

**OLD TAPPAN BOARD OF EDUCATION  
INDEPENDENT AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2018**

**OLD TAPPAN BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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## INDEPENDENT AUDITOR'S MANAGEMENT REPORT

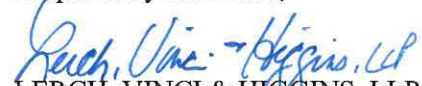
Honorable President and Members  
of the Board of Trustees  
Old Tappan Board of Education  
Old Tappan, New Jersey

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 Old Tappan Board of Education as of and for the fiscal year ended June 30, 2018, and have issued our report thereon dated January 22, 2019.

As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

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

  
Gary J. Vinci  
Public School Accountant  
PSA Number CR00829

Fair Lawn, New Jersey  
January 22, 2019

**OLD TAPPAN 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, 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 (Exhibit J-20) as reported in the District's Comprehensive Annual Financial Report (the "CAFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Douglas Barrett, CPA	Board Secretary/School Business Administrator	\$ 25,000
Antoinette Kelly	Treasurer of School Monies	250,000

There is an Employee Dishonesty coverage of \$100,000 with NESBIG.

**Financial Planning, Accounting and Reporting**

Examination of Claims

An examination of claims paid during the period under review did not reveal any material discrepancies with respect to each signatures, certifications and proper itemization.

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

Salary withholdings were promptly remitted to proper agencies, including employee health benefit premium contributions due to the General Fund. The District completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23A-8.3. As a result of the procedures performed, one instance of an expenditure charged to Capital Outlay was reclassified and coded to General Fund – Undistributed Instruction, General Supplies. The reclassification caused an overexpended appropriation. This instance was isolated and deemed immaterial; as a result, no recommendation was deemed warranted.

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

**Financial Planning, Accounting and Reporting (Continued)**

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchased 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. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Travel

The Board adopted a policy in compliance with New Jersey Statutes and Administrative Code and the Office of Management and Budget Circulars.

Board Secretary's Records

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

The prescribed contractual order system was followed.

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

Treasurer's Records

The Treasurer performed cash reconciliations for the general operating, payroll account and payroll agency account (N.J.S.A 18A:17-36). The Treasurer's records were in agreement with the records of the Board Secretary.

Unemployment Compensation Insurance Trust Fund

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

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

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

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibit K-3 and Exhibit K-4 located in the CAFR.

Our audit 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 in the Special Revenue section of the CAFR. This section of the CAFR reports the financial position pertaining to the aforementioned special projects.

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

**Financial Planning, Accounting and Reporting (Continued)**

T.P.A.F. Reimbursements

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

Salaries and wages were not charged to the Special Revenue Fund federal grants. Thus, the Board is not required to submit a TPAF/FICA reimbursement to the State.

**School Purchasing Programs**

Contracts and Agreements Requiring Advertisement for Bids

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 are \$40,000 (with a qualifying purchasing agent) and \$29,000 (without a qualifying 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. The Board appointed the School Business Administrator as a qualified purchasing agent. The Board of Education has adopted a resolution increasing the bid threshold to \$40,000.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Board Attorney's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination revealed no instances where the individual payments, contracts, or agreements were 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, as amended.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that purchases were made through the use of State contracts.

**Food Service Fund**

The Board has discontinued the School Food Service Program.

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

**Student Activity Fund**

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

Cash receipts and disbursements records for the elementary schools were maintained in good condition.

Cash disbursements tested had proper supporting documentation.

**Finding** – Pre-numbered cash receipts were not always utilized throughout 2017-2018 in the Charles DeWolf Middle School Student Activity account.

**Recommendation** – Pre-numbered receipts be issued for all monies collected in the Charles DeWolf Middle School.

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 13, 2017 Application for State School Aid (ASSA) for on-roll, private school for the handicapped, bilingual students and low-income. We also performed a review of the district procedures related to its completion. The information on the ASSA 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 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 without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

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

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

**Suggestions to Management**

- The unexpended Local Projects balances in the Special Revenue Fund be reviewed and cleared of record.

