

School District of the Chathams
County of Morris, New Jersey

MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS—
FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2015



Auditors' Management Report on Administrative Findings-Financial, Compliance and Performance

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INDEPENDENT AUDITORS' REPORT

Honorable President and Members of the Board of Education School District of the Chathams County of Morris, New Jersey

We have audited, in accordance with generally accepted auditing 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 School District of the Chathams in the County of Morris for the year ended June 30, 2015, and have issued our report thereon dated December 9, 2015.

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 solely for the information of the School District of the Chathams management and Board members and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Scott A. Clelland
Scott A. Clelland
censed Public School Account

Licensed Public School Accountant

No. 1049

WISS & COMPANY, LLP

Wise of Company

Iselin, New Jersey December 9, 2015

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 and 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 J-20, Insurance Schedule contained in the District's CAFR.

Official Bonds (*N.J.S.A.* 18A:17-26, 18A:17-32, 18A:13-13)

Name	Position	Amount
Peter Daquila	Business Administrator/Board Secretary	\$300,000
Patricia Mackenzie	Assistant Business Administrator	\$150,000
Annette M. Wells	Treasurer of School Moneys	\$325,000

There is a Public Employees' Faithful Blanket Position Bond covering all other employees with coverage of \$100,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The District made a proper adjustment to the billings to sending Districts for the increase or decrease in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period indicated no exceptions with respect to signatures, certification or supporting documentation.

Payroll Account and Position Control Roster

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 tested 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 premium amounts withheld due to the general fund.

Payrolls were delivered to the Treasurer of school monies with a warrant made to her order for the full amount of each payroll.

No exceptions were noted during our testing of payroll.

An inquiry and subsequent review of the Position Control Roster did not identify any inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

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 and no exceptions were noted.

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 selected 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.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary did not disclose any exceptions.

Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer did not disclose any exceptions.

Unemployment Compensation Insurance Trust Fund

The District has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Fiduciary Fund. No exceptions were noted.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.), as reauthorized by the No Child Left Behind (N.C.L.B.) Act of 2001

The E.S.E.A./N.C.L.B. financial exhibits are contained within the Special Revenue Section of the Comprehensive Annual Financial Report (CAFR). This section of the CAFR documents the financial position pertaining to the projects under the NCLB.

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

Other Special Federal and/or State Projects

The District's special projects were approved as listed on Schedules A (K-3) and B (K-4) 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 no instances of noncompliance that are required to be reported in accordance with OMB Circular A-133 or NJ OMB 15-08.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement filed with the Department of Education for District 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 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 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.

Nonpublic State Aid

Our review of the Nonpublic State Aid completion reports disclosed no exceptions.

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 \$36,000 with a Qualified Purchasing Agent and \$26,000 without a Qualified Purchasing Agent, respectively. The law regulating the bidding for public school transportation contracts under N.J.S.A.18A:-39-3 is \$18,300 in 2014-15. The District by resolution has appointed the School Business Administrator as a Qualified Purchasing Agent increasing the legal bid threshold to \$36,000.

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 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.

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

Procedures were performed on a test basis, to indicate if any individual payments, contracts, or agreements were 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, amended. We did note the following:

Finding 2015-001

Finding

During our testing of local public contracts law, we noted two purchases over the quote threshold for which the District did not obtain more than one quote.

Recommendation

We suggest that District's management ensure that all department heads review budgeted expenditures within their department and obtain multiple quotes for items required by local public contracts law.

School Food Service

The financial transactions and statistical records of the school food service fund were reviewed on a test basis. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed on a test basis for timely deposit, without exception.

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 operate with a profit of \$140,000. The operating results provision has been met for the June 30, 2015 fiscal year.

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

Timesheets were reviewed and labor costs verified on a test basis. Payroll records were maintained on all School Food Service employees authorized by the District. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records on a test check basis. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims tested were submitted/certified in a timely manner.

Applications for free and reduced price meals were reviewed for completeness and accuracy on a test check basis. The number of free and reduced price meals claimed as served was compared to 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 policy is uniformly administered throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

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

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

Student Body Activities

Our audit procedures included a test of items selected from cash receipts and disbursements for the student activity accounts. During such tests, we noted the following:

Finding 2015-002

Finding

During our testing of student activity account receipts and disbursements, the District was unable to provide the supporting documentation for the receipts and disbursements in the high school student activities account for the 2014-2015 school year.

