

**SOUTH RIVER BOROUGH BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2018**

Prepared by

Gerard Stankiewicz, CPA, PSA

of the Firm

**SAMUEL KLEIN AND COMPANY
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REPORT OF INDEPENDENT AUDITORS

Honorable President and Members
of the Board of Education
Borough of South River
Board of Education
County of Middlesex, 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 Borough of South River School District in the County of Middlesex for the year ended June 30, 2018, and have issued our report thereon dated February 11, 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 solely for the information of the Borough of South River 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.



Gerard Stankiewicz
Certified Public Accountant
Licensed Public School Accountant #912



SAMUEL KLEIN AND COMPANY

Freehold, New Jersey
February 11, 2019

**ADMINISTRATIVE FINDINGS - FINANCIAL
COMPLIANCE AND PERFORMANCE
JUNE 30, 2018**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Monies, the activities of the Board of Education and the records of the various funds under the auspices of the Board of Education. This report is filed in conjunction with the District's Comprehensive Annual Financial Report (CAFR).

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on the Insurance Schedule contained in the Statistical Tables (Section) – Exhibit J-20, of the District's CAFR.

Officials' Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Kenneth J. Kokoszka	Board Secretary/School Business Administrator	\$ 25,000.00 (A)
Joseph Zanga	Treasurer of School Monies	\$ 236,592.00 (A)

(A) Western Surety Company.

There is a Public Employees Faithful Performance Blanket Position Bond.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under audit was made as to affidavit or signed declaration, proper itemization and proper authorization by officials. The Board's voucher system is in accordance with R.S. 18:6-34, which requires a signed declaration by the vendor in place of an affidavit. In addition, all vouchers are signed by the Board Secretary. The actual signature for receipt of goods or services rendered is on the receiving copy of the purchase order set, which is attached to the purchase order filed by appropriation number. All claims approved for payment are listed by fund total in the Minutes.

ADMINISTRATIVE FINDINGS - FINANCIAL
COMPLIANCE AND PERFORMANCE (CONTINUED)
JUNE 30, 2018

Financial Planning, Accounting and Reporting (Continued)

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

Compensation records were tested, and for those individuals examined; it was determined that salaries paid were in accordance with the amounts authorized by the Board.

Salary withholdings were promptly remitted to the proper agencies, including required health insurance withholdings.

The Board utilizes a payroll service bureau for all of its payroll transactions, inclusive of the net pay and the payroll agency (withholdings) fund. The payroll service bureau has provided the required report on their internal controls on Internal Control of Service Organizations in accordance with the AICPA Statement on Standards for Attesting Engagements Number 16 (SSAE#16).

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2018 for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders existed for proper classification of orders as reserved for encumbrances and accounts payable.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(g) as part of our test of transactions of randomly selected expenditure items. We also examined the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, no transaction error rate was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

**ADMINISTRATIVE FINDINGS - FINANCIAL
COMPLIANCE AND PERFORMANCE (CONTINUED)**
JUNE 30, 2018

Financial Planning, Accounting and Reporting (Continued)

Travel Expenditures

Travel expenditures were tested and found to be in compliance with *N.J.A.C. 6A:23A-7.1*.

Student Body Activities Funds

High School and Middle School

Cash receipts and cash disbursements records were maintained in satisfactory condition.

All receipts were promptly deposited in the bank.

A test check of bills and invoices was made to the cash disbursements record, no exceptions were noted.

Board Secretary/School Business Administrator's Records

Our review of the financial and accounting records maintained by the Board Secretary revealed that the records were maintained properly.

Acknowledgment of the Board's receipt of the Board Secretary's report was included in the minutes.

Treasurer's Records

The Treasurer's records were found to be maintained properly.

Acknowledgment of the Board's receipt of the Treasurer's report was included in the minutes.

**ADMINISTRATIVE FINDINGS - FINANCIAL
COMPLIANCE AND PERFORMANCE (CONTINUED)
JUNE 30, 2018**

Financial Planning, Accounting and Reporting (Continued)

Elementary and Secondary Education Act of 1965 (E.S.E.A.) as Amended by Every Student Succeeds Act (E.S.E.A.)

The 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 project under Title I, II and III of the Elementary and Secondary Education Act.

The study of compliance for ESEA indicated no matters of noncompliance and/or questioned costs.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on the Schedules of Federal and State Financial Assistance located in the CAFR.

Our 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.

T.P.A.F. Reimbursement

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

Expendable and Nonexpendable Trust Fund

The accounts within this fund appear to have been properly administered.

