



***TOWNSHIP OF WOODBRIDGE  
SCHOOL DISTRICT  
COUNTY OF MIDDLESEX, NEW JERSEY***

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

**HODULIK & MORRISON, P.A.**

A division of



**WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT  
MIDDLESEX COUNTY, NEW JERSEY**

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

**TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
Independent Auditor's Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
Tuition Charges	2
Examination of Claims	2
Financial Planning, Accounting and Reporting	
Payroll Account	2
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Board Secretary's Records	3
Pupil Transportation	3
Elementary and Secondary Education Act (E.S.E.A) as Amended by the Every Student Succeeds Act (ESSA)	4
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	5
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	5
School Food Service Fund	6
Application for State School Aid	6 - 7
Testing for Lead of All Drinking Water in Educational Facilities	7
Miscellaneous	7
Review of Prior Year Findings	8
Acknowledgment	8
Schedule of Audited Enrollments	9 - 11
Excess Surplus Calculation	12 - 14
Audit Recommendations Summary	15

Tax ID Number 226002242

# HODULIK & MORRISON, P.A.

A division of



## Independent Auditors' Report

Honorable President and Members  
of the Board of Education  
Township of Woodbridge School District  
Middlesex County, New Jersey

We have audited, in accordance with generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Township of Woodbridge School District in the County of Middlesex for the year ended June 30, 2019, and have issued our report thereon dated December 23, 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 Township of Woodbridge 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.

HODULIK & MORRISON, P.A.  
A division of PKF O'Connor Davies  
Certified Public Accountants  
Registered Municipal Accountants  
Public School Accountants

Andrew G. Hodulik  
Public School Accountant  
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Cranford, New Jersey  
December 23, 2019

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**Township of Woodbridge 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 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**

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

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount</u></b>
Brian Wolferman	Business Administrator/Board Secretary	\$767,000.00
Richard Lorentzen	Treasurer of School Monies	\$767,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey School Boards Association Insurance Group covering all other employees with multiple coverage of \$1,000,000.00.

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were more (less) than estimated costs. The Board made a proper adjustment to the billings to sending Districts for the increase (decrease) 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**

An examination of claims paid during the period did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

**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/School Business Administrator.

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

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

**Township of Woodbridge School District  
Administrative Findings – Financial,  
Compliance and Performance**

An inquiry and subsequent review of the Position Control Roster did not identify any inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the 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 and no exceptions were identified.

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: 23-8.3*. As a result of the procedures performed, a transaction error rate of 0% overall was noted and not additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary did not disclose any exceptions.

Treasurer's Records

No exceptions were noted during our review of the financial and accounting records maintained by the Treasurer.

Pupil Transportation

Our procedures included a test of on-roll status reported in the 2018-19 District Report of Transported Resident Students (DRTRS). The information included on the DRTRS was verified to the DRTRS Eligibility Summary Report with the following exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review on a test check basis of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts relating to transportation.

**Township of Woodbridge School District  
Administrative Findings – Financial,  
Compliance and Performance**

***Finding 2019-001***

***Finding:***

During our review of the District's DRTRS, the following was identified:

- During our verification of the amounts reported on the DRTRS we compared the amount of students reported with District attendance records and IEPs (when required), and tuition contract and bills (when required), on a test-basis, the following was noted:
  - 4 Regular Public school students and 1 Special Ed Special Needs student that were reported on the DRTRS were not included in the District attendance records.
  - The District was unable to provide a B-6T for 4 Non-Public students.
  - The District was unable to provide the required forms (B-6T, B-7T, B-8T) for 1 Non-Public AIL student.

***Recommendation:***

We suggest that the District strengthen procedures to ensure that all students reported on the DRTRS can be traced to the school class registers and that all students are included under the appropriate categories on the DRTRS.

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 School Improvement Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no area of noncompliance or questionable costs.

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.

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. We noted the following during our testing:



**Township of Woodbridge School District  
Administrative Findings – Financial,  
Compliance and Performance**

***Finding 2019-002***

***Finding:***

During our testing of the IDEA Cluster, we noted one instance where the vendor used did not have a business registration certificate.

