# BOARD OF EDUCATION OF THE CITY OF BRIDGETON SCHOOL DISTRICT COUNTY OF CUMBERLAND

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

> FOR THE FISCAL YEAR ENDED JUNE 30, 2018



# **CITY OF BRIDGETON SCHOOL DISTRICT**

Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance

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

The Honorable President and Members of the Board of Education City of Bridgeton School District County of Cumberland, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the City of Bridgeton School District, in the County of Cumberland, State of New Jersey, as of and for the fiscal year ended June 30, 2018, which were separately issued in the Comprehensive Annual Financial Report dated February 21, 2019.

As part of our audit, we also performed procedures required by the Division of Administration and Finance, Department of Education, State of New Jersey, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is issued in conjunction with the Comprehensive Annual Financial Report of the City of Bridgeton School District for the fiscal year ended June 30, 2018, and is intended for the information of the School District's management and the Division of Administration and Finance, Department of Education, State of New Jersey. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

Bowman & Company LhP

BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

Henry J. Ludwigsen Certified Public Accountant Public School Accountant No. CS 001112

Woodbury, New Jersey February 21, 2019

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

# SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator 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 School District's Comprehensive Annual Financial Report (CAFR).

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

| Name               | Position   | <u>Amount</u> |
|--------------------|--|---------------|
| Nicole M. Albanese | Board Secretary / School<br>Business Administrator | \$ 2,000.00   |
| Jerry Vargas       | Assistant School Business Administrator            | \$ 2,000.00   |
| Mary Pierce        | Treasurer of School Moneys                         | \$ 423,000.00 |

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey School Boards Association Insurance Group covering all other employees with multiple coverage of \$500,000.

#### 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 costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

### FINANCIAL PLANNING, ACCOUNTING, AND REPORTING

#### Examination of Claims

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

#### Payroll Account

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the 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 Board Secretary / School Business Administrator.

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

Sampled payrolls were delivered to the Treasurer of School Moneys who then deposited with warrants in separate bank accounts for net payroll and withholdings.

# FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

#### **Employee Position Control Roster**

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2017-2018 budget review checklist.

#### Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

### <u>Travel</u>

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

#### **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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

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

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

### Treasurer of School Moneys' Records

Our audit of the financial and accounting records maintained by the Treasurer of School Moneys indicated that they were in satisfactory condition.

# Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act (E.S.S.A.)

The E.S.E.A. 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.

The audit of compliance for E.S.E.A. did not indicate any reportable noncompliance.

### Other Special Federal and / or State Projects

The School District's other special projects were approved as listed on exhibits K-3 and K-4 located in the CAFR.

Our audit of the federal and state funds on a sample 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 other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

# FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

# **TPAF Reimbursement**

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School 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 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 and N.J.S.A. 18A:66-90. The expenditure was inspected 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 the school contracts in general, are available on the following website:

### https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html

Current statute is posted on the New Jersey Legislature website at:

### http://www.njleg.state.nj.us/

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (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 \$19,000.00 for 2017-18.

The School District's 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 audit, 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 \$100,000.00 in federal and / or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. The School District had 1,501 snack program overclaims resulting in a \$1,320.88 overclaim.

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.

# SCHOOL FOOD SERVICE (CONT'D)

The statement of revenues, expenses, and changes in fund net position (CAFR exhibit B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Net cash resources did exceed three months average expenditures.

# STUDENT BODY ACTIVITIES

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

# APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample of information reported in the October 13, 2017 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers and exceptions were noted which were not of a significant enough nature to warrant a finding. The information that was included on the workpapers was verified with exceptions, which were not of a significant nature to warrant a finding. The results of our procedures are presented in the schedule of audited enrollments.

The School District maintained workpapers on the prescribed State forms or their equivalent.

The School District has adequate written procedures for the recording of student enrollment data.

### PUPIL TRANSPORTATION

Our audit procedures included a sample of on-roll status reported in the 2017-2018 District Report of Transported Resident Students (DRTRS). The information that was reported on the DRTRS was verified to the DRTRS Eligibility Summary Report with exceptions which were not of a significant nature to warrant a finding. The results of our procedures are presented in the schedule of audited enrollments.