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-3 and 18A:39-3 are \$29,000 and \$18,200, respectively. The bid threshold was increased as allowable by statute to \$40,000 by resolution of the Board of Education, as the District has a qualified purchasing agent (QPA).

ADMINISTRATIVE FINDINGS - FINANCIAL
COMPLIANCE AND PERFORMANCE (CONTINUED)
JUNE 30, 2018

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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 Attorney's opinion should be sought before a commitment is made.

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

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 indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," 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.

The minutes indicate that bids were advertised for the following:

High School Sidewalk Replacement	HVAC & Tracer System Maintenance
Copier Paper	Substitute Nurses Services
School Supplies	Technology Consultant Services

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

Computer Equipment	School Supplies
Copier Equipment	Technology Equipment
Custodial Supplies	

ADMINISTRATIVE FINDINGS - FINANCIAL
COMPLIANCE AND PERFORMANCE (CONTINUED)
JUNE 30, 2018

School Food Service

The financial transactions and statistical records of the school food services were maintained in satisfactory condition. The financial accounts, meal count record and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced price meals and free milk policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

The Board employs Chartwells, a management company ("the Management Company"), to handle their food service program. We examined, on a test basis, their expenditures for separate recording of food, labor and other costs. Vendor invoices were reviewed 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. Provisions of the management company contract were reviewed and audited. All vendor discounts, rebates and credits vendors and/or the Management Company were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

All employees of the Cafeteria are hired and paid by the Management Company.

Exhibits reflecting child nutrition program operations are included in Section B (4, 5 & 6) of the CAFR.

The food service company has provided the required study of their internal controls in accordance with the Report on Internal Control of Service Organizations in accordance with the AICPA Statement on Standards for Attesting Engagements Number 16 (SSAE#16).

The District is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34 and 19-1 through 19-4.1. 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.

Food Distribution Program commodities were received during the period of audit. Inventory records on commodities are being maintained. The value of U.S.D.A. Commodities received during 2017-2018 was \$85,298.90.

ADMINISTRATIVE FINDINGS - FINANCIAL
COMPLIANCE AND PERFORMANCE (CONTINUED)
JUNE 30, 2018

School Food Service (Continued)

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 school district project remains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

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.

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 schools for the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the ASSA was compared to the district workpapers. 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 written procedures for the recording of student enrollment data.

Pupil Transportation

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

RECOMMENDATIONS
JUNE 30, 2018

None.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

There were no prior year recommendations.

ACKNOWLEDGMENT

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

Respectfully submitted,



Gerard Stankiewicz
Certified Public Accountant
Public School Accountant #912

For The Firm
SAMUEL KLEIN AND COMPANY

BOARD OF EDUCATION
SOUTH RIVER BOROUGH, COUNTY OF MIDDLESEX
SCHEDULE OF MEAL COUNT ACTIVITY
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
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>Over (Under)-Claim</u>
National School Lunch (Regular Rate)	Paid	78,709	78,709	78,709	-	.31/.05	
	Reduced	14,199	14,199	14,199	-	2.83/.055	
	Free	<u>107,550</u>	<u>107,550</u>	<u>107,550</u>	-	3.23/.055	
	Total	<u>200,458</u>	<u>200,458</u>	<u>200,458</u>	-		
School Breakfast (Regular Rate)	Paid				-		
	Reduced				-		
	Free				-		
	Total	<u>-</u>	<u>-</u>	<u>-</u>	-		
School Breakfast (Severe Need Rate)	Paid	23,983	23,983	23,983	-	0.3	
	Reduced	5,912	5,912	5,912	-	1.79	
	Free	<u>60,441</u>	<u>60,441</u>	<u>60,441</u>	-	2.09	
	Total	<u>90,336</u>	<u>90,336</u>	<u>90,336</u>	-		
School Milk	Paid				-		
	Free				-		
	Total	<u>-</u>	<u>-</u>	<u>-</u>	-		

BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2017

	Application for State School Aid						Sample for Verification					
	Reported on A.S.S.A. On Roll		Report on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool (3 yrs old)	6		6					1		1		
Half Day Preschool (4 yrs old)	14		14					2		2		
Full Day Kindergarten	140		140					18		18		
One	138		138					18		18		
Two	152		152					20		20		
Three	135		135					18		18		
Four	157		157					20		20		
Five	129		129					18		18		
Six	141		141					18		18		
Seven	156		156					21		21		
Eight	149		149					20		20		
Nine	146		146					20		20		
Ten	144		144					20		20		
Eleven	146		146					19		19		
Twelve	122		122					16		16		
Subtotal	<u>1,875</u>		<u>1,875</u>					<u>249</u>		<u>249</u>		
Special Ed - Elementary	139		139					17		17		
Special Ed - Middle School	88		88					11		11		
Special Ed - High School	79		79					10		10		
Subtotal	<u>306</u>		<u>306</u>					<u>38</u>		<u>38</u>		
Home Instruction												
Totals	<u>2,181</u>		<u>2,181</u>					<u>287</u>		<u>287</u>		
Percentage Error					<u>0.00%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>

**BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY (CONTINUED)
ENROLLMENT AS OF OCTOBER 13, 2017**

	Low Income			Sample for Verification		
	Reported on A.S.S.A. at Low Income	Report on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
<u>FREE LUNCH</u>						
Half Day Preschool						
Full Day Preschool						
Full Day Kindergarten	67	67		67	67	
One	76	76		76	76	
Two	89	89		89	89	
Three	69	69		69	69	
Four	73	73		73	73	
Five	62	62		62	62	
Six	72	72		72	72	
Seven	73	73		73	73	
Eight	72	72		72	72	
Nine	64	64		64	64	
Ten	52	52		52	52	
Eleven	51	51		51	51	
Twelve	47	47		47	47	
Subtotal	<u>867</u>	<u>867</u>		<u>867</u>	<u>867</u>	
Special Ed - Elementary	77	77		77	77	
Special Ed - Middle School	53.5	53.5		53.5	53.5	
Special Ed - High School	40	40		40	40	
Subtotal	<u>170.5</u>	<u>170.5</u>		<u>170.5</u>	<u>170.5</u>	
Juvenile Detention Center	1	1		1	1	
Totals	<u>1,038.5</u>	<u>1,038.5</u>		<u>1,038.5</u>	<u>1,038.5</u>	
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY (CONTINUED)
ENROLLMENT AS OF OCTOBER 13, 2017

	Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	23	23		23	23	
One	25	25		25	25	
Two	26	26		26	26	
Three	13	13		13	13	
Four	10	10		10	10	
Five	9	9		9	9	
Six	3	3		3	3	
Seven	5	5		5	5	
Eight	12	12		12	12	
Nine	16	16		16	16	
Ten	3	3		3	3	
Eleven	6	6		6	6	
Twelve	2	2		2	2	
Subtotal	<u>153</u>	<u>153</u>		<u>153</u>	<u>153</u>	
Special Ed - Elementary	12	12		12	12	
Special Ed - Middle School	2.0	2.0		2	2	
Special Ed - High School	2	2		2	2	
Subtotal	<u>16</u>	<u>16</u>		<u>16</u>	<u>16</u>	
Home Instruction						
Totals	<u>169</u>	<u>169</u>		<u>169</u>	<u>169</u>	
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY (CONTINUED)
ENROLLMENT AS OF OCTOBER 13, 2017**

	Resident NOT 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
Full Day Kindergarten	8	8		8	8	
One	7	7		7	7	
Two	6	6		6	6	
Three	8	8		8	8	
Four	9	9		9	9	
Five	6	6		6	6	
Six	1	1		1	1	
Seven	4	4		4	4	
Eight	1	1		1	1	
Nine	2	2		2	2	
Ten	3	3		3	3	
Eleven	3	3		3	3	
Twelve	1	1		1	1	
Subtotal	<u>59</u>	<u>59</u>		<u>59</u>	<u>59</u>	
Special Ed - Elementary	4	4		4	4	
Special Ed - Middle School						
Special Ed - High School						
Subtotal	<u>4</u>	<u>4</u>		<u>4</u>	<u>4</u>	
Home Instruction						
Totals	<u>63</u>	<u>63</u>		<u>63</u>	<u>63</u>	
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY (CONTINUED)
ENROLLMENT AS OF OCTOBER 13, 2017

