

**CEDAR GROVE PUBLIC SCHOOLS
AUDITORS MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2018**

**CEDAR GROVE PUBLIC SCHOOLS
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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INDEPENDENT AUDITOR'S MANAGEMENT REPORT

Honorable President and Members
of the Board of Trustees
Cedar Grove Public Schools
Cedar Grove, 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 Cedar Grove Public Schools as of and for the fiscal year ended June 30, 2018, and have issued our report thereon dated January 23, 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 solely 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.

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

Paul J. Lerch
Public School Accountant
PSA Number CS01118

Fair Lawn, New Jersey
January 23, 2019

**CEDAR GROVE PUBLIC SCHOOLS
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 and Treasurer of School Moneys, the activities of the Board of Education, 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 (the "CAFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Michael Devita	Board Secretary/Business Administrator	\$230,000
William Homa, CPA	Treasurer of School Monies	285,000

There is a Public Employees' Blanket Position Bond with Fidelity & Deposit Co. covering all other employees \$100,000 each person.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal 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 fringe benefits were deposited in the Payroll Agency Account.

All payrolls tested were certified by the President of the Board, the Board Secretary/School Business Administrator and approved by the Chief School Administrator.

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

The Board has implemented and maintains a personnel tracking and accounting (position control) system.

**CEDAR GROVE PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Financial Planning, Accounting and Reporting

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 reserve for 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.

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 good condition.

The prescribed contractual order system was followed.

Acknowledgement of the Board's receipt of the Board Secretary and Treasurer's monthly financial reports was included in the minutes.

Finding – There were two budget line account over-expenditures which were caused by an audit adjustment. Therefore, no audit recommendation is warranted.

Bids received were summarized in the minutes.

Finding- Our audit of the Special Revenue Fund budget revealed the following:

- The estimated revenues and appropriations were not in agreement.
- Certain local grants/donation are not all identified with separate program codes.
- Incorrect budget accounts utilized for Title I program director salary and Title III Immigrant program expenses.
- The non-public Chapter 192/193 grant receipts were incorrectly posted between supplementary instruction, exam and class and speech.

Recommendation – It is recommended that in the District's Special Revenue Fund budget that:

- The estimated revenues and appropriations are reconciled and in agreement.
- All local grant/donation be identified with separate program codes.
- Budget accounts for Title I and Title III are in accordance with the Uniform Chart of Accounts.
- The non-public Chapter 192/193 grant receipts are posted to the correct grant in accordance with the grant award.

Finding- Our audit of the Debt Service Fund revealed that the District did not record the tax levy and state aid revenue in the Debt Service Fund; it was recorded in the General Fund.

Recommendation – It is recommended that the tax levy and state aid revenue are recorded in the Debt Service Fund when received.

**CEDAR GROVE PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Financial Planning, Accounting and Reporting (Continued)

Travel

The District has established a policy regulating travel.

Treasurer's Records

The Treasurer did perform cash reconciliations for all the accounts as required (N.J.S.A. 18A:17-36).

All cash receipts were promptly deposited.

The Treasurer's records were in agreement with the records of the Board Secretary.

Unemployment Compensation Insurance Trust Fund

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

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

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

Other Special Federal and/or State Projects

The district's 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 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.

T.P.A.F. Reimbursement

Our audit procedures included a test of the semi-monthly reimbursements filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

Nonpublic State Aid

Project Completion Reports were finalized and transmitted to the Department by the due date.

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 Board appointed the School Business Administrator as a qualified purchasing agent for the Board which raises the bidding threshold to \$40,000. The law regulating bidding for public school transportation contracts under N.J.S.A. 18A:39-3 is currently \$19,000 for 2017/18.

**CEDAR GROVE PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

School Purchasing Programs (Continued)

The Cedar Grove Public Schools 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 Solicitor'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 goods or service, the result of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

Contracts and Agreements Requiring Advertisement for Bids (Continued)

The results of our examination indicate that no individual payments, contracts, or agreements which were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of statutory thresholds where there had been no advertising for bids in accordance with the provisions 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.

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 the district purchased items through the use of State contracts.

School Food Service

The District doesn't participate in the National School Lunch Program.

The financial transactions and statistical records of the school food service fund were maintained in good condition.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

Cash receipts and bank records were reviewed for timely deposit.

The District has contracted with Pomptonian as its food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34 and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract does not include an operating results provision.

Finding – Our audit of the High School/Middle School revealed that in one instance the cash register tape was \$1,427 in excess of the deposit due to a keying error, however there was no supervisory review/approval. In another instance the cash register was broken and there was a \$190 discrepancy with a deposit.

Recommendation – It is recommended that the controls over the reconciliation process between the lunch sales per the cash register tape and the actual amount collected are enhanced to ensure all discrepancies are reviewed and documented. Also, consideration should be given to utilizing a POS system.

**CEDAR GROVE PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Student Activity and Athletic Association Accounts

The district has established a policy for the recording and processing of the cash receipts and cash disbursements for the student activity accounts.

