

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
COUNTY OF ESSEX  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
COUNTY OF ESSEX  
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
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November 8, 2019

The Honorable President and Members  
of the Board of Education  
Bloomfield Township School District  
County of Essex, NJ


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 financial statements of the Board of Education of the Bloomfield Township School District in the County of Essex for the fiscal year ended June 30, 2019, and have issued our report thereon dated November 8, 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 letter does not affect our report dated November 8, 2019, on the financial statement of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This report is intended for the information of the Bloomfield Township School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

NISIVOCCIA, LLP



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William F. Schroeder  
Licensed Public School Accountant #2112  
Certified Public Accountant

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer, the activities of the Board of Education, the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's CAFR.

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Robert Renna	Treasurer	\$ 500,000
Vicky Guo	Business Administrator/Board Secretary	500,000

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The Board made a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account and Position Control Roster

The net salaries of 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. Salary withholdings were promptly remitted to the proper agencies, including health benefits withholdings due to the General Fund.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

Classification of Expenditures – General and Administrative

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, we also reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. Overall compliance was noted.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. We have no comments except as noted herein.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. No exceptions were noted.

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

The E.S.E.A. financial exhibits are contained herein within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title II, Title III, Title III Immigrant and Title IV of the Elementary and Secondary Education Act.

The study of compliance for the E.S.E.A. did not indicate any area of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for 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 T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2019. The reimbursement form was reviewed and no exceptions were noted.

Other Special Federal and/or State Projects

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 District's Special Projects were approved as listed on Schedule A and Schedule B 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.

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

Other Special Federal and/or State Projects (Cont'd)

Findings:

- 1.) The District obtained an 82% return rate of parental consent forms for the Special Education Medicaid Initiative (“SEMI”) Medicaid Program, which was below the required 90%. However, as the District has made every attempt to obtain parental consent forms through follow-up letters and IEP meetings, a formal recommendation is not deemed necessary.
- 2.) During our review of the District's Extraordinary Aid (ExAid) application, we noted the following:
  - (a) The IEPs for 5 out of 16 students selected for testing did not document the intensive service(s) claimed on the Extraordinary Aid application.
  - (b) The classroom and additional costs reported on the ExAid application for 4 students did not agree to the supporting cost documentation maintained by the District. Certain costs were understated while others were overstated.
  - (c) The extended school year (ESY) cost (which was reported as part of classroom cost) calculated by the District was not prorated by the number of students nor multiplied by the total number of weeks for ESY.
- 3.) A review was completed by the State of New Jersey Department of Education, Office of Fiscal Accountability and Compliance (“OFAC”) for the I.D.E.A. and E.S.E.A. grant programs for the period July 1, 2018 through April 30, 2019. The District received the monitoring report in July 2019, which yielded the following finding: The district did not comply with required timekeeping standards for federally funded grants. Employees with 100 percent of their salary paid with Title I funds must complete a semi-annual certification attesting to their performance of Title I related duties, and employees with less than 100 percent of their salary paid with Title I funds must complete monthly personal activity reports.

The District has developed and submitted a corrective action plan in September 2019. As of the date of this report, the District is awaiting the State’s approval of the corrective action plan. During the course of the audit, we selected a sample of employees charged to Title I for testing and ensured that the District had adhered to the NJDOE’s requirement for time and activity report.

Recommendation:

It is recommended that extra care be taken to ensure that all costs reported on the Extraordinary Aid application are calculated correctly and reviewed for accuracy and all students’ IEPs are updated to reflect the intensive service(s) provided to the students.

Management’s Response:

The District will make every effort to ensure that all costs reported on the Extraordinary Aid application are calculated correctly and reviewed for accuracy and all students’ IEPs are updated to reflect the intensive service(s) provided to the students.

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

a. "When the 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. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. 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 N.J.S.A. 18A:18A-2, 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 on July 1 of the year in which it is made . . . ."

N.J.S.A. 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 *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 2018-2019.

As per N.J.S.A. 18A:18A-3, the Board passed a resolution authorizing the Business Administrator as a qualified purchasing agent and increasing the bid threshold to \$40,000.

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

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. No exceptions were noted.

Based upon the results of our examination, we did not note any individual payments, contracts, or agreements 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, amended.

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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

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

School Food Service

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. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

The District utilizes a food service management company (FMSC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FMSC Cost Reimbursable contract/addendum were reviewed and audited. The FMSC contract includes an operating results provision which guarantees that the food service program will breakeven/return a profit of at least \$250,026. The operating results provision has been met. No exceptions were noted. 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. No exceptions were noted.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified on a test basis. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the nonprofit status of the School Food Service Fund. No exceptions were noted.

