# Summer Notes: BERGEN & PASSAIC BUS.ADM.’S

August 2018

1. **Audit Notes** 
   1. [Audit Program](https://www.state.nj.us/education/finance/fp/audit/1718/program.shtml)
   2. Submission/Reporting-December 5, 2018
   3. Significant changes for 2017-2018:
      1. School districts are encouraged to reference the [Fiscal Year 2018 State Budget Notification](https://homeroom5.doe.state.nj.us/broadcasts/2017/JUL/14/16724/BROADCAST%20MEMO%20COMMISSIONER%20FY18%20BUDGET%20-%20Final.pdf) (July 14, 2017 broadcast). Most pertinent to the audit of the June 30, 2018 financial statements and schedules.
         1. There is no allowable adjustment to the June 30, 2018 excess surplus calculation for any district that received additional state aid and did not encumber or expend the additional aid during 2017-18; or reserve and designate the additional aid for use in the 2018-19 budget within the timelines provided by the Commissioner.
         2. The 2017-18 original budget certified for taxes remains the district’s original budget for purposes of the General Fund Budgetary Comparison Schedule (C-1). Accordingly, a district that reduced 2017-18 general fund appropriations due to the aid reduction, displays the reduction in aid and the reduction to appropriations in the “Budget Transfers” column.
         3. Please refer to the State Aid section of the [Compliance Supplement](https://www.state.nj.us/education/finance/fp/audit/1718/program/supplement.pdf).
      2. Implementation of [Governmental Accounting Standards Board (GASB) Statement No. 75, “Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions”](https://www.gasb.org/cs/ContentServer?c=Pronouncement_C&cid=1176166370763&d=&pagename=GASB%2FPronouncement_C%2FGASBSummaryPage)
      3. Added guidance that the SOA for Lead Testing in drinking water has been submitted to the DOE.
      4. Revised the definition of Limited English Proficient (LEP) and English Language Learner (ELL), the ASSA is based on those ELLs in a district who are participating in a language assistance program on October 15th.
      5. Clarified the proper use of carry-over of free and reduced lunch students on October 15th report. If a student does not appear on the most recent direct certification list, prepared prior to the October 2017 count, and an approved current year application (Free or Reduced) is not available for audit, the student is no longer properly classified for state aid reporting purposes.
      6. Added guidance for auditors regarding the Electronic Funds Transfers pursuant to [NJAC 5:30-9A](https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_30/njac_5309A.pdf)
      7. Added requirement to email all Corrective Action Plans to the New Jersey Department of Agriculture.
      8. Removed requirement for upload of Audit Synopsis.
      9. Clarified that only School Based Budget districts are required to upload Audit Questionnaire.
      10. Added the federal reporting requirement that school districts operating more than one educational facility, must enter school level expenditure data (unaudited) in Audsum for each educational facility.
      11. Clarified that a Certification of Implementation (COI) must be filed only if a Corrective Action Plan (CAP) was submitted.
      12. Clarified that if all reported findings included in the CAP have been cleared, the CSA and SBA may indicate “none” in the “Comments” section of the COI form.
2. **Lead Testing SOA**
   1. Annual submission of the lead testing Statement of Assurance(SOA).
   2. For the 2017-18 school year, SOA was to be submitted by June 30, 2018.
   3. [Lead Testing SOA](https://www.state.nj.us/education/lead/SOA.pdf)
   4. Submit to: [Leadtesting@doe.nj.gov](mailto:Leadtesting@doe.nj.gov)
3. **CDS (County School District System)-Improvements**
   1. The following changes have been included in the CDS system. District must keep this database current.
4. School Safety Specialist: this field is being collected per new legislation [NJSA 18A:17-43.2](http://njlaw.rutgers.edu/cgi-bin/njstats/showsect.cgi?section=18A%3A17-43.2+&actn=getsect) to [43.3](http://njlaw.rutgers.edu/cgi-bin/njstats/showsect.cgi?section=18A%3A17-43.3&actn=getsect).  LEAs are required to designate an administrator as the district School Safety Specialist, along with the previously required District Contacts.
5. Data Coordinator: this is a new required District Contact.
6. Instructional Time: this field is required to be reported in school report cards under NJSA [18A:7E-3](http://njlaw.rutgers.edu/cgi-bin/njstats/showsect.cgi?section=18A%3A7E-3+&actn=getsect) and was collected through the Report Card Data Collection. To ease the reporting burden of LEAs, this will now be collected in the CDS System.  The total hours and minutes of instructional time for each school is being collected for both full time and share time students.
