

CERTIFIED RESOLUTION

10. ACTION - FINANCE

Subject 10.09 Acknowledgement of Receipt of Comprehensive Annual Financial Report ("CAFR") for Financial Year 2016 and Approval of the Financial Year 2016 Corrective Action Plan ("CAP") for the Hoboken Board of Education

Meeting Dec 13, 2016 - AGENDA

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 2016, the Auditor's Management Letter for Financial Year 2016 and the Synopsis of Audit for Financial Year 2016; 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 2016; 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 Irene Sobolov, second by Leon Gold.

Final Resolution: Motion Carries

Yes: Sharyn Anglely, Peter Blancamano, Jennifer Evans, Leon Gold, John Madigan, Mark McNamara, Britney Montgomery, Irene Sobolov, Thomas Kluepfel

The above is a true copy of a resolution approved by the Hoboken Board of Education at its Public Meeting held on December 13, 2016.


_____(Signature)
William P. Moffitt, Business Administrator / Board Secretary

**CORRECTIVE ACTION PLAN
(FINDING # 1)**

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610 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 |
|---|--|---|--|-----------------------------------|
| Our audit revealed numerous instances where the receipt of goods signature was not obtained on the purchase order to indicate goods and/or services have been received and/or rendered. | It is recommended that the receipt of goods signature be obtained on all purchase orders to verify goods and/or services have been received and/or rendered. | The District will secure appropriate signatures on all purchase orders indicating that goods and/or services have been received and/or rendered. Department Heads / School Principals and the Accounts Payable / Purchasing Specialist will ensure appropriate signatures are secured. | Department / School Clerks Department Heads / School Principals Accounts Payable / Purchasing Specialist Assistant to the Business Administrator Business Administrator Superintendent of Schools | March 31, 2017 Ongoing |

NOTE: N/A


 CHIEF SCHOOL ADMINISTRATOR

12/12/16
 DATE



BOARD SECRETARY / BUSINESS ADMINISTRATOR

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

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator Email: wmoffitt@hoboken.k12.nj.us
 Telephone Number: (201) 356-3610

| FINANCIAL PLANNING, ACCOUNTING AND REPORTING | CORRECTIVE ACTION APPROVED BY THE BOARD | METHOD OF IMPLEMENTATION | PERSON RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
|--|---|--|---|---|
| Review of current year capital assets acquired utilizing Title I funds revealed that equipment purchased with Title I funds were not identified as Title I funded equipment on the capital asset accounting records. | Equipment purchased utilizing Title I funds be specifically identified as Title I funded equipment on capital asset accounting records. | District will identify equipment acquired with Title I funds on the capital asset accounting records. Title I Coordinator and Assistant Business Administrator will monitor subject identification. | Title I Coordinator Assistant to the Business Administrator Business Administrator Superintendent of Schools | March 31, 2017 |

NOTE: N/A


 CHIEF SCHOOL ADMINISTRATOR

12/12/16
 DATE


 BOARD SECRETARY / BUSINESS ADMINISTRATOR

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

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator Email: wmoffitt@hoboken.k12.nj.us
 Telephone Number: (201) 356-3610

| FINANCIAL PLANNING, ACCOUNTING AND REPORTING | CORRECTIVE ACTION APPROVED BY THE BOARD | METHOD OF IMPLEMENTATION | PERSON RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
|---|---|--|---|-----------------------------------|
| Our audit revealed that although the District is approving the use of the Educational Data Services Cooperative, they are not approving the specific vendors and contracts utilized under that cooperative agreement. | It is recommended that specific vendors utilized by the District for contracts in excess of the bid threshold awarded through the Educational Data Services Cooperative agreement be formally approved by Board resolution. | The District will utilize Educational Data Services Cooperative agreement as approved by Board resolution. Subject Board resolution will be supported with appropriate details. The Business Administrator will ensure appropriate Board resolution detail. | Business Administrator Superintendent of Schools | March 31, 2017 |

