

**COLLEGE ACHIEVE GREATER ASBURY PARK  
CHARTER SCHOOL  
AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
FINANCIAL COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**XI. AUDITORS MANAGEMENT REPORT ON ADMINISTRATION FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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**REPORT OF INDEPENDENT AUDITORS**

The Honorable Chairman and  
Members of the Board of Trustees  
College Achieve Greater Asbury Park Charter School  
County of Monmouth  
Asbury Park, New Jersey

I have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Trustees of the College Achieve Greater Asbury Park Charter School, in the County of Monmouth, for the year ended June 30, 2024 and have issued my report thereon dated February 20, 2025.

As part of my audit, I 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 issued in conjunction with the Annual Comprehensive Financial Report of the Board of Trustees of the College Achieve Greater Asbury Park Charter School, for the fiscal year ended June 30, 2024, and is intended for the information of the Charter School's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Licensed Public School Accountant No. 20CS00206400



Gerald D. Longo  
Certified Public Accountant

February 20, 2025

## **ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE**

### **Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the Treasurer of School Monies, 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**

Various fire and liability insurance coverage was carried in the amounts as detailed in the Insurance Schedule contained in the Charter School's Annual Comprehensive Financial Report (ACFR). See Exhibit J-20.

#### **Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)**

<b><u>Position</u></b>	<b><u>Amount</u></b>
Board Secretary/School Business Administrator, Treasurer	\$180,000

#### **P.L.2020,c.44**

My audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A.18A:16-13.3 (Chapter 44) submitted for the year on audit.

The bill includes a provision that permits charter school employers to not implement Chapter 44 unless they have a collective negotiation agreement with any of their employees in place on or after the law's effective date. The Charter School does not have a collective negotiation agreement in place, and therefore, is not required to implement Chapter 44.

### **FINANCIAL PLANNING, ACCOUNTING AND REPORTING**

#### **Examination of Claims**

An examination of claims paid during the period under review did indicate the following reportable noncompliance with respect to signatures, certification or supporting documentation.

#### **Finding - #2024-001**

It was noted that several invoices paid during the year which were selected randomly for my testing did not contain the proper back up support or contained exceptions as follows:

1. Invoices were not attached or missing.
2. Vendor certifications were missing on purchase orders and checks were released before obtaining certification.

### Recommendation

The School should implement control procedures to ensure that invoices and voucher packages have the proper documentation and approvals before being entered into the accounting system and checks prepared.

### General Ledger Maintenance

A review of General Ledger postings during the year indicated that excessive journal entries were utilized to achieve proper presentation of the activity.

### Finding - #2024-002 (ACFR Finding #2024-001)

It was noted that the ledgers required excessive journal entries to achieve proper presentation of the financial activity in the financial statements.

### Recommendation

Management should implement accounting procedures that would eliminate or greatly reduce the need for journal entries to ensure ledgers are reconciled timely and properly maintained. These procedures should help ensure the completeness of the general ledger and the production of accurate internal financial statements and financial information.

### Petty Cash

My audit of the financial and accounting records for petty cash indicated the following:

### Finding - #2024-003

It was noted in the Board minutes that the establishment of a petty cash fund was approved for the 2023-2024 school year, however, there was no proper accounting on fund activity. Disbursement receipts did not include who was reimbursed or the event, purpose or use of the funds. There was one occurrence where the maximum single cash disbursement set by the Board of \$50.00 was exceeded.

### Recommendation

It is recommended that the charter school establish and implement financial and bookkeeping policies and controls for petty cash funds including the documentation of cash receipts and disbursements.

### Payroll Accounts

The net salaries of all employees of the Charter School were deposited in the Payroll Account. Employees payroll deductions and employees share of fringe benefits were deposited in the Payroll Agency Account.

Sampled payrolls were approved by the President of the Board and the Board Secretary/Business Administrator.

Sampled Salary withholdings were promptly remitted to the proper agencies, including health benefit withholding due to the general fund.

Sampled Payrolls were delivered to the Secretary of the Board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

#### Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30, 2024 for proper classification of orders as encumbrances and accounts payable. My sample did not indicate any reportable noncompliance with respect to classification of orders.

#### Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with the *N.J.A.C. 6A:23A-16.2(f)* as part of my test of transactions of randomly sampled expenditure transactions. I also tested the coding of all expenditures included in my compliance and single audit sampling procedures, if applicable. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. My samples did not indicate any reportable noncompliance with respect to classification of expenditures.

#### Board Secretary's Records

My audit of the financial statements and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

#### Treasurer's Records

My audit of the financial statements and accounting records maintained by the Treasurer indicated that they were in satisfactory condition.