***Recommendation:***

We suggest that management review the vendors used and ensure that business registration certificates are on file for vendors being paid more than the statutory threshold.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement 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 applicable 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. The expenditures were reviewed subsequent to the reimbursement and no exceptions were noted.

**School Purchasing Programs**

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *N.J.S.A. 18A:18A-3(a)* are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is \$19,000 for 2018-19.

The District 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.

The results of the examination indicated that no individual payments, contracts or agreements were made for the performance of any work or good or services, in excess of the statutory thresholds were there had been no advertising for bids in accordance with the provision of *N.J.S.A. 18A:18A-4*.

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

**Township of Woodbridge School District  
Administrative Findings – Financial,  
Compliance and Performance**

**School Food Service Fund**

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 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.

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2018 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers, with exceptions on a percentage basis noted. The information that was included on the work papers was verified as presented in the Schedule of Audited Enrollments, with the exceptions listed below. The results of our procedures are presented in the Schedule of Audited Enrollments.

***Finding 2019-003***

***Finding:***

During our review of the District's A.S.S.A., the following was identified:

- During our verification of the amounts reported on the ASSA with District internal workpapers, the following was noted:
  - The total number of students reported on the ASSA as full-time on-roll was over-reported by 13 students. The number of regular students was under-reported by 11 and the number of special ed. students was over-reported by 24.
  - The total number of students reported on the ASSA as shared-time on-roll was over-reported by 1 special ed. student.
  - The total number of students reported on the ASSA as receiving low income services was over-reported by 751 students. The number of regular students was over-reported by 625 and the number of special ed. students was over-reported by 126.
  - The total number of low income students reported on the ASSA as receiving bilingual services was over-reported by 62 students. The number of regular students was over-reported by 59 and the number of special ed. students was over-reported by 3.
  - The total number of non-low income students reported on the ASSA as receiving bilingual services was under-reported by 41 students. The number of regular students was under-reported by 38 and the number of special ed. students was under-reported by 3.



**Township of Woodbridge School District  
Administrative Findings – Financial,  
Compliance and Performance**

- During our verification of the amounts reported on the ASSA we compared the amount of students reported with District attendance records and IEPs (when required), on a test-basis, the following was noted:
  - 4 regular students were included in the District attendance but not reported on the ASSA as on-roll. 7 special ed. students were reported on the ASSA as on-roll but were not included in the District attendance.
- During our verification of the amounts reported on the ASSA as receiving low income services, the following was noted:
  - 1 student who was reported as low income in the District workpapers was not eligible for free lunch.

***Recommendation:***

We suggest that the District strengthen its internal controls to ensure that the students listed on the ASSA report are properly supported and payments not be made to outside private school providers without having an executed tuition contract and ensuring that the student is the responsibility of the Woodbridge Township School District.

**Facilities and Capital Assets**

Our procedures included a review of New Jersey Schools Development Authority (“NJSDA”) grant agreements for consistency with recording the NJSDA revenue, transfer of local funds from the General Fund or from the capital reserve, and awarding of contracts for eligible facilities construction. No exceptions were identified.

**Testing for Lead of All Drinking Water in Educational Facilities**

The school district adhered to all the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to *N.J.A.C. 6A:26-12.4(g)*.

**Miscellaneous**

***Finding 2019-004***

During our testing of the accrued sick and vacation time records we noted differences related to the number of days credited to employees, as well as, adherence to certain provisions of the District’s collective bargaining agreements.

***Recommendation***

We suggest that the District review accrued sick and vacation time records for each employee to ensure annual time allotments and carry over balances are reported accurately.

**Township of Woodbridge School District  
Administrative Findings – Financial,  
Compliance and Performance**

**Follow-up on Prior Year's Findings**

In accordance with Government Auditing Standards, our procedures included a review of all prior year recommendations. The findings related to the District's Application for State School Aid and DRTRS are repeated in this year's recommendations.

