

*Auditor's Management Report*

*for the*

*Union County Vocational -  
Technical Schools*

*in the*

*County of Union  
New Jersey*

*for the*

*Fiscal Year Ended  
June 30, 2017*



**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  
Union County Vocational-Technical Schools  
County of Union  
Scotch Plains, New Jersey 07076

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Union County Vocational-Technical Schools in the County of Union, New Jersey, and have issued our report 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 are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information of the Union County Vocational-Technical Schools, County of Union, 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 ACCOUNTANT NO. 962

November 20, 2017

**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

**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 Union County Vocational-Technical Schools - Board of Education, 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 in the District's CAFR. (See Exhibit J-20)

**Official Bonds**

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT OF BOND</u>
Edward N. Mellage	Treasurer of School Monies	\$250,000.00
Janet Behrmann	Business Administrator	\$250,000.00
All Employees	All Employee Blanket Position Bond	\$250,000.00

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

**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.

**Payroll Accounts**

The net salaries of all employees of the Board were deposited in the Net 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, including health benefits premium Amounts withheld due to the general fund.

Payrolls were delivered to the treasurer of school moneys with a warrant made to his order for the full amount of each payroll.

**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

**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, 2017 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

**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.

**Board Secretary's Records**

The records maintained by the Board Secretary were in agreement with the records maintained by the Treasurer.

**Treasurer's Records**

The records maintained by the Treasurer of School Monies were in satisfactory condition and were in agreement with the records maintained by the Board Secretary/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. 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 Title I and, Title IIA of the Elementary and Secondary Education Act.

**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

**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 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.

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 60 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 therefor, 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 for by a general delegation of the power to negotiate and award such contracts pursuant to this section.



**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

**SCHOOL PURCHASING PROGRAMS (Continued)**

**Contracts and Agreements Requiring Advertisement for Bids (Continued)**

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 1 of 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."

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.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 therefor, 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 threshold in accordance with N.J.S.A. 40A:11-4 is \$17,500.00 or up to \$40,000.00 if the entity has a Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$18,300.00.

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.

**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

**SCHOOL PURCHASING PROGRAMS (Continued)**

**Contracts and Agreements Requiring Advertisement for Bids (Continued)**

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.

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. 124, P.L. 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:

Pest Control

Instructional Supplies and Services

**School Food Service**

The financial transactions and statistical records of the School Food Services were maintained in satisfactory condition.

The cafeterias are managed by Mashio's Food Service Management, Inc. 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/certified in a timely manner.

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 procedures for free and reduced price applications were completed and available for review.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified.

The cash disbursements records reflected expenditures for program related goods and services. The Board 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.

**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

**School Food Service (Continued)**

Cash Receipts and bank records were reviewed for timely deposit.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Service employees authorized by the Board of Education. No exceptions were noted.

USDA Food Distribution Program 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.

The school district did provide the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

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

**Student Body Activities**

The records for the Student Body Activities were maintained in satisfactory condition.

**Pupil Transportation**

Our procedures 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.

**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

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

**Testing for Lead of Drinking Water in Educational Facilities**

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.

**Follow-Up on Prior Year's Findings**

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

**Union County Vocational-Technical Schools**  
**Independent Auditor's Management Report of Administrative**  
**Findings - Financial and Compliance**

**Recommendations**

It is recommended that:

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. Testing for Lead of Drinking Water in Educational Facilities  
None
10. Status of Prior Year's Findings/Recommendations

In accordance with Government Auditing Standards, our procedures included a review of status of prior year audit recommendations. Corrective action has been taken on all prior year findings.

UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION  
 SCHEDULE OF AUDITED ENROLLMENTS  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF October 15, 2016

	2017-18 Application for State School Aid (10/15/16 data)						Sample for Verification						Private School for Disabled		
	Reported as on Roll		Reported on Workpapers on Roll		Errors		Sample Selected from Workpapers		Verified per Registers on Roll		Errors per Registers on Roll		Reported on A.S.S.A. as Private Schools	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared			
Half Day Preschool 3 years old					0	0							0		0
Half Day Preschool 4 years old					0	0							0		0
Full Day Preschool 4 years old					0	0							0		0
Half Day Kindergarten					0	0							0		0
Full Day Kindergarten					0	0							0		0
One					0	0							0		0
Two					0	0							0		0
Three					0	0							0		0
Four					0	0							0		0
Five					0	0							0		0
Six					0	0							0		0
Seven					0	0							0		0
Eight					0	0							0		0
Nine					0	0							0		0
Ten					0	0							0		0
Eleven					0	0							0		0
Twelve					0	0							0		0
Post-Graduate					0	0							0		0
Adult H.S. (15+ CR.)					0	0							0		0
Adult H.S. (1-14 CR.)					0	0							0		0
Subtotal	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Sp. Ed - Elementary					0	0							0		0
Sp. Ed - Middle School					0	0							0		0
Sp. Ed - High School	28	240	28	240	0	0	97	97	0	97	0	0	0	0	0
Subtotal	28	240	28	240	0	0	97	97	0	97	0	0	0	0	0
Co. Voc. - Regular	1,483	234	1,483	234	0	0	262	262		262			0		0
Co. Voc. Ft. Post Sec.					0	0							0		0
Totals	1,513	474	1,513	474	0	0	359	359	0	359	0	0	0	0	0
Percentage Error					0.00%	0.00%							0.00%	0.00%	0.00%

**UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF October 15, 2016**

	Resident Low Income			Resident LEP Low Income			Sample for Verification			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	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 Application and Register	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors	Sample Errors
Half Day Preschool 3 years old	0	0	0	0	0	0	0	0	0	0	0	0
Half Day Preschool 4 years old	0	0	0	0	0	0	0	0	0	0	0	0
Full Day Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0
One	0	0	0	0	0	0	0	0	0	0	0	0
Two	0	0	0	0	0	0	0	0	0	0	0	0
Three	0	0	0	0	0	0	0	0	0	0	0	0
Four	0	0	0	0	0	0	0	0	0	0	0	0
Five	0	0	0	0	0	0	0	0	0	0	0	0
Six	0	0	0	0	0	0	0	0	0	0	0	0
Seven	0	0	0	0	0	0	0	0	0	0	0	0
Eight	0	0	0	0	0	0	0	0	0	0	0	0
Nine	0	0	0	0	0	0	0	0	0	0	0	0
Ten	0	0	0	0	0	0	0	0	0	0	0	0
Eleven	0	0	0	0	0	0	0	0	0	0	0	0
Twelve	0	0	0	0	0	0	0	0	0	0	0	0
Post-Graduate	0	0	0	0	0	0	0	0	0	0	0	0
Adult H.S. (15+CR.)	0	0	0	0	0	0	0	0	0	0	0	0
Adult H.S. (1-14 CR.)	0	0	0	0	0	0	0	0	0	0	0	0
County Vocational - Regular	222.5	222.5	0	116	116	0	116	116	116	0	0	0
Subtotal	222.5	222.5	0	116	116	0	116	116	116	0	0	0
Sp. Ed - Elementary	0	0	0	0	0	0	0	0	0	0	0	0
Sp. Ed - Middle School	0	0	0	0	0	0	0	0	0	0	0	0
Sp. Ed - High School	42.5	42.5	0.0	19	19	0	19	19	19	0	0	0.0
Subtotal	42.5	42.5	0.0	19	19	0	19	19	19	0	0	0.0
Totals	265.0	265	0.0	135	135	0	135	135	135	0	0	0.0
Percentage Error			0.00%							0.00%		0.00%
<b>Transportation</b>												
	Reported on DRTS by DOE/county	Reported on DRTS by District	Errors	Tested	Verified	Errors						
Reg. - Public Students, col. 1	N/A	N/A	0	N/A	N/A	0						
Reg. - Sp. Ed., col. 4	N/A	N/A	0	N/A	N/A	0						
Transported Non-Public, col. 2	N/A	N/A	0	N/A	N/A	0						
Special Needs, col. 13	N/A	N/A	0	N/A	N/A	0						
Totals	-	-	0.00%	-	-	0.00%						
Percentage Error			0.00%			0.00%						

Reg Avg.(Mileage) = Regular Including Grade PK students (Part A)  
 Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B)  
 Spec Avg. = Special Ed with Special Needs

**UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2016**

	Resident LEP NOT Low Income			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			0			0
Full Day Preschool			0			0
Half Day Kindergarten			0			0
Full Day Kindergarten			0			0
One			0			0
Two			0			0
Three			0			0
Four			0			0
Five			0			0
Six			0			0
Seven			0			0
Eight			0			0
Nine			0			0
Ten			0			0
Eleven			0			0
Twelve			0			0
Post-Graduate			0			0
Adult H.S. (15+CR.)			0			0
Adult H.S. (1-14 CR.)			0			0
Subtotal	0	0	0	0	0	0
Special Ed - Elementary			0			0
Special Ed - Middle			0			0
Special Ed - High			0			0
Subtotal	0	0	0	0	0	0
Co. Voc. - Regular			0.0			
Co. Voc. Ft. Post Sec.						
Totals	0.0	0	0.0	0.0	0	0
Percentage Error			0.00%			0.00%



**UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS**

**SCHEDULE OF CALCULATION OF EXCESS SURPLUS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**Section 1- 6% Calculation of Excess Surplus**

2016-17 General Fund Expenditures per the CAFR (Exhibit C-1)		\$ 24,877,725.54
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ <u>2,807,642.23</u>	<u>2,807,642.23</u>
Adjusted 2016-17 General Fund Expenditures		\$ <u><u>22,070,083.31</u></u>
6% of Adjusted 2016-17 General Fund Expenditures		\$ <u><u>1,324,205.00</u></u>
Greater of 6% or \$250,000	\$ 1,324,205.00	
Maximum Unreserved/Undesignated Fund Balance		\$ <u><u>1,324,205.00</u></u>

**Section 2**

Total General Fund Balances at June 30, 2017 (Exhibit C-1)		\$ 3,217,475.73
Decreased by:		
Year End Encumbrances	\$ 114,153.47	
Other Restricted Fund Balances	<u>1,301,337.03</u>	<u>1,415,490.50</u>
Total Unassigned Fund Balance		\$ <u><u>1,801,985.23</u></u>

**Section 3**

Restricted Fund Balance - Excess Surplus		\$ <u>477,780.23</u>
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