

**MAYWOOD BOARD OF EDUCATION
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL COMPLIANCE AND PERFORMANCE
JUNE 30, 2018**

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

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Honorable President and Members
of the Board of Trustees
Maywood Board of Education
Maywood, New Jersey

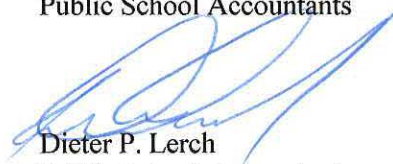
We have audited in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Maywood Board of Education in the County of Bergen as of and for the fiscal year ended June 30, 2018, and have issued our report thereon dated January 24, 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


Dieter P. Lerch
Public School Accountant
PSA Number CS00756

Fair Lawn, New Jersey
January 24, 2019

**MAYWOOD 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 and Treasurer of School Moneys, the activities of the Board of Education and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on the Insurance Schedule contained in the district's CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Jennifer Pfohl	Board Secretary/School Business Administrator	\$200,000
Charley Hanglely	Treasurer of School Monies	260,000

There is a Public Employees' Faithful Performance Blanket Position Bond with American Alternative Insurance Co. covering all other employees with multiple coverage of \$500,000.

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 fringe benefits were deposited in the Payroll Agency Account.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding.

Payrolls were delivered to the Treasurer of School Monies with a warrant made to his order for the full amount of each payroll.

The required certification (E-CERTI) of compliance with requirements for income tax on compensation of administrators (superintendent and business administrator) to the NJ Department of Treasury was filed by the due date.

Reserve for Encumbrances and Accounts Payable

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

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

Financial Planning, Accounting and Reporting (Continued)

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(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. As a result of the procedures performed, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

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

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following items:

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

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

The capital asset records were updated for the additions and disposals of general fixed assets made during the year.

Treasurer's Records

The following items were noted during our review of the records of the Treasurer:

The Treasurer did perform cash reconciliations for the general operating account, payroll account and payroll agency account (N.J.S.A. 18A:17-36).

All cash receipts were promptly deposited.

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. 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, Title II, and Title IV of the Elementary and Secondary Education Act.

Our examination 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.

**MAYWOOD 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 examination 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 contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

T.P.A.F. 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. No exceptions were noted.

T.P.A.F. 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 currently \$19,000.

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c. 198 (c.40A:11-9), the board of education may establish that the bid threshold may be up to \$40,000. 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. The Board has not designated the business administrator as the qualified purchasing agent.

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 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 results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

**MAYWOOD 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 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.

Food Service Fund

The School Food Service Program was not selected as a major State program nor were the program expenditures in excess of \$100,000 for the year. The District was not subject to a Federal Single Audit.

The financial transactions and statistical records of the school food services were maintained in satisfactory condition.

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 and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$4,000. The operating results provision has been met.

Applications for free and reduced price meals were reviewed for completeness and accuracy, during our audit of the application for State School Aid (ASSA).

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.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

U.S.D.A. commodities were received and a separate inventory was maintained on a first-in, first-out basis.

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

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds.

The District contracted with Pomptonian, Inc., to manage the operations of the school food services and deposited funds in accordance with applicable state statutes.

Student Activity Fund

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

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

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, 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 immaterial differences noted. The information that was included on the workpapers was verified 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 2017-18 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions. The information that was included on the District report was verified with an immaterial exception noted. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures included a review of transportation-related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts.

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.

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

NOT APPLICABLE

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

Service

Net Cash Resources:

CAFR	*	Current Assets		
B-4		Cash & Cash Equiv.	\$	65,905
B-4		Due from Other Gov'ts		4,413
B-4		Other Accounts Receivable		991
CAFR		Current Liabilities		
B-4		Less Accounts Payable		(4,291)
B-4		Less Due to Other Funds		(15,000)
B-4		Less Deferred Revenue		(6,400)
Net Cash Resources			\$	45,618
				(A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.		296,568	
B-5	Less Depreciation		(810)	
Adj. Tot. Oper. Exp.			\$ 295,758	
				(B)

Average Monthly Operating Expense:

B / 10		\$ 29,576	(C)
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Three times monthly Average:

3 X C		\$ 88,727	(D)
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TOTAL IN BOX A	\$	45,618	
LESS TOTAL IN BOX D	\$	88,727	
NET	\$	(43,109)	
From above:			
A is greater than D, cash exceeds 3 X average monthly operating expenses.			
D is greater than A, cash does not exceed 3 X average monthly operating expenses.			

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

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 13TH 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		Reported on Workpapers On Roll		Errors		Reported on A.S.S.A. as Private Schools	Reported on Workpapers 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					-	-											
Half Day Preschool - 4 years	4		4		-	-	4		4								
Half Day Kindergarten					-	-											
Full Day Kindergarten	93		93		-	-	93		93								
1st Grade	112		112		-	-	112		112								
2nd Grade	102		102		-	-	102		102								
3rd Grade	90		90		-	-	90		90								
4th Grade	97		97		-	-	97		97								
5th Grade	105		105		-	-	105		105								
6th Grade	85		85		-	-	85		85								
7th Grade	92		92		-	-	92		92								
8th Grade	91		91		-	-	91		91								
9th Grade	-		-		-	-	-		-								
10th Grade	-		-		-	-	-		-								
11th Grade	-		-		-	-	-		-								
12th Grade	-		-		-	-	-		-								
Subtotal	871	-	871	-	-	-	871	-	871	-	-	-	-	-	-	-	-
Spec Ed - Elementary	65		65	-	-	-	59		59	-	-	-	1	1	1	1	-
Spec Ed - Middle School	44		44	-	-	-	44		44	-	-	-	1	1	1	1	-
Spec Ed - High School	-		-		-	-	-		-			-	8	8	8	8	-
Subtotal	109	-	109	-	-	-	103	-	103	-	-	-	10	10	10	10	-
Totals	980	-	980	-	-	-	974	-	974	-	-	-	10	10	10	10	-
Percentage Error					<u>0.00%</u>												<u>0.00%</u>