There were no Office of Fiscal Accountability and Compliance ("OFAC") audit reports issued during the 2018-2019 fiscal year.

**Acknowledgment**

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

Respectfully submitted,

*Hodulik & Morrison, P.A.*

Hodulik & Morrison, P.A.  
A division of PKF O'Connor Davies  
Certified Public Accountants  
Public School Accountants



Andrew G. Hodulik  
Certified Public Accountant  
Public School Accountant #841

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODBIDGE 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 A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors		Reported on A.S.S.A. Private Schools	Sample for Veri- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool	39		39		0	0	39		39		0	0				
Full Day Preschool					0	0					0	0				
Half Day Kindergarten					0	0					0	0				
Full Day Kindergarten	1,002		1,002		0	0	44		44		0	0				
One	987		987		0	0	88		88		0	0				
Two	939		941		-2	0	50		50		0	0				
Three	880		881		-1	0	67		67		0	0				
Four	940		940		0	0	52		52		0	0				
Five	991		991		0	0	61		61		0	0				
Six	957		956		1	0	150		150		0	0				
Seven	929		929		0	0	199		200		-1	0				
Eight	904		907		-3	0	169		170		-1	0				
Nine	921	1	923	1	-2	0	345		345		0	0				
Ten	913		913		0	0	293		294		-1	0				
Eleven	885		885		0	0	295		295		0	0				
Twelve	994		998		-4	0	331		332		-1	0				
<b>Subtotals</b>	<b>12,281</b>	<b>1</b>	<b>12,292</b>	<b>1</b>	<b>-11</b>	<b>0</b>	<b>2,183</b>	<b>0</b>	<b>2,187</b>	<b>0</b>	<b>-4</b>	<b>0</b>				
Special Ed - Elementary	687		679		8	0	65		64		1	0	30	21	21	0
Special Ed - Middle School	326	9	320	8	6	1	75		74		1	0	18	12	12	0
Special Ed - High School	435	4	425	4	10	0	116		111		5	0	59	40	40	0
<b>Subtotals</b>	<b>1,448</b>	<b>13</b>	<b>1,424</b>	<b>12</b>	<b>24</b>	<b>1</b>	<b>256</b>	<b>0</b>	<b>249</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>107</b>	<b>73</b>	<b>73</b>	<b>0</b>
<b>Totals</b>	<b>13,729</b>	<b>14</b>	<b>13,716</b>	<b>13</b>	<b>13</b>	<b>1</b>	<b>2,439</b>	<b>0</b>	<b>2,436</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>107</b>	<b>73</b>	<b>73</b>	<b>0</b>
Percentage Error					<u>0.09%</u>	<u>0.01%</u>					<u>0.12%</u>	<u>0.00%</u>				<u>0.00%</u>

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODBRIIDGE 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 A.S.S.A. 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 A.S.S.A. As Bilingual Education</u>	<u>Reported on Workpapers As Bilingual Education</u>	<u>Sample Errors</u>	<u>Sample Selected from Work papers</u>	<u>Verified to Test Score and Register</u>	<u>Sample Errors</u>
Pre K	2	2	0	0	0	0	0	0	0	0	0	
Kindergarten	289	282	7	18	17	1	46	46	0	16	16	0
One	271	257	14	17	17	0	33	31	2	11	11	0
Two	268	226	42	17	17	0	32	27	5	11	11	0
Three	297	236	61	19	19	0	34	20	14	12	12	0
Four	306	259	47	19	19	0	27	21	6	9	9	0
Five	335	281	54	21	21	0	24	18	6	8	8	0
Six	330	278	52	21	21	0	12	10	2	4	4	0
Seven	331	281	50	21	21	0	10	8	2	3	3	0
Eight	358	297	61	22	22	0	15	13	2	5	5	0
Nine	344.5	288.5	56	21	21	0	13	8	5	4	4	0
Ten	343	289	54	21	21	0	11	8	3	4	4	0
Eleven	348	298	50	22	22	0	17	14	3	6	6	0
Twelve	384	307	77	24	24	0	25	16	9	9	9	0
Subtotals	<u>4206.5</u>	<u>3581.5</u>	<u>625.0</u>	<u>263</u>	<u>262</u>	<u>1</u>	<u>299</u>	<u>240</u>	<u>59</u>	<u>102</u>	<u>102</u>	<u>0</u>
Sp Ed - Elementary	254	209	45	16	16	0	8	6	2	3	3	0
Sp Ed - Middle School	184.5	146	38.5	11	11	0	1	1	0	0	0	0
Sp Ed - High School	208.5	166	42.5	13	13	0	2	1	1	1	1	0
Subtotals	<u>647</u>	<u>521</u>	<u>126</u>	<u>40</u>	<u>40</u>	<u>0</u>	<u>11</u>	<u>8</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>0</u>
Totals	<u>4853.5</u>	<u>4102.5</u>	<u>751.0</u>	<u>303</u>	<u>302</u>	<u>1</u>	<u>310</u>	<u>248</u>	<u>62</u>	<u>106</u>	<u>106</u>	<u>0</u>
Percentage Error			<u>15.47%</u>			<u>0.33%</u>			<u>20.00%</u>			<u>0.00%</u>

