

**OLD BRIDGE TOWNSHIP SCHOOL DISTRICT**

**COUNTY OF MIDDLESEX**

**NEW JERSEY**

**AUDITOR'S MANAGEMENT REPORT**

**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**FISCAL YEAR ENDED**

**JUNE 30, 2017**

***PREPARED BY***

***SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS***

**OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
COUNTY OF MIDDLESEX  
NEW JERSEY**

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

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**REPORT OF INDEPENDENT AUDITORS**

Honorable President and Members  
of the Board of Education  
Old Bridge Township School District  
County of Middlesex, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Old Bridge Township School District in the County of Middlesex for the year ended June 30, 2017, and have issued our report thereon dated October 27, 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 Old Bridge Board of Education's management and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.



JOSEPH J. FACCONI  
Licensed Public School Accountant #194



SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey  
October 27, 2017

**OLD BRIDGE TOWNSHIP SCHOOL DISTRICT**

**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary and the Treasurer of School Moneys, the activities of the Board of Education and the records of the various funds under the auspices of the Board of Education.

**Administrative Practices and Procedures**

**Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule, contained in the District's CAFR.

**Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Joseph J. Marra	Board Secretary	\$100,000.00
Hiumanshu Shah	Treasurer of School Moneys	526,000.00

There is a Public Employees' Faithful Performance Blanket Bond with the School Alliance Insurance Fund Company covering all other employees with multiple coverage of \$500,000.00.

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board made a proper adjustment to the billings to sending districts for the decrease 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 revealed no discrepancies with respect to signatures, certification or supporting documentation.

**Payroll Account and Position Control Roster**

Net salaries of all employees were deposited in the Payroll Account.

All payroll deductions were deposited in the Payroll Agency Account.

All payrolls were approved by the Superintendent of Schools and certified by the President and the Secretary of the Board of Education.

Salary withholdings were promptly remitted to the respective agencies, including health benefits withholding due to the General Fund.

Payrolls were delivered to the Treasurer of School Moneys 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 30th for proper classification of orders as a reserve for encumbrances and accounts payable.

### Unemployment Compensation Insurance Trust Fund

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

### 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 tested 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 0.0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classifications.

### Board Secretary's Records

The financial records, books of accounts and minutes maintained by the Board Secretary were in satisfactory condition. The prescribed contractual order system was followed.

The School District's double entry system of account records were maintained in accordance with the Department of Education's prescribed GAAP Technical Systems Manual, pursuant to N.J.S.A. 18A:4-14 and N.J.A.C. 6:20-2A.

Capital Assets were maintained in accordance with regulations prescribed by the New Jersey Department of Education.

### Treasurer's Records

The Treasurer's records were examined and found to be in agreement with records of the Board Secretary.

### 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 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.

The study of compliance for E.S.E.A. indicated that there were no areas of noncompliance and/or questioned costs.

### 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.

The study of compliance for the special projects indicated that there were no areas of noncompliance and/or questioned costs.

### TPAF Reimbursement

Our audit procedures included a test of the biweekly 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.

### TPAF Reimbursement to the State for Federal Salary Expenditures

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days required by *N.J.S.A. 18A:66-90*. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Report(s) for all federal awards.

### School Purchasing Program

#### Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2015 and thereafter the bid thresholds in accordance with *N.J.S.A. 18A:18A-2* is \$40,000.00 with a Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is currently \$18,800.00.

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.

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 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 provision of *N.J.S.A. 18A:18A-4*, as amended.

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

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 following purchases were made through the use of State contracts:

Air Conditioning, Heating and Ventilating Parts	Mobile Radio Communications
Air Filters	Maintenance Service - Office
Appliances	Photocopy Equipment
Automotive Parts	Pagers
Books, Published Cost per Copy	Paint and Related Supplies
Copier Maintenance and Supplies	Park and Playground Equipment
Electrical Equipment and Supplies	Plumbing Supplies
Fire Extinguishers	Postage Equipment
Floor Covering	Power Tools
Fuel Oil	Propane Gas
Classroom Furniture	Scientific Instruments
Laboratory Chemicals	Sporting Goods
Ladders and Scaffolding	Stationery, Office Supplies
Library Supplies	Tires and Tubes
Mini Computers/Micro Computers	Vacuums



### **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 return a profit of at least \$46,004.00. The operating results provision has been met.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the nonprofit status of the school food service.

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

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.

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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.

### **Student Activity and Athletic Funds**

The School Activity Accounts, maintained on the cash basis, encompass separate accounts for the ten elementary schools, two middle schools, one high school and the athletic accounts.

