

HOPEWELL TOWNSHIP BOARD OF EDUCATION

Hopewell Township, New Jersey

**Auditor's Management Report on Administrative
Findings, Financial, Compliance and Performance
For the Year Ended June 30, 2018**

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

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Hopewell Township School District
County of Cumberland, 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 Board of Education of the Hopewell Township School District in the County of Cumberland for the year ended June 30, 2018; and have issued our report thereon dated February 14, 2019.

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 Hopewell Township 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.

Respectfully submitted,



Samuel A. Delp, Jr.
Public School Accountant #745
Triantos & Delp, CPA, LLC
Certified Public Accountants

February 14, 2019

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 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

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

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

Officials Bonds

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|-----------------|--|---------------|
| Stephanie Kuntz | Board Secretary/ Business Administrator | \$ 10,000. |
| Susan Quinones | Treasurer | \$250,000. |

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

Tuition Charges

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

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/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund (Schedules H-1 and H-2).

The Unemployment Compensation Insurance Trust Funds records were in satisfactory condition.

Reserve for Encumbrances, Liability, (Current) for 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.

It was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received, and services were rendered as of June 30.

All required schedules for accounts payable and reserve encumbrances were prepared and available for the year end audit.

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 2.1% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings:

Finding 2018-01:

During our test of transactions it was noted that various items were allocated to incorrect accounts. The expenditures and related appropriations were reclassified to the appropriate accounts.

Recommendations:

District/charter schools/renaissance school projects should reference *The Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2008 Edition* and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with *N.J.A.C. 6A:23A-16.2(f)*.

B. Administrative Classification Findings:

None

Board Secretary's/Business Administrator's Records

Our review indicated that the financial and accounting records maintained by the Board Secretary/Business Administrator disclosed that these records were in satisfactory condition.

Treasurer's Records

No discrepancies were noted during our review of the records of the Treasurer.

Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act (E.S.S.A.)

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 Titles I, Title II, and Title IV of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A. indicated no areas of noncompliance:

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.

Other Special Federal and/or State Projects (continued)

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.

The study of compliance for the special projects indicated no areas of noncompliance.

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.

TPAF 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 (or charter school or renaissance school project) to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district (or charter school or renaissance school project) 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 PROGRAM

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 \$17,500; 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 \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- b. Commencing in the fifth year after the year in which P.L. 1999, c. 440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. 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 the 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 of not exceeding 12 consecutive months.

SCHOOL PURCHASING PROGRAM

(Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

N.J.S.A. 18A:18A-4 states:

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

The board of education may, by resolution approved by a 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 prior negative experience with the bidder.

- b. As used in this section, “prior negative experience” means any of the following:
1. the bidder has been found, through either court adjudication, arbitration, mediation, or other contractually stipulated alternate dispute resolution mechanism, to have: failed to provide or perform goods or services; or failed to complete the contract in a timely manner; or otherwise performed unsatisfactorily under a prior contract with the board of education.
 2. the bidder defaulted on a contract, thereby requiring the board of education to utilize the services of another contractor to provide the goods or perform the services or to correct or complete the contract;
 3. the bidder defaulted on a contract, thereby requiring the board of education to look to the bidder’s surety for completion of the contract or tender of the costs of completion; or
 4. the bidder is debarred or suspended from contracting with any of the agencies or departments of the executive branch of the State of New Jersey at the time of the contract award, whether or not the action was based on experience with the board of education.
- c. The following conditions apply if the board of education is contemplating a disqualification based on prior negative experience:
1. The existence of any of the indicators of prior negative experience set forth in this section shall not require that a bidder be disqualified. In each instance, the decision to disqualify shall be made within the discretion of the board of education and shall be rendered in the best interest of the board of education.
 2. All mitigating factors shall be considered in determine the seriousness of the prior negative experience and in deciding whether disqualification is warranted.
 3. The bidder shall be furnished by the board of education with a written notice (a) stating that a disqualification is being considered; (b) setting forth the reason for the disqualification; and (c) indicating that the bidder shall be accorded an opportunity for a hearing before the board of education if the bidder so requests within a stated period of time. At the hearing, the bidder shall show good cause why the bidder should not be disqualified by presenting documents and testimony. If the board of education determines that good cause has not been shown by the bidder, it may vote to find the bidder lacking in responsibility and, thus, disqualified.

