

**COLLEGE ACHIEVE CENTRAL CHARTER SCHOOL
AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
FINANCIAL COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**XI. AUDITORS MANAGEMENT REPORT ON ADMINISTRATION FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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REPORT OF INDEPENDENT AUDITORS

The Honorable Chairman and
Members of the Board of Trustees
College Achieve Central Charter School
County of Union
Trenton, New Jersey

I 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 Trustees of the College Achieve Central Charter School, in the County of Union, for the year ended June 30, 2020 and have issued my report thereon dated January 20, 2020.

As part of my audit, I 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 College Achieve Central Charter School Board of Trustees' management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Licensed Public School Accountant No. 20CS00206400



Gerald D. Longo
Certified Public Accountant

January 20, 2020

ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE

GENERAL COMMENTS

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 Trustees, and the records of the various funds under the auspices of the Board of Trustees.

Administrative Practices and Procedures

Insurance

Insurance coverage was carried in various amounts as detailed on Exhibit J-20, Insurance Schedule contained in the Charter School's CAFR. Public Office Bonds were carried in the amount of \$180,000.

Tuition Charges

A review of financial statements indicated that the Charter School charged no tuition for any student attending the Charter School.

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 Accounts

The net salaries of all employees of the School were deposited in the Payroll Account. Employees payroll deductions and employees share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were approved by the President of the Board and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefit withholding 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.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted during my review.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with the *N.J.A.C. 6A:23A-16.2(f)* as part of my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. As a result of the procedures performed, a transaction error

rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

a) **General Classification Findings**

No exceptions or discrepancies were noted in the general classification of expenditures.

b) **Administrative Classification Findings**

No exceptions or discrepancies were noted in the administrative classification of expenditures.

Board Secretary's Records

My review of the financial and accounting records maintained by the business office disclosed no exceptions or discrepancies.

Treasurer's Records

My review of the financial and accounting records maintained by the treasurer disclosed no exceptions or discrepancies.

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 the projects under Titles I and IV of the Elementary and Secondary Education Act as amended and reauthorized.

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

Other Special Federal and/or State Projects

The school's other Special and/or State Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

My 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 no areas of non compliance.

T.P.A.F. Reimbursement

My audit procedures included a test of the biweekly reimbursements filed with the Department of Education for the College Achieve Central Charter School employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

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

The T.P.A.F. Reimbursement to the state for Federal salary were remitted to the state of New Jersey prior to the required deadline. The reimbursement for was reviewed and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 States:

- a) When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$29,000.00, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefor, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) 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 \$40,000.00. 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.
- b) Commencing in the fifth year after the year in which P.L. 1999 c. 440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2 and shall round the adjustment to the nearest \$1,000.00. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of every year in which it is made. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Charter School to the lowest responsible bidder after public advertising for bids and bidding therefor, except as is provided otherwise in this chapter or specifically by any other law.

The Charter School may, by resolution approve by the majority of the Charter School and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the Charter School finds that it has had negative prior experience with the bidder."

Effective July 1, 2015 and thereafter, the bid thresholds in accordance with N.J.S.A. 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent), \$29,000.00 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$19,600.00.

The Charter School 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 solicitor'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 my 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 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 system of records did not provide for an accumulation of purchases for which the Charter School 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. My audit did reveal however, that the District did make purchases under State contracts and cooperative purchasing agreements.

FOOD SERVICE FUND

COVID -19 EMERGENCY

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

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

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all Free and Reduced Price meal eligible students during the emergency.

The financial transactions and statistical records of the school food service fund were audited. The financial accounts, meal count records, and eligibility applications were tested on a sample basis. No exceptions were noted.

Cash receipts and bank records were sampled for timely deposit. No exceptions were noted.

Charter School 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 or Fixed Price contract I addendum were inspected and audited. The FSMC contract does not include an operating results provision. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the food service account and reconciled to supporting documentation at least annually.

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were sampled 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 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.

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 and certified in a timely manner.

