

***MOUNTAINSIDE SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY***

***AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS –  
FINANCIAL, COMPLIANCE AND  
PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2018***

***HODULIK & MORRISON, P.A.***  
*CERTIFIED PUBLIC ACCOUNTANTS  
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PUBLIC SCHOOL ACCOUNTANTS  
HIGHLAND PARK, N.J.*

**MOUNTAINSIDE SCHOOL DISTRICT**  
**UNION COUNTY, NEW JERSEY**

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS -**  
**FINANCIAL, COMPLIANCE AND PERFORMANCE**

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INDEPENDENT AUDITOR'S REPORT

Honorable President and  
Members of the Board of Education  
Borough of Mountainside School District  
Union County, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements as prescribed by the Division of Finance, Department of Education, State of New Jersey, the basic financial statements of the Board of Education of the Borough of Mountainside School District in the County of Union for the year ended June 30, 2018, and have issued our report thereon dated January 25, 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 report is intended for the information of the Borough of Mountainside Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

*Hodulik & Morrison, P.A.*

HODULIK & MORRISON, P.A.  
Certified Public Accountants  
Public School Accountants

*Robert S. Morrison*

Robert S. Morrison  
Certified Public Accountant  
Public School Accountant #871

January 25, 2019  
Highland Park, New Jersey

ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the activities of the Board of Education, and the records of the various funds and accounts under the auspices of the Board of Education.

The audit did not and could not determine the character of services rendered for which payment had been made nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed. These details were necessarily covered by the approval of such claims. Revenues and receipts were established and verified as to sources and amount only insofar as the records permitted.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

The District is a member of the School Alliance Insurance Fund, a joint insurance fund formed under the provisions of N.J.S.A. 18A:18:b-1 et seq. One of the objectives of a joint insurance fund is to provide a cost-effective risk management program. This is accomplished through member risk retention, pooled risk retention through the fund, and the procurement of excess insurance coverage at premiums that reflect the combined purchasing power of all the fund members. The fund's risk management plan, which sets forth limits of coverage, individual member risk retention (per occurrence and aggregate), fund risk retention, is set forth on Exhibit J-20 of the District's CAFR. No attempt was made to determine the adequacy of coverage as part of this report. Adequacy of coverage is the responsibility of the Board of Education.

Official Bonds

The following positions were covered by Surety Bonds:

School Business Administrator/ Board Secretary	194,000.00
Treasurer of School Monies	194,019.00

The District has procured Blanket Dishonesty (Including Faithful performance) Bond coverage In the amounts of \$500,000 for each loss.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. Tuition charges for the fiscal years 2015-2016 and 2016-2017 were based on rates established by the receiving district. These rates are subject to change when the actual costs have been determined.

Upon the certification of the 2014-15 tuition rates, an upward adjustment of \$558,768 was established as due to the receiving district. As a result of negotiations, this payment was spread over three budget cycles, commencing with the 2016-17 budget and is payable in installments of \$65,000, \$300,000 and \$193,768, respectively. The second installment, of \$300,000 has been included in the 2017-18 budget as part of the tuition appropriation.

## ADMINISTRATIVE PRACTICES AND PROCEDURES

### Tuition Charges (Cont'd.)

At June 30, 2016, based upon preliminary calculations prepared by the School Business Administrator, it appeared that both the estimated student count and the estimated cost per pupil utilized to establish the 2015-16 tuition rate with the receiving district underestimate actual amounts, and an estimated liability of \$170,000 was established. The actual balance due to the receiving district, based upon the state certification of the tuition rate, was \$128,837. This amount was included in the 2017-18 tuition appropriation. The 2018-19 budget includes the final installment payment on the deferred tuition from the 2014-15 and 2015-16 school years.

The Mountainside Board of Education has entered into an agreement with the Berkeley Heights School District relating to tuition rates. The contract covers the period from the 2017-18 school year through the 2021-22 school year, using the state-certified 2015-16 rate with an annual 2% inflation factor applied to each contract year. However, the 2018-19 tuition appropriation, which was predicated upon the historical average percentage of 8<sup>th</sup> graders enrolling in the receiving district's high school, was found to have understated the actual enrollment count. A tuition reserve has been established to permit the District to clear any outstanding balances due Berkeley Heights without the need for any further mutually agreed deferred payment schedules.

