

**INDEPENDENT AUDITORS' MANAGEMENT  
REPORT ON ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND  
PERFORMANCE**

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC**

**JUNE 30, 2017**

**GALLEROS KOH LLP  
CERTIFIED PUBLIC ACCOUNTANTS**

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

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## INDEPENDENT AUDITORS' REPORT

Honorable President and  
Classical Academy Charter School of Clifton  
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 Trustees of the Classical Academy Charter School of Clifton (the "Charter School") in the County of Passaic, State of New Jersey for the year ended June 30, 2017, and have issued our report thereon dated November 16, 2017.

As part of our audit, we performed procedures required by the State of 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 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.

A handwritten signature in blue ink that reads 'Leonora Galleros'.

Leonora Galleros, CPA  
Public School Accountant  
PSA No. 20CS00239400

A handwritten signature in blue ink that reads 'Galleros Koh LLP'.

GALLEROS KOH LLP  
Certified Public Accountants

November 16, 2017  
Cream Ridge, New Jersey

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

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

**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 of Classical Academy Charter School of Clifton (the "Charter School"), and the records of the various funds under the auspices of the Board of Trustees.

**Administrative Practices and Procedures**

Insurance

Required insurance coverages are carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the Charter School's CAFR.

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Sandra Giordano	Lead Person	\$105,000
Bima Baje	Board Secretary	\$105,000

In our review of insurance and official bonds, we noted that the surety bonds of \$105,000 was lower than the required coverage of at least \$109,000 based on the 2016-2017 budget. Subsequent to June 30, 2017, the surety bond was increased to \$150,000.

*Recommendation*

We recommend that surety bonds for key personnel should be reviewed annually and adjusted to amounts at least equal to the minimum requirements determined as a percentage of the current school's budget described in the schedule of insurance set forth in N.J.A.C. 6A:23A-16.4.

Adequate insurance is in effect with a duly licensed and authorized insurance company for all employees for the faithful performance of their duties.

Tuition Charges

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

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

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

**Financial Planning, Accounting, and Reporting**

Examination of Claims

An examination of claims paid during the period under review we noted that claims were approved by designated individuals, certified and supporting documents were maintained. No exception noted.

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 designee of the Charter School and were certified by the President of the Board, the Board Secretary/Business Administrator and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld 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 purchase orders was made as of June 30, 2017, for proper classification of purchase orders as Reserved for Encumbrances or Accounts Payable. No exception was noted in this area.

Travel Policy

A travel policy was adopted by the Board as required by *N.J.A.C. 6A:23A A-6.13* and *N.J.S.A. 18A:11-12*.

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

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

**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:23-2.2(g) and line item details as described in the Budget Summary Key as part of our test of transactions of judgmentally selected expenditure items.

We also reviewed coding of all expenditures included in our Compliance and Single Audit testing procedures. In addition to the selected expenditures items, we specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23-8.2. As a result of the procedures performed, a minimal transaction error rate of 0.017% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classifications. No exception was noted.

Board Secretary's Records

We reviewed the Board Secretary's financial and accounting records maintained by the Business Office and noted that monthly reports are provided to the Board for review and approval. We noted exceptions as follows:

***Finding No. 2017-001\****

In our review of the Charter School's instructional expense ratio to the total expenditures, we noted that it is below the 60% (50.94%) minimum threshold.

*Recommendation*

We recommend that the Charter School minimize its support and administrative expenses to improve its instructional expense ratio to total expenditures

Treasurer's Records

Monthly reports and reconciliation of accounts were prepared and presented to the Board.

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

The ESEA/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 IV of the Elementary and Secondary Education Act as amended and reauthorized.

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

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

**Financial Planning, Accounting, and Reporting - Continued**

Other Special Federal and/or State Projects

The Charter School's special projects were approved as listed on Schedules A and B 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.

Teachers' Pension Annuity Fund (TPAF) Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for district/charter school/renaissance school project employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to 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 (or charter school or renaissance school project) to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district (or charter school or renaissance school project) for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 60 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

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 2016-17.

The district board of education/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.

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

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

**School Purchasing Programs - Continued**

Contracts and Agreements Requiring Advertisement for Bids *(continued)*

Based on the results of our examination, we 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 18:18A-5.

**School Food Service**

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

**Charter School Enrollment System/Charter School Aid**

Our audit procedures included tests of information reported on October 15<sup>th</sup> and the last day of the school year for enrolled, special education, bilingual and low income students. We also performed a review of the Charter School's procedures related to its completion. We noted the exceptions noted below.

***Finding No. 2017-002\****

In our review of enrollment information as reported in State's system and as per school records, we noted that there were seven (7) students with missing birth certificate and/or proof of address on file.

***Recommendation***

We recommend that the Charter School reviews the CHE entries and agree to student information on file. Reconciliation and review procedures of information should also be conducted on a periodic basis.

**Facilities and Capital Assets**

The Charter School has inventory records of assets. No exception was noted in this area.



**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

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

**Miscellaneous**

Testing for Lead of all Drinking Water in Educational Facilities

Testing for lead of all drinking water in educational facilities was done during the fiscal year. However, the laboratory who performed the services was commissioned by the Passaic Valley Water Commission and not by the Charter School.

