

HOWELL TOWNSHIP BOARD OF EDUCATION

AUDITOR'S MANAGEMENT REPORT

COUNTY OF MONMOUTH

JUNE 30, 2018

**Robert A. Hulsart & Company
Certified Public Accountants
2807 Hurley Pond Road, Suite 100
Wall, New Jersey 07719**

AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

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Robert A. Hulsart and Company

CERTIFIED PUBLIC ACCOUNTANTS

1.

ARMOUR S. HULSART, C.P.A., F.M.A., P.S.A. (1958-1992)
ROBERT A. HULSART, C.P.A., F.M.A., P.S.A.
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REPORT OF INDEPENDENT AUDITORS

Honorable President and Members
of the Board of Education
Howell Township School District
County of Monmouth, 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 Howell Township School District in the County of Monmouth, for the year ended June 30, 2018, and have issued our report thereon dated November 17, 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 Howell 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.

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

November 17, 2018

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>
Ronald Sanasac, Jr.	Board Secretary/School Business Administrator	\$ 50,000
Debra Pappagallo	Treasurer	500,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$250,000.00.

Tuition Charges

A comparison of tentative 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: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

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.

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

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, Title IIA and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

Our audit of the federal and state funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

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

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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.

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

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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.

The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$19,000 for 2017-18.

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.

Review of Expenditures

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 Chapter 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

School Food Service Fund

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 number of meals claimed for reimbursement was verified against sales and meal count records.

School Food Service Fund (Continued)

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 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. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the Board of Education.

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

Operations for 2017-2018 resulted in a change in net position of \$(26,533) for the year ended June 30, 2018.

Exhibits reflecting Child Nutrition Program operations are B-4 thru B-6.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 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 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 equivalent.

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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our procedures included a review of the EDA grant agreement for consistency with recording EDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

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.

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% 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 disclosed no reportable conditions.

Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer disclosed no reportable conditions.

Follow-up on Prior Year Findings

Prior year findings for the review of expenditures was addressed by the District and the records are in good standing.

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.

2% Calculation of Excess Surplus

2017-18 Total General Fund Expenditures Per the CAFR	\$ 105,312,731
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(15,006,229)</u>
Adjusted 2017-18 General Fund Expenditures	<u>\$ 90,306,502</u>
2% of Adjusted 2017-18 General Fund Expenditures	<u>\$ 1,806,130</u>
Enter Greater of Above or \$250,000	\$ 1,806,130
Increased by Allowable Adjustment	<u>43,413</u>
Maximum Unassigned Fund Balance	<u>\$ 1,849,543</u>

Section 2

Total General Fund -- Fund Balance @ 6-30-18	\$ 24,867,055
Decreased by:	
Reserved by Encumbrances	(6,453,670)
Designated for Subsequent Year's Expenditures	(80,119)
Designated for Subsequent Year's Expenditures -- Excess Surplus	(3,000,000)
Designated for Subsequent Year's Expenditures -- Capital Reserve	(1,086,000)
Designated for Subsequent Year's Expenditures -- Maintenance Reserve	(2,959,476)
Other Reserves	<u>(6,438,247)</u>
Total Unassigned Fund Balance	<u>\$ 4,849,543</u>
Reserved Fund Balance -- Excess Surplus	<u>\$ 3,000,000</u>

Section 3

Excess Surplus -- Current Year	\$ 3,000,000
Reserved Fund Balance -- Excess Surplus Designated for Subsequent Expenditures	<u>3,000,000</u>
	<u>\$ 6,000,000</u>

Detail of Allowable Adjustments

Non Public Transportation	\$ 43,413
Extraordinary Aid	<u> </u>
Total Adjustments	<u>\$ 43,413</u>

Detail of Other Reserved Fund Balances

Maintenance Reserve	\$ 4,342,068
Capital Reserve	<u>2,096,179</u>
	<u>\$ 6,438,247</u>

HOWELL TOWNSHIP SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2017

	2018-2019 Application for State School Aid						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				from Workpapers		Registers on Roll		on Roll		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.	30		30					30		30						
Half Day Preschool 4 Yrs.	49		49					49		49						
Full Day Kindergarten	435		435					86		86						
One	512		512					102		102						
Two	508		508					109		109						
Three	492		492					86		86						
Four	573		573					119		119						
Five	569		569					103		103						
Six	559		559					324		324						
Seven	528		528					284		284						
Eight	575		575					310		310						
Nine																
Ten																
Eleven																
Twelve																
Subtotal	4830	0	4830	0	0	0	1602	0	1602	0	0	0	0	0	0	0
Special Ed. - Elementary	514		514				187		187			4	4			
Special Ed. - Middle School	417		417				217		217			14	14			
Special Ed. - High School																
Subtotal	931	0	931	0	0	0	404	0	404	0	0	18	18	0	0	0
Co. Voc. - Regular																
Co. Voc. - Ft. Post Sec.																
Totals	5761	0	5761	0	0	0	2006	0	2006	0	0	18	18	0	0	0
Percentage Error					0%	0%						0%	0%			0%

