

**ORADELL BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2020**

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

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Honorable President and Members
of the Board of Education
Oradell Board of Education
Oradell, 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 Oradell Board of Education in the County of Bergen as of and for the fiscal year ended June 30, 2020, and have issued our report thereon dated January 18, 2021.

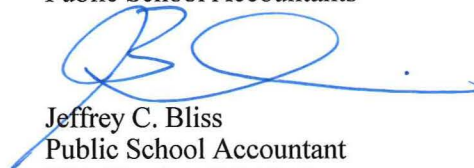
As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information and use of management, the Board of Education, 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

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



Jeffrey C. Bliss
Public School Accountant
PSA Number CS00932

Fair Lawn, New Jersey
January 18, 2021

**ORADELL 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 the Treasurer of School Monies, 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 the Insurance Schedule (Exhibit J-20) contained in the district's CAFR.

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
John M. Marmora	Board Secretary/School Business Administrator	\$200,000
Angelo DeSimone	Treasurer of School Monies	\$236,000

There is a Public Employee Dishonesty Crime Coverage with the Selective Insurance Company of America covering all other employees with multiple coverage of \$100,000 per employee (primary) and \$400,000 per loss (excess).

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid or incurred during the period under review did not reveal any material discrepancies with respect to each of signature, certification, proper itemization and supporting documentation.

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.

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

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

The District maintains a personnel tracking and accounting (Position Control) system.

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

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.

**ORADELL 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.

The prescribed contractual order system was followed.

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

- **Finding** – The original budget entered into the District's internal budget report did not agree to the original budget adopted by the Board for several budget line account appropriations.

Recommendation – The original budget per the District's internal budget report be in agreement with the original budget line account appropriations in the adopted budget.

Treasurer's Records

The Treasurer did perform cash reconciliations for all district accounts as required by N.J.S.A. 18A:17-36.

All cash receipts were promptly deposited.

The Treasurer's cash balances were in agreement with the cash balances per the Board Secretary's report.

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 included 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, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Elementary and Secondary School 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 projects under the Title I, II, III and IV of the Elementary and Secondary Education Act, as amended and reauthorized.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and Exhibit 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 contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

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

Financial Planning, Accounting and Reporting (Continued)

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. Immaterial exceptions were noted.

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

The amount of the expenditure charged to the current year's Final Reports for all 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 and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c.198 (c.40A:11-9), the board of education may establish that the bid threshold may be up to \$40,000, effective July 1, 2015. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section. The Board has designated the School Business Administrator as the qualified purchasing agent and established the bid threshold at \$40,000.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the 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 the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

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

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

Food Service Fund

The School Food Service Program did not receive any federal funds under the Special Milk Program for the 2019/2020 school year.

The financial transactions and records of the School Food Service were maintained in good condition.

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

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.

- **Finding** – It appears the District did not file for reimbursement of milks served under the Special Milk Program in 2019/2020 although they appeared to have been approved to participate in the program as in past school years. Due to the COVID-19 pandemic and turnover of District personnel, the District was unsuccessful in changing its authorized users of the SNEAR system. In addition, we noted for the 2020/2021 school year the District was not serving milks to its students. Therefore, no recommendation is deemed warranted.

Extended Year Summer Program Fund

The financial records and books of account maintained for the Extended Year Summer Program were in good condition.

- **Finding** – We noted the salaries and benefits charges to the Extended Year Summer Program for the 2019/2020 school year was \$108,546, an increase of \$61,041 (128%) over the prior year, which resulted in an operating loss of \$52,057. The program ended the year with an unrestricted net position balance of \$1,493.

Recommendation – The District review the operations of the Extended Year Summer Program to ensure costs are properly allocated and revenues are sufficient to cover such costs.

Student Body Activities

The Board has a policy which clearly establishes the regulation of student activities.

Cash receipt and disbursement records were maintained in good condition.

Receipts tested were deposited in a timely manner and disbursements tested had 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 disabled, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exception. This information that was included on the workpapers was verified, with an immaterial exception noted. 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.

**ORADELL BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL 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.

Our 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.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction.