### **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 without exception. The information included as part of the workpapers was verified without exception. 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 2016-2017 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Testing for Lead of All Drinking Water in Educational Facilities**

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

### **Follow-Up on Prior Year's Findings**

There were no audit findings in the prior year.

### **Miscellaneous**

The minutes indicate that the Report on Examination of Accounts for the 2015-2016 fiscal year was reviewed by the Board, a synopsis thereof distributed at a public meeting and public discussion held.



**Acknowledgment**

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



JOSEPH J. FACCONI  
Licensed Public School Accountant #194



SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey  
October 27, 2017

BOARD OF EDUCATION  
OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
COUNTY OF MIDDLESEX  
SCHEDULE OF MEAL COUNT ACTIVITY  
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL  
ENTERPRISE FUNDS - FOOD SERVICE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under-claim</u>
National School Lunch	Paid	319,942	319,942	319,942	None	\$ 0.30	None
	Reduced	64,206	64,206	64,206	None	2.76	None
	Free	<u>213,796</u>	<u>213,796</u>	<u>213,796</u>	<u>None</u>	3.16	<u>None</u>
Total National School Lunch		<u>597,944</u>	<u>597,944</u>	<u>597,944</u>	<u>None</u>		<u>None</u>
National School Lunch	HHFKA - PB Lunch Only	<u>597,944</u>	<u>597,944</u>	<u>597,944</u>	<u>None</u>	\$ 0.06	<u>None</u>
National School Breakfast - Regular	Paid	670	670	670	None	\$ 0.29	None
	Reduced	519	519	519	None	1.41	None
	Free	<u>7,064</u>	<u>7,064</u>	<u>7,064</u>	<u>None</u>	1.71	<u>None</u>
Total National School Breakfast - Regular		<u>8,253</u>	<u>8,253</u>	<u>8,253</u>	<u>None</u>		<u>None</u>
National School Breakfast - Severe Needs	Paid	6,404	6,404	6,404	None	\$ 0.29	None
	Reduced	4,425	4,425	4,425	None	1.74	None
	Free	<u>32,574</u>	<u>32,574</u>	<u>32,574</u>	<u>None</u>	2.04	<u>None</u>
Total National School Breakfast - Severe Needs		<u>43,403</u>	<u>43,403</u>	<u>43,403</u>	<u>None</u>		<u>None</u>
Total Net Underclaim							<u>None</u>

BOARD OF EDUCATION  
OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
COUNTY OF MIDDLESEX  
SCHEDULE OF MEAL COUNT ACTIVITY  
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - STATE  
ENTERPRISE FUNDS - FOOD SERVICE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under-claim</u>
National School Lunch	Paid	319,942	319,942	319,942	None	\$ 0.04	None
	Reduced	64,206	64,206	64,206	None	0.055	None
	Free	<u>213,796</u>	<u>213,796</u>	<u>213,796</u>	None	0.055	None
Total National School Lunch		<u>597,944</u>	<u>597,944</u>	<u>597,944</u>	<u>None</u>		<u>None</u>
Total Net Underclaim							<u>None</u>

**BOARD OF EDUCATION  
 OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
 COUNTY OF MIDDLESEX  
 FISCAL YEAR ENDED JUNE 30, 2017**

**NET CASH RESOURCE SCHEDULE**

**Net Cash Resources Did Not Exceed Three Months of Expenditures  
 Proprietary Funds - Food Service  
 FYE 2017**

<u>Net Cash Resources</u>		Food Service B - 4/5	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash and Cash Equivalents	\$ (200,184)
B-4		Due from Other Governments	
B-4		Accounts Receivable	\$ 154,267
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	\$ (164,678)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	
		<b>Net Cash Resources</b>	<b><u>\$ (210,595)</u></b> (A)

Net Adjustment Total Operating Expense

B-5	Total Operating Expense	\$ 3,207,253	
B-5	Less Depreciation	<u>(13,158)</u>	
	Adjustment Total Operating Expense	<b><u>\$ 3,194,094</u></b>	(B)

Average Monthly Operating Expense

B/10	<b><u>\$ 319,409</u></b>	(C)
------	--------------------------	-----

Three Times Monthly Average

3 X C	<b><u>\$ 958,228</u></b>	(D)
-------	--------------------------	-----

TOTAL IN BOX A	<u>\$ (210,595)</u>
LESS TOTAL IN BOX D	<u>\$ 958,228</u>
NET	<u>\$ (1,168,823)</u>

From above:

