

**WEEHAWKEN
BOARD OF EDUCATION**

**Auditor's Management Report on
Administrative Findings –
Financial, Compliance and Performance**

For the Fiscal Year Ended June 30, 2020

WEEHAWKEN BOARD OF EDUCATION

**Auditor's Management Report on
Administrative Findings -
Financial, Compliance and Performance**

**For the Fiscal Year Ended
June 30, 2020**

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE
For the Fiscal Year Ended June 30, 2020**

Exhibit A

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Exhibit B

Report of Independent Auditors

Honorable President and
Members of the Board of Education
Weehawken School District
County of Hudson, New Jersey

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Weehawken School District in the County of Hudson for the year ended June 30, 2020 and have issued our report thereon dated January 25, 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 Weehawken 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.



Paul W. Garbarini, CPA
Registered Municipal Accountant
No. 534
Licensed Public School Accountant
No. 2415



Garbarini & Co. P.C. CPAs

Carlstadt, New Jersey
January 25, 2021

Exhibit C

Administrative Findings – Financial, Compliance and Performance

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Moneys, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education, the “District”.

Administrative Practices and Procedures

Insurance

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

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Matthew Whitford	Business Administrator	200,000
Lisa Toscano	Treasurer	200,000

There is a Public Employee’s Faithful Performance Blanket Position Bond with the North Jersey Insurance Service Fund covering all other employees with multiple coverage of \$ 50,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated cost. The Board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f) 3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or 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. All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator.

Salary withholdings were always promptly remitted to the proper agencies, including health benefits premium amounts withheld due to general fund. Salaries were verified to the contracts and salary guide on a test basis and appear to be in agreement.

Payrolls were delivered to the treasurer of school moneys with warrant made to his order for the full amount of each payroll.

Administrative Findings – Financial, Compliance and Performance

Financial Planning, Accounting and Reporting(continued)

Payroll Account (continued):

Finding 2020-001:

During the testing of employee salaries it was determined that one employee's salary had been incorrectly calculated. As a result, the health benefit contribution was also incorrectly withheld. The Business Administrator was informed, and corrections were made. It was determined to be an isolated instance.

Recommendation:

Although it was determined to be an isolated instance, better care should be taken when calculating employee salaries.

Finding 2020-002:

During the testing of employee salaries it was determined that two employees did not have documentation to indicate that identification was verified in accordance with I-9 "Employment Eligibility Verification" requirements.

Recommendation:

That employees must present acceptable documents evidencing identity and employment authorization. The District must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was performed as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable.

Travel

A review of the approved District's travel policy was made to ensure compliance with N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12.

An examination of travel reimbursements was made to ensure proper authorization was given and to ensure that travel expenses were under the maximum travel reimbursement rate. No findings were noted.

Administrative Findings – Financial, Compliance and Performance

Financial Planning, Accounting and Reporting(continued)

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A: 23-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A: 23A-8.3. As a result of the procedures performed, no major overall transaction error rate occurred, and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings - No material findings were noted.

B. Administrative Classification Findings -No findings were noted.

Board Secretary's Records

A review of the financial and accounting records maintained by the board secretary indicated no findings required to be reported herein.

Treasurer's Records

A review of the financial and accounting records maintained by the treasurer indicated no findings required to be reported herein.

Pupil Transportation

Our report 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 without exception. 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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

Administrative Findings – Financial, Compliance and Performance

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. 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 and VI of the Elementary and Secondary Education Acts as amended and reauthorized.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR. Our audit of the Federal and State funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

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

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Reports for all federal awards for school districts 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 reimbursement and no exceptions were noted.

Administrative Findings – Financial, Compliance and Performance

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 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 District has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

The result of our examination indicated that there was one individual payment, contract, and agreement made for the performance of work of goods and services, in excess of the statutory thresholds where there had been advertising for bids in accordance with the provisions 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 following findings were noted during testing of contracts:

Finding 2020-003 (CAFR 2020-001):

Our review of vendor payments in excess of the bid threshold revealed that one vendor for cleaning supplies was above the bid threshold and was not advertised for bid as per N.J.S.A 18A:18A-4.

Recommendation:

All contracts in excess of the bid threshold should be advertised for bid in accordance with 18A:18A-4.

Administrative Findings – Financial, Compliance and Performance

School Food Service (Audited as major federal program)

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 accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

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 Cost Reimbursement or Fixed Price contract does not include an operating results provision which guarantees that the food service program will either break even or return a profit. All vendor discounts, rebates, and credits from vendors and/or FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

Expenditures were separately recorded as food, labor 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.

