

Auditor's Management Report

for the

*Union County Vocational -
Technical Schools*

in the

*County of Union
New Jersey*

for the

*Fiscal Year Ended
June 30, 2018*

**AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE
FINDINGS-FINANCIAL AND COMPLIANCE**

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CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members
of the Board of Education
Union County Vocational-Technical Schools
County of Union
Scotch Plains, New Jersey 07076

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Union County Vocational-Technical Schools in the County of Union, New Jersey, and have issued our report dated February 11, 2019

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information of the Union County Vocational-Technical Schools, County of Union, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.


CERTIFIED PUBLIC ACCOUNTANTS


PUBLIC SCHOOL ACCOUNTANT NO. 962

February 11, 2019

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

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Union County Vocational-Technical Schools - Board of Education, the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Insurance coverage was carried in the amounts as detailed in the District's CAFR. (See Exhibit J-20)

Official Bonds

| <u>NAME</u> | <u>POSITION</u> | <u>AMOUNT OF BOND</u> |
|----------------|------------------------------------|-----------------------|
| Joanne Wilson | Treasurer of School Monies | \$250,000.00 |
| Janet Behrmann | Business Administrator | \$250,000.00 |
| All Employees | All Employee Blanket Position Bond | \$250,000.00 |

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

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Accounts

The net salaries of all employees of the Board were deposited in the Net Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium Amounts withheld due to the general fund.

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

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

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2018 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following items.

2018-01 Finding: We noted that the Commission for the Blind state aid deduction was not recorded as a revenue and expense on the Districts accounting records. The Financial Statements were adjusted to properly reflect the revenues and expenses related to the state aid deduction.

2018-01 Recommendation: That the District record all state aid deductions on its accounting records.

Treasurer's Records

The records maintained by the Treasurer of School Monies were in satisfactory condition and were in agreement with the records maintained by the Board Secretary/Business Administrator.

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

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

Other Special Federal and/or State Projects

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

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

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

T.P.A.F. Reimbursement

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

The amount of the expenditure charged to the current year's Final Report for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

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

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A.18A:18A-3 states "a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$29,000.00, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefor, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L. 1971 c. 198 (C.40A:11-9) the board of education may establish that the bid threshold may be up to \$40,000.00. Such authorization may be granted for each contract for by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Commencing in the fifth year after the year in which P.L. 1999 c. 440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2 and shall round the adjustment to the nearest \$1,000.00. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of every year in which it is made. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

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

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefor, except as is provided otherwise in this chapter or specifically by any other law.

The board of education may, by resolution approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2015, the bid threshold in accordance with N.J.S.A. 40A:11-4 is \$17,500.00 or up to \$40,000.00 if the entity has a Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$19,000.00.

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

SCHOOL PURCHASING PROGRAMS (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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.

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

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

The system of records did not provide for an accumulation of purchases for which the School Board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 124, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

School Food Service

The financial transactions and statistical records of the School Food Services were reviewed. The financial accounts, meal count records, and eligibility applications were reviewed on a test-check basis.

Cash Receipts and bank records were reviewed for timely deposit.

The District utilizes Maschio's Food Service Management Inc. as their food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$39,901.00. The operating results provision has been met. 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.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and the supplies used.

The cash disbursements 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 fund.

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

School Food Service (Continued)

Net cash resources did not exceed three months average expenditures.

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

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted and certified in a timely manner.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to 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 and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claims requirements. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program Commodities were received and an inventory was maintained on a first-in, first-out basis. No exceptions were noted

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

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

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

Student Body Activities

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

Pupil Transportation

Our procedures included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

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

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2017 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, and low-income. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

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

Miscellaneous

Testing for Lead of Drinking Water in Educational Facilities

The school district adhered to the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

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's Findings

Not Applicable

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

Recommendations

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2018-01: That the District record all state aid deductions on its accounting records.

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's Findings/Recommendations

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

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
SCHEDULE OF MEAL COUNT ACTIVITY
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