Our procedures also included a sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

### FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

### MISCELLANEOUS

#### **Continuing Disclosure Agreements**

Not applicable - no outstanding bonds

### Testing for Lead of All Drinking Water in Education Facilities

The School District complied with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The School District submitted 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'S FINDINGS

There were no audit findings for the fiscal year ended June 30, 2017.

We have also inspected any findings contained in the audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). The School District is currently in the process of implementing correction action on all findings the report dated June 5, 2018.

# ACKNOWLEDGMENT

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

Respectfully submitted,

Bownan & Consay LhP

BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

Henry J. Ludwigsen Public School Accountant No. 001112

City of Bridgeton School District Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 13, 2017

|   |                     | 2018-2019             | Applicatio        | n for State S         | School Ai         | d b                   |                      |                        |                   | /erification          |                   |                       |                              | vate Schools             | for the Disable    | ed                      |
|---|---------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|----------------------|------------------------|-------------------|-----------------------|-------------------|-----------------------|------------------------------|--------------------------|--------------------|-------------------------|
|   | Report<br>A.S.S     | S.A.                  | Work              | ted on<br>papers      |                   |                       | San<br>Selecte       | d from                 | Regi              | ed per<br>isters      | Reg               | rs per<br>isters      | Reported<br>on A.S.S.A.      | Sample<br>for            |                    |                         |
|   | On I<br><u>Full</u> | Roll<br><u>Shared</u> | On<br><u>Full</u> | Roll<br><u>Shared</u> | Er<br><u>Full</u> | rors<br><u>Shared</u> | Workp<br><u>Full</u> | apers<br><u>Shared</u> | On<br><u>Full</u> | Roll<br><u>Shared</u> | On<br><u>Full</u> | Roll<br><u>Shared</u> | as Private<br><u>Schools</u> | Verifi-<br><u>cation</u> | Sample<br>Verified | Sample<br><u>Errors</u> |
| Half Day Preschool                        |                     |                       |                   |                       |                   |                       |                      |                        |                   |                       |                   |                       |                              |                          |                    |                         |
| Full Day Preschool                        | 344                 |                       | 344               |                       |                   |                       | 344                  |                        | 344               |                       |                   |                       |                              |                          |                    |                         |
| Half Day Kindergarten                     | • • •               |                       |                   |                       |                   |                       | ••••                 |                        |                   |                       |                   |                       |                              |                          |                    |                         |
| Full Day Kindergarten                     | 428                 |                       | 428               |                       |                   |                       | 428                  |                        | 428               |                       |                   |                       |                              |                          |                    |                         |
| One                                       | 420                 |                       | 420               |                       |                   |                       | 420                  |                        | 420               |                       |                   |                       |                              |                          |                    |                         |
| Two                                       | 444                 |                       | 444               |                       |                   |                       | 444                  |                        | 444               |                       |                   |                       |                              |                          |                    |                         |
| Three                                     | 451                 |                       | 451               |                       |                   |                       | 451                  |                        | 451               |                       |                   |                       |                              |                          |                    |                         |
| Four                                      | 473                 |                       | 473               |                       |                   |                       | 473                  |                        | 473               |                       |                   |                       |                              |                          |                    |                         |
| Five                                      | 444                 |                       | 444               |                       |                   |                       | 444                  |                        | 444               |                       |                   |                       |                              |                          |                    |                         |
| Six                                       | 456                 |                       | 456               |                       |                   |                       | 456                  |                        | 456               |                       |                   |                       |                              |                          |                    |                         |
| Seven                                     | 381                 |                       | 381               |                       |                   |                       | 381                  |                        | 381               |                       |                   |                       |                              |                          |                    |                         |
| Eight                                     | 357                 |                       | 357               |                       |                   |                       | 357                  |                        | 357               |                       |                   |                       |                              |                          |                    |                         |
