

*TOWNSHIP OF WOODBRIDGE  
SCHOOL DISTRICT  
COUNTY OF MIDDLESEX, NEW JERSEY*

*AUDITORS MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS –  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2015*

***HODULIK & MORRISON, P.A.***  
*CERTIFIED PUBLIC ACCOUNTANTS  
REGISTERED MUNICIPAL ACCOUNTANTS  
PUBLIC SCHOOL ACCOUNTANTS  
HIGHLAND PARK, N.J.*

**WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT**  
**MIDDLESEX COUNTY, NEW JERSEY**

**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  
Township of Woodbridge School District  
Middlesex County  
Woodbridge, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements as prescribed by the Division of Finance, Department of Education, State of New Jersey, the basic financial statements of the Board of Education of the Township of Woodbridge School District in the County of Middlesex for the year ended June 30, 2015, and have issued our report thereon dated December 4, 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 Township of Woodbridge 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.



HODULIK & MORRISON, P.A.  
Certified Public Accountants  
Public School Accountants



Andrew G. Hodulik  
Certified Public Accountant  
Public School Accountant #841

December 4, 2015  
Highland Park, New Jersey

ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

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.

The audit did not and could not determine the character of services rendered for which payment had been made nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed. These details were necessarily covered by the approval of such claims. Revenues and receipts were established and verified as to sources and amount only insofar as the records permitted.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

Insurance coverage was carried in the amounts as detailed within the Insurance Schedule, as presented in the district's CAFR.

Official Bonds

The following positions were covered by Surety Bonds:

Brian Wolferman, Business Administrator/ Board Secretary	\$655,000.00
Richard Lorentzen	655,000.00
Faithful Performance Blanket Position Coverage	1,000,000.00

Surety bond coverage was reviewed in accordance with regulatory guidelines and the District is in the process of increasing its surety bond coverage's as required.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. Differences in the actual costs as certified by the Department of Education pursuant to the provisions of N.J.A.C. 6A:23-3.1, from estimated costs billed by the Board during the period were negligible. The Board made adjustments to the billings of sending districts for the adjustment in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f)3.

## FINANCIAL PLANNING, ACCOUNTING AND REPORTING

### Examination of Claims

An examination of claims paid during the period under review was performed. Exceptions were noted with respect to the utilization of confirming orders and the lack of supporting documentation for the payment of transportation claims.

It is recommended that purchase orders be prepared prior to the commitment for the purchase of any goods or services and that purchase orders provide for the necessary supporting documentation.

### Payroll Account

The Board maintained the Net Payroll and Agency Account method for the depositing and payment of its payrolls. The net payrolls from all sources are deposited in the payroll account and all payroll deductions, together with the Board's share, are deposited to the agency account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator. Salary withholdings were promptly remitted to the proper agencies.

### Reserve for Encumbrances and Accounts Payable

A review of outstanding 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 N.J.A.C. 6A:23-2.2(g) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of 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 N.J.A.C. 6A:23A-2.4. There were no errors noted for the items tested.

### Board Secretary's Records

The review of the financial and accounting records maintained by the District disclosed the following:

#### Information Processing Reporting System:

The District's information processing reporting system does not provide for a budget to actual segregated by capital project type. We suggest the system be revised to provide for the segregated reporting for each capital project.

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

### Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act (NCLB) 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, IV and VI of the Elementary and Secondary School Improvement Act, as amended and reauthorized.

The study of compliance for E.S.E.A. indicated there are 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.

The examination 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 schedules indicate amounts due to grantor at June 30, 2015 that is the result of audit review and therefore no recommendation is presented.

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

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

## 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 \$17,500.00, 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 quotes. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1971, c.198 (C.40A: 11-9) the board of education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by general delegation of the power to negotiate and award such contracts pursuant to this 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 to the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S. 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 N.J.S.18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

N.J.S.A. 18A:18A-4 states, "Every contract or agreement for the 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 law."

Effective July 1, 2010 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and N.J.S.A. §18A: 18A-3(a) are \$36,000 (with a Qualified Purchasing Agent) and \$26,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$18,300.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal 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 the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of the examination indicated that 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 thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. §18A:18A-4, amended, for the facilities department.

