

**BOGOTA BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2019**

**BOGOTA BOARD OF EDUCATION
TABLE OF CONTENTS**

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

	<u>Page No.</u>
Report of Independent Auditor's	1
Scope of Audit	2
Administrative Practices and Procedures	2
Financial Planning, Accounting and Reporting	2-4
School Purchasing Programs	4-5
School Food Service	5-6
Student Activity Fund/School Athletics	6
Application for State School Aid	6
Pupil Transportation	6
Facilities and Capital Assets	7
Testing for Lead of All Drinking Water in Education Facilities	7
Follow-up on Prior Year Findings	7
Acknowledgment	7
Schedule of Meal Count Activity	8
Schedule of Net Cash Resources	9
Schedule of Audited Enrollments	10-12
Calculation of Excess Surplus	13
Recommendations	14
Acknowledgment	14



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INDEPENDENT AUDITOR'S MANAGEMENT REPORT

Honorable President and Members
of the Board of Trustees
Bogota Board of Education
Bogota, 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 Bogota Board of Education as of and for the fiscal year ended June 30, 2019, and have issued our report thereon dated November 11, 2019.

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

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP
Certified Public Accountants
Public School Accountants

Gary J. Vinci
Public School Accountant
PSA Number CS00829

Fair Lawn, New Jersey
November 11, 2019

**BOGOTA BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE 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 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 reported on Exhibit J-20 as contained in the District's Comprehensive Annual Financial report (the "CAFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Irfan Evcil	Board Secretary/School Business Administrator	\$430,000
Christopher Lessard	Treasurer	430,000

There is a Public Employee Dishonesty with Faithful Performance Bond with New Jersey School Boards Association Insurance Group covering all other employees with a limit of \$250,000.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any material discrepancies with respect to signatures, certification, proper itemization and 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 payroll taxes were deposited in the Payroll Agency Account.

All payrolls tested were approved by the Board President and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, including employee health benefits contribution withholdings due to the General Fund. The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

**BOGOTA BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Financial Planning, Accounting and Reporting (Continued)

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserve for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

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 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 overall reliability and compliance with N.J.A.C. 6A:23A-8.2.

As a result of the procedures performed, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The financial records and books of accounts were maintained by the School Business Administrator/Board Secretary.

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following:

The Board Secretary's and Treasurer's reports were presented monthly to the Board on a timely basis and were submitted to the Executive County Superintendent as prescribed by N.J.S.A. 18A:17-9 and 18A:17-36.

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

The Treasurer did perform cash reconciliations for all the accounts as required (N.J.S.A. 18A:17-36).

All cash receipts were promptly deposited.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Fiduciary Trust Fund.

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./E.S.S.A financial exhibits are contained within the Special Revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under the various Titles of the Elementary and Secondary Education Act as amended and reauthorized.

Our examination of the E.S.E.A./ESSA 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.

**BOGOTA BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and K-4 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.

Teachers Pension and Annuity Fund

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 without exception.

The amount of the expenditure charged to the current year's Final Report 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 Grant Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

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 School Business Administrator is a qualified purchasing agent, thus the bid threshold utilized is \$40,000. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$19,000.

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 Board 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.

The results of our examination did not indicate any individual payments, contracts, or agreements which were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4, as amended.

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

**BOGOTA BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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 purchases were made through the use of State contracts.

Finding - Our audit of expenditures revealed three (3) instances where cooperative purchase contract awards were made in excess of the bid threshold where authorization to award these contracts was not obtained from the Board.

Recommendation – All cooperative purchase contracts in excess of the bid threshold be submitted to the Board for approval.

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.

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 N.J.S.A. 18A:17-34 and 19-1 through 19-4.1. Provisions of the FSMC Cost Reimbursable contract was reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$28,038. 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 should be separately recorded as 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.

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 non-profit status of the school food service.

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

**BOGOTA BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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 /or to the list of directly certified students on file, ties the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration 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 applications were completed and available for review.

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

Exhibits reporting the Child Nutrition Program operations are included in the CAFR.

Student Activity Fund/School Athletics

The District has a policy which clearly established the regulation of student activity funds.

Finding – Our audit revealed certain instances where pre-numbered receipts were not always utilized for monies collected in the High School Activities and Steen Activities Accounts.

Recommendation – Pre-numbered receipts be utilized for the monies collected in all District’s student activity accounts.

Finding – Our audit revealed that game summary worksheets were missing the Athletic Directors approval signature.

Recommendation – All game summary worksheets contain the Athletic Directors signature for approval.

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 disabled, low-income, related services and bilingual. 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 with two exceptions relating to resident low income and resident LEP low income and not low income. 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 appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures were to include a test of on-roll status reported in 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 with minor exceptions. 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 contracts. No exceptions were noted in our review of transportation-related purchases of goods and services.

