Auditor's Management Report

for the

Township of South Brunswick School District

in the

County of Middlesex New Jersey

for the

Fiscal Year Ended June 30, 2015

AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE FINDINGS-FINANCIAL AND COMPLIANCE

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Tax ID Number 21-6002305

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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members of the Board of Education Township of South Brunswick School District County of Middlesex Monmouth Junction, New Jersey 08852

We have audited, in accordance with U.S. generally accepted auditing standards and <u>Government Auditing Standards</u> issued by the Comptroller General of the United States, the basic financial statements of the Township of South Brunswick School District in the County of Middlesex for the year ended June 30, 2015, and have issued our report dated December 8, 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 Township of South Brunswick School District, County of Middlesex, 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 AZCOUNTANT NO. 93

December 8, 2015

Scope of Audit

The audit covered the financial transactions of the Assistant Superintendent for Business/ Board Secretary, the activities of the Township of South Brunswick School District Board of Education, 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 (N.J.S.A. 18A:17-26, 18A:17-32)

		AMOUNT OF
<u>NAME</u>	<u>POSITION</u>	BOND
Anthony N. Tonzini Jr.	Business Administrator/Board Secretary	\$510,000.00
All Employees	All Employee Blanket Position Bond	\$500,000.00

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

Financial Planning, Accounting and Reporting

Examination of Claims

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

Financial Planning, Accounting and Reporting (Continued)

Payroll Accounts

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

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Assistant Superintendent for Business/Board Secretary.

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

The balances of funds on deposit in the Payroll Account are analyzed on a monthly basis.

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. As a result of the procedures performed, no exceptions were noted.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2 (g) 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 selecting a test sample our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23 A-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.

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.

Elementary and Secondary Education Act of 1965 (E.S.E.A.) / Improving America's Schools (IASA) as Reauthorized by the No Child Left Behind Act of 2001

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Title I, Title II, Part B and D, and Title III of the Elementary and Secondary Education Act.

Other Special Federal and/or State Projects

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

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 reimbursements filed with the Department of Education for district employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

The amount of the expenditures charged to the current year's Final Report for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A3 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, 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 therefor, 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 or each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- 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.18A:18A2 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 the 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.18A:18A5 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 therefor, 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."

SCHOOL PURCHASING PROGRAMS (CONTINUED)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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), \$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.

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.

The system of records did not provide for an accumulation of purchases for which the School Board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

ENTERPRISE FUNDS

School Food Service Funds:

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

ENTERPRISE FUNDS

School Food Service Funds (Continued):

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 vouchers were properly computed and timely filed. Meals claimed agreed with the meal count records tested. No exceptions were noted.

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 procedures for free and reduced price applications was completed and available for review. No exceptions were noted.

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 Board is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34 and 19-1 through 19-4.1. The appropriate 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.

Cash receipts and bank records were reviewed 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 guarantees that the food service program will return an operational profit of at least \$330,000.00. This operating provision has been met.

National Food Distribution Commodities were received and an inventory was maintained on a first-in, first-out basis.

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

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 onroll, private schools for the disabled, and low income. 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 with minor exceptions. The information that was included on the workpapers was verified 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.

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. 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 agreements for consistency with recording SDA revenue, transfer of local funds from the general or capital reserve account, and awarding of contracts for eligible facilities construction. No exceptions were noted.

Follow Up on Prior Year's Findings

In accordance with <u>Government Auditing Standards</u>, our procedures included a review of the prior year audit recommendations. There were no prior year audit findings.