- 10 -

	<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>
Reg. - Public Schools	3164	3164	0	203	199	4
Reg. - Sp. Ed.	34	34	0	2	2	0
Transported - Non-Public	445	445	0	28	24	4
Sp. Ed. - Special Needs	860	860	0	55	54	1
ALL	236	236	0	15	14	1
Totals	<u>4739</u>	<u>4739</u>	<u>0</u>	<u>303</u>	<u>293</u>	<u>10</u>
Percentage Error					<u>3.41%</u>	

	<u>Reported</u>	<u>Recalculated</u>
Reg Avg.(Mileage) = Regular Including Grade PK students (Part A)	4.1	4.1
Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B)	4.1	4.1
Spec Avg. = Special Ed with Special Needs	4.7	4.7

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODBRIIDGE 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 A.S.S.A. As Bilingual Education</u>	<u>Reported on Workpapers As Bilingual Education</u>	<u>Sample Errors</u>	<u>Sample Selected from Work papers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Pre K	0	0	0	0	0	0
Kindergarten	102	101	1	35	35	0
One	66	66	0	23	23	0
Two	67	65	2	23	23	0
Three	34	46	-12	12	12	0
Four	26	29	-3	9	9	0
Five	21	25	-4	7	7	0
Six	6	8	-2	2	2	0
Seven	6	8	-2	2	2	0
Eight	10	12	-2	3	3	0
Nine	5	10	-5	2	2	0
Ten	7	8	-1	2	2	0
Eleven	6	9	-3	2	2	0
Twelve	6	13	-7	2	2	0
Subtotals	<u>362</u>	<u>400</u>	<u>-38</u>	<u>124</u>	<u>124</u>	<u>0</u>
Sp Ed - Elementary	4	5	-1	1	1	0
Sp Ed - Middle School	1	1	0	1	1	0
Sp Ed - High School	<u>1</u>	<u>3</u>	<u>-2</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotals	<u>6</u>	<u>9</u>	<u>-3</u>	<u>2</u>	<u>2</u>	<u>0</u>
Totals	<u>368</u>	<u>409</u>	<u>-41</u>	<u>126</u>	<u>126</u>	<u>0</u>
Percentage Error			<u>-11.14%</u>			<u>0.00%</u>

**WOODBIDGE TOWNSHIP SCHOOL DISTRICT  
COUNTY OF MIDDLESEX, NEW JERSEY**

**EXCESS SURPLUS CALCULATION**

**YEAR ENDED JUNE 30, 2019**

**SECTION 1 - REGULAR DISTRICT**

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

2018-19 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 250,161,947.14	(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	\$ 36,890,200.60	(B2a)
Assets Acquired Under Capital Leases		(B2b)
Adjusted 2018-19 General Fund Expenditures [(B) + (B1s) - (B2s)]	\$ 213,271,746.54	(B3)
2% of Adjusted 2018-19 General Fund Expenditures [(B3) times .02]	\$ 4,265,434.93	(B4)
Enter Greater of (B4) or \$250,000	\$ 4,265,434.93	(B5)
Increased by: Allowable Adjustment*	\$ 2,688,233.00	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5) + (K)]	\$ 6,953,667.93	(M)

