

FAIRFIELD BOARD OF EDUCATION
COUNTY OF ESSEX
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018

FAIRFIELD BOARD OF EDUCATION
COUNTY OF ESSEX
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
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January 18, 2019

The Honorable President and Members
of the Board of Education
Fairfield Board of Education
County of Essex, New Jersey

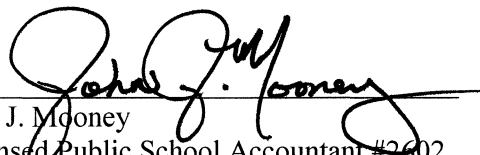
We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Board of Education of the Fairfield Township School District in the County of Essex for the fiscal year ended June 30, 2018, and have issued our report thereon dated January 18, 2019.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents. This letter does not affect our report dated January 18, 2019, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments, recommendations and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

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

N. SIVOCCIA LLP
NISIVOCCIA LLP



John J. Mooney
Licensed Public School Accountant #2602
Certified Public Accountant

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
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 Monies, 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

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

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Lyanna Rios (from 7/1/2018)	Business Administrator/Board Secretary	\$ 200,000
Yvonne Hellwig (to 6/30/2018)	Business Administrator/Board Secretary	200,000

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C.6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account and Position Control Register

The net salaries of 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 were approved by the Superintendent and certified by the President of the Board and the School Business Administrator, and the Chief School Administrator.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A: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 testing procedures. In addition to randomly selecting as a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. As a result of the procedures performed, there were transaction errors noted and additional procedures were deemed necessary to test the propriety of expenditure classification.

Finding:

During our review of employee reimbursements, it was noted that travel expenses are being charged to non-travel line items and not to the appropriate functions.

Recommendation:

It is recommended that all employee travel reimbursements are charged to travel line items and to the appropriate function.

Management's Response:

The District will ensure that all employee travel reimbursements are charged to travel line items and to the appropriate function.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have several findings as noted below.

Finding:

As of year-end, there were large receivable balances in the Special Revenue Fund. The receivables exist due to late filing of grant reimbursement requests. During our review of reimbursement requests, it was noted that reimbursement requests were submitted in excess of total actual expenditures.

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

Board Secretary's Records (Cont'd)

Recommendation:

It is recommended that the District file for grant reimbursements in a timely manner for all grants and submit reimbursement requests for the proper amount of applicable expenditures.

Management's Response:

The District has already begun to file the necessary documents, in order to collect the receivables which are due from various state agencies and will submit reimbursement requests for the proper amounts of applicable expenditures.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

Finding:

During our review of the Treasurer's Reports, it was noted that the reconciling differences on the bank reconciliations were not investigated and resolved.

Recommendation:

It is recommended that all reconciling differences on the bank reconciliations be investigated and resolved.

Management's Response:

The District will ensure that all bank reconciliations reconciling differences are investigated and resolved. A Treasurer of School Monies has been hired as of July 2018 to rectify this situation.

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 Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Titles I, II and IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for the E.S.E.A. did not indicate any area of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for district employees who are members of the Teachers' Pension and Annuity Fund.

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

T.P.A.F. Reimbursement (Cont'd)

Finding:

During our review of T.P.A.F. reimbursements it was noted that receivables and receipts of receivable T.P.A.F reimbursements were not posted properly to the general ledger.

Recommendation:

It is recommended that all T.P.A.F. reimbursements be properly posted to the general ledger.

Management's Response:

The District will ensure that all T.P.A.F. reimbursements are properly posted to the general ledger.

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

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2018. The reimbursement form was reviewed and no exceptions were noted.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B 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.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

School Purchasing Programs (Cont'd)

b. Commencing in the fifth year after the year in which P.L.1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school Districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made . . ."

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law . . ."

Effective July 1, 2015 and thereafter 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 contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the 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. General compliance was noted.

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.

School Food Service

The District does not operate a school food service program and does not participate in the Child Nutrition Program or receive any related federal or state awards.

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have a comment noted below.

Finding:

During the course of our audit, we noted that cash receipts for the student activities account were not deposited in a timely manner.

Recommendation:

It is recommended that all cash receipts be deposited in a timely manner for the student activities account.

Management's Response:

The District will ensure that cash receipts are deposited in a timely manner for the student activities account.

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 13, 2017 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, bilingual and low income. 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 no exceptions. The information that was included on the workpapers was verified on a test basis with no exceptions. 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 has adequate written procedures 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 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 complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel for the year and to ensure that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency with recording SDA revenue, transfer of local funds from the general fund and awarding of contracts for eligible facilities construction. No exceptions were noted except as noted herein.

