

**CITY OF ASBURY PARK SCHOOL DISTRICT**

Asbury Park, New Jersey  
County of Monmouth

**Auditor's Management Report on Administrative Findings -  
Financial, Compliance and Performance  
YEAR ENDED JUNE 30, 2018**



**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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

Honorable President and Members  
of the Board of Education  
City of Asbury Park School District  
County of Monmouth  
Asbury Park, NJ

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 City of Asbury Park School District in the County of Monmouth for the year ended June 30, 2018, and have issued our report thereon dated February 15, 2019.

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 School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully Submitted,  
HOLMAN FRENIA ALLISON, P.C.

Kevin P. Fernia  
Certified Public Accountant  
Public School Accountant, No. 1011

Toms River, New Jersey  
February 15, 2019

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**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 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 School District's CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Geof Hastings	Board Secretary/School Business Administrator	\$ 400,000

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil cost in accordance with *N.J.A.C.6A:23A-17.1(f)3*.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**Finding 2018-001:**

During our search for unrecorded liabilities, we noted exceptions totaling \$39,976.24 in which invoices for services performed prior to year-end date were not recorded as an account payable at June 30, 2018. We also discovered an instance in which a check was issued for \$1,000 more than the invoices that supported the disbursement.

**Recommendation:**

That the District implement procedures to ensure that invoices are reviews and classified in the proper accounting period and that the district personnel properly review voucher packages and supporting documents to ensure that disbursements are made only for bona-fide expenses supported by invoices.

### **Payroll Account**

The net salaries of sampled employees of the board were deposited in the Payroll Account. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

Payrolls were delivered to the School Business Administrator/Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### **Employee Position Control Roster**

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

### **Reserve for Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 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. 6A:23 A-16.29(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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% percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.



## **Board Secretary's Records**

Our review of the financial and accounting records maintained by the board secretary noted the following:

### **Finding 2018-002 (CAFR Finding 2018-001):**

N.J.S.A. 18A:17-9 requires the District to "prepare the monthly reconciliation of bank account statements and in conjunction with the secretary take any steps necessary to bring the cash record balance and reconciled bank balance into agreement..." We noted that the District's payroll bank account was not properly reconciled to the general ledger for the months of March through June 2018.

### **Recommendation:**

That the District properly reconciles the payroll bank account to the District's general ledger and differences be resolved in a timely manner.

### **Finding 2018-003:**

As of June 30, 2018 there was 166 checks that have been outstanding for over a year totaling \$71,262.81 across four separate bank accounts. Tracking outstanding checks is an important control procedure that ensures that all outgoing checks are accounted for.

### **Recommendation:**

That outstanding check lists for each bank account be reviewed on a regular basis and long-outstanding checks be investigated and reissued as needed after stop-payment notices have been provided to the bank.

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

The E.S.E.A. / N.C.L.B. 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, II and III of the Elementary and Secondary Education Act as amended and reauthorized.

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

Our audit procedures included a sample test of the biweekly reimbursements 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(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 prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

## **School Purchasing Programs**

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

N.J.S.A.18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$18,800 for 2017-18.

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.

Based on the results of our tests on sample basis, 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.

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.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The Statement of Revenues, Expenses, and Changes in Net Position (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program costs of goods sold.

### **Student Body Activities**

Our review of the financial and accounting records for student activities indicated they were in satisfactory condition.

### **Application for State School Aid (ASSA)**

Our audit procedures included a sample test of information reported in the October 13, 2017 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The School District maintained workpapers on the prescribed state forms of their equivalent.

The School District written procedures appear to be adequate for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a sample test of on roll status reported in the 2017-2018 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 sample of transportation contracts and purchases. Based on our sample, the School 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 sampling of transportation related purchases of goods and services.

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

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

### **Follow-up on Prior Year Findings**

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. There were no prior year findings.

**Office of Fiscal Accountability and Compliance (OFAC) Findings**

There was an Office of Fiscal Accountability and Compliance (OFAC) audit report issued during the fiscal year ended June 30, 2018. The finding related to Preschool Education Aid funds in the 2016-2017 fiscal year. The School District has approved and implemented a corresponding corrective action plan.

