

**BOARD OF EDUCATION
BOROUGH OF BROOKLAWN
COUNTY OF CAMDEN**

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2018**

INVERSO & STEWART
Marlton, New Jersey

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

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

The Honorable President and
Members of the Board of Education
Brooklawn School District
Brooklawn, New Jersey

I 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 Brooklawn School District, in the County of Camden for the year ended June 30, 2018, and have issued my report thereon dated January 31, 2019.

As part of my audit, I 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 Brooklawn Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant

Marlton, New Jersey
January 31, 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 activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

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

Officials Bonds

Robert Delengowski	Board Secretary/School Business Administrator	\$ 35,000
Mary Lynam	Treasurer	171,000

There is a Comprehensive Crime policy covering all other employees with multiple coverage of \$500,000.

Tuition Charges

The district was not required to make any tuition adjustments.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

The net salaries of all employees of the School District were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were approved by the 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 withholding due to the general fund.

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

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

The following was noted in the review of the Payroll Account:

Employee Position Control Roster

No exceptions were noted during an examination of the Employee Position Control Roster.

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. My review did not indicate any material discrepancies with respect to classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Travel

No exceptions were noted in my study of compliance for travel expenses.

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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. My review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in satisfactory condition.

Financial Planning, Accounting and Reporting (Continued)

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

The E.S.E.A./ESSA 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, IIA, and IV of the Elementary and Secondary Education Act, as amended and reauthorized.

The study of compliance for E.S.E.A./ESSA did not indicate any exceptions.

Other Special Federal and/or State Projects

The School District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

My audit of the federal and state funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

Other Special Federal and/or State Projects (Continued)

The study of compliance for the special projects did not indicate any exceptions.

T.P.A.F. Reimbursement

My audit procedures included a test 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.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

Finding No. 2018-001:

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

Recommendation:

That the reimbursement to the State of New Jersey for pension and social security for federally funded programs be filed timely.

Nonpublic State Aid

The study of compliance for Nonpublic State Aid did not indicate any exceptions.

School Purchasing Programs

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 transportation contracts under N.J.S.A. 18A-39-3 is \$19,000.

The School District 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 my examination, I 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, as 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 School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. The following was noted:

Finding No. 2018-002:

The certification process for electronic reporting in SNEARS was not performed in a timely manner.

Recommendation:

That all SNEARS reports be certified in a timely manner.

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 Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Student Body Activities

The financial records for the Student Activity Fund were maintained in satisfactory condition.

Application for State School Aid

My audit procedures included a test of information reported in the October 15, 2017 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with exceptions noted. The results of my procedures are presented in the Schedule of Audited Enrollments.

Application for State School Aid (Continued)

Finding No. 2018-003:

The student counts for on roll students and resident low income did not agree to supporting documents.

Recommendation:

That care is exercised in preparing the Application for State School Aid.

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

My procedures included a 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 my procedures are presented in the Schedule of Audited Enrollments.

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

Facilities and Capital Assets

My procedures included a review of the SDA grant agreement for consistency with recording SDA revenue and awarding of contracts for eligible facilities construction.

Testing for Lead of all Drinking Water in Educational Facilities

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

Follow-up on Prior Years' Findings

In accordance with government auditing standards, my procedures included a review of all prior year recommendations. Corrective action was taken on the prior year recommendations except for the following:

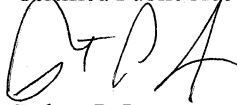
The reimbursement to the State of New Jersey for pension and social security for federally funded programs was not submitted by October 1.

Acknowledgment

I received the complete cooperation of all the officials of the Brooklawn School District and I greatly appreciate the courtesies extended to us.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants

A handwritten signature in black ink, appearing to read 'RPA', is written over the printed name of Robert P. Inverso.

