

**CARLSTADT BOARD OF EDUCATION  
AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2018**

**CARLSTADT BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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## AUDITOR'S MANAGEMENT REPORT

Honorable President and Members  
of the Board of Trustees  
Carlstadt Board of Education  
Carlstadt, 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 Carlstadt Board of Education in the County of Bergen as of and for the fiscal year ended June 30, 2018, and have issued our report thereon dated January 22, 2019.

As part of our audit, we performed procedures required by the Office of School 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 intended for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Public School Accountants

Andrew D. Parente  
Public School Accountant  
PSA Number CS002246

Fair Lawn, New Jersey  
January 22, 2019

**CARLSTADT BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**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 district's Comprehensive Annual Financial Report ("CAFR").

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

| <u>Name</u> | <u>Position</u>                                  | <u>Amount</u> |
|-------------|--|---------------|
| Megan Pepe  | Board Secretary/School<br>Business Administrator | \$200,000     |

There is Public Employees' Dishonesty coverage with Selective Insurance Company of America covering all other employees with coverage of \$600,000 per loss.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**Payroll Account**

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of payroll taxes 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 premium amounts withheld 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.

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation of certain employees.

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

**CARLSTADT BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**Financial Planning, Accounting and Reporting (Continued)**

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the year end encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Travel

The District had an approved board travel policy as required by N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in very good condition.

Acknowledgment of the Board's receipt of the Board Secretary's monthly financial reports was included in the minutes.

The prescribed contractual order system was followed.

**Finding** – Our audit revealed a balance due at June 30, 2018 from the Borough for the fiscal year 2018 tax levy in the amount of \$878,987. The amount of \$878,987 has been subsequently received in July, 2018, therefore no recommendation is warranted.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the contribution method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Fiduciary trust fund.

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

The E.S.E.A. financial exhibits are contained within the Special Revenue Fund of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I through Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our examination of the E.S.E.A. 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.

**CARLSTADT BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**Financial Planning, Accounting and Reporting (Continued)**

**Other Special Federal and/or State Projects**

The District's Special Projects were approved as listed on Exhibit K-3 and K-4 located in the CAFR.

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

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

**TPAF Reimbursements**

Our audit procedures included a test of the semi-monthly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

**Finding** – Our audit of T.P.A.F. FICA reimbursements revealed the salaries used to determine the amount reimbursed by the State for FICA included certain non-pensionable wages.

**Recommendation** – The District review with its financial accounting software vendor the T.P.A.F. FICA calculation to ensure T.P.A.F. FICA reimbursements are based only on pensionable wages subject to FICA.

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

The amount of the expenditure charged to the current year's Final Report for all federal awards for the 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**

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 \$19,000 for 2017-18.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Board Attorney's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed; however, to determine whether any clear-cut violations existed.

**CARLSTADT BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**School Purchasing Programs (Continued)**

**Contracts and Agreements Requiring Advertisement for Bids (Continued)**

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," 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.

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that purchases were made through the use of State contracts.

**Food Service Fund**

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's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

We also 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.

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

The financial transactions and statistical records of the school food services were maintained in satisfactory condition. The financial accounts were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed.

**Finding** – Our audit noted the Food Service Fund's net cash resources at June 30, 2018 exceeded the three month average of expenditures for the 2017/2018 school year.

**Recommendation** – Appropriate action be taken in the Food Service Fund to ensure net cash resources do not exceed the three month average of expenditures.

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

The school district maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

Exhibits reflecting Child Nutrition Program operations are included in the section of the CAFR entitled Enterprise Funds as Exhibits B-4, B-5 and B-6.

**CARLSTADT BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**Student Body Activities**

The Board has a policy which clearly established the regulation of student activity funds.

The financial records of the student body activity funds were maintained in good condition.

**Finding** – Our audit revealed several instances where student activity deposits were not made in a timely manner.

**Recommendation** – Student activity deposits be made in a timely manner.

**Application for State School Aid**

Our audit procedures included a 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 disabled, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers with exceptions noted. The information that was included on the workpapers was verified with immaterial exceptions noted. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

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

**Finding** – Our audit of the ASSA revealed differences between the number of students included in the District workpapers and the number of students reported in the ASSA for resident low income students.

**Recommendation** – Students reported in the Districts ASSA be in agreement with the District's workpapers for resident low income students.

**Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2017-18 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 Audit Enrollments.

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

**Facilities and Capital Assets**

Our procedures included a review of the transfer of local funds from the general fund or from the capital reserve account, and awarding the contracts for eligible facilities construction.

