

**TOWN OF WEST NEW YORK SCHOOL DISTRICT**

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

**JUNE 30, 2017**

**TOWN OF WEST NEW YORK SCHOOL DISTRICT**

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

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## **REPORT OF INDEPENDENT AUDITOR'S**

The Honorable President and  
Members of the Board of Education  
Town of West New York School District  
County of Hudson  
West New York, 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 Town of West New York School District in the County of Hudson for the 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 Town of West New York 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.



MAURICIO CANTO  
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Licensed Public School Accountant  
No. 2541

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*Certified Public Accountants*

Bayonne, New Jersey  
November 30, 2017

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

**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 Athletic Fund, The Student Activity Fund, Food Service Fund and Special Revenue Fund 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 (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> |
|--------------------|---|----------------------|
| Dean Austin        | School Business Administrator/<br>Board Secretary | \$225,000            |
| George A. Spina    | Treasurer   | \$225,000            |

The Board also has public employees faithful performance blanket position bond with the New Jersey School Boards Association Insurance Group Insurance Group covering all employees with multiple coverage of \$250,000.

***Finding 2017-001:***

The District did not have adequate surety bond coverage as required by N.J.S.A. 18A:17-32.

***Recommendation:***

The District have adequate surety bond coverage as required by N.J.S.A. 18A:17-32.

**FINANCIAL PLANNING, ACCOUNTING AND REPORTING**

**Examination of Claims**

A test examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification and proper itemization and/or supporting documentation.

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

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

**Payroll Account and Position Control Roster**

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and the Board's required payroll contributions were deposited in the Agency Reserve Account.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium withholding due to the general fund.

***Finding 2017-002:***

The certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the New Jersey Department of Treasury was not filed by the March 15 due date as required by *N.J.S.A. 18A:14.4*.

***Recommendation:***

The District file the certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the New Jersey Department of Treasury by the March 15 due date as required by *N.J.S.A. 18A:14.4*.

**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. No discrepancies were noted.

**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 classification to determine overall reliability and compliance with *N.J.A.C. 6A:23-8.3*. As a result of the procedures performed, no transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

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

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

**Board Secretary's Records/Business Administrator**

Our review of the financial and accounting records maintained by the Board Secretary/Business Administrator disclosed the following exceptions:

***Finding 2017-003:***

There is a lack of segregation of duties between performing banking and performing the respective bank reconciliations. Furthermore, bank reconciliations are not being timely performed for payroll and payroll agency accounts.

***Recommendation:***

The District should segregate duties between performing banking and performing the respective cash reconciliations. Furthermore, cash reconciliations should be timely performed for payroll and payroll agency accounts.

***Finding 2017-004:***

The District did not obtain proper approval from the Executive County Superintendent of Schools for program transfers that on a cumulative basis exceeded 10% of the total amount of the respective program as included in the original budget.

***Recommendation:***

The District obtain proper approval from the Executive County Superintendent of Schools for program transfers that on a cumulative basis exceed 10% of the total amount of the respective program as included in the original budget.

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

The E.S.E.A./NCLB financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A. indicated no instances of noncompliance and/or questionable 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.

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

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

**Other Special Federal and/or State Projects (Continued)**

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 other special federal and/or state projects no areas of noncompliance.

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

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**

The amount of the expenditure charged to the current year's Final Report for all federal awards for the District to reimburse the State for the TPAF/FICA payment made by the State on-behalf of the 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 required by the Office of Grants Management, 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 for all federal awards.

**SCHOOL PURCHASING PROGRAMS**

**Contracts and Agreements Requiring Advertisement for Bids**

Effective July 1, 2010 and thereafter, the bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:39-3(a)* are \$40,000 with a Qualified Purchasing Agent (QPA) and \$29,000 without a QPA, respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is currently \$18,800 for 2016-17.

The District 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.

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

**SCHOOL PURCHASING PROGRAMS (Continued)**

Based on the results of our examination, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of *N.J.S.A. 18A:18A-4*, amended.