## 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.

During the current period, the controls over the processing of disbursements were tested to assure that all requisite documentation and necessary approvals had been obtained prior to the placing of claims on bill lists for Board approval. No exceptions were noted. Audit tests of issued checks indicated that at least two authorized manual signatures were affixed to any disbursement check not previously approved by the Board of Education. Manual checks were minimal during the period under audit.

### Payroll Account

The Board maintained the Net Payroll and Agency Account method for the depositing and payment of its payrolls. The net payrolls from all sources are deposited in the payroll account and all payroll deductions, together with the Board's share, are deposited to the agency account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator. Tests were made of these records with no exceptions noted.

Audit tests of the time and attendance records and personnel files indicated that District employees were paid at the proper rates and in the proper amounts. Audit tests also indicated that the District had procedures in place to ensure the timely enrollment of all employees who are entitled to membership in the state-sponsored pension systems, and tests of employees whose payroll records indicated that no pension deductions were being withheld indicated that the employee was not eligible in every instance. Tests of the payroll records also indicated that employee contributions for a share of the costs of their health benefits were withheld at the proper rates based upon the provisions of the governing statute and the terms of collective bargaining agreements.

## FINANCIAL PLANNING, ACCOUNTING AND REPORTING

### Payroll Account (Cont'd.)

Previous findings relating to the timely reconciliation of the payroll and agency bank accounts were corrected during the current period.

As noted in prior reports, the District utilizes an external service organization for the processing of payrolls, and identified a significant component of the Mountainside School District's internal control function exercised by this service organization. In accordance with applicable auditing standards we requested a report from an independent accountant on the service organization's controls placed in operation and the results of tests (if any) of the operating effectiveness of the controls. In response, the District received such a report that identifies the service organization's controls and opines that such controls are suitably designed to achieve the specified control objectives and have been placed in operation as of June 30, 2018. The terms and conditions under which the District's payroll processing agency provided its services were formalized into a written contractual agreement which was presented to, and approved by the Board of Education.

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

The amount of the expenditure charged to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the District for employees being paid from federal funds was made timely. Our review of the reimbursement calculations revealed no exceptions.

### Reserve for Encumbrances, Liability (Current) for 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 reserves for encumbrances. The use of blanket orders during the school year included recurring costs such as energy and utilities. Other use of blanket orders were based on operating efficiencies, and controls over their utilization were good.

The budgetary accounting process and the records and reports generated by the accounting system continued to function as designed during the current period. Tests of the records indicated that expenditures/expenses were recorded in the appropriate accounting period and that all amounts payable at the close of the year based upon delivery of goods and/or performance of services had been charged against the current year budget appropriations.

### 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: 23-8.2. As a result of the procedures performed we found no discrepancies in the classification of expenditures and no additional procedures were deemed necessary to test the propriety of the expenditure classification.

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

### Travel

Tests were performed to determine the existence of required policy documents and the District's compliance with same with respect to the timely approval and appropriate reimbursement rates for approved travel. No exceptions were noted.

### Budgetary Transfers

During the current period, we noted a significant volume of budgetary transfers presented to the Board of Education for approval. Audit tests indicated that the need for these transfers was based upon the inability of the District to include contingency funds in its operating budgets. The budget spending variance in the 2017-2018 budget was once again favorable. The existing regulatory environment has effectively transformed the budget from a planning document into a legal spending limit. In order to avoid forced cuts to spending in future years, the District must, at a minimum, regenerate the amounts of fund balance budgeted in the prior year. During 2017-18, the District budgeted \$755,432 of fund balance. The adopted budget for 2018-19 calls for the utilization of \$279,412 of fund balance. The favorable budgetary variance of \$813,637 successfully regenerated enough fund balance to sustain the 2018-19 budget and also permitted the Board to set aside \$140,000 as Tuition Reserves, which are intended to fund a portion of the tuition adjustment that will be funded in the 2019-20 budget. Unanticipated tuition adjustments could easily eliminate a large portion of favorable variances going forward. When unforeseen expenses or cost increases occur, management is required to "find" funds in other budget accounts to cover these contingencies and exigencies. However, to the extent that tuition appropriations continue to reflect best estimates of student counts and costs per pupil, the need to fund tuition adjustments through subsequent budgets should abate. At June 30, 2018, the District reported a budgetary basis net unrestricted general fund balance of \$372,340, which is equal to 2% of 2017-18 expenditures as adjusted in accordance with the governing regulations.