NOTE: N/A



 CHIEF SCHOOL ADMINISTRATOR

12/12/16

 DATE



 BOARD SECRETARY / BUSINESS ADMINISTRATOR

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

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator Email: wmoffitt@hoboken.k12.nj.us
 Telephone Number: (201) 356-3610

| FINANCIAL PLANNING, ACCOUNTING AND REPORTING | CORRECTIVE ACTION APPROVED BY THE BOARD | METHOD OF IMPLEMENTATION | PERSON RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
|--|--|--|--|---|
| Our audit indicated that the District did not provide notification to the Offices of the State Comptroller of a contract awarded for an amount exceeding \$2 million in accordance N.J.S.A. 52:15C-10. | Notification be provided to the Office of the State Comptroller of all contracts awarded by the District which exceed \$2 million in accordance with N.J.S.A. 52:15C-10. | The Business Office will notify the Office of the State Comptroller of all contracts awarded by the Board exceeding \$2 million. The Business Administrator will monitor subject notifications. | Business Office Business Administrator Superintendent of Schools | March 31, 2017 |

NOTE: N/A



 CHIEF SCHOOL ADMINISTRATOR

12/17/16

 DATE



 BOARD SECRETARY / BUSINESS ADMINISTRATOR

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

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator
 Telephone Number: (201) 356-3610 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 |
|--|---|--|---|---|
| Our audit of the After Care Program collections revealed the collections were not always deposited in a timely manner. | All After Care program collections be deposited in a timely manner. | After Care Supervisor will deposit collections in a timely manner. The Assistant to the Business Administrator and Business Administrator will monitor subject collections. | After Care Supervisor Assistant to the Business Administrator Business Administrator Superintendent of Schools | March 31, 2017 |

NOTE: RECURRING FINDING



 CHIEF SCHOOL ADMINISTRATOR

12/14/16

 DATE



 BOARD SECRETARY / BUSINESS ADMINISTRATOR

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

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator Email: wmoffitt@hoboken.k12.nj.us
 Telephone Number: (201) 356-3610

| FINANCIAL PLANNING, ACCOUNTING AND REPORTING | 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 records revealed instances where excessive recurring reimbursements were made to a certain individual. | Efforts be made to limit the reimbursements paid to individuals from the high school student activity accounts. | High School student activities/club advisors and appropriate high school staff will make efforts to limit reimbursements paid to individuals from respective accounts. The Activities Fund Trustee and High School Principal will monitor subject efforts. | Club Advisors Activities Fund Trustee High School Principal Assistant to the Business Administrator Business Administrator Superintendent of Schools | March 31, 2017 Ongoing |

NOTE: N/A



 CHIEF SCHOOL ADMINISTRATOR

12/14/16

 DATE



 BOARD SECRETARY / BUSINESS ADMINISTRATOR

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

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator Email: wmoffitt@hoboken.k12.nj.us
 Telephone Number: (201) 356-3610

| FINANCIAL PLANNING, ACCOUNTING AND REPORTING | 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 collections per the ticket sales report did not agree to actual deposit amount. | It is recommended that all high school athletic event collections be properly reconciled to the ticket sales report. | Assigned High School athletic event staff will ensure that athletic event collections are reconciled to ticket sales reports. The Athletic Director and High School Principal will monitor subject reconciliations. | High School Athletic Event Staff Athletic Director High School Principal Assistant to the Business Administrator Business Administrator Superintendent of Schools | March 31, 2017 Ongoing |

NOTE: N/A


 CHIEF SCHOOL ADMINISTRATOR

12/13/16
 DATE



BOARD SECRETARY / BUSINESS ADMINISTRATOR

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

Name of School: Hoboken Public Schools County: Hudson
 Type of Audit: Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016
 Date of Board Meeting: December 13, 2016
 Contact Person: William P. Moffitt – Board Secretary / Business Administrator Email: wmoffitt@hoboken.k12.nj.us
 Telephone Number: (201) 356-3610

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|--|--|--|--|---|
| Our audit of the Wallace student activity account revealed that checks were issued with only one of the two required authorization signatures. | All checks issued from the Wallace student activity account contain at least two authorization signatures. | Two authorization signatures are required on all checks from the Wallace student activities. The Wallace Principal will ensure that two signatures are on all checks. | Wallace Clerk Wallace Principal Assistant to the Business Administrator Business Administrator Superintendent of Schools | March 31, 2017 |

NOTE: N/A


 CHIEF SCHOOL ADMINISTRATOR

12/12/16
 DATE


 BOARD SECRETARY / BUSINESS ADMINISTRATOR