| Nine                                      | 347                 |                       | 347               |                       |                   |                       | 347                  |                        | 347               |                       |                   |                       |                              |                          |                    |                         |
| Ten                                       | 327                 |                       | 327               |                       |                   |                       | 327                  |                        | 327               |                       |                   |                       |                              |                          |                    |                         |
| Eleven                                    | 297                 |                       | 297               |                       |                   |                       | 297                  |                        | 297               |                       |                   |                       |                              |                          |                    |                         |
| Twelve                                    | 235                 | 17                    | 235               | 17                    |                   |                       | 235                  | 17                     | 235               | 17                    |                   |                       |                              |                          |                    |                         |
| Post-Graduate                             | 200                 |                       | 200               |                       |                   |                       | 200                  |                        | 200               |                       |                   |                       |                              |                          |                    |                         |
| Adult H.S. (15+CR.)                       |                     |                       |                   |                       |                   |                       |                      |                        |                   |                       |                   |                       |                              |                          |                    |                         |
| Adult H.S. (1-14CR.)                      |                     |                       |                   |                       |                   |                       |                      |                        |                   |                       |                   |                       |                              |                          |                    |                         |
|   |                     |                       |                   |                       |                   |                       | -                    | ·                      |                   |                       |                   | ·                     |                              |                          |                    | -                       |
| Subtotal                                  | 5,404               | 17                    | 5,404             | 17                    | -                 |                       | 5,404                | 17                     | 5,404             | 17                    | -                 |                       |                              | -                        |                    |                         |
| Special Education-Elementary              | 188                 |                       | 188               |                       |                   |                       | 10                   |                        | 10                |                       |                   |                       | 2                            | 2                        | 2                  |                         |
| Special Education-Middle School           | 142                 |                       | 142               |                       |                   |                       | 7                    |                        | 7                 |                       |                   |                       | 9                            | 9                        | 9                  |                         |
| Special Education-High School             | 144                 |                       | 144               |                       |                   |                       | 8                    |                        | 8                 |                       |                   |                       | 15                           | 15                       | 15                 |                         |
| Subtotal                                  | 474                 | -                     | 474               | -                     | -                 | -                     | 25                   | -                      | 25                | -                     | -                 | -                     | 26                           | 26                       | 26                 |                         |
|   |                     | ·                     |                   |                       |                   | ·                     |                      | ·                      |                   |                       |                   | ·                     |                              |                          |                    |                         |
| Co. Voc Regular<br>Co. Voc. Ft. Post Sec. |                     |                       |                   |                       |                   |                       |                      |                        |                   |                       |                   |                       |                              |                          |                    |                         |
| Subtotal                                  |                     |                       |                   |                       | -                 |                       |                      |                        |                   |                       | -                 |                       |                              |                          |                    |                         |
| Totals                                    | 5,878               | 17                    | 5,878             | 17                    | -                 | -                     | 5,429                | 17                     | 5,429             | 17                    | -                 | -                     | 26                           | 26                       | 26                 | -                       |
|   |                     |                       |                   |                       |                   |                       |                      |                        |                   |                       |                   |                       |                              |                          |                    |                         |

