

**AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
SCHOOL DISTRICT OF THE  
BOROUGH OF WOODLAND PARK  
COUNTY OF PASSAIC, NEW JERSEY  
JUNE 30, 2020**

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

**SCHOOL DISTRICT OF THE BOROUGH OF WOODLAND PARK**  
**COUNTY OF PASSAIC, NEW JERSEY**

**TABLE OF CONTENTS**

	<b><u>Page</u></b> <b><u>No.</u></b>
Report of Independent Auditors .....	1
Scope of Audit .....	2
Administrative Practices and Procedures .....	2
Insurance .....	2
Officials Bonds .....	2
Financial Planning, Accounting and Reporting .....	2
Examination of Claims .....	2
Payroll Account .....	2
Position Control Roster .....	3
Reserve for Encumbrances and Accounts Payable .....	3
Classification of Expenditures .....	4
Board Secretary's Records .....	4
Fixed Assets .....	4
Treasurer's Records .....	4
Elementary and Secondary Education Act (E.S.E.A.), as Amended by the Every Student Succeeds Act (ESSA) .....	4
Other Special Federal and/or State Projects .....	5
T.P.A.F. Reimbursement .....	5
T.P.A.F. Reimbursement to the State for Federal Salary Expenditures .....	5
School Purchasing Programs .....	5
Contracts and Agreements Requiring Advertisement for Bids .....	5
School Food Service .....	6
Student Activity Fund .....	7
Application for State School Aid .....	8
Pupil Transportation .....	8
Miscellaneous .....	9
Testing for Lead of All Drinking Water in Educational Facilities .....	9
Follow-up on Prior Year Findings .....	9
Acknowledgment .....	9
Schedule of Audited Enrollments .....	10
Excess Surplus Calculation .....	13
Audit Recommendations Summary .....	16



**WIELKOTZ & COMPANY** LLC  
CERTIFIED PUBLIC ACCOUNTANTS

Steven D. Wielkocz, CPA, RMA, PSA  
Matthew B. Wielkocz, CPA, PSA  
Paul J. Cuva, CPA, RMA, PSA  
James J. Cerullo, CPA, RMA, PSA  
Thomas M. Ferry, CPA, RMA, PSA

Headquarters  
401 Wanaque Avenue  
Pompton Lakes, New Jersey 07442  
(973)-835-7900  
office@w-cpa.com

Rockaway Office  
100 Enterprise Drive  
Suite 301  
Rockaway, New Jersey 07866  
(973)-835-7900

**REPORT OF INDEPENDENT AUDITORS**

Honorable President and  
Members of the Board of Education  
Borough of Woodland Park School District  
County of Passaic, 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 Borough of Woodland Park School District in the County of Passaic for the year ended June 30, 2020, and have issued our report thereon dated December 18, 2020.

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

This report is intended for the information of the Borough of Woodland Park 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.

*James Cerullo*

James Cerullo, C.P.A.  
Licensed Public School Accountant  
No. 881

*Wielkocz & Company, LLC*

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

December 18, 2020



**ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Moneys, the activities of the Board of Education, the records of the Various Funds under the auspices of the Board of Education.

**Administrative Practices and Procedures**

**Insurance**

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

**Officials Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Thomas DiFluri	Board Secretary/School Business Administrator	\$225,000.00
Heather Barkenbush	Treasurer	225,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with The Selective Insurance Co. covering all other employees with multiple coverage of \$5,000.00.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

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

### **Payroll Account, (continued)**

#### **Finding 2020-01:**

The dental insurance bills included two retired employees for all of the 2019-20 school year.

#### **Recommendation:**

That procedures be implemented to ensure that retired employees are removed from dental insurance billing in a timely manner.

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

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents, and business administrator) to the NJ Department of Treasury was filed by the March 15 due date.

Reporting of employee compensation for income tax related purposes did comply with federal and state regulations regarding the compensation which is required to be reported.

### **Position Control Roster**

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current 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.

## **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:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### **Board Secretary's Records**

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

#### **Finding 2020-02:**

There was one purchase tested that exceeded the quote threshold that did not have quotes solicited.

#### **Recommendation:**

That quotes be solicited for purchases exceeding the quote threshold and be attached to the purchase order.

### **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**

Treasurer's records were examined and found to be in good condition.

### **Elementary and Secondary Education Act (E.S.E.A.) As Amended by the Every Student Succeeds Act (ESSA)**

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

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

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

### **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.

The study of compliance for the special projects indicated that there were no areas of noncompliance.

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

Our audit procedures 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.

### **TPAF Reimbursement to the State for Federal Salary Expenditures**

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of 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.

## **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.

## **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.

## **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.



### **School Food Service, (continued)**

The School Food Service Program was not selected as a major Federal and/or State Program. However, the program expenditures exceeded \$100,000 in Federal and/or State support.

