

Lawrence Township Board of Education

Auditor's Management Report

County of Mercer

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

1.

CERTIFIED PUBLIC ACCOUNTANTS

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REPORT OF INDEPENDENT AUDITORS

Honorable President and Members
of the Board of Education
Lawrence Township School District
County of Mercer, 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 Lawrence Township School District in the County of Mercer, for the year ended June 30, 2018, and have issued our report thereon dated November 19, 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 Lawrence 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 19, 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 (N.J.S.A. 18A:17-26.18A:17-32)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Thomas Eldridge	Board Secretary/School Business Administrator	\$ 375,000
Peter Kiriakatis	Treasurer	375,000

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The 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.

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% 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

The Treasurer's records were in agreement with the records of the Board Secretary.

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 projects under Title I, Title IIA, Title III and Title III Immigrant of the E.S.E.A.

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. 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 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.

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

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

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

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

The law regulating bidding for public school student transportation contracts under N.J.S.A. is \$19,000 for 2017-2018.

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

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

School Food Service Fund

The school food service 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, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

The food services for 2017-18 were awarded to Maschios Food Services Inc. on their proposal of a guaranteed return of \$105,000 to the district, which has been met. This amount returned was used for payroll purposes. All vendor discounts, rebates and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

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. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement vouchers were timely filed, and meals claimed agreed with meal count records.

Prior to submitting reimbursement vouchers to the U.S. Department of Agriculture; the meals claimed were verified to the meal count activity records.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, 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 were 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. Maschios Food Services Inc.'s inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursement records reflected expenditures for program related goods and services. Districts with food service management companies are 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.

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

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

Student Activity Accounts/Board Accounts

Overall, our review of the student activity funds found all records to be in good order.

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.

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's procedures related to its completion.

Follow-up on Prior Years' Findings

There were no prior year audit 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.

2% Calculation of Excess Surplus

2017-18 Total General Fund Expenditures Per the CAFR	\$ 78,450,992
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>(9,049,273)</u>
Adjusted 2017-18 General Fund Expenditures	<u>\$ 69,401,719</u>
2% of Adjusted 2017-18 General Fund Expenditures	\$ 1,388,034
Increased by: Allowable Adjustment	<u>467,666</u>
Maximum Unassigned Fund Balance	<u>\$ 1,855,700</u>

Section 2

Total General Fund – Fund Balance @ 6-30-18	\$ 7,292,990
Decreased by:	
Reserved for Encumbrances	(1,809,519)
Designated for Subsequent Year's Expenditures	(1,070,000)
Designated for Subsequent Year's Expenditures – Capital Reserve	(400,000)
Other Reserves	<u>(2,100,909)</u>
Total Unassigned Fund Balance	<u>\$ 1,912,562</u>
Current Year Excess Surplus	<u>\$ 0</u>

Section 3

Excess Surplus – Current Year	\$ 56,862
Designated for Subsequent Years Expenditures – Excess Surplus	<u>0</u>
	<u>\$ 56,862</u>

Detail of Allowable Adjustments

Extraordinary Aid	\$ 385,181
Non-Public Transportation Aid	<u>82,485</u>
	<u>\$ 467,666</u>

Detail of Other Restricted Fund Balance

Maintenance Reserve	\$ 448,046
Emergency Reserve	200,000
Capital Reserve	<u>1,452,863</u>
Total Other Restricted Fund Balance	<u>\$ 2,100,909</u>

LAWRENCE SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

Sheet 1 of 3

ENROLLMENT AS OF OCTOBER 15, 2017

	2018-19 Application for State School Aid						Sample for Verification						Private Schools for Handicapped			
	Reported On		Reported on		Errors		Sample Selected		Verified Per		Errors Per Registers		Reported On	Sample for	Sample	Sample
	A.S.S.A. on Roll	Workpapers on Roll	Full	Shared	Full	Shared	from Workpapers	Registers on Roll	Full	Shared	Full	Shared	Private Schools	Verification	Verified	Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Preschool - 3 years	11		11				10		10							
Full Day Preschool - 4 years	36		36				10		10							
Full Day Kindergarten	252		252				68		68							
One	278		278				78		78							
Two	243		243				57		57							
Three	237		237				41		41							
Four	243		243				243		243							
Five	267		267				267		267							
Six	250		250				250		250							
Seven	251		251				251		251							
Eight	270		270				270		270							
Nine	259		259				259		259							
Ten	246	2	246	2			246	2	246	2						
Eleven	207	7	207	7			207	7	207	7						
Twelve	245	6	245	6			245	6	245	6						
Subtotal	3295	15	3295	15	-	-	2502	15	2502	15	-	-	-	-	-	-
Special Ed. - Elementary	236		236				135		135				9	9	9	
Special Ed. - Middle School	119		119				119		119				4	4	4	
Special Ed. - High School	165	20	165	20			165	20	165	20			18.5	18.5	18.5	
Subtotal	520	20	520	20	-	-	419	20	419	20	-	-	31.5	31.5	31.5	-
Co. Voc. - Regular																
Co. Voc. - Ft. Post Sec.																
Totals	3815	35	3815	35	-	-	2921	35	2921	35	-	-	31.5	31.5	31.5	-
Percentage Error					0%	0%					0%	0%				0%