| <u>PROGRAM</u> | <u>MEAL</u> <u>CATEGORY</u> | <u>MEALS</u> <u>CLAIMED</u> | <u>MEALS</u> <u>TESTED</u> | <u>MEALS</u> <u>VERIFIED</u> | <u>DIFFERENCE</u> | <u>RATE</u> | <u>(OVER)</u> <u>UNDER</u> <u>CLAIM</u> |
|---|--------------------------------|--------------------------------|-------------------------------|---------------------------------|-------------------|-------------|---|
| National School Lunch (Regular Rate) | Paid | 45,314 | 45,314 | 45,314 | - | \$0.31 | - |
| | Reduced | 4,790 | 4,790 | 4,790 | - | \$2.83 | - |
| | Free | 15,806 | 15,806 | 15,806 | - | \$3.23 | - |
| | TOTAL | 65,910 | 65,910 | 65,910 | | | - |
| National School Lunch | HHFKA - PB Lunch | 65,910 | 65,910 | 65,910 | - | \$0.06 | - |
| National School Breakfast (Regular Rate) | Paid | 1,214 | 1,214 | 1,214 | - | \$0.30 | - |
| | Reduced | 454 | 454 | 454 | - | \$1.45 | - |
| | Free | 3,499 | 3,499 | 3,499 | - | \$1.75 | - |
| | TOTAL | 5,167 | 5,167 | 5,167 | | | - |
| Total Net Overclaim | | | | | | | - |

**UNION COUNTY VOCATIONAL TECHNICAL SCHOOLS
SCHEDULE OF NET CASH RESOURCES
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30,2018**

Net Cash Resources:

| | | | |
|-------------|---|----------------------------|------------------------------------|
| CAFR | * | Current Assets | |
| B-4 | | Cash & Cash Equiv. | 154,505.31 |
| B-4 | | Due from Other Gov'ts | 7,387.21 |
| CAFR | | Current Liabilities | |
| B-4 | | Less Accounts Payable | (13,287.90) |
| B-4 | | Less Due to Other Funds | (56,886.70) |
| B-4 | | Less Unearned Revenue | <u>(8,018.51)</u> |
| | | Net Cash Resources | <u><u>83,699.41</u></u> (A) |

Net Adj. Total Operating Expense:

| | | |
|-----|---------------------------|-------------------------------------|
| B-5 | Total Operating Exp. | 358,968.71 |
| B-5 | Less Depreciation | <u>-</u> |
| | Adj. Total Operating Exp. | <u><u>358,968.71</u></u> (B) |

Average Monthly Operating Expense:

| | |
|--------|------------------------------------|
| B / 10 | <u><u>35,896.87</u></u> (C) |
|--------|------------------------------------|

Three times monthly Average:

| | |
|-------|-------------------------------------|
| 3 X C | <u><u>107,690.61</u></u> (D) |
|-------|-------------------------------------|

| | |
|---------------------|----------------------------------|
| TOTAL IN BOX A | <u>83,699.41</u> |
| LESS TOTAL IN BOX D | <u>(107,690.61)</u> |
| NET | <u><u>(23,991.20)</u></u> |

**A is greater than D, cash exceeds 3 X average monthly operating expenses.
D is greater than A, cash does not exceed 3 X average monthly operating expenses.**

* Inventories are not to be included in total current assets.

UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF October 15, 2017

| | 2018-19 Application for State School Aid (10/15/17 data) | | | | | | Sample for Verification | | | | | | Private School for Disabled | | | |
|--------------------------------|--|--------|--------------------------------|--------|--------|--------|---------------------------------|--------|--------------------------------|--------|------------------------------|--------|---------------------------------------|--------|-----------------|---------------|
| | Reported as on Roll | | Reported on Workpapers on Roll | | Errors | | Sample Selected from Workpapers | | Verified per Registers on Roll | | Errors per Registers on Roll | | Reported on A.S.A. as Private Schools | | Sample Verified | Sample Errors |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Sample | Errors |
| Half Day Preschool 3 years old | | | | | | | | | | | | | | | | |
| Half Day Preschool 4 years old | | | | | | | | | | | | | | | | |
| Full Day Preschool 4 years old | | | | | | | | | | | | | | | | |
| Half Day Kindergarten | | | | | | | | | | | | | | | | |
| Full Day Kindergarten | | | | | | | | | | | | | | | | |
| One | | | | | | | | | | | | | | | | |
| Two | | | | | | | | | | | | | | | | |
| Three | | | | | | | | | | | | | | | | |
| Four | | | | | | | | | | | | | | | | |
| Five | | | | | | | | | | | | | | | | |
| Six | | | | | | | | | | | | | | | | |
| Seven | | | | | | | | | | | | | | | | |
| Eight | | | | | | | | | | | | | | | | |
| Nine | | | | | | | | | | | | | | | | |
| Ten | | | | | | | | | | | | | | | | |
| Eleven | | | | | | | | | | | | | | | | |
| Twelve | | | | | | | | | | | | | | | | |
| Post-Graduate | | | | | | | | | | | | | | | | |
| Adult H.S. (15+ CR.) | 2 | | | | | | | | | | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | | | | | | | | | | | |
| Subtotal | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sp. Ed - Elementary | | | | | | | | | | | | | | | | |
| Sp. Ed - Middle School | | | | | | | | | | | | | | | | |
| Sp. Ed - High School | 25 | 258 | 25 | 258 | | | 16 | 130 | 16 | 130 | | | | | | |
| Sp. Ed -ALT VOC High School | 13 | | 13 | | | | 8 | | 8 | | | | | | | |
| Subtotal | 38 | 258 | 25 | 258 | | | 16 | 130 | 16 | 130 | | | | | | |
| Co. Voc. - Regular | 1,567 | | 1,567 | | | | 216 | 63 | 216 | 63 | | | | | | |
| Co. Voc. Ft. Post Sec. | | | | | | | | | | | | | | | | |
| Totals | 1,607 | 526 | 1,594 | 526 | | | 232 | 193 | 232 | 193 | | | | | | |
| Percentage Error | | | | | | | 0.00% | 0.00% | 0.00% | 0.00% | | | | | | 0.00% |

UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF October 15, 2017

| | Resident Low Income | | | Resident ELL Low Income | | | Sample for Verification | | | Sample for Verification | | |
|--------------------------------|------------------------------------|--------------------------------------|--------|--|--|--------|---------------------------------|--------------------------------------|---------------------------------|-------------------------------------|---------------|---------------|
| | Reported on A.S.S.A. as Low Income | Reported on Workpapers as Low Income | Errors | Reported on A.S.S.A. as LEP low Income | Reported on Workpapers as LEP low Income | Errors | Sample Selected from Workpapers | Verified to Application and Register | Sample Selected from Workpapers | Verified to Test Score and Register | Sample Errors | Sample Errors |
| Half Day Preschool 3 years old | | | 0 | | | 0 | | | | | 0 | 0 |
| Half Day Preschool 4 years old | | | 0 | | | 0 | | | | | 0 | 0 |
| Half Day Kindergarten | | | 0 | | | 0 | | | | | 0 | 0 |
| Full Day Kindergarten | | | 0 | | | 0 | | | | | 0 | 0 |
| One | | | 0 | | | 0 | | | | | 0 | 0 |
| Two | | | 0 | | | 0 | | | | | 0 | 0 |
| Three | | | 0 | | | 0 | | | | | 0 | 0 |
| Four | | | 0 | | | 0 | | | | | 0 | 0 |
| Five | | | 0 | | | 0 | | | | | 0 | 0 |
| Six | | | 0 | | | 0 | | | | | 0 | 0 |
| Seven | | | 0 | | | 0 | | | | | 0 | 0 |
| Eight | | | 0 | | | 0 | | | | | 0 | 0 |
| Nine | | | 0 | | | 0 | | | | | 0 | 0 |
| Ten | | | 0 | | | 0 | | | | | 0 | 0 |
| Eleven | | | 0 | | | 0 | | | | | 0 | 0 |
| Twelve | | | 0 | | | 0 | | | | | 0 | 0 |
| Post-Graduate | | | 0 | | | 0 | | | | | 0 | 0 |
| Adult H.S. (15+CR.) | | | 0 | | | 0 | | | | | 0 | 0 |
| Adult H.S. (1-14 CR.) | | | 0 | | | 0 | | | | | 0 | 0 |
| County Vocational - Regular | 223.5 | 223.5 | 0.0 | 0.5 | 0.5 | 0.0 | 114 | 114 | | | 0 | 0 |
| Subtotal | 223.5 | 223.5 | 0.0 | 0.5 | 0.5 | 0.0 | 114 | 114 | 0 | 0 | 0 | 0 |
| Sp. Ed - Elementary | | | 0 | | | 0 | | | | | 0 | 0 |
| Sp. Ed - Middle School | | | 0 | | | 0 | | | | | 0 | 0 |
| Sp. Ed - High School | 54.5 | 54.5 | 0.0 | | | 0.0 | 31 | 31 | | | 0 | 0.0 |
| Sp. Ed - ALT VOC High School | | | 0.0 | | | 0.0 | | | | | 0 | 0.0 |
| Subtotal | 54.5 | 54.5 | 0.0 | | | 0.0 | 31 | 31 | | | 0 | 0.0 |
| Totals | 278 | 278 | 0.0 | 0.5 | 0.5 | 0.0 | 145 | 145 | 0 | 0 | 0 | 0.0 |
| Percentage Error | | | 0.00% | | | 0.00% | | | | | | 0.00% |
| Transportation | | | | | | | | | | | | |
| | Reported on DRTS by DOE/county | Reported on DRTS by District | Errors | Tested | Verified | Errors | | | | | | |
| Reg. - Public Students, col. 1 | N/A | N/A | 0 | N/A | N/A | 0 | | | | | | |
| Reg. - Sp. Ed., col. 4 | N/A | N/A | 0 | N/A | N/A | 0 | | | | | | |
| Transported Non-Public, col. 2 | N/A | N/A | 0 | N/A | N/A | 0 | | | | | | |
| Special Needs, col. 13 | N/A | N/A | 0 | N/A | N/A | 0 | | | | | | |
| Totals | - | - | - | - | - | - | | | | | | |
| Percentage Error | | | 0.00% | | | 0.00% | | | | | | |

