

**ADVISORY BOARD OF EDUCATION OF THE
CITY OF CAMDEN SCHOOL DISTRICT
COUNTY OF CAMDEN**

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

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2019**



CITY OF CAMDEN SCHOOL DISTRICT
Auditor's Management Report on Administrative
Findings - Financial, Compliance and Performance

Table of Contents

	<u>Page</u>
Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance	1
Scope of Audit	2
Administrative Practices and Procedures	2
Insurance	2
Official Bonds	2
Tuition Charges	2
Financial Planning, Accounting, and Reporting	2
Examination of Claims	2
Payroll Account	2
Employee Position Control Roster	3
Encumbrances and Accounts Payable	3
Travel	4
Classification of Expenditures	4
• General Classifications	4
• Administrative Classifications	4
Board Secretary's Records	4
Treasurer of School Monies' Records	N/A
Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act (E.S.S.A)	4
Other Special Federal and / or State Projects	5
T.P.A.F. Reimbursement	6
TPAF Reimbursement to the State for Federal Salary Expenditures	7
School Purchasing Programs	7
Contracts and Agreements Requiring Advertisement for Bids	7
School Food Service	8
Student Body Activities	9
Application for State School Aid	10
Pupil Transportation	10
Facilities and Capital Assets	11
Miscellaneous	11
Continuing Disclosure Agreements	11
Testing for Lead of All Drinking Water in Education Facilities	11
Follow-up on Prior Year Findings	12
Federal Awards	N/A
State Financial Assistance Programs	13
Acknowledgment	15
Schedule of Meal Count Activity	16
Schedule of Net Cash Resources	17
Schedule of Audited Enrollments	18
Excess Surplus Calculation	21
Audit Recommendations Summary	24

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

The State District Superintendent and
Members of the Advisory Board of Education
City of Camden School District
County of Camden, 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 Advisory Board of Education of the City of Camden School District, in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2019, which were separately issued in the Comprehensive Annual Financial Report dated February 28, 2020.

As part of our audit, we also 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 issued in conjunction with the Comprehensive Annual Financial Report of the Advisory Board of Education of the City of Camden School District, for the fiscal year ended June 30, 2019, and is intended for the information of the 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.

Respectfully submitted,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Kirk N. Applegate
Certified Public Accountant
Public School Accountant No. 20CS00223300

Voorhees, New Jersey
February 28, 2020

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**SCOPE OF AUDIT**

The audit covered the financial transactions of the Board Secretary / School Business Administrator, the activities of the Advisory Board of Education and the records of the various funds under the auspices of the Advisory 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 School District's Comprehensive Annual Financial Report (CAFR).

Official Bonds (N.J.S.A. 18A: 17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Anisah A. Coppin	Board Secretary / School Business Administrator	\$ 200,000.00

Finding No. 2019-009**Condition**

Surety bond coverage for the School District's Board Secretary was not in compliance with the minimum amount required in the schedule set forth in N.J.A.C. 6A:23A-16.4.

Recommendation

That surety bond coverage for the School District's Board Secretary be in compliance with the minimum amount required in the schedule set forth in N.J.A.C. 6A:23A-16.4.

There is a Public Employees' Faithful Performance Crime Policy with New Jersey Schools Insurance Fund covering all other employees with multiple coverage of \$2,000,000.00.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different from estimated costs. The School District made a proper adjustment to the billings to sending districts for the difference in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING**Examination of Claims**

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

Payroll Account

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

Sampled payrolls were approved by the Board Secretary / School Business Administrator.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Payroll Account (Cont'd)

Sampled payrolls were delivered to the Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Finding No. 2019-001

Condition

The School District maintained a payroll agency analysis as part of its payroll agency account reconciliation process that did not properly account for the funds on deposit. This resulted in an accumulation of funds in this account that did not agree with liabilities subsequently paid to payroll agencies, remittances that did not agree with filed reports and unidentified monies in the payroll agency account.

Recommendation

That the School District's payroll agency cash reconciliation process include an analysis of the account that's prepared monthly, accurately allocates cash activity, establishes liabilities that correspond to subsequent payments and that all differences be investigated for proper resolution.

Finding No. 2019-005

Condition

The School District did not have good internal control in place regarding the accurate reporting and timely payment to payroll agencies that could result in the assessment of penalties.

Recommendation

That the School District design and implement good internal control that will ensure accurate reporting and prompt payment of payroll and other liabilities in an effort to avoid penalties.

Finding No. 2019-010

Condition

Payroll documentation was not available for audit or did not support payroll activities.

Recommendation

That all payroll documentation be available for audit and support payroll activities.

Employee Position Control Roster

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2018-2019 budget review checklist.

Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample indicated the following reportable noncompliance with respect to classification of orders.

Finding No. 2019-006

Condition

The School District did not comply with its internal control in place regarding the payment of its utility (electric) bills to the proper budget year.

Recommendation

That the School District comply with its internal control regarding the prompt payment of its utility (electric) bills to ensure charges to the proper budget year.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Travel

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

Classification of Expenditures

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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

Board Secretary's Records

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were not in satisfactory condition as evidenced by the following:

Finding No. 2019-004

Condition

Legal costs incurred by the School District for the school year ending June 30, 2018 exceeded 130% of the statewide average. The School District established internal controls as required by N.J.A.C. 6A:23A-5.29(a)(3) but did not comply with the internal control regarding the maintenance of an official log of matters where outside counsel was consulted.

Recommendation

That the School District comply with its designed internal control requirements by maintaining an official log when outside legal counsel is consulted in an effort to decrease its legal costs below 130% of the Statewide average.

Finding No. 2019-008

Condition

The School District did not provide accurate monthly Board Secretary reports that detailed revenues and expenditures or monthly transfer reports to the Advisory Board as required by N.J.S.A. 18A:17-9 and 18A:22-8.1.

Recommendation

That the School District provide accurate monthly Board Secretary reports and monthly transfer reports to the Advisory Board as required by N.J.S.A. 18A:17-9 and 18A:22-8.1.

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

The 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 the projects under Titles I, II, III and IV of the Every Student Succeeds Act.

The audit of compliance for E.S.S.A. indicated the following reportable instances of noncompliance:

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

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

Finding No. 2019-011

Information on the Federal Program

E.S.S.A. – Title I	C.F.D.A. No. 84.010
E.S.S.A. – School Improvement Grants	C.F.D.A. No. 84.010

Condition

The School District did not provide proper documentation supporting salaries and wages for the work performed on Title I activities as required by CFR 2 200.430. In addition, documentation supporting stipends and extra compensation paid and charged to Title I was not available.

Recommendation

That the School District require and maintain proper documentation that supports salaries and wages, stipends and extra compensation that are charged to the Title I program as required by CFR 2 200.430.

Other Special Federal and / or State Projects

The School District's other special projects were approved as listed on exhibits K-3 and K-4 located in the CAFR.

Our audit of the federal and state funds on a sample 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 other special projects.

The audit of compliance for other special projects indicated the following reportable instances of noncompliance:

Finding No. 2019-012 (Finding 2018-020)

Information on the State Program

State Aid Public – Cluster:	
Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085

Condition

The School District did not properly calculate and withhold employee health benefit deductions in accordance with N.J.S.A. 18A:16-17 and Chapter 78, L. 2011.

Recommendation

The School District should comply with N.J.S.A. 18A:16-17 and Chapter 78, L. 2011 by withholding, from employees, the proper amount for health, dental and prescription benefits.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

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

Finding No. 2019-013 (Finding 2018-021)

Information on the State Program

State Aid Public – Cluster:

Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085

Condition

The School District could not provide evidence that it obtained Commissioner approval or executive county superintendent as Commissioner’s designee for line item transfers from any general fund appropriation account that on a cumulative basis exceed ten percent of the amount of the account included in the budget certified for taxes and for transfers to an advertised appropriation account identified as general administration, school administration, central services and administrative information technology or other support services as required by N.J.A.C. 6A:23A-13.3.

Recommendation

That the School District comply with N.J.A.C. 6A:23A-13.3 by receiving Commissioner approval or executive county superintendent as Commissioner’s designee for line item transfers from any general fund appropriation account that on a cumulative basis exceed ten percent of the amount of the account included in the budget certified for taxes and for transfers to an advertised appropriation account identified as general administration, school administration, central services and administrative information technology or other support services.

TPAF Reimbursement

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. The following exception was noted:

Finding No. 2019-015 (Finding 2018-023)

Information on the State Program

Reimbursed TPAF Social Security Contributions	G.M.I.S. No. 495-034-5095-002
---	-------------------------------

Condition

The School District incorrectly reported wages for TPAF members to the State Department of Education for reimbursement.

Recommendation

That the School District comply with N.J.S.A. 18A:66-66 requirements by correctly reporting wages for TPAF members to the State Department of Education for reimbursement.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's final reports 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 and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and the following exception was noted.

Finding No. 2019-007

Condition

Because the School District could not provide documentation supporting its Reimbursement to the State of New Jersey form listing all federally funded contractual salaries, the form could not be audited.

Recommendation

That the School District retain and provide for audit documentation that supports the numbers reported on its Reimbursement to the State of New Jersey form listing all federally funded contractual salaries as required by N.J.S.A. 18A:66-90.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

<https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at:

<http://www.njleg.state.nj.us/>

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (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 \$19,000.00 for 2018-19.