**A is greater than D, cash exceeds 3 X average monthly operating expenses.**

**D is greater than A, cash does not exceed 3 X average monthly operating expenses.**

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

SOURCE: USDA Resource Management Comprehensive Review Form

SCHEDULE OF AUDITED ENROLLMENTS

**OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 2016**

	2016-2017 Application for State School Aid						Sample for Verification						Private Schools for Handicapped			
	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	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Preschool 3 Years Old					-	-					-	-				
Full Day Preschool 4 Years Old					-	-					-	-				
Half Day Kindergarten					-	-					-	-				
Full Day Kindergarten	538.0		538.0		-	-	19.0		19.0		-	-				
One	572.0		572.0		-	-	20.0		20.0		-	-				
Two	568.0		568.0		-	-	20.0		20.0		-	-				
Three	527.0		527.0		-	-	19.0		19.0		-	-				
Four	549.0		549.0		-	-	19.0		19.0		-	-				
Five	538.0		538.0		-	-	19.0		19.0		-	-				
Six	576.0		576.0		-	-	20.0		20.0		-	-				
Seven	595.0		595.0		-	-	21.0		21.0		-	-				
Eight	623.0		623.0		-	-	22.0		22.0		-	-				
Nine	579.0		579.0		-	-	21.0		21.0		-	-				
Ten	590.0		590.0		-	-	21.0		21.0		-	-				
Eleven	642.0		642.0		-	-	23.0		23.0		-	-				
Twelve	617.0		617.0		-	-	22.0		22.0		-	-				
Adult High (15+ Credits)					-	-					-	-				
Adult High (1-14 Credits)					-	-					-	-				
Sub-Total	<u>7,514.0</u>	<u>-</u>	<u>7,514.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>266.0</u>	<u>-</u>	<u>266.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Ed - Elementary	539.0		539.0		-	-	19.0		19.0		-	-	8.0	6.0	6.0	-
Special Ed - Middle	325.0	8.0	325.0	8.0	-	-	12.0	1.0	12.0	1.0	-	-	4.0	7.0	7.0	-
Special Ed - High	438.0	1.0	436.0	1.0	-	-	15.0	1.0	15.0	1.0	-	-	30.0	25.0	25.0	-
Sub-Total	<u>1,300.0</u>	<u>9.0</u>	<u>1,300.0</u>	<u>9.0</u>	<u>-</u>	<u>-</u>	<u>46.0</u>	<u>2.0</u>	<u>46.0</u>	<u>2.0</u>	<u>-</u>	<u>-</u>	<u>42.0</u>	<u>38.0</u>	<u>38.0</u>	<u>-</u>
Totals	<u>8,814.0</u>	<u>9.0</u>	<u>8,814.0</u>	<u>9.0</u>	<u>-</u>	<u>-</u>	<u>312.0</u>	<u>2.0</u>	<u>312.0</u>	<u>2.0</u>	<u>-</u>	<u>-</u>	<u>42.0</u>	<u>38.0</u>	<u>38.0</u>	<u>-</u>
Percentage Error					<u>-</u>	<u>-</u>					<u>-</u>	<u>-</u>				<u>-</u>



