

**HARRISON TOWN SCHOOL DISTRICT
COUNTY OF HUDSON
NEW JERSEY**

AUDITOR'S MANAGEMENT REPORT

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

FISCAL YEAR ENDED JUNE 30, 2019

**SAMUEL KLEIN AND COMPANY
CERTIFIED PUBLIC ACCOUNTANTS**

**HARRISON TOWN SCHOOL DISTRICT
COUNTY OF HUDSON
NEW JERSEY**

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

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REPORT OF INDEPENDENT AUDITORS

Honorable President and Members of the Board of Education
Harrison Town School District
County of Hudson, New Jersey 07029

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Harrison Town School District in the County of Hudson for the year ended June 30, 2019, and have issued our report thereon dated December 5, 2019.

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

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



JOSEPH J. FACCONI
Licensed Public School Accountant #194



SAMUEL KLEIN AND COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey
December 5, 2019

HARRISON TOWN SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and 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 Comprehensive Annual Financial Report (CAFR).

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount of Bond</u>
Daniel J. Choffo	Board Secretary/School Business Administrator	\$150,000.00
Gabriela V. Simoes Dos Santos	Treasurer of School Moneys	220,000.00

There is an Employee Dishonesty Blanket Bond with the Selective Insurance Company covering all other employees with multiple coverage of \$100,000.00.

Tuition Charges

The tuition charge for East Newark Board of Education is fixed.

Tuition charges are fixed by contractual agreement which does not require the District to adjust future billings.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or budget accounts.

In verifying expenditures, computations were tested on claims approved and paid. No attempt was made in this connection to establish proof of rendition, character or extent of services, nor quantities, nature, propriety of prices or receipt of materials, these elements being left necessarily to internal review in connection with approval of claims.

Payroll Account and Position Control Roster

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

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

Financial Planning, Accounting and Reporting (Continued)

Payroll Account and Position Control Roster (Continued)

Salary withholdings were promptly remitted to the proper agencies including health benefits premium amounts withheld due to the general fund.

The propriety of deductions from individual salaries for Pensions, Social Security, Withholding Tax and other purposes was not verified as part of this examination.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2019 for proper classification of orders as reserve for encumbrances and accounts payable.

All encumbrances, contracts, salaries and expenditures for state and federally funded projects were in accordance with laws and regulations and in conformity with procurement requirements.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. There were no transaction errors noted as a result of the procedures performed.

Board Secretary's Records

The financial records, books of accounts and minutes maintained by the Board Secretary were in satisfactory condition. The prescribed contractual order system was followed.

The School District's double entry system of account records were maintained in accordance with the Department of Education's prescribed GAAP Technical Systems Manual, pursuant to N.J.S.A. 18A:4-14 and N.J.A.C.60-20-2A.

Revenue and receipts were established and verified as to source and amount only insofar as the local records permitted.

Treasurer's Records

The Treasurer's records were examined and found to be in agreement with the records of the Board Secretary.

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

The E.S.E.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 and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance and/or questioned costs.

Other Special Federal and State Projects

The District's Special Projects were approved as listed on Schedule A (K-3) and Schedule B (K-4) reflected in the CAFR.

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and State Projects (Continued)

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.

The study of compliance for the special projects indicated that there were no areas of noncompliance and/or questioned costs.

TPAF Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Report(s) 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 subsequent to the end of the 60 days grant liquidation period, but prior to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Report(s) for all federal awards.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 is \$29,000.00 without a Qualified Purchasing Agent. The law regulating bidding for public school transportation contracts under N.J.S.A. 18A:39-3 is \$19,000.00 for 2017-18.

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 Solicitor'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 indicated that no individual payments, contracts, or agreements were made for the "performance of any work or the furnishing or hiring of any materials or supplies", 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, as amended.

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

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

School Food Service

The financial transactions and statistical records of the school food fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

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

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced price meal and free milk policy is uniformly administered throughout the School System. Sites approved to participate in provision complied with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

Cash received and bank records were reviewed for timely deposits.

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 contract/addendum were reviewed 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 were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food 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 nonprofit status of the School Food Service.

Net cash resources did not exceed three months average expenditures.

U.S.D.A. Food Distribution Program (food and/or commodities) were received and a separate inventory was maintained on a first-in, first-out basis.

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.

The School District did provide the detailed revenue and expenditure information necessary in order to execute the U.S.D.A. mandated Non-Program Food Revenue Tool at least annually.

Exhibits reflecting child nutrition program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

Student Body Activities

The Student Body Activity Fund encompasses two (2) Elementary Schools, One (1) Middle School, One (1) Athletic Account and the High School.