LAWRENCE SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2017

	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
Full Day Kindergarten	48	48		16	16		4	4		4	4	
One	56	56		22	22		10	10		10	10	
Two	53	53		20	20		3	3		2	2	
Three	52	52		17	17		6	6		5	5	
Four	59	59		14	14		3	3		2	2	
Five	60	60		10	10		1	1		1	1	
Six	55	55		11	11							
Seven	61	61		18	18		4	4		2	2	
Eight	58	58		15	15		2	2		2	2	
Nine	56	56		9	9		4	4		3	3	
Ten	37.5	37.5		12	12		2	2		1	1	
Eleven	37.5	37.5		15	15		4	4		1	1	
Twelve	40	40		8	8							
Subtotal	673	673	-	187	187	-	43	43	-	33	33	-
Special Ed. - Elementary	70	70		22	22							
Special Ed. - Middle School	39	39		13	13							
Special Ed. - High School	51.5	51.5		10	10							
Subtotal	160.5	160.5	-	45	45	-	-	-	-	-	-	-
Totals	833.5	833.5	-	232	232	-	43	43	-	33	33	-
Percentage Error			0.0%			0.0%			0.0%			0.0%

TRANSPORTATION

	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors		Reported	Recalculated
Reg. - Public Schools	1,524	1,524		272	272		Avg. Mileage - Regular Including Grade PK Students	4.3	4.3
Transported - Non-Public	221	221		140	140		Avg. Mileage - Regular Excluding Grade PK Students	4.3	4.3
Special Education - Regular	157	157		101	101		Avg. Mileage - Special Ed. With Special Needs	4.4	4.4
Special Educ. - Special Needs	243.5	243.5		120	120				
Totals	2,145.5	2,146	-	633	633	-			
Percentage Error			0%			0%			

LAWRENCE 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 A.S.S.A. 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	13	13		13	13	
One	15	15		9	9	
Two	10	10		7	7	
Three	5	5		4	4	
Four	1	1		1	1	
Five	5	5		3	3	
Six	1	1		1	1	
Seven	2	2		2	2	
Eight	5	5		3	3	
Nine	5	5		1	1	
Ten	1	1		1	1	
Eleven	3	3		1	1	
Twelve	1	1		1	1	
Subtotal	<u>67</u>	<u>67</u>	<u>-</u>	<u>47</u>	<u>47</u>	<u>-</u>
Special Ed. - Elementary						
Special Ed. - Middle School						
Special Ed.- High School						
Subtotal	<u>0</u>	<u>0</u>	<u>-</u>	<u>0</u>	<u>0</u>	<u>-</u>
County Vocational - Regular						
Totals	<u>67</u>	<u>67</u>	<u>-</u>	<u>47</u>	<u>47</u>	<u>-</u>
Percentage Error			<u>0.0%</u>			<u>0.0%</u>

SCHEDULE OF MEAL COUNT ACTIVITY

LAWRENCE 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	179,507	74,292	74,292	-	\$ 0.36	-
	Reduced	29,522	12,606	12,606	-	2.885	-
	Free	<u>85,733</u>	<u>36,131</u>	<u>36,131</u>	<u>-</u>	3.285	<u>-</u>
Total Net Overclaim		<u>294,762</u>	<u>123,029</u>	<u>123,029</u>	<u>-</u>		<u>-</u>
School Breakfast Program (Regular Rate)	Paid	544	268	268	-	\$ 0.30	-
	Reduced	136	81	81	-	1.45	-
	Free	<u>1,219</u>	<u>680</u>	<u>680</u>	<u>-</u>	1.50	<u>-</u>
Total Net Overclaim		<u>1,899</u>	<u>1,029</u>	<u>1,029</u>	<u>-</u>		<u>-</u>
School Breakfast Program (Severe Needs Rate)	Paid	5,172	2,218	2,218	-	\$ 0.30	-
	Reduced	2,299	1,129	1,129	-	1.79	-
	Free	<u>15,129</u>	<u>6,547</u>	<u>6,547</u>	<u>-</u>	2.09	<u>-</u>
Total Net Overclaim		<u>22,600</u>	<u>9,894</u>	<u>9,894</u>	<u>-</u>		<u>-</u>

* = For HHFKA Lunches - \$.06

LAWRENCE TOWNSHIP SCHOOL DISTRICT**NET CASH RESOURCE SCHEDULE****NET CASH RESOURCES DID NOT EXCEED 3 MONTHS OF EXPENDITURES****PROPRIETARY FUNDS - FOOD SERVICE****FOR 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	\$ 131,987
G-1	Accounts Receivables	135,839
	Current Liabilities	
G-1	Less Accounts Payable	<u>(218,686)</u>
	Net Cash Resources	<u>\$ 49,140 (A)</u>
 <u>Net Adjustment Total Operating Expense:</u>		
G-2	Total Operating Expenses	1,475,676
G-2	Less Depreciation	<u>-</u>
	Adjusted Total Operating Expenses	<u>1,475,676 (B)</u>
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u>\$ 147,568 (C)</u>
 <u>Three Times Monthly Average</u>		
	3 X C	<u>\$ 442,703</u>
Total in (A)		\$ 49,140
Less Total in (D)		<u>(442,703)</u>
Net		<u>\$ (393,563)</u>

LAWRENCE 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
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.