

**TOWNSHIP OF WOODLAND SCHOOL DISTRICT**

Chatsworth, New Jersey  
County of Burlington

**Auditor's Management Report on Administrative Findings -  
Financial, Compliance and Performance  
for The Year Ended June 30, 2019**

***THIS PAGE INTENTIONALLY LEFT BLANK.***

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

**TABLE OF CONTENTS**

	<b>PAGE</b>
Report of Independent Auditors - Auditor's Management Report on Administrative Findings, Financial Compliance and Performance	1
Scope of Audit	3
Administrative Practices and Procedures:	
Insurance	3
Official Bonds	3
Tuition Charges	3
Financial, Compliance and Reporting	
Examination of Claims	3
Payroll Account	4
Employee Position Control Roster	4
Reserve for Encumbrances and Accounts Payable	4
Classification of Expenditures	4
Board Secretary's Records	5
Treasurer's Records	N/A
Elementary & Secondary School Education Act (E.S.E.A.), as amended by the Improving America's Schools Act of 1994 (I.A.S.A.)	5
Other Special Federal and/or State Project	5
T.P.A.F. Reimbursement	5
T.P.A.F. Reimbursement to the State for Federal Salary Expenditures	7
School Purchasing Programs:	
Contracts & Agreements Requiring Advertisement for Bids	6
School Food Service	7
Student Body Activities	7
Application for State School Aid	7
Pupil Transportation	7
Facilities and Capital Assets	7
Follow-up on Prior Year Findings	8
Review of OFAC Findings	8
Acknowledgment	8
Additional Information:	
Schedule of Audited Enrollments	11
Excess Surplus Calculation	13
Audit Recommendations Summary	15

***THIS PAGE INTENTIONALLY LEFT BLANK.***



HOLMAN | FRENIA  
ALLISON, P.C.

*Certified Public Accountants & Consultants*

680 Hooper Avenue, Bldg B, Toms River, NJ 08753 • Tel: 732.797.1333

618 Stokes Road, Medford, NJ 08055 • Tel: 609.953.0612

912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel: 732.409.0800

194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010

[www.hfacpas.com](http://www.hfacpas.com)

---

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

Honorable President and Members  
of the Board of Education  
Township of Woodland School District  
County of Burlington  
Chatsworth, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Township of Woodland School District in the County of Burlington for the year ended June 30, 2019, and have issued our report thereon dated February 25, 2020.

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 Woodland 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,

HOLMAN FRENIA ALLISON, P.C.

Kevin P. Frenia  
Certified Public Accountant  
Public School Accountant, No. 1011

Medford, New Jersey  
February 25, 2020

***THIS PAGE INTENTIONALLY LEFT BLANK.***



**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 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 School District's 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>
George Gahles	Interim Board Secretary/School Business Administrator	\$ 250,000
Misty Weiss	Superintendent	\$ 250,000

There is a Public Employee’s Faithful Performance Blanket Position Bond with the New Jersey School Board Association Insurance Group covering all other employees with multiple coverage of \$250,000.

**Tuition Charges**

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

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

**Finding No. 2019-001\***

There were several expenditures that lacked proper approval and authorizing signatures and several expenditures were incorrectly charged to the budget.

**Recommendation**

That the School District ensure that all internal controls over expenditures are reviewed and adhered to.

## **Financial Planning, Accounting and Reporting (continued)**

### **Payroll Account**

The net salaries of sampled employees of the board were deposited in the Payroll Account. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

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

### **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.

### **Reserve for Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23 A-16.29(f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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*. As a result of the procedures performed, a transaction error rate of -0- percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.



## **Board Secretary's Records**

### **Finding No. 2019-002\***

Formal cash reconciliations were not prepared for two funds, there were several receipts and disbursement posting errors and accounts payables were not set up at year end.

### **Recommendation**

That the District reviews and implements internal controls to ensure the accuracy of all financial reports and that formal monthly cash reconciliations for all school district funds are prepared timely.

### **Finding No. 2019-003\***

Several budgetary line item accounts were over-expended during the fiscal year and at June 30, 2019. Consequently, the general fund budget in total was over-expended by \$126,836.

### **Recommendation**

Approved budgetary line accounts should not be over-expended. The Board Secretary should ensure budgetary records are accurate prior to certifying the budgetary line item status and approving the issuance of purchase orders that would cause over-expenditure in the line item accounts to be charged.

## **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 IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/or questionable costs.

