

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
SCHOOL DISTRICT OF THE
TOWN OF GUTTENBERG
COUNTY OF HUDSON, NEW JERSEY
JUNE 30, 2020**

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Town of Guttenberg School District
County of Hudson, 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 Board of Education of the Town of Guttenberg School District in the County of Hudson for the year ended June 30, 2020, and have issued our report thereon dated January 15, 2021.

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

Steven D. Wielkocz

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Certified Public Accountants
Pompton Lakes, New Jersey

January 15, 2021



TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

GENERAL COMMENTS

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 of the District's CAFR.

Officials Bonds

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|-----------------|--|---------------|
| Jolene Mantineo | Board Secretary/School Business Administrator | \$250,000 |

Financial Planning, Accounting and Reporting

Examination of Claims

Our examination of claims submitted for payment for the period under review did not indicate any discrepancies with respect to signatures, certifications or supporting documentation:

Finding 2020-01: Our review of expenditures revealed the District is not always in compliance with its own purchasing policies. There were instances in which goods and services were ordered prior to encumbrance, and not all authorizing approvals, such as receiving and claimant certifications, were obtained prior to payment of the invoice.

Recommendation: District personnel adhere more closely to the Board's purchasing policies.

Payroll Account

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

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE 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 withholdings 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 Board of Education made a merit bonus payment that a quantitative merit criterion or a qualitative merit criterion had been satisfied with prior approval by the district Board of Education and Executive County Superintendent, as required by N.J.A.C.6A:23A-3.1(e)10.iv.

***Finding 2020-02:** A review of employee health benefits deductions and waiver payments revealed that there were some instances in which the calculation was made using the incorrect salary or percentage or deductions were taken for benefits for which the employee was not enrolled.

Recommendation: A more thorough review of health benefit deductions be made to ensure accuracy.

Employee Position Control Roster

Inquiry and subsequent review of the District's Position Control Roster found no inconsistencies between payroll records, employee benefit records and the general ledger accounts to which the wages are posted and the Position Control Roster.

Reserve for Encumbrances, Liability for 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.

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 expenditures. 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-8.2. As a result of the procedures performed, a transaction error rate of 2.74% was noted while testing the propriety of expenditure classification.

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

Financial Planning, Accounting and Reporting, (continued)

Classification of Expenditures, (continued)

Finding 2020-03: There were instances in which expenditures in the following categories were not charged to the appropriate line item account in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools: Contracted Custodial Services charged in error to Undistributed Expenditures – Required Maintenance for School Facilities and in-district payroll charged in error to Undistributed Expenditures – Speech, OT, PT and Related Services – Purchased Professional Educational Services and some instances in which Private and Regional Day School Tuition were charged to an incorrect tuition line.

Recommendation: The District should reference the Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2020 Edition and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with N.J.A.C. 6A:23-2.3(f).

Board Secretary's Records

The Board Secretary's records were reviewed and found to be in good condition.

Fixed Assets

The general fixed asset records were updated for the additions and disposals of general fixed assets made during the year.

Treasurer's Records

The District does not have a Treasurer.

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 in the Special Revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I, II, III and IV of the Elementary and Secondary Education Act as amended.

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

Financial Planning, Accounting and Reporting, (continued)

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

The study of compliance for E.S.E.A. indicated the following areas of noncompliance and/or questionable costs:

Finding 2020-04 and CAFR Finding 2020-001: There were instances in which employee time and effort documentation did not detail the Title activities performed and did not contain the signature of the employee and/or supervisory official. In addition, there were instances in which employee time and effort documentation was either not prepared and/or submitted or was not provided for review.

Recommendation: Employee time and effort documentation detail the Title I activities performed, be signed by the employee and approved by a supervisory approval. Greater effort be made to ensure that time and effort documentation be completed as required and maintained on file for review to support payroll charged to the Title I grant.

Finding 2020-05 and CAFR Finding 2020-002: There were instances in which employees whose salary and/or hourly pay was being fully or partially funded by Title I monies were not approved as such by Board Resolution.

Recommendation: All employees whose compensation is funded in full or partially by Title I monies be approved by Board Resolution. The Board Resolution must indicate that the funding of the employee's compensation is through Title I funding.

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 of the aforementioned special projects.