## SCHOOL PURCHASING PROGRAMS (Cont'd.)

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

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

The results of the audit indicated that the existing procurement policies and procedures were adequate to identify contemplated purchases, which required additional procedures (quotes, bids, etc.) to comply with the provisions of the School Contracts Law. However, it is suggested that the use of state contract vendors be authorized by resolution for purchases involving other than instructional related goods or services. It is also recommended that all purchases for like kind goods or services be reviewed for compliance with the provisions of N.J.S.A. §18A:18A-4, as amended.

### OTHER MATTERS

#### School Food Service Fund

The financial transactions and statistical records of the school food services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test check basis. The Board has implemented procedures to review discrepancies noted between reported sales and bank deposits.

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 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 and free milk policy is uniformly administered throughout the school system. The required verification policy procedures for free and reduced price applications were completed and available for review.

Expenditures were 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.

The District food service operation is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1.

Food Distribution Program commodities were received and a separate inventory was maintained on a first-in, first-out basis.

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

## OTHER MATTERS (CONT'D.)

### Student Activity and Athletic Funds

The recordkeeping of the various student activities funds was reviewed for the 2014-15 school year. Various exceptions were noted with including missing authorization signatures, missing supporting documentation, lack of receipt forms, canceled checks and the endorsement side of the canceled checks not available for review and the purchase of non-student related items within the student activity funds. In addition, an exception was noted with respect to the event ticket control log not in agreement with actual ticket inventory. Also, the student activity funds were closed at the District's various elementary schools. As a result, student activity transactions were occurring in non-student activity accounts. The District should review the methodology for the processing and recording of elementary student activity funds and continue to monitor the student activities funds for improvement in the quality of recordkeeping.

It is recommend that the recordkeeping function over student activity funds continue to be monitored and improved.

### Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2014 Applications 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. 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 written procedures for the recording of student enrollment data.

### Pupil Transportation

Our procedures included a test of on-roll status reported in the applicable year District Report of Resident Transported Students (DRTRS). The information included on the DRTRS was verified to the DRTRS Eligibility Summary Report with exceptions noted. 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, for items tested.

## OTHER MATTERS (CONT'D.)

### Grant Administration

During the school year, the District operated programs that were funded in whole or in part by state or federal grant awards. As part of the acceptance of these funds, the District is required to make assurances to the grantor agency that it will comply, in its general operations as well as in the operation of grant funded programs, with various laws and regulations. In addition, the individual grant contracts impose specific compliance requirements for the operations of each program. A finding noted in the previous year with respect to the remittance of unused grant funds to the grantor agency upon the closeout of a grant is an example of compliance requirements. In addition, as with other local entities, due to weaknesses in the grant notification process followed by certain agencies that pass-through federal and state assistance to the District, the District does not always receive accurate and timely information with respect to grant funding sources, along with the relevant CFDA and account number information from its grantor agencies, which can inhibit the preparation of the schedules of financial assistance. Based upon the myriad compliance and reporting requirements for grant awards, the District should continue to develop sound administrative functions over grant programs.

The acceptance of grant funds also places additional requirements upon the District with respect to the District's system of internal controls. Based upon the matrix of requirements applicable to a specific grant, the District's internal controls are required to include systems and policies and procedures designed to ensure compliance with the applicable requirements. We suggest the District review all of the applicable grant requirements in conjunction with the District's system of internal controls in order to ensure the District's internal controls are functioning at the requisite levels to meet with the various compliance requirements.

### Internal Control Documentation

In addition to internal control documentation as required by auditing standards, N.J.A.C. 6A:23A-6.5 through 6.13 set forth specific requirements with respect to internal control policies that are required to be in place.

We suggest the District initiate a process for the documentation of its internal controls and also consider utilizing the framework established by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) for its documentation, which includes the five components of internal controls, as follows: Control Environment; Risk Assessment; Control Activities; Information and Communication; and Monitoring. In addition, we suggest the documentation should also include the internal controls that exist over grant compliance. As set forth in SAS 112, dependent upon the complexity of the entity's internal control systems, the lack of documentation can be considered a control or significant deficiency in the entity's internal controls.

### Review of Prior Years Findings

In accordance with government auditing standards, our procedures included a review of prior year findings. Corrective action has been taken on the prior year findings, except for matters identified with respect to matters concerning confirming purchase orders and student activity funds, which remain findings in the current year.

RECOMMENDATIONS:

It is recommended that purchase orders be prepared prior to the commitment for the purchase of any goods or services and that purchase orders provide for the necessary supporting documentation.

