

HOPEWELL TOWNSHIP BOARD OF EDUCATION

Hopewell Township, New Jersey

**Auditor's Management Report on Administrative
Findings, Financial, Compliance and Performance
For the Year Ended June 30, 2016**

AUDITOR'S 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
Hopewell Township School District
County of Cumberland, New Jersey

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Hopewell Township School District in the County of Cumberland for the year ended June 30, 2016, and have issued our report thereon dated November 18, 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 Hopewell Township 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.

Respectfully submitted,



Samuel A. Delp, Jr.
Public School Accountant #745
Triantos & Delp, CPA, LLC
Certified Public Accountants

November 18, 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 Moneys, 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.

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

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Stephanie Kuntz	Board Secretary/ Business Administrator	\$ 10,000.
Lois Buttner/Susan Quinones	Treasurer	\$250,000.

The Treasurer of School Moneys was bonded in accordance with provisions of Title 18A:17-32 within the minimum limits of the schedule promulgated by the State Board of Education.

Finding 2016 – 01:

Signed ethics forms were not available for review for two (2) board members.

Recommendation:

All board members should complete and sign the required disclosure forms and said forms should be available for review.

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, except for the following:

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 were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund (Schedules H-1 and H-2).

The Unemployment Compensation Insurance Trust Funds records were in satisfactory condition.

Reserve for Encumbrances, Liability, (Current) for 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.

It was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered as of June 30.

All required schedules for accounts payable and reserve encumbrances were prepared and available for the year end audit.

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% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings:

None

B. Administrative Classification Findings:

None

Board Secretary's/Business Administrator's Records

Our review indicated that the financial and accounting records maintained by the Board Secretary/Business Administrator disclosed that these records were in satisfactory condition.

No payments were made prior to the receipt of goods.

Treasurer's Records

No discrepancies were noted during our review of the records of the Treasurer.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.), as Re-authorized by the No Child Left Behind Act of 2001

The E.S.E.A./N.C.L.B. 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 Titles I and Title II of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A. indicated no areas of noncompliance:

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.

Other Special Federal and/or State Projects (Continued)

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

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.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district (or charter school or renaissance school project) to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district (or charter school or renaissance school project) for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 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 PROGRAM

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 \$17,500; 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 \$25,000. 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.
- 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. 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.A. 18A:18A-5 may be awarded for a period of not exceeding 12 consecutive months.

N.J.S.A. 18A:18A-4 states:

- a. Every contract for the provision or performance of any goods or services, the cost of which in the aggregate amount 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.

SCHOOL PURCHASING PROGRAM

(Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

N.J.S.A. 18A:18A-4 states: (Continued)

The board of education may, by resolution approved by a 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 prior negative experience with the bidder.

- b. As used in this section, “prior negative experience” means any of the following:
1. the bidder has been found, through either court adjudication, arbitration, mediation, or other contractually stipulated alternate dispute resolution mechanism, to have: failed to provide or perform goods or services; or failed to complete the contract in a timely manner; or otherwise performed unsatisfactorily under a prior contract with the board of education.
 2. the bidder defaulted on a contract, thereby requiring the board of education to utilize the services of another contractor to provide the goods or perform the services or to correct or complete the contract;
 3. the bidder defaulted on a contract, thereby requiring the board of education to look to the bidder’s surety for completion of the contract or tender of the costs of completion; or
 4. the bidder is debarred or suspended from contracting with any of the agencies or departments of the executive branch of the State of New Jersey at the time of the contract award, whether or not the action was based on experience with the board of education.
- c. The following conditions apply if the board of education is contemplating a disqualification based on prior negative experience:
1. The existence of any of the indicators of prior negative experience set forth in this section shall not require that a bidder be disqualified. In each instance, the decision to disqualify shall be made within the discretion of the board of education and shall be rendered in the best interest of the board of education.
 2. All mitigating factors shall be considered in determine the seriousness of the prior negative experience and in deciding whether disqualification is warranted.
 3. The bidder shall be furnished by the board of education with a written notice (a) stating that a disqualification is being considered; (b) setting forth the reason for the disqualification; and (c) indicating that the bidder shall be accorded an opportunity for a hearing before the board of education if the bidder so requests within a stated period of time. At the hearing, the bidder shall show good cause why the bidder should not be disqualified by presenting documents and testimony. If the board of education determines that good cause has not been shown by the bidder, it may vote to find the bidder lacking in responsibility and, thus, disqualified.
 4. Disqualification shall be for a reasonable, defined period of time which shall not exceed five years.

SCHOOL PURCHASING PROGRAM

(Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

N.J.S.A. 18A:18A-4 states: (Continued)

5. A disqualification, other than a disqualification pursuant to which a board of education is prohibited by law from entering into a contract with a bidder, may be voided or the period thereof may be reduced, in the discretion of the board of education, upon the submission of a good faith application under oath, supported by documentary evidence, setting forth substantial and appropriate grounds for the granting of relief, such as reversal of a judgment, or actual change of ownership, management or control of the bidder.

