

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

**MAYWOOD BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members
of the Board of Trustees
Maywood Board of Education
Maywood, New Jersey

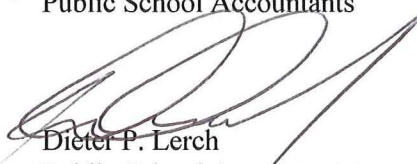
We have audited in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Maywood Board of Education in the County of Bergen as of and for the fiscal year ended June 30, 2017, and have issued our report thereon dated September 29, 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 and use 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.

Respectfully submitted,


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


Dieter P. Lerch
Public School Accountant
PSA Number CS00756

Fair Lawn, New Jersey
September 29, 2017

**MAYWOOD 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 contained in the district's CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Jennifer Pfohl	Board Secretary/School Business Administrator	\$200,000
Charley Hargley	Treasurer of School Monies	260,000

There is a Public Employees' Faithful Performance Blanket Position Bond with America Guarantee and Liability Insurance Co. covering all other employees with multiple coverage of \$500,000.

Financial Planning, Accounting and Reporting

Examination of Claims

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

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

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

Payrolls were delivered to the Treasurer of School Monies with a warrant made to his order for the full amount of each payroll.

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.

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

Financial Planning, Accounting and Reporting (Continued)

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(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-8.2. As a result of the procedures performed, we noted certain instances where expenditures were miscoded which were reclassified, however these were isolated hence no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

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

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following items:

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

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

The capital asset records were updated for the additions and disposals of general fixed assets made during the year.

Treasurer's Records

The following items were noted during our review of the records of the Treasurer:

The Treasurer did perform cash reconciliations for the general operating account, payroll account and payroll agency account (N.J.S.A. 18A:17-36).

All cash receipts were promptly deposited.

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 Fund.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as Reauthorized by the No Child Left Behind (NCLB) Act of 2001

The E.S.E.A./NCLB financial exhibits are contained within the Special Revenue Fund of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title II, and Title III of the Elementary and Secondary Education Act.

Our examination 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.

**MAYWOOD 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 examination 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 contained herein represent a true statement of 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 employee's pensionable wages paid from federal funds during the current fiscal year. Therefore, there was 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 not 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 Solicitor'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 goods or service, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

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

**MAYWOOD 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. Our examination did reveal, however, that the district purchased items through the use of State contracts.

Food Service Fund

The financial transactions and statistical records of the school food services were maintained in satisfactory condition. 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 return a profit of at least \$4,000. The operating results provision has been met.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The free and reduced price meal and free milk policy is uniformly administered throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

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

U.S.D.A. commodities were received and a separate inventory was maintained on a first-in, first-out basis.

The Statement of Revenues, Expenses, and Changes in Fund Net Position (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.

The District contracted with Pomptonian, Inc., to manage the operations of the school food services and deposited funds in accordance with applicable state statutes.

Student Activity Fund

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

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

Application for State School Aid

Our 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. We 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. The information that was included on the workpapers was verified with no exceptions. The information that was included on the workpapers was verified with immaterial differences noted. The results of our 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.

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 with no exceptions. The information that was included on the District report was verified with an immaterial exception 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.

Follow-up on Prior Year Findings

In accordance with Government Auditing Standards, our procedures included a review of all prior year recommendations.

**MAYWOOD BOARD OF EDUCATION
FOOD SERVICE FUND
SCHEDULE OF MEAL COUNT ACTIVITY
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOT APPLICABLE

**FOOD SERVICE FUND
NET CASH RESOURCE SCHEDULE
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOT APPLICABLE

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 14TH 2016**

	2017-2018 Application for State School Aid						Sample for Verification						Private Schools for Disabled				
	Reported on A.S.S.A.		Reported on Workpapers		Errors		Sample Selected from Workpapers		Reported on Workpapers On Roll		Errors		Reported on A.S.S.A. as Private Schools	Reported on Workpapers 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 - 3 years					-	-											
Half Day Preschool - 4 years	5		5		-	-	5		5								
Half Day Kindergarten					-	-											
Full Day Kindergarten	114		114		-	-	114		114								
1st Grade	106		106		-	-	106		106								
2nd Grade	88		88		-	-	88		88								
3rd Grade	97		97		-	-	97		97								
4th Grade	102		102		-	-	102		102								
5th Grade	80		80		-	-	80		80								
6th Grade	91		91		-	-	91		91								
7th Grade	91		91		-	-	91		91								
8th Grade	76		76		-	-	76		76								
9th Grade	-		-		-	-	-		-								
10th Grade	-		-		-	-	-		-								
11th Grade	-		-		-	-	-		-								
12th Grade	-		-		-	-	-		-								
Subtotal	850	-	850	-	-	-	850	-	850	-	-	-	-	-	-	-	-
Spec Ed - Elementary	76		76	-	-	-	27		26	-	1	-	-	-	-	-	-
Spec Ed - Middle School	43		43	-	-	-	22		22	-	-	-	-	-	-	-	-
Spec Ed - High School	-		-	-	-	-	-		-	-	-	-	6	6	6	6	-
Subtotal	119	-	119	-	-	-	49	-	48	-	1	-	6	6	6	6	-
Totals	969	-	969	-	-	-	899	-	898	-	1	-	6	6	6	6	-
Percentage Error					<u><u>0.00%</u></u>						<u><u>0.11%</u></u>						<u><u>0.00%</u></u>

