

**BOARD OF EDUCATION
UNION TOWNSHIP
AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS, FINANCIAL, COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2015**

AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS-FINANCIAL, COMPLIANCE AND PERFORMANCE

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Federal Identification Number 22-6002352

Certified Public Accountant
Public School Accountant
Registered Municipal Accountant

100 Route 31 North
Washington, NJ 07882 - 1530
Fax # (908) 689-8388
(908) 689-5002

November 5, 2015

Honorable President and Members
of the Board of Education
Union Township
County of Hunterdon, 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 Union Township School District in the County of Hunterdon for the year ended June 30, 2015, and have issued our report thereon dated November 5, 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 for the information of the Union Township 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.

Sincerely,



William M. Colantano, Jr.
Public School Accountant
No. CS 0128

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

NJSA 18A:18A-3 states:

- "A. Any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which, together with any other sums expended or foreseeably to be expended for the performance of any work or services in connection with the same project or the furnishing of similar materials or supplies during the same fiscal year paid with or out of school funds, does not exceed the total sum of \$7,500 or the amount determined pursuant to subsection B. of this section, in the fiscal year or, in the case of purchases that are not annually recurring, in a period of one year may be made, negotiated and awarded by a contracting agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore."
- "B. Commencing January 1, 1983 and every two years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount set forth in subsection A. of this section in direct proportion to the rise or fall of the consumer price index for all urban consumers in the New York City and the Philadelphia area as reported by the United States Department of Labor. The Governor shall notify all Local school districts of the adjustment. The adjustment shall become effective on July 1, of the year in which it is reported."

NJSA 18A:18A:-4 states:

"Every contract or agreement for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of school funds, not included within the terms of NJSA 18A:18A-3, shall be made and awarded only by the board of education after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or calculated by the Governor pursuant to NJSA 18A:18A-3 except by contract or agreement."

Effective April 17, 2000, NJSA 18A:18A (Public School Contracts Law) was revised by PL 1999 Ch 440. The associated rules were drafted by the Department of Local Government Services of the State of New Jersey, with consultation from the Commissioner of Education of New Jersey.

Effective July 1, 2015 and thereafter, the bid thresholds in accordance with NJSA 18A:18A-3 (as amended) and 18A:39-3 are \$29,000 and \$18,800 respectively.

In accordance with 18A:18A-3a and NJAC 5:34-5 et seq., the Board of Education has appointed a "Qualified Purchasing Agent" which allows the Board of Education to increase the bid threshold and to grant the authorization to negotiate contracts below the bid threshold.

The 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.

SCHOOL PURCHASING PROGRAMS (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

Our examination of the minutes indicated that contracts were awarded for the following:

Transportation
 HVAC Upgrades
 Security Upgrades
 Contracted Services
 Food Service Management

As the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies the results of such an accumulation could not reasonably be ascertained. Expenditures were reviewed, however, to determine whether any clear cut violations existed.

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of the statutory threshold where there had been no advertising for bids in accordance with the provision of NJSA 18A:18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per NJSA 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 Chapter 114, PL 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that the following purchases were made through the use of state contracts:

Computers	Furniture
Teaching Supplies	Custodial Supplies
Playground Turf	Equipment Maintenance

Purchases were also made through cooperative agreements for the following:

Fuel Oil	Transportation
Paper Supplies	Athletic Supplies
Teaching Supplies	Furniture
Electric Service	Natural Gas
Internet Access	Office Supplies
Technology Services	Child Study Team Services
Business Administrator Services	Computers & Related Equipment

Insurance

Fire and other insurance coverage evidenced by policies was carried in the amounts as reflected in the Insurance Schedule included in the District's Comprehensive Annual Financial Report.

