

Auditor's Management Report

for the

*South Hunterdon Regional
School District*

in the

*County of Hunterdon
New Jersey*

for the

*Fiscal Year Ended
June 30, 2015*

**INDEPENDENT AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE
FINDINGS FINANCIAL AND COMPLIANCE**

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Tax ID Number 46-4868149



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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members
of the Board of Education
South Hunterdon Regional School District
County of Hunterdon
Lambertville New Jersey 08530

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the South Hunterdon Regional School District in the County of Hunterdon for the year ended June 30, 2015, and have issued our report dated December 7, 2015.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information of the South Hunterdon Regional School District, County of Hunterdon, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.


CERTIFIED PUBLIC ACCOUNTANTS


PUBLIC SCHOOL ACCOUNTANT NO. 93

December 7, 2015

Independent Auditor's Management Report of Administrative Findings Financial and Compliance

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Bookkeeper/Treasurer, the activities of the South Hunterdon Regional Board of Education, and the records of the various funds under the auspices of the Board of Education.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

Insurance coverage was carried in the amounts as detailed in the District's CAFR (See Exhibit "J-20").

Official Bonds

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT OF BONDS</u>
Kerry Sevilis	Board Secretary/School Business Administrator	\$200,000.00
All Employees	Blanket Bond	\$100,000.00

Adequacy of insurance coverage is the responsibility of the Board of Education.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Examination of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (CONTINUED)

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls tested were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator and the Chief School Administrator.

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

Payrolls were delivered to the secretary of the board who then deposited with a warrants in separate bank accounts for net payroll and withholdings.

Employee Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable without exception.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C.6A:23-2.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (CONTINUED)

Board Secretary's Records

The financial records, books of account and minutes of the Board Secretary were maintained in satisfactory condition and an encumbrance system was fully implemented.

Treasurer's Records

The records maintained by the Bookkeeper/Treasurer were in agreement with the records maintained by the Board Secretary/School Business Administrator.

Elementary and Secondary Education Act (E.S.E.A.)/ Improving America's Schools Act (IASA) as Reauthorized by the No Child Left Behind Act of 2001

The E.S.E.A./NCLB financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I and Title II of the Elementary and Secondary Education Act as amended and reauthorized.

The New Jersey Department of Education, Office of Fiscal Accountability and Compliance completed a fiscal audit of titled programs for the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Act (IDEA) Grants for the period July 1, 2014 through March 19, 2015. In a report dated September 21, 2015, the examination detailed twenty-nine findings and recommendations.

The Audit findings were discussed at a public meeting and a corrective action plan was approved by the Board of Education. The corrective action plan was submitted to the New Jersey Department of Education and is pending approval.

Other Special Federal and State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (CONTINUED)

Other Special Federal and State Projects (Continued)

Our audit of the federal and state funds on a test 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 CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

Our audit procedures also included a test of the reimbursement of the employer share of pensions, group life insurance, FICA and other benefits of the Teacher's Pension and Annuity Fund for TPAF members carrying out and paid from federally funded programs in accordance with N.J.S.A. 18A:66-90. The District filled out the required form and submitted it for audit. Our test included verification of eligible employees to be included, and, if applicable, a recalculation to verify proper amounts were used. No exceptions were noted.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 States: "a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$26,000.00, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1971 c. 198 (C.40A:11-9) the board of education may establish that the bid threshold may be up to \$36,000.00. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

SCHOOL PURCHASING PROGRAMS (CONTINUED)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

b. Commencing in the fifth year after the year in which P.L. 1999 c. 440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2 and shall round the adjustment to the nearest \$1,000.00. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of every year in which it is made. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law.

The board of education may, by resolution approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2010 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-3(a) are \$36,000.00 (with a Qualified Purchasing Agent) and \$26,000.00 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$18,300.00.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

SCHOOL PURCHASING PROGRAMS (CONTINUED)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions 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

The financial transactions and statistical records of the School Food Services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were review for timely deposit without exception.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision that the food service program will break even. The operating results provision has been met.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

The cash disbursements records reflected expenditures for program related goods and services. The appropriated revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education. No exceptions were noted.

