# GLOUCESTER CITY SCHOOL DISTRICT COUNTY OF CAMDEN

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

> FOR THE FISCAL YEAR ENDED JUNE 30, 2019



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

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

The Honorable President and Members of the Board of Education Gloucester City School District County of Camden, 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 Education of the Gloucester City School District, in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2019, which were separately issued in the Comprehensive Annual Financial Report dated December 19, 2019.

As part of our audit, we also 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 issued in conjunction with the Comprehensive Annual Financial Report of the Board of Education of the Gloucester City School District, for the fiscal year ended June 30, 2019, and is intended for the information of the School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

Bowman & Company LLP

Tred & Cattalians

BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

Fred S. Caltabiano
Certified Public Accountant

Certified Public Accountant

Public School Accountant No. CS00238100

Woodbury, New Jersey December 19, 2019

### ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

#### **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 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 Exhibit J-20, Insurance Schedule, contained in the School District's Comprehensive Annual Financial Report (CAFR).

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

<u>Name</u> <u>Position</u> <u>Amount</u>

Margaret M. McDonnell (7/1 - 9/30) Paul Whitman (10/1 - 12/31)

Janine Wechter (1/1 - 6/30) Board Secretary / School Business Administrator \$ 300,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$50,000.

### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the 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**

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

#### **Payroll Account**

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary / School Business Administrator.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

Sampled payrolls were delivered to the Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

## FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

## **Employee Position Control Roster**

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2018-2019 budget review checklist.

#### **Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

### Travel

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

## **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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

## **Board Secretary's Records**

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

#### Treasurer of School Moneys' Records

Our audit of the financial and accounting records maintained by the Treasurer of School Moneys indicated that they were in satisfactory condition.

## Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act (E.S.S.A.)

The E.S.S.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, II, and IV of the Every Student Succeeds Act.

The audit of compliance for E.S.S.A. did not indicate any reportable noncompliance.

## Other Special Federal and / or State Projects

The School District's other special projects were approved as listed on exhibits K-3 and K-4 located in the CAFR.

Our audit of the federal and state funds on a sample 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 other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

## FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

#### **TPAF Reimbursement**

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

#### TPAF 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 90 day grant liquidation period required by the Office of Grants Management and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and no exceptions were noted.

#### **SCHOOL PURCHASING PROGRAMS**

## **Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html

Current statute is posted on the New Jersey Legislature website at:

#### http://www.njleg.state.nj.us/

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (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 \$19,000.00 for 2018-19.

The School District's 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.

Based on the results of our audit, 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. 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 \$100,000.00 in federal and / or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

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

The statement of revenues, expenses, and changes in fund net position (CAFR exhibit B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Net cash resources did not exceed three months average expenditures.

### STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

## **APPLICATION FOR STATE SCHOOL AID**

Our audit procedures included a sample of information reported in the October 15, 2018 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers and had exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

#### Finding 2019-001 (CAFR Finding No. 2019-001)

Enrollment counts reported on the 10/15/2018 Application for State School Aid ("A.S.S.A.") were not always supported by or in agreement with the District workpapers.

### Recommendation

That enrollment counts reported on the A.S.S.A. are supported by and in agreement with District workpapers.

#### **PUPIL TRANSPORTATION**

Our audit procedures included a sample of on-roll status reported in the 2018-2019 District Report of Transported Resident Students (DRTRS). The information that was reported 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 sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

#### **FACILITIES AND CAPITAL ASSETS**

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

## **MISCELLANEOUS**

## **Continuing Disclosure Agreements**

The School District complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.

### Testing for Lead of All Drinking Water in Education Facilities

The School District did comply with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The School District 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'S FINDINGS

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action has been taken on the prior year finding.

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2019.