Net cash resources did not exceed three months average expenditures. The District is currently charging the minimum rate for paid lunch. The administrator has indicated the Child Nutrition Program is meeting all federal and state guidelines.

Timesheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the District. No exceptions were noted.

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.

Administrative Findings – Financial, Compliance and Performance

School Food Service (Audited as major federal program- Continued):

Applications for free and reduced-price meals were reviewed for completeness and accuracy. The number of free and reduced-price meals claimed as served was compared to the number of valid applications and/or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced-price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provision I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced-price applications were completed and available for review.

USDA Food Distribution Program commodities were received, and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue AND program and non-program cost of goods sold.

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

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

Student Body Activities

During our review of the student activity funds, the following items were noted:

Finding 2020-004:

Our examination of expenditures from the student activity accounts revealed that 9 out of 24 disbursements tested did not have all the appropriate approving signatures. Our examination also revealed that 2 out of 24 disbursements tested did not have supporting documentation.

Recommendation:

Proper supporting documentation and required approval signatures should be maintained for all disbursements in student activity accounts.

Application for State School Aid Summary

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, 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 work papers without exception. The information that was included on the work papers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

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

Administrative Findings – Financial, Compliance and Performance

Facilities and Capital Assets

Our procedures included a review of the transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

Testing for Lead of All Drinking Water in Educational Facilities

The school District adhered to all requirements of N.J.A.C. 26-1.2 ad 12.4 related to 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).

Follow-up on Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with the exception of the following, which is repeated in this year's recommendations noted as current year finding 2020-004.

Recommendation 2020-004:

Proper supporting documentation and required approval signatures should be maintained for all disbursements in student activity accounts.

Acknowledgment

We received the complete cooperation of all officials of the school district and greatly appreciate the courtesies extended to the members of the audit team.



Paul W. Garbarini, CPA
Registered Municipal Accountant
No. 534
Public School Accountant
No. 2415



Garbarini & Co. P.C. CPAs
Carlstadt, New Jersey
January 25, 2020

SCHEDULE OF MEAL COUNTY ACTIVITY

WEEHAWKEN BOARD OF EDUCATION
 FOOD SERVICE FUND
 NUMBER OF MEALS SERVED AND (OVER) / UNDER CLAIM - FEDERAL
 ENTERPRISE FUND
 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 (Regular Rate)	Paid	38,780	38,780	38,780	-	0.32	\$ -
National School Lunch (Regular Rate)	Reduced	4,166	4,166	4,166	-	3.01	-
National School Lunch (Regular Rate)	Free	33,485	33,485	33,485	-	3.41	-
	TOTAL	<u>76,431</u>	<u>76,431</u>	<u>76,431</u>	<u>-</u>		<u>-</u>
National School Lunch	HHFKA-PB Lunch Only	<u>76,431</u>	<u>76,431</u>	<u>76,431</u>	<u>-</u>	0.07	<u>-</u>
School Breakfast (Severe Needs Rate)	Paid	2,232	2,232	2,232	-	0.31	-
School Breakfast (Severe Needs Rate)	Reduced	568	568	568	-	1.90	-
School Breakfast (Severe Needs Rate)	Free	5,812	5,812	5,812	-	2.20	-
	TOTAL	<u>8,612</u>	<u>8,612</u>	<u>8,612</u>	<u>-</u>		<u>-</u>
Net (Over) Underclaim							<u>\$ -</u>

SCHEDULE OF MEAL COUNTY ACTIVITY

WEEHAWKEN BOARD OF EDUCATION
 FOOD SERVICE FUND
 NUMBER OF MEALS SERVED AND (OVER) / UNDER CLAIM - STATE
 ENTERPRISE FUND
 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 (Regular Rate)	Paid	38,780	38,780	38,780	-	0.050	\$ -
State Reimbursement - National School Lunch (Regular Rate)	Reduced	4,166	4,166	4,166	-	0.055	-
State Reimbursement - National School Lunch (Regular Rate)	Free	33,485	33,485	33,485	-	0.055	-
		<u>76,431</u>	<u>76,431</u>	<u>76,431</u>	<u>-</u>		<u>-</u>
	TOTAL	<u>76,431</u>	<u>76,431</u>	<u>76,431</u>	<u>-</u>		<u>-</u>
Net (Over) Underclaim							<u>\$ -</u>

WEEHAWKEN BOARD OF EDUCATION
NET CASH RESOURCE SCHEDULE
PROPRIETARY FUNDS - FOOD SERVICE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

