

**TOWNSHIP OF MONROE
SCHOOL DISTRICT
COUNTY OF GLOUCESTER**

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

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2018**

TOWNSHIP OF MONROE SCHOOL DISTRICT
Auditor's Management Report on Administrative
Findings - Financial, Compliance and Performance

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

The Honorable President and
Members of the Board of Education
Township of Monroe School District
County of Gloucester, 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 Board of Education of the Township of Monroe Township School District in the County of Gloucester, State of New Jersey, as of and for the fiscal year ended June 30, 2018, which were separately issued in the Comprehensive Annual Financial Report dated February 19, 2019.

As part of our audit, we also performed procedures required by the Division of Administration and 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 issued in conjunction with the Comprehensive Annual Financial Report of the Board of Education of the Township of Monroe School District, for the fiscal year ended June 30, 2018, and is intended for the information of the School District's management and the Division of Administration and Finance, Department of Education, State of New Jersey. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Michael J. Welding
Certified Public Accountant
Public School Accountant No. CS 00886

Woodbury, New Jersey
February 19, 2019

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator and the Board Designee's Records, 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 School District's Comprehensive Annual Financial Report ("CAFR").

Official Bonds (N.J.S.A. 18A: 17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Lisa Schultz	Board Secretary / School Business Administrator	\$ 403,000.00
Bonnie Biddick	Board Designee	403,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with School Alliance Insurance Fund covering all other employees with multiple coverage of \$500,000.00.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District 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-17.1(f)3.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING

Examination of Claims

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

Payroll Account

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary / School Business Administrator.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

Sampled payrolls were delivered to the Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Employee Position Control Roster

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2017-2018 budget review checklist.

Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

Travel

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures. As a result of the procedures performed, a transaction error rate of 0.33% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

Board Designee's Records

Our audit of the financial and accounting records maintained by the Board Designee indicated that they were in satisfactory condition.

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

The E.S.E.A. financial exhibits are contained within the special revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I, II and III of the Elementary and Secondary Education Act as amended and reauthorized.

The audit of compliance for E.S.E.A. did not indicate any reportable noncompliance.

Other Special Federal and / or State Projects

The School District's other 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 sample 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 other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

TPAF Reimbursement

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's final reports 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 and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and no exceptions were noted.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

<https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at:

<http://www.njleg.state.nj.us/>

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (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 \$19,000.00 for 2017-18.

The School District's 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 solicitor's opinion should be sought before a commitment is made.

Based on the results of our audit, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

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

26500

SCHOOL FOOD SERVICE

The financial transactions and statistical records of the school food service fund were audited. The financial accounts, meal count records, and eligibility applications were tested on a sample basis. No exceptions were noted.

Cash receipts and bank records were sampled for timely deposit. No exceptions were noted.

The School 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 inspected and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$110,000.00. The operating results provision has not been met; however, the School District and the FSMC have negotiated a settlement. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the food service account and reconciled to supporting documentation at least annually.

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were sampled and costs verified. Inventory records on food and 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.

Sampled time sheets were tested and labor costs verified. Payroll records were maintained on all sampled school food service employees authorized by the School District. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted / certified in a timely manner.

Sampled applications for free and reduced price meals were tested for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and / or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was inspected for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for audit.

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 statement of revenues, expenses, and changes in fund net position (CAFR exhibit 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, Section G of the CAFR.

STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample 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 an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers and the following exception was noted:

Condition

The School District did not correctly report all classified low-income students on the A.S.S.A. report.

Recommendation

The School District should ensure that all low-income students, reported on the School District's Application for State School Aid (ASSA) report, are correctly classified.

The information that was included on the workpapers was verified except for the above condition. The results of our procedures are presented in the schedule of audited enrollments.

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

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

PUPIL TRANSPORTATION

Our audit procedures included a sample of on-roll status reported in the 2017-2018 District Report of Transported Resident Students (DRTRS). The information that was reported 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 sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

MISCELLANEOUS

Continuing Disclosure Agreements

The School District complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.

Testing for Lead of All Drinking Water in Education Facilities

The School District complied with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action had been taken on all prior year findings.

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2018.