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 13, 2017

|  | Res  | sident Low Income                                    |               | Sam  | ple for Verificatio                        | n                       | F  | Resident LEP Low Inc                                     | come             | Sample for Verification                      |  |                         |  |
|--|--|--|---------------|--|--|-------------------------|--|--|------------------|--|--|-------------------------|--|
|  | Reported on<br>A.S.S.A. as<br>Low<br><u>Income</u> | Reported on<br>Workpapers as<br>Low<br><u>Income</u> | <u>Errors</u> | Sample<br>Selected from<br><u>Workpapers</u> | Verified to<br>Application<br>and Register | Sample<br><u>Errors</u> | Reported on<br>A.S.S.A. as<br>LEP Low<br><u>Income</u> | Reported on<br>Workpapers as<br>LEP Low<br><u>Income</u> | Errors           | Sample<br>Selected from<br><u>Workpapers</u> | Verified to<br>Application,<br>Test Score<br><u>and Register</u> | Sample<br><u>Errors</u> |  |
| Half Day Preschool   |  |  |               |  |  |                         |  |  |                  |  |  |                         |  |
| Full Day Preschool   |  |  |               |  |  |                         |  |  |                  |  |  |                         |  |
| Half Day Kindergarten<br>Full Day Kindergarten               | 412  | 412  |               | 30   | 30   |                         | 123  | 123  |                  | 29   | 29   |                         |  |
| One  | 412  | 412  |               | 52   | 51   | 1                       | 123  | 123  |                  | 48   | 29<br>47   | 1                       |  |
| Two  | 408  | 408  |               | 52<br>66                                     | 65   | 1                       | 195  | 195  |                  | 48<br>55                                     | 47<br>55   |                         |  |
| Three  | 420  | 420  |               | 31   | 31   | 1                       | 103  | 103  |                  | 55<br>27                                     | 27   |                         |  |
| Four   | 433  | 433  |               | 17   | 15   | 2                       | 32   | 32   |                  | 9  | 8  | 1                       |  |
| Five   | 433  | 433  |               | 8  | 8  | 2                       | 52<br>21   | 21   |                  | 9<br>5                                       | o<br>5   |                         |  |
| Six  | 384  | 384  |               | 8<br>10                                      | 9  | 1                       | 18   | 18   |                  | 4  | 4  |                         |  |
| Six<br>Seven   | 338  | 338  |               | 13   | 13   | 1                       | 20   | 20   |                  | 4  | 4<br>5   | 1                       |  |
|  | 338<br>304   | 338<br>304   |               | 13   | 13   | 2                       | 20   | 20   |                  | 5  | 5<br>5   |                         |  |
| Eight  | 304<br>304   | 304<br>304   |               | 13   | 11   | 2                       | 22<br>39   | 39   |                  | 5<br>12                                      | 5<br>12  |                         |  |
| Nine   |  |  |               |  |  | 1                       |  |  |                  |  |  |                         |  |
| Ten  | 279  | 279  |               | 14   | 13   |                         | 30   | 30   |                  | 10   | 10   |                         |  |
| Eleven   | 244  | 244  |               | 11   | 10   | 1                       | 19   | 19   |                  | 3  | 3  |                         |  |
| Twelve   | 192  | 192  |               | 5  | 5  |                         | 9  | 9  |                  |  |  |                         |  |
| Post-Graduate<br>Adult H.S. (15+CR.)<br>Adult H.S. (1-14CR.) |  |  |               |  |  |                         |  |  |                  |  |  |                         |  |
| Subtotal   | 4,560  | 4 500  |               | 287  | 277  | 10                      | 801  | 801  |                  | 213  | 210  | 3                       |  |
| Subiotal   |  | 4,560  |               |  |  | 10                      |  |  |                  |  |  |                         |  |
| Special Education-Elementary                                 | 189  | 189  |               | 14   | 14   |                         | 20   | 20   |                  | 5  | 4  |                         |  |
| Special Education-Middle School                              | 145  | 145  |               | 6  | 6  |                         | 7  | 7  |                  |  |  |                         |  |
| Special Education-High School                                | 127  | 127  |               | 5  | 5  |                         | 2  | 2  |                  | 1  | 1  |                         |  |
| Subtotal   | 461  | 461  | -             | 25   | 25   |                         | 29   | 29   | -                | 6  | 5  | 1                       |  |
| Co. Voc Regular<br>Co. Voc. Ft. Post Sec.                    | 4  | 4  |               |  |  |                         |  |  |                  |  |  |                         |  |
| Subtotal   | 4  | 4  |               |  |  |                         |  |  | -                | <u> </u>                                     |  |                         |  |
| Totals   | 5,025  | 5,025  |               | 312  | 302  | 10                      | 830  | 830  |                  | 219  | 215  | 4                       |  |
| Percentage Error   |  |  | _             |  |  | 3.21%                   |  | =  |                  | =  |  | 1.839                   |  |
|  |  |  | Transr        | portation                                    |  |                         |  |  |                  |  |  |                         |  |
|  | Reported on  | Reported on  |               |  |  |                         |  |  |                  |  |  |                         |  |
|  | DRTRS by   | DRTRS by   |               |  |  |                         |  |  |                  |  |  | Re-                     |  |
|  | DOE/County   | District   | Errors        | Tested                                       | Verified                                   | Errors                  |  |  |                  |  | Reported   | Calculate               |  |
|  |  |  |               |  |  |                         | <b>D</b> • <i>(</i> ) ····                             |  |                  |  |  |                         |  |
| Reg Public Schools, Col. 1                                   | 450  | 450  |               | 116  | 114  | 2                       |  | age) = Regular Includi                                   |                  |  | 4.4  | 4.4                     |  |
| Reg SpEd, Col. 4   | 307  | 307  |               | 79   | 85   | (6)                     |  | age) = Regular Exclud                                    |                  | nts (Part B)                                 | 4.5  | 4.5                     |  |
| Transported - Non-Public, Col. 3                             | 23   | 23   |               | 6  | 6  | -                       | Spec. Avg. (Mile                                       | eage) = Special Ed. wi                                   | th Special Needs |  | 5.9  | 5.9                     |  |
| Special Needs, Col. 6  | 203  | 204  | (1)           | 53   | 45   | 8                       |  |  |                  |  |  |                         |  |

|     | 116 | 114 | 2   | Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A) |
|-----|-----|-----|-----|--|
|     | 79  | 85  | (6) | Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B) |
|     | 6   | 6   |     | Spec. Avg. (Mileage) = Special Ed. with Special Needs              |
| (1) | 53  | 45  | 8   |  |
|     |     |     |     |  |