#### Elementary and Secondary Education Act (E.S.E.A.) as amended by Every Student Succeeds Act (ESSA)

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under the various applicable programs of the Elementary and Secondary Education Act as amended and reauthorized.

The audit of compliance for E.S.E.A. did indicate the following reportable noncompliance.

#### Finding - #2024-004 (ACFR Finding #2024-002)

Our audit of the Title 1 grant program indicated the following exceptions per Uniform Guidance 2 CFR.200.430

1. Time and activity reports of employees charged to Title 1 during the year were not available.
2. The Charter School Board minutes did not include the approval of all employees paid with Title 1 funds.

#### Recommendation

The charter school should ensure that federally funded employee salaries have a completed semi-annual or monthly time and activity certification and signed by the employee and a supervisory official. In addition, the charter school should institute policies and procedures to ensure all Board minutes clearly delineate the names,

percentage of time spent on program, and position titles of all staff members whose salaries and benefits are funded with Title 1 monies.

#### Other Special Federal and/or State Projects

The charter school's other Special Projects were approved as listed on Schedule A (K-3) and Schedule B (K-4) located in the ACFR.

My audit of the Federal and State funds on a sample 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 ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

The audit of compliance for the special projects did not indicate any reportable noncompliance.

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

My audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for the College Achieve Greater Asbury Park Charter School employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

#### T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

For the fiscal year ended June 30, 2024 the Charter School did not have any TPAF/FICA payments made by the State on-behalf of the Charter School for any employees whose salaries are identified as being paid from federal funds. No reimbursement was required.

#### Finding #2024-005

I observed that the Charter School properly determined the amount of the TPAF/FICA to be reimbursed to the State as of June 30, 2023 and the payable was properly accrued. The payment was found to be unprocessed as of June 30, 2024, and therefore, remained unpaid. However, the amount has been paid to the State by the date of this report.

#### Recommendation

It is recommended that the reimbursement amount be paid immediately and be paid timely in the future, no later than 90 days after the grant liquidation period.

### **SCHOOL PURCHASING PROGRAMS**

#### Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

[https://nj.gov/dca/dlgs/programs/NJ\\_LAPL.shtml](https://nj.gov/dca/dlgs/programs/NJ_LAPL.shtml)

Current statute is posted on the New Jersey Legislature website at: <http://www.njleg.state.nj.us/>

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000.00 (with a Qualified Purchasing Agent) and \$32,000.00 (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 \$22,400 for 2023-24.

The Charter School's Members of 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 my audit, I 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:18A-4.

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

### **SCHOOL FOOD SERVICE**

SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The school food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, I inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. Exceptions were not noted.

I also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. Exceptions were not noted.

Non-program foods were not purchased, prepared, sold, or offered for sale.

Net cash resources did not exceed three months average expenditures.

I inquired of management about the public health emergency procedures that the charter school instituted to provide meals to all students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations. The charter school's food service provider is not an FSMC.



## **STUDENT BODY ACTIVITIES**

My audit of the financial and accounting records for student activities indicated the following:

### **Finding #2024-006**

Cash receipt and disbursement documentation was not maintained and unavailable for review.

### **Recommendation**

It is recommended that the charter school establish and implement financial and bookkeeping policies and controls for student activity funds including the documentation of cash receipts and disbursements. This policy should include but not be limited to the following minimum requirements:

1. Receipts shall be detailed showing date, sources, purpose and amount. All receipts should be promptly deposited in the bank. Bank deposits must agree with the receipts in the cash receipt book and must be traceable to definite receipts or groups of receipts.
2. Disbursements shall be recorded chronologically showing date, vendor, check number, purpose and amount. All disbursements should be made by check and supported by a claim, bill or written order to persons supervising the fund. Checks should bear two or more authorized signatures.
3. Book balances shall be reconciled with bank balances. Canceled checks and bank statements must be retained for examination by the auditor as part of the annual audit.
4. Student activity funds shall be classified by the school.
5. Borrowing from the student activity funds is prohibited.

## **ENROLLMENT COUNTS AND SUBMISSIONS TO THE DEPARTMENT**

My audit procedures included a sample of enrollment information on October 15, 2023, and the last day of school for on roll, special education, bilingual and low-income. The results of our procedures are presented in the Schedule of Audited Enrollments.

The charter school maintained written procedures that appear to be adequate for the recording of student enrollment data.

## **FACILITIES AND CAPITAL ASSETS**

My audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

## **MISCELLANEOUS**

### **Testing for Lead of All Drinking Water in Educational Facilities**

The Charter School adhered to all the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The Charter School submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g)

Follow-up on Prior Year Findings

In accordance with *Government Auditing Standards*, my procedures included a review of all prior year audit recommendations including findings. There was no prior year findings.

