

Agenda Item Details

Meeting

Jan 19, 2016 - AGENDA

Category

10. ACTION - FINANCE

Subject

10.13 Acknowledgement of Receipt of Comprehensive Annual Financial Report ("CAFR") for Financial Year 2015 and Approval of the Financial Year 2015 Corrective Action Plan ("CAP")

for the Hoboken Board of Education

Type

Action (Consent)

Recommended Action WHEREAS, New Jersey Statute, N.J.S.A. Title 18A, Education, requires that each board of education cause an audit to be performed each year by an outside, independent auditor;

and

WHEREAS said statutes and administrative codes require that a synopsis of the audit be presented to the public; that the recommendations of the auditor be read and discussed by said board; and that the board approve a corrective action plan to remediate said recommendations; and

WHEREAS said documents must be forwarded to the New Jersey Department of Education through the Hudson County Superintendent of Schools;

NOW THEREFORE BE IT RESOLVED that the Hoboken Board of Education hereby acknowledges receipt of the Comprehensive Annual Financial Report for Financial Year 2015, the Auditor's Management Letter for Financial Year 2015 and the Synopsis of Audit for Financial Year 2015; and

BE IT FURTHER RESOLVED that, upon the recommendation of the Superintendent, the Hoboken Board of Education directs the School Business Administrator and other appropriate administrators to oversee the implementation of the corrective action plan created by the School Business Administrator for the recommendations made in the District's Comprehensive Annual Financial Report for Financial Year 2015; and

BE IT FINALLY RESOLVED that the School Business Administrator is directed to forward the required documents to the respective state and county offices.

Motion & Voting

RESOLVED, that the Board of Education approves a Consent Agenda.

Motion by Leon Gold, second by Irene Sobolov.

Final Resolution: Motion Carries

Yes: Sharyn Angley, Peter Biancamano, Jennifer Evans, Leon Gold, John Madigan, Britney Montgomery, Irene Sobolov, Monica Stromwall, Thomas Kluepfel

The above is a true copy of a resolution approved by the Hoboken Board of Education at its Public Meeting held on 19 January 2016,.

(Signature)

William P. Moffitt

Business Administrator / Board Secretary

CORRECTIVE ACTION PLAN (FINDING # 1)

Name of School:

Type of Audit: Date of Board Meeting:

Contact Person: Telephone Number:

Hoboken Public Schools

Comprehensive Annual Financial Report

January 19, 2016

William P. Moffitt - Board Secretary / Business Administrator

(201) 356-3610

County: HUDSON

Email:

wmoffitt@hoboken.k12.nj.us

		that subject invoices are supported by appropriate detail prior to payment.		003).
	Superintendent of Schools	to the Business Administrator will ensure		rates to be charged (CAFR Finding 2015-
	Business Administrator	payment. Accounts Payable Clerk and Assistant	charges.	not always specify the detail of services and corresponding
		the Business Office for	bills submitted by	Additionally, the contract did
	Administrator	provided and submitted to	the District will pre-audit	the hourly rates charged.
	Assistant to the Business	detail for subject invoices is	contract. Furthermore,	services provided as well as
		will ensure that proper	expressly approved in the	students serviced, the
	Accounts Payable Clerk	The first level supervisors	rates charged will be	support the number of
			provided and the hourly	adequate detail to properly
	Director of Special Education	number of students served.	serviced, the services	Catapult did not provide
On-Going		invoices regarding the	to the number of students	invoices submitted by
	Grants Coordinator	appropriately detailed	and properly supported as	Education Aid Programs, the
ı		clerks will secure	Catapult will be detailed	Title I, IDEA and Preschool
March 31, 2016	Department Clerks	District department level	All invoices submitted by	With respect to our audit of
IMPLEMENTATION			BY THE BOARD	REPORTING
OF	FOR IMPLEMENTATION	IMPLEMENTATION	ACTION APPROVED	ACCOUNTING AND
COMPLETION DATE	PERSON RESPONIBLE	METHOD OF	CORRECTIVE	FINANCIAL PLANNING,

CHIEF SCHOOL ADMINISTRATOR

DATE

CORRECTIVE ACTION PLAN (FINDING #2)

Name of School: Type of Audit:

Contact Person: Date of Board Meeting:

Telephone Number:

Hoboken Public Schools

Comprehensive Annual Financial Report

January 19, 2016

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			with Local Public Contracts Law.	3a(1).
	Business Administrator	advertised appropriately.	District's official	withy N.J.S.A. 18A:18A-
On going		contract awards are	advertised in the	advertised in accordance
	Business Administrator	ensure that all professional	contracts awarded will be	contracts awarded were not
March 31, 2016	Executive Secretary to the	The Business Office will	All professional service	All professional service
IMPLEMENTATION			BY THE BOARD	
OF	FOR IMPLEMENTATION	IMPLEMENTATION	ACTION APPROVED	PROGRAMS
COMPLETION DATE	PERSON RESPONIBLE	METHOD OF	CORRECTIVE	SCHOOL PURCHASING