Cash receipts and disbursements records submitted for examination were analyzed in detail. Cancelled checks and available vouchers and invoices were examined and compared to disbursement records.

Student Body Activities (Continued)

Harrison High School

Finding #01:

In reviewing purchases, it was revealed that New Jersey sales tax in the amount of \$140.45 was reimbursed to an individual on a purchase.

Recommendation:

That the Student Activity Funds not pay or reimburse individuals New Jersey sales tax.

Finding #02:

We noticed an increase of purchases being reimbursed to teachers who use credit cards for the purchases. The sum of \$1,623.66 was reimbursed for team jackets and the amount of \$10,992.49 was reimbursed for a musical production. These purchases could have been obtained by issuing a check.

Recommendation:

That the practice of using personal credit cards for purchases be discontinued.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2018 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the District procedures related to its completion. The information on the ASSA was compared to the District workpapers without exception. The information that was included on the workpapers was compared to the registers without exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

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

Pupil Transportation

Our audit 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 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 of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Accounting for capital assets is required in order to maintain physical accountability over the assets owned by a school. The accounting system should provide a record of the fixed assets obtained over the years that are still in service and identify the funding source for the purchase of those assets. This provides the ability to prevent, detect and recognize losses of capital assets. The New Jersey Department of Education notified school districts that, effective July 1, 2001, there is a \$2,000.00 capitalization threshold for capital assets. This is a policy set for financial reporting and accounting purposes. Schools may use a lower threshold for asset management and insurance purposes.

Testing for Lead of all Drinking Water in Educational Facilities

The School District adheres 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 education facilities.

Follow-Up on Prior Years' 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.

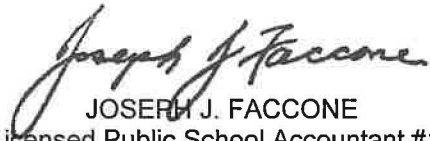
Miscellaneous

The minutes indicate that the Report on Examination of Accounts for the 2017-2018 fiscal year was reviewed by the Board, a synopsis thereof distributed at a public meeting and public discussion held.

Revenue and receipts were established and verified as to source and amount only insofar as the local records permitted.

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.



JOSEPH J. FACCONI
Licensed Public School Accountant #194



SAMUEL KLEIN AND COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey
December 5, 2019

SCHEDULE OF MEAL COUNT ACTIVITY

HARRISON TOWN SCHOOL DISTRICT
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>(Over)/ Under-claim</u>
National School Lunch (Severe Rate)	Paid	41,086	41,086	41,086	None	\$0.33	None
National School Lunch (Severe Rate)	Reduced	38,279	38,279	38,279	None	2.93	None
National School Lunch (Severe Rate)	Free	<u>194,070</u>	<u>194,070</u>	<u>194,070</u>	None	3.33	<u>None</u>
Total		<u>273,435</u>	<u>273,435</u>	<u>273,435</u>			<u>None</u>
National School Lunch	HHFKA - PB Lunch Only	<u>273,435</u>	<u>273,435</u>	<u>273,435</u>	<u>None</u>	0.06	<u>None</u>
School Breakfast (Severe Rate)	Paid	30,324	30,324	30,324	None	0.31	None
	Reduced	21,164	21,164	21,164	None	1.84	None
	Free	<u>121,878</u>	<u>121,878</u>	<u>121,878</u>	None	2.14	<u>None</u>
Total		<u>173,366</u>	<u>173,366</u>	<u>173,366</u>			<u>None</u>
After School Snacks	Free	<u>24,903</u>	<u>24,903</u>	<u>24,903</u>	None	0.91	<u>None</u>

NET CASH RESOURCE SCHEDULE

Net Cash Resources did not Exceed Three Months of Expenditures Proprietary Funds - Food Service FYE 2019

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 34,857
B-4		Due from Other Gov'ts	\$ 84,611
B-4		Accounts Receivable	\$ 81,969
B-4		Investments	
CAFR		Current Liabilities	
B-4		Less Accounts Payable	\$ (37,057)
B-4		Less Accruals	
B-4		Less Due to Other Funds	\$ (272,419)
B-4		Less Deferred Revenue	
		Net Cash Resources	\$ (108,039) (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	1,405,174	
B-5	Less Depreciation	(4,610)	
	Adj. Tot. Oper. Exp.	\$ 1,400,565	(B)

Average Monthly Operating Expense:

	\$ 140,056	(C)
--	-------------------	-----

Three times monthly Average:

	\$ 420,169	(D)
--	-------------------	-----

TOTAL IN BOX A	\$	(108,039)	
LESS TOTAL IN BOX D	\$	420,169	
NET	\$	(528,209)	

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.**

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

SOURCE - USDA resource management comprehensive review form

SCHEDULE OF AUDITED ENROLLMENTS

**HARRISON TOWN 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 Handicapped				
	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 Verification	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Full Day Preschool 3 Years Old	5.0		5.0		-	-	1.0		1.0		-	-					
Full Day Preschool 4 Years Old	2.0		2.0		-	-	1.0		1.0		-	-					
Full Day Kindergarten	139.0		139.0		-	-	20.0		20.0		-	-					
One	154.0		154.0		-	-	20.0		20.0		-	-					
Two	123.0		123.0		-	-	17.0		17.0		-	-					
Three	130.0		130.0		-	-	20.0		20.0		-	-					
Four	133.0		133.0		-	-	17.0		17.0		-	-					
Five	129.0		129.0		-	-	17.0		17.0		-	-					
Six	122.0		122.0		-	-	16.0		16.0		-	-					
Seven	112.0		112.0		-	-	17.0		17.0		-	-					
Eight	134.0		134.0		-	-	17.0		17.0		-	-					
Nine	149.0		149.0		-	-	19.0		19.0		-	-					
Ten	146.0		146.0		-	-	21.0		21.0		-	-					
Eleven	147.0		147.0		-	-	19.0		19.0		-	-					
Twelve	140.0		140.0		-	-	22.0		22.0		-	-					
Sub-Total	1,765.0	-	1,765.0	-	-	-	244.0	-	244.0	-	-	-	-	-	-	-	-
Special Ed - Elementary	113.0		113.0		-	-	16.0		16.0		-	-	21.0	18.0	18.0		-
Special Ed - Middle	71.0		71.0		-	-	11.0		11.0		-	-	7.0	6.0	6.0		-
Special Ed - High	110.0		110.0		-	-	13.0		13.0		-	-	17.0	15.0	15.0		-
Sub-Total	294.0	-	294.0	-	-	-	40.0	-	40.0	-	-	-	45.0	39.0	39.0		-
Totals	2,059.0	-	2,059.0	-	-	-	284.0	-	284.0	-	-	-	45.0	39.0	39.0		-
Percentage Error					0.0%	0.0%					0.0%	0.0%					0.0%

SCHEDULE OF AUDITED ENROLLMENTS

HARRISON TOWN SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2018

	Low Income									Sample of Verification								
	Free Reported on A.S.S.A. as Low Income	Free Reported on A.S.S.A. as Low Income S/T	Reduced Reported on A.S.S.A. as Low Income	Free Reported on Workpapers as Low Income	Free Reported on Workpapers as Low Income S/T	Reduced Reported on Workpapers as Low Income	Free Errors	Free Errors S/T	Reduced Errors	Free Sample Selected from Workpapers	Free Sample Selected from Workpapers S/T	Reduced Sample Selected from Workpapers	Free Verified to Application and Register	Free Verified to Application and Register S/T	Reduced Verified to Application and Register	Free Sample Errors	Free Sample Errors S/T	Reduced Sample Errors
Full Day Preschool 3 Years Old	2.0		1	2.0		1	-	-	-	1.0		1.0	1.0		1.0	-	-	-
Full Day Preschool 4 Years Old	1.0		-	1.0		-	-	-	-	1.0		-	1.0		-	-	-	-
Full Day Kindergarten	79.0		21.0	79.0		21.0	-	-	-	16.0		12.0	16.0		12.0	-	-	-
One	89.0		13.0	89.0		13.0	-	-	-	17.0		7.0	17.0		7.0	-	-	-
Two	71.0		20.0	71.0		20.0	-	-	-	17.0		8.0	17.0		8.0	-	-	-
Three	88.0		9.0	88.0		9.0	-	-	-	17.0		5.0	17.0		5.0	-	-	-
Four	86.0		26.0	86.0		26.0	-	-	-	14.0		12.0	14.0		12.0	-	-	-
Five	75.0		24.0	75.0		24.0	-	-	-	17.0		12.0	17.0		12.0	-	-	-
Six	90.0		15.0	90.0		15.0	-	-	-	14.0		9.0	14.0		9.0	-	-	-
Seven	73.0		17.0	73.0		17.0	-	-	-	15.0		11.0	15.0		11.0	-	-	-
Eight	84.0		19.0	84.0		19.0	-	-	-	15.0		12.0	15.0		12.0	-	-	-
Nine	110.0		20.0	110.0		20.0	-	-	-	20.0		12.0	20.0		12.0	-	-	-
Ten	102.0		17.0	102.0		17.0	-	-	-	20.0		11.0	20.0		11.0	-	-	-
Eleven	101.0		25.0	101.0		25.0	-	-	-	18.0		11.0	18.0		11.0	-	-	-
Twelve	91.0		25.0	91.0		25.0	-	-	-	22.0		13.0	22.0		13.0	-	-	-
Sub-Total	1,142.0	-	252.0	1,142.0	-	252.0	-	-	-	224.0	-	136.0	224.0	-	136.0	-	-	-
Special Ed - Elementary	85.0		12.0	85.0		12.0	-	-	-	16.0		6.0	16.0		6.0	-	-	-
Special Ed - Middle	44.0		14.0	44.0		14.0	-	-	-	11.0		6.0	11.0		6.0	-	-	-
Special Ed - High	73.0		20.0	73.0		20.0	-	-	-	13.0		7.0	13.0		7.0	-	-	-
Sub-Total	202.0	-	46.0	202.0	-	46.0	-	-	-	40.0	-	19.0	40.0	-	19.0	-	-	-
Totals	1,344.0	-	298.0	1,344.0	-	298.0	-	-	-	264.0	-	155.0	264.0	-	155.0	-	-	-
Percentage Error							0.0%	0.0%	0.0%							0.0%	0.0%	0.0%