### Investment of Idle Funds

Interest earnings on general funds increased based upon the terms of the district's banking agreements. The depository that is being utilized for the proceeds of the District's 2014 Bonds to maximize investment earnings on these funds reported a total of \$3,203.27 of interest was earned on the Bond Referendum account during 2017-18 and was transferred to the general fund. The total interest earned on the referendum bond proceeds that has been utilized to minimize property taxes is \$83,694.01.

### Board Secretary's Records

The official minute record was awaiting binding during the period our audit was performed, and as such, was not in a condition that we would deem sufficient for a required permanent record. However, assuming that the minute records, including all attachments thereto, are ultimately bound into hard covered record books, they would meet all statutory requirements. A similar condition was noted during our previous examination, and the binding of those documents did occur during the current period.

The District reinstated the position of Treasurer for the 2017-18 school year, and timely and accurate monthly Treasurer's reports were on file in the office of the School Business Administrator.

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

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

The E.S.E.A./NCLB 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 and IV of the Elementary and Secondary Education Act as amended and reauthorized. Additional federal funding was received for I.D.E.A. Part B Basic and Preschool programs.

### Other Special Federal and/or State Projects

The District's did not operate any State Special Projects during the 2017-2018 school year.

The financial exhibits are contained within the Special Revenue section of the CAFR, which documents the financial position pertaining to the aforementioned special projects on a grant accounting budgetary basis and reports the financial position of the fund on a GAAP basis at June 30, 2018.

### T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly 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. The payroll software produces reports of T.P.A.F. employees and covered salaries, and calculates the amounts of reimbursements to be sought. Tests of these reports yielded no exceptions.

## 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 \$17,500.00, 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 quotes. 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 \$25,000. Such authorization may be granted for each contract or by general delegation of the power to negotiate and award such contracts pursuant to this section."

"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 to 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. 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."



## SCHOOL PURCHASING PROGRAMS (CONT'D.)

### Contracts and Agreements Requiring Advertisement for Bids (Cont'd.)

“Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.”

N.J.S.A. 18A:18A-4 states, Every contract or agreement for the 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 (as amended) 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 currently \$19,000 for 2017-18.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the 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 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.

Our tests did not reveal any instances of individual payments, contracts or agreements for the performance of work or the provision of 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, 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.

The results of the audit indicated that the existing procurement policies and procedures were generally adequate to identify contemplated purchases that required additional procedures (quotes, bids, etc.) to comply with the provisions of the School Contracts Law, and no instances of non-compliance were identified by the audit.

### **School Food Service Fund**

The Mountainside School District is a participant in the National School Lunch Program. The school food service program was not selected as a major federal or state program. Furthermore, the program expenditures did not exceed \$100,000 in federal support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition reimbursement overclaims or underclaims. No exceptions were noted.

The District utilizes a food service management company (FSMC) and is depositing and expending monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. No exceptions noted for items tested.

Expenses were separately recorded as food, labor, benefits, and other costs. Vendor invoices were reviewed and costs verified and expenditure records were maintained in order to substantiate the status of the Food Service Fund.

Amounts collected for food sales are deposited to a Board account. The appropriate revenue and expense records were maintained in order to substantiate the non-profit status of the school food service.

Net cash resources did exceed three-months average expenses.

The District's FSMC provided detailed program and non-program revenue and expenditure information necessary to execute the USDA mandated Non-Program Revenue Tool at least annually. However, the scope of our engagement did not include audit procedures to determine that this information was based upon USDA approved allocation procedures. Furthermore, the Service Organization Control Report (SOC 1, Type II) provided by the FSMC did not identify the FSMC's procedures to allocate program and non-program expenses as a significant internal control and no testing of these allocations was indicated in the report. A review of the standard FSMC contract language indicated that such testing has not been mandated.

