

BOARD OF EDUCATION
HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS, FINANCIAL, COMPLIANCE AND PERFORMANCE
For the Year Ended June 30, 2016

**HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
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Federal Identification Number 22-3182369



Bedard, Kurowicki & Co.
Certified Public Accountants, PC
www.bkc-cpa.com

Independent Auditors' Report

Honorable President and Members
of the Board of Education
Hunterdon County Vocational School District
County of Hunterdon, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Hunterdon County Vocational School District in the County of Hunterdon for the year ended June 30, 2016, and have issued our report thereon dated December 5, 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 Hunterdon County Vocational 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.

Sincerely,
BEDARD, KUROWICKI & CO., CPA'S, PC

A handwritten signature in black ink that reads "William M. Colantano, Jr." with a horizontal line extending to the right.

William M. Colantano, Jr.
Public School Accountant
No. CS 0128

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
June 30, 2016

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.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

NJSA 18A:18A-3 States:

- “A. Any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which, together with any other sums expended or foreseeably to be expended for the performance of any work or services in connection with the same project or the furnishing of similar materials or supplies during the same fiscal year paid with or out of school funds, does not exceed the total sum of \$7,500 or the amount determined pursuant to Subsection B., of this section, in the fiscal year or, in the case of purchases that are not annually recurring, in a period of one year may be made, negotiated and awarded by a contracting agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore.”
- “B. Commencing January 1, 1983 and every two years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount set forth in Subsection A., of this section in direct proportion to the rise or fall of the consumer price index for all urban consumers in the New York City and the Philadelphia area as reported by the United States Department of Labor. The Governor shall notify all Local school districts of the adjustment. The adjustment shall become effective on July 1, of the year in which it is reported.”

NJSA 18A:18A:-4 States:

“Every contract or agreement for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of school funds, not included within the terms of NJSA 18A:18A-3, shall be made and awarded only by the Board of Education after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or calculated by the Governor pursuant to NJSA 18A:18A-3 except by contract or agreement.”

Effective April 17, 2000, NJSA 18A:18A (Public School Contracts Law) was revised by PL 1999 Ch. 440. The associated rules were drafted by the Department of Local Government Services of the State of New Jersey, with consultation from the Commissioner of Education of New Jersey.

Effective July 1, 2015 and thereafter, the bid thresholds in accordance with NJSA 18A:18A-3 (as amended) and 18A:39-3 is \$29,000 and \$18,800, respectively.

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
June 30, 2016

School Purchasing Programs (continued)

Contracts and Agreements Requiring Advertisement for Bids (continued)

In accordance with 18A:18A-3a and NJAC 5:34-5 et seq. the Board of Education has appointed a "Qualified Purchasing Agent" which allows the Board of Education to increase the bid threshold and to grant the authorization to negotiate contracts below the bid threshold.

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.

Our examination of the minutes indicated that contracts were awarded for the following:

Student aides
Nursing services
Dental insurance
Lawn maintenance
Construction project
Technology services

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. Expenditures were reviewed, however, to determine whether any clear cut violations existed.

The results of our examination indicated that no individual payments, con-tracts 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 threshold where there had been no advertising for bids in accordance with the provision of NJSA 18A:18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per NJSA 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 Chapter 114, PL 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that the following purchases were made through the use of State contracts:

Copier rentals	Teaching supplies
Technology equipment & supplies	

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
June 30, 2016

School Purchasing Programs (continued)

Contracts and Agreements Requiring Advertisement for Bids (continued)

Purchases were also made through cooperative agreements for the following:

Natural gas	Insurance
Internet access	Student aides
Electric generation	Nursing services
Technology services	Copy paper & supplies
Business administrator services	Long distance telephone service

Administrative Practices and Procedures

Insurance

Fire and other insurance coverage evidenced by policies were carried in the amounts as reflected in the Insurance Schedule included in the District's Comprehensive Annual Financial Report.

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

Official Bonds (NJSA 18A:17-26,18A 17-32)

Surety bond coverage in force during the period was:

<u>Name of Employee</u>	<u>Position</u>	<u>Amount</u>
Corinne Steinmetz	Secretary/Business Administrator	\$ 142,000

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review indicated nominal discrepancies with respect to signatures, certification or supporting documentation.