**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.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Kevin P. Fernia  
Certified Public Accountant  
Public School Accountant, No. 1011

Toms River, New Jersey  
February 15, 2019

**ADDITIONAL INFORMATION**

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CITY OF ASBURY PARK SCHOOL DISTRICT  
 SCHEDULE OF AUDITED ENROLLMENTS  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 13, 2017

	2018-2019 Application for State School Aid						Sample for Verification						Private Schools for Disabled						
	Reported on A.S.S.A. On Roll		Workpapers On Roll		Errors		Reported on Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools		Sample Verification		Sample Errors		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	
Full Day Preschool - 3 Yrs	170	-	-	-	-	-	24	-	24	-	-	-	-	-	-	-	-	-	-
Full Day Preschool - 4 Yrs	212	-	-	-	-	-	30	-	30	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	100	-	-	-	-	-	14	-	14	-	-	-	-	-	-	-	-	-	-
One	116	-	-	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	-
Two	82	-	-	-	-	-	12	-	12	-	-	-	-	-	-	-	-	-	-
Three	148	-	-	-	-	-	21	-	21	-	-	-	-	-	-	-	-	-	-
Four	146	-	-	-	-	-	21	-	21	-	-	-	-	-	-	-	-	-	-
Five	101	-	-	-	-	-	14	-	14	-	-	-	-	-	-	-	-	-	-
Six	95	-	-	-	-	-	14	-	14	-	-	-	-	-	-	-	-	-	-
Seven	91	-	-	-	-	-	13	-	13	-	-	-	-	-	-	-	-	-	-
Eight	89	-	-	-	-	-	13	-	13	-	-	-	-	-	-	-	-	-	-
Nine	119	-	-	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	-
Ten	80	-	-	-	-	-	11	-	11	-	-	-	-	-	-	-	-	-	-
Eleven	50	5	-	-	-	-	7	1	7	1	-	-	-	-	-	-	-	-	-
Twelve	61	5	-	-	-	-	9	1	9	1	-	-	-	-	-	-	-	-	-
Subtotal	1,660	10	-	-	-	-	237	2	237	2	-	-	-	-	-	-	-	-	-
Special Ed - Elementary	154	-	-	-	-	-	22	-	22	-	-	-	-	-	11	-	-	9	9
Special Ed - Middle School	73	-	-	-	-	-	10	-	10	-	-	-	-	6	-	-	5	5	5
Special Ed - High School	86	10	-	-	-	-	12	1	12	1	-	-	-	31	-	-	25	25	25
Subtotal	313	10	-	-	-	-	44	1	44	1	-	-	-	48	-	-	39	39	39
Totals	1,973	20	-	-	-	-	281	3	281	3	-	-	-	48	-	-	39	39	39
Percentage Error			0%				0%		0%				0%				0%		0%

**CITY OF ASBURY PARK SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	182	182	-	25	25	-	8	8	-	3	3	-
One	154	154	-	21	21	-	15	15	-	14	14	-
Two	99	99	-	14	14	-	17	17	-	14	14	-
Three	172	172	-	24	24	-	24	24	-	17	17	-
Four	167	167	-	23	23	-	22	22	-	9	9	-
Five	135	135	-	19	19	-	10	10	-	7	7	-
Six	142	142	-	20	20	-	7	7	-	5	5	-
Seven	111	111	-	15	15	-	8	8	-	5	5	-
Eight	102	102	-	14	14	-	10	10	-	8	8	-
Nine	146	146	-	20	20	-	7	7	-	5	5	-
Ten	85	85	-	12	12	-	16	16	-	11	11	-
Eleven	81.5	81.5	-	11	11	-	7	7	-	4	4	-
Twelve	74.5	74.5	-	10	10	-	7.5	7.5	-	6	6	-
Subtotal	1,651	1,651	-	228	228	-	158.5	158.5	-	108	108	-
Special Ed - Elementary	195	195	-	27	27	-	10	10	-	7	7	-
Special Ed - Middle School	92	92	-	13	13	-	4	4	-	2	2	-
Special Ed - High School	108.5	108.5	-	15	15	-	1	1	-	1	1	-
Subtotal	395.5	395.5	-	55	55	-	15	15	-	10	10	-
Totals	2,046.5	2,046.5	-	283	283	-	173.5	173.5	-	118	118	-
Percentage Error			0.00%			0.00%			0.00%			0.00%
<b>Transportation</b>												
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors						
Reg. - Public Schools, col. 1	138	138	-	72	72	-						
Reg. - Sp Ed, col. 4	33	33	-	17	17	-						
Transported - Non-Public, col. 3	-	-	-	-	-	-						
AIL - Non Public	-	-	-	-	-	-						
Special Ed Spec, col. 6	95.5	95.5	-	50	50	-						
Totals	266.5	266.5	-	139	139	-						
Percentage Error			0.00%			0.00%						