The contractor maintained inventory on a first-in, first-out basis for the Food Distribution Program commodities received. The contractor maintains a separate inventory record for Food Distribution Program commodities, which is reconciled on a monthly basis to the physical inventory counts. There were no exceptions noted for items tested.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

### **Student Activity Funds**

Our audit of the student activity funds indicated that voucher systems were in use, and sincere efforts were made to obtain vendor affidavits in instances where amounts disbursed exceeded \$150. Managerial oversight of fund treasurers to ensure timely cash reconciliations and financial reporting was noted.

### **Scholarship Funds**

The District reported three scholarship funds in 2017-18. One is accounted for as a nonexpendable trust and two are accounted for as expendable trusts. The District has the requisite documentation on hand to substantiate the accounting treatment afforded each scholarship fund. Due to the declining interest rate structure, the expendable balance of the nonexpendable trust is less than the annual scholarship awards. This fund requires that a principal balance of \$100,000 be maintained, and in no circumstance should awards be made that reduce the balance below this amount without an agreement from the grantor to change the provisions of the trust. The District has ceased to award scholarships from this fund pending the reestablishment of the non-expendable trust corpus.

### **Application for State School Aid (A.S.S.A.)**

Our audit included a test of information reported in the October 15, 2017 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of District procedures relating 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 has adequate written procedures for the recording of student enrollment data.

### **Pupil Transportation**

Our procedures included a test of on-roll status reported in the October 15, 2017 District Report of Resident Transported Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions noted. 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.

The minutes indicate Board approvals of transportation contracts with both public and private providers. Our tests of the individual route contracts, which are required to be prepared on a state mandated form and maintained on file, revealed no exceptions.

### **General Fixed Asset Record**

The District had an inventory and valuation of its general fixed assets taken as of June 30, 2018. However, the building cost values included in the inventory report were clearly understated, as amounts reported did not include the cost of improvements made to the buildings pursuant to the District's most recent bond referendum. Accordingly, management determined that the current inventory, with adjustments, was the more appropriate and accurate record of the fixed assets of the District as of June 30, 2018. Management has provided the valuation company the additional cost data necessary to establish a reliable record and depreciation schedule for future periods.

### **Testing for Lead of all Drinking Water in Educational Facilities**

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

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ACKNOWLEDGMENT

During the course of our audit, we received the complete cooperation of all the officials of the school district, and we greatly appreciate the courtesies extended to us.

Respectfully submitted,



HODULIK & MORRISON, P.A.  
Certified Public Accountants  
Public School Accountants



Robert S. Morrison  
Certified Public Accountant  
Public School Accountant #871

## NET CASH RESOURCE SCHEDULE

Net cash resources did/did not exceed three months of expenditures

Proprietary Funds - Food Service

FYE 2018

<u>Net Cash Resources:</u>		Food Service B - 4/5	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 123,939
B-4		Due from Other Gov'ts	3,017
B-4		Accounts Receivable	928
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	(8,247)
B-4		Less Accruals	
B-4		Less Due to Other Funds	(71,802)
B-4		Less Deferred Revenue	(7,986)
		<b>Net Cash Resources</b>	<b><u>\$ 39,848.19</u></b> (A)
 <b><u>Net Adj. Total Operating Expense:</u></b>			
B-5		Tot. Operating Exp.	182,866
B-5		Less Depreciation	(6,088)
		Adj. Tot. Oper. Exp.	<b><u>\$ 176,777.67</u></b> (B)
 <b><u>Average Monthly Operating Expense:</u></b>			
		B / 10	<b><u>\$ 17,677.77</u></b> (C)
 <b><u>Three times monthly Average:</u></b>			
		3 X C	<b><u>\$ 53,033.30</u></b> (D)

TOTAL IN BOX A	\$	39,848.19
LESS TOTAL IN BOX D	\$	53,033.30
NET	\$	<b><u>(13,185.11)</u></b>

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.