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

The School 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 sample 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.

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

Our audit procedures included a sample test of the biweekly reimbursements forms 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 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 not made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management.

**Finding 2019-004\***

The Public Employees' Retirement System annual appropriation was not paid by April 1, 2019 and the prior year annual Teacher's Pension and Annuity Fund reimbursement to the State for teachers' salaries paid with federal funds was not paid or filed.

**Recommendation:**

The School District should implement procedures to ensure compliance with statutory deadlines for reports required to be filed with the State of New Jersey and that payments due to the State of New Jersey are made timely.

**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 school contracts in general is available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at: [http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&softpage=TOC\\_Frame\\_Pg42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42)

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 for 2018-19.

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 violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

### **Contracts and Agreements Requiring Advertisement for Bids (Continued)**

Based on the results of our tests on sample basis, we 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 for bids in accordance with the provision of *N.J.S.A.* 18A:18A-4. However, we noted the following regarding the provision of *N.J.S.A.* 18A:18A-21:

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

### **School Food Service**

For the fiscal year ended June 30, 2019, the School District expended less than \$100,000.00 in federal and/or state funds for its Child Nutrition Program.

### **Student Body Activities**

Our review of the financial and accounting records for student activities indicated they were in satisfactory condition.

### **Application for State School Aid (ASSA)**

Our audit procedures included a sample 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 and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School District workpapers with no exceptions noted. The information that was included on the workpapers was verified with no exceptions noted. The results of our procedures are presented in the Schedule of Audited Enrollments

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

The School District written procedures appear to be adequate for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a sample 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 sample of transportation contracts and purchases. Based on our sample, the School 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 sampling of transportation related purchases of goods and services.

### **Facilities and Capital Assets**

Our review of the financial and accounting records for capital assets indicated they were in satisfactory condition.

### **Follow-up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with the exception of those marked with an asterisk (\*) above.

### **Office of Fiscal Accountability and Compliance (OFAC) Findings**

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2019.

### **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,

HOLMAN FRENIA ALLISON, P.C.

Kevin P. Frenia  
Certified Public Accountant  
Public School Accountant, No. 1011

Medford, New Jersey  
February 25, 2020

**ADDITIONAL INFORMATION**

***THIS PAGE INTENTIONALLY LEFT BLANK.***

SCHEDULE OF AUDITED ENROLLMENTS (1)

TOWNSHIP OF WOODLAND 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			Workpapers			Errors			Sample Selected from Workpapers			Registers On Roll			Verified per Registers On Roll			Full Shared			Reported on A.S.S.A. as Low Income			Workpapers as Low Income			Errors			Sample Errors					
	Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared				
Half Day Preschool 4	7	-	-	7	-	-	5	-	-	5	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Kindergarten	7	-	-	7	-	-	5	-	-	5	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
One	9	-	-	9	-	-	6	-	-	6	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Two	14	-	-	14	-	-	10	-	-	10	-	-	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Three	11	-	-	11	-	-	7	-	-	7	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Four	9	-	-	9	-	-	6	-	-	6	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Five	7	-	-	7	-	-	5	-	-	5	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Six	14	-	-	14	-	-	10	-	-	10	-	-	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Seven	18	-	-	18	-	-	12	-	-	12	-	-	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Eight	11	-	-	11	-	-	7	-	-	7	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	107	-	-	107	-	-	73	-	-	73	-	-	73	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Special Ed - Elementary	12	-	-	12	-	-	8	-	-	8	-	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - Middle School	12	-	-	12	-	-	9	-	-	9	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	24	-	-	24	-	-	17	-	-	17	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	131	-	-	131	-	-	90	-	-	90	-	-	90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

SCHEDULE OF AUDITED ENROLLMENTS (2)

TOWNSHIP OF WOODLAND SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2018

	Resident Low Income			Resident LEP Low Income			Sample for Verification			Sample for Verification		
	Reported on A.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Reported on A.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors	Sample Selected from Workpapers	Verified to Test Score & Register	Sample Errors
Full Day Kindergarten	1	1	-	-	-	-	1	1	-	-	-	-
One	1	1	-	-	-	-	1	1	-	-	-	-
Two	2	2	-	-	-	-	2	2	-	-	-	-
Three	2	2	-	-	-	-	2	2	-	-	-	-
Four	2	2	-	-	-	-	2	2	-	-	-	-
Five	4	4	-	-	-	-	3	3	-	-	-	-
Six	1	1	-	-	-	-	1	1	-	-	-	-
Seven	4	4	-	-	-	-	3	3	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	17	17	-	-	-	-	15	15	-	-	-	-
Special Ed - Elementary	3	3	-	-	-	-	3	3	-	-	-	-
Special Ed - Middle School	6	6	-	-	-	-	5	5	-	-	-	-
Subtotal	9	9	-	-	-	-	8	8	-	-	-	-
Totals	26	26	-	-	-	-	23	23	-	-	-	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-