26500

ACKNOWLEDGMENT

We received the complete cooperation of all of the officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Michael J. Welding
Certified Public Accountant
Public School Accountant No. CS 00886

TOWNSHIP OF MONROE SCHOOL DISTRICT
 Schedule of Meal Count Activity
 Food Service Fund
 Number of Meals Served and (Over) / Underclaim - Federal
 Enterprise Fund
 For the Fiscal Year Ended June 30, 2018

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (Regular Rate)	Paid	165,929	2,147	2,327	180	\$ 0.31	\$ 55.80
	Reduced	34,498	450	810	360	2.83	1,018.80
	Free	<u>166,892</u>	<u>2,108</u>	<u>1,568</u>	<u>(540)</u>	3.23	<u>(1,744.20)</u>
	Total	<u>367,319</u>	<u>4,705</u>	<u>4,705</u>			<u>(669.60)</u>
National School Lunch	HHFKA - PB Lunch Only	<u>367,319</u>	<u>4,705</u>	<u>4,705</u>	-	0.06	<u>-</u>
School Breakfast (Severe Rate)	Paid	266	2	2	-	0.30	-
	Reduced	23			-	1.45	-
	Free	<u>1,638</u>	<u>15</u>	<u>15</u>	<u>-</u>	1.75	<u>-</u>
	Total	<u>1,927</u>	<u>17</u>	<u>17</u>	<u>-</u>		<u>-</u>
School Breakfast (Severe Rate)	Paid	18,883	225	225	-	0.30	-
	Reduced	7,773	90	90	-	1.79	-
	Free	<u>66,640</u>	<u>762</u>	<u>762</u>	<u>-</u>	2.09	<u>-</u>
	Total	<u>93,296</u>	<u>1,077</u>	<u>1,077</u>	<u>-</u>		<u>-</u>
Special Milk	Paid	<u>4,743</u>	<u>-</u>	<u>-</u>	<u>-</u>	0.2075	<u>-</u>
After School Snacks	Paid	-			-	0.08	-
	Reduced	-	-	-	-	0.44	-
	Free (Area Eligible)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0.88	<u>-</u>
	Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
CACFP (d) - Food	Free				-	3.16	-
CACFP (d) - Cash-in-lieu of USDA Foods	Free				-	0.2325	-
Total Net Underclaim / (Overclaim)							<u>\$ (669.60)</u>

TOWNSHIP OF MONROE SCHOOL DISTRICT
 Schedule of Net Cash Resources
 Net Cash Resources Did/Did Not Exceed Three Months of Expenditures
 Proprietary Funds - Food Service Fund
 For the Fiscal Year Ended June 30, 2018

<u>Net Cash Resources:</u>	<u>Food Service</u> <u>B - 4/5</u>	
CAFR	Current Assets	
B-4	Cash & Cash Equivalents	\$ 369,404.96
B-4	Due from Other Governments	170,630.81
B-4	Due from Other Funds	
B-4	Accounts Receivable	81,795.15
CAFR	Current Liabilities	
B-4	Less Accounts Payable	(136,448.96)
B-4	Less Accruals	
B-4	Less Due to Other Funds	
B-4	Less Unearned Revenue	<u>(19,503.25)</u>
	 Net Cash Resources	 <u><u>\$ 465,878.71</u></u> (A)
 <u>Net Adjusted Total Operating Expense:</u>		
B-5	Total Operating Expenditures	\$ 2,294,899.72
B-5	Less Depreciation	<u>(70,520.00)</u>
	 Adjusted Total Operating Expense	 <u><u>\$ 2,224,379.72</u></u> (B)
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u><u>\$ 222,437.97</u></u> (C)
 <u>Three Times Monthly Average:</u>		
	3 X C	<u><u>\$ 667,313.92</u></u> (D)

TOTAL IN BOX A	\$ 465,878.71
LESS TOTAL IN BOX D	667,313.92
NET	<u><u>\$ (201,435.21)</u></u>
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.	