7. Attending Institution (AI) Codes: these codes are required to report annual student SAT scores under NJSA 18A:7E-3.  The CDS system will be prepopulated with NJDOE Performance Office’s working list of AI codes for each school (up to 8), based on data provided by Educational Testing Service (ETS).  Schools that have AI codes will have the ability to view existing AI codes, and enter new ones if applicable.
8. NJDOE [School Directory](https://homeroom5.doe.state.nj.us/directory/) has been revised for accessibility: data that is used to populate the School Directory has been revised to be ADA accessible. Title case will now be the standard in the CDS System.
9. School Website: must be entered in the CDS school information section, if available. This was formally collected in the Report Card Application but is now being collected in CDS to reduce the burden on LEAs.
10. DUNS Number: the DUNS (data universal numbering system) can now be edited which will provide more up-to-date information.
11. DUNS Number Expiration Date:  a new field added to collect the DUNS Number expiration date.
12. The Charter School County of Residence: this information was not previously available in CDS and has been updated to provide the county that a charter school resides.
13. **CAFR Repository**
    1. It is **highly recommended** that the Audsum be completed prior to filing the CAFR. The Audsum has numerous edits that can flag common reporting errors such as the reporting of excess surplus, special education program expenditures, food services operations and fund balances.
    2. All documents must be uploaded to the CAFR Repository by statutory deadline of December 5, 2018.
    3. Documents must be uploaded properly with appropriate files names.
    4. Suggestion: *After you upload a file, print and review for correctness and file with CAFR.* District auditor must include the appropriate recommendation page in the AMR!
    5. Reference Audit Program Section III
14. **Pre-Employment Requirements, P.L. 2018, c.5**
    1. Effective June 1, 2018 state statute requires that all school districts, charter schools, nonpublic schools and contracted service providers make certain inquiries regarding child abuse and sexual misconduct of prospective employees “who will have regular contact with students”.
    2. [Forms and FAQ](https://www.state.nj.us/education/educators/crimhist/preemployment/)
15. **Emergency Reserve Balance Sheet Accounts**
    1. Emergency Reserve should be reflected on balance sheet under the following codes:
       1. Asset Code 118 Investments-Current Expense Emergency Reserve
       2. Fund Balance/Fund Net Assets Code 766-Reserve for Current Expense Emergencies
    2. Reference [Chart of Accounts](https://www.state.nj.us/education/finance/fp/af/coa/)
16. **Debt Service Data Collection**
    1. Anticipated to be open on Homeroom on or about September 10th. Due not later than October 9th.
17. **Memorandum of Agreement**
    1. MOA is being revised for the 2018-2019 school year. The last revision occurred in 2015. It is anticipated the new MOA will be available by September. *Please conduct the 2018-2019 annual review of the MOA after the revised version is released.*
    2. Continue to use the signed 2017-2018 MOA until further notice.
    3. There is no set time for schools to review the MOA and enter into agreement with law enforcement authorities, but it must occur annually.
18. **Payroll Verification**
    1. Second year of Round 4, covering FY17-FY20, not later than May 2020.
    2. Year Two districts must submit an original letter of compliance to the county office by May 31, 2019.
    3. Suggestion: use this moment to also verify health benefits roster/invoice billing.
19. **Extraordinary Aid**
    1. Proration for 2017-18 was 50.12%
    2. Payment for 2017-2018 can be expected in September
    3. Application period for 2018-19 should be open mid-April to mid-May 2019
    4. Aid amount not appropriated in FY18 may be used as an allowable adjustment to the excess surplus calculation
20. **Non-Public**
    1. FY 19 Chapter 192/193 initial funding statement should be available late August/early September
    2. The *district* must keep the *original* 407-1 forms *and copies* of supporting documentation or have access to electronic versions for record-keeping purposes.
    3. Notices for Non-Public Nursing, Textbook, Technology and Security Aid were posted July 17, 2018 in Homeroom.
    4. If you received a notice for a school that has closed, do not send a refund check! All refunds will be collected through a state aid payment deduction after the FY18 Nonpublic Completion Report is completed.