<u>Net Cash Resources:</u>	Food Service B - 4/5	
CAFR *		Current Assets
B-4	\$	Cash & Cash Equiv. 5,085
B-4		Due from Other Gov'ts
B-4	15,804	Accounts Receivable
B-4		Investments
CAFR		Current Liabilities
B-4	(1,611)	Less Accounts Payable
B-4		Less Accruals
B-4	(10,947)	Less Due to Other Funds
B-4		Less Deferred Revenue
	8,331	Net Cash Resources
	\$ 8,331	(A)

Net Adj. Total Operating Expense:

B-5		Tot. Operating Exp.	318,824	
B-5		Less Depreciation	(9,558)	
		Adj. Tot. Oper. Exp.	309,266	(B)

Average Monthly Operating Expense:

	B / 10	\$	30,927	(C)
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Three times monthly Average:

	3 X C	\$	92,780	(D)
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TOTAL IN BOX A	\$	8,331	
LESS TOTAL IN BOX D	\$	92,780	
NET	\$	(84,449)	

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

**WEEHAWKEN BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2019**

	2019-2020 Application for State School Aid						Sample for Verification						Private School for Disabled					
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Workpapers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared						
Full Day Preschool	98		98		0			98		98		0						
Full Day Kindergarten	121		121		0			121		121		0						
One	87		87		0			87		87		0						
Two	99		99		0			99		99		0						
Three	85		85		0			85		85		0	1	1	1			
Four	85		85		0			85		85		0						
Five	94		94		0			94		94		0	1	1	1			
Six	91		91		0			91		91		0	1	1	1			
Seven	88		88		0			88		88		0						
Eight	81		81		0			81		81		0						
Nine	73		73		0			73		73		0	2	2	2			
Ten	90		90		0			90		90		0						
Eleven	77		77		0			77		77		0						
Twelve	75		75		0			75		75		0						
Subtotal	<u>1,244</u>	<u>0</u>	<u>1,244</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,244</u>	<u>0</u>	<u>1,244</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0</u>	<u>0</u>	
Sp Ed - Elementary	56		56		0			56		56		0						0
Sp Ed - Middle School	25		25		0			25		25		0	2	2	2			0
Sp Ed - High School	58		58		0	0		58		58		0						0
Subtotal	<u>139</u>	<u>0</u>	<u>139</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>139</u>	<u>0</u>	<u>139</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	
Total	<u>1,383</u>	<u>0</u>	<u>1,383</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,383</u>	<u>0</u>	<u>1,383</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>0</u>	<u>0</u>	
Percentage Error					<u>0.00%</u>	<u>0.00%</u>						<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>	

SCHEDULE OF AUDITED ENROLLMENTS

WEEHAWKEN BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
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
Full Day Preschool	0	0	0	0	0	0	0	0	0	0	0	0
Full Day Kindergarten	24	24	0	24	24	0	5	5	0	5	5	0
One	15	15	0	15	15	0	6	6	0	6	6	0
Two	21	21	0	21	21	0	6	6	0	6	6	0
Three	20	20	0	20	20	0	2	2	0	2	2	0
Four	27	27	0	27	27	0	1	1	0	1	1	0
Five	33	33	0	33	33	0	3	3	0	3	3	0
Six	24	24	0	24	24	0	2	2	0	2	2	0
Seven	28	28	0	28	28	0	5	5	0	5	5	0
Eight	15	15	0	15	15	0	1	1	0	1	1	0
Nine	18	18	0	18	18	0	0	0	0	0	0	0
Ten	40	40	0	40	40	0	1	1	0	1	1	0
Eleven	24	24	0	24	24	0	0	0	0	0	0	0
Twelve	26	26	0	26	26	0	3	3	0	3	3	0
Subtotal	315	315	0	315	315	0	35	35	0	35	35	0
Sp Ed - Elementary	44	44	0	44	44	0	4	4	0	4	4	0
Sp Ed - Middle School	17	17	0	17	17	0	0	0	0	0	0	0
Sp Ed - High School	24	24	0	24	24	0	2	2	0	2	2	0
Subtotal	85	85	0	85	85	0	6	6	0	6	6	0
Low Inc. out of District	1	1	0	1	1	0	0	0	0	0	0	0
Total	401.0	401.0	0	401.0	401.0	0	41	41	0	41	41	0
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