TOWNSHIP OF MONROE SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 13, 2017

	2018-2019 Application for State School Aid						Sample for Verification						Private Schools for the Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers 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	23		23				20		20							
Full Day Preschool																
Half Day Kindergarten	314		314				86		86							
Full Day Kindergarten																
One	339		339				90		90							
Two	358		358				63		63							
Three	363		363				118		118							
Four	345		345				92		92							
Five	396		396				396		396							
Six	388		388				388		388							
Seven	396		396				396		396							
Eight	411		411				411		413		(2)					
Nine	399		399				399		398		1					
Ten	374		374				374		373		1					
Eleven	399		399				399		399							
Twelve	413		413				413		413							
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
Subtotal	4,918	---	4,918	---	---	---	3,645	---	3,645	---	---	---	---	---	---	---
Special Ed - Elementary	509		509				100		100				11	9	9	
Special Ed - Middle School	256		256				256		254		2		8	7	7	
Special Ed - High School	317		317				317		319		(2)		13	12	12	
Subtotal	1,082	---	1,082	---	---	---	673	---	673	---	---	---	32	28	28	---
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Subtotal	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Totals	6,000	---	6,000	---	---	---	4,318	---	4,318	---	---	---	32	28	28	---
Percentage Error					<u>0.0%</u>	<u>0.0%</u>					<u>0.0%</u>	<u>0.0%</u>				<u>0.0%</u>

(Continued)

TOWNSHIP OF MONROE SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 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 LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application, Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten	14	64	(50)	2	2			7	(7)	5	5	
Full Day Kindergarten	3		3									
One	63	105	(42)	4	4		4	3	1	2	2	
Two	94	100	(6)	4	5	(1)	8	8		7	7	
Three	113	107	6	5	5		7	8	(1)	6	6	
Four	106	102	4	8	8		7	5	2	5	5	
Five	103	104	(1)	22	22		1	1		1		1
Six	100	104	(4)	23	23							
Seven	109	116	(7)	26	26							
Eight	122	111	11	28	28		1	1		1	1	
Nine	105	100	5	24	23	1	1	1		1	1	
Ten	98	93	5	22	21	1		1	(1)	1	1	
Eleven	117	96	21	24	21	3		1	(1)	1	1	
Twelve	116	91	25	20	20							
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14CR.)												
Subtotal	1,263	1,293	(30)	212	208	4	29	36	(7)	30	29	1
Special Education-Elementary	198	217	(19)	10	9	1	4	4		3	2	1
Special Education-Middle School	126	144	(18)	28	28		1		1			
Special Education-High School	158	117	41	34	34		2	1	1	1	1	
Subtotal	482	478	4	72	71	1	7	5	2	4	3	1
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Subtotal	---	---	---	---	---	---	---	---	---	---	---	---
Totals	1,745	1,771	(26)	284	279	5	36	41	(5)	34	32	2
Percentage Error			<u>-1.5%</u>			<u>1.8%</u>			<u>-13.9%</u>			<u>5.9%</u>
Transportation												
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors					Reported	Re-Calculated
Reg. - Public Schools, Col. 1	2,607	2,607		214	215		(1) Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)			4.2	4.2	
Reg. - SpEd, Col. 4	591	591		49	46		3 Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B)			4.2	4.2	
Transported - Non-Public, Col. 3	183	183		15	15		Spec. Avg. (Mileage) = Special Ed. with Special Needs			13.0	13.0	
Special Needs, Col. 6	81	81		7	7							
Totals	3,462	3,462	---	285	283	2						
Percentage Error			<u>0.0%</u>			<u>0.7%</u>						

(Continued)

TOWNSHIP OF MONROE SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 13, 2017

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low <u>Income</u>	Reported on Workpapers as NOT Low <u>Income</u>	<u>Errors</u>	Sample Selected from <u>Workpapers</u>	Verified to Application, Test Score and Register	Sample <u>Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten	12	5	7	5	5	
Full Day Kindergarten						
One	2	3	(1)	1	1	
Two	4	3	1	3	3	
Three	4	3	1	3	3	
Four	2	5	(3)	2	2	
Five	2	2		2		2
Six						
Seven						
Eight						
Nine						
Ten	2		2			
Eleven	2	1	1	1	1	
Twelve	1	1		1	1	
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	31	23	8	18	16	2
Special Education-Elementary	3	3		1	2	(1)
Special Education-Middle School		1	(1)			
Special Education-High School	1	2	(1)	1	1	
Subtotal	4	6	(2)	2	3	(1)
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	---	---	---	---	---	---
Totals	35	29	6	20	19	1
Percentage Error			17.1%			5.0%

