

**BOARD OF EDUCATION  
BOROUGH OF RIVERTON  
COUNTY OF BURLINGTON**

**AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2018**

***INVERSO & STEWART***  
**Marlton, New Jersey**

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

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

The Honorable President and  
Members of the Board of Education  
Riverton School District  
Riverton, New Jersey

I have audited, in accordance with generally accepted audit standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Riverton School District, in the County of Burlington for the year ended June 30, 2018, and have issued my report thereon dated January 31, 2019.

As part of my audit, I 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 Riverton Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

***INVERSO & STEWART, LLC***  
Certified Public Accountants



Robert P. Inverso  
Public School Accountant

January 31, 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 Treasurer of School Moneys, the activities of the School District, 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 CAFR.

**Officials Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Jonathon Yates	Board Secretary/School Business Administrator	\$ 80,000
Thomas Egan	Treasurer	175,000

There is a Comprehensive Crime policy covering all other employees with multiple coverage of \$100,000.

**Tuition Charges**

There were no tuition charges which would require the School District to make the necessary adjustment per *N.J.A.C. 6:23A-3.1(f)3*.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under audit did not indicate any discrepancies with respect to signatures, certifications or supporting documentation.

**Payroll Account**

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

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

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

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

**Payroll Account (Continued)**

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

The Payroll Account records were maintained in good condition.

**Employee Position Control Roster**

No exceptions were noted during my examination of the Employee Position Control Roster.

**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. My review did not indicate any material discrepancies with respect to classification of orders.

**Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards**

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

**Travel**

No exceptions were noted in my study of compliance for travel expenses.

**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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. My review did not indicate any material discrepancies with respect to classification of expenditures.

**Board Secretary/Business Administrator's Record**

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in excellent condition.

**Treasurer's Records**

The financial and accounting records of the Treasurer were maintained in excellent condition.

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

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

The E.S.E.A./ESSA 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 II of the Elementary and Secondary Education Act, as amended and reauthorized.

The study of compliance for E.S.E.A./ESSA did not indicate any exceptions.

**Other Special Federal and/or State Projects**

The School District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

My audit of the federal and state funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

The study of compliance for the special projects did not indicate any exceptions.

**T.P.A.F. Reimbursement**

My audit procedures included a test 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.

**T.P.A.F. 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 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

**Nonpublic State Aid**

The study of compliance for Nonpublic State Aid did not indicate any exceptions.

**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 \$19,000.

The School District 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 my examination, I 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.

**School Food Service**

For the fiscal year ended June 30, 2018, the School District expended less than \$100,000 in federal and/or state funds for its Child Nutrition Program. However, the following was noted:

**Finding 2018-001**

Net cash resources exceeded three months average expenditures.

**Recommendation:**

That every effort be made to reduce the net cash resources of the food service fund below three months average expenditures.

**Student Body Activities**

The financial records for the Student Activity Fund were maintained in satisfactory condition.

**Application for State School Aid**

My audit procedures included a test of information reported in the October 15, 2017 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I also performed a review of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of my 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**

My procedures included a test of on roll status reported in the 2017-2018 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

**Facilities and Capital Assets**

Not Applicable

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

The School 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.

**Follow-up on Prior Years' Findings**

In accordance with government auditing standards, my procedures included a review of all prior year recommendations. There were no prior year audit findings.

**Acknowledgment**

I received the complete cooperation of all the officials of the Riverton School District and I greatly appreciate the courtesies extended to the members of my audit team.

Respectfully submitted,

***INVERSO & STEWART, LLC***  
Certified Public Accountants



Robert P. Inverso  
Public School Accountant

January 31, 2019



SCHEDULE OF AUDITED ENROLLMENTS

**Riverton School District**

**Application for State School Aid Summary**

**Enrollment as of October 15, 2017**

	2018-2019 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA 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	9		9					9		9						
Full Day Kindergarten	25		25					25		25						
One	32		32					32		32						
Two	28		28					28		28						
Three	27		27					27		27						
Four	32		32					32		32						
Five	23		23					23		23						
Six	25		25					25		25						
Seven	23		23					23		23						
Eight	25		25					25		25						
Nine																
Ten																
Eleven																
Twelve																
Post - Graduate																
Adult H.S. (15+Cr.)																
Adult H.S. (1-14 Cr.)																
Subtotal	249	-	249	-	-	-	-	249	-	249	-	-	-	-	-	-
Special Education - Elementary	29		29					29		29						
Special Education - Middle School	18		18					18		18						
Special Education - High School												2	2	2		
Subtotal	47	-	47	-	-	-	-	47	-	47	-	-	2	2	2	-
Co. Voc. - Regular																
Co. Voc.Ft. Post Sec.																
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	296	-	296	-	-	-	-	296	-	296	-	-	2	2	2	-
Percentage Error					-	-						-	-			-