No exceptions were noted.

Enrollment Counts and Submissions to the Department

My audit procedures included a test for information reported on October 15, 2019, and the last day of school for on-roll, special education, bilingual and low-income. Exceptions were noted.

The Charter School maintained work papers on the prescribed state forms or their equivalent. In addition, the Charter School maintained written procedures that appear to be adequate for the recording of student enrollment data.

Finding No. 2020-001(CAFR Finding 2020-001)

My audit of enrollment disclosed several instances where the reporting for low-income students were not in agreement with the documentation on file or available for my review.

Recommendation

That the reporting of students with low income statuses be supported by complete and accurate documentation as required by the New Jersey Department of Education.

Testing for Lead of All Drinking Water in Educational Facilities

The Charter School 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 Charter School 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*, my procedures included a review of the prior year audit recommendations. Corrective action had not been taken on the prior year finding, which is repeated in this year's recommendations noted as current year finding 2020-001:

Finding No. 2020-001 (See Finding 2019-001)

Condition

My audit of enrollment disclosed several instances where the reporting for low-income was not in agreement with the documentation on file.

ACKNOWLEDGEMENT

I received the complete cooperation of all the officials of the school and I greatly appreciate the courtesies extended to me.

Respectfully submitted,

A handwritten signature in black ink, reading "Gerald D. Longo". The signature is written in a cursive style with a large initial "G".

Gerald D. Longo
Certified Public Accountant
Licensed Public School Accountant No. 20CS00206400

College Achieve Central Charter School
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND OVER/UNDER CLAIM
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>POTENTIAL OVER-UNDER CLAIM</u>
NATIONAL SCHOOL LUNCH (HIGH RATE)	FREE	68,749	68,749	68,749	0	3.555	0
	REDUCED	9,867	9,867	9,867	0	3.155	0
	PAID	36,893	36,893	36,893	0	0.460	0
TOTALS		115,509	115,509	115,509	0		0

<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>POTENTIAL OVER-UNDER CLAIM</u>
SCHOOL BREAKFAST (SEVERE NEEDS)	FREE	21,519	21,519	21,519	0	2.200	0
	REDUCED	1,936	1,936	1,936	0	1.900	0
	PAID	8,423	8,423	8,423	0	0.310	0
TOTALS		31,878	31,878	31,878	0		0

<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>POTENTIAL OVER-UNDER CLAIM</u>
AFTER SCHOOL SNACKS N/A	FREE	0	0	0	0	0.940	0
	REDUCED	0	0	0	0	0.470	0
	PAID	0	0	0	0	0.080	0
TOTALS		0	0	0	0		0

**COLLEGE ACHIEVE CENTRAL CHARTER SCHOOL
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF OCTOBER 15, 2019**

	<u>1</u>	<u>2</u>	<u>2a</u>	<u>2b</u>	<u>2c</u>	<u>3</u>	<u>3a</u>	<u>3b</u>	<u>4</u>	<u>4a</u>						
Grades	Submission to DOE reported On Roll	Reported on workpapers	Errors	50% Verification required 10/15/19	Verified signed registration forms	Errors	Verified # days enrolled	Errors	Submission to DOE Reported Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors
Pre Kindergarten																
Kindergarten	105	105	0	53	53	0	53	0	6	6	0	6	0	72	*	n/a
One	107	107	0	54	54	0	54	0	6	6	0	6	0	72	*	n/a
Two	105	105	0	53	53	0	53	0	5	5	0	5	0	61	*	n/a
Three	113	113	0	57	57	0	57	0	4	4	0	4	0	75	*	n/a
Four	107	107	0	54	54	0	54	0	3	3	0	3	0	62	*	n/a
Five	111	111	0	56	56	0	56	0	5	5	0	5	0	66	*	n/a
Six	112	112	0	56	56	0	56	0	9	9	0	9	0	68	*	n/a
Seven	113	113	0	57	57	0	57	0	11	11	0	11	0	75	*	n/a
Eight	102	102	0	51	51	0	51	0	12	12	0	12	0	67	*	n/a
Nine	104	104	0	52	52	0	52	0	9	9	0	9	0	59	*	n/a
Ten	107	107	0	54	54	0	54	0	13	13	0	13	0	61	*	n/a
Eleven																
Twelve																
Total	1186	1186	0	597	597	0	597	0	83	83	0	83	0	738	0	0
Percentage			0.0%			0%		0%			0%		0%			0%