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

SECTION 1

2% Calculation of Excess Surplus

2017-18 Total General Fund Expenditures Reported on CAFR Exhibit C-1	\$ 97,968,716.80 (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	_____ (B1a)
Transfer from Capital Reserve to Capital Projects Fund	_____ (B1b)
Transfer from General Fund to SRF for PreK-Regular	_____ (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	_____ (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	10,994,645.02 (B2a)
Assets Acquired Under Capital Leases	_____ (B2b)
Adjusted 2017-18 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 86,974,071.78 (B3)</u>
2% of Adjusted 2017-18 General Fund Expenditures [(B3) times .02]	<u>\$ 1,739,481.44 (B4)</u>
Enter Greater of (B4) or \$250,000	<u>1,739,481.44 (B5)</u>
Increased by: Allowable Adjustment *	<u>121,288.00 (K)</u>
Maximum Unassigned Fund Balance [(B5) + (K)]	<u>\$ 1,860,769.44 (M)</u>

SECTION 2

Total General Fund - Fund Balances at June 30, 2018 (Per CAFR Budgetary Comparison Schedule, Ex. C-1)	<u>\$ 15,130,153.78 (C)</u>
Decreased by:	
Year-End Encumbrances	876,667.68 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	_____ (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>6,005,099.00 (C3)</u>
Other Restricted Fund Balances ****	<u>1,453,355.63 (C4)</u>
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	_____ (C5)
Additional Assigned Fund Balance - Designated for Subsequent Year's Expenditures July 1, 2018-August 1, 2018	_____ (C6) *****
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C-6)]	<u>\$ 6,795,031.47 (U1)</u>

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	<u>\$ 4,934,262.03 (E)</u>
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Recapitulation of Excess Surplus as of June 30, 2018

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>\$ 6,005,099.00 (C3)</u>
Restricted - Excess Surplus *** [(E)]	<u>4,934,262.03 (E)</u>
Total Excess Surplus [(C3)+(E)]	<u>\$ 10,939,361.03 (D)</u>

EXCESS SURPLUS CALCULATION (CONT'D)

REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

Footnotes:

* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2018 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

(J1) Extraordinary Aid;

(J2) Additional Nonpublic School Transportation Aid;

(J3) Recognized current year School Bus Advertising Revenue; and

(J4) Family Crisis Transportation Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Federal Impact Aid	_____	(H)
Sale & Lease-back	_____	(I)
Extraordinary Aid	\$ 121,288.00	(J1)
Additional Nonpublic School Transportation Aid	_____	(J2)
Current Year School Bus Advertising Revenue Recognized	_____	(J3)
Family Crisis Transportation Aid	_____	(J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$ 121,288.00	 (K)

** This amount represents the June 30, 2017 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2018-2019 general fund budget.

*** Amounts must agree to the June 30, 2018 CAFR and must agree to Audit Summary Line 90030.

**** Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

***** Increase in Assigned Fund Balance - Designated for Subsequent Year's expenditures July 1, 2018 to August 1, 2018 resulting from decrease in state aid after adoption of 2018-19 district budget. Refer to Commissioner's Broadcast of July 13, 2018 at the NJDOE Broadcast webpage <https://homeroom5.doe.state.nj.us/broadcasts/> and to page I-4.2 of this Audit Program.

Detail of Other Restricted Fund Balance

Statutory restrictions:		
Approved unspent separate proposal	_____	
Sale/lease-back reserve	_____	
Capital reserve	\$ 1,453,355.63	
Maintenance reserve	_____	
Emergency reserve	_____	
Tuition reserve	_____	
School bus advertising 50% fuel offset reserve - current year	_____	
School bus advertising 50% fuel offset reserve - prior year	_____	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	_____	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	_____	
Other state/government mandated reserves	_____	
[Other Restricted Fund Balance not noted above]*****	_____	
 Total Other Restricted Fund Balance	 \$ 1,453,355.63	 (C4)

TOWNSHIP OF MONROE SCHOOL DISTRICT
Audit Recommendations Summary
For the Fiscal Year Ended June 30, 2018

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

The School District should ensure that all low-income students, reported on the School District's Application for State School Aid (ASSA) report, are correctly classified.

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.