEMENT**

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

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP

A handwritten signature in blue ink, appearing to read "J. Bliss", with a long horizontal line extending to the right.

Jeffrey C. Bliss  
Certified Public Accountant  
Public School Accountant