**CITY OF ASBURY PARK SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017**

	Resident LEP NOT Low Income				Sample for Verification			
	Reported on A.S.S.A as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors		
Full Day Kindergarten	2	2	-	2	-	2		
One	-	-	-	-	-	-		
Two	-	-	-	-	-	-		
Three	-	-	-	-	-	-		
Four	-	-	-	-	-	-		
Five	-	-	-	-	-	-		
Six	-	-	-	-	-	-		
Seven	-	-	-	-	-	-		
Eight	-	-	-	-	-	-		
Nine	7	7	-	6	-	6		
Ten	16	16	-	14	-	14		
Eleven	7	7	-	4	-	4		
Twelve	7.5	7.5	-	4	-	4		
Subtotal	39.5	39.5	-	30	-	30		
Special Ed - Elementary	-	-	-	-	-	-		
Special Ed - Middle School	-	-	-	-	-	-		
Special Ed - High School	-	-	-	-	-	-		
Subtotal	-	-	-	-	-	-		
Totals	39.5	39.5	-	30	-	30		
Percentage Error			0.00%			0.00%		

## EXCESS SURPLUS CALCULATION

### SECTION 1

#### Calculation A: 2% Excess Surplus

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

2017-2018 Total General Fund Expenditures Reported on Exhibit (C-1)	\$ <u>70,577,178</u> (A)
Increased by Applicable Operating Transfers:	
Transfer from Capital Outlay to Capital Projects	\$ <u>-</u> (A1a)
Transfer from Capital Reserve to Capital Projects	\$ <u>-</u> (A1a)
Transfer from General Fund to SRF for Preschool	\$ <u>573,648</u> (A1a)
Less: Expenditures Allocated to Restricted Federal Resources as Reported on Exhibit D-2	\$ <u>1,469,967</u> (A1b)
2017-2018 Adjusted General Fund & Other State Expenditures {(A)-(A1)}	\$ <u>69,680,859</u> (A2)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ <u>7,773,930</u> (A3)
Assets Acquired Under Capital Leases:	
General Fund 10 Assets Acquired Under Capital Leases reported on Exhibit C-1a	\$ <u>-</u> (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	\$ <u>-</u> (A5)
Combined General Fund Contribution & State Resources Percent of Fund 15 Resources Reported on Exhibit D-2	<u>95.35%</u> (A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases {(A5)*(A6)}	\$ <u>-</u> (A7)
Total Assets Acquired Under Capital Leases {(A4)+(A7)}	\$ <u>-</u> (A8)
Adjusted 2017-2018 General Fund Expenditures {(A2)-(A3)-(A8)}	\$ <u>61,906,929</u> (A9)
2% of Adjusted 2017-2018 General Fund Expenditures {(A9) times .02}	\$ <u>1,238,139</u> (A10)
Enter Greater of (A10) or \$250,000	\$ <u>1,238,139</u> (A11)
Increased by: Allowable Adjustment *	\$ <u>-</u> (K)
Maximum Unassigned Fund Balance [(A11)+(K)]	\$ <u><u>1,238,139</u></u> (M)

**EXCESS SURPLUS CALCULATION (continued)**

**SECTION 2:**

Total General Fund - Fund Balances at June 30, 2018	\$ <u>11,522,687</u> (C)
Decreased by:	
Year-End Encumbrances	\$ <u>62,888</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>-</u> (C-2)
Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>3,225,695</u> (C3)
Other Restricted/Reserved Fund Balances ****	\$ <u>1,775,519</u> (C4)
Assigned - Designated for Subsequent Year's Expenditures	\$ <u>1,000,000</u> (C5)
Additional Assigned Fund Balance - Unreserved Designated for Subsequent Year's Expenditures (July 1, 2018 - August 1, 2018)	\$ <u>-</u> (C6)
 Total Unassigned Fund Balance {(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)}	 \$ <u>5,458,585</u> (U)