Robert P. Inverso
Public School Accountant

January 31, 2019

SCHEDULE OF MEAL COUNT ACTIVITY

BROOKLAWN SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
National School Lunch (Regular Rate)	Paid	2,044	2,461	2,461	417	0.33	137.61
National School Lunch (Regular Rate)	Reduced	2,666	3,333	3,333	667	2.85	1,900.95
National School Lunch (Regular Rate)	Free	19,383	23,464	23,464	4,081	3.25	13,263.25
	TOTAL	<u>24,093</u>	<u>29,258</u>	<u>29,258</u>			<u>15,301.81</u>
National School Lunch (HHFKA - PB)	TOTAL	<u>24,093</u>	<u>29,258</u>	<u>29,258</u>	5,165	0.06	<u>309.90</u>
School Breakfast (Severe Need Rate)	Paid	238	253	253	15	0.30	4.50
School Breakfast (Severe Need Rate)	Reduced	1,544	1,928	1,928	384	1.79	687.36
School Breakfast (Severe Need Rate)	Free	<u>15,972</u>	<u>19,568</u>	<u>19,568</u>	3,596	2.09	<u>7,515.64</u>
	TOTAL	<u>17,754</u>	<u>21,749</u>	<u>21,749</u>			<u>8,207.50</u>
Total Net Underclaim							<u>23,819.21</u>

**BROOKLAWN SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - STATE
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
State Reimbursement -National School Lunch (Regular Rate)	Paid	2,044	2,461	2,461	417	0.050	20.85
State Reimbursement -National School Lunch (Regular Rate)	Reduced	2,666	3,333	3,333	667	0.055	36.69
State Reimbursement -National School Lunch (Regular Rate)	Free	19,383	23,464	23,464	4,081	0.055	224.46
	TOTAL	<u>24,093</u>	<u>29,258</u>	<u>29,258</u>			
	Total Net Underclaim						<u>281.99</u>

**BROOKLAWN SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE**

Net cash resources did not exceed three months of expenditures
Proprietary Funds - Food Service
For the fiscal year ended June 30, 2018

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	* Current Assets		
B-4	Cash & Cash Equivalents	\$ (19,615)	
B-4	Intergovernmental Accounts Receivable	31,465	
B-4	Interfund Accounts Receivable		
CAFR	Current Liabilities		
B-4	Less: Accounts Payable	(1,571)	
B-4	Less: Compensated Absences Payable		
B-4	Less: Interfund Accounts Payable		
B-4	Less: Unearned revenue		
	Net Cash Resources	\$ 10,279	(A)
 <u>Net Adjustment To Total Operating Expense:</u>			
B-5	Total Operating Expense	163,094	
B-5	Less: Depreciation	(483)	
	Adjusted Total Operating Expense	\$ 162,611	(B)
 <u>Average Monthly Operating Expense:</u>			
	B / 10	\$ 16,261	(C)
 <u>Three times monthly Average:</u>			
	3 X C	\$ 48,783	(D)

TOTAL IN BOX A	\$ 10,279	
LESS TOTAL IN BOX D	(48,783)	
NET	(38,504)	
From above:		
A is greater than D, cash exceeds 3 X average monthly operating expenses.		
D is greater than A, cash does not exceed 3 X average monthly operating expenses.		

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

SOURCE - USDA resource management comprehensive review form.

SCHEDULE OF AUDITED ENROLLMENTS

Brooklawn School District

Application for State School Aid Summary

Enrollment as of October 15, 2017

	2018-2019 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Varified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Pre K - 4	19		19					19		19						
Full Day K	27		27					27		27						
One	25		25					25		25						
Two	26		26					26		26						
Three	34		34					34		34						
Four	23		23					23		23						
Five	31		31					31		31						
Six	28		28					28		28						
Seven	29		29					29		29						
Eight	22		22					22		22						
Subtotal	264	0	264	0	0	0	264	0	264	0	0	0	0	0	0	0
SpEd Elementary	28		28				28		28				1	2	2	1
SpEd Middle School	12		12				12		12							
Subtotal	40	0	40	0	0	0	40	0	40	0	0	0	1	2	2	1
Totals	304	0	304	0	0	0	304	0	304	0	0	0	1	2	2	1
Percentage Error					-0-	-0-									-0-	50.00%