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 handicapped, related services, 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 without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

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

Pupil Transportation

Our audit 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 information on the DRTRS was compared to District records with isolated exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation-related contracts and purchases. Based on our review, the District did comply with proper bidding procedures and award of transportation contracts.

Facilities and Capital Assets

Capital asset records were updated for the additions and disposals of capital assets made throughout the year.

Miscellaneous

The school district adhered to all 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.

Management Suggestions

The District monitor its potential arbitrage rebate liability during the temporary and permanent financing for the new referendum project.

The District should review and clear all of its old outstanding checks in all funds and accounts.

**CEDAR GROVE PUBLIC SCHOOLS
FOOD SERVICE FUND
SCHEDULE OF MILK COUNTY ACTIVITY AND (OVER)/UNDERCLAIM
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

NOT APPLICABLE

**FOOD SERVICE FUND
SCHEDULE OF NET CASH RESOURCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

NOT APPLICABLE

**CEDAR GROVE PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 13, 2017**

	2018-19 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 Sample A.S.S.A. as for Private Schools		Verifi-	Sample	Sample		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors			
Half Day Pre K (3yrs)													-	-	-	-	-	-	-
Full Day Pre K (3yrs)													-	-	-	-	-	-	-
Half Day Pre K (4yrs)													-	-	-	-	-	-	-
Full Day Pre K (4yrs)	14		14		-	-	5		5				-	-	-	-	-	-	-
Half Day Kindergarten					-	-							-	-	-	-	-	-	-
Full Day Kindergarten	87		87		-	-	47		47				-	-	-	-	-	-	-
Grade 1	104		104		-	-	58		58				-	-	-	-	-	-	-
Grade 2	71		71		-	-	33		33				-	-	-	-	-	-	-
Grade 3	105		105		-	-	48		48				-	-	-	-	-	-	-
Grade 4	106		106		-	-	43		43				-	-	-	-	-	-	-
Grade 5	97		97		-	-	97		97				-	-	-	-	-	-	-
Grade 6	106		106		-	-	106		106				-	-	-	-	-	-	-
Grade 7	105		105		-	-	105		105				-	-	-	-	-	-	-
Grade 8	114		114		-	-	114		114				-	-	-	-	-	-	-
Grade 9	104	1	104	1	-	-	104	1	104	1	-	-	-	-	-	-	-	-	-
Grade 10	98		98		-	-	98		98				-	-	-	-	-	-	-
Grade 11	115	1	115	1	-	-	115	1	115	1	-	-	-	-	-	-	-	-	-
Grade 12	127	1	127	1	-	-	127	1	127	1	-	-	-	-	-	-	-	-	-
Subtotal	1,353	3	1,353	3	-	-	1,100	3	1,100	3	-	-	-	-	-	-	-	-	-
Sp Ed- Elementary	89		89		-	-	22		22				5	3	3				-
Sp Ed - Middle School	58		58		-	-	10		10				10	9	9				-
Sp Ed - High School	68	4	68	4	-	-	6		6	-	-	-	17	17	17				-
Subtotal	215	4	215	4	-	-	38	-	38	-	-	-	32	29	29				-
Totals	1,568	7	1,568	7	-	-	1,138	3	1,138	3	-	-	32.0	29.0	29.0				-
Percentage Error					0.00%	0.00%					0.00%	0.00%							0.00%

**CEDAR GROVE PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 13, 2017
SCHEDULE OF AUDITED ENROLLMENTS**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on	Reported on	Errors	Sample	Verified to	Sample	Reported on	Reported on	Errors	Sample	Verified to	Sample
	A.S.S.A	Workpapers		Selected from	Application		A.S.S.A	Workpapers		Selected from	Application	
Half Day Pre K (3yrs)	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Pre K (3yrs)	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Pre K (4yrs)	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Pre K (4yrs)												
Half Day Kindergarten												
Full Day Kindergarten	1	1	-	1	1	-	1	1	-			
Grade 1												
Grade 2	3	3	-	3	3	-	2	2	-	2	2	-
Grade 3												
Grade 4	2	2	-	2	2	-	2	2	-	2	2	-
Grade 5	1	1	-	1	1	-						
Grade 6												
Grade 7	4	4	-	4	4	-	3	3	-	3	3	-
Grade 8	1	1	-			-						
Grade 9	3	3	-	2	2	-						
Grade 10	2	2	-	2	2	-	1	1	-	1	1	-
Grade 11	3	3	-	2	2	-	1	1	-	1	1	-
Grade 12	4	4	-	3	3	-						
Subtotal	24	24	-	20	20	-	10	10	-	9	9	-
Sp Ed - Elementary	2	2	-	2	2	-	1	1	-			
Sp Ed - Middle School												
Sp Ed - High School	1	1	-	1	1	-						
Subtotal	3	3	-	3	3	-	1	1	-	-	-	-
Totals	27	27	-	23	23	-	11	11	-	9	9	-