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the edit check worksheet was completed. Reimbursement claims were submitted in a timely manner. No exceptions were noted.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

SCHOOL FOOD SERVICE (CONTINUED)

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced priced meal policy is uniformly administered throughout the School system. The required verification procedure for free and reduced price applications was completed and available for review. No exceptions were noted.

USDA Food Distribution Program commodities were received and an inventory was maintained on a first-in, first-out basis. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in Section G of the CAFR.

STUDENT BODY ACTIVITIES/ATHLETIC FUNDS

STUDENT BODY ACTIVITIES

The records for the Student Body Activities were maintained in satisfactory condition.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of information reported in the October 15, 2014 Application for State School Aid (A.S.S.A) for on-roll, private schools for the handicapped, low income, and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

The district has adequate written procedures for the recording of student enrollment data.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

PUPIL TRANSPORTATION

Our audit procedures included a test of on roll status reported in the 2014-2015 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with immaterial exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

FACILITIES AND CAPITAL ASSETS

Our procedures included a review of the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

Not applicable

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

RECOMMENDATIONS

NONE

**SOUTH HUNTERDON REGIONAL
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014**

	2013-2014 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool 3-YR																
Half Day Preschool 4-YR	1		1					1		1						
Full Day Preschool 3-YR																
Full Day Preschool 4-YR																
Half Day Kindergarten																
Full Day Kindergarten	54		54					14		14						
One	71		71					17		17						
Two	60		60					15		15						
Three	79		79					19		19						
Four	68		68					16		16						
Five	65		65					16		16						
Six	66		66					16		16						
Seven	48		48					13		13						
Eight	50		50					12		12						
Nine	58		58					14		14						
Ten	76		76					18		18						
Eleven	62	5	62	5				15	1	15	1					
Twelve	62	3	62	3				15	1	15	1					
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	820	8	820	8				201	2	201	2					
Special Ed - Elementary	62		62					15		15			3	3	3	
Special Ed - Middle School	39		39					9		9			1	1	1	
Special Ed - CSSD	28	5	28	5				7	1	7	1		4.50	4	4	
Subtotal	129	5	129	5				31	1	31	1		8.50	8	8	
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	949	13	949	13				232	3	232	3		8.50	8	8	
Percentage Error								0%	0%							0%

**SOUTH HUNTERDON REGIONAL
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014**

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	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool 3-YR												
Half Day Preschool 4-YR												
Full Day Preschool 3-YR												
Full Day Preschool 4-YR												
Half Day Kindergarten												
Full Day Kindergarten	12	12		7	7		8	8		6	6	
One	18	18		12	12		5	5		4	4	
Two	8	8		5	5		2	2		2	2	
Three	18	18		12	12		1	1		1	1	
Four	12	12		8	8							
Five	6	6		5	5							
Six	10	10		7	7							
Seven	3	3		2	2							
Eight	6	6		5	5							
Nine	12	12		8	8							
Ten	12	12		8	8		4	4		3	3	
Eleven	10	10		7	7		1	1		1	1	
Twelve	12	12		8	8							
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	<u>139</u>	<u>139</u>		<u>94</u>	<u>94</u>		<u>21</u>	<u>21</u>		<u>17</u>	<u>17</u>	
Special Ed - Elementary	19	19		13	13		3	3		3	3	
Special Ed - Middle	10	10		7	7							
Special Ed - High	12.50	12.50		9	9							
Subtotal	<u>41.50</u>	<u>41.50</u>		<u>29</u>	<u>29</u>		<u>3</u>	<u>3</u>		<u>3</u>	<u>3</u>	
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	<u>180.50</u>	<u>180.50</u>		<u>123</u>	<u>123</u>		<u>24</u>	<u>24</u>		<u>20</u>	<u>20</u>	
Percentage Error			<u>0%</u>			<u>0%</u>			<u>0%</u>			<u>0%</u>