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 14TH 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 Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Pre-School (3 Yrs)			-			-			-			-
Half Day Pre-School (4 Yrs)			-			-			-			-
Half Day Kindergarten			-			-			-			-
Full Day Kindergarten	10.0	10.0	-	4.0	4.0	-	4	4	-	4	4	-
1st Grade	4.0	4.0	-	1.0	1.0	-	-	-	-	-	-	-
2nd Grade	10.0	10.0	-	4.0	4.0	-	1	1	-	1	1	-
3rd Grade	7.0	7.0	-	3.0	3.0	-	-	-	-	-	-	-
4th Grade	11.0	11.0	-	4.0	4.0	-	-	-	-	-	-	-
5th Grade	15.0	15.0	-	5.0	5.0	-	1	1	-	1	1	-
6th Grade	12.0	12.0	-	4.0	4.0	-	-	-	-	-	-	-
7th Grade	19.0	19.0	-	7.0	6.0	1	-	-	-	-	-	-
8th Grade	16.0	16.0	-	6.0	6.0	-	-	-	-	-	-	-
9th Grade	-	-	-	-	-	-	-	-	-	-	-	-
10th Grade	-	-	-	-	-	-	-	-	-	-	-	-
11th Grade	-	-	-	-	-	-	-	-	-	-	-	-
12th Grade	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	104.0	104.0	-	38	37	1	6	6	-	6	6	-
Spec Ed - Elementary	16.0	16.0	-	6	6	-	-	-	-	-	-	-
Spec Ed - Middle School	13.0	13.0	-	5	5	-	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	29.0	29.0	-	11	11	-	-	-	-	-	-	-
Totals	133.0	133.0	-	49	48	1	6	6	-	6	6	-
Percentage Error			<u>0.00%</u>			<u>2.04%</u>			<u>0.00%</u>			<u>0.00%</u>

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	51	51	-	15	15	-
Transported - Non-Public	75	75	-	22	22	-
Regular Special Ed w/o special Transportation Needs	6	6	-	2	1	1
Special Needs - Public	47	47	-	13	13	-
Totals	179	179	-	52	51	1
			<u>0.00%</u>			<u>1.92%</u>

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 14TH 2016**

	Resident LEP Not 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 Register	Sample Errors
Half Day Pre-School (3 Yrs)			-			-
Half Day Pre-School (4 Yrs)	-	-	-			-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	9	9	-	9	9	-
1st Grade	3	3	-	3	3	-
2nd Grade	3	3	-	3	3	-
3rd Grade	-	-	-	-	-	-
4th Grade	3	3	-	3	3	-
5th Grade	-	-	-	-	-	-
6th Grade	-	-	-	-	-	-
7th Grade	-	-	-	-	-	-
8th Grade	-	-	-	-	-	-
9th Grade	-	-	-	-	-	-
10th Grade	-	-	-	-	-	-
11th Grade	-	-	-	-	-	-
12th Grade	-	-	-	-	-	-
Subtotal	18	18	-	18	18	-
Spec Ed - Elementary	-	-	-	-	-	-
Spec Ed - Middle School	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Totals	18	18	-	18	18	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**MAYWOOD BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

SECTION 1A - 2% Calculation of Excess Surplus

2016-2017 Total General Fund Expenditures per the CAFR	\$ 20,851,160
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	200,000
Transfer from Capital Reserve to Capital Projects Fund	75,000
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(1,607,286)</u>
Adjusted 2016-2017 General Fund Expenditures	<u>\$ 19,518,874</u>
2% of Adjusted 2016-2017 General Fund Expenditures	<u>\$ 390,377</u>
Enter Greater of 2% of Adjusted 2016-17 General Fund Expenditures or \$250,000	\$ 390,377
Increased by: Allowable Adjustments	<u>188,939</u>
Maximum Unreserved/Undesignated Fund Balance	<u>\$ 579,316</u>

SECTION 2

Total General Fund - Fund Balances at June 30, 2017 (Per CAFR Budgetary Comparison schedule/statement)	\$ 2,440,397
Decreased by:	
Year-end Encumbrance	\$ 148,716
Excess Surplus - Designated for Subsequent Year's Expenditures	663,655
Capital Reserve	200,000
Capital Reserve - Designated for Subsequent Year's Expenditures	115,500
Emergency Reserve	28,504
ARRA/SEMI - Unreserved - Designated for Subsequent Years' Expenditures	416
Assigned Fund Balance - Unreserved - Designated for Subsequent Years' Expenditures	<u>223,468</u>
Total Unassigned Fund Balance	<u>\$ 1,060,138</u>

SECTION 3

Restricted Fund Balance – Excess Surplus	\$ <u>480,822</u>
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Recapitulation of Excess Surplus as of June 30, 2017

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 663,655
Reserved Excess Surplus	<u>480,822</u>
Total Excess Surplus	<u>\$ 1,144,477</u>

Detail of Allowable Adjustments

Extraordinary Aid - Unbudgeted	\$ 175,019
Nonpublic School Transportation Aid	<u>13,920</u>
	<u>\$ 188,939</u>

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

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

There are none.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

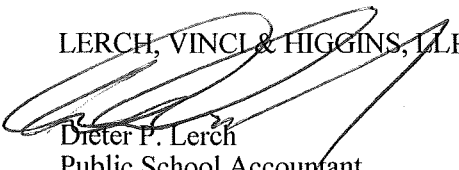
A review was performed on all prior years' recommendations. Corrective action was taken on all prior year recommendations.

ACKNOWLEDGEMENT

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

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP


Dieter P. Lerch
Public School Accountant
PSA Number CS00756