

**SWEDESBORO-WOOLWICH CONSOLIDATED  
DISTRICT BOARD OF EDUCATION  
Woolwich, New Jersey**

Auditor's Management Report on Administrative  
Findings – Financial, Compliance, and Performance  
For The Year Ended June 30, 2018

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

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## Report of Independent Auditors

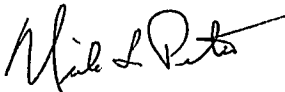
Honorable President and  
Members of the Board of Education  
Swedesboro-Woolwich Consolidated School District  
15 Frederick Boulevard  
Woolwich, New Jersey 08085

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 Swedesboro-Woolwich Consolidated School District in the County of Gloucester for the 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 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 and use of Swedesboro-Woolwich Consolidated School District Board of Education's Management, New Jersey Department of Education and other state and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

PETRONI & ASSOCIATES LLC



Nick L. Petroni  
Certified Public Accountant  
Licensed Public School Accountant #542  
Glassboro, New Jersey

January 22, 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 Monies, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

### **Administrative Practices and Procedures**

#### **Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20; Insurance Schedule contained in the District's CAFR.

#### **Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Christopher J. DeStratis	Business Administrator/Board Secretary	\$225,000

#### **Tuition Charges**

A comparison of tentative charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board made the proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with NJAC 6A:23A-17.1(f)3.

### **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.

#### **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.

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

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (Superintendent, Assistant Superintendents and Business Administrator) to the NJ Department of Treasury was filed by the March 15 due date.

The reporting of employee compensation for income tax related purposes did comply with federal and state regulations regarding the compensation which is required to be reported.

The certifying officer maintained documentation of their analysis of the District's decision to classify a professional service provider (defined at NJSA 18A:18A-2(h) as an employee of the School District.

### **Payroll Account (Continued)**

The Board of Education made merit bonus payments after prior confirmation from the Executive County Superintendent that a quantitative merit criterion or a qualitative merit criterion has been satisfied and with prior approval by the District Board of Education and Executive County Superintendent, as required by NJAC 6A:23A-3.1(e)10.iv.

### **Employee Position Control Roster**

An inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the 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 without exception.

District personnel performed an analysis of outstanding purchase orders at June 30 and prepared separate listings of purchase orders comprising the balance sheet account balances for accounts payable and reserve for encumbrances.

### **Travel**

The District has an approved Board travel policy as required by NJAC 6A:23a-6.13 and NJSA 18A:11-12.

Payments for travel by employee are approved prior to the travel event.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with NJAC 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 the overall reliability and compliance with NJAC 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### **Board Secretary's Records**

Our review of the financial and accounting records maintained by the Board Secretary disclosed that the records were maintained in good 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 was included in the minutes.

The monthly certification of positive line item account status by the Board Secretary and monthly certification that sufficient funds are available to meet the District's financial obligations by the Board were filed during the year and made a part of the recorded minutes.

Budgetary line accounts were not over-expended during the fiscal year or at June 30.

Payments were made after the receipt of goods.

Capital asset records were updated for the additions and disposals of capital assets made during the year.

### **Board Secretary's Records (Continued)**

The District maximized its efforts under the Special Education Medicaid Initiative (SEMI) Program for obtaining federal funding for special education services.

The District made Board approved line-item transfers during the year and maintained monthly transfer reports and year-to-date transfers in a format prescribed by the Commissioner or approved by the Executive County Superintendent.

The District transferred funds to School Administration that on a cumulative basis exceeded 10 percent of the total amount of the original budget for School Administration that was approved by the Executive County Superintendent.

Monthly bank reconciliations were reviewed and certified for the general operating account, payroll account, and payroll agency account (NJSA 18A-17-9).

The District does not have a potential liability or loss contingency relating to the ongoing labor contract negotiations.

The Board Secretary deposited all funds of the District in a timely manner in accordance with NJSA 18A:17-34.

### **Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA)**

The ESEA 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 VI 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 Schedule A and Schedule B located in the Single Audit Section of the District's 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.

### **TPAF Reimbursement**

Our audit procedures included a test of the biweekly reimbursements (electronic, but Districts can printout the DOENET screen for an auditor) filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the School District to reimburse the State for the TPAF/FICA payments made by the state on-behalf of the School District for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement. No exceptions were noted.

## School Purchasing Programs

### Contracts and Agreements Requiring Advertisement for Bids

NJSA 18A:18A-3 states:

- a. When any 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, 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 quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of the bill) of section 9 of P.L. 1971, c.198 (C40A:11-9) the Board of Education may establish that the bid threshold may be up to \$29,000. Such authorization may be granted for each contract or by a 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 or 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 NJSA 18A:18A-2 (pending before the Legislature as section 50 of this bill), 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 July 1 of the year in which it is made.

