

**BAYSHORE JOINTURE COMMISSION**

Tinton Falls, New Jersey  
County of Monmouth

**Auditor's Management Report on Administrative Findings -  
Financial, Compliance and Performance  
for The Year Ended June 30, 2018**



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

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

Honorable President and Members  
of the Board of Education  
Bayshore Jointure Commission  
County of Monmouth  
Tinton Falls, 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 basic financial statements of the Bayshore Jointure Commission in the County of Monmouth for the year ended June 30, 2018, and have issued our report thereon dated February 8, 2018.

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 Bayshore Jointure Commission's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Jerry W. Conaty  
Certified Public Accountant  
Public School Accountant, No. 2407

Freehold, New Jersey  
February 8, 2018

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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, 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**

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

**Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)**

| <u>Name</u>         | <u>Position</u>                               | <u>Amount</u> |
|---------------------|---|---------------|
| Christopher Mullins | Board Secretary/School Business Administrator | \$75,000      |

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil cost in accordance with *N.J.A.C.6A:23A-17.1(f)3*.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**Payroll Account**

The net salaries of sampled employees of the board were deposited in the Payroll Account. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

## **Financial Planning, Accounting and Reporting (continued)**

### **Payroll Account (continued)**

Sampled 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 School Business Administrator/Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### **Employee Position Control Roster**

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

### **Reserve for Encumbrances and Accounts Payable**

A sample 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.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23 A-16.29(f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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, a transaction error rate of 0% percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

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

Our review of the financial and accounting records maintained by the board secretary were found to be in satisfactory condition.

### **Treasurer's Records**

The School District does not maintain a Treasurer.

### **T.P.A.F. Reimbursement**

Our audit procedures included a sample test of the biweekly reimbursements forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.



### **T.P.A.F. Reimbursement to the State for Federal Salary Expenditures**

The amount of the expenditure charged to the current year's Final Report(s) 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-1* et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at: [http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&softpage=TOC\\_Frame\\_Pg42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42)

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:18A-3(a)* are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is \$18,800 for 2017-18.

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

Based on the results of our tests on sample basis, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision 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*.

### **Application for State School Aid (ASSA)**

Our audit procedures included a sample test of information reported in the October 13, 2017 Application for State School Aid (A.S.S.A.) for on-roll and low-income. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School 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 School District maintained workpapers on the prescribed state forms of their equivalent. The School District written procedures appear to be adequate for the recording of student enrollment data.

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

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

**Follow-up on Prior Year Findings**

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. There were no prior year findings.

**Office of Fiscal Accountability and Compliance (OFAC) Findings**

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2018.

**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 team.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Jerry W. Conaty  
Certified Public Accountant  
Public School Accountant, No. 2407

Freehold, New Jersey  
February 8, 2018

**ADDITIONAL INFORMATION**

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**BAYSHORE JOINTURE COMMISSION  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR FISCAL YEAR ENDED JUNE 30, 2018**

| FEDERAL GRANTOR<br>PASS-THROUGH GRANTOR<br>PROGRAM TITLE | FEDERAL<br>CFDA<br>NUMBER | FEDERAL<br>FAIN<br>NUMBER | AWARD<br>AMOUNT | GRANT<br>PERIOD | BALANCE<br>AT<br>JUNE 30,<br>2017 | CASH<br>RECEIVED | BUDGETARY<br>EXPENDITURES | PASSED<br>THROUGH TO<br>SUB-RECIPIENT | JUNE 30, 2018            |                     |                   |
|--|---------------------------|---------------------------|-----------------|-----------------|-----------------------------------|------------------|---------------------------|---------------------------------------|--------------------------|---------------------|-------------------|
|  |                           |                           |                 |                 |                                   |                  |                           |                                       | (ACCOUNTS<br>RECEIVABLE) | UNEARNED<br>REVENUE | DUE TO<br>GRANTOR |
|  |                           |                           |                 |                 | \$ -                              | \$ -             | \$ -                      | \$ -                                  | \$ -                     | \$ -                | \$ -              |
| Total Federal Awards                                     |                           |                           |                 |                 | \$ -                              | \$ -             | \$ -                      | \$ -                                  | \$ -                     | \$ -                | \$ -              |

