

**CITY OF MARGATE  
BOARD OF EDUCATION**

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

**June 30, 2013**



**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

Table of Contents

	Page
Independent Auditors' Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account	2-3
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Board Secretary's Records	3
Chief School Administrator's Records	3
Elementary and Secondary Education Act of 1965 (ESEA)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001	3
Other Special Federal and/or State Projects	4
T. P. A. F. Reimbursement	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	4-5
School Food Service	6
Student Body Activities	6
Application for State School Aid	6-7
Pupil Transportation	7
Follow-up on Prior Year Findings	7
Acknowledgment	7
Schedule of Meal Count Activity	N/A
Schedule of Audited Enrollments	8-10
Excess Surplus Calculation	11-12





# FORD - SCOTT

& ASSOCIATES, L.L.C.

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## Report of Independent Auditors

Honorable President and  
Members of the Board of Education  
City of Margate School District  
County of Atlantic, New Jersey

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 City of Margate School District in the County of Atlantic for the year ended June 30, 2013, and have issued our report thereon dated October 24, 2013.

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 and use of the City of Margate Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Robert E. Swartz, CPA  
Licensed Public School Accountant  
No. CS00667

*Ford Scott & Associates, LLC*

Ford Scott & Associates, LLC  
Certified Public Accountants

October 24, 2013

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## **ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE**

### **Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Chief School Administrator, 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**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's CAFR.

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

Name	Position	Amount
Susan Palaia	Board Secretary/ School Business Administrator	\$100,000.00
Dr. Theresa DeFranco	Chief School Administrator	200,000.00

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board made a proper adjustment to the billing of its receiving district for the decrease in per pupil costs in accordance with NJAC 6A:23A-17.1(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 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 issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable.

#### Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with NJAC 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditures 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 NJAC 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

##### **A. General Classification Findings**

None

##### **B. Administrative Classification Findings**

None

#### Board Secretary's Records

The records of the board secretary were in satisfactory condition.

#### Chief School Administrator's Records

The records of the Chief School Administrator were in satisfactory condition.

#### **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**

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 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 special projects indicated no areas of noncompliance and/or questionable costs.

### **T.P.A.F. Reimbursement**

Our audit procedures included a test of the biweekly reimbursements 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**

N.J.S.A. 18A:18A-3 states:

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending C.40A:11-9) the board of education may establish that the bid threshold may be up to \$36,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to the section.
- b. Commencing in the fifth year after the year in which P.L. 1999, c.440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rat as that term is defined in NJS 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made. Any contract made pursuant to this section may be awarded for a period of

24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of NJSA 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other.

The board of education may, by resolution approved by a majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had prior negative experience with the bidder."

Effective July 1, 2010 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-3 (as amended) and 18A:39-3 are \$26,000 and \$17,500 respectively.

The business administrator of the school district is a qualified purchasing agent and the board of education has adopted a resolution to establish a bid threshold of \$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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or goods or services, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine if any clear-cut violations existed.

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, as amended.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. My examination did not reveal any purchases made through the use of State contracts.

## **School Food Service**

The financial transactions and statistical records of the school food services fund were reviewed. 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.

Expenditures should be 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.

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

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and/or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal policy was reviewed for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program (food and/or commodities) were received and a single 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**

The records of the student activity funds were maintained in accordance with board policies. The records were maintained in satisfactory condition.

## **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2012 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 without exception. 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 2012-2013 District Report of Transported 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. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Follow-up on Prior Years' Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. No recommendations were reported in the prior year.

### **Acknowledgment**

We received the complete cooperation of all the officials of the school district and I greatly appreciate the courtesies extended to the members of the audit team.

CITY OF MARGATE SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2012

	2013-2014 Application for State School Aid (10/15/12 data)			Sample for Verification			
	Reported on ASSA on Roll		Errors	Sample Selected from Workpapers		Verified per Registers on Roll	Errors per Registers on Roll
	Full	Shared	Full	Full	Shared	Full	Shared
Full Day Kindergarten	47	47	0	19	19	19	0
One	43	43	0	18	18	18	0
Two	43	43	0	18	18	18	0
Three	38	38	0	16	16	16	0
Four	45	45	0	19	19	19	0
Five	54	54	0	22	22	22	0
Six	51	51	0	21	21	21	0
Seven	51	51	0	21	21	21	0
Eight	52	52	0	22	22	22	0
Subtotal	424	424	0	176	176	176	0
Special Ed Elementary	34	34	0	14	14	14	0
Special Ed Middle School	17	17	0	7	7	7	0
Subtotal	51	51	0	21	21	21	0
Totals	475	475	0	197	197	197	0
Percentage			0.00%			0.00%	0.00%

