

**WEST LONG BRANCH
BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2017**

WEST LONG BRANCH BOARD OF EDUCATION

AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS FINANCIAL, COMPLIANCE AND PERFORMANCE

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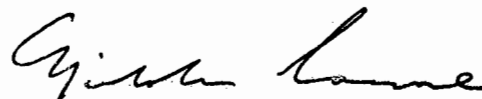
REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
West Long Branch Board of Education
135 Locust Avenue
West Long Branch, NJ 07764
County of Monmouth

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 West Long Branch High School District in the County of Monmouth for the year ended June 30, 2017, and have issued our report thereon dated November 30, 2017.

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 West Long Branch High School District Board of Education management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.



Nicholas A. Cannone
Licensed Public School Accountant
No. CS-02103
Cannone & Company, CPAs

November 30, 2017

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

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

Insurance coverage was carried in the amounts as detailed on the Insurance Schedule contained in the Statistical Section of the District's CAFR.

Adequacy of insurance coverage is the responsibility of the Board of Education.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Corey J. Lowell, SFO	Board Secretary/School Business Administrator	\$250,000
George E. Stone, CPA	Treasurer	\$250,000

There is a Public Employees' Dishonesty with Faithful Performance Agreement with NJSBA Insurance Group covering all other employees with multiple coverage of \$25,000, subject to a \$500 per occurrence.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment to the billings to send districts for the 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/Business Administrator.

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

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

Finding (2017-1) An incorrect Form NJ 927, State of NJ Employer's Quarterly Report, was filed for the first quarter of 2017.

Recommendation (2017-1) Payroll tax returns must be correct and should be reviewed and reconciled to payroll summary reports and other supporting documentation.

Reserve for Encumbrances and Accounts Payable

All encumbrances and accounts payable at June 30, 2017 were properly recorded and classified.

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, no errors were 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 order except for the following:

Finding (2017-2) The 2016-2017 budget was improperly prepared as it omitted the new debt service issue resulting in a budget shortfall. The County Superintendent approved a plan submitted by the District that will rectify the situation by the end of the 2017-2018 fiscal year.

Recommendation (2017-2) Future budgets should be thoroughly reviewed to determine if any changes are required prior to final approval by the State Department of Education.

Finding 2017 (2017-3) For the Foundation Grant, which is a local grant reported in the Special Revenue Fund (Fund 20), an accurate accounting of the transactions was not maintained and available at year end.

Recommendation (2017-3) An accurate accounting of the Foundation Grant's revenues, expenditures, and deferred revenue balances should be maintained.

Treasurer's Records (optional position)

The Treasurer's Records were found to be in order, except for the following:

Finding (2017- 4) The Treasurer's Report at June 30, 2017 was not in agreement with the reconciled cash balances as determined during the audit.

Recommendation (2017- 4) The Treasurer's Report should be in agreement with the reconciled bank statements and reconciled cash balances reported by the Board Secretary.

Finding (2017- 5) Checks written in 2014 and 2015 have not cleared and are still outstanding in the net payroll and payroll agency checking accounts as of June 30, 2017.

Recommendation (2017-5) Outstanding checks which remain outstanding for more than twelve months should be reviewed and if necessary, written off.

Elementary and Secondary Education Act/Improving America's Schools Act as reauthorized by the No Child Left Behind Act of 2001

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 VI of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance and/or questionable costs.

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 did not indicate any areas of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. 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. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is \$18,800 for 2015-16.

The district board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where questions arise 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.

Based on the results of my examination, I did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, 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*.

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

School Food Service

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. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the District's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The financial transactions and statistical records of the school food services were maintained in satisfactory condition. 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 were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will either break even, return a profit or incur a loss of not more than a specified amount. The operating results provision has been met.

Expenditures were separately recorded as food, labor and other costs. 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.

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.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education. No exceptions were noted.

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 on file, times the number of operating days, on a school by school basis. The free and reduced price meal is uniformly administered throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

U.S.D.A. Food Distribution Program (food and/or commodities) were received and a separate inventory was maintained on a first-in, first-out basis. No exceptions were noted.

The school district maintains 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.

Student Body Activities

During our review of the Student Activity Funds, we did not note any areas of non-compliance.

Application for State School Aid

Our audit procedures included a test of information reported in the October Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, and low-income. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers. The information that was included on the workpapers was verified. Any errors or exceptions were rectified. 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 2016-17 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report. No exceptions were noted.

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.

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.

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.

