

**HOBOKEN DUAL LANGUAGE
CHARTER SCHOOL
AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
FINANCIAL COMPLIANCE AND PERFORMANCE
FOR THE YEAR ENDED JUNE 30, 2017**

**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
Hoboken Dual Language Charter School
County of Hudson
Hoboken, New Jersey

I 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 Trustees of the Hoboken Dual Language Charter School, in the County of Hudson, as of and for the period ended June 30, 2017 and have issued my report thereon dated December 2, 2017.

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 Hoboken Dual Language Charter School Board of Trustees' management and the New Jersey Department of Education. However, this report is a matter of public records and its distribution is not limited.

Licensed Public School Accountant No. 20CS00206400



Gerald D. Longo
Certified Public Accountant

December 2, 2017

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 Trustee's, and the records of the various funds under the auspices of the Board of Trustee's.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

NJ.S.A. 18A: 18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website <http://www.state.nj.us/njded/pscl/index.html>.

Bid thresholds in accordance with NJ.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 NJ.S.A. 18A:39-3 is currently \$18,800.

The charter school board of trustees 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.

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 NJ.S.A. 18A: 18A-4, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per NJ.S.A. 18A:18A-5. My review of the contracts and agreements found that the school was in compliance as to bid advertisements and awards.

Insurance

Insurance coverage was carried in the amounts as detailed in Exhibit J-20, Insurance Schedule, as contained in the Charter School's CAFR

Examination and Payment of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification and documentation.

Payroll and Payroll Agency 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.

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

All payrolls were approved by the President of the Board.

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, Liability (Current) for Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2017 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 reserve 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, 2017. No exceptions were noted.

T.P.A.F. Reimbursement

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

School Food Service

The financial transactions and statistical records of the School Food Services Fund were maintained in satisfactory condition. The financial accounts, meal count record and eligibility applications were reviewed on a test-check basis. The number of meals claimed for reimbursement was verified against meal count records. There were no modifications noted. Reimbursement vouchers were properly computed and timely filed.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed did not exceed the number of valid applications on file times the number of operating days. The free and reduced priced meal policy is uniformly administered throughout the school. The required verification procedures for free and reduced price applications were available for review.

Cash receipts and bank records were reviewed for timely deposit.

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 costs of food and supplies used.

The school utilized an outside service to prepare and serve the meals. The outside service was paid based upon a per diem rate.

The cash disbursement records reflected expenditures for program related goods and services. The The cash disbursement records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the nonprofit status of the school food service. Net cash resources did not exceed three months average expenditures. (See Exhibit G-1). Exhibits reflecting Child Nutrition Operations are included in Section G of the Audit.

Board Secretary's Records

The records of the school were maintained in satisfactory condition.

Treasurer's Records

The records of the school were maintained in satisfactory condition.

Enrollment Counts and Submissions to the Department

My audit procedures included a test for information reported on October 15, 2016, and the last day of school for on-roll, special education, bilingual and low-income. No 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.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001 and other special Federal and/or State projects

The E.S.E.A./NCLB 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 and reauthorized.

The study of compliance for E.S.E.A. indicated no following 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 Exhibit K-3 and Exhibit K-4 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 noncompliance.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with the *N.J.A.C. 6A:23-2.2(f)* and line item details as described in the Budget Summary Key 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. As a result of the procedures performed, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Follow-up on Prior Year Findings

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

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, appearing to read "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

HOBOKEN DUAL LANGUAGE CHARTER SCHOOL
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND OVER/UNDER CLAIM
June 30, 2017

<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 (REGULAR RATE)	FREE	5,020	5,020	5,020	0	3.215	0
	REDUCED	845	845	845	0	2.815	0
	PAID	14,449	14,449	14,449	0	0.34	0
TOTALS		20,314	20,314	20,314	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 N/A	FREE	0	0	0	0	1.71	0
	REDUCED	0	0	0	0	1.41	0
	PAID	0	0	0	0	0.29	0
TOTALS		0	0	0	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	0.86	0
	REDUCED	0	0	0	0	0.43	0
	PAID	0	0	0	0	0.07	0
TOTALS		0	0	0	0		0