**OLD TAPPAN BOARD OF EDUCATION  
FOOD SERVICE FUND  
SCHEDULE OF MEAL COUNT ACTIVITY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**Not Applicable**

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

**Not Applicable**



**OLD TAPPAN BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017**

	<u>2018-19 Application for State School Aid</u>			<u>Sample for Verification</u>			<u>Private Schools for Disabled</u>			
	Reported on	Reported on	Errors	Sample	Verified per	Errors per	Reported on	Sample	Sample	Sample
	A.S.S.A.	Workpapers		Selected from	Registers	Registers	A.S.S.A. as	for		
	On Roll	On Roll		Workpapers	On Roll	On Roll	Private	Verifi-		
Full	Full	Full	Full	Full	Full	Schools	cation			
Full Day Kindergarten	65	65	-	65	65	-				
One	59	59	-	59	59	-				
Two	53	53	-	53	53	-				
Three	82	82	-	82	82	-				
Four	68	68	-	68	68	-				
Five	65	65	-	65	65	-				
Six	74	74	-	74	74	-				
Seven	73	73	-	73	73	-				
Eight	81	81	-	81	81	-				
Subtotal	<u>620</u>	<u>620</u>	<u>-</u>	<u>620</u>	<u>620</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Ed - Elementary	23	23	-	23	23	-	3	3	3	-
Special Ed - Middle School	13	13	-	13	13	-				-
Subtotal	<u>36</u>	<u>36</u>	<u>-</u>	<u>36</u>	<u>36</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>-</u>
Totals	<u>656</u>	<u>656</u>	<u>-</u>	<u>656</u>	<u>656</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>				<u>0.00%</u>

**OLD TAPPAN BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017**

	<u>Resident Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Low Income</u>			<u>Sample for Verification</u>		
	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 Test Score and Register	Sample Errors
Full Day Kindergarten												
One												
Two												
Three												
Four												
Five												
Six												
Seven												
Eight												
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - Elementary			-			-			-			-
Special Ed - Middle			-			-			-			-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

	<u>Transportation</u>					
	Reported on DRTRS by DOE County	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools	33	33	-	30	30	-
Transported - Non-Public	5	5	-	5	5	-
Reg. - Special Ed.	2	2	-	2	2	-
Special Ed Spec	14	14	-	12	12	-
Totals	<u>54</u>	<u>54</u>	-	<u>49</u>	<u>49</u>	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**OLD TAPPAN BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Full Day Kindergarten	6	6	-	6	6	-
One			-			-
Two	1	1	-	1	1	-
Three	2	2	-	2	2	-
Four	5	5	-	5	5	-
Five			-			-
Six	4	4	-	4	4	-
Seven	2	2	-	2	2	-
Eight			-			-
Subtotal	<u>20</u>	<u>20</u>	<u>-</u>	<u>20</u>	<u>20</u>	<u>-</u>
Special Ed - Elementary			-			-
Special Ed - Middle			-			-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>20</u>	<u>20</u>	<u>-</u>	<u>20</u>	<u>20</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**OLD TAPPAN BOARD OF EDUCATION  
EXCESS SURPLUS CALCULATION**

2017-2018 Total General Fund Expenditures per the CAFR (Exhibit C-1)		\$ 14,554,011
Decreased by:		
On-Behalf TPAF Pension & Social Security		<u>1,885,481</u>
Adjusted 2017-2018 General Fund Expenditures		<u>\$ 12,668,530</u>
2% of Adjusted 2017-2018 General Fund Expenditures		<u>\$ 253,371</u>
Greater of 2% of Adjusted Expenditures or \$250,000		\$ 253,371
Increased by:		
Allowable Adjustments		
Extraordinary Aid - Unbudgeted		232,923
Nonpublic Transportation Reimbursement		<u>7,540</u>
Maximum Unreserved/Undesignated Fund Balance		\$ 493,834
Total General Fund - Budgetary Fund Balances, June 30, 2018		\$ 15,141,736
Decreased by:		
Capital Reserve	\$ 10,301,594	
Maintenance Reserve	715,950	
Emergency Reserve	250,000	
Excess Surplus-Designated for Subsequent Year's Budget	<u>1,476,737</u>	
		<u>12,744,281</u>
Total Unassigned Fund Balance		<u>\$ 2,397,455</u>
Restricted Fund Balance - Excess Surplus		<u>\$ 1,903,621</u>
<b><u>Recapitulation of Excess Surplus as of June 30, 2018</u></b>		
Excess Surplus - Designated for Subsequent Year's Budget		\$ 1,476,737
Excess Surplus		<u>1,903,621</u>
Total Excess Surplus		<u>\$ 3,380,358</u>

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

**RECOMMENDATIONS**

**I. Administration 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 Service**

There are none.

**V. Student Body Activities**

It is recommended that pre-numbered receipts be issued for all monies collected in the Charles DeWolf Middle School.

**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 Year 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

  
Gary J. Vinci

Public School Accountant  
Certified Public Accountant