The School District's State District Superintendent 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 audit, we noted 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.

SCHOOL PURCHASING PROGRAMS (CONT'D)

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

Finding No. 2019-014 (Finding 2018-022)

Information on the State Program

State Aid Public – Cluster:	
Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085

Condition

The School District did not provide evidence that it was in compliance with Public School Contracts Law regulations (N.J.S.A. 18A:18A-1 et. seq.).

Recommendation

That the School District retain evidence that it complied completely with Public School Contracts Law regulations (N.J.S.A. 18A:18A-1 et. seq.).

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

SCHOOL FOOD SERVICE

The financial transactions and statistical records of the school food service fund were audited. The financial accounts, meal count records, and eligibility applications were tested on a sample basis. Exceptions were noted.

Cash receipts and bank records were sampled for timely deposit. The following item was noted:

Finding No. 2019-003

Condition

Food service and student activity receipts were not deposited promptly and were not recorded appropriately in the revenue ledger.

Recommendation

That all food service and student activity receipts be deposited promptly and recorded appropriately in the revenue ledger.

The School 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 or Fixed Price contract / addendum were inspected and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even. 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 sampled 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.

SCHOOL FOOD SERVICE (CONT'D)

Sampled time sheets were tested and labor costs verified. Payroll records were maintained on all sampled school food service employees authorized by the School District. 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.

Sampled applications for free and reduced price meals were tested 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 and free milk policy was inspected for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for audit.

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 statement of revenues, expenses, and changes in fund net position (CAFR exhibit B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

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

STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated the following item:

Finding No. 2019-003

Condition

Food service and student activity receipts were not deposited promptly and were not recorded appropriately in the revenue ledger.

Recommendation

That all food service and student activity receipts be deposited promptly and recorded appropriately in the revenue ledger.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample 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, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers with certain exceptions noted. The information that was included on the workpapers was verified with certain exceptions. The results of our procedures are presented in the schedule of audited enrollments.

The School District maintained workpapers on the prescribed State forms or their equivalent.

The School District has adequate written procedures for the recording of student enrollment data.

Finding No. 2019-016 (Finding 2018-024)

Information on the State Program

State Aid Public – Cluster:	
Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085
Preschool Education Aid	G.M.I.S. No. 495-034-5120-086

Condition

The School District’s workpapers and corresponding documentation did not agree with the submitted A.S.S.A. report and as a result, differences were identified.

Recommendation

That the School District’s workpapers and corresponding documentation agree with the submitted A.S.S.A. report.

PUPIL TRANSPORTATION

Our audit procedures included a sample of on-roll status reported in the 2018-2019 District Report of Transported Resident Students (DRTRS). The information that was reported on the DRTRS was verified to the DRTRS Eligibility Summary Report with certain exceptions noted. The results of our procedures are presented in the schedule of audited enrollments.

Finding No. 2019-017 (Finding 2018-025)

Information on the State Program

Transportation Aid	G.M.I.S. No. 495-034-5120-014
--------------------	-------------------------------

Condition

Our examination of the School District’s District Report of Transported Resident Students (DRTRS) revealed reported students who could not be traced to attendance records and documentation that did not support the School District’s classifications.

Recommendation

That the School District’s District Report of Transported Resident Students (DRTRS) report students who can be traced to attendance records and retain documentation that supports the District’s classifications.

FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated the following item:

Finding No. 2019-002

Condition

The School District's capital asset record for the school year ended June 30, 2019 did not properly account for the assets owned by the School District, did not properly calculate depreciation expense, did not provide depreciation expense by function and did not identify assets purchased with federal funds as required by the State Department of Education.

Recommendation

That the School District maintain a capital asset record that accounts for all assets owned by the School District, properly calculates depreciation expense, reports depreciation expense by function and identifies capital assets acquired with federal grant funds as required by the State Department of Education.

MISCELLANEOUS

Continuing Disclosure Agreements

Not applicable - no outstanding bonds

Testing for Lead of All Drinking Water in Education Facilities

The School District complied with all the requirements of N.J.A.C. 6A: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'S 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 with the exception of the following, which are repeated in this year's recommendations noted as current year findings:

Finding No. 2018-003 (See Finding No. 2019-001)

Condition

The District maintained a payroll agency analysis as part of its payroll agency account reconciliation process that did not properly account for the funds on deposit. This resulted in an accumulation of funds in this account that did not agree with liabilities subsequently paid to payroll agencies and unidentified monies in the payroll agency account.