Totals

Percentage Error

4

1.57%

250

983

984

-

(1)

-0.10%

254

-

City of Bridgeton School District Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 13, 2017

| ASSA as Workpapers as Nort Low NOT Low NOT Low Not Low Not Low Income     Sample Verified to Test Scoe Sample Errors     Verified to Test Scoe Sample Errors     Workpapers and Register     Errors       Half Day Kindergarten     11     11     1     1     1       Full Day Kindergarten     11     11     1     1     1       One     6     6     4     4     1     1       Fue     1 |                              |         | ident LEP NOT Low Income | Samp    | ole for Verification |            |                  |
|---|------------------------------|---------|--------------------------|---------|----------------------|------------|------------------|
| Half Day Preschool<br>Half Day Preschool<br>Half Day Kindergarten<br>Full Day Kindergarten<br>Full Day Kindergarten<br>Full Day Kindergarten<br>Full Day Kindergarten<br>Full Day Kindergarten<br>1 1 1 1 1 1<br>Fue<br>Statue<br>Statue<br>Seven 2 2 2<br>Eight 3 3 3 1 1 1<br>Fue<br>Swen 2 2 2<br>Eight 3 3 3 1 1 1<br>Ten 3 3 3 1 1 1<br>Special Education-Elementary<br>Subtotal 12 12  |                              | NOT Low | NOT Low                  | Frrors  | Selected from        | Test Score | Sample<br>Errors |
| Full Day Kindergarten   11   11   1   1     Full Day Kindergarten   11   11   1   1     One   6   6   6     Two   11   11   4   4     Three   1   1   1   1     Four   4   4   1   1     Five   2   2   2   2     Sk   2   2   2   2   2   2   2   2   2   2   2   2   2   2   2   1<   | Half Day Preschool           | <u></u> | <u></u>                  | <u></u> | <u></u>              |            |                  |
| Half Day Kindergarten   11   11   1   1     One   6   6   1   1     Two   11   11   1   1     Two   11   11   1   1     Two   1   11   1   1     Full Day Kindergarten   1   1   1   1     Two   11   11   1   1   1     Three   1   1   1   1   1     Fure   2   1   |                              |         |                          |         |                      |            |                  |
| Full Day Kindergarten   11   11   1   1     One   6   6     Two   11   11   4   4     Three   1   1   1   1     Four   4   4   1   1     Four   4   4   1   1     Four   2   2   2   2     Seven   2   2   2   2   2     Stx   2   2   2   2   1   1     Nine   3   3   1   1   1   1   1     Ten   3   3   2   1 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>   |                              |         |                          |         |                      |            |                  |
| One   6   6     Two   11   11   4   4     Three   1   1   1   1     Fue   4   4   1   1   1     Fue   2   1 <td></td> <td>11</td> <td>11</td> <td></td> <td>1</td> <td>1</td> <td></td>   |                              | 11      | 11                       |         | 1                    | 1          |                  |
| Three   1   1   1   1   1     Five   4   4   1   1   1     Five   2   1   | One                          |         |                          |         |                      |            |                  |
| Four   4   4   1   1     Five   2   1   | Тwo                          | 11      | 11                       |         | 4                    | 4          |                  |
| Five   2   1  | Three                        | 1       | 1                        |         | 1                    | 1          |                  |
| Six 2 2   Seven 2 2   Eight 3 3   Nine 3 3   Ten 3 3   Eleven 3 3   Twelve 7   Post-Graduate 46 46   Adult H.S. (15+CR.) 11   Adult H.S. (15+CR.) 11   Adult H.S. (15+CR.) 11   Subtotal 46   46 -   Special Education-Elementary 11   Special Education-High School 1   Subtotal 12   12 12   Co. Voc Regular   Co. Voc. Ft. Post Sec.   Subtotal -   - -   Subtotal -   - -   13 12   14 -   15 58   58 58   13 12  | Four                         | 4       | 4                        |         | 1                    | 1          |                  |
| Six 2 2   Seven 2 2   Eight 3 3   Nine 3 3   Ten 3 3   Eleven 3 3   Twelve 7   Post-Graduate 46 46   Adult H.S. (15+CR.) 11   Adult H.S. (15+CR.) 11   Adult H.S. (15+CR.) 11   Subtotal 46   46 -   Special Education-Elementary 11   Special Education-High School 1   Subtotal 12   12 12   Co. Voc Regular   Co. Voc. Ft. Post Sec.   Subtotal -   - -   Subtotal -   - -   13 12   14 -   15 58   58 58   13 12  |                              |         |                          |         |                      |            |                  |
| Seven   2   2   2   2   2     Eight   3   3   1   1     Nine   3   3   2   1   1     Ten   3   3   1   1   1     Eleven   3   3   1   1   1     Twelve   7   7   7   7   7     Adult H.S. (1-4CR.)   46   46   -   13   12   1     Subtotal   46   46   -   13   12   1     Special Education-Middle School   1   1   1   5   5   -   |                              | 2       | 2                        |         |                      |            |                  |
| Eight   3   3   1   1     Nine   3   3   2   1   1     Ten   3   3   1   1   1     Eleven   3   3   1   1   1     Twelve   Post-Graduate   1   1   1   1     Adult H.S. (15+CR.)  | Seven                        |         | 2                        |         | 2                    | 2          |                  |
| Nine   3   3   3   2   1   1     Ten   3   3   3   1   1   1     Beleven   3   3   3   1   1   1     Twelve   Post-Graduate   Adult H.S. (15+CR.)   | Eight                        |         |                          |         |                      |            |                  |