CITY OF MARGATE SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2012

	Private Schools for Disabled			Resident Low Income			Sample for Verification			Resident LEP Low Income			
	Reported on ASSA as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors
Full Day Kindergarten													
One	0	0	0	0	0	0	0	0	0	0	1	1	0
Two					5	5		4	4				
Three					3	3		3	3				
Four					6	6		5	5				
Five					3	3		3	3				
Six					3	3		3	3				
Seven					4	4		4	4				
Eight					7	7		6	6				
Subtotal	0	0	0	0	36	36	0	32	32	0	1	1	0
Special Ed Elementary					6	6		5	5				
Special Ed Middle School					5	5		4	4				
Subtotal	0	0	0	0	11	11	0	9	9	0	0	0	0
Totals	0	0	0	0	47	47	0	41	41	0	1	1	0
Percentage Error				0.00%			0.00%						0.00%

**SCHEDULE OF AUDITED ENROLLMENTS**

**CITY OF MARGATE SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2012**

	Sample for Verification		Resident LEP Not Low Income		Sample for Verification		
	Sample Selected from Workpapers	Verified to Test Score and Register	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten							
One	1	1					
Two							
Three							
Four							
Five							
Six					1	1	
Seven							
Eight							
Subtotal	1	1	0	1	1	1	0
Special Ed Elementary							
Special Ed Middle School							
Subtotal	0	0	0	1	1	1	0
Totals	1	1	0	2	2	2	0
Percentage Error			<u>0.00%</u>		<u>0.00%</u>		

	Transportation			Reported - Calculated	
	Reported on DRTS by DOE/county	Reported on DRTS by District	Errors		Reported
Reg.-Public Schools					
col. 1	144	144	0	82	82
Reg.-SpEduc, col. 4	6	6	0	3	3
Transported - Non-Public, col. 3	40	40	0	32	32
Special Needs, col. 6	14	14	0	8	8
Totals	204	204	0	125	125
Percentage Error			<u>0.00%</u>		
				Avg. Mileage-Regular including Grade PK studen	6.9
				Avg. Mileage-Regular excluding Grade PK studer	6.9
				Avg. Mileage-Special Ed with Special Needs	9.7

**EXCESS SURPLUS CALCULATION**

**EXCESS SURPLUS CALCULATION**

**SECTION 1**

**Calculation A: 2 Percent Excess Surplus**

2012-2013 Total General Fund Expenditures Reported on Exhibit C-1	\$13,551,095	(B)	
Increased by Applicable Operating Transfers:			
Transfer from Capital Outlay to Capital Projects Fund	0	(B1b)	
Transfer from Capital Reserve to Capital Projects Fund	0	(B1c)	
Decreased by:			
On-Behalf State Aid Payments	(1,236,190)	(B2a)	
Assets Acquired Under Capital Leases	0	(B2b)	
Adjusted General Fund Expenditures [(B)+(B1s)-(B2s)]	\$12,314,905	(B3)	
Applicable Excess Surplus Percentage	0.02		
2% of Adjusted 2012-13 General Fund Expenditures	246,298	(A)	
Greater of (A) or \$250,000	250,000	(B5)	
Increased by: Allowable Adjustment *	0	(K)	
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]			<u>\$250,000</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-13	1,904,071	C	
Decreased by:			
Year-End Encumbrances	(112,585)	(C1)	
Legally Restricted - Designated for Subsequent Year's Expenditures	0	(C2)	
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	(704,354)	(C3)	
Assigned fund balance - Unreserved - Designated for Subsequent Year's Expenditures	(150,000)	(C5)	
Total Unassigned Fund Balance			<u>\$937,132</u> (U1)
Reserved Excess Surplus (June 30, 2013)			<u>\$687,132</u> (E)

**Recapitulation of Excess Surplus as of June 30, 2013**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures (Audsum line 10025)	704,354	(C3)	
Reserved Excess Surplus (Audsum line 10024)	687,132	(E)	
Total Excess Surplus			<u>\$1,391,486</u> (D)

\* This adjustment line (as detailed below) is to be utilized for Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, chapter 10), Extraordinary Aid, and additional Nonpublic School Transportation Aid if applicable (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid).



**Detail of Allowable Adjustments**

Impact Aid		(H)
Sale & Lease-back		(I)
Extraordinary Aid		(J1)
Additional Nonpublic School Transportation Aid		(J2)
Unbudgeted FICA Wage Freeze Grant Revenue	_____	(J3)
Total Adjustments [(H)+(I)+J1)+(J2)]	<u>      \$0      </u>	(K)

\*\* This amount represents the June 30, 2012 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 10025.

\*\*\* Amounts must agree to the June 30, 2013 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 10024.

\*\*\*\* Amount for Other Reserved 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**Detail of Other Reserved Fund Balance:**

None