Finding:

Net cash resources of the Food Service Fund exceeded three months' average expenditures by \$123,013 as of June 30, 2019. However, as the District is in the process of resolving this excess, a formal recommendation is not deemed necessary.

Time sheets and labor costs provided to the District by the Food Service contractor were reviewed on a test basis without exception. There were no food service employees authorized by the Board of Education.

The number of meals claimed for reimbursement was compared to sales and meal count records on a test basis. 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.



BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

School Food Service (Cont'd)

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/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 was reviewed for uniform administration throughout the school district. 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 applications were completed and available for review. No exceptions were noted.

U.S.D.A. Food Distribution Program commodities were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the CAFR Schedule B-5 does separate program and non-program revenue and program and non-program cost of goods sold.

The school district provided the detailed revenue and expenditure information necessary in order to execute the U.S.D.A. mandated Non-program Food Revenue tool at least annually. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled "Proprietary Funds", Section G of the CAFR.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2018 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low income and bilingual education students. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with minor exceptions. The information that was included on the workpapers was verified on a test basis with minor exceptions. 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's written procedures for the recording of student enrollment data appear to be adequate.

Pupil Transportation

Our audit procedures included a test of on-roll status reported on the 2018-2019 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 information that was included on the workpapers was verified on a test basis with minor exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

Pupil Transportation (Cont'd)

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.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. Based on these procedures, we have no comments except as noted herein.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish maximum travel for the year and to account separately that the maximum is not exceeded. The regulations also require that all travel be approved prior by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

Testing for Lead of All Drinking Water in Educational Facilities

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

Management Suggestions

SDA Expenditure Requests

One Capital Projects Fund project that was partially funded with a Schools Development Authority (“SDA”) grant has been completed. The District should ensure that SDA grant reimbursement is requested and collected and return the remaining funds to the appropriate fund. As a number of School Districts have experienced difficulties in receiving reimbursement from the Schools Development Authority (SDA), we suggest that the District apply for reimbursement for any funds that are available for reimbursement as soon as possible.

New Jersey Earned Sick Leave Law

The New Jersey Earned Sick Leave Law was effective October 29, 2018. This law allows employees to accrue 1 hour of earned sick leave for every 30 hours worked, up to 40 hours each calendar year. We suggest that Districts perform a review each year to determine if there are any employees not previously eligible to receive earned sick leave who are now entitled to under this law and that adequate records are maintained for the accrual of the earned sick leave.

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

Management Suggestions (Cont'd)

Governmental Accounting Standards Board (GASB) Statements

The next GASB Statement which will have an impact on the District's financial statements is GASB Statement No. 84, *Fiduciary Activities*, which is effective for the fiscal year ended June 30, 2020. This Statement establishes criteria for identifying fiduciary activities. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. The Statement will likely have an impact on the financial statement presentation of the Payroll Agency Fund and may have an impact on the presentation of the Student Activities Agency Fund and Trust Funds such as the Private Purpose Scholarship Trust and Unemployment Trust Fund.

Follow-up on Prior Year Findings

The prior year recommendations regarding timely deposit of Summer Arts and Innovation Summer Institute Program receipts and 90% return rate of parental consent forms for the SEMI program were resolved in the current year. The District has made improvements with the prior year recommendation regarding Extraordinary Aid cost calculations but all improvements are not yet completed, therefore, the recommendation is included in the current year.

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

SCHEDULE OF MEAL COUNT ACTIVITY  
ENTERPRISE FUND - FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL

<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	211,012	68,506	68,506	-0-	\$ 0.33	\$ -0-
	Reduced	45,285	14,551	14,551	-0-	2.93	-0-
	Free	266,339	86,342	86,342	-0-	3.33	-0-
Total		<u>522,636</u>	<u>169,399</u>	<u>169,399</u>			<u>-0-</u>
National School Lunch (HHFKA)	PB Lunch	<u>522,636</u>	<u>169,399</u>	<u>169,399</u>	-0-	0.06	<u>-0-</u>
School Breakfast (Severe Rate)	Paid	38,963	12,981	12,981	-0-	0.31	-0-
	Reduced	9,898	3,078	3,078	-0-	1.84	-0-
	Free	80,537	24,937	24,937	-0-	2.14	-0-
Total		<u>129,398</u>	<u>40,996</u>	<u>40,996</u>			<u>-0-</u>
Total Net Overclaim							<u>\$ -0-</u>

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - STATE

<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	211,012	68,506	68,506	-0-	\$ 0.050	\$ -0-
	Reduced	45,285	14,551	14,551	-0-	0.055	-0-
	Free	266,339	86,342	86,342	-0-	0.055	-0-
Total		<u>522,636</u>	<u>169,399</u>	<u>169,399</u>			<u>-0-</u>
Total Net Overclaim							<u>\$ -0-</u>