NJSA 18A:18A-4 states: "Every contract for the provision or 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 NJSA 18A:18A-3 and 18A:39-3 are \$40,000 (with a Qualified Purchasing Agent). The law regulating bidding for public school student transportation contracts under NJSA 18A:39-3 is currently \$19,000.

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

Based on the results of our examination, I did not note any 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 NJSA 18A:18A-4."

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per NJSA 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. Contracts were awarded to vendors that were included in the state contract award bulletin.

### **School Food Service**

The School Food Service Program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal and/or state support. Accordingly, we inquired of School Management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims and whether the food service expenditures were limited to allowable direct costs. No exceptions were noted.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions noted.

The Statement of Revenues, Expenses, and Changes in Fund Net Position (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

The financial transactions and statistical records of the School Food Service Fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a Food Service Management Company (FSMC) and is depositing and expending program monies in accordance with NJSA 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even or incur a loss of not more than \$0. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

Expenditures were separately recorded as food, labor, and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursement records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the School Food Service.

### **Finding: 2018-001-AMR**

Net cash resources exceeded three months average expenditures.

#### **Recommendation:**

The District review food service costs to ensure all allowable direct and indirect costs are appropriately charged.

The number of meals claimed for reimbursement was compared to sales and meal count records. An immaterial variance was noted. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. No exceptions were noted.



### **School Food Service (Continued)**

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and/or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal policy is uniformly administered throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price lunch applications were completed and available for review. No exceptions were noted.

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

Exhibits reflecting Child Nutrition Program operations are included in the District's CAFR, in the section entitled Enterprise Funds, Exhibits G.

The Food Service Management Company's monthly invoices and operating statements included and identified the source and amounts of discounts, rebates and credits applicable to the district.

### **Student Body Activities**

During our review of the Student Activity Fund, the following items were noted:

Cash disbursements contained proper supporting documentation. Checks issued contained the required authorized signatures.

### **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's procedures related to its completion. The information on the ASSA was compared to the District's work papers and was verified to the District's registers without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers 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 2017-2018 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 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.

**Miscellaneous**

The School District did comply with continuing disclosure agreements made in relation to prior year(s) bond issuances.

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

The School District adhered to all the requirements of NJAC 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The School District submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g)

**Follow-up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. We also reviewed any findings contained in the audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). Corrective action has not been taken on the findings in the report dated June 23, 2017. This finding is included in the Schedule of Findings and Questioned Costs.

**Acknowledgment**

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

# 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.	\$ 200,064
B-4		Due from Other Gov'ts	102,707
B-4		Accounts Receivable	21,371
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	32,704
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	15,743
		<b>Net Cash Resources</b>	<b>\$ 275,695 (A)</b>

**Net Adj. Total Operating Expense:**

B-5		Tot. Operating Exp.	\$ 593,148
B-5		Less Depreciation	(22,106)
		Adj. Tot. Oper. Exp.	<b>\$ 571,042 (B)</b>

**Average Monthly Operating Expense:**

B / 10	<b>\$ 57,104</b>	<b>(C)</b>
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**Three times monthly Average:**

3 X C	<b>\$ 171,313</b>	<b>(D)</b>
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TOTAL IN BOX A	\$ 275,695	
LESS TOTAL IN BOX D	\$ (171,313)	
NET	<b>\$ 104,382</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

SWEDESBORO-WOOLWICH CONSOLIDATED SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 13, 2017

	ASSA (10/13/17 data )			Sample for Verification			Private Schools for Handicapped			
	Reported on ASSA On Roll	Reported on Work papers On Roll	Errors	Sample Selected from Work papers	Verified Per Registers On Roll	Errors per Registers On Roll	Reported on ASSA as Private School	Sample for Verification	Sample Verified	Sample Errors
	Full	Full	Full	Full	Full	Full				
Half Day Preschool - 3 Year Old's	5	5		1	1					
Half Day Preschool - 4 Year Old's	15	15		2	2					
Full Day Kindergarten	178	178		32	32					
One	192	192		32	32					
Two	183	183		32	32					
Three	159	159		32	32					
Four	198	198		32	32					
Five	230	230		32	32					
Six	216	216		32	32					
	<u>1,376</u>	<u>1,376</u>	<u>0</u>	<u>227</u>	<u>227</u>	<u>0</u>				
Special Education Elementary	226	226		36	36		4	4	4	
Special Education Middle School	55	55		9	9					
	<u>281</u>	<u>281</u>		<u>45</u>	<u>45</u>		<u>4</u>	<u>4</u>	<u>4</u>	
	<u>1,657</u>	<u>1,657</u>	<u>0</u>	<u>272</u>	<u>272</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>				<u>0%</u>

SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)