SCHOOL PURCHASING PROGRAM

(Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

N.J.S.A. 18A:18A-4 states: (Continued)

4. Disqualification shall be for a reasonable, defined period of time which shall not exceed five years.

 5. A disqualification, other than a disqualification pursuant to which a board of education is prohibited by law from entering into a contract with a bidder, may be voided or the period thereof may be reduced, in the discretion of the board of education, upon the submission of a good faith application under oath, supported by documentary evidence, setting forth substantial and appropriate grounds for the granting of relief, such as reversal of a judgment, or actual change of ownership, management or control of the bidder.

 6. An opportunity for a hearing need not be offered to a bidder whose disqualification is based on its suspension or debarment by an agency or department of the executive branch of the State of New Jersey. The terms of such disqualification shall be concurrent with the terms of the suspension or debarment by the State agency or department.
- d. The purchase of textbooks and materials that exceed the bid threshold and are approved by a board of education pursuant to N.J.S.A. 18A-34-1 shall not require the further adoption of a resolution for purchase.

Effective July 1, 2015 and thereafter 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 currently \$19,000.

The 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of my 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 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.

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. 114, P.L. 1977, therefore, the examination did reveal, however, that the following purchases were made through the use of State contracts:

School and Miscellaneous Supplies

School Food Service

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

Student Body Activities

The Board is responsible for regulation of the Student Activity funds. Records for the year were maintained in good condition. No exceptions were noted in our review.

Application for State School Aid

Our audit procedures included a test of information reported in the October 13, 2017 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income, and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers with minor exception. The information that was included on the workpapers was verified with minor 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 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 2017-2018 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchase of goods and services.

Miscellaneous

The school district adhered to all 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.

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 Years' Findings

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

Respectfully submitted,



Samuel A. Delp, Jr.
Licensed Public School Accountant, #745
Triantos & Delp
Certified Public Accountants, LLC