**Follow-up on Prior Year's Findings**

In accordance with Government Auditing Standards, our procedures included a review of all prior year recommendations. Corrective actions had been completed or are still in process on prior year findings, with the exception of those that are identified as repeat or partially similar to findings in this year's recommendation (with asterisk \*).

**Acknowledgment**

We received the complete cooperation of all the officials of the Charter School and we greatly appreciate the courtesies extended to the members of our audit team.

Respectfully submitted,



Leonora Galleros, CPA  
Public School Accountant  
PSA No. 20CS00239400



GALLEROS KOH LLP  
Certified Public Accountants

November 16, 2017  
Cream Ridge, New Jersey

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
APPLICATION FOR CHARTER SCHOOL AID  
ENROLLMENT COUNT AS OF OCTOBER 15, 2016**

Submission to <span style="border: 1px solid black; display: inline-block; width: 600px; height: 15px; vertical-align: middle;"></span>															
Grades	CHE reported On Roll	Reported on workpapers	Verified signed registration forms	Errors	Verified # days enrolled	Errors	Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors	
6	41	41	36	5	190	-	1	1	-	190	-	8	8	-	
7	38	38	37	1	190	-	-	-	-	190	-	4	4	-	
8	39	39	38	1	190	-	1	1	-	190	-	7	7	-	
<b>Total</b>	<b>118</b>	<b>118</b>	<b>111</b>	<b>7</b>		<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>		<b>-</b>	<b>19</b>	<b>19</b>	<b>-</b>	
Percentage				5.9%		0.0%			0.0%		0.0%			0.0%	

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
APPLICATION FOR CHARTER SCHOOL AID  
ENROLLMENT COUNT AS OF JUNE 30, 2017**

Submission to <span style="border: 1px solid black; display: inline-block; width: 700px; height: 15px; vertical-align: middle;"></span>															
Grades	CHE reported On Roll	Reported on workpapers	Verified signed registration forms	Errors	Verified # days enrolled	Errors	Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors	
6	41	41	36	5	194	-	1	1	-	194	-	8	8	-	
7	38	38	37	1	194	-	-	-	-	194	-	4	4	-	
8	39	39	38	1	194	-	1	1	-	194	-	7	7	-	
<b>Total</b>	<b>118</b>	<b>118</b>	<b>111</b>	<b>7</b>		<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>		<b>-</b>	<b>19</b>	<b>19</b>	<b>-</b>	
Percentage				5.9%		0.0%			0.0%		0.0%				0.0%

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
(COUNTY OF PASSAIC, NEW JERSEY)**

**EXCESS SURPLUS CALCULATION**

June 30, 2017

**SECTION 1**

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

2016-17 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 1,371,111 (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	\$ 167,903 (B2a)
Assets Acquired Under Capital Leases	\$ _____ - (B2b)
Adjusted 2016-17 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 1,203,208 (B3)</u>
2% of Adjusted 2016-17 General Fund Expenditures [(B3) times .02]	\$ 24,064 (B4)
Enter Greater of (B4) or \$250,000	\$ 250,000 (B5)
Increased by: Allowable Adjustment *	\$ _____ - (K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	<u>\$ 250,000 (M)</u>

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/2017 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 1,783,156 (C)
Decreased by:	
Year-end Encumbrances	\$ 6,000 (C1)
Legally Restricted – Designated for Subsequent Year's Expenditures	\$ _____ - (C2)
Legally Restricted - Excess Surplus – Designated for Subsequent Year's Expenditures **	\$ _____ - (C3)
Other Restricted Fund Balances ****	\$ _____ - (C4)
Assigned Fund Balance – Unreserved- Designated for Subsequent Year's Expenditures	\$ _____ - (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 1,777,156 (U1)</u>
Excess Surplus at June 30, 2017	<u>\$ 1,527,156</u>

**SECTION 3**

Restricted Fund Balance – Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ _____ - (E)
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**Recapitulation of Excess Surplus as of June 30, 2017**

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

Charter schools are not subject to the excess surplus limitations. Charter schools auditors are required to document the calculation of excess surplus pursuant to N.J.S.A. 18A:7F-7 solely for the purpose of adherence to N.J.A.C. 6A:23A-22.4(e), which provides that a district board of education may petition the Commissioner to pay a lower per-pupil rate if the charter schools spends "significantly less than budgeted and has accumulated a sizeable surplus."

**CLASSICAL ACADEMY CHARTER SCHOOL OF CLIFTON  
COUNTY OF PASSAIC, NEW JERSEY**

**AUDIT RECOMMENDATIONS SUMMARY**

**FOR THE YEAR ENDED JUNE 30, 2017**

**I. Administrative Practices and Procedures**

There are none.

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

1. The Charter School needs to minimize its support and administrative expenses to increase its instructional expense ratio to total expenditures of 50% to the required 60%.

**III. School Purchasing Programs**

There are none.

**IV. School Food Service**

There are none.

**V. Charter School Enrollment System/Charter School Aid**

2. We recommend that the Charter School reviews the CHE entries and agree to student information on file. Reconciliation and review procedures of information should also be conducted on a periodic basis.

**VI. Facilities and Capital Assets**

There are none.

**VII. Miscellaneous**

There are none.