SOURCE - USDA resource management comprehensive review form

SCHEDULE OF AUDITED ENROLLMENTS

MOUNTAINSIDE BORO SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 13, 2017

	2018-19 Application for State School Aid (10/13/17 data)						Sample for Verification						Private Schools for Handicapped			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors		Reported on A.S.S.A. 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					0	0					0	0				
Full Day Preschool	16	1	16	1	0	0	5	5	5	5	0	0				
Half Day Kindergarten					0	0	0	0	0	0	0	0				
Full Day Kindergarten	62		62		0	0	20	20	20	20	0	0				
One	74		74		0	0	24	24	24	24	0	0				
Two	66		66		0	0	21	21	21	21	0	0				
Three	59		59		0	0	19	19	19	19	0	0				
Four	78		78		0	0	25	25	25	25	0	0				
Five	61		61		0	0	19	19	19	19	0	0				
Six	87		87		0	0	28	28	28	28	0	0				
Seven	67		67		0	0	21	21	21	21	0	0				
Eight	78		78		0	0	25	25	25	25	0	0				
Nine					0	0	0	0	0	0	0	0				
Ten					0	0	0	0	0	0	0	0				
Eleven					0	0	0	0	0	0	0	0				
Twelve					0	0	0	0	0	0	0	0				
Post - Graduate					0	0	0	0	0	0	0	0				
Adult H.S. (15+CR.)					0	0	0	0	0	0	0	0				
Adult H.S. (1-14CR.)					0	0	0	0	0	0	0	0				
Subtotals	648	1	648	1	0	0	207	0	207	0	0	0	0	0	0	0
Sp Ed - Elementary	48		48		0	0	15		15		0	0	2	2	2	0
Sp Ed - Middle School	31		31		0	0	10		10		0	0	6	6	6	0
Sp Ed - High School					0	0					0	0				
Subtotals	79	0	79	0	0	0	25	0	25	0	0	0	8	8	8	0
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	727	1	727	1	0	0	232	0	232	0	0	0	8	8	8	0
Percentage Error					0.00%	0.00%					0.00%	0.00%				0.00%

**SCHEDULE OF AUDITED ENROLLMENTS**

**MOUNTAINSIDE BORO SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
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	Sample Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Kindergarten	2	2	0	2	2	0	0	0	0	0	0	0
One	1	1	0	1	1	0	0	0	0	0	0	0
Two	2	2	0	2	2	0	0	0	0	0	0	0
Three	0	0	0	0	0	0	0	0	0	0	0	0
Four	1	1	0	1	1	0	0	0	0	0	0	0
Five	0	0	0	0	0	0	0	0	0	0	0	0
Six	2	2	0	1	1	0	0	0	0	0	0	0
Seven	1	1	0	1	1	0	0	0	0	0	0	0
Eight	2	2	0	2	2	0	0	0	0	0	0	0
Nine	1	1	0	0	0	0	0	0	0	0	0	0
Ten	0	0	0	0	0	0	0	0	0	0	0	0
Eleven	0	0	0	0	0	0	0	0	0	0	0	0
Twelve	0	0	0	0	0	0	0	0	0	0	0	0
Subtotals	12	12	0	10	10	0	0	0	0	0	0	0
Sp Ed - Elementary	1	1	0	1	1	0			0	0	0	0
Sp Ed - Middle School			0	0	0	0			0	0	0	0
Sp Ed - High School	1	1	0	0	0	0			0	0	0	0
Subtotals	2	2	0	1	1	0	0	0	0	0	0	0
Sent to RDS						0						0
Sent to CSSD						0						0
Totals	14	14	0	11	11	0	0	0	0	0	0	0
Percentage Error			0.00%			0.00%			0.00%			0.00%

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	Transportation						Reported	Recalculated
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors		
Reg. - Public Schools	347	347	0	140	140	0		
Reg. - Sp Ed	7	7	0	3	3	0		
Transported Non-Public	4	4	0	2	2	0		
AIL Non-Public	85	85	0	34	34	0	Avg. Mileage - Regular Inc. PK Students	4.8
Special Ed Spec	44	44	0	18	18	0	Avg. Mileage - Regular Exc. PK Students	4.8
Totals	487	487	0	197	197	0	Avg. Mileage - Special Ed. With Special Needs	7.3
Percentage Error						0.00%		