 6. An opportunity for a hearing need not be offered to a bidder whose disqualification is based on its suspension or debarment by an agency or department of the executive branch of the State of New Jersey. The terms of such disqualification shall be concurrent with the terms of the suspension or debarment by the State agency or department.
- d. The purchase of textbooks and materials that exceed the bid threshold and are approved by a board of education pursuant to N.J.S.A. 18A-34-1 shall not require the further adoption of a resolution for purchase.

Effective July 1, 2015 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$18,800.

The board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract 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 my 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 provision 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 examination did reveal, however, that the following purchases were made through the use of State contracts:

School and Miscellaneous Supplies

School Food Service

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

School Food Service (Continued)

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

Student Body Activities

The Board is responsible for regulation of the Student Activity funds. Records for the year were maintained in good condition. No exceptions were noted in our review.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2015 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 with minor exception. The information that was included on the workpapers was verified with minor 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 2015-2016 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. 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 purchase of goods and services.

Follow-Up on Prior Years' Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action had been taken on all prior year findings.

Acknowledgment

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

Respectfully submitted,



Samuel A. Delp, Jr.
Licensed Public School Accountant, #745
Triantos & Delp
Certified Public Accountants, LLC

November 18, 2016

HOPEWELL TOWNSHIP BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015

	2016-2017 Application for State School Aid				Sample for Verification				Private Schools for Disabled					
	Reported On		Workpapers		Sample		Verified per		Errors per		Reported		Sample	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool	44	0	43	0	43	0	43	0	0	0	0	0	0	0
Full Day Kindergarten	51	0	51	0	51	0	51	0	0	0	0	0	0	0
One	59	0	60	-1	60	0	60	0	0	0	0	0	0	0
Two	56	0	56	0	56	0	56	0	0	0	0	0	0	0
Three	37	0	36	1	36	0	36	0	0	0	0	0	0	0
Four	49	0	49	0	49	0	49	0	0	0	0	0	0	0
Five	32	0	32	0	32	0	32	0	0	0	0	0	0	0
Six	51	0	50	1	50	0	50	0	0	0	0	0	0	0
Seven	51	0	51	0	51	0	51	0	0	0	0	0	0	0
Eight														
Nine														
Ten														
Eleven														
Twelve														
Subtotal	430	0	428	0	428	0	428	0	428	0	0	0	0	0
Special Ed-Elementary	37	0	39	-2	39	0	39	0	39	0	1	1	1	1
Special Ed-Middle Sch	26	0	27	-1	27	0	27	0	27	0	0	0	0	0
Subtotal	63	0	66	-3	66	0	66	0	66	0	0	0	1	1
Totals	493	0	494	-1	494	0	494	0	494	0	0	0	1	1
Percentage Error				-0.20%							0.00%			0.00%

HOPEWELL TOWNSHIP BOARD OF EDUCATION
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2015

	Resident Low Income Reported on A.S.S.A. as Low Income	Workpapers on Low Income	Errors	Sample Selected from Workpapers	Verified to App. and Register	Sample Errors	Sample for Verification	Resident LEP Low Income Reported on A.S.S.A. as LEP Low Income	Workpapers on LEP as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool	10	9	1	9	9	0	0	0	0	-1	1	1	0
Full Day Kindergarten	15	17	-2	17	17	0	0	0	0	0	0	0	0
One	22	22	0	22	22	0	1	1	1	0	1	1	0
Two	11	12	-1	12	12	0	2	2	2	0	2	2	0
Three	10	8	2	8	8	0	1	1	1	0	1	1	0
Four	11	11	0	11	11	0	2	2	2	0	2	2	0
Five	6	6	0	6	6	0	1	1	1	0	1	1	0
Six	12	11	1	11	11	0	0	0	0	0	0	0	0
Seven	14	14	0	14	14	0	0	0	0	0	0	0	0
Eight													
Subtotal	111	110	1	110	110	0	7	8	8	-1	8	8	0
Special Ed-Elementary	19	19	0	19	19	0	1	0	0	1	0	0	0
Special Ed-Middle Sch	10	11	-1	11	12	-1	0	0	0	0	0	0	0
Subtotal	29	30	-1	30	31	-1	1	0	0	1	0	0	0
Totals	140	140	0	140	141	-1	8	8	8	0	8	8	0
Percentage Error			-1.26%			-0.71%				0.00%			0.00%

HOPEWELL TOWNSHIP BOARD OF EDUCATION
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2015

