

**BOARD OF EDUCATION  
TOWNSHIP OF CINNAMINSON  
COUNTY OF BURLINGTON**

**AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2019**

***INVERSO & STEWART***  
**Marlton, New Jersey**

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

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

The Honorable President and  
Members of the Board of Education  
Cinnaminson School District  
Cinnaminson, New Jersey

I have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Cinnaminson Township School District, in the County of Burlington, for the year ended June 30, 2019, and have issued my report thereon dated November 8, 2019.

As part of my audit, I performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the Cinnaminson Township Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

***INVERSO & STEWART, LLC***  
Certified Public Accountants



Robert P. Inverso  
Public School Accountant

Marlton, New Jersey  
November 8, 2019

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

### **Scope of Audit**

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

### **Administrative Practices and Procedures**

#### **Insurance**

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

#### **Officials Bonds**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount</u></b>
Thomas W. Egan, Jr.	Board Secretary / School Business Administrator	\$ 100,000.00
Mark Gidjunis	Treasurer of School Monies	300,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with Utica Mutual Insurance Company covering all other employees with multiple coverage of \$100,000.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The proper increases/decreases were made by the Board to be in compliance with N.J.A.C. 6A:23-3.1(f)3.

#### **Unemployment Compensation Insurance Fund**

The Board of Education has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Fund (Exhibit H-2) in the fiduciary trust fund.

The Unemployment Compensation Insurance Fund was maintained in satisfactory condition.

#### **Examination of Claims**

An examination of claims paid during the period under audit did not indicate any material noncompliance with respect to signatures, certifications or supporting documentation.

**Financial Planning, Accounting and Reporting (Continued)**

**Payroll Account**

The net salaries of all employees of the District were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

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

Payrolls were delivered to the Treasurer of School Moneys with a warrant made to his order for the full amount of each payroll.

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

The Payroll Account records were maintained in satisfactory condition.

**Employee Position Control Roster**

No exceptions were noted during my examination of the Employee Position Control Roster

**Reserve for Encumbrances and Accounts Payable**

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material discrepancies to the classification of orders.

**Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards**

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

**Travel**

No exceptions were noted in my study of compliance for travel expenses.

**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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. My review did not indicate any material discrepancies with respect to classification of expenditures.

**Board Secretary/School Business Administrator's Record**

The financial and accounting records of the Board Secretary/School Business Administrator's office were maintained in good condition.

**Treasurer's Records**

The financial and accounting records of the Treasurer were maintained in good condition.

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

The E.S.E.A./ESSA 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, IIA, III, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A./ESSA did not indicate any exceptions.

**Other Special Federal and/or State Projects**

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

My 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.

The study of compliance for special projects indicated no areas of noncompliance and/or questionable costs.

**T.P.A.F. Reimbursement**

My 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 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 be-half of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

**Nonpublic State Aid**

The study of compliance for nonpublic state aid indicated no areas of noncompliance and/or questionable costs.

**School Purchasing Programs**

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.

The district 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 a violation of the statute, the solicitor’s opinion should be sought before a commitment is made.

Based on the results of my examination, I did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising of bids in accordance with the provision of N.J.S.A.18A:18A-4.

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

**School Food Service**

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

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

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

**Student Body Activities**

The financial records for the Student Activity Fund were maintained in satisfactory condition.

**Application for State School Aid**

My 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. I 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 no exceptions noted. The results of my procedures are presented in the Schedule of Audited Enrollments.

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

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

**Pupil Transportation**

My procedures included 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 without exception. The results of my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

**Facilities and Capital Assets**

Not applicable.

**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.

**Follow-up on Prior Years' Findings**

In accordance with government auditing standards, my procedures included a review of all prior year recommendations. There were no prior year recommendations.

**Acknowledgment**

I received the complete cooperation of all the officials of the Cinnaminson Township School District and I greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

***INVERSO & STEWART, LLC***  
Certified Public Accountants



Robert P. Inverso  
Certified Public Accountant  
Public School Accountant

November 8, 2019



**CINNAMINSON SCHOOL DISTRICT  
NET CASH RESOURCE SCHEDULE**

**Net cash resources did not exceed three months of expenditures  
Proprietary Funds - Food Service  
For the fiscal year ended June 30, 2019**