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

**SCHOOL FOOD SERVICE**

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the schedule of federal award’s expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

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. No exceptions were noted.

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 break even. The operating results provision has been met.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supplies were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

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.



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

**SCHOOL FOOD SERVICE (Continued)**

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. The records of the management company included time sheets for its employees who work at the various schools. 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 and served was compared to the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced price meals and free snack policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provision were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price application were completed and available for review. No exceptions were noted.

USDA Food Distribution program food and commodities were received and a separate inventory was maintained on a first-in, first-out basis. No exception 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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G.

**STUDENT BODY ACTIVITIES**

During our review of the Student Activity funds no exceptions were noted.

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

**APPLICATION FOR STATE SCHOOL AID**

Our audit procedures included a test of information reported in the October 14, 2016, Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low income and bilingual. We also performed a review of the district procedures related to its completion. The information on the ASSA was compared to the district workpapers without exception. The information that was included on the workpapers was verified. The results of our procedures are presented in the Schedule of Audited Enrollments. The following exceptions were noted:

***Finding 2017-006:***

Errors were noted in the District's application for state school aid as follows:

- Of sample verification of 7,283 of 7,988 enrollments reported, 1 regular education student was over-reported and 1 special education student was under-reported.
- Of 6,340 resident low income enrollments reported, 6 were under-reported.
- Of sample verification of 312 of 6,340 resident low income enrollments reported, 1 exception was noted.
- Of 216 resident LEP not low income enrollments reported, 1 was over-reported.

***Recommendation:***

The District strengthen its internal controls to ensure that the enrollments reported on the application for state schools aid are accurately reported.

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.

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

**PUPIL TRANSPORTATION**

Our audit procedures included a test of on roll status reported in the 2015-16 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with some exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments and the exceptions noted are as follows:

***Finding 2017-006:***

The District did not properly report in the district report of transported resident students (DRTRS) students sent to charter schools receiving aid-in-lieu-of transportation.

***Recommendation:***

The District properly report in the district report of transported resident students (DRTRS) students sent to charter schools receiving aid-in-lieu-of transportation.

***Finding 2017-007:***

Eligibility could not verified for 1 special education student, of a sample of 156 of 325 students, reported in the DRTRS.

***Recommendation:***

The District must maintain support for eligibility of all students reported on the DRTRS.

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. No exceptions were noted in our review of transportation related purchases of goods and services.

**FACILITIES AND CAPITAL ASSETS**

Our procedures included a review of the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the General Fund and awarding of contracts for eligible facilities construction. No exceptions were noted:

**MISCELLANEOUS**

**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.

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

**FOLLOW-UP ON PRIOR YEAR FINDINGS**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action had been taken on all prior year findings with the exception of the following, which is repeated in this year's recommendations noted as current year finding 2017-007:

- The District must maintain support for eligibility of all students reported on the DRTRS.

**ACKNOWLEDGMENT**

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.



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Bayonne, New Jersey  
November 30, 2017

TOWN OF WEST NEW YORK SCHOOL DISTRICT  
SCHEDULE OF MEAL COUNT ACTIVITY  
ENTERPRISE FUND  
FOOD SERVICE FUND  
NUMBER OF MEALS SERVED AND (OVER) UNDER CLAIM - FEDERAL  
FOR FISCAL YEAR ENDED JUNE 30, 2017