Recommendation

We suggest that School personnel take additional precaution when storing / transferring supporting documentation within the district to ensure that records are not misplaced including, but not limited to, having electronic copies of all source documents as a back-up file and requesting written signature of all employees in charge of transferring files within the District.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2014 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, 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 with exceptions as noted on the Schedule of Audited Enrollments. The information that was included on the workpapers was verified as presented in the Schedule of Audited Enrollments with exceptions. 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 2014-2015 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 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 District did not purchase any buses during the 2014-2015 school year.

We noted no exceptions in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our procedures included a review of the New Jersey Schools Development Authority ("NJSDA") grant agreements for consistency with recording NJSDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. No exceptions were noted.

Follow-up on Prior Year's 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.

There were no audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC) during the 2015 fiscal year.

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.

SCHEDULE OF AUDITED ENROLLMENTS

APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

	2015-2016	Application	for State Scl	nool Aid					Sample	for Verific	ation		Priv	ate Schools fo	r Disabled	
	A.S	orted on S.S.A. Roll	Work	ted on papers Roll	1	Errors	Samp Selected Workpa	from	Verifie Regis On I	sters	R	rrors per egisters On Roll	Reported on A.S.S.A. as Private	Sample for Verifi-	Sample	Sample
	Full	Shared	Full	Shared	Full	Shared		Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors
Half Day Preschool Full Day Preschool	21		21				8		8							
Half Day Kindegarten Full Day Kindergarten	218		218				85		85							
One	266		266				109		109							
Two	315		315				97		97							
Three	272		272				72		72							
Four	274		274				274		274							
Five	308		308				308		308							
Six	311		311				311		311							
Seven	283		283				283		283							
Eight	251		251 258				251 258		251 258							
Nine Ten	258 285		285				285		285							
Eleven	243		243				243		243							
Twelve	243	1	243	1			243	1	243	1						
Post-Graduate	241		241				241		241							
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	3,546		3,546			-	2,825	1	2,825							
Subtotal	5,540	•	3,540	**			2,025		2,025	•						
Special Ed - Elementary	259		259				43		43				11	10	10	
Special Ed - Middle School	146		146				146		146				5	4	4	
Special Ed - High School	161	1	161	1			161	1	161	1			16	14	14	
Subtotal	566	1	566	1	-	-	350	1	350	1		-	32	28	28	
								- '								
Co. Voc Regular Co. Voc. Ft. Post Sec.									2.105							
Totals	4,112	2	4,112	2			3,175		3,175	2			32	28	28	
Percentage Erro	г				0.00%	0.00%					0.00%	0.00%				0.00%

SCHEDULE OF AUDITED ENROLLMENTS

SCHOOL DISTRICT OF THE CHATHAMS <u>APPLICATION FOR STATE SCHOOL AID SUMMARY</u> <u>ENROLLMENT AS OF OCTOBER 15, 2014</u>

	1	Resident Low Income		Sa	mple for Verification		Reside	nt LEP Low Income		Sample for V	erification	
	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 One	2	2		1	1							
Two	4	4		5	5							
Three	i	1		ĭ	1							
Four	2	2		2	2							
Five	6	6		5	5							
Six	6	6		4	4		1	1		1	1	
Seven	9	9		6	6 .							
Eight	3	3		3	3		4				-	
Nine	6 4	6		5	5		1	1		1	1	
Ten Eleven	6	6		5	3 5		1	1		-1	1	
Twelve	5	5		5	5							
Post-Graduate	3	3		,	,							
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	54	54		45	45		3	3		3	3	
Special Ed - Elementary Special Ed - Middle Special Ed - High	10 6 5	10 6 5	,	7 2 3	7 2 3			19				
Subtotal Co. Voc Regular	21	21		12	12	•	*	3.	•	•	*	
Co. Voc. Ft. Post Sec. Totals	75	75		57	57		3	3		3	3	· ·
Percentage Error			0.00%			0.00%		(*)-	0.00%		=	0.00%
	Reported on DRTRS by	Reported on DRTRS by	Trans	portation								
	District	DOE/county	Errors	Tested	Verified	Errors						
		A Company of the Comp										
Reg Public Schools, col.a	729.0	729.0		154	154						Reported	Recalculated
Reg -SpEd, col.4	50.0	49.0	1	10	10		Reg Avg.(Mileage)	= Regular Including G	rade PK stud	dents (Part A)	4.3	4.2
Transported - Non-Public, col. Special Ed Spec, col.6	362.0 69.0	362.0 70.0	(1)	76 14	71 14	5		= Regular Excluding On al Ed with Special Nee		idents (Part B)	4.3	4.2 7.4
Totals	1,210.0	1,210.0	(i)	254	249	- 5	spec Avg. = Specia	ii Eu with Special Nee	us		7.4	7.4
1 Otais	1,210.0	1,210.0		254	247							
Percentage Error						1.97%						

