

**ALLENDALE BOARD OF EDUCATION  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL COMPLIANCE AND PERFORMANCE  
JUNE 30, 2020**

**ALLENDALE BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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## AUDITORS' MANAGEMENT REPORT

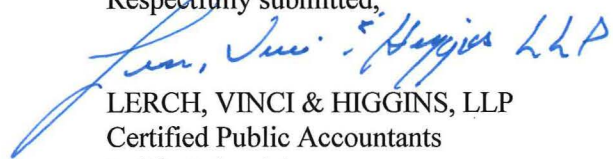
Honorable President and Members  
of the Board of Trustees  
Allendale Board of Education  
Allendale, New Jersey

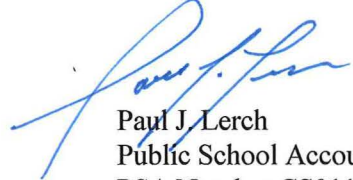
We have audited in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Allendale Board of Education as of and for the fiscal year ended June 30, 2020, and have issued our report thereon dated January 27, 2021.

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

This report is intended solely for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

  
LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Public School Accountants

  
Paul J. Lerch  
Public School Accountant  
PSA Number CS01118

Fair Lawn, New Jersey  
January 27, 2021

**ALLENDALE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Education, 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 contained in the District's Comprehensive Annual Financial Report (the "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> |
|----------------------|--|---------------|
| Maria Engeleit       | Board Secretary/School<br>Business Administrator | \$100,000     |
| Maureen Alissa Mayer | Treasurer of School Monies                       | \$210,000     |

There is Employees' Dishonesty with Faithful Performance coverage with Selective Insurance Company of America covering all other employees with multiple coverage of \$500,000.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**Payroll Account**

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

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

**ALLENDALE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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

Payroll Account (Continued)

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 secretary of the Board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation of certain employees.

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Travel

The district has an approved board travel policy as required by N.J.A.C. 6A:23A-6.13.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our 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. As a result of the procedures performed, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety.

**Finding** – Our audit revealed that the district is utilizing account 12-000-400-931-00-100 (Capital Reserve Transfer to Capital Projects Fund) to record the capital outlay projects that are being funded by capital reserve. This account should only be used when transferring the funds to capital projects fund. The capital reserve funds that are appropriated in the capital outlay section of the budget should be appropriately budgeted in constructions services and/or architect services in accordance with the project budget.

**Recommendation** – Procedures be enhanced to ensure expenditures are charged to the proper budget line accounts in accordance with The Uniform Minimum Chart of Accounts for New Jersey Public Schools.

**ALLENDALE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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

**Board Secretary's Records**

The financial records, books of account and minutes maintained by the Board Secretary were in good condition.

Acknowledgment of the Board's receipt of the Board Secretary's and Treasurer's monthly financial reports was included in the minutes.

Bids received were summarized in the minutes.

The prescribed contractual order system was followed.

**Finding** – Our audit revealed that the final tax payment from the Borough of Allendale was not received by June 30, 2020, however the check was deposited by the Board on July 1, 2020 therefore no recommendation is required.

**Finding** - Our audit of the various balance sheet accounts revealed that there were several interfund balances which have not been liquidated from prior years. No recommendation is warranted since the District liquidated the interfunds balances in 2020/21.

**Treasurer's Records**

The Treasurer did perform cash reconciliations for the general operating account, payroll account, payroll agency account and the food service accounts.

All cash receipts were promptly deposited.

The Treasurer's records were in agreement with the Board Secretary's records.

**Unemployment Compensation Insurance Trust Fund**

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Fiduciary Fund.

**Finding-** The employee unemployment contributions are being deposited into the payroll agency account and are not being transferred to the unemployment trust account.

**Recommendation-** It is recommended that the employee unemployment contributions are transferred to the unemployment trust account on a timely basis.

**ALLENDALE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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

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

The E.S.E.A./E.S.S.A. financial exhibits are contained within the Special Revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title II, III and IV of the Elementary and Secondary Education Act.