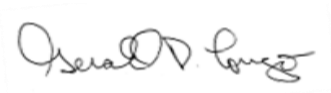
Office of Fiscal Accountability and Compliance (OFAC) Findings

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2024.

### **ACKNOWLEDGEMENT**

I received the complete cooperation of all the officials of the school and I greatly appreciate the courtesies extended to me.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerald D. Longo". The signature is written in a cursive style with a large initial "G".

Gerald D. Longo  
Certified Public Accountant  
Licensed Public School Accountant No. 20CS00206400

COLLEGE ACHIEVE GREATER ASBURY PARK CHARTER SCHOOL  
APPLICATION FOR CHARTER SCHOOL AID  
ENROLLMENT COUNT AS OF OCTOBER 15, 2023

<u>1</u>		<u>2</u>		<u>2a</u>		<u>2b</u>		<u>2c</u>		<u>3</u>		<u>3a</u>		<u>3b</u>		<u>4</u>		<u>4a</u>	
Grades	Submission to DOE reported	Reported on		50% Verification required 10/15/23	Verified signed registration forms	Errors	Verified # days enrolled	Errors	to DOE Reported Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors			
	On Roll	workpapers	Errors																
Pre Kindergarten																			
Kindergarten	24	12	0	12	12	0	12	0	2	2	0	2	0	12	12	0			
One	37	19	0	19	19	0	19	0	2	2	0	2	0	17	17	0			
Two	49	25	0	25	25	0	25	0	2	2	0	2	0	21	21	0			
Three	42	21	0	21	21	0	21	0	1	1	0	1	0	19	19	0			
Four	44	22	0	22	22	0	22	0	4	4	0	4	0	20	20	0			
Five	63	32	0	32	32	0	32	0	5	5	0	5	0	27	27	0			
Six	55	28	0	28	28	0	28	0	4	4	0	4	0	23	23	0			
Seven	63	32	0	32	32	0	32	0	4	4	0	4	0	29	29	0			
Eight	51	26	0	26	26	0	26	0	4	4	0	4	0	24	24	0			
Nine	47	24	0	24	24	0	24	0	1	1	0	1	0	23	23	0			
Ten	34	17	0	17	17	0	17	0	3	3	0	3	0	16	16	0			
Eleven	29	12	0	12	12	0	12	0	3	3	0	3	0	15	15	0			
Twelve	32	12	0	12	12	0	12	0	6	6	0	6	0	16	16	0			
Total	570	282	0	282	282	0	282	0	41	41	0	41	0	262	262	0			
Percentage			0.0%			0%		0%			0%		0%			0%			

COLLEGE ACHIEVE GREATER ASBURY PARK CHARTER SCHOOL  
APPLICATION FOR CHARTER SCHOOL AID  
ENROLLMENT COUNT AS OF THE LAST DAY OF SCHOOL

<u>1</u>		<u>2</u>		<u>2a</u>		<u>2b</u>		<u>2c</u>		<u>3</u>	<u>3a</u>		<u>3b</u>		<u>4</u>	<u>4a</u>	
Grades	Submission to DOE reported On Roll	Reported on workpapers	Errors	50% Verification required 6/30/24	Verified signed registration forms	Errors	Verified # days enrolled	Errors	Submission to DOE Reported Special Ed/ Bilingual	Verified documentation	Errors	Verified # days Service Provided	Errors	Low Income	Verified documentation	Errors	
Pre Kindergarten																	
Kindergarten	24	12	0	12	12	0	12	0	1	1	0	1	0	12	12	0	
One	37	18	0	18	18	0	18	0	1	1	0	1	0	16	16	0	
Two	49	24	0	24	24	0	24	0	1	1	0	1	0	20	20	0	
Three	42	21	0	21	21	0	21	0	1	1	0	1	0	18	18	0	
Four	44	22	0	22	22	0	22	0	3	3	0	3	0	19	19	0	
Five	63	31	0	31	31	0	31	0	5	5	0	5	0	27	27	0	
Six	55	27	0	27	27	0	27	0	3	3	0	3	0	23	23	0	
Seven	63	31	0	31	31	0	31	0	4	4	0	4	0	28	28	0	
Eight	51	25	0	25	25	0	25	0	3	3	0	3	0	24	24	0	
Nine	47	23	0	23	23	0	23	0	1	1	0	1	0	23	23	0	
Ten	34	17	0	17	17	0	17	0	3	3	0	3	0	16	16	0	
Eleven	29	14	0	14	14	0	14	0	3	3	0	3	0	14	14	0	
Twelve	32	16	0	16	16	0	16	0	5	5	0	5	0	15	15	0	
Total	570	281	0	281	281	0	281	0	34	34	0	34	0	255	255	0	
Percentage			0.0%			0%		0%			0%		0%			0%	