Adequacy of insurance coverage is the responsibility of the Board of Education.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Official Bonds (NJSA 18A:17-26 18A:17-32)

Surety bond coverage in force during the period was:

<u>Name of Employee</u>	<u>Position</u>	<u>Amount</u>
Amy Barkman	Secretary/Business Administrator (To 04/25/15)	\$ 180,000
Paula Hatch	Treasurer of School Monies	180,000

The Treasurer of School Monies was bonded in a surety bond in accordance with provisions of Title 18A:17-32 with minimum limits of the schedule promulgated by the New Jersey State Board of Education

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Examination of Claims

An examination of claims paid during the period under review indicated nominal discrepancies with respect to vendor's affidavits or supporting documentation.

Special Federal and/or State Projects

Special Federal and State Projects of the District are reflected on schedules K-3 and K-4 included in the Comprehensive Annual Financial Report.

Our examination of the Special Projects, 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 contained within the CAFR represent a true statement of the financial position pertaining to the aforementioned special projects.

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

Salary withholdings were promptly remitted to the proper agencies.

Reserve for Encumbrances, Liability (Current) for Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 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 reserves 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.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Cont'd)

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 expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, a nominal transaction error rate was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification. It should be noted that expenditure misclassification for aide salaries accounted for approximately one third of the total error rate. Reallocations were performed during the audit and the CAFR exhibits are properly stated.

Treasurer's Records

The records of the Treasurer were maintained in good order.

Board Secretary's Records

The records of the Board Secretary were maintained in good order.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

TPAF (Social Security) Reimbursement

Our audit procedures included a test of the online reimbursement requests filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

SCHOOL FOOD SERVICE

Food Service Fund

The financial transactions and statistical records of the school food service 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.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with NJSA 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 realize a profit of \$7,000. The operating results provision has been met.

SCHOOL FOOD SERVICE (Cont'd)

Food Service Fund (Cont'd)

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and 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 exceeded three months average expenditures.

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 and 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 and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

Food Distribution Program 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 G of the CAFR.

Schedule of Meal Count Activity

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Verified</u>	<u>Differ- ence</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>
National School Lunch	Paid	35,567	35,567	-0-	\$.32	\$ -0-
	Reduced	331	331	-0-	2.635	-0-
	Free	1,523	1,523	-0-	3.035	-0-
National School Milk	Free	172	172	-0-	.236	-0-
	Paid	1	1	-0-	.23	-0-
HHFKA Aid		37,421	37,421	-0-	.06	-0-

Finding: The District's net cash resources for the Food Service Fund exceeded three months average expenditures.

Suggestion: The District's should take measures to reduce the net cash resources of their Food Service Fund program to an acceptable level as per state regulations..

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of the information reported in the October 15, 2014 Application for State School Aid (ASSA) Data Listing for on-roll, private schools for the handicapped, and transportation. We also performed a review of the district procedures related to its completion. The information on the data listing was compared to the district work papers with nominal exception. The information that was included on the work papers was verified with no exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained work papers 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 with no 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.

SCHEDULE OF FINDINGS OF NONCOMPLIANCE

There were no findings of noncompliance as a result of this audit pertaining to federal or state financial assistance.

TPAF REIMBURSEMENT TO THE STATE FOR FEDERAL SALARY EXPENDITURES

No reimbursement is due to the State to reimburse for the TPAF/FICA payments made by the State on-behalf of the District. The District had no employees with applicable salaries identified as being paid from federal funds.

OTHER MATTERS

Finding: The District had several expenditure account classifications that were inaccurate.

Criteria: Review and adherence to the NJ DOE Budget Guidelines and Uniform Minimum Chart of Accounts for NJ Public Schools would ensure that proper expenditure account classifications are utilized.

Condition: Improper expenditure account classifications are contrary to the provisions set by NJAC 6A:23A-16.2(f) .

Cause: Procedures in place to ensure proper account classifications for all expenditures within the District were not effective.

Effect: The District had expenditures that were not properly classified.