SWEDESBORO-WOOLWICH CONSOLIDATED 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 ASSA as Low Income	Reported on Work Papers as Low Income	Errors	Sample Selected from Work Papers	Verified to Application and Registers	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Work Papers as LEP Low Income	Errors	Sample Selected from Work Papers	Verified to Application and Registers	Sample Errors
Full Day Kindergarten	27	25	2	15	15		5	5		5	5	
One	26	27	(1)	15	15		1	1		1	1	
Two	29	29		15	15		4	4		4	4	
Three	20	20		15	15		3	3		3	3	
Four	24	24		15	15		1	1		1	1	
Five	36	36		17	17		1	1		1	1	
Six	24	24		15	15							
	<u>186</u>	<u>185</u>	<u>1</u>	<u>107</u>	<u>107</u>	<u>0</u>	<u>15</u>	<u>15</u>	<u>0</u>	<u>15</u>	<u>15</u>	<u>0</u>
Special Education Elementary	44	46	(2)	25	25		5	5		5	5	
Special Education Middle School	14	15	(1)	8	8							
	<u>58</u>	<u>61</u>	<u>(3)</u>	<u>33</u>	<u>33</u>		<u>5</u>	<u>5</u>		<u>5</u>	<u>5</u>	
	<u>244</u>	<u>246</u>	<u>(2)</u>	<u>140</u>	<u>140</u>	<u>0</u>	<u>20</u>	<u>20</u>	<u>0</u>	<u>20</u>	<u>20</u>	<u>0</u>
Percentage Error			<u>-0.82%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0%</u>

	Resident LEP not Low Income			Sample for Verification		
	Reported on ASSA as LEP Low Income	Reported on Work Papers as LEP Low Income	Errors	Sample Selected from Work Papers	Verified to Application and Registers	Sample Errors
Full Day Kindergarten						
One	1	1		1	1	
Two	3	3		3	3	
Three	1	1		1	1	
Four	2	2		2	2	
	<u>7</u>	<u>7</u>		<u>7</u>	<u>7</u>	
Special Education Elementary	4	4		4	2	
	<u>11</u>	<u>11</u>	<u>0</u>	<u>11</u>	<u>9</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

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

2017-2018 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>26,250,198</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 Pre-K - Regular	\$ _____ (B1c)
Transfer from General Fund to SRF for Pre-K - Inclusion	\$ _____ (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ <u>3,195,067</u> (B2a)
Assets Acquired Under Capital Leases	\$ <u>93,494</u> (B2b)
 Adjusted 2017-2018 General Fund Expenditures [(B)+(B1s)-(B2s)]	 \$ <u>22,961,637</u> (B3)
 2% of Adjusted 2017-2018 General Fund Expenditures [(B3) times .02]	 \$ <u>459,233</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>459,233</u> (B5)
Increased by: Allowable Adjustment *	\$ <u>81,585</u> (K)
 Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	 \$ <u>540,818</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-2018 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>3,855,257</u> (C)
Decreased by:	
Year-end Encumbrances	\$ <u>69,319</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____ (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>900,000</u> (C3)
Other Restricted Fund Balances****	\$ <u>1,412,829</u> (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>49,231</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>1,423,878</u> (U1)

**SECTION 3**

Restricted Fund Balance - Excess Surplus\*\*\* [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 883,060 (E)

**Recapitulation of Excess Surplus as of June 30, 2018**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures\*\* \$ 900,000 (C3)

Reserved Excess Surplus\*\*\* [(E)] \$ 883,060 (E)

Total [(C3)+(E)] \$ 1,783,060 (D)

\* (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>60,125</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ <u>21,460</u>	(J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u>81,585</u>	(K)

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

\*\*\* Amounts 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 another 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.

\*\*\*\*\* 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 budget. Refer to the Commissioner's Broadcast of July 13, 2018, at the NJDOE Broadcast webpage: <https://homeroom5.doe.state.nj.us/broadcasts> and to pages 1-4.2 of this Audit Program.

**Detail of Other Restricted Fund Balance**

Statutory Restrictions:

Approved Unspent Separate Proposal	\$ _____
Capital Outlay for a District with a Capital Outlay Cap Waiver	\$ _____
Sale/Lease-back Reserve	\$ _____
Capital Reserve	\$ <u>762,829</u>
Maintenance Reserve	\$ <u>650,000</u>
Emergency Reserve	\$ _____
Waiver Offset Revenue	\$ _____
Tuition Reserve	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - Current Year	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - Prior Year	\$ _____
Other State/Government Mandated Reserve	\$ _____
[Other Restricted Fund Balance not Noted Above]****	\$ _____

Total Other Restricted Fund Balance \$ 1,412,829 (C4)

**SWEDESBORO-WOOLWICH CONSOLIDATED SCHOOL DISTRICT  
BOARD OF EDUCATION  
PURSUANT TO NJSA 18A:23-4  
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

The District review food service costs to ensure all allowable direct and indirect costs are appropriately charged.

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

None