CHIEF SCHOOL ADMINISTRATOR

1.19.10 DATE

CORRECTIVE ACTION PLAN (FINDING #3)

Name of School: Type of Audit:

Date of Board Meeting: Telephone Number: Contact Person:

Hoboken Public Schools

Comprehensive Annual Financial Report

January 19, 2016

William P. Moffitt - Board Secretary / Business Administrator

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FOOD SERVICE FUND	CORRECTIVE	METHOD OF	PERSON RESPONIBLE	COMPLETION DATE
	ACTION APPROVED	IMPLEMENTATION	FOR IMPLEMENTATION	OF
	BY THE BOARD			IMPLEMENTATION
Our audit of the meal	Prior to submitting	The Food Service	Food Service Management	March 31, 2016
reimbursements revealed	reimbursement claims,	Management Company will	Company Director	
several instances where the	the amounts to be	claim meals that agree with		On going
number of meals claimed did	reported will be verified	the monthly worksheets and	Assistant to the Business	
not agree with the monthly	to the meal count activity	will utilize the correct	Administrator	
edit worksheets. In addition,	records and edit check	number of operating days		
the incorrect number of	worksheets.	for related submissions.	Business Administrator	
operating days for November				
2014 was claimed. Also, not				
all after school snack tally				
sheets were available for				
audit (CAFR Finding 2015-				
002).				

CHIEF SCHOOL ADMINISTRATOR

DATE 1.19.16

CORRECTIVE ACTION PLAN (FINDING #4)

Name of School: Type of Audit: Hoboken Public Schools

Comprehensive Annual Financial Report

Date of Board Meeting:

<u>January 19, 2016</u> <u>William P. Moffitt – Board Secretary / Business Administrator</u>

(201) 356-3610

Telephone Number: Contact Person:

County:

HUDSON

Email: wmoffitt@hoboken.k12.nj.us

FOOD SERVICE FUND	CORRECTIVE	METHOD OF	PERSON RESPONIBLE	COMPLETION DATE
	ACTION APPROVED	IMPLEMENTATION	FOR IMPLEMENTATION	OF
	BY THE BOARD			IMPLEMENTATION
Our audit of the food service	District revenue records	The Food Service	Food Service Management	March 31, 2016
fund revenue records	should be reconciled with	Management Company will	Company Director	
revealed the amount of	the Food Service	reconcile revenue records	100	On going
receipts realized by the	Management Company's	with the respective	Assistant to the Business	
District for the special	operating statement on a	information on the	Administrator	
functions did not agree to the	monthly basis.	operating statement on a		
amount reported on the		monthly basis.	Business Administrator	
FSMC's operating statement.				
The amount reflected on the				
operating statement was				
greater than the District's				
revenues by approximately				
\$57,000.				

CHIEF SCHOOL ADMINISTRATOR

DATE 91.10.10

CORRECTIVE ACTION PLAN (FINDING #5)

Name of School: Type of Audit:

Hoboken Public Schools

Comprehensive Annual Financial Report

Date of Board Meeting: Contact Person:

William P. Moffitt - Board Secretary / Business Administrator January 19, 2016

Telephone Number:

(201) 356-3610

County:

HUDSON

Email:

wmoffitt@hoboken.k12.nj.us

	Business Administrator			
	Administrator			
	Assistant to the Business	manner.	manner.	a timely manner.
On going		deposit funds in a timely	deposited in a timely	were not always deposited in
	Management Company	Management Company will	collections will be	instances where collections
March 31, 2016	Director of the Food Service March 31, 2016	The Food Service	All food service	Our audit revealed certain
IMPLEMENTATION			BY THE BOARD	
OF	FOR IMPLEMENTATION	IMPLEMENTATION	ACTION APPROVED	
COMPLETION DATE	PERSON RESPONIBLE	METHOD OF	CORRECTIVE	FOOD SERVICE FUND

NOTE: THIS IS A REOCCURING ITEM.