**Finding** – Our audit indicated that the District has not prepared an updated long range facilities plan in support of the capital reserve fund balance of approximately \$3.5 million.

**Recommendation** – The District prepare an updated long range facilities plan to ensure that the amount available in the capital reserve account does not exceed the amount needed to fund the local share of capital projects.



**CARLSTADT BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**Testing for Lead of all Drinking Water in Education 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.

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 government auditing standards, our procedures included a review of all prior year recommendations including findings.

**Suggestions to Management**

- A formal Board policy be developed regarding the use of store procurement cards.

**CARLSTADT BOARD OF EDUCATION  
FOOD SERVICE FUND  
SCHEDULE OF MEAL COUNT ACTIVITY  
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**NOT APPLICABLE –  
INFORMATION IS NOT REQUIRED**

**CARLSTADT BOARD OF EDUCATION  
FOOD SERVICE FUND  
NET CASH RESOURCE SCHEDULE  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

| <u>Net Cash Resources:</u> |                            | <b>Food<br/>Service</b> |
|----------------------------|----------------------------|-------------------------|
| <b>CAFR</b>                | *                          |                         |
| B-4                        | <b>Current Assets</b>      |                         |
|                            | Cash & Cash Equiv.         | \$ 56,579               |
| B-4                        | Due from Other Gov'ts      | 8,374                   |
| B-4                        | Due from Other Funds       | 61,431                  |
| <b>CAFR</b>                | <b>Current Liabilities</b> |                         |
| B-4                        | Less Accounts Payable      | 28,173                  |
|                            | <b>Net Cash Resources</b>  | <b>\$ 98,211</b>        |

Net Adj. Total Operating Expense:

|     |                      |                   |
|-----|----------------------|-------------------|
| B-5 | Tot. Operating Exp.  | 290,991           |
| B-5 | Less Depreciation    | (5,660)           |
|     | Adj. Tot. Oper. Exp. | <b>\$ 285,331</b> |

Average Monthly Operating Expense:

**\$ 28,533**

Three times monthly Average:

**\$ 85,599**

|  |    |               |
|--|----|---------------|
| NET CASH RESOURCES                           | \$ | 98,211        |
| LESS THREE TIMES MONTHLY<br>AVERAGE EXPENSES | \$ | 85,599        |
| NET  | \$ | <b>12,612</b> |

