

Farmingdale Board of Education

Auditor's Management Report

County of Monmouth

June 30, 2016

**Robert A. Hulsart & Company
Certified Public Accountants
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AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

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REPORT OF INDEPENDENT AUDITORS

Honorable President and Members
 of the Board of Education
 Farmingdale School District
 County of Monmouth, New Jersey

We have audited, in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the comptroller General of the United States, the general-purpose financial statements of the Board of Education of the Farmingdale School District in the County of Monmouth, for the year ended June 30, 2016, and have issued our report thereon dated October 24, 2016.

As part of our audit, we 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 intended for the information of the Farmingdale Board of Education'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. 322
ROBERT A. HULSART AND COMPANY

October 24, 2016

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

Scope of Audit

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

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20; Insurance Schedule contained in the district's CAFR.

Officials Bond

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Karen Minutolo	Business Administrator/Bd. Secretary	\$ 160,000
George J. Lang	Treasurer	160,000

There is a Public Employees' Faithful Performance Blanket Position Bond with the Selective Insurance Company covering all other employees with multiple coverage of \$100,000.00.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment to the billings to sending districts for the increase / decrease in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f) 3.

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.

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.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed no reportable conditions.

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. No Child Left Behind 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, Title IIA and IDEA of the E.S.E.A.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/or questionable costs.

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. The study of compliance for special projects indicated no areas of noncompliance.

T.P.A.F. Reimbursement

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

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2015 N.J.S. 18A:18A-3 was amended to read as follows:

- 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 \$29,000.00 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. (pending before the Legislature as section 15 of this bill) 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 \$40,000.00. 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. Effective July 1, 2015, the quotation threshold was increased to \$3,900 and \$5,400, respectively.

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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. N.J.S. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

N.J.S. 18A:18A-4 is amended to read as follows:

- a. 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.

Effective July 1, 2015 and thereafter the bid threshold in accordance with N.J.S.A. for Transportation Contracts 18A:39-3 is \$18,800.00.

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.

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.

School Food Service Fund

The School Food Service Program has not been audited as a major program and has not expended \$100,000 or more in Federal and State support.

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.

Cash receipts and bank records were reviewed for timely deposits per state guidelines.

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 timely filed, and meals claimed agreed with meal count records.

Prior to submitting reimbursement vouchers to the U.S. Department of Agriculture; the meals claimed were verified to the meal count activity records.

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 price meal policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications were completed and available for review.

School Food Service Fund (Continued)

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursement records reflected expenditures for program related goods and services. Districts with food service management companies are 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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

Pupil Transportation

Our procedures 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.

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 randomly selecting a test sample, our sample selection 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, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Follow-Up on Prior Years' Findings

There were no audit findings for the 2015-2016 school year.

Acknowledgment

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to the members of the audit staff.

2% Calculation of Excess Surplus

2015-16 Total General Fund Expenditures Per the CAFR	\$ 2,792,845
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(323,992)</u>
Adjusted 2015-16 General Fund Expenditures	<u>\$ 2,468,853</u>
2% of Adjusted 2015-16 General Fund Expenditures	<u>\$ 49,377</u>
Enter Greater of Above or \$250,000	\$ 250,000
Increased by Allowable Adjustment	<u>3,071</u>
Maximum Unassigned Fund Balance	<u>\$ 253,071</u>

Section 2

Total General Fund – Fund Balance @ 6-30-16	\$ 511,544
Decreased by:	
Designated for Subsequent Years Expenditures	(142,465)
Designated for Subsequent Years Expenditures – Excess Surplus	(17,302)
Reserved for Encumbrances	(2,897)
Other Reserves	<u>(51,344)</u>
Total Unassigned Fund Balance	<u>\$ 297,536</u>
Restricted Fund Balance – Excess Surplus	<u>\$ 44,465</u>
Designated for Subsequent Year’s Expenditures – Excess Surplus	\$ 17,302
Excess Surplus	<u>44,465</u>
	<u>\$ 61,767</u>

Detail of Allowable Adjustments

Extraordinary Aid	\$ 1,331
Non-Public Transportation	<u>1,740</u>
	<u>\$ 3,071</u>

Detail of Other Restricted Fund Balance

Maintenance Reserve	\$ 20,000
Capital Reserve	<u>31,344</u>
	<u>\$ 51,344</u>

FARMINGDALE SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

Sheet 1 of 2

ENROLLMENT AS OF OCTOBER 15, 2015

	2016-2017 Application for State School Aid (10-15-15 Data)						Sample for Verification						Private Schools for Disabled			
	Reported On		Reported on		Errors		Sample Selected		Verified Per		Errors Per Registers		Reported On	Sample for	Sample	Sample
	A.S.S.A. on Roll	Workpapers on Roll	Full	Shared	Full	Shared	from Workpapers	Registers on Roll	Full	Shared	Full	Shared	A.S.S.A. as	Verification	Verified	Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Private Schools			
Half Day Preschool - 3yrs	3		3				3		3							
Half Day Preschool - 4yrs	7		7				7		7							
Full Day Kindergarten	15		15				15		15							
One	17		17				17		17							
Two	7		7				7		7							
Three	14		14				14		14							
Four	11		11				11		11							
Five	14		14				14		14							
Six	18		18				18		18							
Seven	10		10				10		10							
Eight	14		14				14		14							
Subtotal	130	0	130	0	0	0	130	0	130	0	0	0	0	0	0	0
Special Ed - Elementary	16		16				16		16							
Special Ed - Middle	20		20				20		20							
Special Ed - High																
Subtotal	36	0	36	0	0	0	36	0	36	0	0	0	0	0	0	0
Totals	166	0	166	0	0	0	166	0	166	0	0	0	0	0	0	0
Percentage Error					0%	0%					0%	0%				0%

FARMINGDALE SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015

Low Income

LEP Students - N/A

	<u>Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Kindergarten	4	4		3	3	
One	6	6		6	6	
Two	3	3		3	3	
Three	2	2		2	2	
Four	4	4		4	4	
Five	3	3		2	2	
Six	5	5		5	5	
Seven	1	1		1	1	
Eight	5	5		4	4	
Subtotal	<u>33</u>	<u>33</u>	<u>0</u>	<u>30</u>	<u>30</u>	<u>0</u>
Special Ed - Elementary	7	7		7	7	
Special Ed - Middle School	8	8		6	6	
Subtotal	<u>15</u>	<u>15</u>	<u>0</u>	<u>13</u>	<u>13</u>	<u>0</u>
Totals	<u>48</u>	<u>48</u>	<u>0</u>	<u>43</u>	<u>43</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

Transportation

	<u>Transportation</u>					
	<u>Reported on DRTRS by DOE/County</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>
Reg. - Public Schools, col. 1						
Reg. Special Education, col. 4						
Transported - Non-Public, col. 3	10	10		10	10	
Special Education Spec., col. 6	1	1		1	1	
Totals	<u>11</u>	<u>11</u>	<u>0</u>	<u>11</u>	<u>11</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

	<u>Reported</u>	<u>Recalculated</u>
Reg. Avg. (Mileage) - Regular Including Grade PK Students (Part A)	12.1	12.1
Ref. Avg. (Mileage) - Regular Excluding Grade PK Students (Part B)	12.1	12.1
Ref. Avg. (Mileage) - Special Education Mileage	9.0	9.0