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
 (Continued)

ENTERPRISE FUND - FOOD SERVICE - NET CASH RESOURCE SCHEDULE

**Net Cash Resources:**

<b>CAFR * Current Assets</b>			
B-4	Cash & Cash Equiv.	\$ 783,112	
B-4	Due from Other Gov'ts	88,211	
<b>CAFR Current Liabilities</b>			
B-4	Less Accounts Payable	(8,311)	
B-4	Less Unearned Revenue	(27,649)	
	<b>Net Cash Resources</b>	<u>\$ 835,363</u>	<b>(A)</b>

**Net Adj. Total Operating Expenses:**

B-5	Total Operating Exp.	\$ 2,432,411	
B-5	Less Depreciation	(57,912)	
	Adj. Tot. oper. Exp.	<u>\$ 2,374,499</u>	<b>(B)</b>

**Average Monthly Operating Expens:**

B/10	<u>\$ 237,450</u>	<b>(C)</b>
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**Three Times Monthly Average:**

3*C	<u>\$ 712,350</u>	<b>(D)</b>
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TOTAL IN BOX A	\$ 835,363		<b>(A)</b>
LESS TOTAL IN BOX D	(712,350)		<b>(D)</b>
NET	<u>\$ 123,013</u>		
From above:			
<b>A is greater than D, cash exceeds 3x's average monthly operating expenses</b>			
<b>D is greater than A, cash does not exceed 3x's average monthly operating expenses.</b>			

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

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2018

	2019-2020 Application for State School Aid						Sample for Verification					
	Reported on		Reported on		Errors		Sample		Selected from		Verified per	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
	ASSA		Workpapers		Errors		Workpapers		Registers		Errors	
	On Roll		On Roll		Full	Shared	Full	Shared	Full	Shared	Full	Shared
Full Day Preschool 3 Years Old	33		33				33				33	
Half Day Preschool 4 Years Old	24		24				24				24	
Full Day Preschool 4 Years Old	27		27				27				27	
Full Day Kindergarten	364		364				364				364	
Grade One	449		449				449				449	
Grade Two	406		406				406				406	
Grade Three	430		430				430				430	
Grade Four	394		394				394				394	
Grade Five	428		428				428				428	
Grade Six	430		430				430				430	
Grade Seven	432		432				432				432	
Grade Eight	418		418				418				418	
Grade Nine	417		417				417				417	
Grade Ten	414		414				414				414	
Grade Eleven	369		369				369				369	
Grade Twelve	417		417				417				417	
Subtotal	5,452		5,452				5,452				5,452	
Special Education:												
Elementary	396		396				10				10	
Middle	194		194				5				5	
High	304		304				10				10	
Subtotal	894		894				25				25	
Totals	6,346	-0-	6,346	-0-	-0-	-0-	5,477	-0-	-0-	-0-	5,477	-0-
Percentage Error					0.00%	0.00%					0.00%	0.00%

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2018

	Private Schools for Disabled				Resident Low Income						
	Reported on ASOA as Private Schools	Reported on ASOA as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Sample Errors	Reported on ASOA as Low Income	Reported on ASOA as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten							120	120	1	1	1
Grade One							168	169	1	2	2
Grade Two							153	153		2	2
Grade Three							184	185	1	2	2
Grade Four							153	153		1	1
Grade Five							175	175		1	1
Grade Six							172	172		1	1
Grade Seven							179	179		1	1
Grade Eight							180	180		2	2
Grade Nine							185	185		2	2
Grade Ten							187	187		3	3
Grade Eleven							149	149		2	2
Grade Twelve							185	185		1	1
Subtotal							2,190	2,192	2	21	21
Special Education:											
Elementary School	8	8					175	173	(2)	2	2
Middle School	9	9	2	2			115	115		1	1
High School	40	40	3	3			154	154		1	1
Subtotal	57	57	5	5			444	442	(2)	4	4
Totals	57	57	5	5	-0-	-0-	2,634	2,634	-0-	25	25
Percentage Error					0.00%	0.00%			0.00%		0.00%

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2018

	Resident LEP Low Income				Resident LEP Not Low Income				
	Reported on ASOA as LEP Low Income	Reported on Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Application and Register	Reported on ASOA as LEP Low Income	Reported on Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Test Scores and Register	Sample Errors
Full Day Kindergarten	14	15	1		10	10	2	2	
Grade One	16	16		2	16	16	2	2	
Grade Two	20	20		2	11	11	1	1	
Grade Three	18	18		1	7	7	1	1	
Grade Four	13	13		1	5	5	1	1	
Grade Five	9	9			5	5			
Grade Six	8	6	(2)		4	4			
Grade Seven	10	11	1		6	6	1	1	
Grade Eight	6	9	3		7	7	1	1	
Grade Nine	12	13	1	1	2	2			
Grade Ten	11	10	(1)		5	5			
Grade Eleven	10	10		1	5	5			
Grade Twelve	7	7			2	2			
Subtotal	154	157	3	8	85	85	9	9	
Special Education:									
Elementary School	8	8		1	1	1			
Middle School	3		(3)						
High School	3	3			1	1			
Subtotal	14	11	(3)	1	2	2			
Totals	168	168	-0-	9	87	87	9	9	-0-
Percentage Error			0.00%				0.00%		0.00%



BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2018

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	748	748		13	13	
AIL - Non Public	355	355		7	7	
Special Needs - Public	232	232		4	4	
Special Needs - Private	42	42		1	1	
Totals	1,377	1,377	-0-	25	25	-0-
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	4.15	4.15
Average Mileage - Regular Excluding Grade PK Students	4.15	4.15
Average Mileage - Special Education with Special Needs	3.98	3.98

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2019

**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

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

2018-19 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 110,305,233</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ -0-	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ 611,000</u>	(B1b)
Transfer from General Fund to SRF for PreK-Regular	<u>\$ -0-</u>	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u>\$ -0-</u>	(B1d)
Decreased by:		
On-Behalf TPAF Pension and Social Security	<u>\$ 14,816,512</u>	(B2a)
Assets Acquired Under Capital Leases	<u>\$ 163,975</u>	(B2b)
Adjusted 18-19 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 95,935,746</u>	(B3)
2% of Adjusted 2018-19 General Fund Expenditures [(B3) times .02]	<u>\$ 1,918,715</u>	(B4)
Enter Greater of (B4) or \$250,000	<u>\$ 1,918,715</u>	(B5)
Increased by: Allowable Adjustment	<u>\$ 989,919</u>	(K)
Maximum Unassigned Fund Balance [(B5)+(K)]		<u>\$ 2,908,634</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/19 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 25,896,388</u>	(C)
Decreased by:		
Year End Encumbrances	<u>\$ 175,821</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u>	(C2)
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ 1,748,998</u>	(C3)
Other Restricted Fund Balances	<u>\$ 16,042,073</u>	(C4)
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ 3,500,000</u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures 7/1/19-8/1/19	<u>\$ -0-</u>	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		<u>\$ 4,429,496</u> (U1)

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

**SECTION 3**

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE, ENTER -0- \$ 1,520,862 (E)

**Recapitulation of Excess Surplus as of June 30, 2019**

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 1,748,998 (C3)

Restricted Excess Surplus [(E)] \$ 1,520,862 (E)

Total [(C3)+(E)+(F)] \$ 3,269,860 (D)

Detail of Allowable Adjustments

Impact Aid \$ -0- (H)

Sale and Lease Back \$ -0- (I)

Extraordinary Aid \$ 886,969 (J1)

Additional Nonpublic School Transportation Aid \$ 102,950 (J2)

Current Year School Bus Advertising Revenue Recognized \$ -0- (J3)

Family Crisis Transportation Aid \$ -0- (J4)

Total Adjustments ((H)+(I)+(J1)+(J2)+(J3)+(J4)) \$ 989,919 (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal \$ -0-

Sale/lease-back reserve \$ -0-

Capital reserve \$16,042,073

Maintenance reserve \$ -0-

Emergency reserve \$ -0-

Tuition reserve \$ -0-

School Bus Advertising 50% Fuel Offset Reserve – current year \$ -0-

School Bus Advertising 50% Fuel Offset Reserve – prior year \$ -0-

Impact Aid General Fund Reserve (Sections 8002 and 8003) \$ -0-

Impact Aid Capital Fund Reserve (Sections 8007 and 8008) \$ -0-

Other state/governmental mandated reserve \$ -0-

Other Restricted Fund Balance not noted above \$ -0-

Total Other Restricted Fund Balance \$16,042,073 (C4)

BLOOMFIELD TOWNSHIP SCHOOL DISTRICT  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2019

It is recommended that:

1. Administrative Practices and Procedures  
  
None
2. Financial Planning, Accounting and Reporting
  - a.) Extra care be taken to ensure that all costs reported on the Extraordinary Aid application are calculated correctly and reviewed for accuracy and all students' IEPs are updated to reflect the intensive service(s) provided to the students.
3. School Purchasing Program  
  
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. Status of Prior Year's Findings/Recommendations

The prior year recommendations regarding timely deposit of Summer Arts and Innovation Summer Institute Program receipts and 90% return rate of parental consent forms for the SEMI program were resolved in the current year. The District has made improvements with the prior year recommendation regarding Extraordinary Aid cost calculations but all improvements are not yet completed, therefore, the recommendation is included in the current year.