Recommendations

None

TOWNSHIP OF SOUTH BRUNSWICK 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

PROGRAM	MEAL <u>CATEGORY</u>	MEALS <u>CLAIMED</u>	MEALS TESTED
National School Lunch	Paid Reduced Free	526,985 33,098 98,778	526,985 33,098 98,778
	TOTAL	658,861	658,861
National School Breakfast (Regular Rate)	Paid Reduced Free	757 659 6,196	757 659 6,196
	TOTAL	7,612	7,612

TOWNSHIP OF SOUTH BRUNSWICK 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

PROGRAM	MEAL	MEALS	MEALS
	<u>CATEGORY</u>	<u>CLAIMED</u>	TESTED
State School Lunch	Paid	526,985	526,985
	Reduced	33,098	33,098
	Free	98,778	98,778
	TOTAL	658,861	658,861

TOWNSHIP OF SOUTH BRUNSWICK SCHOOL DISTRICT NET CASH RESOURCE SCHEDULE JUNE 30, 2015

Current Assets			
	Cash & Cash Equiv.	\$	732,271.00
	Due from Other Gov'ts		53,161.00
	Accounts Receivable		17,433.00
	7 toodante i toodiyablo		17,400.00
Current Liabilities			
Garrant Elasimiles	Less Accounts Payable		(180,172.00)
	2000 / loodants i ayable	_	(100,172.00)
Net Cash Resources		\$	622,693.00
Net Gusti Nescurces		Ψ=	022,033.00
Not Adi Total Operating Ex	nonco:		
Net Adj. Total Operating Ex	pense.		
	Tot Operating Eve	\$	2 202 570 00
	Tot. Operating Exp.	Ф	2,892,570.00
	Less Depreciation	_	(31,564.00)
	Adi Tot Oper Eve	Φ.	2 964 006 00
	Adj. Tot. Oper. Exp.	\$_	2,861,006.00
	_		
Average Monthly Operating	<u>Expense:</u>		
		•	000 400 00
		\$ _	286,100.60
-		_	
Three times monthly Average	ge:	\$_	858,301.80
IT . IN . O . I D		_	
Total Net Cash Resources		\$	622,693.00
Three times monthly Averag	ge:		(858,301.80)
Net		\$ _	(235,608.80)

TOWNSHIP OF SOUTH BRUNSWICK SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

	2014-201	5 Applicat	ion for St	ate School	Aid			s	ample	for Verific	ation		Priva	te Schools	for Disab	oled
		rted on		ted on		•		mple		ed per		rs per	Reported on	Sample		
		.S.A.		papers				ted from		isters		sters	A.S.S.A. as	for		
		Roll		Roll		rrors		papers		Roll		Roll	Private	Verifi-	Sample	Sample
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors
Half Day Preschool -3 Yrs	14		14				1		1							
Half Day Preschool -4 Yrs	33		33				1		1							
Half Day Kindegarten																
Full Day Kindergarten	4 67		467				17		17							
One	507		507				18		18							
Two	504		504				18		18							
Three	607		607				22		22							
Four	586		586				21		21							
Five	613		613				22		22							
Six	638		638				23		23							
Seven	597		597				22		22							
Eight	574		574				21		21							
Nine	704		704				25		25							
Ten	629		629				23		23							
Eleven	668		668				24		24							
Twelve	623		623				23		23							
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	7,764		7,764				281		281							
Special Ed - Elementary	314		314				11		11				14	12	12	
Special Ed - Middle School	258		258				9		9				10	9	9	
Special Ed - High School	293	4	293	4			11		11				29.5	22	22	
Subtotal	865	4	865	4			31	= 	31				53.5	43	43	
Co. Voc Regular																
Co. Voc. Ft. Post Sec.																
Totals	8,629	4	8,629	4			312		312				53.5	43	43	
				tagenera :						-		***				
Percentage Erro	r				None	None	-			-	None	None				None

Percentage Error

TOWNSHIP OF SOUTH BRUNSWICK SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

