# BOARD OF EDUCATION OF THE GALLOWAY SCHOOL DISTRICT COUNTY OF ATLANTIC

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

> FOR THE FISCAL YEAR ENDED JUNE 30, 2019



Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance

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

The Honorable President an Members of the Board of Education Galloway Township School District County of Atlantic, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Township of Galloway School District, in the County of Atlantic, State of New Jersey, as of and for the fiscal year ended June 30, 2019, which were separately issued in the Comprehensive Annual Financial Report dated December 9, 2019.

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

This report is issued in conjunction with the Comprehensive Annual Financial Report of the Board of Education of the Township of Galloway School District, for the fiscal year ended June 30, 2019, and is intended for the information of the School District's management and the New Jersey Department of Education, Department of Education, State of New Jersey. However, this report is a matter of public record and its distribution is not limited.

R Respectfully submitted,

Bournan & Company LLP

BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

Daniel M DiBangi

Daniel M. DiGangi Certified Public Accountant Public School Accountant No. CS 002376

Voorhees, New Jersey December 9, 2019

#### ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

#### SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator and the Accountant, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

#### ADMINISTRATIVE PRACTICES AND PROCEDURES

#### **Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule, contained in the School District's Comprehensive Annual Financial Report ("CAFR").

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Joy Nixon	Board Secretary / School	¢ 007.000.00
	Business Administrator	\$ 297,000.00

Additionally, the School District is covered by employee dishonesty coverage in the amount of \$500,000.00 with a \$500.00 deductible.

#### Tuition Charges

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

#### FINANCIAL PLANNING, ACCOUNTING, AND REPORTING

#### **Examination of Claims**

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

#### Payroll Account

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

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

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the General Fund.

Sampled payrolls were delivered to the Board Secretary who then deposited warrants in separate bank accounts for net payroll and withholdings.

## FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

#### **Employee Position Control Roster**

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county submission with the 2018-2019 budget review checklist.

#### **Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

## <u>Travel</u>

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

#### **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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

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

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

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

The E.S.S.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, II, III and IV of the Every Student Succeeds Act.

The audit of compliance for E.S.S.A. did not indicate any reportable noncompliance.

#### Other Special Federal and / or State Projects

The School District's other special projects were approved as listed on exhibits K-3 and K-4 located in the CAFR.

Our audit of the federal and state funds on a sample 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 other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

#### **TPAF Reimbursement**

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

## FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

#### 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 to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the School District for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

## SCHOOL PURCHASING PROGRAMS

#### **Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website: https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html

Current statute is posted on the New Jersey Legislature website at: http://www.njleg.state.nj.us/

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000.00 (with a Qualified Purchasing Agent) and \$29,000.00 (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 \$19,000.00 for 2018-19.

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

Based on the results of our audit, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

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

#### SCHOOL FOOD SERVICE

The school food service program was not selected as a major federal and / or State program. However, the program expenditures exceeded \$100,000.00 in federal and / or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The statement of revenues, expenses, and changes in fund net position (CAFR exhibit B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Net cash resources did not exceed three months average expenditures.

#### STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

## APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample of information reported in the October 15, 2018 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the schedule of audited enrollments.

The School District maintained workpapers on the prescribed State forms or their equivalent.

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

## PUPIL TRANSPORTATION

Our audit procedures included a sample of on-roll status reported in the 2018-2019 District Report of Transported Resident Students (DRTRS). The information that was reported 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 sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

#### FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

#### MISCELLANEOUS

#### **Continuing Disclosure Agreements**

The School District complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.

#### Testing for Lead of All Drinking Water in Education Facilities

The School District complied with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

#### FOLLOW-UP ON PRIOR YEAR'S FINDINGS

There were no audit findings for the fiscal year ended June 30, 2018.

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2019.

## ACKNOWLEDGMENT

We received the complete cooperation of all of the officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

Daniel M D'Bangi

Daniel M. DiGangi Public School Accountant No. CS 002376

Application for State School Aid Summary

Schedule of Audited Enrollments Enrollment as of October 15, 2018

			Application for State School Aid				Sample for Verification							or the Disable	Private Schools for the Disabled			
	Report A.S. On I	S.A. Roll	Work On	ted on papers Roll		rors	Selecte Workp	papers	Reg On	ed per isters Roll	Regi On	rs per isters Roll	Reported on A.S.S.A. as Private	Sample for Verifi-	Sample	Sample		
	<u>Full</u>	Shared	<u>Full</u>	Shared	<u>Full</u>	Shared	<u>Full</u>	<u>Shared</u>	<u>Full</u>	Shared	<u>Full</u>	Shared	<u>Schools</u>	<u>cation</u>	Verified	Errors		
Half Day Preschool Full Day Preschool Half Day Kindergarten	62		62				38		38									
Full Day Kindergarten	279		279				84		84									
One	281		281				54		54									
Two	306		306				80		80									
Three	251		251				68		68									
Four	321		321				96		96									
Five	294		294				63		63									
Six	301		301				73		73									
Seven	308		308				308		308									
Eight	313		313				313		313									
Nine																		
Ten																		
Eleven																		
Twelve																		
Post-Graduate																		
Adult H.S. (15+CR.)																		
Adult H.S. (1-14CR.)								<u> </u>										
Subtotal	2,716		2,716		-		1,177		1,177					-				
On a sick Education Elementary	205		005				10		10									
Special Education-Elementary Special Education-Middle School	385 209		385 209				16 4		16 4				4 9	4 9	4 9			
	209		209				4		4				9	9	9			
Special Education-High School		•		<u> </u>		<u> </u>				<u> </u>								
Subtotal	594	-	594	-	-	-	20	-	20		-	-	13	13	13			
Gubiotal			004		_				20					10				
Co. Voc Regular Co. Voc. Ft. Post Sec.																		
Subtotal			-		-													
Totals	3,310		3,310		-		1,197		1,197				13	13	13			