Special Federal and/or State Projects

Special Federal and State projects of the District are reflected on Schedules K-3 and K-4 included in the Comprehensive Annual Financial Report.

Our examination of the special projects, 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 contained within the CAFR represent a true statement of the financial position pertaining to the aforementioned special projects.

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
June 30, 2016

Payroll Account

The salaries, payroll deductions, and employer share of payroll taxes were deposited in the Payroll Account.

Salary withholdings were promptly remitted to the proper agencies.

Payrolls were approved by the Chief School Administrator and certified by the President of the Board and Board Secretary/School Business Administrator.

Finding: A proper categorization of receipts and expenditures were not maintained properly.

Suggestion: Payroll agency activity should be properly categorized in order to maintain a detail of balances.

Reserve for Encumbrances, Liability (Current) for Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and 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.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with NJAC 6A:23A-16.2(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 selection specifically targeted administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23A-8.2. As a result of the procedures performed, a nominal transaction error rate was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Accounting Records

The records of the Board Secretary were maintained in good order.

Treasurer's Records

Per PL 2010, Ch. 39 the position of Treasurer was made optional. The Board of Education has opted not to appoint a Treasurer for the District. The records of individuals performing the duties of this position have been reviewed and those records have been maintained in good order.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
June 30, 2016

TPAF (Social Security) Reimbursement

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

Application for State School Aid

Our audit procedures included a test of the information reported in the October 15, 2015, Application for State School Aid (ASSA) Data Listing for on-roll, private schools for the handicapped, and transportation. We also performed a review of the District procedures related to its completion. The information on the data listing was compared to the District work papers without exception as noted in the audit. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed state forms or their equivalent.

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

Schedule of Findings of Noncompliance

There were no findings of noncompliance as a result of this audit.

TPAF Reimbursement to the State for Federal Salary Expenditures

The reimbursement to the State to reimburse for the TPAF/FICA payments were made by the State on-behalf of the District for those employees whose salaries are identified as being paid from federal funds were made prior to the 90 days required by NJSA 18A:66-90. Accordingly, the expenditure was made in accordance with State law (within 90 days).

Other Matters

Finding: Additional responsibilities and changes within the business office have increased the workload.

Suggestion: A review of the operations of the business office is to be made to determine proper staffing and support.

Finding: Student Activity reconciliations were not performed in a timely manner.

Suggestion: Bank reconciliations are to be completed in a timely manner.

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2015

	2016-2017 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA 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 Age 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
One	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Two	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Three	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Four	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Five	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Six	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Seven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Education - Elementary																
Special Education - Middle																
Special Education - High School	1	191	-	192	1	(1)	-	64	-	64	-	-	-	-	-	-
Subtotal	1	191	-	192	1	(1)	-	64	-	64	-	-	-	-	-	-
County Vocational - Regular	31	289	31	289	-	-	11	96	11	96	-	-	-	-	-	-
County Vocational - Full Time Post Sec.	207	-	205	-	2	-	66	-	66	-	-	-	-	-	-	-
Subtotal	207	289	236	289	2	-	77	96	77	96	-	-	-	-	-	-
Totals	208	480	236	481	3	(1)	77	160	77	160	-	-	-	-	-	-
Percentage Error					1.44%	-0.21%					0.00%	0.00%				0.00%

HUNTERDON COUNTY VOCATIONAL HIGH SCHOOL
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2015
(Continued)

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score & Register	Sample Errors
Half Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
One	-	-	-	-	-	-	-	-	-	-	-	-
Two	-	-	-	-	-	-	-	-	-	-	-	-
Three	-	-	-	-	-	-	-	-	-	-	-	-
Four	-	-	-	-	-	-	-	-	-	-	-	-
Five	-	-	-	-	-	-	-	-	-	-	-	-
Six	-	-	-	-	-	-	-	-	-	-	-	-
Seven	-	-	-	-	-	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Education - Elementary	-	-	-	-	-	-	-	-	-	-	-	-
Special Education - Middle	-	-	-	-	-	-	-	-	-	-	-	-
Special Education - High School	31	32	(1)	-	-	-	-	-	-	-	-	-
Subtotal	<u>31</u>	<u>32</u>	<u>(1)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
County Vocational - Regular	22	22	-	-	-	-	-	-	-	-	-	-
Cty Vocational - F/T Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
Totals	<u>53</u>	<u>54</u>	<u>(1)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Percentage			<u>-1.89%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