**Net cash resources exceeds 3 X average monthly operating expenses by \$12,612.**

CARLSTADT BOARD OF EDUCATION  
A.S.S.A.  
SCHEDULE OF AUDITED ENROLLMENTS  
10/13/2017

|                              | 2018-2019 Application for State School Aid |          |                                |          |              |              | Sample for Verification         |          |                               |              |                              |          | Private Schools for Disabled            |                           |                 |               |          |
|------------------------------|--|----------|--------------------------------|----------|--------------|--------------|---------------------------------|----------|-------------------------------|--------------|------------------------------|----------|---|---------------------------|-----------------|---------------|----------|
|                              | Reported on A.S.S.A. On Roll               |          | Reported on Workpapers On Roll |          | Errors       |              | Sample Selected from Workpapers |          | Verified per Register On Roll |              | Errors per Registers On Roll |          | Reported on A.S.S.A. as Private Schools | Sample for Verifi- cation | Sample Verified | Sample Errors |          |
|                              | Full                                       | Shared   | Full                           | Shared   | Full         | Shared       | Full                            | Shared   | Full                          | Shared       | Full                         | Shared   |   |                           |                 |               |          |
|                              |  |          |                                |          |              |              |                                 |          |                               |              |                              |          |   |                           |                 |               |          |
| Half Day Preschool - 3 years | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| Full Day Preschool - 3 years | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| Half Day Preschool - 4 years | 18   | -        | 18                             | -        | -            | -            | 18                              | -        | 18                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| Full Day Preschool - 4 years | 1  | -        | -                              | -        | 1            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| Half Day Kindergarten        | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| Full Day Kindergarten        | 52   | -        | 52                             | -        | -            | -            | 52                              | -        | 52                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 1st Grade                    | 48   | -        | 48                             | -        | -            | -            | 48                              | -        | 48                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 2nd Grade                    | 44   | -        | 44                             | -        | -            | -            | 44                              | -        | 44                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 3rd Grade                    | 47   | -        | 47                             | -        | -            | -            | 47                              | -        | 47                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 4th Grade                    | 59   | -        | 59                             | -        | -            | -            | 59                              | -        | 59                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 5th Grade                    | 43   | -        | 43                             | -        | -            | -            | 43                              | -        | 43                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 6th Grade                    | 48   | -        | 48                             | -        | -            | -            | 48                              | -        | 48                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 7th Grade                    | 54   | -        | 54                             | -        | -            | -            | 54                              | -        | 54                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 8th Grade                    | 44   | -        | 44                             | -        | -            | -            | 44                              | -        | 44                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 9th Grade                    | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 10th Grade                   | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 11th Grade                   | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| 12th Grade                   | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| <b>Subtotal</b>              | <b>458</b>                                 | <b>-</b> | <b>457</b>                     | <b>-</b> | <b>1</b>     | <b>-</b>     | <b>457</b>                      | <b>-</b> | <b>457</b>                    | <b>-</b>     | <b>-</b>                     | <b>-</b> | <b>-</b>                                | <b>-</b>                  | <b>-</b>        | <b>-</b>      | <b>-</b> |
| Spec Ed - Elementary         | 43   | -        | 43                             | -        | -            | -            | 43                              | -        | 43                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| Spec Ed - Middle School      | 32   | -        | 32                             | -        | -            | -            | 32                              | -        | 32                            | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| Spec Ed - High School        | -  | -        | -                              | -        | -            | -            | -                               | -        | -                             | -            | -                            | -        | -                                       | -                         | -               | -             | -        |
| <b>Subtotal</b>              | <b>75</b>                                  | <b>-</b> | <b>75</b>                      | <b>-</b> | <b>-</b>     | <b>-</b>     | <b>75</b>                       | <b>-</b> | <b>75</b>                     | <b>-</b>     | <b>-</b>                     | <b>-</b> | <b>-</b>                                | <b>-</b>                  | <b>-</b>        | <b>-</b>      | <b>-</b> |
| <b>Totals</b>                | <b>533</b>                                 | <b>-</b> | <b>532</b>                     | <b>-</b> | <b>1</b>     | <b>-</b>     | <b>532</b>                      | <b>-</b> | <b>532</b>                    | <b>-</b>     | <b>-</b>                     | <b>-</b> | <b>-</b>                                | <b>-</b>                  | <b>-</b>        | <b>-</b>      | <b>-</b> |
| <b>Percentage Error</b>      |  |          |                                |          | <u>0.19%</u> | <u>0.00%</u> |                                 |          |                               | <u>0.00%</u> | <u>0.00%</u>                 |          |   |                           |                 | <u>0.00%</u>  |          |

**CARLSTADT BOARD OF EDUCATION  
A.S.S.A.  
SCHEDULE OF AUDITED ENROLLMENTS  
10/13/2017**

|                            | 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 Low Income | Reported on Workpapers as Low Income | Errors        | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors |
| Half Day Preschool (3 Yrs) | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| Full Day Preschool (3 Yrs) | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| Half Day Preschool (4 Yrs) | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| Full Day Preschool (4 Yrs) | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| Half Day Kindergarten      | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| Full Day Kindergarten      | 6                                 | 6                                    | -              | 2                               | 2                                    | -             | 3                                 | 3                                    | -             | 2                               | 2                                    | -             |
| 1st Grade                  | 10                                | 10                                   | -              | 3                               | 3                                    | -             | 1                                 | 2                                    | (1)           | 2                               | 2                                    | -             |
| 2nd Grade                  | 6                                 | 9                                    | (3)            | 3                               | 2                                    | 1             | -                                 | -                                    | -             | -                               | -                                    | -             |
| 3rd Grade                  | 10                                | 11                                   | (1)            | 4                               | 4                                    | -             | 2                                 | 2                                    | -             | 2                               | 2                                    | -             |
| 4th Grade                  | 15                                | 22                                   | (7)            | 8                               | 8                                    | -             | 1                                 | 1                                    | -             | 1                               | 1                                    | -             |
| 5th Grade                  | 8                                 | 9                                    | (1)            | 3                               | 3                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| 6th Grade                  | 7                                 | 17                                   | (10)           | 6                               | 6                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| 7th Grade                  | 14                                | 14                                   | -              | 5                               | 5                                    | -             | 1                                 | 1                                    | -             | 1                               | 1                                    | -             |
| 8th Grade                  | 16                                | 12                                   | 4              | 4                               | 4                                    | -             | 1                                 | 1                                    | -             | 1                               | 1                                    | -             |
| 9th Grade                  | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| 10th Grade                 | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| 11th Grade                 | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| 12th Grade                 | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| <b>Subtotal</b>            | <b>92</b>                         | <b>110</b>                           | <b>(18)</b>    | <b>38</b>                       | <b>37</b>                            | <b>1</b>      | <b>9</b>                          | <b>10</b>                            | <b>(1)</b>    | <b>9</b>                        | <b>9</b>                             | <b>-</b>      |
| Spec Ed - Elementary       | 20                                | 21                                   | (1)            | 7                               | 6                                    | 1             | 4                                 | 4                                    | -             | 3                               | 3                                    | -             |
| Spec Ed - Middle School    | 12                                | 11                                   | 1              | 4                               | 4                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| Spec Ed - High School      | -                                 | -                                    | -              | -                               | -                                    | -             | -                                 | -                                    | -             | -                               | -                                    | -             |
| <b>Subtotal</b>            | <b>32</b>                         | <b>32</b>                            | <b>-</b>       | <b>11</b>                       | <b>10</b>                            | <b>1</b>      | <b>4</b>                          | <b>4</b>                             | <b>-</b>      | <b>3</b>                        | <b>3</b>                             | <b>-</b>      |
| <b>Totals</b>              | <b>124</b>                        | <b>142</b>                           | <b>(18)</b>    | <b>49</b>                       | <b>47</b>                            | <b>2</b>      | <b>13</b>                         | <b>14</b>                            | <b>(1)</b>    | <b>12</b>                       | <b>12</b>                            | <b>-</b>      |
| Percentage Error           |                                   |                                      | <u>-14.52%</u> |                                 |                                      | <u>4.08%</u>  |                                   |                                      | <u>-7.69%</u> |                                 |                                      | <u>0.00%</u>  |