    5. [Consultation Form](http://www.state.nj.us/education/nonpublic/for/ConsolidatedConsultationForm.pdf) (consultation should be completed for delivery of services/goods for FY19).
21. **TPAF Reimbursement**
    1. Pension rate is 23.85%, higher than stated in [April 24, 2018 broadcast](https://homeroom5.doe.state.nj.us/broadcasts/2018/APR/24/18204/Pension%20-%20Social%20Security%20Reimbursement%20to%20State%20of%20NJ%20for%20Contributions%20Paid%20by%20the%20State.pdf) .
    2. Payment and report are due not later than October 1, 2018!
    3. [Form](http://www.state.nj.us/education/finance/ba/tpafform.pdf)
22. **School Safety and Security**
    1. Resources for school safety and security, including laws, drill resources, security planning tools can be found at [School Preparedness and Emergency Planning - Guidance Documents](https://www.nj.gov/education/schools/security/guidance/)
    2. [School Security Drill Guide and Forms](http://www.nj.gov/education/schools/security/drill/) -within first 15 days of school year (security).
23. **School Register Summary Reminders for 2018-2019**
    1. Check for alignment of attendance categories to actual budget.
    2. Check that class type category is correct for each district school (must agree with CDS).
    3. Suggestion: review PCR assignments to make sure staff are correctly aligned with class and budgetary code prior to processing of September 2018 payroll.
24. **Transportation**
    1. Bid threshold for quoted (unanticipated) and parental student transportation contracts is $19,000, effective July 1, 2017 to June 30, 2019.
    2. Maximum expenditure for nonpublic transportation for 2018-19 is $1,000 or a daily rate of $5.55. Renewed contracts and bid contracts awarded prior to July 1, 2017 are binding and cannot be increased because of the new maximum.
    3. Reminder: Consumer Price Index (CPI) for student transportation contract renewals for the SY2018-19 is 1.51%.
    4. Bid Notes:
       1. All bids must be approved by the ECS!
       2. All contracts to be awarded must also be approved by the ECS!
       3. Contract renewals will not be processed if the contract award was not approved by the ECS! (Contracts are entered in a DOE database. Cannot renew a contract that was not known to exist!)
    5. Reminder: [mandatory training for school bus drivers and aides](https://www.nj.gov/education/finance/transportation/training/) who interact with students with special needs (N.J.S.A. 18A:39-19.2). Certificates must be on file in district and submitted to County Office. Employer must administer the training to the driver/aide prior to the person operating school bus or servicing as an aide on a school bus.
    6. Certification rosters are due no later than August 31 to the County Office. The roster lists the drivers/substitute drivers, criminal history approval, driver abstracts and training certificates.
    7. Preliminary School Bus Accident Report Log (PSBAR)
       1. School officials are to input preliminary bus accident information electronically into [PSBAR](https://homeroom2.state.nj.us/accrep/prelogin.jsp)
       2. BOE must maintain a paper copy of each Preliminary School Bus Accident Report.
       3. For those accidents resulting in a fatality, a copy of the PSBAR and police report and any other information must be forward to DOE [Student Transportation Unit](http://www.nj.gov/education/finance/transportation/).
    8. School bus evacuations:
       1. Transported pupils must have 2 drills per year, non-transported 1 drill per year.
       2. Must be recorded in the board minutes!
       3. All forms especially *NJDOE Preliminary School Bus Accident Report*, *Report of a Student Left Unattended on the School Bus* and *Report of the Completion of the School Bus Emergency Evacuation Drill to the Board of Education* may be found at [Transportation Documents](http://www.state.nj.us/education/finance/transportation/procedures/) .
    9. Non-Public Transportation Procedures- [Procedure to Provide Non-Public Transportation or Aid in Lieu](http://www.state.nj.us/education/finance/transportation/procedures/NonpublicTransportationRequirementsandRecommendations.pdf)
    10. FY 19 District Report of Transported Resident Students (DRTRS) open September 11 -November 16.
25. **School Facilities Checklist**
    1. Checklist has been revised to include Lead Testing SOA, under #7, 100% compliance.
    2. *Checklist, instructions and appendix sent as attachments to “Summer Notes”*
    3. All districts must complete a checklist for each school facility!
26. **School Ethics Commission**
    1. All new administrators must file an online Disclosure Statement within 30 days of assuming new position, per NJAC 6A:28-3.1(c)-(f).