SCHEDULE OF AUDITED ENROLLMENTS

<u>APPLICATION FOR STATE SCHOOL AID SUMMARY</u> <u>ENROLLMENT AS OF OCTOBER 15, 2014</u>

		nt LEP NOT Low Income		Sam	ple 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	3	3		3	3	
Full Day Kindergarten						
One	4	4		4	4	
Two	3	2	1	2	2	
Three	1	1		1	1	
Four	1.	1		1	I	
Five	2	2		2	2	
Six						
Seven						
Eight						
Nine	2	2		2	2	
Ten	1	1		1	1	
Eleven						
Twelve	2	2		1	1	
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	19	18	1	17	17	*
Special Ed - Elementary		1	(1)			
Special Ed - Middle	1		1			
Special Ed - High	1_	1_		1	1_	
Subtotal	2	2	- 1 -	1	1	
Co. Voc Regular						
Co. Voc. Ft. Post Sec.		1:		·		8
Totals	21	20	1	18	18	
		1		2		2
Percentage Error			4.76%			0.00%

EXCESS SURPLUS CALCULATION

JUNE 30, 2015

<u>SECTION 1 - Regular District</u> B. 2% Calculation of Excess Surplus

2014-15 Total General Fund Expenditures per the CAFR, Ex. C-1 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion	\$ 69,759,338 (B) \$ 278,843 (B1a) \$ - (B1b) \$ - (B1c) \$ (B1d)
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases	\$ 5,844,049 (B2a) \$ - (B2b)
Adjusted 2014-15 General Fund Expenditures [(B) + (B1s) - (B2s)]	\$ 64,194,132 (B3)
2% of Adjusted 2014-15 General Fund Expenditures [(B3) times .02] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment* Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5) + (K)] SECTION 2	\$ 1,283,883 (B4) \$ 1,283,883 (B5) \$ 122,971 (K) \$ 1,406,854 (M)
Total General Fund - Fund Balances @ 6/30/2015 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by: Year-end Encumbrances	\$ 5,016,708 (C) \$ 594,228 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ - (C2) \$ 282,490 (C3)
Other Restricted Fund Balances**** Assigned Fund Balance - Unreserved - Designated for	\$ 2,459,409 (C4)
Subsequent Year's Expenditures Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ - (C5) \$ 1,680,581 (U1)

EXCESS SURPLUS CALCULATION

JUNE 30, 2015

SECTION 3

Restricted Fund Balance - Excess Surplus ***		
[(U1)-(M)] IF NEGATIVE ENTER -0-	\$ 273,727	(E)
Recapitulation of Excess Surplus as of June 30, 2015		
Reserved Excess Surplus - Designated for Subsequent Year's		
Expenditures **	\$ 282,490	(C3)
Reserved Excess Surplus *** [(E)]	\$ 273,727	(E)
Total Excess Surplus [(C3)+(E)]	\$ 556,217	(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:7F-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);
 - (J1) Extraordinary Aid;
 - (J2) Additional Nonpublic School Transportation Aid;
 - (J3) Recognized current year School Bus Advertising Revenue; and
 - (J4) Family Crisis Transportation Aid.

Detail of Allowable Adjustments

\$ 	(H)
\$ -	(I)
\$ 75,109	(J1)
\$ 47,862	(J2)
\$ 	(J3)
\$ -	(J4)
\$ 122,971	(K)
\$ \$ \$ \$ \$ \$	\$ - \$ 75,109 \$ 47,862 \$ - \$ -

- ** This amount represents the June 30, 2014 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.
- *** Amounts must agree to the June 30, 2015 CAFR and must agree to Audit Summary Line 90030.
- **** Amount for Other Restricted Fund Balances 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 another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

EXCESS SURPLUS CALCULATION

JUNE 30, 2015

Detail of Other Restricted Fund Balance

Statutory restrictions:			
Approved unspent separate proposal	<u>\$</u>		
Sale/lease-back reserve	\$		
Capital reserve	\$	2,459,409	
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 Capital Fund Reserve (Sections 8007 and 8008)	\$		
Other state/government mandated reserve	\$		
[Other Restricted Fund Balance not noted above]****	\$		
Total Other Restricted Fund Balance	\$	2,459,409	((