

**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS –
FINANCIAL, COMPLIANCE AND PERFORMANCE**

of the

**Borough of Hampton School District
Board of Education
Borough of Hampton, New Jersey**

For the Fiscal Year Ended June 30, 2017

**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Vincent M. Montanino, RMA, PSA

Report of Independent Auditors

Honorable President and
Members of the Board of Education
Borough of Hampton 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 Borough of Hampton School District in the County of Hunterdon for the year ended June 30, 2017, and have issued our report thereon dated November 28, 2017.

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 Borough of Hampton School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.



Vincent M. Montanino
Licensed Public School Accountant
No. 20CS000495

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Administrative Findings – Financial, Compliance and Performance

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the 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

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

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Patricia Martucci	Business Administrator/Board Secretary.	\$ 35,000
Kathy Olsen	Treasurer of School Monies	\$170,000

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

There is a Public Employee's Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$25,000.

Tuition Charges

The provisions of N.J.A.C. 6A:23-3.1 (f)3 are not applicable.

Financial Planning, Accounting and Reporting

Examination of Claims

Claims paid during the period under review were examined on a test basis to determine that they are submitted on Board vouchers, itemized, signed by the officials as to approval for payment, endorsement for receipt of materials, allocated to the proper accounts, charged to the proper fiscal period and in agreement with bill list set forth in the approved minutes of the Board.

The review and inquiry indicate good scrutiny on the part of the Board and Board Officials regarding expenditures.

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and the Board's required payroll contributions were deposited in the Payroll Agency Account.

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

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

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

Payrolls were delivered to the Treasurer of School Moneys with a warrant made to her order for the full amount of each payroll.

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 30th for goods not yet received or services yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserve for encumbrances. Also, unpaid orders included in the balance of accounts payable were reviewed for priority and to determine that goods were received and services were rendered as of June 30th.

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 selection 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.

A. General Classification Findings

No errors noted.

B. Administrative Classification Findings

No errors noted.

Board Secretary's Records

The prescribed contractual order system was followed.

Monthly certifications of line-item appropriations and fund status were filed in accordance with N.J.A.C. 6A:23A-16.10 and Division of Finance Policy Bulletin 200-11.

Acknowledgment of the Board's receipt of the Board Secretary's and Treasurer's monthly financial reports was included in the minutes.

Financial Planning, Accounting and Reporting (Continued)

Board Secretary's Records (Continued)

The general fixed asset records were updated for the additions and disposals of general fixed assets made during the year.

Finding:

The District did have the independent appraiser conduct an on-site review of its general fixed assets for the fiscal year ending June 30, 2017, however this report still does not include the building improvements from the 2008 referendum, which were mostly completed by June of 2012.

Recommendation:

The District should have the independent appraiser review the documentation from the referendum expenditures to ensure they are being properly reported.

Treasurer's Records

The Treasurer performed cash reconciliations for the general operating, payroll and agency accounts, in accordance with N.J.S.A. 18A:17-9.

All cash receipts tested were promptly deposited.

The Treasurer's records were in agreement with the records of the Board Secretary.

Elementary and Secondary Education Act of 1965 (E.S.E.A.)/Improving America's Schools Act (IASA) as amended 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 the projects under Titles I and II of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A. indicated that there were 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.

T.P.A.F. Reimbursement

Our audit procedures included a test of the amount claimed for reimbursement filed with the 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

N.J.S.A. 18A:18A-2 contains definitions for terms used throughout N.J.S.A. 18A:18A-1 et seq. It includes as subsection (p) the term “competitive contracting”, which is defined as “the method described in N.J.S.A. 18A:18A-4.1 through 18A:18A-4.5 and in the rules promulgated by DCA at N.J.A.C. 5:34-4 of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or school business administrator; and the board of education awards a contract to a vendor or vendors from among the formal proposals received”. Also, subsection (aa) defines the term ‘concession’ to exclude vending machines.

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold when there is a “Qualified Purchasing Agent” (QPA) in the district as defined at N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.S.A. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury every five years.

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. “In order to initiate competitive contracting, the board of education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in section 45 of PL. 1999, c440 are desired to be contracted”.

Effective July 1, 2015 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) and 18A:39-3 (Transportation) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000.00 (without a Qualified Purchasing Agent) and \$18,800.00 respectively.

The Board of Education has named Patricia Martucci, as the District’s Qualified Purchasing Agent.

In accordance with N.J.S.A. 18A:18A-3(a), the Board of Education has increased the bid threshold from \$36,000 to \$40,000.

