

**ROSELLE PARK BOARD OF EDUCATION**

**AUDITOR'S MANAGEMENT REPORT**

**COUNTY OF UNION**

**JUNE 30, 2017**

**ROBERT A. HULSART & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS  
2807 HURLEY POND ROAD, SUITE 100  
WALL, NEW JERSEY 07719**

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**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND PERFORMANCE**

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# Robert A. Hulsart and Company

1.

CERTIFIED PUBLIC ACCOUNTANTS

ARMOUR S. HULSART, C.P.A., R.M.A., P.S.A. (1959-1992)  
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## REPORT OF INDEPENDENT AUDITORS

Honorable President and Members  
of the Board of Education  
Roselle Park School District  
County of Union, 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 general-purpose financial statements of the Board of Education of the Roselle Park School District in the County of Union, for the year ended June 30, 2017, and have issued our report thereon dated November 20, 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 Roselle Park 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.

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Licensed Public School Accountant  
No. 322  
**ROBERT A. HULSART AND COMPANY**

November 20, 2017

## ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

### Scope of Audit

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

### Administrative Practices and Procedures

#### Insurance

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

#### Officials Bond

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Susan Guercio	Board Secretary/School Business Administrator	\$ 25,000
Gregory S. Mayers	Treasurer	300,000

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey School Boards Association Insurance Group covering all other employees with multiple coverage of \$5,000.00 - \$25,000.00.

#### Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made the proper adjustment in accordance with N.J.A.C. 6A:23-3.1(f) 3.

### Financial Planning, Accounting and Reporting

#### Examination of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

#### Payroll Account/Payroll Agency

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/School Business Administrator.

Salary withholdings were promptly remitted to the proper agencies.

### **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. No exceptions were noted.

### **Board Secretary's Records**

The books and records were found to be in good order, with the following exception:

**Finding 2017-01:** Due to a clerical oversight, some transfers were made but not entered in to the accounting software properly.

**Recommendation 2017-01:** That a review procedure be put in place to review all transfers and confirm that they have been properly recorded.

### **Treasurer's Records**

The Treasurer's records were in agreement with the records of the Board Secretary after posting of necessary adjustments. All reconciliation's were properly done.

### **Elementary and Secondary Education Act (E.S.E.A.)/(I.A.S.A) as reauthorized by the No Child Left Behind Act of 2001**

The E.S.E.A. No Child Left Behind financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title IIA and Title III of the E.S.E.A.

### **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, with no exceptions noted.

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 biweekly reimbursement forms filed with Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

## School Purchasing Programs

### Contracts and Agreements Requiring Advertisement for Bids

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

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$40,000 the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L. 1971, c.198 (C.40A:11-9) the board of education may establish that the bid threshold may be up to \$40,000.00. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

Susan Guercio has been designated Certified Purchasing Officer by the Board of Education with the bid threshold at \$40,000.

Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. N.J.S. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

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

- a. Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law.

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

The board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4.

### **School Food Service Fund**

The School Food Service Fund has been audited as a major program.

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.

The District contracted with Pomptonian Food Service Inc. for its 2016-17 food services operations. The company was in compliance with all state statutes and regulations.

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement vouchers were timely filed, and meals claimed agreed with meal count records.

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

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

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

The cash disbursement records reflected expenditures for program related goods and services. The District deposited and expended 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.

U.S.D.A. commodities were received and a separate inventory was maintained on a first-in, first-out basis.

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

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C.* 6A:23-2.2 (g) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C.* 6A:23A-2.4. As a result of the procedures performed, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, and low-income. 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 exception. The information that was included on the workpapers was verified without 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 equivalents.

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 2016-17 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no errors. 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.

### **District Travel Policy**

The District maintained a log for all employees who were not under an existing contract in relation to travel expenditures; the log was examined and was in compliance with the administrative code.

### **Follow-up on Prior Years' Findings**

There were no prior year findings.

### **Acknowledgment**

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



**2% Calculation of Excess Surplus**

2016-17 Total General Fund Expenditures Per the CAFR	\$ 35,544,346
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(4,281,013)</u>
Adjusted 2016-17 General Fund Expenditures	<u>\$ 31,263,333</u>
2% of Adjusted 2016-17 General Fund Expenditures	\$ 625,267
Increased by Allowable Adjustments	<u>123,289</u>
Maximum Unassigned Fund Balance	<u>\$ 748,556</u>