**BOARD OF EDUCATION
WEST LONG BRANCH SCHOOL DISTRICT
COUNTY OF MONMOUTH
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2016**

	2016-2017 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 Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Veri- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool	6		6					6		6						
Full Day Preschool																
Half Day Kindergarten																
Full Day Kindergarten	61		61					61		61						
One	47		47					47		47						
Two	49		49					49		49						
Three	55		55					55		55						
Four	54		54					54		54						
Five	49		49					49		49						
Six	55		55					55		55						
Seven	52		52					52		52						
Eight	67		67					67		67						
Nine																
Ten																
Eleven																
Twelve																
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	<u>495</u>	<u>0</u>	<u>495</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>495</u>	<u>0</u>	<u>495</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Special Education:																
Elementary School																
Middle School																
High School																
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>	<u>0.0</u>	<u>0</u>	<u>0</u>
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	<u>495</u>	<u>0</u>	<u>495</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>495</u>	<u>0</u>	<u>495</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>	<u>0.0</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>

BOARD OF EDUCATION
WEST LONG BRANCH SCHOOL DISTRICT
COUNTY OF MONMOUTH
SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2016

	Low Income			Sample for Verification			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 Preschool												
Full Day Preschool												
Half Day Kindegarten												
Full Day Kindergarten		9	9	9	9							
One		8	8	8	8							
Two		7	7	7	7		1	1		1	1	
Three		7	7	7	7							
Four		11	11	11	11							
Five		8	8	8	8							
Six		11	11	11	11							
Seven		7	7	7	7							
Eight		11	11	11	11		1	1		1	1	
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	<u>79</u>	<u>79</u>	<u>0</u>	<u>79</u>	<u>79</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>
Special Education:												
Elementary School												
Middle School												
High School												
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	<u>79</u>	<u>79</u>	<u>0</u>	<u>79</u>	<u>79</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

Transportation

	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Average Mileage - Regular Including Grade PK students	Average Mileage - Regular Excluding Grade PK students	Average Mileage - Special Ed with Special Needs	Reported	Re-Calculated
AIL - Non-Public	18.0	18.0		18.0	18.0					2.7	2.7
Regular - Public Schools	0.0	0.0		0.0	0.0					2.7	2.7
Regular - Special Education	61.0	61.0		61.0	61.0					4.0	4.0
Transported - Non-Public	115.0	115.0		115.0	115.0						
Special Ed Spec	4.0	4.0		4.0	4.0						
Totals	<u>198.0</u>	<u>198.0</u>	<u>0.0</u>	<u>198.0</u>	<u>198.0</u>	<u>0.0</u>					
Percentage Error					9	<u>0.00%</u>					

BOARD OF EDUCATION
WEST LONG BRANCH SCHOOL DISTRICT
COUNTY OF MONMOUTH
SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2016

	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 Preschool						
Full Day Preschool						
Half Day Kindegarten						
Full Day Kindergarten	2	2		2	2	
One	1	1		1	1	
Two	1	1		1	1	
Three						
Four	1	1		1	1	
Five						
Six	1	1		1	1	
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	<u>6</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>0</u>
Special Education:						
Elementary School						
Middle School						
High School						
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>6</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>0</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**WEST LONG BRANCH SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
As of June 30, 2017**

Section 1

A. 2% Calculation of Excess Surplus

2016-17 Total General Fund Expenditures per the CAFR	\$ 11,907,431
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ 1,217,848
Assets Acquired under Capital Leases	191,436
Adjustment for Disallowed Expenditures per S1701	<u> </u>
Adjusted 16-17 General Fund Expenditures	\$ 10,498,147
Higher of 2% of Adjusted 2016-17 General Fund Expenditures or \$250,000	\$ 250,000
Increased by Allowable Adjustment	<u>68,741</u>
Maximum Unreserved/Undesignated Fund Balance	\$ <u>318,741</u>

Section 2

Total General Fund Balances @ 06/30/17	\$ 1,741,135
Decreased by:	
Year-end Encumbrances	\$ 196,244
Capital Reserve	303,232
Legally Restricted - Excess Surplus- Designated for Subsequent Year's Expenditures	400,146
Other Restricted Fund Balances	172,305
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	<u> </u>
Total Unassigned Fund Balance	\$ 669,208
Increased by:	
Adjustment for Disallowed Transfers per S1701	<u> </u>
Total Unreserved/Undesignated Fund Balance for Excess Surplus Calculation	\$ <u>669,208</u>

Section 3

Restricted Fund Balance - Excess Surplus	\$ <u>350,467</u>
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Recapitulation of Excess Surplus as of June 30, 2017

Reserved Excess Surplus -- Designated for Subsequent Year's Expenditures	\$ 400,146
Reserved Excess Surplus	<u>350,467</u>
Total	\$ 750,613

Detail of Allowable Adjustments

Impact Aid	\$
Sale and Lease-back	
Extraordinary Aid	64,882
Additional Non Public School Transportation Aid	3,859
Unbudgeted TPAF Wage Freeze Grant Funding	
Higher Expectations for Learning and Proficiency Aid	<u> </u>
Total Adjustments	\$ 68,741

Detail of Other Restricted Fund Balance

Statutory Restrictions:	
Approved unspent separate proposal	\$
Capital Outlay for a district with a Capital Outlay cap waiver	
Sale/Lease-Back Reserve	
Impact Aid General Fund Reserve	
Maintenance Reserve	71,251
Emergency Reserve	101,054
Tuition Reserve	
Other State/Government Mandated Reserve	<u> </u>
[Other Restricted Fund Balance not noted above]	
Total Other Restricted Fund Balance	\$ <u>172,305</u>