Finding:

At June 30, 2018, the District has outstanding grants receivable from 2012 in the amount of \$73,545 from the Schools Development Authority. As there has been an exemplary attempt to resolve this receivable, no recommendation is deemed warranted at this time.

Testing for Lead of All Drinking Water in Educational Facilities

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Management Suggestion

System and Organization Controls

Many school districts contract with service providers to perform functions such as the processing of payroll and provision of food service management services. In conjunction with these services, the service provider will engage an auditor to perform a SOC 1 (System and Organization Controls) engagement which results in a SOC 1 report. There are two different types of SOC 1 reports - a Type 1 and a Type 2 report. Both report on the fairness of the presentation of management's description of the service organization's system and the design of the controls to achieve the related control objectives. The Type 1 report is through a specific period. The Type 2 report also reviews the operating effectiveness of the controls included in the description throughout a specified period. Included in the Type 2 report will be the individual controls, what was tested and the results of the testing.

We suggest that the District review these SOC 1 reports to determine if there are any exceptions noted in the opinion in the Independent Auditors' Report. Additionally, for SOC 1 Type 2 reports we suggest that the District review the test results related to the individual control testing to determine if there were any exceptions noted. If exceptions are noted in the report the District should contact the service provider and inquire what steps the service provider is taking to address these exceptions.

FAIRFIELD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

Status of Prior Year's Findings/Recommendations

Prior year recommendations relating to the submission of grant applications, public school contract law and SDA grant reimbursements have been corrected and are not included in this audit. The prior year recommendations relating to travel reimbursements, grant reimbursement requests, reconciliations and reconciling items, and timely cash deposits have not been corrected, and are included in this report.

FAIRFIELD BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2017

	2018-2019 Application for State School Aid						Sample for Verification							
	Reported on		Reported on		Errors		Sample		Selected from		Registers		Errors	
	On Roll	Shared	On Roll	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool 4 Years Old	40		40				40				40			
Full Day Kindergarten	79		79				79				79			
Grade One	71		71				71				71			
Grade Two	96		96				96				96			
Grade Three	76		76				76				76			
Grade Four	64		64				64				64			
Grade Five	88		88				88				88			
Grade Six	88		88				88				88			
Subtotal	602		602				602				602			
Special Education:														
Elementary	62		62				6				6			
Middle	17		17				2				2			
Subtotal	79		79				8				8			
Totals	681		681				610				610			
Percentage Error					0.00%									0.00%

FAIRFIELD BOARD OF EDUCATION
 SCHEDULE OF AUDITED ENROLLMENT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 13, 2017

	Private Schools for Disabled					Resident Low Income					
	Reported on ASOA as Private Schools	Workpapers as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on ASOA as Low Income	Workpapers as Low Income	Sample Selected from Workpapers	Errors	Verified to Application and Register	Sample Errors
Full Day Kindergarten											
Grade One						5	5	2		2	2
Grade Two						2	2	1		1	1
Grade Three						1	1				
Grade Four						1	1				
Grade Five						3	3	1		1	1
Grade Six						1	1	1		1	1
Subtotal						14	14	5		5	5
Special Education:											
Middle School	1	1	1	1							
Subtotal	1	1	1	1							
Totals	1	1	1	1		14	14	5		5	5
Percentage Error									0.00%		0.00%

FAIRFIELD BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2017

NOT APPLICABLE

FAIRFIELD BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2017

	Resident LEP Not Low Income					
	Reported on ASSA as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores and Register	Sample Errors
Grade One	3	3		1	1	
Grade Two	4	4		1	1	
Grade Three	6	6		2	2	
Grade Four	3	3		1	1	
Grade Six	3	3		1	1	
Subtotal	<u>19</u>	<u>19</u>		<u>6</u>	<u>6</u>	
Special Education:						
Elementary School	3	3		1	1	
Subtotal	<u>3</u>	<u>3</u>		<u>1</u>	<u>1</u>	
Totals	<u>22</u>	<u>22</u>		<u>7</u>	<u>7</u>	
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

FAIRFIELD BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2017

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	180	180		18	18	
Regular - Special Education	2	2		1	1	
Special Needs - Public	24	24		6	6	
Special Needs - Private	1	1		1	1	
Totals	207	207		26	26	
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	2.9	2.9
Average Mileage - Regular Excluding Grade PK Students	2.9	2.9
Average Mileage - Special Education with Special Needs	1.9	1.9