**HOBOKEN DUAL LANGUAGE CHARTER SCHOOL
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF OCTOBER 15, 2016**

SCHEDULE OF AUDITED ENROLLMENTS

SAMPLE

GRADES	SUBMISSION	REPORTED	VERIFIED	ERR	VERIFIED	ERR	(INCLUDED IN	VERIFIED	ERR	VERIFIED #	ERR	LOW	VERIFIED	ERR
	TO DOE	ON	SIGNED		# OF DAYS		COLUMN 1)	DOCUMEN-		OF DAYS		INCOME	DOCUMEN-	
	REPORTED	WORK	REG		ENROLLED		SPECIAL ED &	TATION		SERVICE		INCOME	TATION	
	ON ROLL	PAPERS	FORMS				OR BILINGUAL			PROVIDED				
KINDERGARTEN	45	23	23	0	23	0	0	0	0	0	0	0	0	0
ONE	45	23	23	0	23	0	0	0	0	0	0	2	2	0
TWO	46	23	23	0	23	0	1	1	0	1	0	4	4	0
THREE	45	23	23	0	23	0	3	3	0	3	0	3	3	0
FOURTH	42	21	21	0	21	0	2	2	0	2	0	3	3	0
FIFTH	46	23	23	0	23	0	3	3	0	3	0	2	2	0
SIXTH	40	20	20	0	20	0	1	1	0	1	0	4	4	0
SEVENTH	38	19	19	0	19	0	2	2	0	2	0	3	3	0
EIGHTH	20	10	10	0	10	0	1	1	0	1	0	3	3	0
TOTAL	367	185	185	0	185	0	13	13	0	13	0	24	24	0
PERCENTAGE				0.00%		0.00%			0.00%		0.00%			0.00%

**HOBOKEN DUAL LANGUAGE CHARTER SCHOOL
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF LAST DAY OF SCHOOL**

SCHEDULE OF AUDITED ENROLLMENTS

SAMPLE

GRADES	SUBMISSION TO DOE REPORTED ON ROLL	REPORTED ON WORK PAPERS	VERIFIED SIGNED REG FORMS	ERR	VERIFIED # OF DAYS ENROLLED	ERR	(INCLUDED IN COLUMN 1) SPECIAL ED & OR BILINGUAL	VERIFIED DOCUMEN- TATION	ERR	VERIFIED # OF DAYS SERVICE PROVIDED	ERR	LOW INCOME	VERIFIED DOCUMEN- TATION	ERR
KINDERGARTEN	45	22	22	0	22	0	0	0	0	0	0	0	0	0
ONE	45	22	22	0	22	0	0	0	0	0	0	1	1	0
TWO	46	23	23	0	23	0	1	1	0	1	0	3	3	0
THREE	45	22	22	0	22	0	2	2	0	2	0	2	2	0
FOURTH	42	21	21	0	21	0	1	1	0	1	0	2	2	0
FIFTH	46	23	23	0	23	0	3	3	0	3	0	1	1	0
SIXTH	40	20	20	0	20	0	1	1	0	1	0	3	3	0
SEVENTH	38	19	19	0	19	0	2	2	0	2	0	2	2	0
EIGHTH	20	10	10	0	10	0	0	0	0	0	0	2	2	0
TOTAL	367	182	182	0	182	0	10	10	0	10	0	16	16	0
PERCENTAGE				0.00%		0.00%			0.00%		0.00%			0.00%

Hoboken Dual Language Charter School
NET CASH RESOURCE SCHEDULE
Net cash resources did/did not exceed three months of expenditures
Proprietary Funds - Food Service
FYE June 30, 2017

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	-
B-4		Due from Other Gov'ts	
B-4		Accounts Receivable	4,216
B-4		Investments	
CAFR		Current Liabilities	
B-4		Less Accounts Payable	-
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	
		Net Cash Resources	4,216
			(A)
 <u>Net Adj. Total Operating Expense:</u>			
B-5		Tot. Operating Exp.	(132,234)
B-5		Less Depreciation	-
		Adj. Tot. Oper. Exp.	(132,234)
			(B)
 <u>Average Monthly Operating Expense:</u>			
		B / 10	(13,223)
			(C)
 <u>Three times monthly Average:</u>			
		3 X C	(39,670)
			(D)

TOTAL IN BOX A	\$	4,216.00	
LESS TOTAL IN BOX D	\$	(39,670.20)	
NET	\$	(35,454.20)	
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

**HOBOKEN DUAL LANGUAGE CHARTER SCHOOL
AUDIT SYNOPSIS RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

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. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings Recommendations

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