SCHEDULE OF AUDITED ENROLLMENTS

Riverton School District

Application for State School Aid Summary

Enrollment as of October 15, 2017

	<u>Resident Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as Low Income</u>	<u>Reported on Workpapers As Low Income</u>	<u>Errors</u>	<u>Sample Selected From Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors Full</u>	<u>Reported on ASSA as Low Income</u>	<u>Reported on Workpapers as LEP low Income</u>	<u>Sample Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Test Score and Register</u>	<u>Sample Errors</u>
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten												
One	5	5		5	5		1	1		1	1	
Two	3	3		3	3							
Three	2	2		2	2							
Four	2	2		2	2							
Five	5	5		5	5							
Six	1	1		1	1							
Seven	1	1		1	1							
Eight	4	4		4	4							
Nine	1	1		1	1							
Ten												
Eleven												
Twelve												
Post - Graduate	3	3		3	3							
Adult H.S. (15+Cr.)												
Adult H.S. (1-14 Cr.)												
Subtotal	<u>28</u>	<u>28</u>	<u>-</u>	<u>28</u>	<u>28</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
Special Education - Elementary	9	9		9	9							
Special Education - Middle School	5	5		5	5							
Special Education - High School	2	2		2	2							
Subtotal	<u>16</u>	<u>16</u>	<u>-</u>	<u>16</u>	<u>16</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Co. Voc. - Regular												
Co. Voc.Ft. Post Sec.												
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>44</u>	<u>44</u>	<u>-</u>	<u>44</u>	<u>44</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
Percentage Error			<u>-</u>			<u>-</u>			<u>-</u>			<u>-</u>

	<u>Transportation</u>							<u>Reported</u>	<u>Recalculated</u>
	<u>Reported on DRTRS by DOE/County</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>			
Reg. - Public Schools, col 1.	10	10		10	10		Reg Avg (Mileage) = Reg including Gr. PK students (Part A)	12.8	12.8
Special Ed. Spec. col.6	8	8		8	8		Reg Avg (Mileage) = Reg excluding Gr. PK students (Part B)	12.8	12.8
Total	<u>18</u>	<u>18</u>	<u>-</u>	<u>18</u>	<u>18</u>	<u>-</u>	Spec. Avg.= Special Ed. With Special Needs	11.9	11.9
Percentage Error					<u>-</u>				

**SCHEDULE OF AUDITED ENROLLMENTS**

**Riverton School District**

**Application for State School Aid Summary**

**Enrollment as of October 15, 2017**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA 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>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						
Seven	1	1		1	1	
Eight	1	1		1	1	
Nine						
Ten	1	1		1	1	
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+Cr.)						
Adult H.S. (1-14 Cr.)						
Subtotal	<u>3</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>
Special Ed. - Elementary						
Special Ed. - Middle	1	1		1	1	
Special Ed. - High School						
Subtotal	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
Co. Voc. - Regular						
Co.Voc. - Ft. Post Sec.						
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>4</u>	<u>4</u>	<u>-</u>	<u>4</u>	<u>4</u>	<u>-</u>
Percentage Error			<u>-</u>			<u>-</u>

**RIVERTON SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - Regular Districts**

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

2017-18 Total General Fund Expenditures per the CAFR, Ex C-1	\$	<u>6,760,438</u>	(B)
Increased by:			
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 PreK-Regular	\$	<u>                    </u>	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$	<u>                    </u>	(B1d)
Decreased by:			
On-Behalf TPAF Pension & Social Security	\$	<u>(686,169)</u>	(B2a)
Assets Acquired Under Capital Leases	\$	<u>                    </u>	(B2b)
 Adjusted 2017-18 General Fund Expenditures [(B)+(B1s)+(B2s)]	 \$	 <u>6,074,269</u>	 (B3)
 2% of Adjusted 2017-18. General Fund Expenditures			
[(B3) times .02]	\$	<u>121,485</u>	(B4)
Enter Greater of (B4) or \$250,000	\$	<u>250,000</u>	(B5)
Increased by: Allowable Adjustment	\$	<u>                    </u>	(K)
 Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	 \$	 <u>250,000</u>	 (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-18 (Per CAFR Budgetary Comparison Schedule C-1)	\$	<u>980,462</u>	(C)
Decreased by:			
Year-end Encumbrances	\$	<u>76,520</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$	<u>                    </u>	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$	<u>                    </u>	(C3)
Other Restricted Fund Balances	\$	<u>606,775</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$	<u>                    </u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures July 1, 2018 - August 1, 2018	\$	<u>                    </u>	(C6)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	 \$	 <u>297,167</u>	 (U1)

**RIVERTON SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0-	\$	<u>47,167</u>	(E)
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**Recapitulation of Excess Surplus as of June 30, 2018**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$	<u>                    </u>	(C3)
Reserved Excess Surplus [(E)]	\$	<u>47,167</u>	(E)
 Total [(C3) + (E)]	 \$	 <u>47,167</u>	 (D)

**Detail of Allowable Adjustments**

Impact Aid	\$	<u>                    </u>	(H)
Sale & Lease-back	\$	<u>                    </u>	(I)
Extraordinary Aid	\$	<u>                    </u>	(J1)
Additional Nonpublic School Transportation Aid	\$	<u>                    </u>	(J2)
Current Year School Bus Advertising Revenue	\$	<u>                    </u>	(J3)
Family Crisis Transportation Aid	\$	<u>                    </u>	(J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$	 <u>                    </u>	 (K)

**Detail of Other Restricted Fund Balance**

Statutory restrictions:			
Approved unspent separate proposal	\$	<u>                    </u>	
Sale/lease-back reserve	\$	<u>                    </u>	
Capital reserve	\$	<u>365,162</u>	
Maintenance reserve	\$	<u>241,613</u>	
Emergency reserve	\$	<u>                    </u>	
Tuition reserve	\$	<u>                    </u>	
School Bus Advertising 50% Fuel Offset Reserve - current year	\$	<u>                    </u>	
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$	<u>                    </u>	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$	<u>                    </u>	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$	<u>                    </u>	
Other state/government mandated reserves	\$	<u>                    </u>	
 Other Restricted Fund Balance not noted above	 \$	 <u>                    </u>	
 Total Other Restricted Fund Balance	 \$	 <u>606,775</u>	 (C4)

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

That every effort be made to reduce the net cash resources of the food service fund below three months average expenditures.

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.