<u>Net Cash Resources:</u>		<b>Food Service B - 4/5</b>	
<b>CAFR</b>	<b>* Current Assets</b>		
<b>B-4</b>	Cash & Cash Equivalents	\$ 278,496	
<b>B-4</b>	Intergovernmental Accounts Receivable	10,544	
<b>B-4</b>	Other Accounts Receivable	732	
<b>CAFR</b>	<b>Current Liabilities</b>		
<b>B-4</b>	Less: Accounts Payable	(32,922)	
<b>B-4</b>	Less: Compensated Absences Payable	-	
<b>B-4</b>	Less: Interfund Accounts Payable	(52,532)	
<b>B-4</b>	Less: Unearned revenue	<u>(13,315)</u>	
	<b>Net Cash Resources</b>	<u><u>\$ 191,003</u></u>	<b>( A )</b>
 <b><u>Net Adjustment To Total Operating Expense:</u></b>			
<b>B-5</b>	Total Operating Expense	756,534	
<b>B-5</b>	Less: Depreciation	<u>(8,470)</u>	
	Adjusted Total Operating Expense	<u><u>\$ 748,064</u></u>	<b>( B )</b>
 <b><u>Average Monthly Operating Expense:</u></b>			
	B / 10	<u><u>\$ 74,806</u></u>	<b>( C )</b>
 <b><u>Three times monthly Average:</u></b>			
	3 X C	<u><u>\$ 224,419</u></u>	<b>( D )</b>

TOTAL IN BOX A	\$ 191,003	
LESS TOTAL IN BOX D	<u>(224,419)</u>	
NET	<u><u>(33,416)</u></u>	
From above:		
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>		
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>		

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

SOURCE - USDA resource management comprehensive review form.

**SCHEDULE OF AUDITED ENROLLMENTS**

**Cinnaminson Township School District**  
**Application for State School Aid Summary**  
**Enrollment as of October 15, 2018**

	2019-2020 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Varified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Pre K 4	10		10					10		10						
Half Day K	145		145					145		145						
One	191		191					191		191						
Two	183		183					183		183						
Three	184		184					184		184						
Four	180		180					180		180						
Five	180		180					180		180						
Six	186		186					186		186						
Seven	158		158					158		158						
Eight	177		177					177		177						
Nine	162		162					162		162						
Ten	185		185					185		185						
Eleven	183		183					183		183						
Twelve	152		152					152		152						
Subtotal	<u>2,276</u>	<u>-</u>	<u>2,276</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,276</u>	<u>-</u>	<u>2,276</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
SpEd Elementary	90		90					90		90			3	3	3	
SpEd Middle School	77		77					77		77			4	4	4	
SpEd High School	116		116					116		116			4	4	4	
Subtotal	<u>283</u>	<u>-</u>	<u>283</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>283</u>	<u>-</u>	<u>283</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>-</u>
Total	<u>2,559</u>	<u>-</u>	<u>2,559</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,559</u>	<u>-</u>	<u>2,559</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>-</u>
Percentage Error					<u>-0-</u>	<u>-0-</u>							<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>

Schedule of Audited Enrollments

**Cinnaminson Township School District**

Application for State School Aid Summary

Enrollment as of October 15, 2018

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA 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>
Half Day Pre K						
Half Day K	8	8		8	8	
One	-	-		-	-	
Two	8	8		8	8	
Three	4	4		4	4	
Four	6	6		6	6	
Five	1	1		1	1	
Six	1	1		1	1	
Seven	-	-		-	-	
Eight	-	-		-	-	
Nine	1	1		1	1	
Ten	3	3		3	3	
Eleven	-	-		-	-	
Twelve	2	2		2	2	
Subtotal	<u>34</u>	<u>34</u>	<u>-</u>	<u>34</u>	<u>34</u>	<u>-</u>
SpEd Elementary	5	5		5	5	
SpEd Middle School	1	1		1	1	
SpEd High School	-	-		-	-	
Subtotal	<u>6</u>	<u>6</u>	<u>-</u>	<u>6</u>	<u>6</u>	<u>-</u>
Total	<u><u>40</u></u>	<u><u>40</u></u>	<u><u>-</u></u>	<u><u>40</u></u>	<u><u>40</u></u>	<u><u>-</u></u>
Percentage Error			<u><u>-0-</u></u>			<u><u>-0-</u></u>