T.P.A.F. Reimbursement

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

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

Financial Planning, Accounting and Reporting, (continued)

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

The amount of the expenditure charged to the current year's Final Reports for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-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 expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

Finding 2020-06: The reimbursement to the State of New Jersey for pension and social security paid on federally funded programs was overstated by \$12,189 because of the inclusion of wages paid to non-TPAF staff.

Recommendation: District staff review all wages charged to federal programs and confirm that only TPAF pensionable wages are included in the calculation of the reimbursement to the State of NJ for pension and social security paid on federally funded programs.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-2 contains definitions for terms used throughout N.J.S.A. 18A:18A-1 et seq. It includes as subsection (p) the term 'competitive contracting', which is defined as "the method described in N.J.S.A. 18A:18A-4.1 through 18A:18A-4.5 and in rules promulgated by DCA at N.J.A.C. 5:34-4 of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or school business administrator; and the board of education awards a contract to a vendor or vendors from among the formal proposals received." Also, subsection (aa) defines the term 'concession' to exclude vending machines.

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold when there is a "Qualified Purchasing Agent" (QPA) in the district as defined at N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.S.A. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years.

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

School Purchasing Programs, (continued)

Contracts and Agreements Requiring Advertisement for Bids, (continued)

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. "In order to initiate competitive contracting, the board of education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in sections 45 of L. 1999, c.440 are desired to be contracted."

Effective July 1, 2015 and thereafter, 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 currently \$19,000.

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 Solicitor's opinion should be sought before a commitment is made.

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4, amended.

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

Finding 2020-07: An annual maximum dollar limit was not established for (3) professional service providers as required per N.J.A.C. 6A:23A-9.3c.

Recommendation: The District should ensure compliance with the professional service requirements as per N.J.A.C. 6A:23A-9.3c.

***Finding 2020-08:** The District did not advertise a notice of award for professional service contract awarded in excess of the bid threshold in accordance with Local Finance Notice 2010-03.

- Legal Services
- Accounting Services

Recommendation: District officials comply with LFN 2010-3 and advertise the award of professional service contracts in excess of the bid threshold.

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

School Food Service

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 alternative 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 Service Fund were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the edit check worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

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

Applications for free and reduced meals were reviewed for completeness and accuracy. The number of free and reduced meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced meal policy is uniformly administered throughout the School System. The required verification procedures for free applications was completed and available for review.

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

School Food Service, (continued)

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 cost reimbursable of Fixed Price contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$40,000. The operating results provision has been met. All vendor discounts, rebates and credits from the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

Expenditures were separately recorded for food purchases and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursement 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.

Timesheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Service employees authorized by the Board of Education. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit.

U.S.D.A. commodities were received and a separate inventory was maintained on a first in first out basis. No exceptions were noted.

Net cash resources did exceed three month's average expenditures.

The District maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

The statement of revenues, expenses and changes in net position (CAFR schedule B-5) does separate program and non-program revenues and program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the Comprehensive Annual Financial Report.

Finding 2020-09: Net cash resources exceeded three months average expenditures.

Recommendation: Net cash resources should not exceed three months average expenditures.

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

School Food Service, (continued)

Finding 2020-10: Meals claimed (after school snack program) did not agree with the meal count records resulting in an underclaim, as detailed on the Schedule of Meal County Activity.

Recommendation: Prior to submitting reimbursements claims to the New Jersey Department of Agriculture, the meals claimed should be verified to the meal count activity records and Edit Check Worksheets.

Student Body Activities

A cash receipts and disbursements record is maintained in satisfactory condition.

Cash disbursements had proper signatures and supporting documentation.

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 schools for the handicapped, bilingual and low-income. 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 noted. The information that was included on the workpapers was verified with exception. The results of our procedures are presented in the Schedule of Audited Enrollment.

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

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

***Finding 2020-11:** The workpapers provided by the District were not in agreement with what was reported on the 2019-2020 ASSA Data Listing. The following errors were noted in the following categories: Private School for the Disabled (2), Low Income (13), LEP Low Income (1) and LEP Not Low Income (2).

Recommendation: The District should revise workpapers to reflect corrections made during the review process prior to entering the counts in the ASSA Data Listing to ensure the workpapers agree to what's reported.

TOWN OF GUTTENBERG SCHOOL DISTRICT

ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2019-2020 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.

***Finding 2020-12:** The District included (3) students in its DRTRS count under Reg. – Public Schools for which a completed Choice School Student Transportation Application could not be provided for review.

Recommendation: The District should only include students who have a completed application in their annual DRTRS count as of October 15.