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. No exceptions were noted.

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. Meals claimed did agree with meal count records.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed 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 policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications was completed and available for review.

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 contract includes an operating results provision which guarantees that the food service program will not cost the District anything to operate. The operating results provision has been met. All vendor discounts, rebates and credits from the FSMC were tracked and credited to the Food Service Accounts and reconciled to supporting documentation at least annually.

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

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees of the food service management company. No exceptions were noted.

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.

Net cash resources did not exceed three months average expenditures.

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

### **School Food Service, (continued)**

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

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

We also inquired of management about the emergency COVID-19 procedures/practices that the SFA instituted to provide meals to eligible students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modifications of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations.

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

### **Student Activity Fund**

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

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.

### **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.

**Miscellaneous**

**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).

**Follow-up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action had been taken on all prior year findings.

**Suggestions to Management**

That old outstanding checks for the payroll account be reviewed for possible cancellation.

**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,

*James Cerullo*

James Cerullo, C.P.A.  
Licensed Public School Accountant  
No. 881

*Wielkotz & Company, LLC*

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

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODLAND PARK SCHOOL DISTRICT**  
**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 Handicapped		
	Reported on A.S.S.A. on roll	Reported on workpapers on roll	Errors	Sample Selected from Workpapers	Verified per Registers on roll	Errors per Registers On Roll	Reported on A.S.S.A. as Private Schools	Sample for Verification	Errors
	Full	Shared	Full	Full	Shared	Full	Full	Shared	Full
Full Day Preschool 3yrs	9			2			2		
Full Day Preschool 4yrs	11			2			2		
Full Day Kindergarten	124			28			28		
One	119			27			27		
Two	103			23			23		
Three	101			23			23		
Four	96			22			22		
Five	100			23			23		
Six	97			22			22		
Seven	106			24			24		
Eight	111			25			25		
Subtotal	977			221			221		
Special Ed. Elementary	75			17			17		
Special Ed. Middle School	74			17			17		
Special Ed. High School	1,126			255			255		
<b>Percentage</b>									

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODLAND PARK SCHOOL DISTRICT**  
**Application for State School Aid Summary**  
**Enrollment as of October 15, 2019**

Year ended June 30, 2020

Enrollment category	Reported on A.S.S.A. as Low Income		Resident Low Income		Sample for Verification		Resident LEP Low Income		Sample for Verification	
	Income	Errors	Reported on workpapers as Low Income	Errors	Sample selected from workpapers	Verified to Application and Register	Reported on A.S.S.A as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Register
Full Day Preschool 3yrs	42		42		19	19	4		3	3
Full Day Preschool 4yrs	51		51		23	23	13		10	10
Full Day Kindergarten	47		47		21	21	3		2	2
One	47		47		21	21	5		4	4
Two	37		37		17	17	3		2	2
Three	42		42		19	19	4		3	3
Four	44		44		20	20	2		2	2
Five	38		38		17	17	2		2	2
Six	47		47		21	21	3		2	2
Seven	37		37		17	17	2		2	2
Eight	35		35		16	16				
Special Ed. Elementary	467		467		211	211	39		30	30
Special Ed. Middle School	467		467		211	211	39		30	30

**Percentage**

Category	Reported on DRTS by DOE/county		Reported on DRTS by District		Transportation		Re-calc.
	Income	Errors	Income	Errors	Tested	Verified	
Regular - Public Schools, col. 1	7	-	7	-	5	5	
Regular - Special Education, col. 4	8	-	8	-	5	5	
Transported - Non-Public, col. 3	108	-	108	-	74	74	
Special needs, col. 6	21	-	21	-	14	14	
<b>Totals</b>	<b>144</b>	<b>-</b>	<b>144</b>	<b>-</b>	<b>98</b>	<b>98</b>	

**Percentage**

Reported	Re-calc.
5.0	5.1
2.6	2.6

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODLAND PARK SCHOOL DISTRICT**  
**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.S.A as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test score and Register	Sample Errors
Full Day Preschool 3yrs						
Full Day Preschool 4yrs						
Full Day Kindergarten	6	6		5	5	
One	8	8		7	7	
Two	5	5		4	4	
Three	2	2		2	2	
Four						
Five	1	1		1	1	
Six	1	1		1	1	
Seven						
Eight	1	1		1	1	
Special Ed. Elementary						
Special Ed. Middle School						
	<u>24</u>	<u>24</u>		<u>21</u>	<u>21</u>	
	<u>24</u>	<u>24</u>		<u>21</u>	<u>21</u>	
<b>Percentage</b>						

**BOROUGH OF WOODLAND PARK SCHOOL DISTRICT**  
**EXCESS SURPLUS CALCULATION**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**REGULAR DISTRICT**