* full documentaion for all students not available

**COLLEGE ACHIEVE CENTRAL CHARTER SCHOOL
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF THE LAST DAY OF SCHOOL**

Grades	<u>1</u>		<u>2</u>		<u>2a</u>		<u>2b</u>		<u>2c</u>		<u>3</u>			<u>3a</u>		<u>3b</u>		<u>4</u>			<u>4a</u>		
	Submission to DOE reported On Roll	Reported on workpapers	Errors	50% Verification required 6/30/20	Verified signed registration forms	Errors	Verified # days enrolled	Errors	Submission to DOE Reported Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors							
Pre Kindergarten																							
Kindergarten	105	105	0	52	52	0	52	0	6	6	0	6	0	72	*	n/a							
One	107	107	0	53	53	0	53	0	6	6	0	6	0	72	*	n/a							
Two	105	105	0	52	52	0	52	0	5	5	0	5	0	61	*	n/a							
Three	113	113	0	56	56	0	56	0	4	4	0	4	0	75	*	n/a							
Four	107	107	0	53	53	0	53	0	3	3	0	3	0	62	*	n/a							
Five	111	111	0	55	55	0	55	0	5	5	0	5	0	66	*	n/a							
Six	112	112	0	56	56	0	56	0	9	9	0	9	0	68	*	n/a							
Seven	113	113	0	56	56	0	56	0	11	11	0	11	0	75	*	n/a							
Eight	102	102	0	51	51	0	51	0	12	12	0	12	0	67	*	n/a							
Nine	104	104	0	52	52	0	52	0	9	9	0	9	0	59	*	n/a							
Ten	107	107	0	53	53	0	53	0	13	13	0	13	0	61	*	n/a							
Eleven																							
Twelve																							
Total	1186	1186	0	589	589	0	589	0	83	83	0	83	0	738	0	0							
Percentage			0.0%			0%		0%			0%		0%			0%							

* full documentaion for all students not available

College Achieve Central
NET CASH RESOURCE SCHEDULE
 Net cash resources did/did not exceed three months of expenditures
 Proprietary Funds - Food Service
 FYE June 30, 2020

<u>Net Cash Resources:</u>		<u>Food Service B - 4/5</u>	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	5,468
B-4		Due from Other Gov'ts	(10,264)
B-4		Accounts Receivable	5,467
B-4		Investments	
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(671)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	_____
		Net Cash Resources	<u><u>-</u></u> (A)
 <u>Net Adj. Total Operating Expense:</u>			
B-5		Tot. Operating Exp.	(563,533)
B-5		Less Depreciation	_____
		Adj. Tot. Oper. Exp.	<u><u>(563,533)</u></u> (B)
 <u>Average Monthly Operating Expense:</u>			
		B / 10	<u><u>(56,353)</u></u> (C)
 <u>Three times monthly Average:</u>			
		3 X C	<u><u>(169,060)</u></u> (D)

TOTAL IN BOX A	\$	-
LESS TOTAL IN BOX D	\$	(169,060)
NET	\$	<u><u>(169,060)</u></u>
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

**COLLEGE ACHIEVE CENTRAL CHARTER SCHOOL
AUDIT SYNOPSIS RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Charter School Enrollment Counts and Submissions to the Department

That the reporting of students with low income be supported by complete and accurate documentation as required by the New Jersey Department of Education.

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings, with the exception of the following, which is repeated in this year's recommendations:

That the reporting of students with low income status be supported by complete and accurate documentation as required by the New Jersey Department of Education.