**BAYSHORE JOINTURE COMMISSION  
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
FOR FISCAL YEAR ENDED JUNE 30, 2018**

| STATE GRANTOR/PROGRAM TITLE                                    | GRANT OR STATE PROJECT NUMBER | AWARD AMOUNT | GRANT PERIOD   | BALANCE AT JUNE 30, 2017 | CASH RECEIVED | BUDGETARY EXPENDITURES | JUNE 30, 2018 (ACCOUNTS RECEIVABLE) | MEMO                              |                               |
|--|-------------------------------|--------------|----------------|--------------------------|---------------|------------------------|-------------------------------------|-----------------------------------|-------------------------------|
|  |                               |              |                |                          |               |                        |                                     | BUDGETARY EXPENDITURES RECEIVABLE | CUMULATIVE TOTAL EXPENDITURES |
| <b>State Department of Education:</b>                          |                               |              |                |                          |               |                        |                                     |                                   |                               |
| <b>General Fund:</b>   |                               |              |                |                          |               |                        |                                     |                                   |                               |
| TPAF Post-Retirement Medical (Noncash Assistance)              | 495-034-5094-001              | \$ 102,214   | 7/1/17-6/30/18 | \$ -                     | \$ 102,214    | \$ (102,214)           | \$ -                                | \$ -                              | \$ 102,214                    |
| TPAF Pension   | 495-034-5094-002              | 158,256.00   | 7/1/17-6/30/18 | -                        | 158,256       | (158,256)              | -                                   | -                                 | 158,256                       |
| Contributions (Noncash Assistance)                             | 495-034-5094-004              | 940.00       | 7/1/17-6/30/18 | -                        | 940           | (940)                  | -                                   | -                                 | 940                           |
| TPAF Pension - Non-Contributory Insurance (Noncash Assistance) | 495-034-5094-003              | 84,841       | 7/1/17-6/30/18 | -                        | 84,841        | (84,841)               | -                                   | -                                 | 84,841                        |
| Reimbursed TPAF Social Security Contributions                  |                               |              |                |                          |               |                        |                                     |                                   |                               |
| Total General Fund   |                               |              |                | -                        | 346,251       | (346,251)              | -                                   | -                                 | 346,251                       |
| Total State Financial Assistance                               |                               |              |                | \$ -                     | \$ 346,251    | (346,251)              | \$ -                                | \$ -                              | \$ 346,251                    |

Less: Grants Not Subject to Major Program Determination:

|  |                  |         |                |  |  |         |  |  |  |
|--|------------------|---------|----------------|--|--|---------|--|--|--|
| TPAF Post-Retirement Medical (Noncash Assistance)              | 495-034-5094-001 | 102,214 | 7/1/17-6/30/18 |  |  | 102,214 |  |  |  |
| TPAF Pension   | 495-034-5094-002 | 158,256 | 7/1/17-6/30/18 |  |  | 158,256 |  |  |  |
| Contributions (Noncash Assistance)                             | 495-034-5094-004 | 940     | 7/1/17-6/30/18 |  |  | 940     |  |  |  |
| TPAF Pension - Non contributory Insurance (Noncash Assistance) |                  |         |                |  |  |         |  |  |  |

Total State Financial Assistance Subject to Major Program Determination

\$ (84,841)

**SCHEDULE OF AUDITED ENROLLMENTS (1)**

**BAYSHORE JOINTURE COMMISSION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017**

|                            | 2017-2018 Application for State School Aid |        |                    |        |        |        | Sample for Verification         |        |                                |        |                              |        | Private Schools for Disabled            |                         |               |   |
|----------------------------|--|--------|--------------------|--------|--------|--------|---------------------------------|--------|--------------------------------|--------|------------------------------|--------|---|-------------------------|---------------|---|
|                            | Reported on A.S.S.A. On Roll               |        | 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 for Verification | Sample Errors |   |
|                            | Full                                       | Shared | Full               | Shared | Full   | Shared | Full                            | Shared | Full                           | Shared | Full                         | Shared |   |                         |               |   |
| Full Day Kindergarten      | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| One                        | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Two                        | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Three                      | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Four                       | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Five                       | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Six                        | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Seven                      | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Eight                      | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Subtotal                   | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Special Ed - Elementary    | 27   | -      | 27                 | -      | -      | -      | 23                              | -      | 23                             | -      | -                            | -      | -                                       | -                       | -             | - |
| Special Ed - Middle School | 18   | -      | 18                 | -      | -      | -      | 16                              | -      | 16                             | -      | -                            | -      | -                                       | -                       | -             | - |
| Special Ed - High School   | 8  | -      | 8                  | -      | -      | -      | 7                               | -      | 7                              | -      | -                            | -      | -                                       | -                       | -             | - |
| Subtotal                   | 53   | -      | 53                 | -      | -      | -      | 46                              | -      | 46                             | -      | -                            | -      | -                                       | -                       | -             | - |
| Totals                     | 53   | -      | 53                 | -      | -      | -      | 46                              | -      | 46                             | -      | -                            | -      | -                                       | -                       | -             | - |
| Percentage Error           | -  | -      | -                  | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                       | -             | - |