Other procedures 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.

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 did submit the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Suggestions to Management

- The District is issuing “dummy” checks to record the wire transfers for the payment of health benefits. The District should inquire with the software company as to how to delineate a wire transfer in the system rather than a check number being assigned that is subsequently voided.
- There are stale dated checks being carried as reconciling items in the Payroll Agency and Student Activity Trust Funds. District officials should review for proper disposition and cancel via resolution if necessary.
- All active bank accounts should be noted in the designation of depositories resolution.

Follow-up on Prior Year Findings

A review was performed on all prior year recommendations and corrective action was taken on all, except those noted with an “*”.

TOWN OF GUTTENBERG SCHOOL DISTRICT

**ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2020**

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,

Steven D. Wielkotz

Steven D. Wielkotz, C.P.A.
Licensed Public School Accountant
No. 816

Wielkotz & Company, LLC

WIELKOTZ & COMPANY, LLC
Certified Public Accountants
Pompton Lakes, New Jersey

January 15, 2021

SCHEDULE OF MEAL COUNT ACTIVITY

**GUTTENBERG SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIMED - FEDERAL
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

| <u>Program</u> | <u>Meal Category</u> | <u>Meals Claimed</u> | <u>Meals Tested</u> | <u>Meals Verified</u> | <u>Difference</u> | <u>Rate</u> | <u>(Over)/ Under Claim</u> |
|---|----------------------|----------------------|---------------------|-----------------------|-------------------|-------------|--------------------------------|
| National School Lunch (High Rate) | Paid | 8,877 | 3,421 | 3,421 | | 0.340 | \$ |
| National School Lunch (High Rate) | Reduced | 5,606 | 2,326 | 2,326 | | 3.030 | |
| National School Lunch (High Rate) | Free | <u>57,787</u> | <u>19,580</u> | <u>19,580</u> | | 3.430 | |
| | Total | <u>72,270</u> | <u>25,327</u> | <u>25,327</u> | | | |
| National School Lunch (Healthy Hunger-Free Kids Act) | HHFKA | <u>72,270</u> | <u>25,327</u> | <u>25,327</u> | | 0.07 | |
| School Breakfast (Severe Needs Rate) | Paid | 1,069 | 527 | 527 | | 0.31 | |
| | Reduced | 966 | 446 | 446 | | 1.90 | |
| | Free | <u>22,853</u> | <u>6,954</u> | <u>6,954</u> | | 2.20 | |
| | Total | <u>24,888</u> | <u>7,927</u> | <u>7,927</u> | | | |
| After School Snacks (Regular Needs Rate) | Free | <u>7,542</u> | <u>3,874</u> | <u>3,925</u> | <u>51</u> | 0.94 | - 48 |
| | Total | <u>7,542</u> | <u>3,874</u> | <u>3,925</u> | <u>51</u> | | 48 |
| Total (Over)/Under Claim | | | | | | \$ | <u>48</u> |

SCHEDULE OF MEAL COUNT ACTIVITY

**GUTTENBERG SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIMED - STATE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

| <u>Program</u> | <u>Meal Category</u> | <u>Meals Claimed</u> | <u>Meals Tested</u> | <u>Meals Verified</u> | <u>Difference</u> | <u>Rate</u> | <u>(Over)/ Under Claim</u> | |
|---|----------------------|----------------------|---------------------|-----------------------|-----------------------------|-------------|--------------------------------|-----------------------------|
| State Reimbursement - National School Lunch (High Rate) | Paid | 8,877 | 3,421 | 3,421 | | 0.050 | \$ | |
| State Reimbursement - National School Lunch (High Rate) | Reduced | 5,606 | 2,326 | 2,326 | | 0.055 | | |
| State Reimbursement - National School Lunch (High Rate) | Free | <u>57,787</u> | <u>19,580</u> | <u>19,580</u> | <u> </u> | 0.055 | <u> </u> | |
| | Total | <u>72,270</u> | <u>25,327</u> | <u>25,327</u> | <u> </u> | | <u> </u> | |
| Total (Over)/Under Claim | | | | | | | \$ | <u> </u> |