DATE

1.10.16

WIEF SCHOOK ADMINISTRATOR

CORRECTIVE ACTION PLAN (FINDING # 6)

Type of Audit: Name of School:

Hoboken Public Schools

Date of Board Meeting: Comprehensive Annual Financial Report

<u>January 19, 2016</u> <u>William P. Moffitt – Board Secretary / Business Administrator</u>

(201) 356-3610

Telephone Number: Contact Person:

County:

HUDSON

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	Business Administrator			
	Administrator			manner.
	Assistant to the Business	timely manner.	manner.	always deposited in a timely
On going	OF THE PROPERTY COLUMN	deposits are made in a	deposited in a timely	the collections were not
	Coordinator	will ensure that all program	collections will be	Program collections revealed
March 31, 2016	After Care Program	The program coordinator	All After Care Program	Our audit of the After Care
IMPLEMENTATION			BY THE BOARD	
OF	FOR IMPLEMENTATION	IMPLEMENTATION	ACTION APPROVED	PROGRAM
COMPLETION DATE	PERSON RESPONIBLE	METHOD OF	CORRECTIVE	AFTER SCHOOL

SCHOOL ADMINISTRATOR

DATE

CORRECTIVE ACTION PLAN (FINDING #7)

Name of School: Hoboken Public Schools

Type of Audit:
Date of Board Meeting: Comprehensive Annual Financial Report

Contact Person:

Telephone Number: <u>January 19, 2016</u> <u>William P. Moffitt – Board Secretary / Business Administrator</u>

(201) 356-3610

County:

HUDSON

Email:

wmoffitt@hoboken.k12.nj.us

		appropriate reimbursement.		
		provided prior to		
		that all invoices are		
		Fund Trustee will ensure	reimbursements.	
		The High School Activities	vouchers to support and	
	Business Administrator		attached to payment	individuals.
		reimbursements.	vendor invoices will be	reimbursements made to
	Administrator	to payment vouchers for	accounts and proper	was not provided for several
	Assistant to the Business	proper invoices be attached	the student activity	supporting documentation
On going		individuals and require	paid to individuals from	revealed instances where
	Trustee	reimbursements paid to	limit the reimbursements	student activity records
June 30, 2016	High School Activities Fund	The district will limit the	Efforts will be made to	Our audit of the high school
IMPLEMENTATION			BY THE BOARD	
OF	FOR IMPLEMENTATION	IMPLEMENTATION	ACTION APPROVED	ACCOUNTS
COMPLETION DATE	PERSON RESPONIBLE	METHOD OF	CORRECTIVE	STUDENT ACTIVITY

JEF SCHOOL ADMINISTRATOR

DATE DATE

CORRECTIVE ACTION PLAN (FINDING #8)

Name of School:

Date of Board Meeting: Type of Audit:

Contact Person:

Telephone Number:

Hoboken Public Schools

Comprehensive Annual Financial Report

January 19, 2016
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	Business Administrator			
		timely manner.		
	Administrator	events are deposited in a		timely.
	Assistant to the Business	funds received at athletic	manner.	deposits were not made
On going		that all high school athletic	deposited in a timely	several instances where
	Trustee	Fund Trustee will ensure	events collections will be	athletic events revealed
March 31, 2016	High School Activities Fund	The High School Activities	All high school athletic	Our audit of the high school
IMPLEMENTATION			BY THE BOARD	
OF	FOR IMPLEMENTATION	IMPLEMENTATION	ACTION APPROVED	ACCOUNTS
COMPLETION DATE	PERSON RESPONIBLE	METHOD OF	CORRECTIVE	STUDENT ACTIVITY

CHIEF SCHOOL ADMINISTRATOR

DATE DATE

CORRECTIVE ACTION PLAN (FINDING # 9)

Name of School: $\underline{\underline{Ho}}$ Type of Audit: $\underline{\underline{Co}}$

Hoboken Public Schools

Comprehensive Annual Financial Report

January 19, 2016

Date of Board Meeting:

William P. Moffitt - Board Secretary / Business Administrator

(201) 356-3610

Telephone Number:

Contact Person:

County:

HUDSON

Email:

wmoffitt@hoboken.k12.nj.us

STUDENT ACTIVITY	CORRECTIVE	METHOD OF	PERSON RESPONIBLE	COMPLETION DATE
ACCOUNTS	ACTION APPROVED	IMPLEMENTATION	FOR IMPLEMENTATION	OF
	BY THE BOARD			IMPLEMENTATION
Our audit of the high school	All checks issued from	The High School Activities	High School Activities Fund	June 30, 2016
student activity account	the high school student	Fund Trustee will ensure	Trustee	
revealed several instances	activity account will	that all checks issued from		On going
where a check was issued	contain at least two	high school student activity	Assistant to the Business	
with only one of the two	authorization signatures.	account(s) will contain two	Administrator	
required authorization		authorization signatures.	s s s s	
signatures.			Business Administrator	

CHIEF SCHOOL ADMINISTRATOR

DATE