Our examination 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.

I.D.E.A. Part B

The district maintained separate accounting for each approved project.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed Exhibits K-3 and K-4 located in the CAFR.

Our examination 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 Fund section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly 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.

T.P.A.F. Reimbursements to the State for Federal Salary Expenditures

There were no TPAF employees' pensionable wages paid from federal funds during the current year. Therefore, there were no reimbursement amounts due to the State at June 30, 2020.

**School Purchasing Programs**

Contracts and Agreements Requiring Advertisement for Bids

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 2019-20. The Board appointed the School Board Administrator as a qualified purchasing agent.

**Finding-** Our audit of compliance with public contracts law revealed that the District made purchases through purchasing cooperatives including national cooperatives. However, the required bid documents including, the approved pricing, 10% ownership statements, proof of advertisement, business registration certificate, political contribution form, advertisement of intent to award a contract with a national cooperative and the required economic benefit analysis was not available for our review. We were able to subsequently obtain some of the required documents through the purchasing cooperative websites.

**Recommendation-** It is recommended when making purchases through a purchasing cooperative that the District obtain all the required documents and retain with the purchase order.

The 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 Board Attorney'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 goods or service, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

**ALLENDALE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**School Purchasing Programs (Continued)**

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

The results of our examination indicated that no individual payments, contracts, or agreements were 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, 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. Our examination did reveal, however, that the district purchased items through the use of State contracts.

**Food Service Fund**

**COVID – 19 EMERGENCY**

In accordance with the Governor's Declaration of Emergency pertaining to the COVID 19 Virus all Public, Charter, Non-Public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, School Food Authorities (SFA) were required to institute alternate procedures to provide meals to Free and Reduced Price eligible students during the period of school closures.

Therefore, SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A. 18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of Free and Reduced Price meal eligible students.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all free and reduced-price meal eligible students during the emergency.

The financial transactions and statistical records of the school food services were maintained in good condition. The financial accounts were reviewed on a test-check basis.

The District does not participate in the National School Lunch Program.

Cash receipts and bank records were reviewed for timely deposit.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified.

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 not been met due to COVID.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education. No exceptions were noted.



**ALLENDALE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**Student Activity Funds**

The Board has a policy which clearly established the regulation of student activity funds.

Cash receipts and disbursements records of the student activity fund were maintained in good condition.

**Finding** - Our audit of the student activities fund revealed the following.

- Brookside principal paid for airline tickets for the school sponsored Disney trip, \$5,900 and \$14,145, he was reimbursed through the student activities fund. The personal use of credit cards should be prohibited and future trips should be paid directly to a vendor or travel agent.
- Refunds on canceled trips were made payable to cash with a detail list of students provided, it is recommended that no refunds be made payable to cash and that refunds be made payable to the parents directly.

**Recommendation**- It is recommended that future trips be paid directly to a vendor or travel agent and that the personal use of credit cards be prohibited. In addition, no refunds, be made payable to cash and that refunds be made payable to the parents directly.

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2019 Application for State School Aid (A.S.S.A.) for on-roll, private school for the handicapped, low-income and bilingual education. 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 no exceptions. The information that was included on the workpapers were verified with no exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms of 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 2019-20 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions. 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. No exceptions were noted in our review of transportation related purchases of goods and services.

**Facilities and Capital Assets**

**Finding**- Our audit of the capital assets revealed the following:

- The current year capital asset inventory report did not reflect the prior years unrecorded additions and deletions.
- The capital asset inventory report provided for audit was not segregated into the various asset classes; buildings and building improvements and machinery and equipment.
- There were numerous capital asset additions that were not recorded in the capital asset inventory; we have adjusted the capital asset additions to reflect these items.

**Recommendation**- It is recommended that the District adjust the capital asset inventory report to agree with the audit. Furthermore, the capital asset inventory report should be generated by capital asset class. In addition, all capital asset additions should be recorded in the capital asset inventory report and reconciled with the District's internal capital outlay records.