|                          | Transportation           |                               |              | Tested    | Verified  | Errors       |
|--------------------------|--------------------------|-------------------------------|--------------|-----------|-----------|--------------|
|                          | Reported on DRTRS by DOE | Reported on DRTRS by District | Errors       |           |           |              |
| Regular Public           | 2                        | 2                             | -            | 2         | 2         | -            |
| Transported - Non-Public | -                        | -                             | -            | -         | -         | -            |
| Regular - Spec.          | -                        | -                             | -            | -         | -         | -            |
| Special Needs - Public   | 14                       | 14                            | -            | 12        | 12        | -            |
| <b>Totals</b>            | <b>16</b>                | <b>16</b>                     | <b>-</b>     | <b>14</b> | <b>14</b> | <b>-</b>     |
|                          |                          |                               | <u>0.00%</u> |           |           | <u>0.00%</u> |

**CARLSTADT BOARD OF EDUCATION  
A.S.S.A.  
SCHEDULE OF AUDITED ENROLLMENTS  
10/13/2017**

|                            | LEP Not Low Income                         |   |              | Sample for Verification               |                         |                  |
|----------------------------|--|---|--------------|---------------------------------------|-------------------------|------------------|
|                            | Reported on<br>A.S.S.A as<br>Low<br>Income | Reported on<br>Workpapers as<br>Low<br>Income | Errors       | Sample<br>Selected from<br>Workpapers | Verified to<br>Register | Sample<br>Errors |
| Half Day Preschool (3 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Full Day Preschool (3 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Half Day Preschool (4 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Full Day Preschool (4 Yrs) | -  | -   | -            | -                                     | -                       | -                |
| Half Day Kindergarten      | -  | -   | -            | -                                     | -                       | -                |
| Full Day Kindergarten      | 6  | 6   | -            | 6                                     | 6                       | -                |
| 1st Grade                  | 3  | 3   | -            | 2                                     | 2                       | -                |
| 2nd Grade                  | 6  | 6   | -            | 4                                     | 4                       | -                |
| 3rd Grade                  | 6  | 6   | -            | 5                                     | 5                       | -                |
| 4th Grade                  | 1  | 1   | -            | 1                                     | 1                       | -                |
| 5th Grade                  | 1  | 1   | -            | 1                                     | 1                       | -                |
| 6th Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 7th Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 8th Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 9th Grade                  | -  | -   | -            | -                                     | -                       | -                |
| 10th Grade                 | -  | -   | -            | -                                     | -                       | -                |
| 11th Grade                 | -  | -   | -            | -                                     | -                       | -                |
| 12th Grade                 | -  | -   | -            | -                                     | -                       | -                |
| <b>Subtotal</b>            | <b>23</b>                                  | <b>23</b>                                     | <b>-</b>     | <b>19</b>                             | <b>19</b>               | <b>-</b>         |
| Spec Ed - Elementary       | 5  | 5   | -            | 4                                     | 4                       | -                |
| Spec Ed - Middle School    | -  | -   | -            | -                                     | -                       | -                |
| Spec Ed - High School      | -  | -   | -            | -                                     | -                       | -                |
| <b>Subtotal</b>            | <b>5</b>                                   | <b>5</b>                                      | <b>-</b>     | <b>4</b>                              | <b>4</b>                | <b>-</b>         |
| <b>Totals</b>              | <b>28</b>                                  | <b>28</b>                                     | <b>-</b>     | <b>23</b>                             | <b>23</b>               | <b>-</b>         |
| Percentage Error           |  |   | <u>0.00%</u> |                                       |                         | <u>0.00%</u>     |