| Ten   3   3   1   1     Eleven   Twelve   Post-Graduate   4   1   1     Adult H.S. (15+CR.)   46   46   -   13   12   1     Subtotal   46   46   -   13   12   1     Special Education-Elementary   11   11   11   1 <td< td=""><td>Nine</td><td>3</td><td>3</td><td></td><td>2</td><td>1</td><td>1</td></td<>  | Nine                         | 3       | 3                        |         | 2                    | 1          | 1                |
| Twelve   Post-Graduate     Adult H.S. (15+CR.)     Adult H.S. (1-14CR.)     Subtotal   46   46   -   13   12   1     Special Education-Elementary   11   11   11   11   1     Special Education-High School   1   1   1   1   1   1     Subtotal   12   12   -   -   -   -   -   -     Subtotal   12   12   12   - <td>Ten</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td>  | Ten                          |         |                          |         |                      | 1          |                  |
| Twelve   Post-Graduate     Adult H.S. (15+CR.)     Adult H.S. (1-14CR.)     Subtotal   46   46   -   13   12   1     Special Education-Elementary   11   11   11   11   1     Special Education-High School   1   1   1   1   1   1     Subtotal   12   12   -   -   -   -   -   -     Subtotal   12   12   12   - <td>Eleven</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>  | Eleven                       |         |                          |         |                      |            |                  |
| Adult H.S. (15+CR.)     Adult H.S. (1-14CR.)     Subtotal   46   46   -   13   12   1     Special Education-Elementary   11   11   11   11      | Twelve                       |         |                          |         |                      |            |                  |
| Adult H.S. (1-14CR.)   46   46   -   13   12   1     Subtotal   46   46   -   13   12   1     Special Education-Elementary   11   11   11   1   1     Special Education-High School   1   1   1   -   -   -     Subtotal   12   12   -   -   -   -   -   -     Subtotal   12   12   -   | Post-Graduate                |         |                          |         |                      |            |                  |
| Adult H.S. (1-14CR.)   46   46   -   13   12   1     Subtotal   46   46   -   13   12   1     Special Education-Elementary   11   11   11   1   1     Special Education-High School   1   1   1   -   -   -     Subtotal   12   12   -   -   -   -   -   -     Subtotal   12   12   -   | Adult H.S. (15+CR.)          |         |                          |         |                      |            |                  |
| Subtotal   46   46   -   13   12   1     Special Education-Elementary   11   11   11   1   1     Special Education-Middle School   1   1   1   1   1     Subtotal   12   12   -   -   -   -     Subtotal   12   12   -   -   -   -   -     Subtotal   12   12   -   -   -   -   -   -     Subtotal   12   12   -  |                              |         |                          |         |                      |            |                  |
| Special Education-Elementary<br>Special Education-Middle School111111Special Education-High School111Subtotal1212Co. Voc Regular<br>Co. Voc. Ft. Post SecSubtotalSubtotalSubtotalCo. Voc Regular<br>Co. Voc. Ft. Post SecSubtotalSubtotalTotals5858-13121   |                              |         |                          |         |                      |            |                  |
| Special Education-Middle School   1   1     Special Education-High School   12   12   -   -   -     Subtotal   12   12   -   -   -   -   -     Co. Voc Regular  | Subtotal                     | 46      | 46                       |         | 13                   | 12         | 1                |
| Special Education-Middle School   1   1     Special Education-High School   12   12   -   -   -     Subtotal   12   12   -   -   -   -   -     Co. Voc Regular  | Special Education-Elementary | 11      | 11                       |         |                      |            |                  |
| Special Education-High School     12     12     - <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>                                  |                              |         |                          |         |                      |            |                  |
| Subtotal   12   12   - <th< td=""><td></td><td>·</td><td></td><td></td><td></td><td></td><td></td></th<>  |                              | ·       |                          |         |                      |            |                  |
| Co. Voc Regular     Co. Voc. Ft. Post Sec.     Subtotal     Totals     58     58     13     12  |                              |         |                          |         |                      |            |                  |
| Co. Voc. Ft. Post Sec.     Subtotal   -   | Subtotal                     | 12      | 12                       |         |                      |            |                  |
| Co. Voc. Ft. Post Sec.     Subtotal   -   | Co. Voc Regular              |         |                          |         |                      |            |                  |
| Totals 58 58 - 13 12 1  |                              |         |                          |         |                      |            |                  |
|   | Subtotal                     |         | <u> </u>                 | -       |                      |            |                  |
|   | Totals                       | 58      | 58                       |         | 13                   | 12         | 1                |
|   |                              |         |                          |         |                      |            | 8%               |