**COLLEGE ACHIEVE GREATER ASBURY PARK CHARTER SCHOOL**  
**Net Cash Resource Schedule**  
**Net cash resources did not exceed three months of expenditures**  
**Proprietary Funds - Food Service**  
**For the Fiscal Year Ending June 30, 2024**

**NOT APPLICABLE**

**COLLEGE ACHIEVE GREATER ASBURY PARK CHARTER SCHOOL  
AUDIT SYNOPSIS RECOMMENDATIONS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

It was noted that several invoices paid during the year which were selected randomly for my testing did not contain the proper back up support or contained exceptions as follows:

1. Invoices were not attached or missing.
2. Vendor certifications were missing on purchase orders and checks were released before obtaining certification.

Recommendation

The School should implement control procedures to ensure that invoices and voucher packages have the proper documentation and approvals before being entered into the accounting system and checks prepared.

It was noted that the ledgers required excessive journal entries to achieve proper presentation of the financial activity in the financial statements. (ACFR Finding #2024-001)

Recommendation

Management should implement accounting procedures that would eliminate or greatly reduce the need for journal entries to ensure ledgers are reconciled timely and properly maintained. These procedures should help ensure the completeness of the general ledger and the production of accurate internal financial statements and financial information.

It was noted in the Board minutes that the establishment of a petty cash fund was approved for the 2023-2024 school year, however, there was no proper accounting on fund activity. Disbursement receipts did not include who was reimbursed or the event, purpose or use of the funds. There was one occurrence where the maximum single cash disbursement set by the Board of \$50.00 was exceeded.

**COLLEGE ACHIEVE GREATER ASBURY PARK CHARTER SCHOOL  
AUDIT SYNOPSIS RECOMMENDATIONS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Recommendation

It is recommended that the charter school establish and implement financial and bookkeeping policies and controls for petty cash funds including the documentation of cash receipts and disbursements.

Our audit of the Title 1 grant program indicated the following exceptions per Uniform Guidance 2 CFR.200.430

1. Time and activity reports of employees charged to Title 1 during the year were not available.
2. The Charter School Board minutes did not include the approval of all employees paid with Title 1 funds. (ACFR Finding #2024-002)

Recommendation

The charter school should ensure that federally funded employee salaries have a completed semi-annual or monthly time and activity certification and signed by the employee and a supervisory official. In addition, the charter school should institute policies and procedures to ensure all Board minutes clearly delineate the names, percentage of time spent on program, and position titles of all staff members whose salaries and benefits are funded with Title 1 monies.

I observed that the Charter School properly determined the amount of the TPAF/FICA to be reimbursed to the State as of June 30, 2023 and the payable was properly accrued. The payment was found to be unprocessed as of June 30, 2024 ,and therefore, remained unpaid. However, the amount has been paid to the State by the date of this report.

Recommendation

It is recommended that the reimbursement amount be paid immediately and be paid timely in the future, no later than 90 days after the grant liquidation period.

3. School Purchasing Program

None

4. School Food Service

None



**COLLEGE ACHIEVE GREATER ASBURY PARK CHARTER SCHOOL  
AUDIT SYNOPSIS RECOMMENDATIONS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

5. Student Body Activities

Cash receipt and disbursement documentation was not maintained and unavailable for review.

Recommendation

It is recommended that the charter school establish and implement financial and bookkeeping policies and controls for student activity funds including the documentation of cash receipts and disbursements. This policy should include but not be limited to the following minimum requirements:

1. Receipts shall be detailed showing date, sources, purpose and amount. All receipts should be promptly deposited in the bank. Bank deposits must agree with the receipts in the cash receipt book and must be traceable to definite receipts or groups of receipts.
2. Disbursements shall be recorded chronologically showing date, vendor, check number, purpose and amount. All disbursements should be made by check and supported by a claim, bill or written order to persons supervising the fund. Checks should bear two or more authorized signatures.
3. Book balances shall be reconciled with bank balances. Canceled checks and bank statements must be retained for examination by the auditor as part of the annual audit.
4. Student activity funds shall be classified by the school.
5. Borrowing from the student activity funds is prohibited.

6. Application for State School Aid

N/A to charter schools.

7. Charter School Enrollment system (CHE)

None

8. Pupil Transportation

N/A to charter schools.

9. Facilities and Capital Assets

None

10. Miscellaneous

None

11. Status of Prior Year's Findings/Recommendations

There were no prior year findings.