SCHEDULE OF AUDITED ENROLLMENTS

OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 2016

	Low Income						Sample for Verification											
	Free Reported on A.S.S.A. as Low Income	Free Reported on A.S.S.A. as Low Income S/T	Reduced Reported on A.S.S.A. as Low Income	Free Reported on Workpapers as Low Income	Free Reported on Workpapers as Low Income S/T	Reduced Reported on Workpapers as Low Income	Free Errors	Free Errors S/T	Reduced Errors	Free Sample Selected from Workpapers	Free Sample Selected from Workpapers S/T	Reduced Sample Selected from Workpapers	Free Verified to Application and Register	Free Verified to Application and Register S/T	Reduced Verified to Application and Register	Free Sample Errors	Free Sample Errors S/T	Reduced Sample Errors
Full Day Preschool 3 Years Old							-	-	-							-	-	-
Full Day Preschool 4 Years Old							-	-	-							-	-	-
Half Day Kindergarten							-	-	-							-	-	-
Full Day Kindergarten	87.0		21.0	87.0		21.0	-	-	-	14.0		7.0	14.0		7.0	-	-	-
One	115.0		37.0	115.0		37.0	-	-	-	19.0		13.0	19.0		13.0	-	-	-
Two	113.0		31.0	113.0		31.0	-	-	-	18.0		11.0	18.0		11.0	-	-	-
Three	93.0		38.0	93.0		38.0	-	-	-	15.0		13.0	15.0		13.0	-	-	-
Four	106.0		29.0	106.0		29.0	-	-	-	17.0		10.0	17.0		10.0	-	-	-
Five	89.0		34.0	89.0		34.0	-	-	-	14.0		12.0	14.0		12.0	-	-	-
Six	95.0		50.0	95.0		50.0	-	-	-	15.0		17.0	15.0		17.0	-	-	-
Seven	114.0		26.0	114.0		26.0	-	-	-	18.0		9.0	18.0		9.0	-	-	-
Eight	96.0		32.0	96.0		32.0	-	-	-	15.0		11.0	15.0		11.0	-	-	-
Nine	108.0		47.0	108.0		47.0	-	-	-	17.0		16.0	17.0		16.0	-	-	-
Ten	126.0		37.0	126.0		37.0	-	-	-	20.0		13.0	20.0		13.0	-	-	-
Eleven	113.0		42.0	113.0		42.0	-	-	-	18.0		14.0	18.0		14.0	-	-	-
Twelve	105.0		39.0	105.0		39.0	-	-	-	17.0		13.0	17.0		13.0	-	-	-
Sub-Total	1,360.0	-	463.0	1,360.0	-	463.0	-	-	-	217.0	-	159.0	217.0	-	159.0	-	-	-
Special Ed - Elementary	150.0		39.0	150.0		39.0	-	-	-	24.0		13.0	24.0		13.0	-	-	-
Special Ed - Middle	86.0	3.0	35.0	86.0	3.0	35.0	-	-	-	14.0	1.0	12.0	14.0	1.0	12.0	-	-	-
Special Ed - High	102.0	1.0	40.0	102.0	1.0	40.0	-	-	-	17.0		14.0	17.0		14.0	-	-	-
Sub-Total	338.0	4.0	114.0	338.0	4.0	114.0	-	-	-	55.0	1.0	39.0	55.0	1.0	39.0	-	-	-
Totals	1,698.0	4.0	577.0	1,698.0	4.0	577.0	-	-	-	272.0	1.0	198.0	272.0	1.0	198.0	-	-	-
Percentage Error							-	-	-							-	-	-

	Transportation						Reported	Recalculated
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors		
Reg - Public Schools	4,868.0	4,868.0	-	233.0	233.0			
Trans - Nonpublic	633.0	633.0	-	32.0	32.0			
Reg - Special Education	463.0	463.0	-	20.0	20.0			
Nonpublic Schools (All)	231.0	231.0	-	11.0	11.0			
Special Education with Special Needs	322.0	322.0	-	16.0	16.0			
Totals	6,517.0	6,517.0	-	312.0	312.0			
Percentage Error			-					

  

Average Mileage - Regular Including Grade PK Students	4.6	4.8
Average Mileage - Regular Special Education	5.8	5.8

**SCHEDULE OF AUDITED ENROLLMENTS**

**OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 2016**

	Resident LEP NOT Low income			Sample for Verification			Bilingual Education Low Income			Sample for Verification		
	Reported on A S S A as NOT Low Income	Reported on Workpapers NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors	Reported on A S S A as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	36.0	36.0	-	28.0	28.0	-	19.0	19.0	-	14.0	14.0	-
One	18.0	18.0	-	14.0	14.0	-	34.0	34.0	-	26.0	26.0	-
Two	14.0	14.0	-	11.0	11.0	-	29.0	29.0	-	22.0	22.0	-
Three	3.0	3.0	-	2.0	2.0	-	17.0	17.0	-	13.0	13.0	-
Four	6.0	6.0	-	5.0	5.0	-	10.0	10.0	-	8.0	8.0	-
Five	3.0	3.0	-	2.0	2.0	-	3.0	3.0	-	2.0	2.0	-
Six	2.0	2.0	-	2.0	2.0	-	3.0	3.0	-	2.0	2.0	-
Seven	1.0	1.0	-	1.0	1.0	-	6.0	6.0	-	5.0	5.0	-
Eight	2.0	2.0	-	2.0	2.0	-	3.0	3.0	-	2.0	2.0	-
Nine	1.0	1.0	-	1.0	1.0	-	6.0	6.0	-	5.0	5.0	-
Ten	1.0	1.0	-	1.0	1.0	-	5.0	5.0	-	4.0	4.0	-
Eleven	3.0	3.0	-	2.0	2.0	-	4.0	4.0	-	3.0	3.0	-
Twelve	-	-	-	2.0	2.0	-	2.0	2.0	-	2.0	2.0	-
Sub-Total	90.0	90.0	-	73.0	73.0	-	141.0	141.0	-	108.0	108.0	-
Special Ed - Elementary	2.0	2.0	-	2.0	2.0	-	6.0	6.0	-	6.0	6.0	-
Special Ed - Middle	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - High	-	-	-	-	-	-	3.0	3.0	-	3.0	3.0	-
Sub-Total	2.0	2.0	-	2.0	2.0	-	9.0	9.0	-	9.0	9.0	-
Totals	92.0	92.0	-	75.0	75.0	-	150.0	150.0	-	117.0	117.0	-
Percentage Error			-			-			-			-