Recommendation: 2015-1. Districts should reference The Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2008 Edition and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with NJAC 6A:23A-16.2(f)

OTHER MATTERS (Cont'd)

Finding: The District Report of Transported Resident Students (DRTRS) failed to disclose eligible non-public transported and non-public aid in lieu students resulting in a reduction in eligible state aid.

Criteria: Proper reporting of the District's DRTRS information ensures that the correct amount of state aid is generated for the District.

Condition: Improper reporting on the DRTRS can result in an inaccurate amount of state aid generated for the District.

Cause: Procedures in place to ensure proper reporting of the District's DRTRS information within the District were not effective.

Effect: The District did not receive its Non-Public School Transportation Reimbursement Aid as a result of not reporting eligible non-public transported and non-public aid in lieu students on the DRTRS report.

Recommendation: 2015-2. The District Report of Transported Resident Students should be properly completed to ensure that all transported students are reported correctly.

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

SCHEDULE OF AUDITED ENROLLMENTS

	2015-2016 Application for State School Aid						Sample for Verification						Private Schools for Disabled				
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Half Day Preschool Age 3	6		6														
Half Day Preschool Age 4	9		9														
Full Day Preschool Age 3																	
Full Day Preschool Age 4																	
Half Day Kindergarten	27		27					15		15							
Full Day Kindergarten																	
One	46		46					32		32							
Two	37		37					24		24							
Three	44		44					21		21							
Four	44		44					14		14							
Five	42		42					14		14							
Six	51		51					16		16							
Seven	49		49					15		15							
Eight	57		57					19		19							
Nine																	
Ten																	
Eleven																	
Twelve																	
Post-Graduate																	
Adult HS (15+CR)																	
Adult HS (1-14CR)																	
Subtotal	412	-	412	-	0	-	170	-	170	-	-	-	-	-	-	-	-
Special Education-Elementary	51		49		2		20		20				1	1	1		
Special Education-Middle	32		32				13		13								
Special Education-High School																	
Subtotal	83	-	81	-	2.00	-	33	-	33	-	-	-	1	1	1		-
County Vocational-Regular																	
County Vocational-Full Time																	
Post Secondary																	
Totals	495	-	493	-	2	-	203	-	203	-	-	-	1	1	1		-
Percentage Error					0.40%	0.00%					0.00%	0.00%					0.00%

UNION TOWNSHIP SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2014
 (Continued)

SCHEDULE OF AUDITED ENROLLMENTS

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score & Register	Sample Errors
Half Day Preschool Age 3												
Full Day Preschool Age 3												
Half Day Preschool Age 4												
Full Day Preschool Age 4												
Half Day Kindergarten												
Full Day Kindergarten												
One	2	2		2	2							
Two	2	2		2	2							
Three	3	3		3	3							
Four	4	4		4	4							
Five												
Six	1	1		1	1							
Seven												
Eight	2	2		2	2							
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult HS (15+CR)												
Adult HS (1-14CR)												
Subtotal	<u>14</u>	<u>14</u>	<u>-</u>	<u>14</u>	<u>14</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Education-Elementary												
Special Education-Middle												
Special Education-High School												
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
County Vocational-Regular												
County Vocational-Full Time												
Post Secondary												
Totals	<u>14</u>	<u>14</u>	<u>-</u>	<u>14</u>	<u>14</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Percentage			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

UNION TOWNSHIP SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2014
 (Continued)

SCHEDULE OF AUDITED ENROLLMENTS

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
Kindergarten-Half Day	1	1		1	1	
One	1	1		1	1	
Two	1	1		1	1	
Totals	<u>3</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>
			<u>0.00%</u>			<u>0.00%</u>
	Transportation					
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Sample Errors
Regular-Public Schools	251	251		144	144	
Regular-Special Education	79	79		27	27	
AIL					2	(2)
Transported-Non-Public					30	(30)
Public School-With Special Needs	15	15		5	5	
Out of District Public School-Without Special Needs	2	2		2	2	
Private School Disabled-With Special Needs	1	1		1	1	
Private School Disabled-Without Special Needs	1	1		1	1	
	<u>349</u>	<u>349</u>	<u>-</u>	<u>180</u>	<u>212</u>	<u>(32)</u>
Percentage			<u>0.00%</u>			<u>-17.78%</u>