**Section 2**

Total General Fund -- Fund Balance @ 6-30-17	\$ 3,796,508
Decreased by:	
Reserved for Encumbrances	(1,113,220)
Designated for Subsequent Years Expenditures -- Excess Surplus	(525,110)
Designated for Subsequent Years Expenditures -- Capital Reserve	(400,000)
Designated for Subsequent Years Expenditures -- Maintenance Reserve	(200,000)
Other Reserves	<u>(287,619)</u>
Total Unassigned Fund Balance	<u>\$ 1,270,559</u>
Excess Surplus	<u>\$ 522,003</u>

**Section 3**

Reserved Fund Balance -- Excess Surplus	\$ 522,003
Designated for Subsequent Years Expenditures - Excess Surplus	<u>525,110</u>
	<u>\$ 1,047,113</u>

**Detail of Allowable Adjustments**

Extraordinary Aid	<u>\$ 123,289</u>
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**Detail of Other Reserved Fund Balance**

Capital Reserve	\$ 250,100
Maintenance Reserve	<u>37,519</u>
	<u>\$ 287,619</u>

**ROSELLE PARK SCHOOL DISTRICT**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 15, 2016**

	2017-2018 Application for State School Aid (10-15-16 Data)						Sample for Verification						Private Schools for Disabled			
	Reported On		Reported on		Errors		Sample Selected		Verified Per		Errors Per Registers		Reported On	Sample for	Sample	Sample
	A.S.S.A. on Roll	Workpapers on Roll	Full	Shared	Full	Shared	from Workpapers	Registers on Roll	Full	Shared	Full	Shared	A.S.S.A. as	Verification	Verified	Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Private Schools			
Half Day Preschool 3 Yrs.	3		3				3		3							
Full Day Preschool 3 Yrs.	1		1				1		1							
Half Day Preschool 4 Yrs.	4		4				4		4							
Full Day Preschool 4 Yrs.	7		7				7		7							
Half Day Kindergarten	131		131				39		39							
One	135		135				42		42							
Two	134		134				38		38							
Three	125		125				37		37							
Four	138		138				43		43							
Five	140		140				38		38							
Six	136		136				136		136							
Seven	141		141				141		141							
Eight	124		124				124		124							
Nine	125		125				125		125							
Ten	129	2	129	2			129	2	129	2						
Eleven	130	5	130	5			130	5	130	5						
Twelve	141	9	141	9			141	9	141	9						
Subtotal	1744	16	1744	16	0	0	1178	16	1178	16	0	0	0	0	0	0
Special Ed. - Elementary	115						53		53				7	7	7	
Special Ed. - Middle School	64						64		64							
Special Ed. - High School	73	17					73	17	73	17			2	2	2	
Subtotal	252	17	0	0	0	0	190	17	190	17	0	0	9	9	9	0
Co. Voc. - Regular																
Co. Voc. - Ft. Post Sec.																
Totals	1996	33	1744	16	0	0	1368	33	1368	33	0	0	9	9	9	0
Percentage Error					0%	0%					0%	0%				0%

**ROSELLE PARK SCHOOL DISTRICT**

**APPLICATION FOR STATE SCHOOL AID SUMMARY**

**ENROLLMENT AS OF OCTOBER 15, 2016**

	Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on	Reported on	Errors	Sample	Verified to	Sample	Reported on	Reported on	Errors	Sample	Verified to	Sample
	A.S.S.A. as	Workpapers		Selected from	Application		ASSA as	Workpapers		Selected from	Test Score	
Low Income	as Low Income	Workpapers	Workpapers	and Register	Errors	LEP Low	as LEP Low	Workpapers	and Register	Errors		
Preschool												
Ful Day Kindergarten	41	41		24	24		9	9		9	9	
One	53	53		28	28		19	19		18	18	
Two	51	51		19	19		8	8		7	7	
Three	40	40		18	18		13	13		13	13	
Four	58	58		17	17		4	4		4	4	
Five	48	48		13	13		5	5		3	3	
Six	64	64		10	10		4	4		2	2	
Seven	59	59		14	14		2	2		2	2	
Eight	46	46		8	8							
Nine	63	63		12	12		7	7		4	4	
Ten	56	56		10	10		3	3		1	1	
Eleven	49.5	49.5		9	9		3	3		1	1	
Twelve	61.5	61.5		6	6		1	1		1	1	
Subtotal	690	690	0	188	188	0	78	78	0	65	65	0
Special Ed. - Elementary	51	51		22	22		12	12		10	10	
Special Ed. - Middle School	33	33		13	13		1	1		1	1	
Special Ed. - High School	34.5	34.5		9	9							
Subtotal	118.5	118.5	0	44	44	0	13	13	0	11	11	0
Totals	808.5	808.5	0	232	232	0	91	91	0	76	76	0
Percentage Error			0%			0%			0%			0%