HUNTERDON COUNTY VOCATIONAL HIGH SCHOOL
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2015
(Continued)

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Percentage			<u>0.00%</u>			<u>0.00%</u>

	Transportation					
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Sample Errors
Regular - Public Schools	-	-	-	-	-	-
Regular - Special Education	-	-	-	-	-	-
Public School - With Special Needs	-	-	-	-	-	-
AIL - Non Public	-	-	-	-	-	-
Private School Disabled - With Special Needs	-	-	-	-	-	-
	-	-	-	-	-	-
Percentage			<u>0.00%</u>			<u>0.00%</u>

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
Excess Surplus Calculation

SECTION 1

6% Calculation of Excess Surplus

2015 - 2016 Total General Fund Expenditures Per the CAFR, Exhibit C-1	\$ 5,214,221 (B)	
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	-	(B1b)
Transfer from Capital Reserve to Capital Projects Fund	22,000	(B1c)
Transfer from Capital Reserve to Debt Service Fund	-	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	352,609	(B2a)
Assets Acquired Under Capital Leases	<u>-</u>	(B2b)
Adjusted 2015 - 2016 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 4,883,612</u>	(B3)
6% of Adjusted 2015 - 2016 General Fund Expenditures [(B3) Times .06]	\$ 293,017	(B4)
Enter Greater of (B4) or \$250,000	293,017	(B5)
Increased by: Allowable Adjustment	<u>-</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		<u>\$ 293,017 (M)</u>

SECTION 2

Total General Fund - Fund Balances @ 06/30/2016 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 3,960,371 (C)	
Decreased by:		
Year-end Encumbrances	965	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	-	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	294,213	(C3)
Other Restricted Fund Balances	2,262,126	(C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	<u>259,411</u>	(C5)
Total Unreserved/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		<u>\$ 1,143,656 (U)</u>

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
Excess Surplus Calculation (continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U)-(M)] if Negative Enter -0- \$ 850,639 (E)

Recapitulation of Excess Surplus as of June 30, 2016

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 294,213 (C3)
 Restricted Excess Surplus 850,639 (E)

Total [(C3) + (E)] \$ 1,144,852 (D)

Detail of Allowable Adjustments

Impact Aid \$ - (H)
 Sale and Lease Back - (I)
 Extraordinary Aid - (J1)
 Additional Nonpublic Transportation Aid - (J2)

Total Adjustments \$ - (K)

Detail of Other Restricted Fund Balance

Approved Unspent Separate Proposal \$ -
 Unspent Capital Outlay SGLA -
 Sale/Lease - Back Reserve -
 Capital Reserve 1,822,026
 Maintenance Reserve 440,100
 Emergency Reserve -
 Other Reserves -
 Other State/Government Mandated Reserve -

Total Other Restricted Fund Balance \$ 2,262,126 (C4)

Bedard, Kurowicki & Co.

BEDARD, KUROWICKI & CO., CPA'S, PC

William Colantano

William M. Colantano, Jr., CPA, RMA

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT
June 30, 2016

Suggestions

1. A review of the operations of the business office is to be made to determine proper staffing and support.
2. Payroll agency deposits are to be detailed as to type of withholdings deposited.
3. Bank reconciliations are to be completed in a timely manner.

Recommendations

No recommendations were developed as a result of this audit.

Status of Prior Year's Audit Findings/Recommendations

There were no prior year audit recommendations.

* * * * *

The foregoing conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our examination of the financial statements, and this report of such conditions does not modify our report dated December 5, 2016.

Should any questions arise as to our comments, please do not hesitate to call us.

We desire to express our appreciation for the assistance and courtesies rendered by the school officials and employees during the course of the examination.

Bedard, Kurowicki & Co.
BEDARD, KUROWICKI & CO., CPA'S, PC



William M. Colantano, Jr.
Public School Accountant
No. CS 0128