It is pointed out that the Board of Education has the responsibility of determining whether the commitments and expenditures are in compliance with the statutes and, where question arises as to whether any contract or agreement might result in violation of these statutes the Board attorney’s opinion should be sought before commitment is made.

Inasmuch as the system of records is not required to provide and therefore did not provide for an accumulation of payments by categories for the performance of any work or the furnishings 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. None were disclosed.

The results of our examination indicated that no individual payments, contracts or agreements were made “for the provision or performance of any goods or services,” in excess of the statutory limit where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4, amended.

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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 is not required to provide and therefore 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. Our examination did not reveal that any purchases were made through the use of State contracts.

School Food Service

The financial transactions and statistical records of the school food service fund were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test check basis.

The number of meals claimed for reimbursement were 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 filed timely.

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 is uniformly administered throughout the school system. The required verification procedures for free and reduced price applications was completed and available for review.

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 disbursements records reflected expenditures for program related goods and services. The District utilizes a food service management company and 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.

The food service management company had a service audit performed in accordance with AICPA Statement on Auditing Standards (SAS) #70, as amended by SAS #88 (effective February, 2000).

U.S.D.A. Food Distribution Program commodities were received and a separate inventory was maintained on a first-in, first-out basis. No exceptions were noted

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Proprietary Funds (Exhibits B-4, B-5 & B-6).

Student Activity Funds

Cash receipts and disbursement records were maintained in satisfactory condition.

All receipts were promptly deposited in the bank.

Payment authorizations were presented for audit and vendor invoices were available for examination.

The Board adopted a formal board policy that all financial and bookkeeping controls are adequate to ensure appropriate fiscal accountability and sound business practices.

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 disabled, low-income and bilingual education. 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 some exceptions. The information that was included on the workpapers was verified with one exception for students on-roll and several exceptions for low-income. 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 2016-2017 District Report of Transported Resident Student (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. No exceptions were noted in our review of transportation related purchases of goods and services.

Status of Prior Years' Audit Findings/Recommendations

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

Acknowledgment

We wish to express our appreciation for the assistance and courtesies extended to us by Board officials and employees during the course of our audit.

Respectfully submitted,



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License No. 20CS000495

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SCHEDULE OF MEAL COUNT ACTIVITY

BOARD OF EDUCATION
BOROUGH OF HAMPTON SCHOOL DISTRICT

FOOD SERVICE FUND
NUMBER OF MEALS SERVED
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

NOT APPLICABLE

SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)												BOARD OF EDUCATION BOROUGH OF HAMPTON											
APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 14, 2016																							
	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification													
	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	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors											
Half Day Preschool-4yr			-	-	-	-																	
Full Day Preschool-3yr			-																				
Full Day Preschool-4yr			-																				
Half Day Kindergarten			-																				
Full Day Kindergarten			-																				
One	5	5	-	5	5	-																	
Two	4	4	-	4	4	-																	
Three	3	3	-	3	3	-																	
Four	4	4	-	4	4	-																	
Five	1	1	-	1	1	-																	
Six	1	1	-	1	1	-																	
Seven	7	7	-	7	7	-																	
Eight	1	1	-	1	1	-																	
Nine			-			-																	
Ten			-			-																	
Eleven			-			-																	
Twelve			-			-																	
Post-Graduate			-			-																	
Adult H.S. (15+CR.)			-			-																	
Adult H.S. (1-14CR.)			-			-																	
Subtotal	26	26	-	26	26	-																	
Sp Ed - Elementary	7	7	-	7	7	-																	
Sp Ed - Middle School	5	5	-	5	5	-																	
Sp Ed - High School	-	-	-	-	-	-																	
Subtotal	12.0	12.0	-	12	12	-																	
Co. Voc. - Regular			-			-																	
Co. Voc. Ft. Post Sec.			-			-																	
Totals	38.0	38.0	-	38	38	-																	
Percentage Error			0.00%			0.00%						0.00%											

SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)											
BOARD OF EDUCATION BOROUGH OF HAMPTON											
APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 14, 2016											
	Resident LEP NOT Low Income		Reported on		Sample for Verification						
	Reported on A.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 Kindergarten	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-
One	-	-	-	-	-	-	-	-	-	-	-
Two	-	-	-	-	-	-	-	-	-	-	-
Three	-	-	-	-	-	-	-	-	-	-	-
Four	-	-	-	-	-	-	-	-	-	-	-
Five	-	-	-	-	-	-	-	-	-	-	-
Six	-	-	-	-	-	-	-	-	-	-	-
Seven	-	-	-	-	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-
Post-Graduate											
Adult H.S. (15+CR.)											
Adult H.S. (1-14CR.)											
Subtotal											
Sp Ed - Elementary											
Sp Ed - Middle School											
Sp Ed - High School											
Subtotal											
Co. Voc. - Regular											
Co. Voc. Ft. Post Sec.											
Totals											
Percentage Error											0.00%