### **ACKNOWLEDGMENT**

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

Respectfully submitted,

BOWMAN & COMPANY LLP Certified Public Accountants

gred & Cataliano

Bowman & Company LLP

& Consultants

Fred S. Caltabiano

Public School Accountant No.CS00238100

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2018

		2019-2020 Application for State School Aid			Sample for Verification				Private Schools for the Disabled							
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sam Selecte Workp	d from	Regi	ed per isters Roll		sters Roll	Reported on A.S.S.A. as Private	Sample for Verifi-	Sample	Sample
	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	Shared	<u>Full</u>	Shared	<u>Full</u>	<u>Shared</u>	<u>Schools</u>	<u>cation</u>	<u>Verified</u>	Errors
Half Day Preschool																
Full Day Preschool	231		224		7		224		224							
Half Day Kindergarten																
Full Day Kindergarten	152		149		3		149		149							
One	144		143		1		143		143							
Two	133		133				133		133							
Three	126		123		3		123		123							
Four	126		128		(2)		128		128							
Five	157		156		1		156		156							
Six	137		135		2		135		135							
Seven	107		105		2		105		105							
Eight	104		98		6		98		98							
Nine	95		108		(13)		108		108							
Ten	88		94		(6)		94		94							
Eleven	84		86		(2)		86		86							
Twelve	95		106		(11)		106		106							
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
Subtotal	1,779		1,788		(9)		1,788		1,788							
Special Education-Elementary	179		113		66		22		22				4	4	4	
Special Education-Middle School	97		104		(7)		13		13				7	7	7	
Special Education-High School	147		146		<u> </u>		11		11				17	17	17	
Subtotal	423		363		60		46		46				28	28	28	_
Co. Voc Regular Co. Voc. Ft. Post Sec.																
Subtotal			-						_		-			-		
Totals	2,202		2,151		51		1,834		1,834				28	28	28	
Percentage Error					2%											

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2018

	Reported on	Reported on					Reported on	Reported on			Verified to	
		Workpapers as Low		Sample Selected from	Verified to	01-	A.S.S.A. as LEP Low	Workpapers as LEP Low		Sample Selected from	Application, Test Score	0
	Low Income	Income	Errors	Workpapers	Application and Register	Sample Errors	Income	Income	Errors	Workpapers	and Register	Sample Errors
Half Day Preschool	income	income	EIIUIS	workpapers	and Register	Ellois	income	income	EIIOIS	workpapers	and Register	EIIUIS
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	105			40	40		6			7	7	
one	90			33	33		6			6	6	
										7	7	
WO	105			27	27		4			•		
Three	91			27	27		2			2	2	
our 	86			22	22		1			1	1	
Five	111			33	33		3			2	2	
Six	101			17	17		2			3	3	
Seven	96			15	15							
Eight	84			11	11							
line	77			22	22							
en	47			16	16							
leven	45			12	12							
welve	57			7	7							
ost-Graduate												
dult H.S. (15+CR.)		Workpaper su						Workpaper su				
dult H.S. (1-14CR.)		A.S.S.A. figure						A.S.S.A. figures				
		provided for ex	amination					provided for exa	amination			
Subtotal	1,095			282	282		24			28	28	
Special Education-Elementary	151			11	11		4			1	1	
Special Education-Middle School	74			3	3							
pecial Education-High School	79			4	4							
posiai Zaasaasii i iigii ooilooi				<u> </u>	<u>_</u>							
ubtotal	304			18	18		4			1	1	
o. Voc Regular	1											
co. Voc. Ft. Post Sec.												
subtotal	1											
ubtotal						<del></del>						
otals	1,400			300	300		28			29	29	
ercentage Error			-			-			-			
			Transp	oortation								
	Reported on	Reported on										_
	DRTRS by	DRTRS by				_						Re-
	DOE/County	<u>District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>					Reported	Calculate
eg Public Schools, Col. 1	55	55		48	48		Rea. Ava. (Milea	age) = Regular Inc	luding Grad	le PK students (Part	t 7.2	7
eg SpEd, Col. 4	17	17		17	17					de PK students (Par		7
ransported - Non-Public, Col. 3								age) = Regular Ext age) = Special Ed			5.7	5
•	59	59		49	49		opco. Avg. (Wille	ago, – opcolai Lu	. with open	iai 1100u3	5.7	
necial Needs Col 6	39			<del></del>	49							
Special Needs, Col. 6												
pecial Needs, Col. 6	131	131		114	114							

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2018

		nt LEP NOT Low Income	Samp	ole for Verification		
	Reported on A.S.S.A. as NOT Low <u>Income</u>	Reported on Workpapers as NOT Low <u>Income</u>	<u>Errors</u>	Sample Selected from Workpapers	Verified to Test Score and Register	Sampl Errors
Half Day Preschool				<del></del>		
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	2			1	1	
One	2			1	1	
Two	4					
Three	2			1	1	
Four						
Five				2	2	
Six						
Seven						
Eight						
Nine				2	2	
Геп						
Eleven						
Twelve				1	1	
Post-Graduate						
Adult H.S. (15+CR.)		Workpaper supp				
Adult H.S. (1-14CR.)		figures was not				
		examin	ation			
Subtotal	10	-		8	8	
Special Education-Elementary Special Education-Middle School Special Education-High School		_				
Subtotal	-			-	_	
Co. Voc Regular						
Co. Voc. Ft. Post Sec.		_				
Subtotal	<u> </u>	_				
Totals	10			8	8	