# EXCESS SURPLUS CALCULATION

# SCHOOL BASED BUDGET DISTRICT

# SECTION 1

# 2% Calculation of Excess Surplus

| 2017-18 Total General Fund Expenditures Reported on CAFR Exhibit C-1  | \$ 104,373,627.25 | _(A)                         |
|---|-------------------|------------------------------|
| Increased by Applicable Operating Transfers:<br>Transfer from Capital Outlay to Capital Projects Fund<br>Transfer from Capital Reserve to Capital Projects Fund<br>Transfer from General Fund to Special Revenue Fund for Preschool - Regular<br>Transfer from General Fund to Special Revenue Fund for Preschool - Inclusion<br>Less: Expenditures Allocated to Restricted Federal Resources<br>as reported on Exhibit D-2 |                   | (A1a)                        |
| 2017-18 Adjusted General Fund & Other State Expenditures [(A)+(A1a)-(A1b)]  |                   | \$ 102,828,145.02 (A2)       |
| Decreased by:<br>On-Behalf TPAF Pension & Social Security<br>Assets Acquired Under Capital Leases:<br>General Fund 10 Assets Acquired Under Capital Leases<br>Reported on Exhibit C-1a  | 596,395.00        | (A4)                         |
| Add: General Fund & State Resources Portion of Fund 15<br>Assets Acquired Under Capital Leases:<br>Assets Acquired Under Capital Leases in Fund 15<br>Reported on Exhibit C-1a  |                   | _(A5)                        |
| Combined General Fund Contribution & State Resources<br>% of Fund 15 Resources Reported on Exhibit D-2  | 0%                | _(A6)                        |
| General Fund & State Resources Portion of Fund 15<br>Assets Acquired Under Capital Leases [(A5)*(A6)]   |                   | _(A7)                        |
| Total Assets Acquired Under Capital Leases [(A4)+(A7)]  |                   | 596,395.00 (A8)              |
| 2017-18 General Fund Expenditures [(A2)-(A3)-(A8)]  |                   | <u>\$ 89,938,264.61</u> (A9) |
| 2% of Adjusted 2017-18 General Fund Expenditures<br>[(A9) times .02]  |                   | \$ 1,798,765.29 (A10)        |
| Enter Greater of (A10) or \$250,000   |                   | <u>1,798,765.29</u> (A11)    |
| Increased by: Allowable Adjustment *  |                   | <u>190,975.00</u> (K)        |
| Maximum Unassigned Fund Balance [(A11)+(K)]   |                   | <u>\$ 1,989,740.29</u> (M)   |