	Transportation						Average Mileage - Special Education with Special Needs	Reported	Recalculated
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors			
Special Education with Special Needs	55.0	55.0	-	42.0	42.0	-	13.5	13.5	
Totals	55.0	55.0	-	42.0	42.0	-			
Percentage Error			0.0%			0.0%			

SCHEDULE OF AUDITED ENROLLMENTS

**HARRISON TOWN SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2018**

	Resident LEP NOT Low Income			Sample for Verification			Bilingual Education Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Preschool 3 Years Old	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 4 Years Old	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	4.0	4.0	-	3.0	3.0	-	20.0	20.0	-	15.0	15.0	-
One	1.0	1.0	-	1.0	1.0	-	17.0	17.0	-	10.0	10.0	-
Two	2.0	2.0	-	1.0	1.0	-	10.0	10.0	-	5.0	5.0	-
Three	-	-	-	-	-	-	6.0	6.0	-	4.0	4.0	-
Four	-	-	-	-	-	-	13.0	13.0	-	7.0	7.0	-
Five	1.0	1.0	-	1.0	1.0	-	10.0	10.0	-	8.0	6.0	-
Six	-	-	-	-	-	-	11.0	11.0	-	4.0	4.0	-
Seven	1.0	1.0	-	1.0	1.0	-	11.0	11.0	-	8.0	8.0	-
Eight	2.0	2.0	-	2.0	2.0	-	14.0	14.0	-	8.0	8.0	-
Nine	2.0	2.0	-	2.0	2.0	-	23.0	23.0	-	15.0	15.0	-
Ten	5.0	5.0	-	4.0	4.0	-	25.0	25.0	-	15.0	15.0	-
Eleven	2.0	2.0	-	2.0	2.0	-	20.0	20.0	-	14.0	14.0	-
Twelve	-	-	-	-	-	-	14.0	14.0	-	9.0	9.0	-
Sub-Total	20.0	20.0	-	17.0	17.0	-	194.0	194.0	-	120.0	120.0	-
Special Ed - Elementary	-	-	-	-	-	-	1.0	1.0	-	1.0	1.0	-
Special Ed - Middle	-	-	-	-	-	-	1.0	1.0	-	1.0	1.0	-
Special Ed - High	-	-	-	-	-	-	1.0	1.0	-	1.0	1.0	-
Sub-Total	-	-	-	-	-	-	3.0	3.0	-	3.0	3.0	-
Totals	20.0	20.0	-	17.0	17.0	-	197.0	197.0	-	123.0	123.0	-
Percentage Error			0.0%						0.0%			