| <u>PROGRAM</u>                          | <u>MEAL<br/>CATEGORY</u> | <u>MEALS<br/>CLAIMED</u> | <u>MEALS<br/>TESTED</u> | <u>MEALS<br/>VERIFIED</u> | <u>DIFFERENCE</u> | <u>RATE</u> | <u>(OVER)/<br/>UNDER<br/>CLAIM</u> |
|---|--------------------------|--------------------------|-------------------------|---------------------------|-------------------|-------------|------------------------------------|
| National School Lunch<br>(High Rate)    | Paid                     | 140,039                  | 30,641                  | 30,641                    | -                 | 0.320       | \$ -                               |
|   | Reduced                  | 54,405                   | 13,016                  | 13,016                    | -                 | 2.780       | -                                  |
|   | Free                     | <u>697,792</u>           | <u>167,763</u>          | <u>167,763</u>            | <u>-</u>          | 3.180       | <u>-</u>                           |
|   | Total                    | <u>892,236</u>           | <u>211,420</u>          | <u>211,420</u>            | <u>-</u>          |             | <u>\$ -</u>                        |
| National School Lunch                   | HHFKA - PB<br>Lunch Only | <u>892,236</u>           | <u>211,420</u>          | <u>211,420</u>            | <u>-</u>          | 0.06        | <u>-</u>                           |
| School Breakfast<br>(Severe Needs Rate) | Paid                     | 128,916                  | 29,959                  | 29,959                    | -                 | 0.290       | \$ -                               |
|   | Reduced                  | 48,902                   | 12,270                  | 12,270                    | -                 | 1.740       | -                                  |
|   | Free                     | <u>607,550</u>           | <u>145,527</u>          | <u>145,527</u>            | <u>-</u>          | 2.040       | <u>-</u>                           |
|   | Total                    | <u>785,368</u>           | <u>187,756</u>          | <u>187,756</u>            | <u>-</u>          |             | <u>\$ -</u>                        |
| Total Net (Over)/Under Claim            |                          |                          |                         |                           | <u>-</u>          |             | <u>\$ -</u>                        |

**TOWN OF WEST NEW YORK SCHOOL DISTRICT**  
**SCHEDULE OF MEAL COUNT ACTIVITY**  
**ENTERPRISE FUND**  
**FOOD SERVICE FUND**  
**NUMBER OF MEALS SERVED AND (OVER) UNDER CLAIM - STATE**  
**FOR FISCAL YEAR ENDED JUNE 30, 2017**

| <u>PROGRAM</u>  | <u>MEAL<br/>CATEGORY</u> | <u>MEALS<br/>CLAIMED</u> | <u>MEALS<br/>TESTED</u> | <u>MEALS<br/>VERIFIED</u> | <u>DIFFERENCE</u> | <u>RATE</u> | <u>(OVER)/<br/>UNDER<br/>CLAIM</u> |
|---|--------------------------|--------------------------|-------------------------|---------------------------|-------------------|-------------|------------------------------------|
| State Reimbursement<br>National School Lunch<br>(High Rate) | Paid                     | 140,039                  | 30,641                  | 30,641                    | -                 | 0.040       | \$ -                               |
|   | Reduced                  | 54,405                   | 13,016                  | 13,016                    | -                 | 0.055       | -                                  |
|   | Free                     | <u>697,792</u>           | <u>167,763</u>          | <u>167,763</u>            | <u>-</u>          | 0.055       | <u>-</u>                           |
|   | Total                    | <u><u>892,236</u></u>    | <u><u>211,420</u></u>   | <u><u>211,420</u></u>     | <u><u>-</u></u>   |             | <u><u>\$ -</u></u>                 |
| Total Net (Over)/Under Claim                                |                          |                          |                         |                           | <u><u>-</u></u>   |             | <u><u>\$ -</u></u>                 |

**TOWN OF WEST NEW YORK SCHOOL DISTRICT  
NET CASH RESOURCE SCHEDULE**

**Net cash resourced did not exceed three months of expenditures  
Proprietary Fund - Food Service  
for the Fiscal Year Ended June 30, 2017**