#### EXCESS SURPLUS CALCULATION (CONT'D)

#### SCHOOL BASED BUDGET DISTRICT

#### **SECTION 2**

| Total General Fund - Fund Balances at June 30, 2018   | \$ 19,827,033.17 (C)   |
|---|--|
| Decreased by:<br>Year-end Encumbrances<br>Legally Restricted - Designated for Subsequent Year's Expenditures<br>Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **<br>Other Restricted Fund Balances ****<br>Assigned Fund Balance - Designated for Subsequent Year's Expenditures<br>Additional Assigned Fund Balance - Designated for Subsequent Year's Expenditures<br>July 1, 2018-August 1, 2018 | 243,639.64 (C1)<br>- (C2)<br>4,378,045.88 (C3)<br>5,234,794.29 (C4)<br>3,200,915.12 (C5)<br>- (C6) ***** |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]   | <u>\$ 6,769,638.24</u> (U)   |
| SECTION 3   |  |
| Restricted Fund Balance - Excess Surplus *** [(U)-(M)] IF NEGATIVE ENTER -0-  | \$ 4,779,897.95 (E)  |
| Recapitulation of Excess Surplus as of June 30, 2018  |  |
| Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **<br>Restricted - Excess Surplus *** [(E)]   | \$ 4,378,045.88 (C3)<br>4,779,897.95 (E)   |
| Total Excess Surplus [(C3)+(E)]   | <u>\$ 9,157,943.83</u> (D)   |

#### Footnotes:

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

(H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2018 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

#### Detail of Allowable Adjustments

| Federal Impact Aid                                     | \$<br>-          | (H)  |
|--|------------------|------|
| Sale & Lease-Back                                      | <br>-            | (I)  |
| Extraordinary Aid                                      | <br>184,305.00   | (J1) |
| Additional Nonpublic School Transportation Aid         | 6,670.00         | (J2) |
| Current Year School Bus Advertising Revenue Recognized | <br>-            | (J3) |
| Family Crisis Transportation Aid                       | <br>-            | (J4) |
| Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]        | \$<br>190,975.00 | (K)  |

#### EXCESS SURPLUS CALCULATION (CONT'D)

#### SCHOOL BASED BUDGET DISTRICT

#### Footnotes: (Cont'd)

- \*\* This amount represents the June 30, 2017 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2018-2019 general fund budget.
- \*\*\* Amounts must agree to the June 30, 2018 CAFR and must agree to Audit Summary Line 90030.

\*\*\*\*

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

\*\*\*\*\*

Increase in Assigned Fund Balance - Designated for Subsequent Year's expenditures July 1, 2018 to August 1, 2018 resulting from decrease in state aid after adoption of 2018-19 district budget. (Budget guidance broadcast https://www.nj.gov/education/finance/fp/dwb/guidelines/Guidance19.pdf).

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

| Statutory restrictions:                                  |                    |      |
|--|--------------------|------|
| Approved unspent separate proposal                       | \$<br>-            | _    |
| Sale/lease-back reserve                                  | <br>-              | _    |
| Capital reserve  | 2,163,665.01       | _    |
| Maintenance reserve                                      | <br>2,971,129.28   | _    |
| Tuition reserve  | -                  | _    |
| Emergency reserve  | 100,000.00         | _    |
| School bus advertising 50% fuel offset reserve           | <br>-              | _    |
| School bus advertising 50% fuel offset reserve           | <br>-              | _    |
| Impact Aid General Fund Reserve (Sections 8002 and 8003) | <br>-              | _    |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008) | <br>-              | _    |
| Other state/government mandated reserves                 | <br>-              | _    |
|  |                    |      |
| [Other Restricted Fund Balance not noted above]****      | <br>-              | _    |
|  |                    |      |
| Total Other Restricted Fund Balance                      | \$<br>5,234,794.29 | (C4) |

# **CITY OF BRIDGETON SCHOOL DISTRICT**

Audit Recommendations Summary For the Fiscal Year Ended June 30, 2018

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning. Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. <u>Application for State School Aid</u>

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

There were no prior year recommendations.