SCHEDULE OF AUDITED ENROLLMENTS (2)

BAYSHORE JOINTURE COMMISSION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017

|                            | Resident Low Income                    |  |        | Sample for Verification         |                                   |               | Resident LEP Low Income                |  |        | Sample for Verification         |                                     |               |
|----------------------------|--|--|--------|---------------------------------|-----------------------------------|---------------|--|--|--------|---------------------------------|-------------------------------------|---------------|
|                            | 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 & 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 |
| Full Day Kindergarten      | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| One                        | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Two                        | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Three                      | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Four                       | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Five                       | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Six                        | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Seven                      | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Eight                      | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Subtotal                   | -                                      | -  | -      | -                               | -                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Special Ed - Elementary    | 1                                      | 1  | -      | 5                               | 5                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Special Ed - Middle School | -                                      | -  | -      | 3                               | 3                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Subtotal                   | 1                                      | 1  | -      | 8                               | 8                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |
| Totals                     | 1                                      | 1  | -      | 8                               | 8                                 | -             | -                                      | -  | -      | -                               | -                                   | -             |

Percentage Error

| Transportation                  |                               |        |        |          |        |
|---------------------------------|-------------------------------|--------|--------|----------|--------|
| Reported on DR/RS by DOE/County | Reported on DR/RS by District | Errors | Tested | Verified | Errors |
| -                               | -                             | -      | -      | -        | -      |
| -                               | -                             | -      | -      | -        | -      |
| -                               | -                             | -      | -      | -        | -      |
| -                               | -                             | -      | -      | -        | -      |
| -                               | -                             | -      | -      | -        | -      |
| Totals                          | -                             | -      | -      | -        | -      |

Percentage Error



**SCHEDULE OF AUDITED ENROLLMENTS (3)**

**BAYSHORE JOINTURE COMMISSION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2017**

|                         | <b>Resident LEP NOT Low Income</b>              |   |        | <b>Sample for Verification</b>        |  |                  |
|-------------------------|---|---|--------|---------------------------------------|--|------------------|
|                         | Reported on<br>A.S.S.A. as<br>NOT Low<br>Income | Reported on<br>Workpapers as<br>NOT Low<br>Income | Errors | Sample<br>Selected from<br>Workpapers | Verified to<br>Application<br>& Register | Sample<br>Errors |
| Full Day Kindergarten   | -   | -   | -      | -                                     | -  | -                |
| One                     | -   | -   | -      | -                                     | -  | -                |
| Two                     | -   | -   | -      | -                                     | -  | -                |
| Three                   | -   | -   | -      | -                                     | -  | -                |
| Four                    | -   | -   | -      | -                                     | -  | -                |
| Five                    | -   | -   | -      | -                                     | -  | -                |
| Six                     | -   | -   | -      | -                                     | -  | -                |
| Seven                   | -   | -   | -      | -                                     | -  | -                |
| Eight                   | -   | -   | -      | -                                     | -  | -                |
| Subtotal                | -   | -   | -      | -                                     | -  | -                |
| Special Ed - Elementary | -   | -   | -      | -                                     | -  | -                |
| Special Ed - Middle     | -   | -   | -      | -                                     | -  | -                |
| Subtotal                | -   | -   | -      | -                                     | -  | -                |
| Totals                  | -   | -   | -      | -                                     | -  | -                |
| Percentage Error        |   |   | -      |                                       |  | -                |

**BAYSHORE JOINTURE COMMISSION  
AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2018**

Recommendations:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Programs  
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. Miscellaneous  
None
10. Status of Prior Year Audit Findings/Recommendations  
There were no prior year findings.