|  |                            | <u>Food Service<br/>Exhibits B-4/5</u> |
|--|----------------------------|--|
| <b>NET CASH RESOURCES:</b>                       |                            |  |
| <b>CAFR</b>                                      | <b>Current Assets*</b>     |  |
| B-4  | Cash and cash equivalents  | \$ 1,003,336                           |
| B-4  | Accounts receivable        | 436,952                                |
| B-4  | Other receivable           | 65,376                                 |
| <b>CAFR</b>                                      | <b>Current Liabilities</b> |  |
| B-4  | Accounts payable           | (323,623)                              |
| B-4  | Unearned revenue           | (21,458)                               |
| B-4  | Interfund payable          | <u>(264,021)</u>                       |
| <b>NET CASH RESOURCES</b>                        |                            | <u>\$ 896,562 (A)</u>                  |
| <br><b>NET ADJUSTED TOTAL OPERATING EXPENSE:</b> |                            |  |
| <b>CAFR</b>                                      |                            |  |
| B-5  | Total Operating Expenses   | 4,694,020                              |
| B-5  | Less Depreciation          | <u>(50,419)</u>                        |
| <b>NET ADJUSTED TOTAL OPERATING EXPENSE</b>      |                            | <u>\$ 4,643,601 (B)</u>                |
| <br><b>AVERAGE MONTHLY OPERATING EXPENSE:</b>    |                            |  |
|  | Monthly Average            |  |
|  | B ÷ 10                     | <u>\$ 464,360 (C)</u>                  |
| <b>AVERAGE MONTHLY OPERATING EXPENSE</b>         |                            | <u>\$ 1,393,080 (D)</u>                |

|                            |                     |
|----------------------------|---------------------|
| <b>TOTAL IN BOX A</b>      | \$ 896,562          |
| <b>LESS TOTAL IN BOX D</b> | <u>(1,393,080)</u>  |
| <b>NET</b>                 | <u>\$ (496,518)</u> |

From above:

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

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

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

**SOURCE: USDA resource management comprehensive review form.**

TOWN OF WEST NEW YORK SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 2016

**SCHEDULE OF AUDITED ENROLLMENTS**

|                            | 2017-2018 Application for State School Aid |        |                    |        |        |        | Sample of Verification          |        |                                |        |                              |        | Private Schools for Disabled            |                         |                 |               |
|----------------------------|--|--------|--------------------|--------|--------|--------|---------------------------------|--------|--------------------------------|--------|------------------------------|--------|---|-------------------------|-----------------|---------------|
|                            | Reported on A.S.S.A. On Roll               |        | Workpapers On Roll |        | Errors |        | Sample Selected from Workpapers |        | Registers Verified per 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         | 513  | -      | 513                | -      | -      | -      | 513                             | -      | 513                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Full Day Kindergarten      | 617  | -      | 617                | -      | -      | -      | 617                             | -      | 617                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| First                      | 667  | -      | 667                | -      | -      | -      | 667                             | -      | 667                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Second                     | 599  | -      | 599                | -      | -      | -      | 599                             | -      | 599                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Third                      | 533  | -      | 533                | -      | -      | -      | 533                             | -      | 533                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Fourth                     | 590  | -      | 590                | -      | -      | -      | 590                             | -      | 590                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Fifth                      | 481  | -      | 481                | -      | -      | -      | 481                             | -      | 481                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Sixth                      | 487  | -      | 487                | -      | -      | -      | 487                             | -      | 487                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Seventh                    | 463  | -      | 463                | -      | -      | -      | 463                             | -      | 463                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Eighth                     | 427  | -      | 427                | -      | -      | -      | 427                             | -      | 427                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Ninth                      | 450  | -      | 450                | -      | -      | -      | 450                             | -      | 450                            | -      | (1)                          | -      | -                                       | -                       | -               | -             |
| Tenth                      | 435  | -      | 435                | -      | -      | -      | 435                             | -      | 435                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Eleventh                   | 388  | -      | 388                | -      | -      | -      | 388                             | -      | 388                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Twelfth                    | 401  | -      | 401                | -      | -      | -      | 401                             | -      | 401                            | -      | -                            | -      | -                                       | -                       | -               | -             |
| Subtotal                   | 7,051                                      | -      | 7,051              | -      | -      | -      | 7,051                           | -      | 7,052                          | -      | (1)                          | -      | 388                                     | -                       | (388)           | -             |
| Special Ed - Elementary    | 463  | -      | 463                | -      | -      | -      | 115                             | -      | 115                            | -      | -                            | -      | 22                                      | 17                      | 17              | -             |
| Special Ed - Middle School | 209  | -      | 209                | -      | -      | -      | 52                              | -      | 52                             | -      | -                            | -      | 15                                      | 11                      | 11              | -             |
| Special Ed - High School   | 265  | -      | 265                | -      | -      | -      | 65                              | -      | 64                             | -      | -                            | -      | 19                                      | 15                      | 15              | -             |
| Subtotal                   | 937  | -      | 937                | -      | -      | -      | 232                             | -      | 231                            | -      | -                            | -      | 56                                      | 43                      | 43              | -             |
| TOTALS                     | 7,988                                      | -      | 7,988              | -      | 0.00%  | -      | 7,283                           | -      | 7,283                          | -      | 0.00%                        | -      | 444                                     | 43                      | (345)           | 0.00%         |