Finding No. 2018-004 (See Finding No. 2019-002)

Condition

The District's capital asset record for the school year ended June 30, 2018 did not properly account for the assets owned by the District, did not identify assets purchased with federal funds and assets were not tagged as required.

Finding No. 2018-005 (See Finding No. 2019-003)

Condition

Food service receipts were not deposited promptly and were not recorded appropriately in the revenue ledger.

Finding No. 2018-006 (See Finding No. 2019-004)

Condition

Legal costs incurred by the District for the school year ending June 30, 2017 exceeded 130% of the Statewide average and the District did not respond as required by N.J.A.C. 6A:23A-5.29(a)(3).

Finding No. 2018-008 (See Finding No. 2019-005)

Condition

The District did not have good internal control in place regarding the payment of payroll and other liabilities resulting in the assessment and potential assessment of late penalties.

Finding No. 2018-009 (See Finding No. 2019-006)

Condition

The District did not have good internal control in place regarding the payment of its utility (electric) bills.

Finding No. 2018-010 (See Finding No. 2019-007)

Condition

Because the District could not provide documentation supporting its Reimbursement to the State of New Jersey form listing all federally funded contractual salaries, the form could not be audited.

Finding No. 2018-012 (See Finding No. 2019-008)

Condition

The District could not provide a monthly Board Secretary report or monthly transfer reports to the Board from March 2018 to June 2018 as required by N.J.S.A. 18A:17-9 and 18A:22-8.1.

Finding No. 2018-013 (See Finding No. 2019-009)

Condition

Surety bond coverage for the District's Board Secretary was not in compliance with the minimum amounts required in the schedule set forth in N.J.A.C. 6A:23A-16.4.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS (CONT'D)

Finding No. 2018-014 (See Finding No. 2019-010)

Condition

Payroll documentation was not available for audit.

STATE FINANCIAL ASSISTANCE PROGRAMS

Finding No. 2018-020 (See Finding No. 2019-012)

Information on the State Program

State Aid Public – Cluster:

Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085
Per Pupil Growth Aid	G.M.I.S. No. 495-034-5120-097
PARCC Readiness Aid	G.M.I.S. No. 495-034-5120-098
Professional Learning Community Aid	G.M.I.S. No. 495-034-5120-101

Condition

The District did not properly calculate and withhold employee health benefit deductions in accordance with N.J.S.A. 18A:16-17 and Chapter 78, L. 2011.

Finding No. 2018-021 (See Finding No. 2019-013)

Information on the State Program

State Aid Public – Cluster:

Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085
Per Pupil Growth Aid	G.M.I.S. No. 495-034-5120-097
PARCC Readiness Aid	G.M.I.S. No. 495-034-5120-098
Professional Learning Community Aid	G.M.I.S. No. 495-034-5120-101

Condition

The District could not provide evidence that it obtained Commissioner approval or executive county superintendent as Commissioner’s designee for line item transfers from any general fund appropriation account that on a cumulative basis exceed ten percent of the amount of the account included in the budget certified for taxes and for transfers to an advertised appropriation account identified as general administration, school administration, central services and administrative information technology or other support services as required by N.J.A.C. 6A:23A-13.3.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS (CONT'D)

STATE FINANCIAL ASSISTANCE PROGRAMS (CONT'D)

Finding No. 2018-022 (See Finding No. 2019-014)

Information on the State Program

State Aid Public – Cluster:

Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085
Per Pupil Growth Aid	G.M.I.S. No. 495-034-5120-097
PARCC Readiness Aid	G.M.I.S. No. 495-034-5120-098
Professional Learning Community Aid	G.M.I.S. No. 495-034-5120-101

Condition

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law) provides guidance to districts regarding purchasing, bids, quotations and state contracts.

Finding No. 2018-023 (See Finding No. 2019-015)

Information on the State Program

Reimbursed TPAF Social Security Contributions	G.M.I.S. No. 495-034-5095-002
---	-------------------------------

Condition

The District incorrectly reported wages for TPAF members to the State Department of Education for reimbursement.

Finding No. 2018-024 (See Finding No. 2019-016)

Information on the State Program

State Aid Public – Cluster:

Equalization Aid	G.M.I.S. No. 495-034-5120-078
Special Education Categorical Aid	G.M.I.S. No. 495-034-5120-089
Security Aid	G.M.I.S. No. 495-034-5120-084
Adjustment Aid	G.M.I.S. No. 495-034-5120-085
Per Pupil Growth Aid	G.M.I.S. No. 495-034-5120-097
PARCC Readiness Aid	G.M.I.S. No. 495-034-5120-098
Professional Learning Community Aid	G.M.I.S. No. 495-034-5120-101
Preschool Education Aid	G.M.I.S. No. 495-034-5120-086

Condition

The District's workpapers and corresponding documentation did not agree with the submitted A.S.S.A. report and as a result, differences were identified.

