



CERTIFIED RESOLUTION

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

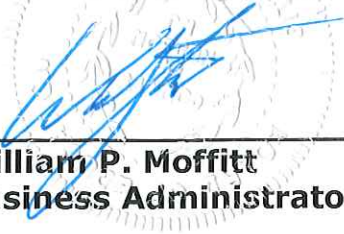
RESOLVED, that the Board of Education approves a Consent Agenda.

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: Hoboken Public Schools
 Type of Audit: Comprehensive Annual Financial Report
 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610

County: HUDSON
 Email: wmoffitt@hoboken.k12.nj.us

FINANCIAL PLANNING, ACCOUNTING AND REPORTING	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<p>With respect to our audit of Title I, IDEA and Preschool Education Aid Programs, the invoices submitted by Catapult did not provide adequate detail to properly support the number of students serviced, the services provided as well as the hourly rates charged. Additionally, the contract did not always specify the detail of services and corresponding rates to be charged (CAFR Finding 2015-001 and 2015-003).</p>	<p>All invoices submitted by Catapult will be detailed and properly supported as to the number of students serviced, the services provided and the hourly rates charged will be expressly approved in the contract. Furthermore, the District will pre-audit bills submitted by Catapult to verify proper charges.</p>	<p>District department level clerks will secure appropriately detailed invoices regarding the number of students served. The first level supervisors will ensure that proper detail for subject invoices is provided and submitted to the Business Office for payment. Accounts Payable Clerk and Assistant to the Business Administrator will ensure that subject invoices are supported by appropriate detail prior to payment.</p>	<p>Department Clerks Grants Coordinator Director of Special Education Accounts Payable Clerk Assistant to the Business Administrator Business Administrator Superintendent of Schools</p>	<p>March 31, 2016 On-Going</p>


 CHIEF SCHOOL ADMINISTRATOR

1-19-16
 DATE


 BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 2)**

Name of School: Hoboken Public Schools
 Type of Audit: Comprehensive Annual Financial Report
 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
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SCHOOL PURCHASING PROGRAMS	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
All professional service contracts awarded were not advertised in accordance with N.J.S.A. 18A:18A-5a(1).	All professional service contracts awarded will be advertised in the District's official newspaper in accordance with Local Public Contracts Law.	The Business Office will ensure that all professional contract awards are advertised appropriately.	Executive Secretary to the Business Administrator Business Administrator	March 31, 2016 On going


CHIEF SCHOOL ADMINISTRATOR

1.19.16
 DATE


BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 3)**

Name of School: Hoboken Public Schools
 Type of Audit: Comprehensive Annual Financial Report
 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610

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 Email: wmoffitt@hoboken.k12.nj.us

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


CHIEF SCHOOL ADMINISTRATOR

1-19-16
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BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 4)**

Name of School: Hoboken Public Schools
 Type of Audit: Comprehensive Annual Financial Report
 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610

County: HUDSON
 Email: wmoffitt@hoboken.k12.nj.us

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


CHIEF SCHOOL ADMINISTRATOR

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BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 5)**

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

NOTE: THIS IS A REOCCURRING ITEM.


CHIEF SCHOOL ADMINISTRATOR

1-19-16
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BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 6)**

Name of School: Hoboken Public Schools
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 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
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AFTER SCHOOL PROGRAM	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Our audit of the After Care Program collections revealed the collections were not always deposited in a timely manner.	All After Care Program collections will be deposited in a timely manner.	The program coordinator will ensure that all program deposits are made in a timely manner.	After Care Program Coordinator Assistant to the Business Administrator Business Administrator	March 31, 2016 On going


CHIEF SCHOOL ADMINISTRATOR

1-19-16
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BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 7)**

Name of School: Hoboken Public Schools
 Type of Audit: Comprehensive Annual Financial Report
 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610

County: HUDSON
 Email: wmmoffitt@hoboken.k12.nj.us

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


CHIEF SCHOOL ADMINISTRATOR

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BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 8)**

Name of School: Hoboken Public Schools
 Type of Audit: Comprehensive Annual Financial Report
 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610

County: HUDSON
 Email: wmmoffitt@hoboken.k12.nj.us

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


CHIEF SCHOOL ADMINISTRATOR

1-19-16
 DATE


BOARD SECRETARY / BUSINESS ADMINISTRATOR

**CORRECTIVE ACTION PLAN
(FINDING # 9)**

Name of School: Hoboken Public Schools
 Type of Audit: Comprehensive Annual Financial Report
 Date of Board Meeting: January 19, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610

County: HUDSON
 Email: wmmoffitt@hoboken.k12.nj.us

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


CHIEF SCHOOL ADMINISTRATOR

1-19-16
 DATE


BOARD SECRETARY / BUSINESS ADMINISTRATOR