Auditor's Management Report

for the

Flemington-Raritan Regional School District

in the

County of Hunterdon New Jersey

for the

Fiscal Year Ended June 30, 2017

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

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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members of the Board of Education Flemington-Raritan Regional School District County of Hunterdon Flemington, New Jersey 08822

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 Flemington-Raritan Regional School District in the County of Hunterdon for the year ended June 30, 2017, and have issued our report dated October 17, 2017.

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 Flemington-Raritan 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 ACCOUNT NT NO. 962

October 17, 2017

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 Flemington-Raritan Regional Board of Education, and the records of the various funds under the auspices of the Board of Education.

ADMINISTRATIVE PRACTICES AND PROCEDURES

<u>Insurance</u>

Insurance coverage was carried in the amounts as detailed on the Insurance Schedule (Exhibit J-20) contained in the District's Comprehensive Annual Financial Report (CAFR).

Official Bonds (N.J.S.A. 18A:17-26, 17-32)

<u>NAME</u>	POSITION	AMOUNT <u>OF BONDS</u>
Raymond B. Krov	Treasurer of School Monies	\$350,000.00
Stephanie Voorhees	Board Secretary/School Business Administrator	150,000.00
All Employees	Blanket Bond	500,000.00

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

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 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.

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 warrants in separate bank accounts for net payroll and withholdings.

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 without exception.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C.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 specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. 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.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (CONTINUED)

Treasurer's Records

The records maintained by the Treasurer of School Monies 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, Title II, and Title III of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and State Projects

The District's Special Projects were approved as listed on Exhibits K-3 and K-4 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 semi-monthly 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 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 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 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 \$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. 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".

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 1of 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, 2015, the bid thresholds in accordance with N.J.S.A. 18A:18A-3(a) and (c) is \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (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 \$18,800.00.

SCHOOL PURCHASING PROGRAMS (CONTINUED)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

The Board appointed Stephanie Voorhees as the Qualified Purchasing Agent and increased the bid threshold to \$40,000.00.

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.

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 generate a \$50,000.00 profit. 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.

SCHOOL FOOD SERVICE (CONTINUED)

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.

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.

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

The Statement of Revenues, Expenses and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

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

The District maintains the detailed revenue and expenditure information necessary to execute the USDA mandated Non-Program Food Revenue tool at least annually.

STUDENT BODY ACTIVITIES/ATHLETIC FUNDS

A cash receipts and disbursement record were maintained in satisfactory condition.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of information reported in the October 14, 2016 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 exceptions. 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 had written procedures for the recording of student enrollment data.

PUPIL TRANSPORTATION

Our audit procedures included a test of on roll status reported in the 2016-2017 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 purchases of goods and services.

TESTING FOR LEAD OF ALL DRINKING WATER IN EDUCATIONAL FACILITIES

We were advised that the school district adhered to the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

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

RECOMMENDATIONS

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings/Recommendations

N/A

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 14, 2016

	2017-201	8 Application	2017-2018 Application for State School	School A	Aid		σ	Sample for Verification	ation		Private	3 Schools	Private Schools for Disabled	led
	Report A.S. On Full	Reported on A.S.S.A. On Roll shared	Reported on Workpapers On Roll Full Shar	d on pers oll Shared	<u>.</u>	Errors Shared	Sample Selected from Workpapers Full Shared	Verified per Registers On Roll Full Shared	Errors per Registers On Roll Full Shared		Reported on A.S.S.A. as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
Half Day Preschool Full Day Preschool	9		9				~	-						
Half Day Kindergarten	285		285				27	27						
One	223		223				50	20						
Two	278		278				25	25						
Three	246		246				22	22						
Four	323		323				32	32						
Five	317		317				31	31						
Six	311		311				30	30						
Seven	299		299				29	29						
Eight	345		345				34	34						
Nine Ten Eleven														
Twelve														
Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14 CR.)														
Subtotal	2,633		2,633				251	251		! 				
Special Ed - Elementary Special Ed - Middle School Special Ed - High School	234		234 210				23	23 21			യവ	4 /	4 L	
Subtotal	444		444				44	44		 	13	1	1	
Co. Voc Regular Co. Voc. Ft. Post Sec.	1		1100				 	1000		 		;	;	
l otals	3,077		3,077				282	267			13	11	=	
Percentage Error	٦٢				%0	%0			%0 %0	%				%0