Schedule of Audited Enrollments

**Cinnaminson Township School District**

Application for State School Aid Summary

Enrollment as of October 15, 2018

	<u>Resident Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>	<u>Reported on ASSA as LEP Low Income</u>	<u>Reported on Workpapers as LEP Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Test Score and Register</u>	<u>Sample Errors</u>
Half Day Pre K												
Half Day K	12	12		12	12		1	1		1	1	
One	32	32		32	32		-	-		-	-	
Two	19	19		19	19		4	4		4	4	
Three	24	24		24	24		2	2		2	2	
Four	16	16		16	16		2	2		2	2	
Five	32	32		32	32		-	-		-	-	
Six	24	24		24	24		-	-		-	-	
Seven	25	25		25	25		-	-		-	-	
Eight	23	23		23	23		1	1		1	1	
Nine	25	25		25	25		-	-		-	-	
Ten	30	30		30	30		-	-		-	-	
Eleven	19	19		19	19		-	-		-	-	
Twelve	20	20		20	20		3	3		3	3	
	<u>301</u>	<u>301</u>	<u>-</u>	<u>301</u>	<u>301</u>	<u>-</u>	<u>13</u>	<u>13</u>	<u>-</u>	<u>13</u>	<u>13</u>	<u>-</u>
SpEd Elementary	16	16		16	16		2	2		2	2	
SpEd Middle School	18	18		18	18		-	-		-	-	
SpEd High School	29	29		29	29		1	1		1	1	
Subtotal	<u>63</u>	<u>63</u>	<u>-</u>	<u>63</u>	<u>63</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>
Totals	<u>364</u>	<u>364</u>	<u>-</u>	<u>364</u>	<u>364</u>	<u>-</u>	<u>16</u>	<u>16</u>	<u>-</u>	<u>16</u>	<u>16</u>	<u>-</u>
Percentage Error			<u>-0-</u>			<u>-0-</u>			<u>-0-</u>			<u>-0-</u>

<u>Transportation</u>							
<u>Reported on DRTRS by DOE</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>	<u>Reported</u>	<u>Recalculated</u>
Reg. Public School , col. 1	1,208	1,208	242	242			
Reg. Special Education, col. 4	29	29	6	6		Avg. Mileage - Regular Including Grade PK students	3.2 3.2
Transported-Non-Public, col. 3	85	85	17	17		Avg. Mileage - Regular Excluding Grade PK students	3.2 3.2
Special Needs, Col. 6	58	58	11	11		Avg. Mileage - Special Ed. with Special Needs	6.0 6.0
	<u>1,380</u>	<u>1,380</u>	<u>276</u>	<u>276</u>	<u>-</u>		
Percentage Error			<u>-0-</u>		<u>-0-</u>		

**CINNAMINSON TOWNSHIP SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - Regular Districts**

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

2018-2019 Total General Fund Expenditures per the CAFR, Ex C-1	\$ <u>50,818,770</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(6,744,392)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ <u>(443,007)</u>	(B2b)
Adjusted 2018-19 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>43,631,371</u>	(B3)
2% of Adjusted 2018-19 General Fund Expenditures [(B3) times .02]	\$ <u>872,627</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>872,627</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>219,033</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u>1,091,660</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-19 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>11,327,533</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>158,642</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>3,069,743</u>	(C3)
Other Restricted Fund Balances	\$ <u>4,396,694</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ _____	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u>3,702,454</u> (U1)

**CINNAMINSON TOWNSHIP SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 2,610,794 (E)

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

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>3,069,743</u>	(C3)
Reserved Excess Surplus [(E)]	\$ <u>2,610,794</u>	(E)
Total [(C3) + (E)]	\$ <u>5,680,537</u>	(D)

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>194,125</u>	(J1)
Additional Nonpuplic School Transportation Aid	\$ <u>24,908</u>	(J2)
Current Year School Bus Advertising Revenue	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u>219,033</u>	(K)

**Detail of Other Restricted Fund Balance**

Statutory restrictions:		
Approved unspent separate proposal	\$ _____	
Sale/lease-back reserve	\$ _____	
Capital reserve	\$ <u>2,427,536</u>	
Maintenance reserve	\$ <u>1,969,158</u>	
Emergency reserve	\$ _____	
Tuition reserve	\$ _____	
School Bus Advertising 50% Fuel Offset Reserve - Current Year	\$ _____	
School Bus Advertising 50% Fuel Offset Reserve - Prior Year	\$ _____	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____	
Other state/government mandated reserves	\$ _____	
Other Restricted Fund Balance not noted above	\$ _____	
Total Other Restricted Fund Balance	\$ <u>4,396,694</u>	(C4)

AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2019

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

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. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

There were no recommendations in the prior year audit.