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

**UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2017**

| | Resident ELL NOT Low Income | | | Sample for Verification | | |
|-------------------------|--------------------------------------|--|--------|---------------------------------|--------------------------------------|---------------|
| | Reported on A.S.A. as NOT Low Income | Reported on Workpapers as NOT Low Income | Errors | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors |
| Half Day Preschool | | | 0 | | | 0 |
| Full Day Preschool | | | 0 | | | 0 |
| Half Day Kindergarten | | | 0 | | | 0 |
| Full Day Kindergarten | | | 0 | | | 0 |
| One | | | 0 | | | 0 |
| Two | | | 0 | | | 0 |
| Three | | | 0 | | | 0 |
| Four | | | 0 | | | 0 |
| Five | | | 0 | | | 0 |
| Six | | | 0 | | | 0 |
| Seven | | | 0 | | | 0 |
| Eight | | | 0 | | | 0 |
| Nine | | | 0 | | | 0 |
| Ten | | | 0 | | | 0 |
| Eleven | | | 0 | | | 0 |
| Twelve | | | 0 | | | 0 |
| Post-Graduate | | | 0 | | | 0 |
| Adult H.S. (15+CR.) | | | 0 | | | 0 |
| Adult H.S. (1-14 CR.) | | | 0 | | | 0 |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Ed - Elementary | | | 0 | | | 0 |
| Special Ed - Middle | | | 0 | | | 0 |
| Special Ed - High | | | 0 | | | 0 |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 |
| Co. Voc. - Regular | | | 0.0 | | | |
| Co. Voc. Ft. Post Sec. | | | | | | |
| Totals | 0.0 | 0 | 0.0 | 0.0 | 0 | 0 |
| Percentage Error | | | 0.00% | | | 0.00% |

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

SCHEDULE OF CALCULATION OF EXCESS SURPLUS

FOR THE FISCAL YEAR ENDED JUNE 30, 2018

Section 1- 6% Calculation of Excess Surplus

| | | |
|--|-------------------|-------------------------|
| 2017-18 General Fund Expenditures per the CAFR (Exhibit C-1) | | \$ 26,347,078.20 |
| Decreased by: | | |
| On-Behalf TPAF Pension and Social Security | \$ 3,439,664.68 | |
| Assets Acquired Under Capital Leases | <u>409,993.00</u> | |
| | | 3,849,657.68 |
| Adjusted 2017-18 General Fund Expenditures | | <u>\$ 22,497,420.52</u> |
| 6% of Adjusted 2017-18 General Fund Expenditures | | <u>\$ 1,349,845.23</u> |
| Greater of 6% or \$250,000 | \$ 1,349,845.23 | |
| Maximum Unreserved/Undesignated Fund Balance | | <u>\$ 1,349,845.23</u> |

Section 2

| | | |
|--|---------------------|------------------------|
| Total General Fund Balances at June 30, 2018 (Exhibit C-1) | | \$ 4,110,392.11 |
| Decreased by: | | |
| Year End Encumbrances | \$ 521,269.14 | |
| Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures | 477,780.23 | |
| Other Restricted Fund Balances | <u>1,601,337.03</u> | |
| | | 2,600,386.40 |
| Total Unassigned Fund Balance | | <u>\$ 1,510,005.71</u> |

Section 3

| | | |
|--|--|----------------------|
| Restricted Fund Balance - Excess Surplus | | \$ <u>160,160.48</u> |
|--|--|----------------------|

Recapitulation of Excess Surplus at June 30, 2018

| | | |
|--|--|----------------------|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures | | \$ 477,780.23 |
| Reserved Excess Surplus | | <u>160,160.48</u> |
| Total | | <u>\$ 637,940.71</u> |

Detail of Other Restricted Fund Balance:

| | | |
|-----------------|--|------------------------|
| Capital Reserve | | \$ <u>1,601,337.03</u> |
| | | <u>\$ 1,601,337.03</u> |