**CARLSTADT BOARD OF EDUCATION  
CALCULATION OF EXCESS SUPLUS  
FOR THE YEAR ENDED JUNE 30, 2018**

**SECTION 1A - Two Percent (2%) - Calculation of Excess Surplus**

|  |               |
|--|---------------|
| 2017-2018 Total General Fund Expenditures per the CAFR                           | \$ 11,529,418 |
| Decreased by:  |               |
| On-Behalf TPAF Pension & Social Security   | 1,381,419     |
| Adjusted 2017-2018 General Fund Expenditures                                     | \$ 10,147,999 |
| 2% of Adjusted 2017-2018 General Fund Expenditures                               | \$ 202,960    |
| Enter Greater of 2% of Adjusted 2017-2018 General Fund Expenditures or \$250,000 | \$ 250,000    |
| Increased by: Allowable Adjustments-Extraordinary Aid                            | 91,776        |
| Maximum Unassigned Fund Balance  | \$ 341,776    |

**SECTION 2**

|  |              |
|--|--------------|
| Total General Fund - Fund Balance at June 30, 2018<br>(Per CAFR Budgetary Comparison Schedule/Statement) | \$ 5,672,928 |
| Decreased by:  |              |
| Year End Encumbrances  | \$ 110,051   |
| Restricted Fund Balance - Excess Surplus-Designated for Subsequent Year's Expenditures                   | 382,489      |
| Restricted Fund Balance - Capital Reserve-Designated for Subsequent Year's Expenditures                  | 898,911      |
| Restricted Fund Balance - Capital Reserve  | 2,575,138    |
| Restricted Fund Balance - Maintenance Reserve  | 635,475      |
| Restricted Fund Balance - Emergency Reserve  | 250,000      |
| Assigned Fund Balance - Designated for Subsequent Year's Expenditures                                    | 21,618       |
| Total Unassigned Fund Balance  | \$ 799,246   |

**SECTION 3**

|  |                   |
|--|-------------------|
| <b>Restricted Fund Balance - Excess Surplus</b>                    | <b>\$ 457,470</b> |
| <b><u>Recapitulation of Excess Surplus as of June 30, 2018</u></b> |                   |
| Excess Surplus-Designated for Subsequent Year's Expenditures       | \$ 382,489        |
| Excess Surplus   | 457,470           |
| Total Excess Surplus   | \$ 839,959        |

**CARLSTADT BOARD OF EDUCATION  
RECOMMENDATIONS**

**I. Administration Practices and Procedures**

There are none.

**II. Financial Planning, Accounting and Reporting**

It is recommended that the District review with its financial accounting software vendor the T.P.A.F. FICA calculation to ensure T.P.A.F. FICA reimbursements are based only on pensionable wages subject to FICA.

**III. School Purchasing Program**

There are none.

**IV. School Food Service**

It is recommended that appropriate action be taken in the Food Service Fund to ensure net cash resources do not exceed the three month average of expenditures.

**V. Student Body Activities**

It is recommended that student activity deposits be made in a timely manner.

**VI. Application for State School Aid (ASSA)**

It is recommended that students reported in the District's ASSA be in agreement with the District's workpapers for resident low income students.

**VII. Pupil Transportation**

There are none.

**VIII. Facilities and Capital Assets**

It is recommended that the District prepare an updated long range facilities plan to ensure that the amount available in the capital reserve account does not exceed the amount needed to fund the local share of capital projects.

**IX. Status of Prior Years' Audit Findings/Recommendations**

A review was performed on all prior years' recommendations and corrective action was taken on all prior year findings, except the recommendations denoted with an asterisk (\*).



**ACKNOWLEDGEMENT**

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP



Andrew D. Parente  
Certified Public Accountant  
Public School Accountant