Finding No. 2018-025 (See Finding No. 2019-017)

Information on the State Program

Transportation Aid	G.M.I.S. No. 495-034-5120-014
--------------------	-------------------------------

Condition

Our examination of the District's District Report of Transported Resident Students (DRTRS) revealed reported students who could not be traced to attendance records and documentation that did not support the District's classifications.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS (CONT'D)

We have also inspected any findings contained in the audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). The District prepared corrective action plans responding to the reports and is currently implementing its corrections. An audit of the Carl D. Perkins Secondary Grant resulted in disallowed expenses and as a result, a liability, due to grantor, totaling \$25,520.64 was established as of June 30, 2019.

ACKNOWLEDGMENT

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

Respectfully submitted,

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Kirk N. Applegate
Public School Accountant No. 20CS00223300

CITY OF CAMDEN SCHOOL DISTRICT
 Schedule of Meal Count Activity
 Food Service Fund
 Number of Meals Served and (Over) / Underclaim - Federal
 Enterprise Fund
 For the Fiscal Year Ended June 30, 2019

<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>Estimated (Over) / Under Claim</u>
National School Lunch (High Rate)	Paid	-	2,831	2,831	-	\$ 0.3300	\$ -
	Reduced	-	-	-	-	2.9300	-
	Free	<u>1,539,327</u>	<u>11,147</u>	<u>11,147</u>	<u>-</u>	3.3300	<u>-</u>
	Total	<u>1,539,327</u>	<u>13,978</u>	<u>13,978</u>	<u>-</u>		<u>-</u>
National School Lunch	HHFKA - PB Lunch Only	<u>1,539,327</u>	<u>17,759</u>	<u>17,759</u>	<u>-</u>	0.0600	<u>-</u>
School Breakfast (Regular Rate)	Paid	-	-	-	-	0.3100	-
	Reduced	-	-	-	-	1.4900	-
	Free	<u>14,223</u>	<u>-</u>	<u>-</u>	<u>-</u>	1.7900	<u>-</u>
	Total	<u>14,223</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
School Breakfast (Severe Need Rate)	Paid	-	1,237	1,237	-	0.3100	-
	Reduced	-	-	-	-	1.8400	-
	Free	<u>1,140,674</u>	<u>8,770</u>	<u>8,770</u>	<u>-</u>	2.1400	<u>-</u>
	Total	<u>1,140,674</u>	<u>10,007</u>	<u>10,007</u>	<u>-</u>		<u>-</u>
After School Snacks At Risk / Area Eligible (No Charge)	Free (Area Eligible)	<u>63,275</u>	<u>159</u>	<u>159</u>	<u>-</u>	0.9100	<u>-</u>
	Total	<u>63,275</u>	<u>159</u>	<u>159</u>	<u>-</u>		<u>-</u>
CACFP (d) - Food	Free	89,900	8,644	8,644	-	3.3100	-
CACFP (d) - Cash-in-lieu of USDA Foods	Free	<u>89,900</u>	<u>8,644</u>	<u>8,644</u>	<u>-</u>	0.2350	<u>-</u>
Total Net Underclaim / (Overclaim)							<u>\$ -</u>

CITY OF CAMDEN SCHOOL DISTRICT
 Schedule of Net Cash Resources
 Net Cash Resources Did/Did Not Exceed Three Months of Expenditures
 Proprietary Funds - Food Service Fund
 For the Fiscal Year Ended June 30, 2019

<u>Net Cash Resources:</u>	<u>Food Service B - 4/5</u>	
CAFR	Current Assets	
B-4	Cash & Cash Equivalents	\$ 2,794,045.60
B-4	Due from Other Governments	2,239,782.76
B-4	Due from Other Funds	387.24
B-4	Accounts Receivable	43,488.20
CAFR	Current Liabilities	
B-4	Less Accounts Payable	(3,268,587.67)
B-4	Less Accruals	(175,063.90)
B-4	Less Due to Other Funds	-
B-4	Less Unearned Revenue	(80.98)
	Net Cash Resources	<u><u>\$ 1,633,971.25</u></u> (A)
<u>Net Adjusted Total Operating Expense:</u>		
B-5	Total Operating Expenditures	\$ 9,433,293.21
B-5	Less Depreciation	-
	Adjusted Total Operating Expense	<u><u>\$ 9,433,293.21</u></u> (B)
<u>Average Monthly Operating Expense:</u>		
	B / 10	<u><u>\$ 943,329.32</u></u> (C)
<u>Three Times Monthly Average:</u>		
	3 X C	<u><u>\$ 2,829,987.96</u></u> (D)

TOTAL IN BOX A	\$ 1,633,971.25
LESS TOTAL IN BOX D	<u>\$ 2,829,987.96</u>
NET	<u><u>\$ (1,196,016.71)</u></u>

From above:

A is greater than D, cash exceeds 3 X average monthly operating expenses.