FAIRFIELD BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2018

Regular District

Section 1

2% Calculation of Excess Surplus

2017-2018 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 12,852,710</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ -0-</u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ 588</u> (B1b)
Transfer from General Fund to SRF for Prek-Regular	<u>\$ -0-</u> (B1c)
Transfer from General Fund to SRF for Prek-Inclusion	<u>\$ -0-</u> (B1d)
Decreased by:	
On-Behalf TPAF Pension and Social Security	<u>\$ 1,615,241</u> (B2a)
Assets Acquired Under Capital Leases	<u>\$ -0-</u> (B2b)
Adjusted 2017-2018 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 11,238,057</u> (B3)
2% of Adjusted 2017-2018 General Fund Expenditures [(B3) times .02]	<u>\$ 224,761</u> (B4)
Enter Greater of (B4) or \$250,000	<u>\$ 250,000</u> (B5)
Increased by: Allowable Adjustment	<u>\$ 12,941</u> (K)
Maximum Unassigned Fund Balance [(B5)+(K)]	<u>\$ 262,941</u> (M)

Section 2

Total General Fund - Fund Balances @ 6/30/2018 (Per CAFR Budgetary Comparison Schedule/Statement)	<u>\$ 1,239,421</u> (C)
Decreased by:	
Year-end Encumbrances	<u>\$ 51,987</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u> (C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u> (C3)
Other Restricted Fund Balances	<u>\$ 299,610</u> (C4)
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u> (C5)
Additional Assigned Fund Balance - Designated for Subsequent Year's Expenditures July 1, 2018 - August 1, 2018	<u>\$ -0-</u> (C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	<u>\$ 887,824</u> (U)

FAIRFIELD BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2018

Section 3

Restricted Fund Balance-Excess Surplus [(U)-(M)] IF NEGATIVE, ENTER -0- \$ 624,883 (E)

Recapitulation of Excess Surplus as of June 30, 2018

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ -0- (C3)
 Restricted Excess Surplus [(E)] \$ 624,883 (E)

Total [(C3)+(E)] \$ 624,883 (D)

Detail of Allowable Adjustments

Impact Aid \$ -0- (H)
 Sale & Lease-back \$ -0- (I)
 Extraordinary Aid \$ 12,941 (J1)
 Additional Nonpublic School Transportation Aid \$ -0- (J2)
 Current Year School Bus Advertising Revenue Recognized \$ -0- (J3)
 Family Crisis Transportation Aid \$ -0- (J4)

Total Adjustments (H)+(I)+(J1)+(J2)+(J3) \$ 12,941 (K)

Detail of Other Restricted Fund Balances

Statutory Restrictions:

Approved Unspent Separate Proposal \$ -0-
 Sale/Lease-back Reserve \$ -0-
 Capital Reserve \$ 299,610
 Maintenance Reserve \$ -0-
 Tuition Reserve \$ -0-
 Emergency Reserve \$ -0-
 School Bus Advertising 50% Fuel Offset Reserve - current year \$ -0-
 School Bus Advertising 50% Fuel Offset Reserve - prior year \$ -0-
 Impact Aid General Fund Reserve (Sections 8002 and 8003) \$ -0-
 Impact Aid Capital Fund Reserve (Sections 8007 and 8008) \$ -0-
 Other Restricted Fund Balance not Noted Above \$ -0-

Total Other Restricted Fund Balance \$ 299,610 (C-4)

FAIRFIELD BOARD OF EDUCATION
SUMMARY OF RECOMMENDATIONS
FISCAL YEAR ENDED JUNE 30, 2018

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
 - a. All employee travel reimbursements are charged to travel line items and to the appropriate function.
 - b. The District file for grant reimbursements in a timely manner for all grants and submit reimbursement requests for the proper amount of applicable expenditures.
 - c. All reconciling differences be investigated and resolved per the Treasurer's Reports.
 - d. All T.P.A.F. reimbursements be properly posted to the general ledger.
3. School Purchasing Program
None
4. School Food Service
None
5. Student Body Activities
All cash receipts be deposited in a timely manner for the student activities account.
6. Application for State School Aid
None
7. Pupil Transportation
None
8. Facilities and Capital Assets
None
9. Status of Prior Year's Findings/Recommendations
Prior year recommendations relating to the submission of grant applications, public school contract law and SDA grant reimbursements have been corrected and are not included in this audit. The prior year recommendations relating to travel reimbursements, grant reimbursement requests, reconciliations and reconciling items, and timely cash deposits have not been corrected, and are included in this report.