**TOWN OF GUTTENERG
BOARD OF EDUCATION**

**Net cash resources did exceed three months of expenditures
Proprietary Funds - Food Service
Year ended June 30, 2020**

| <u>Net Cash Resources:</u> | | Food Service B - 4/5 | |
|---|---|-------------------------------------|--------------------|
| CAFR | * | Current Assets | |
| B-4 | | Cash & Cash Equiv. | 156,405 |
| B-4 | | Due from Other Gov'ts | 9,616 |
| B-4 | | Accounts Receivable | |
| B-4 | | Due from Other Funds | |
| CAFR | | Current Liabilities | |
| B-4 | | Less Accounts Payable | (13,344) |
| B-4 | | Less Accruals | |
| B-4 | | Less Due to Other Funds | (37,349) |
| B-4 | | Less Deferred Revenue | |
| | | Net Cash Resources | 115,328 (A) |
| <u>Net Adj. Total Operating Expense:</u> | | | |
| B-5 | | Tot. Operating Exp. | 356,155 |
| B-5 | | Less Depreciation | (3,745) |
| | | Adj. Tot. Oper. Exp. | 352,410 (B) |
| <u>Average Monthly Operating Expense:</u> | | | |
| | | B / 10 | 35,241 (C) |
| <u>Three times monthly Average:</u> | | | |
| | | 3 X C | 105,723 (D) |

| | | | |
|--|--------------|--|--|
| TOTAL IN BOX A | 115,328 | | |
| LESS TOTAL IN BOX D | 105,723 | | |
| NET | 9,605 | | |
| From above: | | | |
| A is greater than D, cash exceeds 3 X average monthly operating expenses. | | | |
| D is greater than A, cash does not exceed 3 X average monthly operating expenses. | | | |

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

SOURCE - USDA resource management comprehensive review form

SCHEDULE OF AUDITED ENROLLMENTS

TOWN OF GUTTENBERG
BOARD OF EDUCATION

Application for State School Aid Summary
Enrollment as of October 15, 2019

Year ended June 30, 2020

| Enrollment category | 2020-2021 Application for State School Aid | | | | Sample for Verification | | | | Private Schools for the Disabled | | | | | |
|----------------------------|--|--------|--------------------------------|--------|---------------------------------|--------|--------------------------------|--------|---|--------|-----------------|--------|--------|--------|
| | Reported on A.S.S.A. on roll | | Reported on workpapers on roll | | Sample Selected from Workpapers | | Registers Verified per on roll | | Reported on A.S.S.A. as Private Schools | | Sample Verified | | Errors | |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared |
| Half Day Preschool 4yrs | 34 | - | 34 | - | 34 | - | 34 | - | - | - | - | - | - | - |
| Full Day Kindergarten | 92 | - | 92 | - | 92 | - | 92 | - | - | - | - | - | - | - |
| One | 101 | - | 101 | - | 101 | - | 101 | - | - | - | - | - | - | - |
| Two | 96 | - | 96 | - | 96 | - | 96 | - | - | - | - | - | - | - |
| Three | 106 | - | 106 | - | 106 | - | 106 | - | - | - | - | - | - | - |
| Four | 77 | - | 77 | - | 77 | - | 77 | - | - | - | - | - | - | - |
| Five | 89 | - | 89 | - | 89 | - | 89 | - | - | - | - | - | - | - |
| Six | 95 | - | 95 | - | 95 | - | 95 | - | - | - | - | - | - | - |
| Seven | 99 | - | 99 | - | 99 | - | 99 | - | - | - | - | - | - | - |
| Eight | 88 | - | 88 | - | 88 | - | 88 | - | - | - | - | - | - | - |
| Subtotal | 877 | - | 877 | - | 877 | - | 877 | - | - | - | - | - | - | - |
| Special Ed - Elementary | 58 | - | 58 | - | 35 | - | 35 | - | - | - | - | - | 3 | (1) |
| Special Ed - Middle School | 37 | - | 37 | - | 34 | - | 34 | - | - | - | - | - | - | - |
| Special Ed - High School | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | 972 | - | 972 | - | 946 | - | 946 | - | - | - | - | - | 2 | 3 |
| Percentage | | | | | | | | | | | | | | 0% |