	<u>Transportation</u>		<u>Errors</u>
	<u>Reported on DRTRS by DOE</u>	<u>Reported on DRTRS by District</u>	
Students - Grade PK			
Reg. - Public Schools	31	31	
Vocational School Students	36	36	
Transported Nonpublic School Students			
Non Public School Students	42	42	
AIL Non Public School Students	90	90	
AIL Charter School Students	88	88	
Special. Ed Public School Students	<u>29.5</u>	<u>29.5</u>	
Total Students	316.5	316.5	
Public School w/ Special Needs	74.5	74.5	
Private School Handicap- Spec. Needs	<u>7</u>	<u>7</u>	
Total Students	82	82	
Out of District Public School Students	24	24	
Out of District Private School Handicap	<u>2</u>	<u>2</u>	
Total Students	26	26	
Courtesy Students	<u>14</u>	<u>14</u>	
Totals	<u><u>438</u></u>	<u><u>438</u></u>	
Percentage Error			<u><u>0.00%</u></u>
		<u>Reported</u>	<u>Recalculated by DOE</u>
Average mileage, excluding grade PK students		5.0	5.0
Average mileage - regular, including grade PK students		5.0	5.0
Average mileage - special education/special needs		4.7	4.7

BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
FISCAL YEAR ENDED JUNE 30, 2018
(UNAUDITED)

EXCESS SURPLUS CALCULATION
REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2017-18 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>33,193,294.86</u>	(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 PerK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PerK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>4,163,426.94</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2017-18 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>29,029,867.92</u>	(B3)
2% of Adjusted 2017-18 General Fund Expenditures [(B3) times .02]	\$ <u>580,597.36</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>580,597.36</u>	(B5)
Increased by: Allowable Adjustment*	\$ <u>401,180.00</u>	(K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]		\$ <u>981,777.36</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-2018 (Per CAFR Budgetary Comparison Schedule-C1)	\$ <u>3,863,321.77</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ _____	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>240,462.57</u>	(C3)
Other Restricted Fund Balances ****	\$ <u>341,129.84</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>1,309,537.43</u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for subsequent Year's Expenditures July 1, 2018 - August 1, 2018	\$ _____	(C6) *****
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		\$ <u>1,972,191.93</u> (U1)

BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
FISCAL YEAR ENDED JUNE 30, 2018
(UNAUDITED)

SECTION 3

Restricted Fund Balance - Excess Surplus***[(U1)-(M)] IF NEGATIVE ENTER -0- \$ 990,414.57 (E)

Recapitulation of Excess Surplus as of June 30, 2018

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** \$ 240,462.57 (C3)
 Reserved Excess Surplus***[(E)] \$ 990,414.57 (E)
 Total Excess Surplus [(C3) + (E)] \$ 1,230,877.14 (D)

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, 2016 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

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>373,183.00</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ <u>27,997.00</u>	(J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u>401,180.00</u>	(K)

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

*** Amount 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 an other 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 - Unreserved - 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 and to page I-4.2 of this Audit Program.

BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX
FISCAL YEAR ENDED JUNE 30, 2018
(UNAUDITED)

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ 261,129.84
Maintenance reserve	\$ 80,000.00
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 General Fund Reserve (Sections 8007 and 8008)	\$ _____
Other state/government mandated reserve	\$ _____
[Other Reserved Fund Balance not noted above]****	\$ _____
 Total Other Restricted Fund Balance	 \$ 341,129.84 (C4)



GERARD STANKIEWICZ, CPA, PSA #912

Date: February 11, 2019

BOROUGH OF SOUTH RIVER SCHOOL DISTRICT
COUNTY OF MIDDLESEX, NEW JERSEY

NET CASH RESOURCE SCHEDULE

Net Cash Resources Did Not Exceed Three Months of Expenditures
Proprietary Funds - Food Service
FYE 2018

<u>Net Cash Resources:</u>		Food Service	
		B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 109,994
B-4		Due from Other Gov'ts	132,787
B-4		Accounts Receivable	540
B-4		Investments	
CAFR		Current Liabilities	
B-4		Less Accounts Payable	71,392
B-4		Less Accruals	-
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	-
		Net Cash Resources	<u>\$ 171,929</u> (A)
 <u>Net Adj. Total Operating Expense:</u>			
B-5		Total Operating Expense	1,029,296
B-5		Less Depreciation	<u>16,850</u>
		Adj. Total Operating Expense	<u>\$ 1,012,446</u> (B)
 <u>Average Monthly Operating Expense:</u>			
		B / 10	<u>\$ 101,245</u> (C)
 <u>Three Times Monthly Average:</u>			
		3 X C	<u>\$ 303,734</u> (D)

TOTAL IN BOX A	\$ 171,929
LESS TOTAL IN BOX D	\$ 303,734
NET	<u>\$ (131,805)</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.	

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

SOURCE - USDA resource management comprehensive review form

BOARD OF EDUCATION
BOROUGH OF SOUTH RIVER 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 audit findings/recommendations.