- **Finding** – Our audit revealed that the District’s capital asset accounting records were not updated for the 2019-2020 school year or the 2018/2019 school year. The financial statements were adjusted to reflect these capital assets and related depreciation.

Recommendation – The District’s capital asset accounting records be updated on an annual basis.

Testing for Lead of all Drinking Water in Educational Facilities

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

Suggestions to Management

- The District should review the unexpended balances of its local grants in the Special Revenue Fund and determine eligible costs chargeable to these programs.
- The District should consider maintaining a detailed payroll deductions ledger by deduction category.

Follow-Up on Prior Years’ Findings

In accordance with Government Auditing Standards, our procedures included a review of all prior year recommendations.

**ORADELL BOARD OF EDUCATION
FOOD SERVICE FUND
SCHEDULE OF MEAL COUNT ACTIVITY
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020
(MEMORANDUM ONLY)**

SCHEDULE OF MEAL COUNT ACTIVITY

INFORMATION NOT REQUIRED

**FOOD SERVICE FUND
NET CASH RESOURCE SCHEDULE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

NOT APPLICABLE

**ORADELL 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	Reported Per District Work papers	Errors	Sample for Verifi-cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared							
Half Day Preschool - 3 years	-		-		-		-		-		-								
Full Day Preschool - 3 years	-		-		-		-		-		-								
Half Day Preschool - 4 years	-		-		-		-		-		-								
Full Day Preschool - 4 years	-		-		-		-		-		-								
Half Day Kindergarten	-		-		-		-		-		-								
Full Day Kindergarten	93		93		-		93		93		-								
1st Grade	107		107		-		107		107		-								
2nd Grade	89		89		-		89		89		-								
3rd Grade	98		98		-		98		98		-								
4th Grade	94		94		-		94		94		-								
5th Grade	93		93		-		93		93		-								
6th Grade	92		92		-		92		92		-								
7th Grade	-		-		-		-		-		-								
8th Grade	-		-		-		-		-		-								
9th Grade	-		-		-		-		-		-								
10th Grade	-		-		-		-		-		-								
11th Grade	-		-		-		-		-		-								
12th Grade	-		-		-		-		-		-								
Subtotal	666	-	666	-	-	-	666	-	666	-	-	-	-	-	-	-	-	-	-
Spec Ed - Elementary	60		60		-		20		20		-		-		-		-		-
Spec Ed- Middle School	24		24		-		6		6		-		-		-		-		-
Spec Ed - High School	-		-		-		-		-		-		-		-		-		-
Subtotal	84	-	84	-	-	-	26	-	26	-	-	-	-	-	-	-	-	-	-
Totals	750	-	750	-	-	-	692	-	692	-	-	-	-	-	-	-	-	-	-
Percentage Error					<u><u>0.00%</u></u>						<u><u>0.00%</u></u>								<u><u>0.00%</u></u>

**ORADELL BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLEMENT 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)			-			-			-			-
Full Day Pre-School (3 Yrs)			-			-			-			-
Half Day Pre-School (4 Yrs)			-			-			-			-
Full Day Pre-School (4 Yrs)			-			-			-			-
Half Day Kindergarten			-			-			-			-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
1st Grade	-	-	-	-	-	-	-	-	-	-	-	-
2nd Grade	-	-	-	-	-	-	-	-	-	-	-	-
3rd Grade	-	-	-	-	-	-	-	-	-	-	-	-
4th Grade	-	-	-	-	-	-	-	-	-	-	-	-
5th Grade	-	-	-	-	-	-	-	-	-	-	-	-
6th Grade	-	-	-	-	-	-	-	-	-	-	-	-
7th Grade	-	-	-	-	-	-	-	-	-	-	-	-
8th Grade	-	-	-	-	-	-	-	-	-	-	-	-
9th Grade	-	-	-	-	-	-	-	-	-	-	-	-
10th Grade	-	-	-	-	-	-	-	-	-	-	-	-
11th Grade	-	-	-	-	-	-	-	-	-	-	-	-
12th Grade	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Spec Ed - Elementary	1	1	-	1	-	1	-	-	-	-	-	-
Spec Ed - Middle School	-	-	-	-	-	-	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1	1	-	1	-	1	-	-	-	-	-	-
Totals	1	1	-	1	-	1	-	-	-	-	-	-
Percentage Error			<u>0.00%</u>			<u>100.00%</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			-			-
Transported - Non-Public			-			-
Regular - Spec.			-			-
Special Needs - Public	8	8	-	8	7	1
Totals	8	8	-	8	7	1
			<u>0.00%</u>		9	<u>12.50%</u>