SCHEDULE OF AUDITED ENROLLMENTS

**TOWN OF GUTTENBERG
BOARD OF EDUCATION**

**Application for State School Aid Summary
Enrollment as of October 15, 2019**

Year ended June 30, 2020

| Enrollment category | 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 | Sample selected from workpapers | Verified to Application and Register | Reported on A.S.S.A as LEP Low Income | Reported on Workpapers LEP Low Income | Sample Selected from Workpapers | Verified to Test score and Register |
| Full Day Kindergarten | 70 | 69 | 37 | 37 | 31 | 30 | 20 | 20 |
| One | 88 | 88 | 39 | 39 | 39 | 39 | 24 | 24 |
| Two | 73 | 75 | 28 | 28 | 19 | 21 | 14 | 14 |
| Three | 84 | 82 | 25 | 25 | 16 | 16 | 7 | 7 |
| Four | 65 | 65 | 24 | 24 | 12 | 12 | 9 | 9 |
| Five | 73 | 71 | 19 | 19 | 16 | 15 | 11 | 11 |
| Six | 79 | 77 | 13 | 13 | 10 | 9 | 7 | 7 |
| Seven | 76 | 74 | 11 | 11 | 7 | 6 | 3 | 3 |
| Eighth | 71 | 71 | 12 | 12 | 7 | 8 | 5 | 5 |
| Subtotal | 679 | 672 | 208 | 208 | 157 | 156 | 100 | 100 |
| Special Ed - Elementary | 47 | 43 | 16 | 16 | 6 | 6 | 6 | 6 |
| Special Ed - Middle School | 31 | 29 | 8 | 8 | 2 | 2 | 2 | 2 |
| Subtotal | 78 | 72 | 24 | 24 | 8 | 8 | 8 | 8 |
| Totals | 757 | 744 | 232 | 232 | 165 | 164 | 108 | 108 |
| Percentage | 2% | | 0% | | 0% | | 0% | |

| Category | Transportation | | | Re-calc. |
|----------------------------------|-------------------------|------------------------------|--------|----------|
| | Reported on DRTS by DOE | Reported on DRTS by District | Errors | |
| Reg. - Public Schools, col. 1 | 9 | 9 | - | 5.2 |
| Reg. - SpEd, col. 4 | - | - | - | 5.2 |
| Transported - Non-Public, col. 3 | 19 | 19 | - | 5.2 |
| Special Ed Spec, col. 6 | 28 | 28 | - | 5.0 |
| Totals | 56 | 56 | 0 | |
| Percentage | 12% | | 0% | |

SCHEDULE OF AUDITED ENROLLMENTS

**TOWN OF GUTTENBERG
BOARD OF EDUCATION**

**Application for State School Aid Summary
Enrollment as of October 15, 2019**

Year ended June 30, 2020

| Enrollment category | Resident LEP NOT Low Income | | | Sample for Verification | | |
|----------------------------|--------------------------------------|--|--------|---------------------------------|--------------------------------------|--------|
| | Reported on A.S.A. As NOT Low Income | Reported on workpapers as NOT Low Income | Errors | Sample selected from workpapers | Verified to Test Scores and Register | Errors |
| Full Day Kindergarten | 3 | 4 | (1) | 3 | 3 | - |
| One | 3 | 3 | - | 2 | 2 | - |
| Two | 10 | 10 | - | 9 | 9 | - |
| Three | 8 | 9 | (1) | 9 | 9 | - |
| Four | 2 | 2 | - | 2 | 2 | - |
| Five | 6 | 5 | 1 | 4 | 4 | - |
| Six | 2 | 2 | - | 2 | 2 | - |
| Seven | 7 | 8 | (1) | 6 | 6 | - |
| Eight | 5 | 5 | - | 4 | 4 | - |
| Subtotal | 46 | 48 | (2) | 41 | 41 | - |
| Special Ed - Elementary | - | - | - | - | - | - |
| Special Ed - Middle School | - | - | - | - | - | - |
| Special Ed - High School | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - |
| Totals | 46 | 48 | (2) | 41 | 41 | - |

Percentage -4% 0%

GUTTENBERG BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

| | | | |
|--|----|-----------------------------|-------|
| 2019-20 Total General Fund Expenditures per the CAFR, Ex. C-1 | \$ | <u>21,787,929</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>2,228,249</u> | (B2a) |
| Assets Acquired Under Capital Leases | \$ | <u> </u> | (B2b) |
| Adjusted 19-20 General Fund Expenditures [(B)+(B1's)-(B2's)] | \$ | <u>19,559,680</u> | (B3) |
| 2% of Adjusted 2019-20 General Fund Expenditures [(B3) times .02] | \$ | <u>391,194</u> | (B4) |
| Enter Greater of (B4) or \$250,000 | \$ | <u>391,194</u> | (B5) |
| Increased by: Allowable Adjustment * | \$ | <u>62,798</u> | (K) |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] | \$ | <u><u>453,992</u></u> | (M) |