HOPEWELL - SHILOH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2017

SCHEDULE OF AUDITED ENROLLMENTS

| | 2018-2019 Application for State School Aid | | | | Sample for Verification | | | | Private Schools for Disabled | | | | | | | | | | |
|----------------------------|--|--------|------------|--------|-------------------------|--------|---------------------------------|--------|--------------------------------|--------|------------------------------|--------|---|--------|---------------------|--------|---------------|--------|-------|
| | Reported on A.S.S.A. On Roll | | Workpapers | | 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 Verification | | Sample Errors | | |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | |
| Half Day Preschool | | | | | | | | | | | | | | | | | | | |
| Full Day Preschool | | | | | | | | | | | | | | | | | | | |
| Half Day Kindergarten | | | | | | | | | | | | | | | | | | | |
| Full Day Kindergarten | | | | | | | | | | | | | | | | | | | |
| One | 44 | | 44 | | 0 | | 44 | | 44 | | 0 | | 44 | | 44 | | 0 | | 0 |
| Two | 47 | | 47 | | 0 | | 47 | | 47 | | 0 | | 47 | | 47 | | 0 | | 0 |
| Three | 37 | | 37 | | 0 | | 37 | | 37 | | 0 | | 37 | | 37 | | 0 | | 0 |
| Four | 41 | | 41 | | 0 | | 41 | | 41 | | 0 | | 41 | | 41 | | 0 | | 0 |
| Five | 51 | | 51 | | 0 | | 51 | | 51 | | 0 | | 51 | | 51 | | 0 | | 0 |
| Six | 55 | | 55 | | 0 | | 55 | | 55 | | 0 | | 55 | | 55 | | 0 | | 0 |
| Seven | 31 | | 31 | | 0 | | 31 | | 31 | | 0 | | 31 | | 31 | | 0 | | 0 |
| Eight | 44 | | 44 | | 0 | | 44 | | 44 | | 0 | | 44 | | 44 | | 0 | | 0 |
| Nine | 39 | | 39 | | 0 | | 39 | | 39 | | 0 | | 39 | | 39 | | 0 | | 0 |
| Ten | | | | | | | | | | | | | | | | | | | |
| Eleven | | | | | | | | | | | | | | | | | | | |
| Twelve | | | | | | | | | | | | | | | | | | | |
| Post-Graduate | | | | | | | | | | | | | | | | | | | |
| Adult H.S. (15+CR.) | | | | | | | | | | | | | | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | | | | | | | | | | | | | | |
| Subtotal | 389 | 0 | 389 | 0 | 0 | 0 | 389 | 0 | 389 | 0 | 0 | 0 | 389 | 0 | 389 | 0 | 0 | 0 | 0 |
| Special Ed - Elementary | 60 | | 60 | | 0 | | 60 | | 60 | | 0 | | 60 | | 60 | | 0 | | 0 |
| Special Ed - Middle School | 32 | | 32 | | 0 | | 32 | | 32 | | 0 | | 32 | | 32 | | 0 | | 0 |
| Special Ed - High School | | | | | | | | | | | | | | | | | | | |
| Subtotal | 92 | 0 | 92 | 0 | 0 | 0 | 92 | 0 | 92 | 0 | 0 | 0 | 92 | 0 | 92 | 0 | 0 | 0 | 0 |
| Co. Voc. - Regular | | | | | | | | | | | | | | | | | | | |
| Co. Voc. Ft. Post Sec. | | | | | | | | | | | | | | | | | | | |
| Totals | 481 | 0 | 481 | 0 | 0 | 0 | 481 | 0 | 481 | 0 | 0 | 0 | 481 | 0 | 481 | 0 | 0 | 0 | 0 |
| Percentage Error | | | | | 0.00% | | | | | | | | | | | | 0.00% | | 0.00% |

SCHEDULE OF AUDITED ENROLLMENT:
HOPEWELL - SHILOH SCHOOL DISTRICT
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 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 | 19 | 19 | 0 | 19 | 19 | 0 | 2 | 2 | 0 | 2 | 2 | 0 |
| Full Day Preschool | 24 | 24 | 0 | 24 | 24 | 0 | 1 | 1 | 0 | 1 | 1 | 0 |
| Half Day Kindergarten | 10 | 10 | 0 | 10 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Full Day Kindergarten | 15 | 16 | (1) | 16 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| One | 15 | 15 | 0 | 15 | 15 | 0 | 1 | 1 | 0 | 1 | 1 | 0 |
| Two | 14 | 14 | 0 | 14 | 14 | 0 | 1 | 1 | 0 | 1 | 1 | 0 |
| Three | 14 | 14 | 0 | 14 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Four | 12 | 12 | 0 | 12 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Five | 11 | 11 | 0 | 11 | 11 | 0 | 1 | 1 | 0 | 1 | 1 | 0 |
| Six | | | | | | | | | | | | |
| Seven | | | | | | | | | | | | |
| Eight | | | | | | | | | | | | |
| Nine | | | | | | | | | | | | |
| Ten | | | | | | | | | | | | |
| Eleven | | | | | | | | | | | | |
| Twelve | | | | | | | | | | | | |
| Post-Graduate | | | | | | | | | | | | |
| Adult H.S. (15+CR.) | | | | | | | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | | | | | | | |
| Subtotal | 134 | 135 | (1) | 135 | 135 | 0 | 6 | 5 | 1 | 5 | 5 | 0 |
| Special Ed - Elementary | 28 | 27 | 1 | 27 | 27 | 0 | 1 | 1 | 0 | 1 | 1 | 0 |
| Special Ed - Middle | 17 | 16 | 1 | 16 | 16 | 0 | 2 | 1 | 1 | 1 | 1 | 0 |
| Special Ed - High | | | | | | | | | | | | |
| Subtotal | 45 | 43 | 2 | 43 | 43 | 0 | 3 | 2 | 1 | 0 | 0 | 0 |
| Co. Voc. - Regular | | | | | | | | | | | | |
| Co. Voc. Ft. Post Sec. | | | | | | | | | | | | |
| Totals | 179 | 178 | 1 | 178 | 178 | 0 | 9 | 7 | 2 | 5 | 5 | 0 |
| Percentage Error | | | 0.56% | | | 0.00% | | | 22.22% | | | 0.00% |