**ORADELL 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 A.S.S.A as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Pre-School (3 Yrs)	-	-	-	-	-	-
Full Day Pre-School (3 Yrs)	-	-	-	-	-	-
Half Day Pre-School (4 Yrs)	-	-	-	-	-	-
Full Day Pre-School (4 Yrs)	-	-	-	-	-	-
Half Day Kindergarten	1	1	-	1	1	-
Full Day Kindergarten	18	18	-	9	9	-
1st Grade	16	16	-	8	8	-
2nd Grade	2	2	-	1	1	-
3rd Grade	3	3	-	2	2	-
4th Grade	1	1	-	1	1	-
5th Grade	1	1	-	1	1	-
6th Grade	-	-	-	-	-	-
7th Grade	-	-	-	-	-	-
8th Grade	-	-	-	-	-	-
9th Grade	-	-	-	-	-	-
10th Grade	-	-	-	-	-	-
11th Grade	-	-	-	-	-	-
12th Grade	-	-	-	-	-	-
Subtotal	42	42	-	23	23	-
Spec Ed - Elementary	7	7	-	3	3	-
Spec Ed- Middle School	-	-	-	-	-	-
Spec Ed - High School	-	-	-	-	-	-
Subtotal	7	7	-	3	3	-
Totals	49	49	-	26	26	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

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

SECTION 1

Two Percent (2%) - Calculation of Excess Surplus

2019-2020 Total General Fund Expenditures per the CAFR	\$ 14,664,211
Decreased by:	
On-Behalf TPAF Pension & Social Security	(1,910,126)
Assets Acquired Under Capital Leases	<u>(36,036)</u>
Adjusted 2019-2020 General Fund Expenditures	<u>\$ 12,718,049</u>
2% of Adjusted 2019-2020 General Fund Expenditures	<u>\$ 254,361</u>
Enter Greater of 2% of \$250,000	254,361
Increased by:	
Allowable Adjustments	<u>99,751</u>
	\$ 354,112

SECTION 2

Total General Fund - Fund Balance at June 30, 2020 (Budgetary Basis)	\$ 2,839,714
Decreased by:	
Restricted Fund Balance:	
Capital Reserve	(712,970)
Maintenance Reserve	(443,157)
Maintenance Reserve - Designated for Subsequent Year's Budget	(200,000)
Emergency Reserve	(217,755)
Reserved Excess Surplus - Designated for Subsequent Year's Budget	(300,000)
Assigned Fund Balance:	
Year End Encumbrances	(77,843)
Designated for Subsequent Year's Budget	<u>(55,120)</u>
Unassigned Fund Balance:	<u>\$ 832,869</u>
Restricted Fund Balance - Reserved Excess Surplus (June 30, 2021)	<u>\$ 478,757</u>

SECTION 3

Recapitulation of Excess Surplus as of June 30, 2020

Reserved Excess Surplus	\$ 478,757
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	<u>300,000</u>
	<u>\$ 778,757</u>

Detail of Allowable Adjustments

Unbudgeted Extraordinary Aid	<u>\$ 99,751</u>
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**ORADELL BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that the original budget per the District's internal budget report be in agreement with the original budget line account appropriations in the adopted budget.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Extended Year Summer Program Fund

It is recommended that the District review the operations of the Extended Year Summer Program to ensure costs are properly allocated and revenues are sufficient to cover such costs.

VI. Student Body Activities

There are none.

VII. Application for State School Aid

There are none.

VIII. Pupil Transportation

There are none.

IX. Facilities and Capital Assets

* It is recommended that the District's capital asset accounting records be updated on an annual basis.

X. Miscellaneous

There are none.

XI. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior year recommendations and corrective action was taken on all items except the item denoted with an asterisk.

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

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



Jeffrey C. Bliss
Certified Public Accountant
Public School Accountant