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - REGULAR DISTRICT**

**A. 2% Calculation of Excess Surplus**

2017-18 Total General Fund Expenditures per the CAFR "C-1"	\$	<u>18,281,864.12</u>	(B)
Increased by Applicable Operating Transfers:			
Transfer from Capital Outlay to Capital Projects Fund	\$	<u>                    </u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$	<u>                    </u>	(B1b)
Transfer from General Fund to SRF for Pre-K Regular	\$	<u>0.00</u>	(B1c)
Transfer from General Fund to SRF for Pre-K Inclusion	\$	<u>0.00</u>	(B1d)
Decreased by:			
On-Behalf TPAF Pension & Social Security	\$	<u>1,564,246.54</u>	(B2a)
Assets Acquired Under Capital Leases	\$	<u>                    </u>	(B2b)
Adjusted 2017-18 General Fund Expenditures [(B)+(B1s)-B2s]		<u>16,717,617.58</u>	(B3)
2% of Adjusted 2017-18 General Fund Expenditures [(B3) times .02]	\$	<u>334,352.35</u>	(B4)
Enter Greater of (B4) or \$250,000	\$	<u>334,352.35</u>	(B5)
Increased by: Allowable Adjustment*	\$	<u>37,988.00</u>	(K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$	<u>372,340.35</u>	(M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/18 (Per CAFR Budgetary Comparison schedule/statement)	\$	<u>1,962,152.17</u>	(C)
Decreased by:			
Reserve for Encumbrances	\$	<u>37,265.41</u>	(C1)
Legally Restricted -Designated for Subsequent Year's Expenditures	\$	<u>193,768.00</u>	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures **	\$	<u>85,644.01</u>	(C3)
Other Reserved Fund Balances****	\$	<u>1,133,134.40</u>	(C4)
Assigned Unreserved Fund Balance - Designated for Subsequent Year's Expenditures	\$	<u>                    </u>	(C5)
Additional Assigned Fund Balance-Unreserved-Designated for Subsequent Year Expenditures July 1-August 1, 2018	\$	<u>                    </u>	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$	<u>512,340.35</u>	(U1)



**SECTION 3**

Restricted Fund Balance-Excess Surplus ***((U1-(M)) If negative enter -0- <b>Recapitulation of Excess Surplus as of June 30, 2018</b>	\$ <u>140,000.00</u> (E)
Reserved Excess Surplus-Designated for Subsequent Year's Expenditures**	\$ <u>85,644.01</u> (C3)
Reserved Excess Surplus***(E)	\$ <u>140,000.00</u> (E)
Total Excess Surplus [(C3) +(E)]	\$ <u><u>225,644.01</u></u> (D)

Footnotes:

\*Allowable adjustment to expenditures on line K must be 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 NJSA 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, for the year ending June 30, 2015, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and 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 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4).

- (I) Sale and Leaseback (Refer to 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 audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Non public School Transportation Aid

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>13,338.00</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ <u>24,650.00</u>	(J2)
Current year School Bus Advertising Rev. Recognized	\$ <u>0.00</u>	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)]	\$ <u>37,988.00</u>	(K)

\*\* This amount represents the June 30, 2018 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

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

\*\*\*\*Amount for Other Reserved 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 any other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**Detail of Other Reserved Fund Balance**

Statutory restrictions:

Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	\$ _____
Capital Reserve	\$ <u>864,725.40</u>
Maintenance Reserve	\$ <u>128,409.00</u>
Emergency Reserve	\$ _____
Tuition Reserve	\$ <u>140,000.00</u>
School Bus Advertising 50% Fuel Offset Reserve-current year	\$ _____
School Bus Advertising 50% Fuel Offset Reserve-prior year	\$ _____
Impact Aid General Fund Reserve (Sec. 8002 & 8003)	\$ _____
Impact Aid Capital Fund Reserve (Sec. 8007 & 8008)	\$ _____
Other state/government mandated reserve	\$ _____
(Other Restricted Fund Balance not noted above)****	\$ _____
Total Other Reserved Fund Balance	\$ <u>1,133,134.40</u> (C4)

MOUNTAINSIDE 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

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

There were no prior year recommendations as a result no correction action was required.