HOWELL TOWNSHIP SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2017

	<u>Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP 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>Reported on</u>	<u>Reported on</u>	<u>Errors</u>	<u>Sample</u>	<u>Verified to</u>	<u>Sample</u>
	<u>A.S.S.A. as</u>	<u>Workpapers</u>		<u>Selected from</u>	<u>Application</u>		<u>ASSA as</u>	<u>Workpapers</u>		<u>Selected from</u>	<u>Test Score</u>	
<u>Low Income</u>	<u>as Low Income</u>	<u>Workpapers</u>	<u>Workpapers</u>	<u>and Register</u>	<u>Income</u>	<u>as LEP Low</u>	<u>Income</u>	<u>Workpapers</u>	<u>and Register</u>	<u>Errors</u>	<u>Errors</u>	
Full Day Kindergarten	66	66		27	27		12	12		9	9	
One	76	76		18	18		17	17		13	13	
Two	95	95		21	21		20	20		15	15	
Three	80	80		24	24		11	11		8	8	
Four	97	97		22	22		14	14		7	7	
Five	96	96		14	14		3	3		3	3	
Six	98	98		20	20		6	6		4	4	
Seven	85	85		19	19		7	7		5	5	
Eight	58	58		15	15		3	3		1	1	
Subtotal	751	751	0	180	180	0	93	93	0	65	65	0
Special Ed. - Elementary	144	144		43	43		9	9		4	4	
Special Ed. - Middle School	119	119		31	31		3	3		1	1	
Subtotal	263	263	0	74	74	0	12	12	0	5	5	0
Totals	1014	1014	0	254	254	0	105	105	0	70	70	0
Percentage Error			0%			0%			0%			0%

	<u>Transportation</u>							<u>Reported</u>	<u>Recalculated</u>
	<u>Reported on</u>	<u>Reported on</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>			
<u>DRTRS by</u>	<u>DRTRS by</u>	<u>DOE/County</u>					<u>District</u>		
Reg. - Public Schools, col. 1	3,120	3,120		295	295		Reg. Avg. (Mileage) = Regular Including Grade PK Students (Part A)	4.2	4.2
Reg. Special Education, col. 4	474	474		197	197		Ref. Avg. (Mileage) - Regular Excluding Grade PK Students (Part B)	4.2	4.2
Transported - Non-Public, col. 3	94	94		75	75		Spec. Avg. = Special Ed. With Special Needs	5.3	5.3
Special Education Spec., col. 6	463	463		197	197				
Totals	4,151	4,151	0	764	764	0			
Percentage Error			0%			0%			

HOWELL TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2017

Sheet 3 of 3

	<u>Resident LEP Not Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as LEP Not Low Income</u>	<u>Reported on Workpapers as LEP Not Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Test Score and Register</u>	<u>Sample Errors</u>
Full Day Kindergarten	15	15		11	11	
One	14	14		13	13	
Two	10	10		6	6	
Three	7	7		4	4	
Four	1	1		1	1	
Five	2	2		1	1	
Six	2	2		2	2	
Seven						
Eight	2	2		1	1	
Subtotal	<u>53</u>	<u>53</u>	<u>0</u>	<u>39</u>	<u>39</u>	<u>0</u>
Special Ed. - Elementary	1	1		1	1	
Special Ed. - Middle School						
Subtotal	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>
Totals	<u>54</u>	<u>54</u>	<u>0</u>	<u>40</u>	<u>40</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

SCHEDULE OF MEAL COUNT ACTIVITY

HOWELL TOWNSHIP SCHOOL DISTRICT

FOOD SERVICE FUND

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

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

<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	190,304	72,559	72,559	-	\$ 0.360 *	-
	Reduced	17,470	6,231	6,231	-	2.885	-
	Free	90,677	33,842	33,842	-	3.285	-
Total Net Overclaim		<u>298,451</u>	<u>112,632</u>	<u>112,632</u>	<u>-</u>		<u>-</u>
Breakfast Program (Regular Rate)	Paid	9,526	3,761	3,761	-	\$ 0.300	-
	Reduced	2,328	839	839	-	1.450	-
	Free	20,067	6,899	6,899	-	1.750	-
Total Net Overclaim		<u>31,921</u>	<u>11,499</u>	<u>11,499</u>	<u>-</u>		<u>-</u>
Breakfast Program (Severe Needs)	Paid	4,997	1,525	1,525	-	\$ 0.300	-
	Reduced	792	154	154	-	1.790	-
	Free	11,387	3,758	3,758	-	2.090	-
Total Net Overclaim		<u>17,176</u>	<u>5,437</u>	<u>5,437</u>	<u>-</u>		<u>-</u>

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

HOWELL TOWNSHIP SCHOOL DISTRICTNET CASH RESOURCE SCHEDULENET CASH RESOURCES DID NOT EXCEED 3 MONTHS OF EXPENDITURESPROPRIETARY FUNDS - FOOD SERVICEFOR THE FISCAL YEAR ENDED JUNE 30, 2018

<u>Net Cash Resources:</u>		<u>Food Service</u> <u>G - 1/2</u>
CAFR	Current Assets	
G-1	Cash & Cash Equivalents	\$ 126,524
G-1	Accounts Receivables	52,377
	Current Liabilities	
G-1	Less Accounts Payable	<u>(412,901)</u>
	Net Cash Resources	<u>\$ (234,000) (A)</u>
 <u>Net Adjustment Total Operating Expense:</u>		
G-2	Total Operating Expenses	1,585,536
G-2	Less Depreciation	<u>(17,454)</u>
	Adjusted Total Operating Expenses	<u>1,568,082 (B)</u>
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u>\$ 156,808 (C)</u>
 <u>Three Times Monthly Average</u>		
	3 X C	<u>\$ 470,425</u>
Total in (A)		\$ (234,000)
Less Total in (D)		<u>(470,425)</u>
Net		<u>\$ (704,425)</u>

TOWNSHIP OF HOWELL 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
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 recommendations.