**ALLENDALE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**Miscellaneous**

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 Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. However, there were no prior year recommendations.

**Suggestions to Management**

The food service fund financial transactions are maintained in Quick-books, it is suggested that the financial activity be recorded in Systems 3000 utilizing fund 60.

**ALLENDALE BOARD OF EDUCATION  
FOOD SERVICE FUND  
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**NOT APPLICABLE**

**NET CASH RESOURCE SCHEDULE**

**NOT APPLICABLE**

**ALLENDALE BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS  
ENROLLMENT AS OF OCTOBER 15, 2019**

|                              | 2020-2021 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 Register On Roll |          | Errors per Registers On Roll |          | Reported on A.S.S.A. as 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 - 3 years | 6  |          | 6                              |          | -            | -        | 6                               |          | 6                             |          | -                            | -        |   |                         |                 |               |
| Half Day Preschool - 4 years | 10   |          | 10                             |          | -            | -        | 10                              |          | 10                            |          | -                            | -        |   |                         |                 |               |
| Half Day Kindergarten        | -  |          | -                              |          | -            | -        | -                               |          | -                             |          | -                            | -        |   |                         |                 |               |
| Full Day Kindergarten        | 79   |          | 79                             |          | -            | -        | 79                              |          | 79                            |          | -                            | -        |   |                         |                 |               |
| 1st Grade                    | 63   |          | 63                             |          | -            | -        | 63                              |          | 63                            |          | -                            | -        |   |                         |                 |               |
| 2nd Grade                    | 85   |          | 85                             |          | -            | -        | 85                              |          | 85                            |          | -                            | -        |   |                         |                 |               |
| 3rd Grade                    | 88   |          | 88                             |          | -            | -        | 88                              |          | 88                            |          | -                            | -        |   |                         |                 |               |
| 4th Grade                    | 105  |          | 105                            |          | -            | -        | 105                             |          | 105                           |          | -                            | -        |   |                         |                 |               |
| 5th Grade                    | 94   |          | 94                             |          | -            | -        | 94                              |          | 94                            |          | -                            | -        |   |                         |                 |               |
| 6th Grade                    | 81   |          | 81                             |          | -            | -        | 81                              |          | 81                            |          | -                            | -        |   |                         |                 |               |
| 7th Grade                    | 92   |          | 92                             |          | -            | -        | 92                              |          | 92                            |          | -                            | -        |   |                         |                 |               |
| 8th Grade                    | 96   |          | 96                             |          | -            | -        | 96                              |          | 96                            |          | -                            | -        |   |                         |                 |               |
| 9th Grade                    | -  |          | -                              |          | -            | -        | -                               |          | -                             |          | -                            | -        |   |                         |                 |               |
| 10th Grade                   | -  |          | -                              |          | -            | -        | -                               |          | -                             |          | -                            | -        |   |                         |                 |               |
| 11th Grade                   | -  |          | -                              |          | -            | -        | -                               |          | -                             |          | -                            | -        |   |                         |                 |               |
| 12th Grade                   | -  |          | -                              |          | -            | -        | -                               |          | -                             |          | -                            | -        |   |                         |                 |               |
| <b>Subtotal</b>              | <b>799</b>                                 | <b>-</b> | <b>799</b>                     | <b>-</b> | <b>-</b>     | <b>-</b> | <b>799</b>                      | <b>-</b> | <b>799</b>                    | <b>-</b> | <b>-</b>                     | <b>-</b> | <b>-</b>                                | <b>-</b>                | <b>-</b>        | <b>-</b>      |
| Spec Ed - Elementary         | 28   |          | 28                             |          | -            | -        | 21                              |          | 21                            |          | -                            | -        | 3                                       | 3                       | 3               | -             |
| Spec Ed- Middle School       | 30   |          | 30                             |          | -            | -        | 23                              |          | 23                            |          | -                            | -        | 2                                       | 2                       | 2               | -             |
| Spec Ed - High School        | -  |          | -                              |          | -            | -        | -                               |          | -                             |          | -                            | -        | -                                       | -                       | -               | -             |
| <b>Subtotal</b>              | <b>58</b>                                  | <b>-</b> | <b>58</b>                      | <b>-</b> | <b>-</b>     | <b>-</b> | <b>44</b>                       | <b>-</b> | <b>44</b>                     | <b>-</b> | <b>-</b>                     | <b>-</b> | <b>5</b>                                | <b>5</b>                | <b>5</b>        | <b>-</b>      |
| <b>Totals</b>                | <b>857</b>                                 | <b>-</b> | <b>857</b>                     | <b>-</b> | <b>-</b>     | <b>-</b> | <b>843</b>                      | <b>-</b> | <b>843</b>                    | <b>-</b> | <b>-</b>                     | <b>-</b> | <b>5</b>                                | <b>5</b>                | <b>5</b>        | <b>-</b>      |
| <b>Percentage Error</b>      |  |          |                                |          | <b>0.00%</b> |          |                                 |          |                               |          | <b>0.00%</b>                 |          |   |                         |                 | <b>0.00%</b>  |