		Resident Low Income		Sa	mple for Verification	on	Residen	it LEP Low Incon	ne	Sample for \	/erification	
	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	Workpapers as LEP low			Verified to Test Score	Sample Errors
Half Day Preschool Full Day Preschool												
Half Day Kindegarten Full Day Kindergarten One	53 58	53 58		13 14	13 14		14 13			12 11	12 11	
Two Three	7 4 69	74 69		18 17	18 17		8	. 8		7	7	
Four Five	52 70	52 70		13 17	13 17		1 2			1 2	1 2	
Six Seven Eight	73 6 4 61	73 64 61		18 16 15	18 16 15		3 1 1	3 1 1		3 1 1	3 1 1	
Nine Ten	72 50	72 50		18 12	18 12		3			3	3	
Eleven Twelve Post-Graduate Adult H.S. (15+CR.)	60 59	60 59		15 15	15 15		1	1		1	1	
Adult H.S. (1-14 CR.) Subtotal	815	815		201	201		51	51		46	46	
Special Ed - Elementary Special Ed - Middle Special Ed - High Subtotal	83 63 82.50 228.50	83 63 <u>83</u> 228.50		20 15 17 52	20 15 <u>17</u> 52	• • • • • • • • • • • • • • • • • • • •	1	1		1	1	
Res, Mental Health Ctr. Co. Voc Regular	1	1		1	1							
Co. Voc. Ft. Post Sec. Totals	1044.50	1,045		254	254		52	52		47	47	
Percentage Error			None			None			None			None
	Danie	Described		ortation								
	DRT	orted on Reported RS by DRTRS to County District	ру	Sample Tested	Verified	Errors						
Reg Public Schools, col. 1 Reg -SpEd, col. 4		4,722 4,73 111 11 264 26	1	274 7	274 7							
AlL Transported - Non-Public, col. 3 Special Ed Spec, col. 6 Totals		204 20 118 11 37.00 13 52.00 5364.0	8 7	16 7 8 312	16 7 <u>8</u> 312							

None

-0.22%

TOWNSHIP OF SOUTH BRUNSWICK SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2014

	Reside	ent LEP NOT Low Incom	Sample for Verification				
	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 Kindegarten							
Full Day Kindergarten	41	41		31	31		
One	23	23		17	17		
Two	16	16		12	12		
Three Four	4	4		3	3 1		
Five	1 5	5		1	•		
Six	2	2		4	4		
Seven	2	2		2	2		
Eight	1	1		1	1		
Nine	3	3		2	2		
Ten Eleven Twelve Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14 CR.)	1	1		1	1		
Subtotal	99	99		75	75		
Special Ed - Elementary Special Ed - Middle	1	1		1	1		
Special Ed - High Subtotal	1	1		1	1		
Co. Voc Regular Co. Voc. Ft. Post Sec. Totals	100	100		76	76		
Percentage Error			None			None	

TOWNSHIP OF SOUTH BRUNSWICK 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	\$ 140,266,136.00	
Increased by: Transfer from Capital Reserve to Capital Projects Fund	1,328,088.00	
Decreased by: On-Behalf TPAF Pension & Social Security Adjusted 2014 - 2015 General Fund Expenditures	11,306,875.00	\$_130,287,349.00
2% of Adjusted 2014 - 2015 General Fund Expenditures		2,605,747.00
Greater of line above or \$250,000.00		2,605,747.00
Increased by: Allowable Adjustment		310,987.00
Maximum Unreserved/Undesignated Fund Balance		\$2,916,734.00
SECTION 2		
Total General Fund Balances @ 6-30-15	\$ 14,606,630.00	
Decreased by: Year-end Encumbrances	434,976.00	
Legally Restricted - Designated for Subsequent Year's Expenditures		
Legally Restricted - Excess Surplus-Designated for		
Subsequent Year's Expenditures	2,722,515.00	
Other Restricted Fund Balances	4,488,422.00	
Assigned Fund Balance - Unreserved - Designated for		
Subsequent Year's Expenditures	750,000.00	
Total Unassigned Fund Balance		\$ 6,210,717.00

SECTION 3

Restricted Fund Balance-Excess Surplus	\$_	3,293,983.00
Recapitulation of excess surplus as of June 30, 2015		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$	2,722,515.00
Reserved Excess Surplus	_	3,293,983.00
Total	\$_	6,016,498.00
Detail of Allowable Adjustments		
Extraordinary Aid Additional Non-Public School Transportation Aid	\$_	250,990.00 59,997.00
	\$_	310,987.00
Detail of Other Restricted Fund Balance		
Statutory restrictions: Capital reserve Emergency reserve	\$	3,788,422.00 700,000.00
Total Other Restricted Fund Balance	\$_	4,488,422.00