	Transportation						Reported	Recalculated	
	Reported on	Reported on	Errors	Tested	Verified	Errors			
DRTRS by	DRTRS by	DOE/County					District		
Reg. - Public Schools, col. 1	-	-		-	-		Reg. Avg. (Mileage) = Regular Including Grade PK Students (Part A)	6.5	6.9
Reg. Special Education, col. 4	1	1		1	1		Ref. Avg. (Mileage) - Regular Excluding Grade PK Students (Part B)	6.5	6.9
Transported - Non-Public, col. 3							Spec. Avg. = Special Ed. With Special Needs	6.7	7.6
Special Education Spec., col. 6	20	20		20	20				
Totals	21	21	0	21	21	0			
Percentage Error			0%			0%			

ROSELLE PARK SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2016

	<u>Resident LEP Not Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on</u>	<u>Reported on</u>	<u>Errors</u>	<u>Sample</u>	<u>Verified to</u>	<u>Sample</u>
	<u>ASSA as</u>	<u>Workpapers</u>		<u>Selected from</u>	<u>Test Score</u>	
<u>LEP Not</u>	<u>as LEP Not</u>		<u>Workpapers</u>	<u>and Register</u>	<u>Errors</u>	
	<u>Low Income</u>	<u>Low Income</u>				
Full Day Kindergarten	8	8		8	8	
One	5	5		5	5	
Two	1	1		1	1	
Three	3	3		3	3	
Four						
Five						
Six	1	1		1	1	
Seven	2	2		1	1	
Eight	1	1		1	1	
Nine	1	1		1	1	
Ten	2	2		1	1	
Eleven	3	3		2	2	
Twelve	2	2		1	1	
Subtotal	<u>29</u>	<u>29</u>	<u>0</u>	<u>25</u>	<u>25</u>	<u>0</u>
Special Ed. - Elementary						
Special Ed. - Middle School						
Special Ed. - High School						
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>29</u>	<u>29</u>	<u>0</u>	<u>25</u>	<u>25</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

SCHEDULE OF MEAL COUNT ACTIVITY

ROSELLE PARK SCHOOL DISTRICT

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2017

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>
National School Lunch (Regular Rate)	Paid	89,100	27,476	27,476	-	\$ 0.340 *	-
	Reduced	24,925	7,414	7,414	-	2.815	-
	Free	75,494	22,790	22,790	-	3.215	-
Total Net Overclaim		<u>189,519</u>	<u>57,680</u>	<u>57,680</u>	<u>-</u>		<u>-</u>
Breakfast Program (Regular Rate)	Paid	2,024	662	662	-	\$ 0.290	-
	Reduced	186	82	82	-	1.410	-
	Free	1,796	636	636	-	1.710	-
Total Net Overclaim		<u>4,006</u>	<u>1,380</u>	<u>1,380</u>	<u>-</u>		<u>-</u>
Breakfast Program (Severe Needs Rate)	Paid	4,318	1,383	1,383	-	\$ 0.290	-
	Reduced	2,612	830	830	-	1.740	-
	Free	10,903	3,293	3,293	-	2.040	-
Total Net Overclaim		<u>17,833</u>	<u>5,506</u>	<u>5,506</u>	<u>-</u>		<u>-</u>

\* - \$.06 for Federal PB Lunch - Healthy Hunger-Free Kids Act

ROSELLE PARK SCHOOL DISTRICTNET CASH RESOURCE SCHEDULENET CASH RESOURCES DID NOT EXCEED 3 MONTHS OF EXPENDITURESPROPRIETARY FUNDS - FOOD SERVICEFOR THE FISCAL YEAR ENDED JUNE 30, 2017

<u>Net Cash Resources:</u>		<u>Food Service</u> <u>G - 1/2</u>
<b>CAFR</b>	<b>Current Assets</b>	
G-1	Cash & Cash Equivalents	\$ (68,062)
G-1	Accounts Receivables	28,666
	<b>Current Liabilities</b>	
G-1	Less Accounts Payable	<u>(51,567)</u>
	<b>Net Cash Resources</b>	<u>\$ (90,963) (A)</u>
 <u>Net Adjustment Total Operating Expense:</u>		
G-2	Total Operating Expenses	895,587
G-2	Less Depreciation	<u>(356)</u>
	Adjusted Total Operating Expenses	<u>895,231 (B)</u>
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u>\$ 89,523 (C)</u>
 <u>Three Times Monthly Average</u>		
	3 X C	<u>\$ 268,569</u>
Total in (A)		\$ (90,963)
Less Total in (D)		<u>(268,569)</u>
Net		<u>\$ (359,532)</u>