

**STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
PO BOX 500  
TRENTON, NJ 08625-0500**

**RIDGEFIELD BOARD OF EDUCATION  
555 CHESTNUT STREET  
RIDGEFIELD, NJ 07657  
PHONE: (201) 945-7747**

**REPORT ON EXAMINATION  
NCLB TITLE I AUDIT  
FOR THE PROJECT PERIOD  
JULY 1, 2016 TO JUNE 30, 2017**

District: Ridgefield Board of Education  
County: Bergen

AUTHORIZED REPRESENTATIVE: John Petrelli, Interim Superintendent

DIRECTOR OF PROGRAM: Kara Doviak, Program Director – Title I

PERSONS CONTACTED (Name & Title):

Floro Villanueva Jr., Assistant Board Secretary/Business Administrator  
John Petrelli, Interim Superintendent

**FUNDING SOURCES**

PROGRAM YEAR	N C L B				TOTAL
	TITLE I PART A	TITLE I PART A C/O	S I A PART A	S I A PART A C/O	
	APPROVED FUNDING				
2016-2017	\$324,652.00		\$0.00		\$324,652.00
2015-2016		\$0.00		\$0.00	\$0.00
<b>TOTAL</b>	<b>\$324,652.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$324,652.00</b>

**RIDGEFIELD BOARD OF EDUCATION  
NCLB TITLE I AUDIT  
FISCAL YEAR 2016-2017**

**FINDINGS AND RECOMMENDATIONS**

**1. Title I, Part A funds totaling \$91,524.00 were improperly expended for ineligible beneficiaries during FY 2016–2017.**

According to Step 4, Title I Eligibility Page of the NCLB Consolidated Application, the LEA was approved to operate targeted Title I programs at three of its schools, Slocum Skewes (Slocum), Shaler and Ridgefield Memorial High School, but elected to only serve Slocum and Shaler. The audit revealed the LEA charged the Title I program for the salary costs of teachers who worked at Bergen Boulevard, a non-Title I school, as depicted by the following table:

Name	School	Days Worked per Schedule	Percentage of Time Worked	Total Salary	Disallowed Costs
Dawn Galbraith-Mazzola	Bergen Blvd.	M, W, F (3)	60%	\$105,992.00	\$63,595.20
Teresa Serafimov	Bergen Blvd.	T, Th (2)	40%	69,822.00	27,928.80
Total Costs				\$175,814.00	\$91,524.00

Section 1113(a) of Elementary and Secondary Education Act (ESEA) stipulates that a LEA shall use funds received under this part only in eligible school attendance areas. Section 1113(a)(2)(B) defines an eligible school attendance area as “a school attendance area in which the percentage of children from low-income families is at least as high as the percentage of children from low-income families served by the local educational agency as a whole.” Further, Section 1115(b)(1)(B) of ESEA describes eligible children as “children identified by the school as failing, or most at risk of failing, to meet the State’s challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria.” As a result, the sum of \$91,524.00 is deemed to be unallowable (refer to the Schedule of Audit Recovery Due to State Education Agency (SEA)) at the end of this report).

**Recommendation**

The LEA must ensure that Title I funds are expended for intended beneficiaries at eligible schools, as set forth by the Step 4, Title I Eligibility Page of the district’s NCLB Consolidated Application.

**2. Adequate documentation was not provided demonstrating that \$7,017.42 charged to the Title I, Part A program represent allowable costs.**

The audit disclosed payroll costs totaling \$1,395.42 were transferred from general fund account numbers to the Title I grant without adequate documentation demonstrating that staff worked on Title I activities or supported Title I programs.

In addition, it was determined that expenditures of \$5,622.00 were recorded on the Benefits (200-200) line item as administrative costs. The district provided payroll and benefit records to show that medical costs were paid on behalf of the program director, Kara Doviak. However, the program administrator did not maintain time and activity reports demonstrating the time devoted to Title I activities. Based on the documentation provided for review, a relationship between the dollar amount of benefits charged and percentage of time worked on the federal program could not be established.

**RIDGEFIELD BOARD OF EDUCATION  
NCLB TITLE I AUDIT  
FISCAL YEAR 2016-2017**

**FINDINGS AND RECOMMENDATIONS**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 C.F.R. § 200.403 sets forth general criteria in order for costs to be considered allowable. Of note, 2 C.F.R. § 200.403(a) stipulates in part that costs must be necessary and reasonable for the performance of the Federal award. Further, Section 200.403(g) requires the costs must be **adequately documented**. As a result, the sum of \$7,017.42 (\$1,395.42 + \$5,622.00) must be refunded to the SEA (refer to the Schedule of Audit Recovery Due SEA at the end of this report).

**Recommendation**

The LEA must improve the procedures utilized to account for expenditures related to the Title I, Part A program in accordance with the requirements of UGG, 2 C.F.R. § 200.403 et. seq.

**RIDGEFIELD BOARD OF EDUCATION  
NCLB TITLE I AUDIT  
FISCAL YEAR 2016-2017**

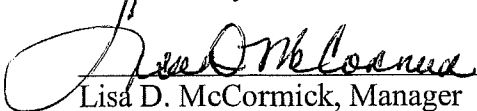
**SCHEDULE OF RECOVERY DUE TO SEA**

<u>Audit Finding</u>	<u>Recovery</u>
Number One	\$91,524.00
Number Two	<u>7,017.42</u>
Total Recovery Due to SEA	<u>\$98,541.42</u>

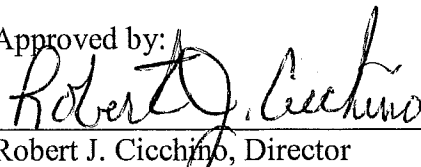
The check is to be made payable to "Treasurer, State of New Jersey" and mailed with the corrective action plan.

Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance  
State of New Jersey  
Department of Education  
PO Box 500  
Trenton, NJ 08625-0500

Submitted by:

  
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Lisa D. McCormick, Manager  
Office of Fiscal Accountability and Compliance

Approved by:

  
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Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

Auditor

Angela Jefferies