**ALLENDALE BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS  
ENROLLMENT AS OF OCTOBER 15, 2019**

|                             | Resident Low Income               |                                      |              | Sample for Verification         |                                      |               | Resident LEP Low Income               |  |              | Sample for Verification         |                                     |               |
|-----------------------------|-----------------------------------|--------------------------------------|--------------|---------------------------------|--------------------------------------|---------------|---------------------------------------|--|--------------|---------------------------------|-------------------------------------|---------------|
|                             | Reported on A.S.S.A as Low Income | Reported on Workpapers as Low Income | Errors       | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors | Reported on A.S.S.A as LEP Low Income | Reported on Workpapers as LEP Low Income | Errors       | Sample Selected from Workpapers | Verified to Test Score and Register | Sample Errors |
| Half Day Pre-School (3 Yrs) | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| Half Day Pre-School (4 Yrs) | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| Full Day Kindergarten       | 1                                 | 1                                    | -            | 1                               | 1                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 1st Grade                   | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 2nd Grade                   | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 3rd Grade                   | 2                                 | 2                                    | -            | 2                               | 2                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 4th Grade                   | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 5th Grade                   | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 6th Grade                   | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 7th Grade                   | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 8th Grade                   | 1                                 | 1                                    | -            | 1                               | 1                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 9th Grade                   | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 10th Grade                  | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 11th Grade                  | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| 12th Grade                  | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| <b>Subtotal</b>             | <b>4</b>                          | <b>4</b>                             | <b>-</b>     | <b>4</b>                        | <b>4</b>                             | <b>-</b>      | <b>-</b>                              | <b>-</b>                                 | <b>-</b>     | <b>-</b>                        | <b>-</b>                            | <b>-</b>      |
| Spec Ed - Elementary        | 1                                 | -                                    | 1            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| Spec Ed - Middle School     | 1                                 | 2                                    | (1)          | 2                               | 2                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| Spec Ed - High School       | -                                 | -                                    | -            | -                               | -                                    | -             | -                                     | -  | -            | -                               | -                                   | -             |
| <b>Subtotal</b>             | <b>2</b>                          | <b>2</b>                             | <b>-</b>     | <b>2</b>                        | <b>2</b>                             | <b>-</b>      | <b>-</b>                              | <b>-</b>                                 | <b>-</b>     | <b>-</b>                        | <b>-</b>                            | <b>-</b>      |
| <b>Totals</b>               | <b>6</b>                          | <b>6</b>                             | <b>-</b>     | <b>6</b>                        | <b>6</b>                             | <b>-</b>      | <b>-</b>                              | <b>-</b>                                 | <b>-</b>     | <b>-</b>                        | <b>-</b>                            | <b>-</b>      |
| Percentage Error            |                                   |                                      | <u>0.00%</u> |                                 |                                      | <u>0.00%</u>  |                                       |  | <u>0.00%</u> |                                 |                                     | <u>0.00%</u>  |