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 14, 2016

	Re	Resident Low Income	o.	Sar	Sample for Verification	u	Resider	Resident LEP Low Income		Sample for Verification	rification	
	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	rors	Sample Selected from Workpapers	Verified to Test Score	Sample Errors
Half Day Preschool Full Day Preschool												
Full Day Kindergarten One	49	49		19	19		24	24		19	19	
	40	40		78	20		5 4			1 -	11	
	48	48		22	22		13			10	10	
	54	54		9 4	9,		4 (ကျ	ო ი	
	39	38		ō 1	0 4		n m			v 0	7 7	
	38	38		15	15		3			2	2	
	36	36		2	12		8			~	-	
Post-Graduate Adult H.S. (15+CR.)												
	380	380		151	151		84	81		62	62	
Special Ed - Elementary Special Ed - Middle	79 45	78 46	L (E)	27 19	27 19		က	က		7	2	
	124	124		46	46		3	8		2	2	
Co. Voc Regular Co. Voc. Ft. Post Sec. Totals	504	504		197	197		8	84		64	64	
			%0			%0			%0		1 11	%0
			Trans	Transportation								
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors						
Reg Public Schools, col. 1 Reg -SpEd, col. 4 Transported - Non-Public. col. 3	1,419 378 37	1,419 378 37		203 54 6	203 54 6							
AlL col. 3 Special Ed Spec, col. 6 Totals	18,	33 118 1,985		5 16 284	5 16 284							
						%0						

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 14, 2016

ıtion	Sample Errors			 %0
Sample for Verification	Verified to Application and Register	ro co co ← ←	12	12
Samp	Sample Verified to Selected from Application Workpapers and Register	v ∞ 0 − −	12	12
ne	Errors			%0
nt LEP NOT Low Incol	Reported on Workpapers as NOT Low Income	040	41	14
Resider	Reported on A.S.S.A. as NOT Low Income	040	41	14
Resident LEP NOT Low Income	Reported on Workpapers as Samp NOT Low Errors Workpa		14	14

Seven Eight Nine Ten

Half Day Preschool Full Day Preschool Half Day Kindergarten Full Day Kindergarten One Two Three Four Five Six Special Ed - Elementary Special Ed - Middle Special Ed - High

Subtotal

Adult H.S. (15+CR.) Adult H.S. (1-14 CR.) Subtotal

Eleven Twelve Post-Graduate Co. Voc. - Regular Co. Voc. Ft. Post Sec. Totals

Percentage Error

FLEMINGTON-RARITAN 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, 2017

PROGRAM	MEAL <u>CATEGORY</u>	MEALS CLAIMED	MEALS TESTED
National School Lunch	Paid Reduced	143,171	143,171
	Free	11,363 56,868	11,363 56,868
	TOTAL	211,402	211,402
National School Breakfast	Paid	84	84
(Regular Rate)	Reduced Free	140 913	140 913
	TOTAL	1,137	1,137
National School Breakfast	Paid	771	771
(High Rate)	Reduced	1,165	1,165
	Free	7,256	7,256
	TOTAL	9,192	9,192

FLEMINGTON-RARITAN 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, 2017

PROGRAM	MEAL	MEALS	MEALS
	<u>CATEGORY</u>	CLAIMED	<u>TESTED</u>
State School Lunch	Paid	143,171	143,171
	Reduced	11,363	11,363
	Free	56,868	56,868
	TOTAL	211,402	211,402

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT

SCHEDULE OF CALCULATION OF EXCESS SURPLUS

FOR THE FISCAL YEAR ENDED JUNE 30, 2017

REGULAR DISTRICT

SECTION 1

Total Unassigned Fund Balance

2016 - 2017 Total General Fund Expenditures per CAFR Ex. C-1	\$ 64,908,601.31	
Decreased by: On-Behalf TPAF Pension and Social Security Assets Acquired Under Capital Leases Adjusted 2016 - 2017 General Fund Expenditures	7,092,258.85 1,232,576.36	\$ <u>56,583,766.10</u>
2% of Adjusted 2016 - 2017 General Fund Expenditures		1,131,675.32
Greater of Line Above or \$250,000.00		1,131,675.32
Increased by: Allowable Adjustment		302,686.00
Maximum Unreserved/Undesignated Fund Balance		\$1,434,361.32_
SECTION 2		
Total General Fund Balances at June 30, 2017 Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus-Designated for Subsequent Year's Expenditures Other Restricted Fund Balances Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ 6,866,768.75 870,628.79 2,377,745.00 652,534.84	

\$ 2,965,860.12

SECTION 3

Restricted Fund Balance-Excess Surplus	\$_	1,531,498.80
Recapitulation of Excess Surplus as of June 30, 2017		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$	2,377,745.00
Reserved Excess Surplus	_	1,531,498.80
Total	\$_	3,909,243.80
Detail of Allowable Adjustments		
Extraordinary Aid Additional Non-Public School Transportation Aid	\$	293,910.00 8,776.00
	\$_	302,686.00
Detail of Other Restricted Fund Balance		
Statutory Restrictions: Capital Reserve	\$_	652,534.84
Total Other Restricted Fund Balance	\$_	652,534.84