	Resident LEP NOT Low Inc. 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	1	1		1	1	
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Subtotal	1	1	0	1	1	0
Special Ed-Elementary						
Special Ed- Middle Sch						
Subtotal	0	0	0	0	0	0
Co Voc - Reg						
Co Voc Ft Post Sec						
Totals	1	1	0	1	1	0
Percentage Error			0.00%			0.00%

	Reported DRTRS by DOE	Reported DRTRS by District	Errors	Tested	Verified	Errors
Reg. Pub Sch.-Col.1	298	298	0	142	142	
Reg. Spec. Ed.-Col.4	0	0	0	0	0	
Trans.Non-Pub.-Col.3	7	7	0	3	3	
Spec.Needs-Col.6	4	4	0	3	3	
Totals	309	309	0	148	148	0
Percentage Error						0.00%

	Reported	Re-Calculated
Average Mileage-Regular Including Grade PK Students (Part A)	3.6	3.6
Average Mileage-Regular Excluding Grade PK Students (Part B)	3.6	3.6
Average Mileage-Special Ed with Special Needs	16.6	16.6

HOPEWELL TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2016

SECTION 1

A: 2% Calculation of Excess Surplus:

2015-2016 Total General Fund Expenditures per the CAFR Exhibit C-1	<u>\$7,477,259.</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	<u>0.</u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>70,000.</u> (B1b)
Transfer from General Fund to SRF for Pre-K-Regular	<u>0.</u> (B1c)
Transfer from General Fund to SRF for Pre-K-Inclusion	<u>0.</u> (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>875,870.</u> (B2a)
Assets Acquired Under Capital Leases	<u>0.</u> (B2b)
Adjusted 2015-2016 General Fund Expenditures (B)+(B1s)-(B2s)	<u><u>6,671,389.</u></u> (B3)
2% of Adjusted 2015-2016 General Fund Expenditures (B3) x.02	<u>133,428.</u> (B4)
Enter Greater of (B4) or \$250,000.	<u>250,000.</u> (B5)
Increased by: Allowable Adjustment*	<u>11,369.</u> (K)
Max. Unassigned/Undesignated-Unreserved Fund Balance (B5)+(K)	<u><u>\$261,369.</u></u> (M)

SECTION 2:

Total General Fund - Fund Balances at June 30, 2016 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 2,746,925.</u> (C)
Decreased by:	
Year-End Encumbrances	<u>24,549.</u> (C1)
Legally Restricted-Designated for Subsequent Year's Expenditures	<u>0.</u> (C2)
Legally Restricted-Excess Surplus-Designated for Subsequent Year's Expenditures **	<u>601,526.</u> (C3)
Other Restricted Fund Balances****	<u>1,355,568.</u> (C4)
Assigned Fund Balance - Unreserved-Designated for Subsequent Year's Expenditures	<u>308,661.</u> (C5)
Total Unassigned Fund Balances [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u><u>\$456,621.</u></u> (U1)

HOPEWELL TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2016

SECTION 3:

Restricted Fund Balance-Excess Surplus ***[(U)-(M)] IF NEGATIVE ENTER 0	<u>\$195,252. (E)</u>
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Recapitulation of Excess Surplus as of June 30, 2015

Restricted Excess Surplus-Designated for Subsequent Year's Expenditures **	<u>601,526. (C3)</u>
Reserved Excess Surplus *** (E)	<u>195,252. (E)</u>
Total Excess Surplus [(C3)+(E)]	<u>\$796,778. (D)</u>

Detail of Allowable Adjustments

Impact Aid	<u>\$ 0. (H)</u>
Sale & Lease-Back	<u>0. (I)</u>
Extraordinary Aid	<u>9,541. (J1)</u>
Additional NonPublic School Transportation Aid	<u>1,828. (J2)</u>
Current Year School Bus Advertising Revenue Recognized	<u>0. (J3)</u>
Family Crisis Transportation Aid	<u>0. (J4)</u>
Total Adjustments (H)+(I)+(J1)+(J2)+(J3)+(J4)	<u>\$11,369. (K)</u>

Detail of Other Reserved Fund Balance

Statutory restrictions:

Approved unspent separate proposal	<u>\$ 0.</u>
Sale/lease-back reserve	<u>0.</u>
Capital reserve	<u>933,481.</u>
Maintenance reserve	<u>422,087.</u>
Emergency reserve	<u>0.</u>
Tuition reserve	<u>0.</u>
School Bus Advertising 50% Fuel Offset Reserve-current year	<u>0.</u>
School Bus Advertising 50% Fuel Offset Reserve-prior year	<u>0.</u>
Impact Aid General Fund Reserve (Sections 8002 and 8003)	<u>0.</u>
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	<u>0.</u>
Other state/government mandated reserve	<u>0.</u>
(Other Restricted Fund Balance not noted above) ****	<u>0.</u>
Total Other Restricted Fund Balance	<u>\$1,355,568. (C4)</u>