**SECTION 2**

Total General Fund - Fund Balances at 6-30-2019 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 50,641,777.21	(C)
Decreased by:		
Year-end Encumbrances	\$ -	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ -	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 23,508,315.42	(C3)
Other Restricted Fund Balances****	\$ -	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ -	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures - July 1, 2019 - August 1, 2019	\$ -	(C6) *****
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$ 27,133,461.79	(U1)



**WOODBRIAGE TOWNSHIP SCHOOL DISTRICT  
COUNTY OF MIDDLESEX, NEW JERSEY**

**EXCESS SURPLUS CALCULATION**

**YEAR ENDED JUNE 30, 2019**

**SECTION 3**

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	<u>\$ 20,179,793.86</u> (E)
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**Recapitulation of Excess Surplus as of June 30, 2019**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>\$ 23,508,314.42</u> (C3)
Reserved Excess Surplus *** [(E)]	<u>\$ 20,179,793.86</u> (E)
 Total Excess Surplus [(C3)+(E)]	 <u>\$ 43,688,108.28</u> (D)

**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, effective for the year ending June 30, 2017 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**

Impact Aid	<u>\$ -</u> (H)
Sales & Lease-back	<u>\$ -</u> (I)
Extraordinary Aid	<u>\$ 2,556,923.00</u> (J1)
Additional Nonpublic School Transportation Aid	<u>\$ 131,310.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	<u>\$ -</u> (J3)
Family Crisis Transportation Aid	<u>\$ -</u> (J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 <u>\$ 2,688,233.00</u> (K)

**WOODBIDGE TOWNSHIP SCHOOL DISTRICT  
COUNTY OF MIDDLESEX, NEW JERSEY**

**EXCESS SURPLUS CALCULATION**

**YEAR ENDED JUNE 30, 2019**

- \*\* This amount represents the June 30, 2019 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.
- \*\*\* Amount must agree to the June 30, 2019 CAFR and the sum of the two lines must agree to Audit Summary Line 90030.
- \*\*\*\* Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by any other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Office of School Finance prior to September 30.

**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ -
Maintenance reserve	\$ -
Emergency reserve	\$ -
Waiver offset reserve - Designated for subsequent year	\$ -
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	\$ -
Impact Aid Capital Fund Reserve	\$ -
Other state/government mandated reserve	\$ -
[Other Restricted Fund Balance not noted above]****	\$ -
 Total Other Restricted Fund Balance	 \$ - (C4)

**WOODBIDGE TOWNSHIP SCHOOL DISTRICT  
AUDIT RECOMMENDATIONS SUMMARY**

June 30, 2019

**I. Administration Practices and Procedures**

There are none.

**II. Financial Planning, Accounting and Reporting**

2019-002 - We suggest that management review the vendors used and ensure that business registration certificates are on file for vendors being paid more than the statutory threshold.

**III. School Purchasing Program**

There are none.

**IV. School Food Service**

There are none.

**V. Student Body Activities**

There are none.

**VI. Application for State School Aid**

2019-003 - We suggest that the District strengthen its internal controls to ensure that the students listed on the ASSA report are properly supported and payments not be made to outside private school providers without having an executed tuition contract and ensuring that the student is the responsibility of the Woodbridge Township School District.

**VII. Pupil Transportation**

2019-001 - The District strengthen procedures to ensure that all students reported on the DRTRS can be traced to the school class registers and that all students are included under the appropriate categories on the DRTRS.

**VIII. Facilities and Capital Assets**

There are none.

**IX. Miscellaneous**

2019-004 - We suggest that the District review accrued sick and vacation time records for each employee to ensure annual time allotments and carry over balances are reported accurately.

**X. Status of Prior Year Audit Findings/Recommendations**

There are none.