Transportation

	Reported on DRTS by DOE/County	Reported on DRTS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	81	81	-	62	62	-
Reg -SpEd, col. 4	7	7	-	5	5	-
ALL, col. 3	-	-	-	-	-	-
Special Ed Spec, col. 6	5	5	-	4	4	-
Totals	93	93	-	71	71	-

Percentage Error



**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT**

**SECTION 1**

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

2018-2019 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>3,341,068</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	\$ <u>-</u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>-</u> (B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ <u>-</u> (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ <u>-</u> (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ <u>360,156</u> (B2a)
Assets Acquired Under Capital Leases:	\$ <u>-</u> (B2b)
Adjusted 2018-2019 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u><u>2,980,912</u></u> (B3)
2% of adjusted 2018-2019 General Fund Expenditures [(B3) times .02]	\$ <u>59,618</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u> (B5)
Increased by: Allowable Adjustment *	\$ <u>18,223</u> (K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$ <u><u>268,223</u></u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 06-30-2019 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>(68,671)</u> (C)
Decreased by:	
Year-End Encumbrances	\$ <u>-</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>-</u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>-</u> (C3)
Other Restricted Fund Balances ****	\$ <u>1</u> (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>-</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u><u>(68,672)</u></u> (U1)

**REGULAR DISTRICT (continued):**

**SECTION 3**

Restricted Fund Balance - Excess Surplus \*\*\* {(U1)-(M)} IF NEGATIVE ENTER -0- \$ \_\_\_\_\_ - (E)

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

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	_____ - (C3)
Reserved Excess Surplus *** [(E)]	_____ - (E)
<b>Total [(C3) + (E)]</b>	<b>\$ _____ - (D)</b>

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, 2016, 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 of 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	\$ _____ - (H)
Sale & Lease-back	\$ _____ - (I)
Extraordinary Aid	\$ 8,137 (J1)
Additional Nonpublic School Transportation Aid	\$ 10,086 (J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____ - (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
<b>Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]</b>	<b>\$ 18,223 (K)</b>

\*\* This amount represents the June 30, 2018 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 must agree to Audit Summary Worksheet Line 90030.

\*\*\*\* Amount for Other Restricted 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 another type of government such as the judicial branch of government must have Departmental approval. District requests should be submitted to the Division of Finance and Regulatory Compliance prior to September 30.

***Detail of Other Restricted Fund Balance***

**Statutory Restrictions:**

Approved Unspent Separate Proposal	\$ _____ -
Sale/Lease-Back Reserve	\$ _____ -
Capital Reserve	\$ 1
Maintenance Reserve	\$ _____ -
Emergency Reserve	\$ _____ -
Tuition Reserve	\$ _____ -
School Bus Advertising 50% Fuel Offset Revenue - current year	\$ _____ -
School Bus Advertising 50% Fuel Offset Revenue - prior year	\$ _____ -
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____ -
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____ -
Other State/Government Mandated Reserve	\$ _____ -
Other Restricted Fund Balance Not Noted Above ****	\$ _____ -
<b>Total Other Restricted Fund Balance</b>	<b>\$ 1 (C4)</b>

AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2019  
Township of Woodland School District

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

**\*2019-001-** The School District ensure that all internal controls over expenditures are reviewed and adhered to.

**\*2019-002 -** The District should review and implement internal controls to ensure the accuracy of all financial reports and that formal monthly cash reconciliations for all school district funds are prepared timely.

**\*2019-003 -** Approved budgetary line accounts should not be over-expended. The Board Secretary should ensure budgetary records are accurate prior to certifying the budgetary line item status and approving the issuance of purchase orders that would cause over-expenditure in the line item accounts to be charged.

**\*2019-004 -** The School District should implement procedures to ensure compliance with statutory deadlines for reports required to be filed with the State of New Jersey and that payments due to the State of New Jersey are made timely.

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

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings except those marked with an asterisk above.