**BOARD OF EDUCATION**  
**OLD BRIDGE TOWNSHIP SCHOOL DISTRICT**  
**COUNTY OF MIDDLESEX**  
**FISCAL YEAR ENDED JUNE 30, 2017**

**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	\$ <u>159,554,749.20</u> (B)	
Increased by:		
Transfer to Food Service Fund	\$ _____ (B1a)	
Transfer from Capital Outlay to Capital Projects Fund	\$ _____ (B1b)	
Transfer from Capital Reserve to Capital Projects Fund	\$ _____ (B1c)	
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ <u>17,730,394.43</u> (B2a)	
Assets Acquired Under Capital Leases	\$ _____ (B2b)	
Adjustment for Disallowed Expenditures per S1701	\$ _____ (B2c)	
Adjusted 16-17 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>141,824,354.77</u> (B3)	
2% of Adjusted 2016-17 General Fund Expenditures [(B3) times .02]	\$ <u>2,836,487.10</u> (B4)	
Enter Greater of (B4) or \$100,000	\$ <u>2,836,487.10</u> (B5)	
Increased by: Allowable Adjustment *	\$ <u>1,421,996.00</u> (K)	
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u>4,258,483.10</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-17 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>21,007,039.94</u> (C)	
Decreased by:		
Year ended Encumbrances	\$ <u>43,619.36</u> (C1)	
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>1,679,140.11</u> (C2)	
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>2,901,175.89</u> (C3)	
Other Restricted Fund Balances ***	\$ <u>9,476,033.27</u> (C4)	
Assigned - Fund Balance - Designated for Subsequent Year's Expenditures	\$ _____ (C5)	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u>6,907,071.31</u> (U1)
Increased by:		
Adjustment for Disallowed Transfers per S1701		\$ _____ (C6)
Total Unreserved/Undesignated Fund Balance for Excess Surplus Calculation (U1+C6)		\$ <u>6,907,071.31</u> (U2)

**BOARD OF EDUCATION  
 OLD BRIDGE TOWNSHIP SCHOOL DISTRICT  
 COUNTY OF MIDDLESEX  
 FISCAL YEAR ENDED JUNE 30, 2017**

**SECTION 3**

Restricted Fund Balance - Excess Surplus\*\*[(U2)-(M)] IF NEGATIVE ENTER -0- \$ 2,648,588.21 (E)

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

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>2,901,175.89</u> (C3)
Reserved Excess Surplus***[(E)]	\$ <u>2,648,588.21</u> (E)
Fund Balance Reserved for 2013-14 per S1701 ***	\$ <u>0</u> (F)
 Total [(C3) + (E) + (F)]	 \$ <u>5,549,764.10</u> (D)

\* This adjustment line (as detailed below) is to be utilized for Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10) and Extraordinary Aid, and Additional Nonpublic School Transportation Aid and unbudgeted TPAF Wage Freeze Grant Funding. Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

**Detail of Allowable Adjustments**

Impact Aid	\$ _____ (H)
Sale and Lease-Back	\$ _____ (I)
Extraordinary Aid	\$ <u>1,281,175.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>140,821.00</u> (J2)
 Total Adjustments [(H)+(I)+(J1)+(J2)]	 \$ <u>1,421,996.00</u> (K)

\*\* This amount represents the June 30, 2017 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 10025.

\*\*\* Amounts must agree to the June 30, 2017 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 10024.

\*\*\*\* 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Capital outlay for a district with a capital outlay Cap Waiver	\$ _____
ARRA - SEMI Reserve	\$ <u>10,435.21</u>
Capital reserve	\$ <u>5,959,509.87</u>
Maintenance reserve	\$ <u>3,004,084.35</u>
Tuition reserve	\$ _____
Other state/government mandated reserve	\$ <u>502,003.84</u>
 [Other Restricted Fund Balance not noted above] ****	 \$ _____
 Total Other Restricted Fund Balance	 \$ <u>9,476,033.27</u> (C4)

**OLD BRIDGE TOWNSHIP SCHOOL DISTRICT**  
**AUDIT RECOMMENDATIONS SUMMARY**  
**FISCAL YEAR ENDED JUNE 30, 2017**

It is recommended that:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Program  
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  
None
9. Follow-Up on Prior Year's Findings  
There were no prior year recommendations.
10. Miscellaneous  
None