It is recommended that all purchases for like kind goods or services be reviewed for compliance with the provisions of N.J.S.A. §18A:18A-4, as amended.

It is recommend that the recordkeeping function over student activity funds continue to be monitored and improved.

\* \* \* \* \*

ACKNOWLEDGMENT

During the course of our audit, we received the complete cooperation of all the officials of the school district, and we greatly appreciate the courtesies extended to us.

Respectfully submitted,

*Hodulik & Morrison, P.A.*

HODULIK & MORRISON, P.A.  
Certified Public Accountants  
Public School Accountants



Andrew G. Hodulik  
Certified Public Accountant  
Public School Accountant #841

SCHEDULE OF MEAL COUNT ACTIVITY

WOODBIDGE TOWNSHIP SCHOOL DISTRICT  
 FOOD SERVICE FUND  
 NUMBER OF MEALS SERVED AND (OVER) / UNDER CLAIM  
 ENTERPRISE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

July 1, 2014 - June 30, 2015

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>FEDERAL RATE</u>	<u>(OVER) / UNDER CLAIM</u>
National School Lunch (Regular Rate)	Paid	346,241	346,241	346,241	-	0.300	\$ -
	Reduced	119,615	119,615	119,615	-	2.600	-
	Free	<u>490,911</u>	<u>490,911</u>	<u>490,911</u>	<u>-</u>	3.000	<u>-</u>
	Total	<u>956,767</u>	<u>956,767</u>	<u>956,767</u>	<u>-</u>		<u>\$ -</u>
School Breakfast Program (Regular Rate)	Paid	342	342	342	-	0.280	\$ -
	Reduced	312	312	312	-	1.320	-
	Free	<u>1,708</u>	<u>1,708</u>	<u>1,708</u>	<u>-</u>	1.620	<u>-</u>
	Total	<u>2,362</u>	<u>2,362</u>	<u>2,362</u>	<u>-</u>		<u>\$ -</u>
School Breakfast Program (Severe Need Rate)	Paid	21,271	21,271	21,271	-	0.280	\$ -
	Reduced	29,019	29,019	29,019	-	1.630	-
	Free	<u>248,519</u>	<u>248,519</u>	<u>248,519</u>	<u>-</u>	1.930	<u>-</u>
	Total	<u>298,809</u>	<u>298,809</u>	<u>298,809</u>	<u>-</u>		<u>\$ -</u>
<u>N. J. State Reimbursement:</u> (Lunch)						<u>N.J STATE RATE</u>	
	Paid	346,241	346,241	346,241	-	0.040	\$ -
	Reduced	119,615	119,615	119,615	-	0.055	-
	Free	<u>490,911</u>	<u>490,911</u>	<u>490,911</u>	<u>-</u>	0.055	<u>-</u>
Total	<u>956,767</u>	<u>956,767</u>	<u>956,767</u>	<u>-</u>		<u>\$ -</u>	

**WOODBIDGE TOWNSHIP SCHOOL DISTRICT  
FOOD SERVICE FUND**

**NET CASH RESOURCE SCHEDULE**

**Net cash resources did/did not exceed three months of expenditures  
Proprietary Funds - Food Service  
FYE 2015**

<u>Net Cash Resources:</u>		<b>Food Service B - 4/5</b>	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 160,211
B-4		Due from Other Gov'ts	168,118
B-4		Accounts Receivable/Prepaid	23,969
B-4		Investments	0
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	-348,813
B-4		Less Accruals	-11,422
B-4		Less Due to Other Funds	0
B-4		Less Deferred Revenue	-236,839
		<b>Net Cash Resources</b>	<b><u>\$ (244,776)</u></b> (A)

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	4,229,199	
B-5	Less Depreciation	-94,364	
	<b>Adj. Tot. Oper. Exp.</b>	<b><u>\$ 4,134,835</u></b>	(B)

**Average Monthly Operating Expense:**

	B / 10	<b><u>\$ 413,483</u></b>	(C)
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**Three times monthly Average:**

	3 X C	<b><u>\$ 1,240,450</u></b>	(D)
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TOTAL IN BOX A	\$ (244,776)
LESS TOTAL IN BOX D	\$ 1,240,450
NET	<b><u>\$ (1,485,227)</u></b>

From above:

**A is greater than D, cash exceeds 3 X average monthly operating expenses.  
D is greater than A, cash does not exceed 3 X average monthly operating expenses.**

\* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODBIDGE BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2014**

	2015-2016 Application for State School Aid						Sample for Verification				Private Schools for Disabled					
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors		Reported on A.S.S.A. Private Schools	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Kindergarten	864		864					102		102						
One	1036		1036					85		85						
Two	1036		1037		-1			161		161						
Three	983		983					112		112						
Four	909		911		-2			182		182						
Five	916		916					101		101						
Six	892		892					226		226						
Seven	881		882		-1			266		266						
Eight	945		946		-1			177		177						
Nine	906		906					486		486						
Ten	928		928					410		410						
Eleven	949		949					470		470						
Twelve	977		977					436		436						
Subtotals	12,222		12,227		-5			3,214		3,214						
Special Ed - Elementary	599		599					48		48			13	9	9	
Special Ed - Middle School	339	14	339	6		8		75		75			17	14	14	
Special Ed - High School	463	4	464	4	-1			266		266			47	36	36	
Subtotals	1,401	18	1,402	10	-1	8		389		389			77	59	59	
Totals	13,623	18	13,629	10	-6	8		3,603		3,603			77	59	59	
Percentage Error					-0.04%	0.06%							0.00%	0.00%		0.00%

**SCHEDULE OF AUDITED ENROLLMENTS**

**WOODBIDGE BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2014**

	<u>Resident Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. As Low Income</u>	<u>Reported on Workpapers As Low Income</u>	<u>Errors</u>	<u>Sample Selected From Workpapers</u>	<u>Verified to Application And Register</u>	<u>Sample Errors</u>	<u>Reported on A.S.S.A. As Bilingual Education</u>	<u>Reported on Workpapers As Bilingual Education</u>	<u>Sample Errors</u>	<u>Sample Selected from Work papers</u>	<u>Verified to Test Score and Register</u>	<u>Sample Errors</u>
Kindergarten	141	141		13	13		31	31		9	9	
One	310	310		19	19		32	32		9	9	
Two	313	313		35	35		42	42		6	6	
Three	302	302		34	34		16	16		4	4	
Four	324	324		28	28		26	26		3	3	
Five	323	323		25	25		17	17		2	2	
Six	329	329		13	13		13	13		2	2	
Seven	369	369		17	17		18	18		5	5	
Eight	370	370		21	21		12	12		3	3	
Nine	343	343		16	16		14	14		6	6	
Ten	351	351		10	10		19	19		5	5	
Eleven	360	360		6	6		18	18		5	5	
Twelve	353	353		11	11		15	15		4	4	
Subtotals	4,188	4,188		248	248		273	273		63	63	
Sp Ed - Elementary	243	243		27	27		2	2				
Sp Ed - Middle School	178	178		14	14							
Sp Ed - High School	210	210		14	14		2	2		2	2	
Charter	5	5								2	2	
Subtotals	636	636		55	55		4	4				
Totals	4,824	4,824		303	303		277	277		65	65	
Percentage Error			0.00%			0.00%			0.00%			0.00%

	<u>Transportation</u>					
	<u>Reported on DRTRS by DOE</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>
Reg. - Public Schools	3205	3261	-56	302	302	
Special Ed. - Public Schools	102	102		10	10	
Transported Non-Public	184	185	-1	95	95	
Special Needs- Non-Public	746	748	-2	140	140	
AIL	55	55		45	45	
Totals	4,292	4,351	-59	592	592	
Percentage Error				0.00%		

	<u>Reported</u>	<u>Recalculated</u>
Reg Avg.(Mileage) = Regular Including Grade PK students (Part A)	3.55	3.55
Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B)	3.55	3.55
Spec Avg. = Special Ed with Special Needs	4.90	4.90

**SCHEDULE OF AUDITED ENROLLMENTS**

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

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. As Bilingual Education</u>	<u>Reported on Workpapers As Bilingual Education</u>	<u>Sample Errors</u>	<u>Sample Selected from Work papers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Pre K						
Kindergarten	129	129		21	21	
One	41	41		20	20	
Two	38	38		9	9	
Three	22	22		6	6	
Four	20	20		1	1	
Five	16	16		5	5	
Six	2	2		4	4	
Seven	6	6		5	5	
Eight	2	2		1	1	
Nine	4	4		5	5	
Ten	7	7		3	3	
Eleven	7	7		3	3	
Twelve	5	5		1	1	
Subtotals	<u>299</u>	<u>299</u>		<u>84</u>	<u>84</u>	
Sp Ed - Elementary	3	3				
Sp Ed - Middle School						
Sp Ed - High School						
Subtotals	<u>3</u>	<u>3</u>				
Totals	<u>302</u>	<u>302</u>		<u>84</u>	<u>84</u>	
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**Woodbridge School District  
Middlesex County, New Jersey**