D is greater than A, cash does not exceed 3 X average monthly operating expenses.

CITY OF CAMDEN SCHOOL DISTRICT
 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 the 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 Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool																
Full Day Preschool	910		912		(2)			910		912		(2)				
Half Day Kindergarten																
Full Day Kindergarten	1,308		1,322		(14)			1,308		1,322		(14)				
One	1,319		1,322		(3)			1,319		1,322		(3)				
Two	1,215		1,219		(4)			1,215		1,219		(4)				
Three	1,096		1,098		(2)			1,096		1,098		(2)				
Four	1,158		1,165		(7)			1,158		1,165		(7)				
Five	1,039		1,042		(3)			1,039		1,042		(3)				
Six	1,053		1,063		(10)			1,053		1,063		(10)				
Seven	1,013		1,016		(3)			1,013		1,016		(3)				
Eight	912		928		(16)			912		928		(16)				
Nine	849		847		2			849		847		2				
Ten	708		710		(2)			708		710		(2)				
Eleven	611		617		(6)			611		617		(6)				
Twelve	567		576		(9)			567		576		(9)				
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
Subtotal	13,758	-	13,837	-	(79)	-		13,758	-	13,837	-	(79)	-	-	-	-
Special Education-Elementary	988		988					988		988			26	18	5	13
Special Education-Middle School	684		682		2			684		682		2	34	23	15	8
Special Education-High School	607		612		(5)			607		612		(5)	83	57	40	17
Subtotal	2,279	-	2,282	-	(3)	-		2,279	-	2,282	-	(3)	143	98	60	38
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Subtotal	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-
Totals	16,037	-	16,119	-	(82)	-		16,037	-	16,119	-	(82)	143	98	60	38
Percentage Error					-0.51%	-						-0.51%				38.78%

CITY OF CAMDEN SCHOOL DISTRICT
 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 Application, Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	1,094	1,100	(6)	4	4		134	133	1	10	10	
One	1,127	1,127		13	13		105	105		11	11	
Two	1,064	1,066	(2)	14	14		143	143		19	19	
Three	950	951	(1)	26	26		130	130		13	13	
Four	1,014	1,019	(5)	13	13		112	111	1	17	17	
Five	903	904	(1)	8	8		81	81		17	17	
Six	883	887	(4)	14	14		72	72				
Seven	866	866		31	31		89	89				
Eight	774	776	(2)	67	67		67	67				
Nine	662	660	2	43	43		61	61		6	5	1
Ten	514	513	1	12	12		57	57		10	10	
Eleven	432	436	(4)	54	52	2	36	36		7	7	
Twelve	377	380	(3)	25	25		28	28		16	16	
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14CR.)												
Subtotal	10,660	10,685	(25)	324	322	2	1,115	1,113	2	126	125	1
Special Education-Elementary	820	819	1	21	19	2	130	129	1	8	8	
Special Education-Middle School	606	605	1	2	1	1	62	62		2	2	
Special Education-High School	463	470	(7)	11	11		28	30	(2)	2	2	
Subtotal	1,889	1,894	(5)	34	31	3	220	221	(1.00)	12	12	-
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	12,549	12,579	(30)	358	353	5	1,335	1,334	1	138	137	1
Percentage Error			<u>-0.24%</u>			<u>1.40%</u>			<u>0.07%</u>			<u>0.72%</u>

	Transportation						Reported	Re-Calculated	
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors			
Reg. - Public Schools, Col. 1	2,951	2,951		205	143	62	Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)	3.6	3.6
Reg. - SpEd, Col. 4	554	554		39	36	3	Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B)	3.6	3.6
Transported - Non-Public, Col. 3	199	199		13	13		Spec. Avg. (Mileage) = Special Ed. with Special Needs	6.5	6.5
Special Needs, Col. 6	505	505		36	30	6			
Totals	4,209	4,209	-	293	222	71			
Percentage Error			<u>-</u>			<u>24.23%</u>			