**BOGOTA BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreement for consistency with recording SDA grant revenue, transfer of local funds from the General Fund or from the Capital Reserve Account, and awarding of contracts for eligible facilities construction

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.

The school district did submit 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. Corrective action had been taken on all prior year findings.

Acknowledgment

We received the complete cooperation of all the officials of the school district and greatly appreciate the courtesies extended to the members of the audit team.

**BOGOTA BOARD OF EDUCATION
FOOD SERVICE ENTERPRISE FUND
SCHEDULE OF MEAL COUNT ACTIVITY
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

<u>Program</u>	<u>Meals Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>
National School Lunch (High Rate)	Paid	36,916	16,925	16,925	-
	Reduced	12,045	5,628	5,628	-
	Free	<u>49,368</u>	<u>22,790</u>	<u>22,790</u>	-
	Total Lunch	<u>98,329</u>	<u>45,343</u>	<u>45,343</u>	-
National School Lunch	HHFKA-PB Lunch Only	<u>98,329</u>	<u>45,343</u>	<u>45,343</u>	-
School Breakfast (Severe Needs Rate)	Paid	3,665	1,718	1,718	-
	Reduced	1,495	690	690	-
	Free	<u>13,977</u>	<u>6,620</u>	<u>6,620</u>	-
	Total Breakfast	<u>19,137</u>	<u>9,028</u>	<u>9,028</u>	-

**BOGOTA BOARD OF EDUCATION
FOOD SERVICE ENTERPRISE FUND
CALCULATION OF NET CASH RESOURCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Current Assets	
Cash and Cash Equivalents	\$ 55,411
Due from Other Governments	13,476
Accounts Receivable	21,433
Current Liabilities	
Unearned Revenue	4,952
Accounts Payable	5,865

Net Cash Resources	\$ 79,503
Adjusted Total Operating Expenses:	
Total Operating Expenses	\$ 479,784
Less Depreciation Expense	(4,162)

Adjusted Total Operating Expenses	\$ 475,622
Average Monthly Operating Expense:	\$ 47,562
Three Times Monthly Average:	\$ 142,687
Total Net Cash Resources	\$ 79,503
Three Times Monthly Average	142,687

**BOGOTA BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2018**

	2019-2020 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Veri- fication	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Kindergarten	60	-	60	-	-	-	24	-	24	-	-	-	-	-	-	-
One	63	-	63	-	-	-	29	-	29	-	-	-	-	-	-	-
Two	65	-	65	-	-	-	32	-	32	-	-	-	-	-	-	-
Three	88	-	88	-	-	-	42	-	42	-	-	-	-	-	-	-
Four	73	-	73	-	-	-	28	-	28	-	-	-	-	-	-	-
Five	67	-	67	-	-	-	38	-	38	-	-	-	-	-	-	-
Six	59	-	59	-	-	-	33	-	33	-	-	-	-	-	-	-
Seven	70	-	70	-	-	-	70	-	70	-	-	-	-	-	-	-
Eight	74	-	74	-	-	-	74	-	74	-	-	-	-	-	-	-
Nine	76	-	76	-	-	-	76	-	76	-	-	-	-	-	-	-
Ten	74	-	74	-	-	-	74	-	74	-	-	-	-	-	-	-
Eleven	68	-	68	-	-	-	68	-	68	-	-	-	-	-	-	-
Twelve	82	-	82	-	-	-	82	-	82	-	-	-	-	-	-	-
Subtotal	<u>919</u>	<u>-</u>	<u>919</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>670</u>	<u>-</u>	<u>670</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Ed - Elementary	91	-	91	-	-	-	12	-	12	-	-	-	2	2	2	-
Special Ed - Middle School	43	-	43	-	-	-	6	-	6	-	-	-	6	6	6	-
Special Ed - High School	56	-	56	-	-	-	7	-	7	-	-	-	6	6	6	-
Subtotal	<u>190</u>	<u>-</u>	<u>190</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>-</u>
Totals	<u>1.109</u>	<u>-</u>	<u>1.109</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>695</u>	<u>-</u>	<u>695</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>-</u>
Percentage Error					<u>0.00%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>

