

**PRINCETON CHARTER SCHOOL**  
**AUDITORS' MANAGEMENT REPORT ON**  
**ADMINISTRATIVE FINDINGS – FINANCIAL,**  
**COMPLIANCE AND PERFORMANCE**  
**JUNE 30, 2016**

**PRINCETON CHARTER SCHOOL  
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2016  
TABLE OF CONTENTS**

<b>Independent Auditors' Report</b> .....	1
<b>Scope of Audit</b> .....	2
<b>Administrative Practices and Procedures</b>	
Insurance .....	2
Official Bonds .....	2
<b>Financial Planning, Accounting and Reporting</b>	
Examination of Claims .....	2
Payroll Account .....	2
Reserve for Encumbrances and Accounts Payable .....	2
Classification of Expenditures .....	2
Board Secretary / Business Administrator's Records .....	3
Elementary and Secondary Education Act (E.S.E.A.) / Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act of 2011 (N.C.L.B.) .....	3
T.P.A.F. Reimbursement .....	3
<b>School Purchasing Programs</b>	
Contracts and Agreements Requiring Advertisement for Bids .....	3-4
<b>School Food Service</b> .....	3-4
<b>Enrollment Counts and Submission to the Department</b> .....	4
<b>Status of Prior Years' Findings/Recommendations</b> .....	4
<b>Acknowledgement</b> .....	4
<b>Schedule of Audited Enrollments</b> .....	5
<b>Excess Surplus Calculation</b> .....	6
<b>Summary of Recommendations</b> .....	7

## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees,  
Princeton Charter School:

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 financial statements of the Princeton Charter School for the year ended June 30, 2016, and have issued our report thereon dated December 1, 2016.

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 letter does not affect our report dated December 1, 2016, on the financial statements of the School.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This report is intended solely for the information and use of the Princeton Charter School's Board of Trustees and management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

December 1, 2016  
New Brunswick, NJ

WithumSmith+Brown, PC



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James J. Decker  
Licensed Public School Accountant #2502  
Certified Public Accountant

**PRINCETON CHARTER SCHOOL  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE, AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2016**

**Scope of Audit**

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

**Administrative Practices and Procedures**

Insurance

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule, contained in the School's 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>
Robert Long	Business Administrator	\$ 175,000

WSB determined that the surety bond coverage was continuous and adequate for fiscal year 2016.

**Financial Planning, Accounting, and Reporting**

Examination of Claims

An examination of claims paid on a test basis during the period under audit did not indicate any discrepancies with respect to signatures, certification, or supporting documentation.

Payroll Account

The net salaries of all employees of the School 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 and certified by the Board President, Board Secretary/Business Administrator, and Head of School.

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the General Fund.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, 2016 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:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0.00 percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

**PRINCETON CHARTER SCHOOL  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE, AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2016**

Board Secretary / Business Administrator Records

In planning and performing our audit of the financial statements, we considered the condition of the Business Administrator's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

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

The E.S.E.A / N.C.L.B. financial exhibits are contained within the Special Revenue Section of the School's CAFR. This section of the CAFR documents the financial position pertaining to 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 non-compliance and/or questionable costs.

T.P.A.F. Reimbursement

Our audit procedures included a test of the bi-weekly reimbursements filed with the Department of Education for charter school 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

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:18A-3(a)* are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (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 \$18,800.

The Board of Trustees 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 examination, 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-4*, amended.

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 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.

Expenditures were separately recorded as food, labor, and other costs. Vendor invoices were reviewed and costs verified on a test basis.

Cash receipts and bank records were reviewed for timely deposit and no exceptions were noted.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the School Food Service Fund.

Net cash resources did not exceed three months' average expenditures.

**PRINCETON CHARTER SCHOOL  
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE, AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2016**

Labor costs were verified. Payroll records were maintained on all School Food Service employees authorized by the board of trustees. 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 meals were reviewed for completeness and accuracy. The number of free and reduced meals claimed as served was compared to the number of valid applications on file, times the number of operating days. The required verification procedures for free and reduced applications were completed and available for review.

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

**Enrollment Counts and Submission to the Department**

Our audit procedures included a test of enrollment information reported on October 14, 2015 and the last day of school for on-roll, special education, bilingual and low-income students. The School maintained written procedures that appear to be adequate for the recording of student enrollment data. The information on the enrollment reports were compared to the School's workpapers and the results of our procedures are presented in the Schedule of Audited Enrollments.

**Follow-Up on Prior Year Findings**

See "Summary of Recommendations" on page 7.