    2. Understand the “Doctrine of Necessity” and how to use it: [Doctrine of Necessity Resolution](https://www.state.nj.us/education/ethics/don/don.pdf)
27. **Reporting of Paraprofessional Staff-Statement of Assurance**
    1. Bi-annual reporting to the ECS for employment of paraprofessional staff via SOA; September 30 and January 31.
    2. Staff list of school aide employees must be maintained in the district!
    3. Only submit approved job descriptions for a special education classroom aid.
28. **Division of Pensions and Benefits FYI**
    1. [Fact Sheet #84](https://www.state.nj.us/treasury/pensions/documents/factsheets/fact84.pdf)-Professional Services Contracts, Independent Contractors and Pension Enrollment
    2. [Fact Sheet #86](https://www.state.nj.us/treasury/pensions/documents/factsheets/fact86.pdf)-Employment After Retirement Restrictions
29. **OSC Procurement Compliance**
    1. Districts with outstanding long-term bonds are subject to secondary market disclosure.
    2. CAFR must be uploaded annually to the Municipal Securities Rulemaking Board of [EMMA](http://www.emma.msrb.org/)
30. **Reminder on Tax Payments**
    1. The following citations are informational and good to keep on hand, as some districts were not receiving payments as scheduled from their municipality.
       1. Payment by Municipality of School Moneys to Board Secretary or Treasurer.
          1. NJAC 54:4-75-“School tax due” or “tax due” means the amount so assessed less the school district’s proportionate share of the property taxes no longer owed by the municipality pursuant to the blue acres property tax exemption established by subsection b. of section 1 of P.L. 2013, c.261 (C.54:4-3.3g) and less any applicable credit established by subsection e. of section 1 of P.L. 2013, c.261 (C.54:4-3.3g).
          2. The governing body of each municipality shall pay over to the board secretary or treasurer of school moneys as appropriate, in the case of school districts in which appropriations for school purposes are made by the inhabitants of the school district, within forty days after the beginning of the school year, twenty per centum (20%) of the moneys from school tax due, and thereafter, but prior to the last day of the school year, the balance of the moneys from school tax due for school purposes in such amounts as may be requested from time to time by the Board of Education, within thirty days after each request. The Board of Education shall not request any more money at any one time than shall be required for its expenditures for a period of eight weeks in advance; provided, however, that the Board of Education at any time, but not earlier than fifteen days prior to the beginning of the school year, request sufficient moneys to meet all interest and debt redemption charges maturing during the first forty days of the school year. The governing body may make payments of such moneys in advance of the time and in excess of the amounts required by this section. Notwithstanding provisions of this section to the contrary, in those years when the third installment of property taxes has been determined by the tax collector to be due after August 10, the installment shall be due no later than five days after the twenty-fifth day from when the tax bill was mailed or otherwise delivered pursuant to subsection a of R.S.54:4-64, but no later than September 1.
       2. Payment of Taxes Due by Municipality, County; borrowing permitted, interest.
          1. NJAC 54:4-76-the governing body of the municipality or the county shall cause the county tax due, as calculated pursuant to R.S.54-4-74, and other county taxes levied, school tax due, as calculated pursuant to R.S.54:4-75, taxes due to other taxing districts, and State taxes to be paid as and when due for payment. If there shall not be sufficient funds in the treasury available for such payments, the governing body shall immediately borrow sufficient money and pay such taxes due. The board of chosen freeholders of each county may by resolution fix the rate of discount to be allowed for the payment to the county treasurer of county taxes previous to the date on which they will become due for payment. The rate so fixed shall not exceed six per centum per annum, and shall

be allowed only in case of payment on or before the thirtieth day previous to the date on which said taxes will become due for payment to the county treasurer. On any part of the taxes payable to the county treasurer and on any part of the taxes payable to the State by the county treasurer, which shall remain unpaid after the time within which they are required to be paid by this chapter, the taxing district or county in arrears shall pay to the county or State, as the case may be, interest at the rate of six per centum per annum upon the delayed payment.

* 1. *Recommendation: If possible, to memorialize the agreed to tax payment schedule with the municipality in board of education meeting minutes.*

1. **Due Date Reminders**
   1. [Data Submission Calendar 2018-19](https://www.state.nj.us/education/districts/calendar/)