

**INDEPENDENT AUDITORS' MANAGEMENT
REPORT ON ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND
PERFORMANCE**

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

JUNE 30, 2018

**GALLEROS KOH LLP
CERTIFIED PUBLIC ACCOUNTANTS**

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

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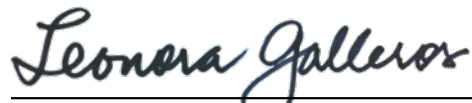
INDEPENDENT AUDITORS' REPORT

Honorable President and
Members of Board of Trustees
Achieve Community Charter School
County of Essex, 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 Trustees of the Achieve Community Charter School (the "Charter School") in the County of Essex, State of New Jersey for the year ended June 30, 2018, and have issued our report thereon dated January 28, 2019.

As part of our audit, we performed procedures required by the State of 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 Charter School Board of Trustees' management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.



Leonora Galleros, CPA
Public School Accountant
PSA No. 20CS00239400



GALLEROS KOH LLP
Certified Public Accountants

January 28, 2019
Cream Ridge, New Jersey

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

**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 Board of Trustees of Achieve Community Charter School (the "Charter School"), and the records of the various funds under the auspices of the Board of Trustees.

Administrative Practices and Procedures

Insurance

Required insurance coverages are carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the Charter School's CAFR.

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32)

Finding 2018-001

The Charter School's officials did not have the required surety bond of \$106,315 as required in the schedule set forth in *N.J.A.C. 6A:23A-16.4*.

Recommendation

The Charter School should obtain the surety bond as required in the schedule set forth in *N.J.A.C. 6A:23A-16.4*.

Tuition Charges

A review of the financial statements indicated that the Charter School charged no tuition for any student attending the Charter School.

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.

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

**ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

Financial Planning, Accounting, and Reporting - Continued

Examination of Claims - continued

Finding 2018-002

In our review of cash disbursements and various transactions comprising certain expenditure amounts, we noted the following:

- a. There were 12 out of 25 sample claims tested have purchase order dates that is the same or after the invoice/contract date.
- b. Supporting documents for 5 out of 25 sample claims paid were not on file.

Recommendation

We recommend a review of vendor files to ensure that all supporting documents including approved purchase orders, vendor invoices and certifications are obtained and maintained. Further, expenses should always follow the Charter School's purchasing policy.

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 designee of the Charter School 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 premium amounts withheld due to the general fund.

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Reserve for Encumbrances and Accounts Payable

A review of outstanding purchase orders was made as of June 30, 2018, for proper classification of purchase orders as Reserved for Encumbrances or Accounts Payable. No exception was noted in this area.

Travel Policy

A travel policy was adopted by the Board as required by *N.J.A.C. 6A:23A A-6.13* and *N.J.S.A. 18A:11-12*.

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

**ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

Financial Planning, Accounting, and Reporting - Continued

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(g) and line item details as described in the Budget Summary Key as part of our test of transactions of judgmentally selected expenditure items. We also reviewed coding of all expenditures included in our Compliance and Single Audit testing procedures. In addition to the selected expenditures items, we specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23-8.2. As a result of the procedures performed, we noted no deviations in expenditure of administrative coding classification.

Board Secretary's Records

We reviewed the Board Secretary's financial and accounting records maintained by the Business Office and noted that monthly reports are provided to the Board for review and approval.

Finding No. 2018-003

The interfund receivables and payables were not reconciled at year-end. The difference was mainly due to employee portion of the health insurance paid not recorded as interfund in the general fund. Several adjusting journal entries are proposed to correct the interfund accounts.

Recommendation

We recommend that reconciliation of interfund accounts should be completed periodically and reconciled at year-end.

Treasurer's Records

Monthly reports and reconciliation of accounts were prepared and were presented to the Board by the School Business Administrator/Board Secretary.

Elementary and Secondary Education Act (E.S.E.A) as amended 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.

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

**ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

Financial Planning, Accounting, and Reporting - Continued

Other Special Federal and/or State Projects

The Charter School's special projects were approved as listed on Schedules A and B 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.

Teachers' Pension Annuity Fund (T.P.A.F.) Reimbursement

Our audit procedures included a test of the electronic reimbursements filed with the Department of Education for Charter School employees who are members of the Teacher's Pension Annuity Fund. We noted no exceptions.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the charter school to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the charter school 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.

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 for 2017-18.

The Charter school board of trustees 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, we 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.

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

**ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

School Purchasing Programs - Continued

Contracts and Agreements Requiring Advertisement for Bids - continued

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

School Food Service

The Charter School food service is administered by the Marion P. Thomas Charter Schools. The financial transactions, lunch applications for free and reduced meals, and statistical records related to the school food service are maintained by the Marion P. Thomas Charter Schools.

Charter School Enrollment System/Charter School Aid

Our audit procedures included tests of information reported on October 15th and the last day of the school year for enrolled, special education, bilingual and low-income students. We also performed a review of the Charter School's procedures related to its completion.

Facilities and Capital Assets

The Charter School has inventory records of assets. No exception was noted in this area.

Miscellaneous

Testing for Lead of All Drinking Water in Educational Facilities

The Charter School 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.

Restricted Cash

Finding 2018-004

The Charter School does not have an Escrow Account established for a minimum of \$75,000 pursuant to an agreement signed with the New Jersey Department of Education.

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

**ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

Miscellaneous – Continued

Recommendation

The Charter School need to establish an escrow account for \$75,000 to comply with the agreement signed with the New Jersey Department of Education.