## **EXCESS SURPLUS CALCULATION**

## SCHOOL BASED BUDGET DISTRICT

## **SECTION 1**

## 2% Calculation of Excess Surplus

2018-19 Total General Fund Expenditures Reported on CAFR Exhibit C-1	\$ 40,611,327.99	_(A)
Increased by Applicable Operating Transfers:  Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to Special Revenue Fund for Preschool - Regula Transfer from General Fund to Special Revenue Fund for Preschool - Inclusi Less: Expenditures Allocated to Restricted Federal Resources as reported on Exhibit D-2  2018-19 Adjusted General Fund & Other State Expenditures [(A)+(A1a)-(A1b)]		(A1a) (A1a) (A1a) (A1a) (A1b) \$ 40,711,247.99 (A2)
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases: General Fund 10 Assets Acquired Under Capital Leases		5,779,671.56_(A3)
Reported on Exhibit C-1a	702,815.00	_(A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases: Assets Acquired Under Capital Leases in Fund 15 Reported on Exhibit C-1a		_(A5)
Combined General Fund Contribution & State Resources % of Fund 15 Resources Reported on Exhibit D-2	0%	(A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)*(A6)]		_(A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]		702,815.00 (A8)
2018-19 General Fund Expenditures [(A2)-(A3)-(A8)]		\$ 34,228,761.43 (A9)
2% of Adjusted 2018-19 General Fund Expenditures [(A9) times .02]		\$ 684,575.23 (A10)
Enter Greater of (A10) or \$250,000		684,575.23 (A11)
Increased by: Allowable Adjustment *		501,972.00 (K)
Maximum Unassigned Fund Balance [(A11)+(K)]		\$ 1,186,547.23 (M)

#### **EXCESS SURPLUS CALCULATION (CONT'D)**

#### SCHOOL BASED BUDGET DISTRICT

#### **SECTION 2**

Total General Fund - Fund Balances at June 30, 2019	\$14,004,648.28 (C)
Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Other Restricted Fund Balances **** Assigned Fund Balance - Designated for Subsequent Year's Expenditures	1,640,327.33 (C1) - (C2) - (C3) 6,276,049.00 (C4) 1,500,000.00 (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 4,588,271.95 (U)
SECTION 3	
Restricted Fund Balance - Excess Surplus *** [(U)-(M)] IF NEGATIVE ENTER -0-	\$ 3,401,724.72 (E)
Recapitulation of Excess Surplus as of June 30, 2019	
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Restricted - Excess Surplus ***	\$ - (C3) 3,401,724.72 (E)
Total Excess Surplus [(C3)+(E)]	\$ 3,401,724.72 (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, 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**

Federal Impact Aid	\$ -	(H)
Sale & Lease-Back	 -	(I)
Extraordinary Aid	 500,522.00	(J1)
Additional Nonpublic School Transportation Aid	1,450.00	(J2)
Current Year School Bus Advertising Revenue Recognized	-	(J3)
Family Crisis Transportation Aid	-	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ 501,972.00	(K)

#### **EXCESS SURPLUS CALCULATION (CONT'D)**

## SCHOOL BASED BUDGET DISTRICT

## Footnotes: (Cont'd)

- \*\* This amount represents the June 30, 2019 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2019-2020 general fund budget.
- \*\*\* Amounts must agree to the June 30, 2019 CAFR and must agree to Audit Summary Line 90030.
- Amount for Other Restricted Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant Commissioner Field Services prior to September 30.

## **Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	
Capital reserve (N-1)	2,463,000.00
Maintenance reserve (N-2)	3,282,049.00
Tuition reserve (N-3)	180,000.00
Emergency reserve (N-4)	351,000.00
School bus advertising 50% fuel offset reserve - current year (N-5)	-
School bus advertising 50% fuel offset reserve - prior year (N-6)	
Impact Aid General Fund Reserve (Sections 8002 and 8003) (N-7)	-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008) (N-8)	-
Other state/government mandated reserves	
[Other Restricted Fund Balance not noted above]****	
Total Other Restricted Fund Balance	\$ 6,276,049.00 (C4)

Audit Recommendation Summary For the Fiscal Year Ended June 30, 2019

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1.	Administrative	Practices and	<b>Procedures</b>

None

## 2. Financial Planning, Accounting and Reporting

None

## 3. School Purchasing Programs

None

## 4. School Food Service

None

## 5. Student Body Activities

None

## 6. Application for State School Aid

That enrollment counts reported on the A.S.S.A. are supported by and in agreement with District workpapers.

## 7. Charter School Enrollment System (CHE)

Not Applicable

## 8. Pupil Transportation

None

## 9. Facilities and Capital Assets

None

## 10. Miscellaneous

None

## 11. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.