**TOWN OF WEST NEW YORK SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 2016**

**SCHEDULE OF AUDITED ENROLLMENTS**

|                            | Reported on A.S.S.A. as Low Income |        | Reported on Workpapers as Low Income |        | Sample for Verification         |                                      | Resident LEP Low Income |            | Reported on A.S.S.A. as LEP low Income |        | Sample for Verification         |                                     |               |
|----------------------------|------------------------------------|--------|--------------------------------------|--------|---------------------------------|--------------------------------------|-------------------------|------------|--|--------|---------------------------------|-------------------------------------|---------------|
|                            | Income                             | Errors | Workpapers                           | Errors | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors           | Workpapers | Income                                 | Errors | Sample Selected from Workpapers | Verified to Test Score and Register | Sample Errors |
| Full Day Kindergarten      | 497                                | -      | 497                                  | -      | 24                              | 24                                   | -                       | 95         | -                                      | 95     | 30                              | 30                                  | -             |
| First                      | 582                                | -      | 582                                  | -      | 29                              | 29                                   | -                       | 91         | -                                      | 91     | 28                              | 28                                  | -             |
| Second                     | 518                                | -      | 518                                  | -      | 25                              | 25                                   | -                       | 56         | -                                      | 56     | 17                              | 17                                  | -             |
| Third                      | 451                                | -      | 451                                  | -      | 22                              | 22                                   | -                       | 33         | -                                      | 33     | 10                              | 10                                  | -             |
| Fourth                     | 512                                | -      | 512                                  | -      | 25                              | 25                                   | -                       | 57         | -                                      | 57     | 18                              | 18                                  | -             |
| Fifth                      | 410                                | -      | 410                                  | -      | 20                              | 20                                   | -                       | 42         | -                                      | 42     | 13                              | 13                                  | -             |
| Sixth                      | 403                                | -      | 403                                  | -      | 20                              | 20                                   | -                       | 37         | -                                      | 37     | 12                              | 12                                  | -             |
| Seventh                    | 386                                | -      | 386                                  | -      | 19                              | 19                                   | -                       | 51         | -                                      | 51     | 16                              | 16                                  | -             |
| Eighth                     | 359                                | -      | 359                                  | -      | 18                              | 18                                   | -                       | 36         | -                                      | 36     | 11                              | 11                                  | -             |
| Ninth                      | 359                                | -      | 359                                  | -      | 18                              | 18                                   | -                       | 68         | -                                      | 68     | 21                              | 21                                  | -             |
| Tenth                      | 343                                | -      | 343                                  | -      | 17                              | 17                                   | -                       | 69         | -                                      | 69     | 21                              | 21                                  | -             |
| Eleventh                   | 300                                | 1      | 299                                  | 1      | 15                              | 15                                   | -                       | 49         | -                                      | 49     | 15                              | 15                                  | -             |
| Twelfth                    | 313                                | -      | 313                                  | -      | 15                              | 15                                   | -                       | 26         | -                                      | 26     | 8                               | 8                                   | -             |
| Subtotal                   | 5,453                              | 2      | 5,431                                | 2      | 267                             | 267                                  | -                       | 710        | -                                      | 710    | 220                             | 220                                 | -             |
| Special Ed - Elementary    | 458                                | 4      | 454                                  | 4      | 23                              | 22                                   | 1                       | 16         | -                                      | 16     | 5                               | 5                                   | -             |
| Special Ed - Middle School | 206                                | -      | 206                                  | -      | 10                              | 10                                   | -                       | 16         | -                                      | 16     | 5                               | 5                                   | -             |
| Special Ed - High School   | 243                                | -      | 243                                  | -      | 12                              | 12                                   | -                       | 6          | -                                      | 6      | 2                               | 2                                   | -             |
| Subtotal                   | 907                                | 4      | 903                                  | 4      | 45                              | 44                                   | 1                       | 38         | -                                      | 38     | 12                              | 12                                  | -             |
| TOTALS                     | 6,340                              | 6      | 6,334                                | 6      | 312                             | 311                                  | 1                       | 748        | -                                      | 748    | 232                             | 232                                 | 0.00%         |