EXCESS SURPLUS CALCULATION

SECTION 1

2% Calculation of Excess Surplus

2014-2015 Total General Fund Expenditures Per the CAFR, Exhibit C-1	\$ 9,472,987	(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)	
Transfer to Unemployment Compensation Fund	-	(B1e)	
Decreased by:			
On-Behalf TPAF Pension & Social Security	793,268	(B2a)	
Assets Acquired Under Capital Leases	-	(B2b)	
Adjusted 2014-2015 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 8,679,719</u>	(B3)	
2% of Adjusted 2014-2015 General Fund Expenditures [(B3) Times .02]	\$ 173,594	(B4)	
Enter Greater of (B4) or \$250,000	250,000	(B5)	
Increased by: Allowable Adjustment	<u>64,114</u>	(K)	
Maximum Unassigned Fund Balance [(B5)+(K)]			<u>\$ 314,114 (M)</u>

SECTION 2

Total General Fund-Fund Balances @ 06/30/2015 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 3,882,155	(C)	
Decreased by:			
Year-end Encumbrances	3,094	(C1)	
Legally Restricted-Designated for Subsequent Year's Expenditures	-	(C2)	
Restricted-Excess Surplus - Designated for Subsequent Year's Expenditures	-	(C3)	
Other Restricted Fund Balances	3,500,385	(C4)	
Assigned Fund Balance-Designated for Subsequent Year's Expenditures	<u>65,545</u>	(C5)	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			<u>\$ 313,131 (U)</u>

EXCESS SURPLUS CALCULATION
(Continued)

SECTION 3:

Restricted Fund Balance-Excess Surplus [(U)-(M)] if Negative Enter -0-	\$	-	(E)
Restricted Excess Surplus-Designated for Subsequent Year's Expenditures	\$	-	(C3)
Restricted Excess Surplus	-	-	(E)
Total Excess Surplus [(C3) + (E)]	\$	-	(D)

Detail of Allowable Adjustments

Impact Aid	\$	-	(H)
Sale and Lease Back		-	(I)
Extraordinary Aid		64,114	(J1)
Nonpublic Transportation Aid		-	(J2)
Other Allowable Adjustments		-	(J3)
Total Allowable Adjustments	\$	64,114	(K)

Detail of Other Restricted Fund Balances

Approved Unspent Separate Proposal	\$	-	
Sale/Lease-Back Reserve		-	
Capital Reserve		2,566,622	
Maintenance Reserve		715,000	
Tuition Reserve		-	
Emergency Reserve		218,763	
Other Restricted/Reserved Fund Balance not noted above		-	
Total Other Restricted Fund Balances	\$	3,500,385	(C4)



 William M. Colantano CPA, Public School Accountant

SUGGESTIONS

1. The District should take measures to reduce the net cash resources of their Food Service Fund Program to an acceptable level as per state regulations.

RECOMMENDATIONS

2015-1. Districts should reference The Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2008 Edition and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with NJAC 6A:23A-16.2(f)

2015-2. The District Report of Transported Resident Students should be properly completed to ensure that all transported students are reported correctly.

STATUS OF PRIOR YEAR'S AUDIT FINDINGS/RECOMMENDATIONS

There were no prior year recommendations.

The foregoing conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our examination of the financial statements, and this report of such conditions does not modify our report dated November 5, 2015

Should any questions arise as to our comments, please do not hesitate to call us.

We wish to express our appreciation for the assistance and courtesies rendered by the school officials and employees during the course of the examination.



William M. Colantano, Jr.
Public School Accountant
No. CS 0128