BOARD OF EDUCATION
HARRISON TOWN SCHOOL DISTRICT
COUNTY OF HUDSON
FISCAL YEAR ENDED JUNE 30, 2019

EXCESS SURPLUS CALCULATION

SCHOOL BASED BUDGET DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2018-19 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>43,722,305.82</u> (A)	
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____ (A1a)	
Transfer from Capital Reserve to Capital Projects Fund	\$ _____ (A1a)	
Less: Expenditures Allocated to Restricted Federal Resources as Reported on Exhibit D-2	\$ _____ (A1b)	
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ <u>6,343,896.56</u> (A4)	
Assets Acquired Under Capital Leases in Fund 15	\$ _____ (A5)	
 Adjusted 2018-19 General Fund Expenditures	 \$ <u>37,378,409.26</u> (A9)	
 2% of Adjusted 2018-19 General Fund Expenditures [(A9) times .02]	 \$ <u>747,568.19</u> (A10)	
Enter Greater of (A10) or \$250,000	\$ <u>747,568.19</u> (A11)	
Increased by: Allowable Adjustment *	\$ <u>157,548.00</u> (K)	
 Maximum Unassigned Fund Balance [(A11)+(K)]		 \$ <u>905,116.19</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-19 <u>(Per CAFR Budgetary Comparison Schedule C-1)</u>	\$ <u>3,583,990.76</u> (C)	
Decreased by:		
Year ended Encumbrances	\$ <u>338,781.09</u> (C1)	
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>215,058.73</u> (C2)	
Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>967,837.27</u> (C3)	
Other Restricted Fund Balances ****	\$ <u>450,001.00</u> (C4)	
Assigned - Fund Balance - Designated for Subsequent Year's Expenditures	\$ _____ (C5)	
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		 \$ <u>1,612,312.67</u> (U1)

**BOARD OF EDUCATION
HARRISON TOWN SCHOOL DISTRICT
COUNTY OF HUDSON
FISCAL YEAR ENDED JUNE 30, 2019**

SECTION 3

Restricted Fund Balance - Excess Surplus***[(U2)-(M)] IF NEGATIVE ENTER -0- \$ 707,196.48 (E)

Recapitulation of Excess Surplus as of June 30, 2019

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>967,837.27</u> (C3)
Reserved Excess Surplus***[(E)]	\$ <u>707,196.48</u> (E)
Total [(C3) + (E)]	\$ <u>1,675,033.75</u> (D)

* This adjustment line (as detailed below) is to be utilized for Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10) and Extraordinary Aid, and Additional Nonpublic School Transportation Aid. Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ _____	(H)
Sale and Lease-Back	\$ _____	(I)
Extraordinary Aid	\$ <u>157,548.00</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ _____	(J2)
Total Adjustments [(H)+(I)+(J1)+(J2)]	\$ <u>157,548.00</u>	(K)

** This amount represents the June 30, 2019 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2019 CAFR and Audit Summary Worksheet Line 90030.

**** Amount for Other Restricted/Reserved 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	\$ _____
Capital outlay for a district with a capital outlay Cap Waiver	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ <u>450,001.00</u>
Maintenance reserve	\$ _____
Tuition reserve	\$ _____
Other state/government mandated reserve	\$ _____
 [Other Restricted Fund Balance not noted above] ****	 \$ _____
Total Other Restricted Fund Balance	\$ <u>450,001.00</u> (C4)

HARRISON TOWN SCHOOL DISTRICT

ENCUMBRANCES

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Encumbrances per the June 30, 2019 Board Secretary's Report

\$ 486,743.08

<u>Description</u>	<u>Total by Category</u>	<u>Amount Properly Encumbered</u>	<u>Encumbrances Cancelled Through Audit Adjustments</u>
Salaries	\$ 23,901.84	\$ 23,901.84	\$
General Supplies	95,482.19	95,482.19	
Non-Instructional Supplies	13,365.86	13,365.86	
Purchased Educational Services	8,082.36	8,082.36	
Purchased Technical Services	8,656.00	8,656.00	
Health Benefits	165,086.51	165,086.51	147,769.54
Tuition	6,250.00	6,250.00	
Other Objects	4,671.55	4,671.55	
Operations of Plant	68,385.06	68,385.06	
Transportation	65,037.64	65,037.64	
Textbooks	2,437.35	2,437.35	192.45
Capital Outlay	23,768.20	23,768.20	
Transportation	1,618.52	1,618.52	
	<u>486,743.08</u>	<u>486,743.08</u>	<u>147,961.99</u>
Total Encumbrances Cancelled During the Audit			<u>147,961.99</u>
Fund Balance Reserved for Encumbrances in the CAFR			<u>\$ 338,781.09</u>

HARRISON TOWN SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FISCAL YEAR ENDED JUNE 30, 2018

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Program
None
4. School Food Service
None
5. Student Body Activities
That the Student Activity Funds not pay or reimburse individuals New Jersey sales tax.
That the practice of using personal credit cards for purchases be discontinued.
6. Application for State School Aid
None
7. Pupil Transportation
None
8. Facilities and Capital Assets
None
9. Follow-Up on Prior Years' Findings
None
10. Miscellaneous
None