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2016-17 Total General Fund Expenditures per the CAFR, Ex.C-1 \$ 3,071,481.32 (B)

Increased by:

Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)

Decreased by:

On-Behalf TPAF Pension & Social Security	\$ <u>296,156.39</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)

Adjusted 2016-17 General Fund Expenditures [(B)+(B1s)-(B2s)] \$ 2,775,324.93 (B3)

2% of Adjusted 2016-17 General Fund Expenditures

[(B3) times .02] \$ 55,506.50 (B4)

Enter Greater of (B4) or \$250,000 \$ 250,000.00 (B5)

Increased by: Allowable Adjustment * \$ 43,930.00 (K)

Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] \$ 293,930.00 (M)

SECTION 2

Total General Fund – Fund Balances @ 6-30-17 \$ 808,612.89 (C)

(Per CAFR Budgetary Comparison Schedule C-1)

Decreased by:

Year End Encumbrances \$ 30,842.57 (C1)

Legally Restricted – Designated for Subsequent Year's Expenditures \$ _____ (C2)

Legally Restricted Excess Surplus – Designated for Subsequent Year's Expenditures ** \$ 75,631.00 (C3)

Other Restricted Fund Balances**** \$ 334,605.00 (C4)

Assigned Fund Balance-Unreserved – Designated for Subsequent Year's Expenditures \$ _____ (C5)

Additional Assigned Fund Balance-Unreserved- Designated for Subsequent Year's Expenditures July 1, 2017-August 1, 2017 \$ _____ (C6)*****

Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)] \$ 367,534.32 (U1)

SECTION 3

Restricted Fund Balance – Excess Surplus ***[(U1)-(M)] IF NEGATIVE ENTER -0-\$73,604.32(E)

Recapitulation of Excess Surplus as of June 30, 2017

Reserved Excess Surplus – Designated for Subsequent Year's Expenditures **	\$ <u>75,631.00</u> (C3)
Reserved Excess Surplus ***[(E)]	\$ <u>73,604.32</u> (E)
Total [(C3) + (E)]	\$ <u>149,235.32</u> (D)

Footnotes

* *Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

- (H) Federal Impact Aid. The passage of P.L. 2015, c46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2017 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve-General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ <u>41,349.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>2,581.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____ (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u>43,930.00</u> (K)

** This amount represents the June 30, 2017 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.

*** Amount must agree to the June 30, 2017 CAFR and must agree to Audit Summary Line 90030.

**** Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

*****Increase in Assigned Fund Balance-Unreserved -Designated for Subsequent Year's expenditures July 1, 2017 to August 1, 2017 resulting from decrease in state aid after adoption of 2017-18 district budget.

Detail of Other Restricted Fund Balance

Statutory restrictions:	\$	_____
Approved unspent separate proposal	\$	_____
Sale/lease-back reserve	\$	_____
Capital reserve	\$	<u>235,100.00</u>
Maintenance reserve	\$	<u>75,000.00</u>
Emergency reserve	\$	<u>24,505.00</u>
Tuition reserve	\$	_____
School Bus Advertising 50% Fuel Offset Reserve-current year	\$	_____
School Bus Advertising 50% Fuel Offset Reserve-prior year	\$	_____
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$	_____
Impact Aid General Fund Reserve (Sections 8007 and 8008)	\$	_____
Other state/government mandated reserve	\$	_____
[Other Restricted Fund Balance not noted above]****	\$	_____
Total Other Restricted Fund Balance	\$	<u>334,605.00(C4)</u>

RECOMMENDATIONS

1. Administrative Practices and Procedures – NONE

2. Financial Planning, Accounting and Reporting:

The District should have the independent appraiser review the documentation from the referendum expenditures to ensure they are being properly reported.

3. School Purchasing Program – NONE

4. School Food Service – NONE

5. Student Activity Funds – NONE

6. After Care Program - NONE

7. Application for State School Aid – NONE

8. Pupil Transportation – NONE

9. Facilities and Capital Assets – NONE

10. Miscellaneous – NONE

11. Status of Prior Years' Audit Findings/Recommendations

In accordance with Government Auditing Standards, a review was performed on all prior years' findings/recommendations and corrective action was taken on all.