CITY OF CAMDEN SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 15, 2018

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low <u>Income</u>	Reported on Workpapers as NOT Low <u>Income</u>	<u>Errors</u>	Sample Selected from <u>Workpapers</u>	Verified to Test Score and Register	Sample <u>Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	19	20	(1)	2	2	
One	30	30		9	9	
Two	31	31		6	6	
Three	22	22				
Four	26	26		4	4	
Five	20	20		3	3	
Six	14	14				
Seven	15	15				
Eight	14	14				
Nine	25	25		23	23	
Ten	32	32		28	25	3
Eleven	35	35		29	29	
Twelve	23	23		21	21	
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	306	307	(1)	125	122	3
Special Education-Elementary	22	23	(1)	1	1	
Special Education-Middle School	6	6		1	1	
Special Education-High School	9	9		6	6	
Subtotal	37	38	(1.00)	8	8	-
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	-	-	-	-	-	-
Totals	343	345	(2)	133	130	3
Percentage Error			-0.58%			2.26%

EXCESS SURPLUS CALCULATION

SCHOOL BASED BUDGET DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2018-19 Total General Fund Expenditures Reported on CAFR Exhibit C-1	<u>\$ 351,104,676.61</u> (A)
Increased by Applicable Operating Transfers:	
Transfer from Capital Outlay to Capital Projects Fund	<u>-</u> (A1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>-</u> (A1a)
Transfer from General Fund to Special Revenue Fund for Preschool - Regular	<u>-</u> (A1a)
Transfer from General Fund to Special Revenue Fund for Preschool - Inclusion	<u>1,277,747.00</u> (A1a)
Less: Expenditures Allocated to Restricted Federal Resources as reported on Exhibit D-2	<u>13,825,636.23</u> (A1b)
2018-19 Adjusted General Fund & Other State Expenditures [(A)+(A1a)-(A1b)]	<u>\$ 338,556,787.38</u> (A2)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>26,173,702.14</u> (A3)
Assets Acquired Under Capital Leases:	
General Fund 10 Assets Acquired Under Capital Leases Reported on Exhibit C-1a	<u>-</u> (A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases:	
Assets Acquired Under Capital Leases in Fund 15 Reported on Exhibit C-1a	<u>-</u> (A5)
Combined General Fund Contribution & State Resources % of Fund 15 Resources Reported on Exhibit D-2	<u>0%</u> (A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)*(A6)]	<u>-</u> (A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]	<u>-</u> (A8)
2018-19 General Fund Expenditures [(A2)-(A3)-(A8)]	<u>\$ 312,383,085.24</u> (A9)
2% of Adjusted 2018-19 General Fund Expenditures [(A9) times .02]	<u>\$ 6,247,661.70</u> (A10)
Enter Greater of (A10) or \$250,000	<u>6,247,661.70</u> (A11)
Increased by: Allowable Adjustment *	<u>62,750.00</u> (K)
Maximum Unassigned Fund Balance [(A11)+(K)]	<u>\$ 6,310,411.70</u> (M)

EXCESS SURPLUS CALCULATION (CONT'D)

SCHOOL BASED BUDGET DISTRICT

SECTION 2

Total General Fund - Fund Balances at June 30, 2019	\$ 7,820,762.40 (C)
Decreased by:	
Year-end Encumbrances	638,079.24 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	- (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	4,563,489.62 (C3)
Other Restricted Fund Balances ****	1,000,001.00 (C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	636,510.38 (C5)
Additional Assigned Fund Balance - 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>\$ 982,682.16 (U)</u>

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U)-(M)] IF NEGATIVE ENTER -0-	<u>\$ - (E)</u>
--	-----------------

Recapitulation of Excess Surplus as of June 30, 2019

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>\$ 4,563,489.62 (C3)</u>
Restricted - Excess Surplus *** [(E)]	<u>- (E)</u>
Total Excess Surplus [(C3)+(E)]	<u>\$ 4,563,489.62 (D)</u>

Footnotes:

* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

(J1) Extraordinary Aid;

(J2) Additional Nonpublic School Transportation Aid;

(J3) Recognized current year School Bus Advertising Revenue; and

(J4) Family Crisis Transportation Aid.

Detail of Allowable Adjustments

Federal Impact Aid	\$ - (H)
Sale & Lease-Back	- (I)
Extraordinary Aid	- (J1)
Additional Nonpublic School Transportation Aid	62,750.00 (J2)
Current Year School Bus Advertising Revenue Recognized	- (J3)
Family Crisis Transportation Aid	- (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	<u>\$ 62,750.00 (K)</u>

EXCESS SURPLUS CALCULATION (CONT'D)

SCHOOL BASED BUDGET DISTRICT

Footnotes: (Cont'd)