SECTION 2

| | | | |
|---|----|-----------------------------|------|
| Total General Fund - Fund Balances @ 6-30-20 (Per CAFR Budgetary Comparison Schedule C-1)) | \$ | <u>3,428,027</u> | (C) |
| Decreased by: | | | |
| Year-end Encumbrances | \$ | <u>61,331</u> | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures | \$ | <u> </u> | (C2) |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** | \$ | <u>1,205,794</u> | (C3) |
| Other Restricted Fund Balances**** | \$ | <u>1</u> | (C4) |
| Assigned Fund Balance - Unreserved -- Designated for Subsequent Year's Expenditures | \$ | <u>21,472</u> | (C5) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)] | \$ | <u><u>2,139,429</u></u> | (U1) |

GUTTENBERG BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION

SECTION 3

Restricted Fund Balance - Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 1,685,437 (E)

Recapitulation of Excess Surplus as of June 30, 2020

| | | | |
|--|----|-------------------------|------|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** | \$ | <u>1,205,794</u> | (C3) |
| Reserved Excess Surplus ***[(E)] | \$ | <u>1,685,437</u> | (E) |
| Total [(C3) + (E)] | \$ | <u><u>2,891,231</u></u> | (D) |

* 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 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

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

| | | | |
|--|----|---------------|------|
| Impact Aid | \$ | _____ | (H) |
| Sale & Lease-back | \$ | _____ | (I) |
| Extraordinary Aid | \$ | <u>62,798</u> | (J1) |
| Additional Nonpublic School Transportation Aid | \$ | _____ | (J2) |
| Current Year School Bus Advertising Revenue Recognized | \$ | _____ | (J3) |
| Family Crisis Transportation Aid | \$ | _____ | (J4) |
| Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)] | \$ | <u>62,798</u> | (K) |

** This amount represents the June 30, 2020 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2020 CAFR and the sum of the two lines must agree to Audit Summary Worksheet 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**GUTTENBERG BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION**

Detail of Other Reserved 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 Reserve - current year | \$ | _____ |
| School Bus Advertising 50% Fuel Offset Reserve - prior year | \$ | _____ |
| Impact Aid General Fund Reserve (Sections 8002 and 8003) | \$ | _____ |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008) | \$ | _____ |
| Other state/government mandated reserve | \$ | _____ |
| [Other Restricted Fund Balance not noted above]**** | \$ | _____ |
| Total Other Restricted Fund Balance | \$ | _____ 1 (C4) |

**GUTTENBERG BOARD OF EDUCATION
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Recommendations:

1. Administrative Practices and Reporting

None

2. Financial Planning, Accounting and Reporting

District personnel adhere more closely to the Board's purchasing policies.

A more thorough review of health benefits deductions be made to ensure accuracy.

The District should reference the Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2020 Edition and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with N.J.A.C. 6A:23-2.3(f).

Employee time and effort documentation detail the Title I activities performed, be signed by the employee and approved by a supervisory signature. Greater effort be made to ensure that time and effort documentation be completed as required and maintained on file for review to support payroll charged to the Title I program.

All employees whose compensation is funded in full or partially by Title I monies be approved by Board Resolution. The Board resolution must indicate that the funding of the employees' compensation is through Title I funding.

District staff review all wages charged to federal programs and confirm that only TPAF pensionable wages are included in the calculation of the reimbursement to the State of New Jersey for pension and social security paid on federally funded programs.

3. School Purchasing Programs

The District should ensure compliance with the professional service requirements as per N.J.A.C. 6A:23A-9.3c.

District officials comply with LFN 2010-3 and advertise the award of professional service contracts in excess of the bid threshold.

Recommendations (cont.):

4. School Food Service

Steps be taken to reduce the net cash resources in the District's Food Service Fund.

Prior to submitting reimbursement claims to the New Jersey Department of Agriculture, the meals claimed should be verified to the meal county activity records and Edit Check Worksheets.

5. Student Body Activities

None

6. Application for State School Aid

The District should revise workpapers to reflect corrections made during the review process prior to entering the counts in the ASSA Data Listing to ensure the workpapers agree to what's reported.

7. Pupil Transportation

The District should only include students who have a completed application in their annual DRTRS count as of October 15.

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 take on all prior year findings.