Percentage Error 0.00% 0.00% 0.00% 0.00%

Transportation

	Reported on	Reported on	Errors	Tested	Verified	Errors
	DRTRS by DOE	DRTRS by District				
Reg. - Public Schools	161	161		77	76	(1)
Special Ed. - Public	142	142		68	68	
Transported - Non - Public	6	6		4	1	(3)
Special Needs - Public	39	39		19	18	(1)
Subtotal	348	348	0	168	163	(5)

Percentage Error 0.00% -2.98%

**CEDAR GROVE PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 13, 2017
SCHEDULE OF AUDITED ENROLLMENTS**

	Resident LEP Not Low Income			Sample for Verification		
	Reported on	Reported on	Errors	Sample	Verified to	Sample
	A.S.S.A	Workpapers		Selected from	Application	
Half Day Pre K (3yrs)	-	-	-	-	-	-
Full Day Pre K (3yrs)	-	-	-	-	-	-
Half Day Pre K (4yrs)	-	-	-	-	-	-
Full Day Pre K (4yrs)			-			-
Half Day Kindergarten			-			-
Full Day Kindergarten			-			-
Grade 1	5	5	-	3	3	-
Grade 2	2	2	-	2	2	-
Grade 3	2	2	-	2	2	-
Grade 4	3	3	-	3	3	-
Grade 5	1	1	-	1	1	-
Grade 6			-			-
Grade 7	3	3	-	3	3	-
Grade 8			-			-
Grade 9	1	1	-	1	1	-
Grade 10			-			-
Grade 11	1	1	-	1	1	-
Grade 12	2	2	-	2	2	-
Subtotal	<u>20</u>	<u>20</u>	-	<u>18</u>	<u>18</u>	-
Sp Ed - Elementary	2	2		2	2	-
Sp Ed - Middle School	1	1				-
Sp Ed - High School						-
Subtotal	<u>3</u>	<u>3</u>	-	<u>2</u>	<u>2</u>	-
Totals	<u>23</u>	<u>23</u>	-	<u>20</u>	<u>20</u>	-
		<u>0.00%</u>			<u>0.00%</u>	

**CEDAR GROVE PUBLIC SCHOOLS
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

SECTION 1A

2017-2018 Total General Fund Expenditures per the CAFR	\$ 31,746,020
Decreased by:	
On-Behalf TPAF Pension & Social Security	3,619,695
Adjusted 2017-2018 General Fund Expenditures	\$ 28,126,325
2% of Adjusted 2017-2018 General Fund Expenditures	562,527
Increased by: Allowable Adjustment	60,138
Maximum Unassigned Fund Balance	\$ 622,665

SECTION 2

Total General Fund - Fund Balance at June 30, 2018	\$ 3,660,429
Decreased by:	
Year End Encumbrances	66,259
Legally Restricted- Excess Surplus - Designated for Subsequent Year's Expenditures	688,563
Other Restricted Fund balances	1,292,934
Assigned Fund Balance- Unreserved-Designated for Subsequent Year's Expenditures	185,619
Total Unassigned Fund Balance	\$ 1,427,054

SECTION 3

Fund Balance - Excess Surplus	\$ 804,389
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Recapitulation of Excess Surplus as of June 30, 2018

Excess Surplus- Designated for Subsequent Year's Expenditures	\$ 688,563
Excess Surplus	804,389
Total Excess Surplus	\$ 1,492,952

Detail of Allowable Adjustments

Additional Nonpublic School Transportation Aid	\$ 41,180
Extraordinary Aid	18,958
Total Adjustment	\$ 60,138

Detail of Other Restricted Fund Balance

Capital Reserve	\$ 940,658
Maintenance Reserve	352,276
Total Other Restricted Fund Balance	\$ 1,292,934

**CEDAR GROVE PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

1. It is recommended that in the District's Special Revenue Fund budget that:
 - The estimated revenues and appropriations are reconciled and in agreement.
 - All local grant/donation are identified with separate program codes.
 - Budget accounts for Title I and Title III be in accordance with the Uniform Chart of Accounts.
 - The non-public Chapter 192/193 grant receipts are posted to the correct grant in accordance with the grant award.
2. It is recommended that the tax levy and state aid revenue are recorded in the Debt Service Fund when received.

III. School Purchasing Programs

There are none.

IV. School Food Services

It is recommended that the controls over the reconciliation process between the lunch sales per the cash register tape and the actual amount collected are enhanced to ensure all discrepancies are reviewed and documented. Also, consideration should be given to utilizing a POS system.

V. Student Activity and Athletic Association Accounts

There are none.

V. Student Body Activities

There are none.

VI. Application of State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

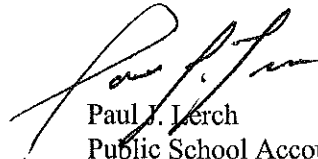
There were no recommendations in the prior year.

**CEDAR GROVE PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

ACKNOWLEDGMENT

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



Paul J. Lerch
Public School Accountant
PSA Number CS01118