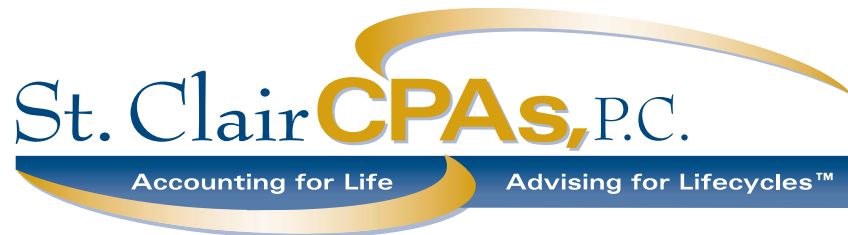


# **BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT BOARD OF EDUCATION**

**COUNTY OF CAMDEN**

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

**FOR THE FISCAL YEAR  
ENDED**

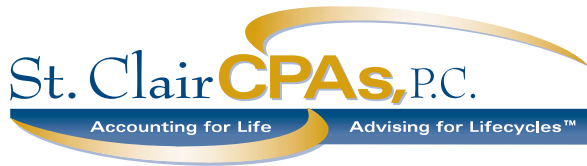


**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT  
COUNTY OF CAMDEN  
JUNE 30, 2017**

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**INDEPENDENT AUDITORS' REPORT**

Honorable President and  
Members of the Board of Education  
Borough of Merchantville School District  
County of Camden  
Merchantville, 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 Board of Education of the Borough of Merchantville School District in the County of Camden for the fiscal year ended June 30, 2017, and have issued our report thereon dated November 30, 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 Merchantville School District Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Frances Sperling Feldbaum, CPA  
Licensed Public School Accountant  
License No. 20CS00248900

St. Clair CPAs, P.C.  
Certified Public Accountants

Merchantville, New Jersey  
November 30, 2017

**ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND  
PERFORMANCE REPORTING**

**SCOPE OF AUDIT**

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education. As per P.L. 2010, C-39, effective July 2010, the position of Treasurer of School Monies is eliminated and all responsibilities are now performed by the School Business Administrator.

**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.

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount</u></b>
Greg Gontowski	Board Secretary/School Business Administrator	\$ 170,000

The above surety bond coverage was sufficient to meet the requirement in the schedule set forth in N.J.A.C. 6A:23A-16.4(c).

**Tuition Charges**

A comparison of tentative charges and actual certified tuition charges was made. The actual costs were more than estimated costs due to an increase in the number of students. The Board made proper adjustments to the billings to the sending districts for the adjustment in per pupil costs in accordance with N.J.A.C. 6A: 23A-17.1 (f) 3.

**FINANCIAL PLANNING, ACCOUNTING AND REPORTING**

**Examination of Claims**

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

**Payroll and Payroll Agency 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 Chief Administrative Officer and were certified by the President of the Board and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, and all employees were paid according to their approved contracts or salary levels.

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

## **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, 2017 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6:23A-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. As a result of the procedures performed, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### **Board Secretary's Records**

The financial records and books of accounts maintained by the Secretary were in satisfactory condition.

Acknowledgement of the Board's receipt of the Board Secretary's and School Business Administrator's monthly financial reports was included in the minutes.

Monthly financial certification of the Board Secretary and Board of Education for positive line item account status certifications (N.J.A.C. 6A:23-2.12) were performed. Budgetary line item account transfers were approved monthly to cover any anticipated deficits.

### **Treasurer's Records**

The School Business Administrator (Board Secretary) performed cash reconciliations for the general operating account, payroll agency and payroll account per N.J.S.A. 18A:17-9.

All cash receipts were promptly deposited.

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

The Treasurer filed reports 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 School Improvement Act as amended and reauthorized.

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

Our audit of the federal and state funds, on a test basis, indicated the obligations and expenditures were incurred during the fiscal year or project period for which the project was approved. Encumbrances, contracts, salaries and expenditures for federal and state funded projects were in accordance with the laws and regulations and in conformity with procurement requirements.

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.

## **FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)**

### **T.P.A.F. Reimbursement**

Our audit procedures included a test of the biweekly reimbursement forms electronically filed with the Department of Education for district employees who are members of the Teachers' Pension and Annuity Fund. All T.P.A.F. wages were properly reported during the fiscal year ended June 30, 2017.

## **SCHOOL PURCHASING PROGRAMS**

### **Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold where there is a "Qualified Purchasing Agent" in the district as defined by N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.A.C. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years and was raised to \$40,000, effective July 1, 2015.

N.J.S.A. 18A:18A-3(b) – provides for the base contract period.