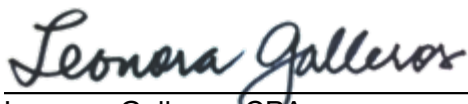
Follow-up on Prior Year Findings

This is the Charter School's first year of school operations and therefore, did not have any prior year finding.

Acknowledgment

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

Respectfully submitted,



Leonora Galleros, CPA
Public School Accountant
PSA No. 20CS00239400



GALLEROS KOH LLP
Certified Public Accountants

January 28, 2019
Cream Ridge, New Jersey

**ACHIEVE COMMUNITY CHARTER SCHOOL
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF OCTOBER 15, 2017**

Submission to															
Grades	DOE reported On Roll	Reported on workpapers	Verified signed registration forms	Errors	Verified # days enrolled	Errors	Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors	
Kindergarten	35	35	35	-	186	-	-	-	-	186	-	34	34	-	
First	28	28	28	-	186	-	-	-	-	186	-	26	26	-	
Total	63	63	63	-	-	-	-	-	-	-	-	60	60	-	
Percentage				0.0%		0.0%			0.0%		0.0%			0.0%	

**ACHIEVE COMMUNITY CHARTER SCHOOL
 SCHEDULE OF AUDITED ENROLLMENT
 APPLICATION FOR CHARTER SCHOOL AID
 ENROLLMENT COUNT AS OF JUNE 30, 2018**

Submission to															
Grades	DOE reported On Roll	Reported on workpapers	Verified signed registration forms	Errors	Verified # days enrolled	Errors	Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors	
Kindergarten	37	37	37	-	186	-	-	-	-	186	-	33	33	-	
First	26	26	26	-	186	-	-	-	-	186	-	24	24	-	
Total	63	63	63	-	-	-	-	-	-	-	-	57	57	-	
Percentage				0.0%		0.0%			0.0%		0.0%			0.0%	

**ACHIEVE COMMUNITY CHARTER SCHOOL
(COUNTY OF ESSEX, NEW JERSEY)**

EXCESS SURPLUS CALCULATION

June 30, 2018

SECTION 1

A. 2% Calculation of Excess Surplus

2017-18 Total General Fund Expenditures per the CAFR, Ex. C-1		\$ 854,357 (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 PreK-Regular	\$	- (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$	- (B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ 28,287	(B2a)
Assets Acquired Under Capital Leases	\$	- (B2b)
Adjusted 2017-18 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ 826,070	(B3)
2% of Adjusted 2017-18 General Fund Expenditures [(B3) times .02]	\$ 16,521	(B4)
Enter Greater of (B4) or \$250,000	\$ 250,000	(B5)
Increased by: Allowable Adjustment *	\$	- (K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]		\$ 250,000 (M)

SECTION 2

Total General Fund - Fund Balances @ 6/30/2018 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 38,537	(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 **	\$	- (C3)
Other Restricted Fund Balances ****	\$	- (C4)
Assigned Fund Balance – Unreserved- Designated for Subsequent Year’s Expenditures	\$	- (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ 38,537 (U1)
Excess Surplus (Deficiency) at June 30, 2018		\$ (211,463)

SECTION 3

Restricted Fund Balance – Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$	- (E)
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Recapitulation of Excess Surplus as of June 30, 2018

Reserved Excess Surplus – Designated for Subsequent Year’s Expenditures **	\$	- (C3)
Reserved Excess Surplus ***[(E)]	\$	- (E)
Total Excess Surplus [(C3) + (E)]	\$	- (D)

Charter schools are not subject to the excess surplus limitations. Charter schools auditors are required to document the calculation of excess surplus pursuant to N.J.S.A. 18A:7F-7 solely for the purpose of adherence to N.J.A.C. 6A:23A-22.4(e), which provides that a district board of education may petition the Commissioner to pay a lower per-pupil rate if the charter schools spends "significantly less than budgeted and has accumulated a sizeable surplus."

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

AUDIT RECOMMENDATION SUMMARY

FOR THE YEAR ENDED JUNE 30, 2018

I. Administrative Practices and Procedures

1. The Charter School should obtain the surety bond as required in the schedule set forth in N.J.A.C. 6A:23A-16.4.

II. Financial Planning, Accounting and Reporting

2. We recommend a review of vendor files to ensure that all supporting documents including approved purchase orders, vendor invoices and certifications are obtained and maintained. Further, expenses should always follow the Charter School's purchasing policy.
3. We recommend that reconciliation of interfund accounts should be completed periodically and reconciled at year-end.

III. School Purchasing Programs

There are none.

IV. School Food Service

There are none.

V. Student Body Activities

There are none.

VI. Application for State School Aid

N/A.

VII. Charter School Enrollment System (CHE)

There are none.

VIII. Pupil Transportation

N/A.

**ACHIEVE COMMUNITY CHARTER SCHOOL
COUNTY OF ESSEX, NEW JERSEY**

AUDIT RECOMMENDATION SUMMARY - CONTINUED

FOR THE YEAR ENDED JUNE 30, 2018

IX. Facilities and Capital Assets

There are none.

X. Miscellaneous

4. The Charter School need to establish an escrow account for \$75,000 to comply with the agreement signed with the New Jersey Department of Education.

XI. Status of Prior Year Finding

There was no prior year finding because fiscal year ended June 30, 2018 is the Charter School's first year of operations.