**SECTION 1**

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

2019-20 Total General Fund Expenditures per the CAFR, Ex. C-1	\$	<u>21,607,584.02</u>	(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 PreK - Regular	\$	_____	(B1c)
Transfer from General Fund to SRF for PreK - Inclusion	\$	_____	(B1d)
Decreased by:			
On-Behalf TPAF Pension & Social Security	\$	<u>2,959,407.95</u>	(B2a)
Assets Acquired Under Capital Leases	\$	_____	(B2b)
Adjusted 19-20 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$	<u>18,648,176.07</u>	(B3)
2% of Adjusted 2019-20 General Fund Expenditures			
[(B3) times .02]	\$	<u>372,963.52</u>	(B4)
Enter Greater of (B4) or \$250,000	\$	<u>372,963.52</u>	(B5)
Increased by: Allowable Adjustment*	\$	<u>14,070.00</u>	(K)
Maximum Unassigned/Undesignated Fund Balance [(B5)+(K)]	\$	<u>387,033.52</u>	(M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-20 (Per CAFR Budgetary Comparison Schedule C-1)	\$	<u>2,414,495.83</u>	(C)
Decreased by:			
Year End Encumbrances Encumbrances	\$	_____	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$	_____	(C2)
Legally Restricted Excess Surplus - Designated for Designated for Subsequent Year's Expenditures**	\$	<u>140,755.60</u>	(C3)
Other Restricted Fund Balances****	\$	<u>1,511,742.00</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$	<u>59,244.40</u>	(C5)
Total Unassigned/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$	<u>702,753.83</u>	(U1)

**SECTION 3**

Restricted Fund Balance - Excess Surplus\*\*\*[(U1)-(M)] IF NEGATIVE ENTER -0- \$ 315,720.31 (E)

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

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>140,755.60</u> (C3)
Reserved Excess Surplus***[(E)]	\$ <u>315,720.31</u> (E)
Total [(C3)+(E)]	\$ <u>456,475.91</u> (D)

**Footnotes:**

- \* Allowable Adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
    - (H) Federal Impact Aid. The passage of P.L. 2015, c. 46 amended N.J.S.A. 18A:7-F-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, 2015 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), Extraordinary Aid;
    - (J1) Extraordinary Aid;
    - (J1) Additional Nonpublic School Transportation Aid
    - (J3) Current Year School Bus Advertising Revenue Recognized
    - (J4) Family Crisis Transportation Aid.
- Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

**Detail of Allowable Adjustments**

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ <u>14,070.00</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>14,070.00</u> (K)

- \*\* This amount represents the June 30, 2019 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 of Other Reserved Fund Balance 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.
- \*\*\*\*\* Increase in Assigned Fund Balance-Unreserved-Designated for Subsequent Year's expenditures July 1, 2018 to August 1, 2018 resulting from decreases in state aid after adoption of 2018-19 district budget.



**Detail of Other Restricted Fund Balance**

Statutory restrictions:

Approved unspent separate proposal

\$ \_\_\_\_\_

Sale/lease-back reserve

\$ \_\_\_\_\_

Capital reserve

\$ 1,511,742.00

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 General Fund Reserve (Sections 8007 and 8008)

\$ \_\_\_\_\_

Other state/government mandated reserve

\$ \_\_\_\_\_

[Other Restricted Fund Balance not noted above]\*\*\*\*

\$ \_\_\_\_\_

Total Other Restricted Fund Balance

\$ 1,511,742.00 (C4)

**BOROUGH OF WOODLAND PARK  
BOARD OF EDUCATION**

**AUDIT FINDINGS & RECOMMENDATIONS SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**RECOMMENDATIONS:**

**1. Administrative Practices and Procedures**

None

**2. Financial Planning, Accounting and Reporting**

**Finding 2020-01:**

The dental insurance bills included two retired employees for all of the 2019-20 school year.

**Recommendation:**

That procedures be implemented to ensure that retired employees are removed from dental insurance billing in a timely manner.

**Finding 2020-02:**

There was one purchase tested that exceeded the quote threshold that did not have quotes solicited.

**Recommendation:**

That quotes be solicited for purchases exceeding the quote threshold and be attached to the purchase order.

**3. School Purchasing Programs**

None

**4. School Food Service**

None

**BOROUGH OF WOODLAND PARK  
BOARD OF EDUCATION**

**AUDIT FINDINGS & RECOMMENDATIONS SUMMARY  
(Continued)**

**5. Student Activity Fund**

None

**6. Application for State School Aid**

None

**7. Pupil Transportation**

None

**8. Facilities and Capital Assets**

None

**9. Miscellaneous**

None

**10. Follow-up on Prior Year Findings**

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.