Reported Recalculated  
1.2 1.2  
1.2 6.8  
6.8

Reg Avg (Mileage) = Regular including Grade PK Students (Part A)  
Reg Avg (Mileage) = Regular excluding Grade PK Students (Part B)  
Special Avg = Special Ed w/ Special Needs

|                                 | Reported on DRTS by DOE/County |        | Reported on DRTS by District |        | Transportation |          |
|---------------------------------|--------------------------------|--------|------------------------------|--------|----------------|----------|
|                                 | Income                         | Errors | Workpapers                   | Errors | Tested         | Verified |
| Special Ed - SpEd., Col. 4      | 107                            | -      | 107                          | -      | 51             | 51       |
| Transported - Nonpublic, Col. 3 | 4                              | -      | 4                            | -      | 2              | 2        |
| SpEd., Col. 6                   | 214                            | -      | 214                          | -      | 103            | 102      |
| TOTALS                          | 325                            | -      | 325                          | -      | 156            | 155      |
|                                 |                                | 0.00%  |                              |        |                |          |
|                                 |                                |        |                              |        |                | 0.64%    |

**TOWN OF WEST NEW YORK SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 2016**

**SCHEDULE OF AUDITED ENROLLMENTS**

|                            | Resident LEP NOT Low Income          |  |        | Sample for Verification         |                                      |               |
|----------------------------|--------------------------------------|--|--------|---------------------------------|--------------------------------------|---------------|
|                            | Reported on A.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 |
| Full Day Kindergarten      | 25                                   | 25                                       | -      | 14                              | 14                                   | -             |
| First                      | 19                                   | 19                                       | -      | 11                              | 11                                   | -             |
| Second                     | 10                                   | 10                                       | -      | 6                               | 6                                    | -             |
| Third                      | 19                                   | 19                                       | -      | 11                              | 11                                   | -             |
| Fourth                     | 13                                   | 13                                       | -      | 7                               | 7                                    | -             |
| Fifth                      | 10                                   | 10                                       | -      | 6                               | 6                                    | -             |
| Sixth                      | 21                                   | 21                                       | -      | 12                              | 12                                   | -             |
| Seventh                    | 9                                    | 9  | -      | 5                               | 5                                    | -             |
| Eighth                     | 16                                   | 16                                       | -      | 9                               | 9                                    | -             |
| Ninth                      | 25                                   | 25                                       | -      | 14                              | 14                                   | -             |
| Tenth                      | 21                                   | 21                                       | -      | 12                              | 12                                   | -             |
| Eleventh                   | 13                                   | 14                                       | (1)    | 8                               | 8                                    | -             |
| Twelfth                    | 7                                    | 7  | -      | 4                               | 4                                    | -             |
| Subtotal                   | 208                                  | 209                                      | (1)    | 119                             | 119                                  | -             |
| Special Ed - Elementary    | 3                                    | 3  | -      | 2                               | 2                                    | -             |
| Special Ed - Middle School | 1                                    | 1  | -      | 1                               | 1                                    | -             |
| Special Ed - High School   | 4                                    | 4  | -      | 2                               | 2                                    | -             |
| Subtotal                   | 8                                    | 8  | -      | 5                               | 5                                    | -             |
| TOTALS                     | 216                                  | 217                                      | (1)    | 124                             | 124                                  | -             |
|                            |                                      |  | -0.46% |                                 |                                      | 0.00%         |