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 13TH 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 Pre-School (3 Yrs)			-			-			-			-
Half Day Pre-School (4 Yrs)			-			-			-			-
Half Day Kindergarten			-			-			-			-
Full Day Kindergarten		5	5	3	3	-	1	1	-	1	1	-
1st Grade	10	10	-	5	5	-	-	-	-	-	-	-
2nd Grade	3	3	-	2	2	-	-	-	-	-	-	-
3rd Grade	9	9	-	5	5	-	-	-	-	-	-	-
4th Grade	5	5	-	3	3	-	-	-	-	-	-	-
5th Grade	10	10	-	5	5	-	-	-	-	-	-	-
6th Grade	10	10	-	5	5	-	-	-	-	-	-	-
7th Grade	6	6	-	3	3	-	-	-	-	-	-	-
8th Grade	12	12	-	6	6	-	-	-	-	-	-	-
9th Grade	-	-	-	-	-	-	-	-	-	-	-	-
10th Grade	-	-	-	-	-	-	-	-	-	-	-	-
11th Grade	-	-	-	-	-	-	-	-	-	-	-	-
12th Grade	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	70.0	70.0	-	37	37	-	1	1	-	1	1	-
Spec Ed - Elementary	16.0	16.0	-	6	6	-	-	-	-	-	-	-
Spec Ed - Middle School	13.0	13.0	-	5	5	-	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	29.0	29.0	-	11	11	-	-	-	-	-	-	-
Totals	99.0	99.0	-	48	48	-	1	1	-	1	1	-

Percentage Error 0.00% 0.00% 0.00% 0.00%

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	53	53	-	15	15	-
Transported - Non-Public	68	68	-	19	19	-
Regular Special Ed w/o special Transportation Needs	5	5	-	2	2	-
Special Needs - Public	45	45	-	13	13	-
Totals	171	171	-	49	49	-

0.00% 0.00%

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 13TH 2017**

	Resident LEP Not 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 Register	Sample Errors
Half Day Pre-School (3 Yrs)			-			-
Half Day Pre-School (4 Yrs)	-	-	-			-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	10	10	-	5	5	-
1st Grade	7	7	-	3	3	-
2nd Grade	6	6	-	3	3	-
3rd Grade	7	7	-	3	3	-
4th Grade	3	4	(1)	1	1	-
5th Grade	5	5	-	2	2	-
6th Grade	1	2	(1)	1	1	-
7th Grade	1	1	-	1	1	-
8th Grade	-	-	-	-	-	-
9th Grade	-	-	-	-	-	-
10th Grade	-	-	-	-	-	-
11th Grade	-	-	-	-	-	-
12th Grade	-	-	-	-	-	-
Subtotal	40	42	(2)	19	19	-
Spec Ed - Elementary	-	-	-	-	-	-
Spec Ed - Middle School	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Totals	40	42	(2)	19	19	-
Percentage Error			<u>5.00%</u>			<u>0.00%</u>

**MAYWOOD BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

SECTION 1A - 2% Calculation of Excess Surplus

2017-2018 Total General Fund Expenditures per the CAFR	\$ 21,701,114
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(1,860,195)</u>
Adjusted 2017-2018 General Fund Expenditures	<u>\$ 19,840,919</u>
2% of Adjusted 2017-2018 General Fund Expenditures	<u>\$ 396,818</u>
Enter Greater of 2% of Adjusted 2017-18 General Fund Expenditures or \$250,000	\$ 396,818
Increased by: Allowable Adjustments	<u>141,957</u>
Maximum Unreserved/Undesignated Fund Balance	<u>\$ 538,775</u>

SECTION 2

Total General Fund - Fund Balances at June 30, 2018 (Per CAFR Budgetary Comparison schedule/statement)	\$ 2,488,494
Decreased by:	
Year-end Encumbrance	\$ 300,420
Excess Surplus - Designated for Subsequent Year's Expenditures	480,822
Capital Reserve	221,971
Capital Reserve - Designated for Subsequent Year's Expenditures	142,500
Assigned Fund Balance - Unreserved - Designated for Subsequent Years' Expenditures	<u>293,313</u>
Total Unassigned Fund Balance	<u>\$ 1,049,468</u>

SECTION 3

Restricted Fund Balance – Excess Surplus	<u>\$ 510,693</u>
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Recapitulation of Excess Surplus as of June 30, 2018

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 480,822
Reserved Excess Surplus	<u>510,693</u>
Total Excess Surplus	<u>\$ 991,515</u>

Detail of Allowable Adjustments

Extraordinary Aid - Unbudgeted	\$ 121,657
Nonpublic School Transportation Aid	<u>20,300</u>
	<u>\$ 141,957</u>

**MAYWOOD BOARD OF EDUCATION
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
There are none.
- III. School Purchasing Program
There are none.
- IV. School Food Services
There are none.
- V. Student Body Activities
There are none.
- VI. Application for 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 none.

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



Dieter P. Lerch
Public School Accountant
PSA Number CS00756