Transportation

	Reported on	Reported on	Errors	Tested	Verified	Errors
	DRTRS by DOE/county	DRTRS by District				
Reg. - Public Schools, col. 1	422	420.50	1.50	180	180	
Reg -SpEd, col. 4						
Transported - Non-Public, col. 3	27	27		11	11	
Special Ed Spec, col. 6	14	14		6	6	
Totals	<u>463.00</u>	<u>461.50</u>	<u>1.50</u>	<u>197</u>	<u>197</u>	
Percentage Error						<u>0%</u>

**SOUTH HUNTERDON REGIONAL
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	_____	_____	_____	_____	_____	_____
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Subtotal	=====	=====	=====	=====	=====	=====
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	=====	=====	=====	=====	=====	=====
Percentage Error			0%			0%

SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT

SCHEDULE OF MEAL COUNT ACTIVITY
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

<u>PROGRAM</u>	<u>MEAL</u> <u>CATEGORY</u>	<u>MEALS</u> <u>CLAIMED</u>	<u>MEALS</u> <u>TESTED</u>
National School Lunch	Paid	35,246	35,246
	Reduced	2,782	2,782
	Free	<u>20,187</u>	<u>20,187</u>
	<u>TOTAL</u>	<u>58,215</u>	<u>58,215</u>
National School Breakfast	Paid	570	570
	Reduced	125	125
	Free	<u>5,328</u>	<u>5,328</u>
	<u>TOTAL</u>	<u>6,023</u>	<u>6,023</u>

SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT
SCHEDULE OF MEAL COUNT ACTIVITY
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - STATE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>
State School Lunch	Paid	35,246	35,246
	Reduced	2,782	2,782
	Free	20,187	20,187
	<u>TOTAL</u>	58,215	58,215

SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT
SCHEDULE OF CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

REGULAR DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2014 - 2015 Total General Fund Expenditures per CAFR Ex. C-1	\$ <u>19,030,458.13</u>	
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund		
Transfer from Capital Reserve to Capital Projects Fund	<u>800,969.30</u>	
Decreased by:		
On-Behalf TPAF Pension and Social Security	<u>1,629,924.03</u>	
Assets Acquired Under Capital Leases		
Adjusted 2014 - 2015 General Fund Expenditures		\$ <u>18,201,503.40</u>
2% of Adjusted 2014 - 2015 General Fund Expenditures		<u>364,030.07</u>
Greater of Line Above or \$250,000.00		<u>364,030.07</u>
Increased by: Allowable Adjustment		<u>43,243.00</u>
Maximum Unreserved/Undesignated Fund Balance		\$ <u><u>407,273.07</u></u>

SECTION 2

Total General Fund Balances at June 30, 2015	\$ <u>5,263,728.32</u>	
Decreased by:		
Year-End Encumbrances	<u>505,615.69</u>	
Legally Restricted - Designated for		
Subsequent Year's Expenditures		
Legally Restricted - Excess Surplus-Designated for		
Subsequent Year's Expenditures	<u>7,739.00</u>	
Other Restricted Fund Balances	<u>3,353,897.84</u>	
Assigned Fund Balance - Unreserved - Designated for		
Subsequent Year's Expenditures	<u>172,050.00</u>	
Total Unassigned Fund Balance		\$ <u>1,224,425.79</u>

SECTION 3

Restricted Fund Balance-Excess Surplus \$ 817,152.72

Recapitulation of Excess Surplus as of June 30, 2015

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \$ 7,739.00

Reserved Excess Surplus 817,152.72

Total \$ 824,891.72

Detail of Allowable Adjustments

Extraordinary Aid \$ 33,258.00

Additional Non-Public School Transportation Aid 9,985.00

\$ 43,243.00

Detail of Other Restricted Fund Balance

Statutory Restrictions:

Capital Reserve \$ 2,489,879.24

Maintenance reserve 515,159.60

Emergency reserve 250,000.00

Other Restricted Fund Balance not noted above (Consolidation Aid) 98,859.00

Total Other Restricted Fund Balance \$ 3,353,897.84