**SECTION 3**

Restricted Fund Balance - Excess Surplus *** {(U)-(M)} IF NEGATIVE ENTER -0-	\$ <u>4,220,446</u> (E)
 <i>Recapitulation of excess surplus as of June 30, 2018</i>	
Restricted Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>3,225,695</u> (C3)
Restricted Excess Surplus ***	\$ <u>4,220,446</u> (E)
 Total {(C3) + (E)}	 \$ <u><u>7,446,141</u></u> (D)

**Footnotes:**

\* This adjustment line (line (K) as detailed below) is to be utilized for Impact Aid, Sale, lease-back, Extraordinary Aid, Additional Nonpublic School Transportation Aid and Unbudgeted FICA Wage Freeze Grant Revenue, if applicable. Extraordinary Aid and Additional Nonpublic School Transportation Aid of 2016-2017 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	\$ <u>-</u> (H)
Sale & Lease-back	\$ <u>-</u> (I)
Extraordinary Aid	\$ <u>-</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>-</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ <u>-</u> (J3)
Family Crisis Transportation Aid	\$ <u>-</u> (J4)
 Total Adjustments {(H)+(I)+(J1)+(J2)+(J3)+(J4)}	 \$ <u>-</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, 2018 CAFR and must agree Audit Summary Worksheet Line 10024.

**EXCESS SURPLUS CALCULATION (continued)**

**SECTION 3 (continued):**

\*\*\*\* Amount for Other Restricted/Reserved Fund Balances 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 the Assistant to the Commissioner for Finance prior to September 30.

- (N-1) Capital Reserve at June 30, 2018
- (N-2) Maintenance Reserve Minimum Required Under EFCFA.
- (N-3) Tuition Reserve at June 30, 2018
- (N-4) Emergency Reserve at June 30, 2018
- (N-5) School Bus Fuel Offset Reserve – Current Year – June 30, 2018
- (N-6) School Bus Fuel Offset Reserve – Prior Year – June 30, 2018
- (N-7) Impact Aid General Fund Reserve at June 30, 2018
- (N-8) Impact Aid Capital Fund Reserve at June 30, 2018

***Detail of Other Restricted Fund Balance***

Statutory Restrictions:

Approved Unspent Separate Proposal	\$ <u>-</u>
Sale/Lease-Back Reserve	\$ <u>-</u>
Capital Reserve (N-1)	\$ <u>613,532</u>
Maintenance Reserve (N-2)	\$ <u>509,644</u>
Tuition Reserve (N-3)	\$ <u>-</u>
Emergency Reserve (N-4)	\$ <u>652,343</u>
School Bus 50% Fuel Offset Reserve – Current Year (N-5)	\$ <u>-</u>
School Bus 50% Fuel Offset Reserve – Prior Year (N-6)	\$ <u>-</u>
Impact Aid General Fund Reserve (Sections 8002 and 8003) (N-7)	\$ <u>-</u>
Impact Aid Capital Fund Reserve (Sections 8007 and 8008) (N-8)	\$ <u>-</u>
 Other Restricted/Reserved Fund Balance Not Noted Above ****	 \$ <u>-</u>
 Total Other Restricted/Reserved Fund Balance	 \$ <u>1,775,519</u> (C4)

**CITY OF ASBURY PARK SCHOOL DISTRICT  
AUDIT RECOMMENDATIONS SUMMARY  
YEAR ENDED JUNE 30, 2018**

**SCHOOL DISTRICT**

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

**Finding 2018-001:**

That the District implement procedures to ensure that invoices are reviews and classified in the proper accounting period and that district personnel properly review voucher packages and supporting documentation to ensure that disbursements are made only for bona-fide expenses supported by invoices.

**Finding 2018-002:**

That the District properly reconcile the payroll bank account statement to the District's general ledger and differences be resolved in a timely manner.

**Finding 2018-003:**

As of June 30, 2018 there was 166 checks that have been outstanding for over a year totaling \$71,262.81 across four separate bank accounts. Tracking outstanding checks is an important control procedure that ensures that all outgoing checks are accounted for.

3. School Purchasing Programs

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 Assets

None

9. Miscellaneous

No Prior Year Audit Findings/Recommendations