N.J.S.A. 18A:18A-4 sets forth the requirement for advertising, and was amended to address the disqualification of a vendor. This statute permits a board of education to disqualify a low bidder if any board of education or, in the case of a contract for a school facilities project, the New Jersey Economic Development Authority had had a "prior negative experience" with the bidder.

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. "In order to initiate competitive contracting, the Board of Education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in section 45 of L.1999, c440 are desired to be contracted."

The results of our examination indicated that no individual payments, contracts or agreements were 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 provisions of N.J.S.A. 18A:18A-4, amended.

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

The review of contracts and agreements did not disclose any areas of statutory noncompliance.

## **SCHOOL FOOD SERVICE**

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 deposits.

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 result provision which guarantees that the food service program will break even.

The number of meals claimed for reimbursement was verified against 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.

## **SCHOOL FOOD SERVICE (Continued)**

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served for the entire school year did not exceed the number of valid applications on file times the number of operating days. The free and reduced price meal 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.

Food distribution commodities were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

## **STUDENT BODY ACTIVITIES**

The financial transactions and records of the student activity funds were maintained in satisfactory condition. The financial records, bank reconciliation, cash receipts and expenditures were reviewed on a test-check basis. No exceptions were noted.

## **UNEMPLOYMENT COMPENSATION INSURANCE TRUST FUND**

The Board has adopted the benefit reimbursement method and has established an Unemployment Compensation Insurance Trust Fund (Trust Fund). Deposits of employee deductions are to be made into the Trust Fund on a quarterly basis. Our review of the activities and records indicates that the account is being reconciled properly and timely during the year.

## **WORKERS' COMPENSATION INSURANCE TRUST FUND**

The Board has not adopted a self-insurance plan for workers' compensation and has not established a Workers' Compensation Insurance Trust Fund.

## **APPLICATION FOR STATE SCHOOL AID (A.S.S.A)**

Our audit procedures included a test of information reported in the October 15, 2016 Application of 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 work papers without exception. 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'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 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. Corrective action is being taken on all prior year findings.

**ACKNOWLEDGMENT**

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

Respectfully submitted,



Frances Sperling Feldbaum, CPA  
Licensed Public School Accountant  
License No. 20CS00248900



St. Clair CPAs, P.C.  
Certified Public Accountants

Merchantville, New Jersey  
November 30, 2017



**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT  
COUNTY OF CAMDEN  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS AS OF OCTOBER 14, 2016**

	2016-2017 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 Registers On Roll		Errors per Registers On Roll		Reported On A.S.S.A. as Private Schools		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Sample for Verification	Sample Errors	
Half Day Preschool	13	-	13	-	-	-	8	-	8	-	-	-	-	-	
Full Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Kindergarten	36	-	36	-	-	-	21	-	21	-	-	-	-	-	
One	41	-	41	-	-	-	17	-	17	-	-	-	-	-	
Two	40	-	40	-	-	-	21	-	21	-	-	-	-	-	
Three	47	-	47	-	-	-	22	-	22	-	-	-	-	-	
Four	36	-	36	-	-	-	13	-	13	-	-	-	-	-	
Five	33	-	33	-	-	-	18	-	18	-	-	-	-	-	
Six	37	-	37	-	-	-	21	-	21	-	-	-	-	-	
Seven	35	-	35	-	-	-	14	-	14	-	-	-	-	-	
Eight	31	-	31	-	-	-	11	-	11	-	-	-	-	-	
Subtotal	349	-	349	-	-	-	166	-	166	-	-	-	-	-	
Sp Ed-Elementary	30	-	30	-	-	-	24	-	24	-	-	-	-	-	
Sp Ed-Middle School	21	-	21	-	-	-	15	-	15	-	-	-	-	-	
Sp Ed-High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	51	-	51	-	-	-	39	-	39	-	-	-	-	-	
Totals	400	-	400	-	-	-	205	-	205	-	-	-	-	-	