**BOGOTA BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2018**

	Resident Low Income			Sample for Verification			Resident 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	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	25	25	-	1	1	-	7	7	-	1	1	-
One	31	31	-	2	2	-	9	9	-	2	2	-
Two	27	26	1	1	1	-	6	6	-	1	1	-
Three	42	42	-	2	2	-	6	6	-	1	1	-
Four	34	33	1	2	2	-	2	2	-	1	1	-
Five	36	36	-	2	2	-	-	-	-	-	-	-
Six	27	27	-	1	1	-	2	2	-	1	1	-
Seven	34	34	-	2	2	-	2	2	-	1	1	-
Eight	44	44	-	2	2	-	2	2	-	1	1	-
Nine	38	38	-	2	1	1	-	-	-	-	-	-
Ten	29	29	-	1	1	-	-	-	-	-	-	-
Eleven	30	30	-	1	1	-	3	3	-	1	1	-
Twelve	47	47	-	2	2	-	1	-	1	-	-	-
Subtotal	<u>444</u>	<u>442</u>	<u>2</u>	<u>21</u>	<u>20</u>	<u>1</u>	<u>40</u>	<u>39</u>	<u>1</u>	<u>10</u>	<u>10</u>	<u>-</u>
Special Ed - Elementary	50	50	-	3	3	-	-	-	-	-	-	-
Special Ed - Middle	18	18	-	1	1	-	-	-	-	-	-	-
Special Ed - High	37	37	-	2	2	-	-	-	-	-	-	-
Subtotal	<u>105</u>	<u>105</u>	<u>-</u>	<u>6</u>	<u>6</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>549</u>	<u>547</u>	<u>2</u>	<u>27</u>	<u>26</u>	<u>1</u>	<u>40</u>	<u>39</u>	<u>1</u>	<u>10</u>	<u>10</u>	<u>-</u>
Percentage Error			<u>0.36%</u>			<u>3.70%</u>			<u>2.50%</u>			<u>0.00%</u>

Transportation

	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools	32	32	-	15	17	(2)
Reg -SpEd	15	15	-	7	2	5
Transported - Non-Public	-	-	-	-	-	-
Special Ed Spec	56	56	-	27	30	(3)
Totals	<u>103</u>	<u>103</u>	<u>-</u>	<u>49</u>	<u>49</u>	<u>-</u>
Percentage Error						<u>0.00%</u>

**BOGOTA BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2018**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Full Day Kindergarten	1	1	-	-	-	-
One	-	-	-	-	-	-
Two	1	1	-	-	-	-
Three	1	-	1	-	-	-
Four	1	1	-	-	-	-
Five	-	-	-	-	-	-
Six	1	1	-	-	-	-
Seven	2	2	-	1	1	-
Eight	1	1	-	-	-	-
Nine	4	4	-	2	2	-
Ten	2	2	-	1	1	-
Eleven	2	2	-	1	1	-
Twelve	-	1	(1)	-	-	-
Subtotal	<u>16</u>	<u>16</u>	<u>-</u>	<u>5</u>	<u>5</u>	<u>-</u>
Special Ed - Elementary	1	1	-	-	-	-
Special Ed - Middle	-	-	-	-	-	-
Special Ed - High	-	-	-	-	-	-
Subtotal	<u>1</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>17</u>	<u>17</u>	<u>-</u>	<u>5</u>	<u>5</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**BOGOTA BOARD OF EDUCATION
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

2018-2019 Total General Fund Budgetary Expenditures	\$ 24,174,712
Increased by:	
Transfer to Capital Projects	<u>113,788</u>
	\$ 24,288,500
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(2,906,982)</u>
Adjusted 2018-2019 General Fund Expenditures	<u>\$ 21,381,518</u>
2% of Adjusted 2018-2019 General Fund Expenditures	\$ 427,630
Increased by:	
Allowable Adjustment - Extraordinary Aid	<u>\$ 104,290</u>
Maximum Unassigned Fund Balance	\$ 531,920
Total General Fund - Fund Balance at June 30, 2019	\$ 4,286,316
Decreased by:	
Restricted	
Capital Reserve	1,567,661
Capital Reserve - Designated for Subsequent Year's Budget	685,000
Maintenance Reserve - Designated for Subsequent Year's Budget	1,735
Excess Surplus - Designated for Subsequent Year's Budget	<u>800,000</u>
Total Unassigned Fund Balance	<u>\$ 1,231,920</u>
Restricted Fund Balance - Excess Surplus	<u>\$ 700,000</u>
<u>Recapitulation of Restricted Excess Surplus as of June 30, 2019</u>	
Excess Surplus - Designated for Subsequent Year's Budget	\$ 800,000
Excess Surplus	<u>700,000</u>
	<u>\$ 1,500,000</u>

**BOGOTA BOARD OF EDUCATION
RECOMMENDATIONS**

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

It is recommended that all cooperative purchase contracts in excess of the bid threshold be submitted to the Board for approval.

IV. School Food Service

There are none.

V. Student Activity Fund/School Athletics

It is recommended that:

1. Pre-numbered receipts be utilized for the monies collected in all the District's student activity accounts.
2. All game summary worksheets contain the Athletic Directors signature for approval.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations. Corrective action was taken on all prior year recommendations.

ACKNOWLEDGEMENT

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

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP



Gary J. Vinci
Public School Accountant
PSA Number CS00829