- ** This amount represents the June 30, 2019 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2019-2020 general fund budget.
- *** Amounts must agree to the June 30, 2019 CAFR and must agree to Audit Summary Line 90030.
- **** Amount for Other Restricted Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant Commissioner - Field Services prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal	\$ -
Sale/lease-back reserve	-
Capital reserve (N-1)	1.00
Maintenance reserve (N-2)	-
Tuition reserve (N-3)	-
Emergency reserve (N-4)	1,000,000.00
School bus advertising 50% fuel offset reserve - current year (N-5)	-
School bus advertising 50% fuel offset reserve - prior year (N-6)	-
Impact Aid General Fund Reserve (Sections 8002 and 8003) (N-7)	-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008) (N-8)	-
Other state/government mandated reserves	-
[Other Restricted Fund Balance not noted above]****	-
Total Other Restricted Fund Balance	<u>\$ 1,000,001.00 (C4)</u>

CITY OF CAMDEN SCHOOL DISTRICT
Audit Recommendations Summary
For the Fiscal Year Ended June 30, 2019

Recommendations:

1. Administrative Practices and Procedures

That surety bond coverage for the School District's Board Secretary be in compliance with the minimum amount required in the schedule set forth in N.J.A.C. 6A:23A-16.4.

2. Financial Planning, Accounting and Reporting

That the School District's payroll agency cash reconciliation process include an analysis of the account that's prepared monthly, accurately allocates cash activity, establishes liabilities that correspond to subsequent payments and that all differences be investigated for proper resolution.

That the School District design and implement good internal control that will ensure accurate reporting and prompt payment of payroll and other liabilities in an effort to avoid penalties.

That all payroll documentation be available for audit and support payroll activities.

That the School District comply with its internal control regarding the prompt payment of its utility (electric) bills to ensure charges to the proper budget year.

That the School District comply with its designed internal control requirements by maintaining an official log when outside legal counsel is consulted in an effort to decrease its legal costs below 130% of the Statewide average.

That the School District provide accurate monthly Board Secretary reports and monthly transfer reports to the Advisory Board as required by N.J.S.A. 18A:17-9 and 18A:22-8.1.

That the School District require and maintain proper documentation that supports salaries and wages, stipends and extra compensation that are charged to the Title I program as required by CFR 2 200.430.

The School District should comply with N.J.S.A. 18A:16-17 and Chapter 78, L. 2011 by withholding, from employees, the proper amount for health, dental and prescription benefits.

That the School District comply with N.J.A.C. 6A:23A-13.3 by receiving Commissioner approval or executive county superintendent as Commissioner's designee for line item transfers from any general fund appropriation account that on a cumulative basis exceed ten percent of the amount of the account included in the budget certified for taxes and for transfers to an advertised appropriation account identified as general administration, school administration, central services and administrative information technology or other support services.

That the School District comply with N.J.S.A. 18A:66-66 requirements by correctly reporting wages for TPAF members to the State Department of Education for reimbursement.

That the School District retain and provide for audit documentation that supports the numbers reported on its Reimbursement to the State of New Jersey form listing all federally funded contractual salaries as required by N.J.S.A. 18A:66-90.

CITY OF CAMDEN SCHOOL DISTRICT
Audit Recommendations Summary (Cont'd)
For the Fiscal Year Ended June 30, 2019

Recommendations (Cont'd):

3. School Purchasing Programs

That the School District retain evidence that it complied completely with Public School Contracts Law regulations (N.J.S.A. 18A:18A-1 et. seq.).

4. School Food Service

That all food service and student activity receipts be deposited promptly and recorded appropriately in the revenue ledger.

5. Student Body Activities

That all food service and student activity receipts be deposited promptly and recorded appropriately in the revenue ledger.

6. Application for State School Aid

That the School District's workpapers and corresponding documentation agree with the submitted A.S.S.A. report.

7. Pupil Transportation

That the School District's District Report of Transported Resident Students (DRTRS) report students who can be traced to attendance records and retain documentation that supports the District's classifications.

8. Facilities and Capital Assets

That the School District maintain a capital asset record that accounts for all assets owned by the School District, properly calculates depreciation expense, reports depreciation expense by function and identifies capital assets acquired with federal grant funds as required by the State Department of Education.

9. Miscellaneous

None

CITY OF CAMDEN SCHOOL DISTRICT
Audit Recommendations Summary (Cont'd)
For the Fiscal Year Ended June 30, 2019

Recommendations (Cont'd):

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings, with the exception of the following, which are repeated in this year's recommendations:

<u>Prior Year Finding No.</u>	<u>Current Year Finding No.</u>
2018-003	2019-001
2018-004	2019-002
2018-005	2019-003
2018-006	2019-004
2018-008	2019-005
2018-009	2019-006
2018-010	2019-007
2018-012	2019-008
2018-013	2019-009
2018-014	2019-010
2018-020	2019-012
2018-021	2019-013
2018-022	2019-014
2018-023	2019-015
2018-024	2019-016
2018-025	2019-017