	Transportation						Reg. Avg.(Mileage) = Regular Including Grade PK students (Part A)	Reg. Avg.(Mileage) = Regular Excluding Grade PK students If Applicable	Spec. Avg. = Special Ed. With Special Needs	Reported	Re-Calculated
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors					
Reg. - Public Schools, col. 1	32	32	0	32	32	0			1.4	1.4	
Reg-SpEd, col. 4	35	35	0	35	35	0					
Transported - Non public, col. 2	0	0	0	0	0	0					
Special Ed Spec, col. 6	45	45	0	45	45	0			10.2	10.2	
Totals	112	112	0	112	112	0					
Percentage Error			<u>0.00%</u>			<u>0.00%</u>					

SCHEDULE OF AUDITED ENROLLMENTS

**WEEHAWKEN BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
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
Full Day Preschool	0	0	0	0	0	0
Full Day Kindergarten	7	7	0	7	7	0
One	7	7	0	7	7	0
Two	3	3	0	3	3	0
Three	6	6	0	6	6	0
Four	1	1	0	1	1	0
Five	2	2	0	2	2	0
Six	7	7	0	7	7	0
Seven	4	4	0	4	4	0
Eight	3	3	0	3	3	0
Nine	1	1	0	1	1	0
Ten	3	3	0	3	3	0
Eleven	2	2	0	2	2	0
Twelve	2	2	0	2	2	0
Subtotal	48	48	0	48	48	0
Sp Ed - Elementary	1	1	0	1	1	0
Sp Ed - Middle School			0			0
Sp Ed - High School	1	1	0	1	1	0
Subtotal	2	2	0	2	2	0
Low Inc. out of District						
Total	50	50	0	50	50	0
Percentage Error			0.00%			0.00%

Excess Surplus Calculation

**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	\$ 29,584,586 (B)
Increased By:	
Transfer from Capital Outlay to Capital Projects Fund	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ - (B1b)
Transfer from General Fund to SRF for Pre-K-Regular	(B1c)
Transfer from General Fund to SRF fro PreK-Inclusion	\$ - (B1d)
Decreased By:	
On-Behalf TPAF Pension & Social Security	(3,499,734) (B2a)
Assets Acquired Under Capital Leases	\$ - (B2b)
Adjusted 2019 - 20 General Fund Expenditures [(B) + (B1's) - (B2's)]	<u>\$ 26,084,852 (B3)</u>
2% of Adjusted 2019 - 20 General Fund Expenditures [(B3) times .02]	\$ 521,697 (B4)
Enter greater of (B4) or \$250,000	\$ 521,697 (B5)
Increased by: Allowable Adjustment)Extraordinary Aid	(K)
Maximum Unassigned Fund Balance [(B5) +(K)]	<u>\$ 521,697 (M)</u>

SECTION 2

Total General Fund - Fund Balances @ 6-30-20 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 1,685,433 (C)
Decreased By:	
Year End Encumbrances	\$ (381,786) (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures	(C3)
Other Restricted/ Reserved Fund Balances	(C4)
Assigned -- Designated for Subsequent Year's Expenditures	(C5)
Additional Assigned Fund Balance- Unreserved- Designated for Subsequent Year's Expenditures- July 1, 2020- August 1, 2021	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 1,303,647 (U1)</u>

SECTION 3

Restricted Fund Balance - Excess Surplus [(U) - (M)] IF NEGATIVE ENTER -0- \$ 781,950 (E)

Recapitulation of Excess Surplus as of June 30, 2019

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ - (C3)
Reserved Excess Surplus [(E)]	\$ 781,950 (E)
Total Excess Surplus [(C3) + (E)]	<u>\$ 781,950 (D)</u>

Administrative Findings – Financial, Compliance and Performance

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2020

Weehawken Board of Education

Exhibit G

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Payroll

2020-001:

Although it was determined to be an isolated instance, better care should be taken when calculating employee salaries.

2020-002:

That employees must present acceptable documents evidencing identity and employment authorization. The District must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9.

Classification of Expenditures

None

Board Secretary Records

None

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

None

Other Special Federal and/or State Projects

None

3. School Purchasing Programs

2020-003 (CAFR Finding 2020-001):

All contracts in excess of the bid threshold should be advertised for bid in accordance with 18A:18A-4

Administrative Findings – Financial, Compliance and Performance

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2020

Weehawken Board of Education

Exhibit G

4. School Food Service

None

5. Student Body Activities

2020-004:

Proper supporting documentation and required approval signatures should be maintained for all disbursements in the student activity accounts.

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Testing for Lead of All Drinking Water in Educational Facilities

None

Follow-up on Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with the exception of the following, which is repeated in this year's recommendations noted as current year finding 2020-004.

Recommendation 2020-004:

Proper supporting documentation and required approval signatures should be maintained for all disbursements in student activity accounts.