|                          | Transportation           |                               |              |          |           |              |
|--------------------------|--------------------------|-------------------------------|--------------|----------|-----------|--------------|
|                          | Reported on DRTRS by DOE | Reported on DRTRS by District | Errors       | Tested   | Verified  | Errors       |
| Regular - Public Schools | -                        | -                             | -            | -        | -         | -            |
| Regular - Spec.          | -                        | -                             | -            | -        | -         | -            |
| Transported - Non-Public | -                        | -                             | -            | -        | -         | -            |
| Special Needs - Public   | 10                       | 10                            | -            | 7        | 7         | -            |
| <b>Totals</b>            | <b>10</b>                | <b>10</b>                     | <b>-</b>     | <b>7</b> | <b>7</b>  | <b>-</b>     |
|                          |                          |                               | <u>0.00%</u> |          | <u>11</u> | <u>0.00%</u> |

**ALLENDALE BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS  
ENROLLMENT AS OF OCTOBER 15, 2019**

|                             | Resident LEP Not Low Income                    |   |                     | Sample for Verification               |  |                     |
|-----------------------------|--|---|---------------------|---------------------------------------|--|---------------------|
|                             | Reported on<br>A.S.S.A as<br>Not Low<br>Income | Reported on<br>Workpapers as<br>Not Low<br>Income | Errors              | Sample<br>Selected from<br>Workpapers | Verified to<br>Application<br>and Register | Sample<br>Errors    |
| Half Day Pre-School (3 Yrs) | -  | -   | -                   | -                                     | -  | -                   |
| Half Day Pre-School (4 Yrs) | -  | -   | -                   | -                                     | -  | -                   |
| Half Day Kindergarten       | -  | -   | -                   | -                                     | -  | -                   |
| Full Day Kindergarten       | -  | -   | -                   | -                                     | -  | -                   |
| 1st Grade                   | 3  | 3   | -                   | 2                                     | 2  | -                   |
| 2nd Grade                   | -  | -   | -                   | -                                     | -  | -                   |
| 3rd Grade                   | 1  | 1   | -                   | 1                                     | 1  | -                   |
| 4th Grade                   | 1  | 1   | -                   | 1                                     | 1  | -                   |
| 5th Grade                   | -  | -   | -                   | -                                     | -  | -                   |
| 6th Grade                   | 1  | 1   | -                   | 1                                     | 1  | -                   |
| 7th Grade                   | -  | -   | -                   | -                                     | -  | -                   |
| 8th Grade                   | 1  | 1   | -                   | 1                                     | 1  | -                   |
| 9th Grade                   | -  | -   | -                   | -                                     | -  | -                   |
| 10th Grade                  | -  | -   | -                   | -                                     | -  | -                   |
| 11th Grade                  | -  | -   | -                   | -                                     | -  | -                   |
| 12th Grade                  | -  | -   | -                   | -                                     | -  | -                   |
| <b>Subtotal</b>             | <u>7</u>                                       | <u>7</u>  | -                   | <u>6</u>                              | <u>6</u>                                   | -                   |
| Spec Ed - Elementary        | -  | -   | -                   | -                                     | -  | -                   |
| Spec Ed- Middle School      | -  | -   | -                   | -                                     | -  | -                   |
| Spec Ed - High School       | -  | -   | -                   | -                                     | -  | -                   |
| <b>Subtotal</b>             | <u>-</u>                                       | <u>-</u>  | -                   | <u>-</u>                              | <u>-</u>                                   | -                   |
| <b>Totals</b>               | <u><u>7</u></u>                                | <u><u>7</u></u>                                   | -                   | <u><u>6</u></u>                       | <u><u>6</u></u>                            | -                   |
| Percentage Error            |  |   | <u><u>0.00%</u></u> |                                       |  | <u><u>0.00%</u></u> |