Year Ended  
06.30.15

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - REGULAR DISTRICT**

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

2014-2015 Total General Fund Expenditures per the CAFR	\$	<u>212,798,532.72</u>	(B)
Increased by:			
Transfer to Food Service Fund	\$	<u>                    </u>	(B1a)
Transfer from Capital Outlay to Capital Projects Fund	\$	<u>                    </u>	(B1b)
Transfer from Capital Reserve to Capital Projects Fund	\$	<u>                    -</u>	(B1c)
Decreased by:			
On-Behalf TPAF Pension/Medical & Social Security	\$	<u>20,665,144.02</u>	(B2a)
Assets Acquired Under Capital Leases	\$	<u>                    -</u>	(B2b)
Adjustments for Disallowed Expenditures per S1701	\$	<u>                    </u>	(B2c)
Adjusted 2014-2015 General Fund Expenditures ((B)+(B1s)-(B2s))	\$	<u><u>192,133,388.70</u></u>	(B3)
2% of Adjusted 2014-2015 General Fund Expenditures			
((B3) times .02)	\$	<u>3,842,667.77</u>	(B4)
Enter Greater of (B4) or \$250,000	\$	<u>3,842,667.77</u>	(B5)
Increased by: Allowable Adjustment*	\$	<u>2,299,142.00</u>	(K)
Maximum Unreserved/Undesignated Fund Balance ((B5)+(K))	\$	<u><u>6,141,809.77</u></u>	(M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/15 (Per CAFR Budgetary Comparison schedule/statement)	\$	<u>27,997,310.46</u>	(C)
Decreased by:			
Reserve for Encumbrances	\$	<u>409,794.51</u>	(C1)
Legally Restricted -Designated for Subsequent Year's Expenditures	\$	<u>10,055,368.00</u>	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures **	\$	<u>                    -</u>	(C3)
Other Reserved Fund Balances****	\$	<u>                    -</u>	(C4)
Unreserved - Designated for Subsequent Year's Expenditures	\$	<u>                    -</u>	(C5)
Total Unreserved/Undesignated Fund Balance (( C)-(C1)-(C2)-(C3)-(C4)-(C5))	\$	<u><u>17,532,147.95</u></u>	(U1)

**SECTION 3**

Reserved Fund Balance-Excess Surplus \*\*\*((U1-(M)) If negative enter -0- \$ 11,390,338.18 (E)  
**Recapitulation of Excess Surplus as of June 30, 2015**

Reserved Excess Surplus-Designated for Subsequent Year's Expenditures**	\$ _____ (C3)
Reserved Excess Surplus*** (E)	\$ <u>11,390,338.18</u> (E)
Total ((C3) +(E))	\$ <u><u>11,390,338.18</u></u> (D)

Footnotes:

\* This adjustment line(as detailed below) is to be utilized for Impact Aid, (when applicable) Sale and Leaseback (Refer to audit Program Section 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	\$ <u>2,267,871.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>31,271.00</u> (J2)
Unbudgeted TPAF Wage Freeze Grant Funding	\$ _____ (J3)
 Total Adjustments ((H)+(I)+(J1)+(J2)+(J3))	 \$ <u>2,299,142.00</u> (K)

\*\* This amount represents the June 30, 2014 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* Amount must agree to the June 30, 2014 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

\*\*\*\*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 any 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**

Statutory restrictions:

Approved unspent seperate proposal	\$ _____
Capital Outlay for a district with a capital outlay SGLA	\$ _____
Sale/lease-back reserve	\$ _____
Capital Reserve	\$ _____
Maintenance Reserve	\$ _____
Emergency Reserve	\$ _____
Tuition Reserve	\$ _____
Other state/government mandated reserve	\$ _____
 (Other Reserved Fund Balance not noted above)****	 \$ _____
Total Other Reserved Fund Balance	\$ _____ - (C4)