Transportation

| | Reported on DRTS by DOE/county | | Reported on DRTS by District | | Errors | |
|----------------------------------|--------------------------------|----------|------------------------------|----------|--------|----------|
| | Tested | Verified | Tested | Verified | Tested | Verified |
| Reg. - Public Schools, col. 1 | 233 | 112 | 233 | 112 | 0 | 0 |
| Reg -SpEd, col. 4 | 43 | 20 | 43 | 20 | 0 | 0 |
| Transported - Non-Public, col. 3 | 8 | 4 | 8 | 4 | 0 | 0 |
| Special Ed Spec, col. 6 | 18 | 9 | 18 | 9 | 0 | 0 |
| Totals | 302 | 145 | 302 | 145 | 0 | 0 |
| Percentage Error | | | | | 0.00% | |

Reg Avg. (Mileage) = Regular Including Grade PK students (Part A) Reported Recalculated
 Reg Avg. (Mileage) = Regular-Excluding Grade PK students (Part B) N/A 3.5
 Spec Avg. = Special Ed with Special Needs 5.5 5.5

HOPEWELL - SHILOH SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 13, 2017

SCHEDULE OF AUDITED ENROLLMENTS

| | Resident LEP NOT Low Income | | Sample for Verification | | |
|-------------------------|--------------------------------------|--|---------------------------------|--------------------------------------|---------------|
| | Reported on A.S.A. as NOT Low Income | Reported on Workpapers as NOT Low Income | 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 | 1 | 1 | 1 | 1 | |
| Nine | | | | | |
| Ten | | | | | |
| Eleven | | | | | |
| Twelve | | | | | |
| Post-Graduate | | | | | |
| Adult H.S. (15+CR.) | | | | | |
| Adult H.S. (1-14 CR.) | | | | | |
| Subtotal | 1 | 1 | 1 | 1 | 0 |
| Special Ed - Elementary | | | | | |
| Special Ed - Middle | | | | | |
| Special Ed - High | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 0 |
| Co. Voc. - Regular | | | | | |
| Co. Voc. Ft. Post Sec. | | | | | |
| Totals | 1 | 1 | 1 | 1 | 0 |
| Percentage Error | | | | | 0.00% |

HOPEWELL TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2018

SECTION 1

A: 2% Calculation of Excess Surplus:

| | |
|--|-------------------------------|
| 2017-2018 Total General Fund Expenditures per the CAFR Exhibit C-1 | <u>\$8,129,634. (B)</u> |
| Increased by: | |
| Transfer from Capital Outlay to Capital Projects Fund | <u>0. (B1a)</u> |
| Transfer from Capital Reserve to Capital Projects Fund | <u>825,983. (B1b)</u> |
| Transfer from General Fund to SRF for Pre-K-Regular | <u>0. (B1c)</u> |
| Transfer from General Fund to SRF for Pre-K-Inclusion | <u>0. (B1d)</u> |
| Decreased by: | |
| On-Behalf TPAF Pension & Social Security | <u>1,114,434. (B2a)</u> |
| Assets Acquired Under Capital Leases | <u>0. (B2b)</u> |
| Adjusted 2017-2018 General Fund Expenditures (B)+(B1s)-(B2s) | <u><u>7,841,183. (B3)</u></u> |
| 2% of Adjusted 2017-2018 General Fund Expenditures (B3) x.02 | <u>156,824. (B4)</u> |
| Enter Greater of (B4) or \$250,000. | <u>250,000. (B5)</u> |
| Increased by: Allowable Adjustment* | <u>2,320. (K)</u> |
| Max. Unassigned/Undesignated-Unreserved Fund Balance (B5)+(K) | <u><u>\$252,320. (M)</u></u> |