**ALLENDALE BOARD OF EDUCATION  
CALCULATION OF EXCESS SURPLUS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**SECTION 1A - Two Percent (2%) - Calculation of Excess surplus**

|  |                   |
|--|-------------------|
| 2019-2020 Total General Fund Expenditures per the CAFR | \$ 19,030,865     |
| Decreased by:  |                   |
| On-Behalf TPAF Pension & Social Security               | 2,509,618         |
| <br>Adjusted 2019-2020 General Fund Expenditures       | <br>\$ 16,521,247 |
| 2% of Adjusted 2019-2020 General Fund Expenditures     | \$ 330,425        |
| Increased by: Allowable Adjustment- Extraordinary Aid  | 193,743           |
| Maximum Unassigned/Undesignated Fund Balance           | \$ 524,168        |

**SECTION 2**

|  |               |
|--|---------------|
| Total General Fund - Fund Balance at June 30, 2020                                   | \$ 11,233,906 |
| Decreased by:  |               |
| Year End Encumbrances  | 63,272        |
| Legally Restricted- Excess Surplus- Designated for Subsequent<br>Year's Expenditures | 1,507,587     |
| Other Restricted Fund Balances   | 7,630,286     |
| Total Unassigned Fund Balance  | \$ 2,032,761  |

**SECTION 3**

|   |                     |
|---|---------------------|
| <b>Restricted Fund Balance - Excess Surplus</b> | <b>\$ 1,508,593</b> |
|---|---------------------|

**Recapitulation of Excess Surplus as of June 30, 2020**

|  |              |
|--|--------------|
| Restricted Excess Surplus  | \$ 1,508,593 |
| Restricted Excess Surplus - Designated to Subsequent Year's Expenditures | 1,507,587    |
| Total  | \$ 3,016,180 |

**Detail of Other Restricted Fund Balance**

|                                     |              |
|-------------------------------------|--------------|
| Capital Reserve                     | \$ 6,663,450 |
| Maintenance Reserve                 | 836,836      |
| Emergency Reserve                   | 130,000      |
| Total Other Restricted Fund Balance | \$ 7,630,286 |

# ALLENDALE BOARD OF EDUCATION

## RECOMMENDATIONS

### I. Administration Practices and Procedures

There are none.

### II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Procedures be enhanced to ensure expenditures are charged to the proper budget line accounts in accordance with The Uniform Minimum Chart of Accounts for New Jersey Public Schools.
- \* 2. The employee unemployment contributions are transferred to the unemployment trust account on a timely basis.

### III. School Purchasing Program

- \* It is recommended when making purchases through a purchasing cooperative that the District obtain all the required documents and retain with the purchase order.

### IV. Food Service Fund

There are none.

### V. Student Body Activities

It is recommended that future trips be paid directly to a vendor or travel agent and that the personal use of credit cards be prohibited. In addition, no refunds, be made payable to cash and that refunds be made payable to the parents directly.

### VI. Application for State School Aid

There are none.

### VII. Pupil Transportation

There are none.

### VIII. Facilities and Capital Assets

- \* It is recommended that the District adjust the capital asset inventory report to agree with the audit. Furthermore, the capital asset inventory report should be generated by capital asset class. In addition, all capital asset additions should be recorded in the capital asset inventory report and reconciled with the District's internal capital outlay records.

### IX. Miscellaneous

There are none.



**ALLENDALE BOARD OF EDUCATION**

**RECOMMENDATIONS**

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

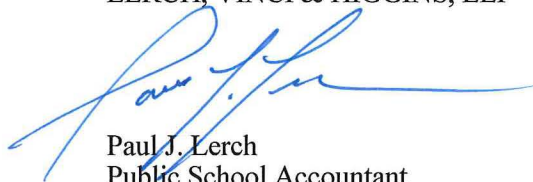
A review was performed on all prior year recommendations, corrective action has been taken on all except those mark with an asterisk.

**ACKNOWLEDGEMENT**

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP



Paul J. Lerch  
Public School Accountant  
Certified Public Accountant