**Acknowledgement**

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

**PRINCETON CHARTER SCHOOL  
SCHEDULE OF AUDITED ENROLLMENTS  
FISCAL YEAR ENDED JUNE 30, 2016**

	Submission to		Verified signed		Verified		Special Ed		Verified		Verified		Low	Verified	
Grades	DOE reported	Sample	Registration	Errors	# Days	Errors	and/or	Documentation	Errors	Service Provided	Errors	Income	Documentation	Errors	
	on Roll	Selected	Forms		Enrolled		Bilingual								
Kindergarten	19	7	7	--	7	--	--	--	--	--	--	--	--	--	
One	21	9	9	--	9	--	--	--	--	--	--	--	--	--	
Two	21	8	8	--	8	--	--	--	--	--	--	--	--	--	
Three	47	23	23	--	23	--	--	--	--	--	--	--	--	--	
Four	48	24	24	--	24	--	--	--	--	--	--	1	1	--	
Five	48	23	23	--	23	--	--	--	--	--	--	--	--	--	
Six	48	24	24	--	24	--	3	3	--	3	--	2	2	--	
Seven	49	28	28	--	28	--	--	--	--	--	--	--	--	--	
Eight	47	28	28	--	28	--	--	--	--	--	--	1	1	--	
Tier II	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
Tier III	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
Totals	348	174	174	--	174	--	3	3	--	3	--	4	4	--	
Percentage Error				0.0%		0.0%			0.0%		0.0%			0.0%	
Enrollment as of June 2016															
	Submission to		Verified signed		Verified		Special Ed		Verified		Verified		Low	Verified	
Grades	DOE reported	Sample	Registration	Errors	# Days	Errors	and/or	Documentation	Errors	Service Provided	Errors	Income	Documentation	Errors	
	on Roll	Selected	Forms		Enrolled		Bilingual								
Kindergarten	19	12	12	--	12	--	--	--	--	--	--	--	--	--	
One	21	14	14	--	14	--	1	1	--	1	--	--	--	--	
Two	21	14	14	--	14	--	--	--	--	--	--	1	1	--	
Three	47	24	24	--	24	--	2	2	--	2	--	1	1	--	
Four	48	24	24	--	24	--	1	1	--	1	--	--	--	--	
Five	48	26	26	--	26	--	2	2	--	2	--	--	--	--	
Six	48	24	24	--	24	--	1	1	--	1	--	--	--	--	
Seven	49	21	21	--	21	--	--	--	--	--	--	--	--	--	
Eight	47	20	20	--	20	--	1	1	--	1	--	--	--	--	
Tier II	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
Tier III	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
Totals	348	179	179	--	179	--	8	8	--	8	--	2	2	--	
Percentage Error				0.0%		0.0%			0.0%		0.0%			0.0%	

**PRINCETON CHARTER SCHOOL  
EXCESS SURPLUS CALCULATION  
AS OF JUNE 30, 2016**

**SECTION 1**

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

2015-16 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 5,928,966</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ -</u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ -</u> (B1b)
Transfer from General Fund to SRF for PreK-Regular	<u>\$ -</u> (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u>\$ -</u> (B1d)
	<u>\$ -</u> (B1s)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>\$ 619,276</u> (B2a)
Assets Acquired Under Capital Leases	<u>\$ -</u> (B2b)
	<u>\$ 619,276</u> (B2s)
Adjusted 2015-16 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 5,309,690</u> (B3)
2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02]	<u>\$ 106,194</u> (B4)
Enter Greater of (B4) or \$250,000	<u>\$ 250,000</u> (B5)
Increased by: Allowable Adjustment *	<u>\$ -</u> (K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	<u>\$ 250,000</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/2016 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 434,511</u> (C)
Decreased by:	
Year-end Encumbrances	<u>\$ -</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -</u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>\$ -</u> (C3)
Other Restricted Fund Balances ****	<u>\$ -</u> (C4)
Assigned Fund Balance - Unreserved-Designated for Subsequent Year's Expenditures	<u>\$ -</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 434,511</u> (U1)



**PRINCETON CHARTER SCHOOL  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2016**

1. Status of Prior Year's Findings/Recommendations

Prior Year Finding/Recommendation No. 1:

The School should establish a procedure to ensure that all loan transactions are recorded going forward, such as including it on a closing checklist.

Current Year Status:

The School Business Administrator has reviewed and acknowledged the proper procedures for recording loan transactions and will record any future loan transactions in accordance with these procedures. There were no loan transactions in the current year.

Prior Year Finding/Recommendation No. 2:

The School should record only contributions of a non-specific nature in Fund 10. All contributions for specific expenditures should be recorded in Fund 20 and the expenses and revenues should be shown separately rather than netted.

Current Year Status:

The School Business Administrator recorded only contributions of a non-specific nature in Fund 10 in the current year and all contributions for specific expenditures in Fund 20 and did not perform any netting in the current year.

2. Current Year's Findings/Recommendations

Not applicable. There are no findings noted in the current year.