SECTION 2:

| | |
|---|-------------------------------|
| Total General Fund - Fund Balances at June 30, 2018 (Per CAFR Budgetary Comparison Schedule C-1) | <u>\$ 1,937,760. (C)</u> |
| Decreased by: | |
| Year-End Encumbrances | <u>16,444. (C1)</u> |
| Legally Restricted-Designated for Subsequent Year's Expenditures | <u>0. (C2)</u> |
| Legally Restricted-Excess Surplus-Designated for Subsequent Year's Expenditures ** | <u>637,136. (C3)</u> |
| Other Restricted Fund Balances**** | <u>801,029. (C4)</u> |
| Assigned Fund Balance - Unreserved-Designated for Subsequent Year's Expenditures | <u>1,215. (C5)</u> |
| Total Unassigned Fund Balances [(C)-(C1)-(C2)-(C3)-(C4)-C5] | <u><u>\$481,936. (U1)</u></u> |

HOPEWELL TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2018

SECTION 3:

| | |
|--|-----------------------|
| Restricted Fund Balance-Excess Surplus ^{***} [(U)-(M)] IF NEGATIVE ENTER 0 | <u>\$229,616. (E)</u> |
|--|-----------------------|

Recapitulation of Excess Surplus as of June 30, 2018

| | |
|---|-----------------------|
| Restricted Excess Surplus-Designated for Subsequent Year's Expenditures ** | <u>637,136. (C3)</u> |
| Reserved Excess Surplus ^{***} (E) | <u>229,616. (E)</u> |
| Total Excess Surplus [(C3)+(E)] | <u>\$866,752. (D)</u> |

Detail of Allowable Adjustments

| | |
|--|---------------------|
| Impact Aid | <u>\$ 0. (H)</u> |
| Sale & Lease-Back | <u>0. (I)</u> |
| Extraordinary Aid | <u>0. (J1)</u> |
| Additional NonPublic School Transportation Aid | <u>2,320. (J2)</u> |
| Current Year School Bus Advertising Revenue Recognized | <u>0. (J3)</u> |
| Family Crisis Transportation Aid | <u>0. (J4)</u> |
| Total Adjustments (H)+(I)+(J1)+(J2)+(J3)+(J4) | <u>\$2,320. (K)</u> |

Detail of Other Reserved Fund Balance

Statutory restrictions:

| | |
|---|------------------------|
| Approved unspent separate proposal | <u>\$ 0.</u> |
| Sale/lease-back reserve | <u>0.</u> |
| Capital reserve | <u>301,461.</u> |
| Maintenance reserve | <u>499,568.</u> |
| Emergency reserve | <u>0.</u> |
| Tuition reserve | <u>0.</u> |
| School Bus Advertising 50% Fuel Offset Reserve-current year | <u>0.</u> |
| School Bus Advertising 50% Fuel Offset Reserve-prior year | <u>0.</u> |
| Impact Aid General Fund Reserve (Sections 8002 and 8003) | <u>0.</u> |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008) | <u>0.</u> |
| Other state/government mandated reserve | <u>0.</u> |
| (Other Restricted Fund Balance not noted above) **** | <u>0.</u> |
| Total Other Restricted Fund Balance | <u>\$801,029. (C4)</u> |

HOPEWELL TOWNSHIP SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2018-01:

During our test of transactions, it was noted that various items were allocated to incorrect accounts. The expenditures and related appropriations were reclassified to the appropriate accounts.

Recommendations:

District/charter schools/renaissance school projects should reference *The Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2008 Edition* and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with N.J.A.C. 6A:23A-16.2(f).

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. Miscellaneous

None

10. Status of Prior Year Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.