**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT  
COUNTY OF CAMDEN**

**APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS AS OF OCTOBER 14, 2016**

	LOW INCOME				SAMPLE FOR VERIFICATION				RESIDENT LEP LOW INCOME				SAMPLE FOR VERIFICATION			
	Reported on A.S.S.A. as Low Income	Reported on Low Income	Workpapers as Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on LEP Low Income	Workpapers as LEP Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors		
Half Day Preschool	5	5	4	-	4	4	-	-	-	-	-	-	-	-		
Full Day Preschool	11	11	8	-	8	8	-	1	1	1	-	1	1	-		
Full Day Kindergarten	16	16	6	-	6	6	-	1	1	1	-	1	1	-		
One	14	14	6	-	6	6	-	1	1	1	-	1	1	-		
Two	11	11	8	-	8	8	-	3	3	3	-	3	3	-		
Three	12	12	7	-	7	7	-	-	-	-	-	-	-	-		
Four	9	9	8	-	8	8	-	-	-	-	-	-	-	-		
Five	14	14	12	-	12	12	-	-	-	-	-	-	-	-		
Six	5	5	7	-	7	7	-	-	-	-	-	-	-	-		
Seven	5	5	2	-	2	2	-	-	-	-	-	-	-	-		
Eight																
Subtotal	102	102	68	-	68	68	-	6	6	6	-	6	6	-		
Sp Ed- Elementary	14	14	10	-	10	13	-	2	2	2	-	2	2	-		
Sp Ed- Middle School	17	17	9	-	9	15	-	-	-	-	-	-	-	-		
Subtotal	31	31	19	-	19	28	-	2	2	2	-	2	2	-		
Totals	133	133	87	-	87	96	-	8	8	8	-	8	8	-		
Percentage Error				0%			0%				0%			0%		

**TRANSPORTATION**

	Reported on DR TRS by DOE		Reported on DR TRS by District		Tested		Verified		Errors
	Reported on	Errors	Reported on	Errors	Tested	Errors	Verified	Errors	
Reg. - Public Schools	-	-	-	-	-	-	-	-	-
Transported - Non-Public	-	-	-	-	-	-	-	-	-
Special Needs - Public	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-
Percentage Error									0%

	Reported	Re-Calculated
Avg. Mileage - Regular Including Grade PK students	6.2	6.2
Avg. Mileage - Regular Excluding Grade PK students	6.2	6.2
Avg. Mileage - Special Ed with Special Needs	15.3	15.3

**BOROUGH OF MERCHANTVILLE SCHOOL DISTRICT  
COUNTY OF CAMDEN  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS AS OF OCTOBER 14, 2016**

	RESIDENT LEP NOT LOW INCOME			SAMPLE FOR VERIFICATION		
	Reported On A.S.S.A. as NOT low income	Reported On Workpapers as NOT low income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors
	Half Day Preschool	-	-	-	-	-
Full Day Kindergarten	1	1	-	1	1	-
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Subtotal	1	1	-	1	1	-
Sp Ed- Elementary	-	-	-	-	-	-
Sp Ed- Middle School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Totals	1	1	-	1	1	-
Percentage Error			0%			0%

**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

2016-17 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 7,685,888 (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	\$ 656,473 (B2a)
Assets Acquired Under Capital Leases	\$ _____ - (B2b)
Adjusted 2016-17 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ 7,029,415 (B3)
2% of Adjusted 2016-17 General Fund Expenditures [(B3) times .02]	\$ 140,588 (B4)
Enter Greater of (B4) or \$250,000	\$ 250,000 (B5)
Increased by: Allowable Adjustment *	\$ _____ (K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ 250,000 (M)

**SECTION 2**

Total General Fund Fund Balances @ 6-30-17 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 1,745,213 (C)
Decreased by:	
Year-end Encumbrances	\$ 1,593 (C1)
Legally Restricted -Designated for Subsequent Year's Expenditures	\$ _____ - (C2)
Legally Restricted Excess Surplus -Designated for Subsequent Year's Expenditures **	\$ 542,404 (C3)
Other Restricted Fund Balances ****	\$ 90,000 (C4)
Assigned Fund Balance - Unreserved -Designated for Subsequent Year's Expenditures	\$ 21,888 (C5)
Additional Assigned Fund Balance – Unreserved – Designated for Subsequent Year's Expenditures July 1, 2017-August 1, 2017	\$ _____ - (C6) ****
Total Unassigned Fund Balance [(C)-(C 1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$1,089,328 (U1)

**SECTION 3**

Restricted Fund Balance – Excess Surplus\*\*\* [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 839,328 (E)

**Recapitulation of Excess Surplus as of June 30, 2017**

Reserved Excess Surplus –Designated for Subsequent Year’s Expenditures **	\$ 542,404 (C3)
Reserved Excess Surplus ***[(E)]	\$ 839,328 (E)
Total Excess Surplus [(C3) + (E)]	\$1,381,732 (D)

**Footnotes:**

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

- (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

**Detail of Allowable Adjustments**

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

\*\* This amount represents the June 30, 2017 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* Amounts must agree to the June 30, 2017 CAFR and must agree to Audit Summary Line 90030.

\*\*\*\* Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ 10,000
Maintenance reserve	\$ 80,000
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 reserve	\$ -
[Other Restricted Fund Balance not noted above]****	\$ -
 Total Other Restricted Fund Balance	 \$ 90,000(C4)