**TOWN OF WEST NEW YORK SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**SECTION 1**

Calculation A: 2 Percent Excess Surplus

All districts required to use school-based budgeting are required to complete this calculation using 2 percent on line A10.

|  |  |                       |       |
|--|--|-----------------------|-------|
| 2016-2017 Total General Fund Expenditures Reported on Exhibit C-1                                    |  | \$ 129,020,379        | (A)   |
| Increased by Applicable Operating Transfers:   |  |                       |       |
| Transfer from Capital Outlay to Capital Projects   |  | -                     | (A1a) |
| Transfer from Reserve to Capital Projects  |  | -                     | (A1a) |
| Transfer from G/F to SRF for Preschool - Regular   |  | 335,728               | (A1a) |
| Transfer from G/F to SRF for Preschool - Inclusion   |  | 595,080               | (A1a) |
| Less:  |  |                       |       |
| Expenditures Allocated to Restricted Federal Resources as Reported on Exhibit D-2                    |  | (3,749,897)           | (A1b) |
| 2016-17 Adjusted General Fund & Other State Expenditures [(A) - (A1a)-(A1b)]                         |  | <u>\$ 126,201,290</u> | (A2)  |
| Decreased by:  |  |                       |       |
| On-Behalf TPAF Pension & Social Security   |  | \$ (15,559,096)       | (A3)  |
| Assets Acquired Under Capital Leases:  |  |                       |       |
| General Fund 10 Assets Acquired Under Capital Leases reported on Exhibit C-1a                        |  | \$ -                  | (A4)  |
| Add:   |  |                       |       |
| General Fund & State Resources Portion of Fund 15  |  |                       |       |
| Assets Acquired Under Capital Leases:  |  |                       |       |
| Assets Acquired Under Capital Leases in Fund 15 reported on Exhibit C-1a                             |  | -                     | (A5)  |
| Combined General Fund Contribution & State Resources % of Fund 15 Resources Reported on Exhibit D-2  |  | 94.35%                | (A6)  |
| General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5) x (A6)] |  | -                     | (A7)  |
| Total Assets Acquired Under Capital Leases [(A4) + (A7)]   |  | -                     | (A8)  |
| 2016-17 General Fund Expenditures [(A2) - (A3) - (A8)]   |  | <u>\$ 110,642,194</u> | (A9)  |
| 2% of Adjusted 2016-2017 General Fund Expenditures [(A9) x 2%]                                       |  | <u>\$ 2,212,844</u>   | (A10) |
| Enter Greater of (A10) or \$250,000  |  | <u>2,212,844</u>      | (A11) |
| Increased by: Allowable Adjustment*  |  | <u>612,569</u>        | (K)   |
| Maximum Unassigned Fund Balance [(A11) + (K)]  |  | <u>\$ 2,825,413</u>   | (M)   |

**SECTION 2**

|   |  |                     |      |
|---|--|---------------------|------|
| Total General Fund - Fund Balances at June 30, 2017   |  | \$ 7,556,157        | (C)  |
| Decreased by:   |  |                     |      |
| Year-end Encumbrances   |  | (16,196)            | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures  |  | -                   | (C2) |
| Excess Surplus - Designated for Subsequent Year's Expenditures**  |  | (1,215,891)         | (C3) |
| Other Restricted/Reserved Fund Balances****   |  | -                   | (C4) |
| Assigned-Designated for Subsequent Year's Expenditures  |  | (457,455)           | (C5) |
| Additional Assigned Fund Balance - Unreserved Designated for Subsequent Year's Expenditures July 1, 2017 - August 1, 2017 |  | -                   | (C6) |
| Total Unassigned Fund Balance [(C) - (C1) - (C2) - (C3) - (C4) - (C5) - (C6)]   |  | <u>\$ 5,866,615</u> | (U)  |