Schedule of Audited Enrollments

Brooklawn School District

Application for State School Aid Summary

Enrollment as of October 15, 2017

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Full Day K	1	1		1	1	
One	0	0		0	0	
Two	0	0		0	0	
Three	0	0		0	0	
Four	0	0		0	0	
Five	0	0		0	0	
Six	0	0		0	0	
Seven	1	1		1	1	
Eight	0	0		0	0	
Subtotal	<u>2</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>
SpEd Elementary						
SpEd Middle School						
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>2</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>

Schedule of Audited Enrollments

Brooklawn School District

Application for State School Aid Summary

Enrollment as of October 15, 2017

13

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Pre K - 3	14	14		14	14							
Half Day Pre K - 4	18	18		18	18							
Full Day K	22	22		22	22							
One	15	15		15	15		1	1		1	1	
Two	14	14		14	14							
Three	11	11		11	11							
Four	17	17		17	17		1		1			
Five	14	14		14	14							
Six	13	13		13	13							
Seven	5	5		5	5							
Eight	2	2		2	2							
Nine	7	7		7	7							
Ten	6	6		6	6							
Eleven												
Twelve												
	<u>158</u>	<u>158</u>	<u>0</u>	<u>158</u>	<u>158</u>	<u>0</u>	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
SpEd Elementary	23	23		23	23		3	3		3	3	
SpEd Middle School	9	9		9	9		2	2		2	2	
SpEdHigh School	10	10		10	10							
Subtotal	<u>42</u>	<u>42</u>	<u>0</u>	<u>42</u>	<u>42</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>0</u>
Totals	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>7</u>	<u>6</u>	<u>1</u>	<u>6</u>	<u>6</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>			<u>50%</u>			<u>-0-</u>

Transportation						
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. Public School , col. 1	9	9	9	9	9	
Reg. Special Education, col. 4	0	0	0	0	0	
AIL Trans-Non-Public, col. 3	0	0	0	0	0	
Special Needs, Col. 6	4	4	4	4	4	
	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>0</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>

	Reported	Recalculated
Avg. Mileage - Regular Including Grade PK students	9.6	9.6
Avg. Mileage - Regular Excluding Grade PK students	9.6	9.6
Avg. Mileage - Special Ed. with Special Needs	5.3	5.3

BROOKLAWN SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 2% Calculation of Excess Surplus

2017-18 Total General Fund Expenditures per the CAFR, Ex C-1	\$ <u>6,572,522</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(668,934)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2017-18 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>5,903,588</u>	(B3)
2% of Adjusted 2017-18 General Fund Expenditures [(B3) times .02]	\$ <u>118,072</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u>	(B5)
Increased by: Allowable Adjustment	\$ _____	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u>250,000</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-18 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>816,970</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ _____	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>103,673</u>	(C3)
Other Restricted Fund Balances	\$ <u>313,062</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>32,517</u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures July 1, 2018 - August 1, 2018	\$ <u>30,000</u>	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		\$ <u>337,718</u> (U1)

BROOKLAWN SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 87,718 (E)

Recapitulation of Excess Surplus as of June 30, 2018

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>103,673</u>	(C3)
Reserved Excess Surplus [(E)]	\$ <u>87,718</u>	(E)
 Total [(C3) + (E)]	 \$ <u>191,391</u>	 (D)

Detail of Allowable Adjustments

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

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ 188,062
Maintenance reserve	\$ 125,000
Emergency reserve	\$ _____
Tuition reserve	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ _____
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____
Other state/government mandated reserves	\$ _____
 Other Restricted Fund Balance not noted above	 \$ _____
 Total Other Restricted Fund Balance	 \$ <u>313,062</u> (C4)

AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2018

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

That the reimbursement to the State of New Jersey for pension and social security for federally funded programs be filed timely.

3. School Purchasing Programs

None

4. School Food Service

That all SNEARS reports be certified in a timely manner.

5. Student Body Activities

None

6. Application for State School Aid

That care is exercised in preparing the Application for State School Aid.

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations. Corrective action was taken on the prior year recommendations with the exception of the following:

That the reimbursement to the State of New Jersey for pension and social security for federally funded programs be filed timely.