**TOWN OF WEST NEW YORK SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**SECTION 3**

Restricted Fund Balance - Excess Surplus\*\*\*[(U) - (M)] IF NEGATIVE ENTER -0- \$ 3,041,202 (E)

Summary:

Restricted Excess Surplus -- Designated for Subsequent Year's Expenditures\*\* \$ 1,215,891 (C3)  
 Restricted Excess Surplus\*\*\*[(E)] 3,041,202 (E)

Total [(C3) + (E)] \$ 4,257,093 (D)

\* This adjustment line (line (K) as detailed below) is to utilized for Impact Aid, Sale and Lease-back, Extraordinary Aid, and Additional Nonpublic School Transportation Aid, and unbudgeted FICA Wage Freeze Grant Revenue, if applicable. Extraordinary Aid and Additional Nonpublic School Transportation Aid for 2016-17 received after June 30 is limited to the amount of revenue recognized in the audit year that was not appropriated.

**Detail of Allowable Adjustments**

|   |                           |
|---|---------------------------|
| Impact Aid  | \$ - (H)                  |
| Sale & Lease-back   | <u>- (I)</u>              |
| Extraordinary Aid   | <u>612,569 (J1)</u>       |
| Additional Nonpublic School Transportation Aid                | <u>- (J2)</u>             |
| Current Year School Bus Advertising Revenue Recognized        | <u>- (J3)</u>             |
| Family Crisis Transportation Aid                              | <u>- (J4)</u>             |
| <br>Total Adjustments [(H) + (I) + (J1) + (J2) + (J3) + (J4)] | <br>\$ <u>612,569</u> (K) |

\*\* This amount represents the June 30, 2016 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* See (E) above. The amount must agree with the June 30, 2017 CAFR and Audit Summary Worksheet Line 90030.

\*\*\*\* Amount for Other Restricted Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to that Assistant to the Commissioner – Field Services prior to September 30.

- (N-1) Capital reserve at June 30, 2017
- (N-2) Maintenance reserve minimum required under EFCFA
- (N-3) Tuition reserve at June 30, 2017
- (N-4) Emergency reserve at June 30, 2017
- (N-5) School bus fuel offset reserve – current year - June 30, 2017
- (N-6) School bus fuel offset reserve – prior year - June 30, 2017
- (N-7) Impact Aid general fund reserve at June 30, 2017
- (N-8) Impact Aid capital fund reserve at June 30, 2017

**Detail of Other Reserved Fund Balance**

**Statutory restrictions:**

|   |                      |
|---|----------------------|
| Approved unspent separate proposal                                  | -                    |
| Sale/lease-back reserve   | <u>-</u>             |
| Capital reserve (N-1)   | <u>-</u>             |
| Maintenance reserve (N-2)   | <u>-</u>             |
| Tuition reserve (N-3)   | <u>-</u>             |
| Emergency reserve (N-4)   | <u>-</u>             |
| School Bus Advertising 50% Fuel Offset Reserve - current year (N-5) | <u>-</u>             |
| School Bus Advertising 50% Fuel Offset Reserve - prior year (N-6)   | <u>-</u>             |
| Impact Aid General Fund Reserve (Section 8002 and 8003) (N-7)       | <u>-</u>             |
| Impact Aid Capital Fund Reserve (Section 8007 and 8008) (N-8)       | <u>-</u>             |
| <br>[Other Restricted/Reserved Fund Balance not noted above]****    | <br><u>-</u>         |
| <br>Total Other Restricted/Reserved Fund Balance                    | <br>\$ <u>-</u> (C4) |