Application for State School Aid Summary Schedule of Audited Enrollments

Enrollment as of October 15, 2018

	Re	esident Low Income	1	San	nple for Verificatio	n	Resi	dent LEP Low Incon	ne	Sample for Verification			
	Reported on A.S.S.A. as Low <u>Income</u>	Reported on Workpapers as Low <u>Income</u>	Errors	Sample Selected from <u>Workpapers</u>	Verified to Application and Register	Sample <u>Errors</u>	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low <u>Income</u>	Errors	Sample Selected from <u>Workpapers</u>	Verified to Application, Test Score <u>and Register</u>	Sample <u>Errors</u>	
Half Day Preschool		00		05	05								
Full Day Preschool	60	60		25	25								
Half Day Kindergarten Full Day Kindergarten	1 144	1 144		45	45		15	15		11	11		
One	162	162		45 31	45 30		18	18		15	15		
Two	153	153		37	37		13	13		13	13		
Three	140	140		40	40		18	18		11	11		
Four	164	164		44	44		6	6		4	4		
Five	141	141		31	32		5	5		4	4		
Six	144	144		10	10		3	3		3	3		
Seven	136	136		10	10		3	3		3	3		
Eight	164	164		20	20		3	3		3	3		
Nine Ten Eleven Twelve Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14CR.)													
Subtotal	1,409	1,409		293	293			84		66	66		
Special Education-Elementary Special Education-Middle School Special Education-High School	245 121	245 121		45 17	45 17		8 4	8 4					
Subtotal	366	366		62	62		12	12					
Co. Voc Regular Co. Voc. Ft. Post Sec.													
Subtotal	-		-			-	-						
Totals	1,775	1,775		355	355		96	96		66	66		
Percentage Error													
			Transp	ortation									
	Reported on DRTRS by DOE/County	Reported on DRTRS by <u>District</u>	Errors	Tested	<u>Verified</u>	Errors					Reported	Re- <u>Calculated</u>	
Reg Public Schools, Col. 1	1,801	1,801		212	212		Red Ava (Miles	age) = Regular Inclu	ding Grada D	( etudente (Port A)	4.1	4.1	
Reg SpEd, Col. 4	252	252		212	212			age) = Regular Inclu age) = Regular Exclu			4.1	4.1	
Transported - Non-Public, Col. 3	162	162		18	18			age) = Special Ed.			4.1	4.1	
Special Needs, Col. 6	232	232		26	26			5-7 - poolai <b>Ed</b> i					
Totals	2,447	2,447		285	285								
Percentage Error	2,447	2,447	<u> </u>	200	200		:						
Ferdenlage Endi			-			-	:						

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Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2018

		ent LEP NOT Low Income	Sample for Verification			
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from <u>Workpapers</u>	Verified to Test Score <u>and Register</u>	Sample <u>Errors</u>
alf Day Preschool					-	
ull Day Preschool						
alf Day Kindergarten III Day Kindergarten	4	4				
	4 3	3		3	3	
/0	7	5		5	5 7	
ree	3	3		1	1	
ur						
/e						
X	3	3		2	2	
ven ght	2	2		2	2	
ne						
n						
even						
elve						
st-Graduate						
ult H.S. (15+CR.)						
ult H.S. (1-14CR.)						
btotal	22	22	-	15	15	
ecial Education-Elementary	1	1				
ecial Education-Middle School						
ecial Education-High School						
btotal	1	1	-	-		
Y D I						
. Voc Regular						
Voc. Ft. Post Sec.						
ototal	<u> </u>	-	-			
als	23	23	-	15	15	
centage Error						
		=			=	

## EXCESS SURPLUS CALCULATION

#### REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

## SECTION 1

## 2% Calculation of Excess Surplus

2018-19 Total General Fund Expenditures Reported on CAFR Exhibit C-1 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion	\$ 67,892,864.37 (B) (B1a) 1,821,000.00 (B1b) (B1c) (B1d)
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases Adjusted 2018-19 General Fund Expenditures [(B)+(B1s)-(B2s)]	9,221,845.01 (B2a) 143,697.28 (B2b) \$ 60,348,322.08 (B3)
2% of Adjusted 2018-19 General Fund Expenditures [(B3) times .02] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment * Maximum Unassigned Fund Balance [(B5) + (K)]	\$ 1,206,966.44       (B4)         1,206,966.44       (B5)         385,250.00       (K)         \$ 1,592,216.44       (M)
SECTION 2	
Total General Fund - Fund Balances at June 30, 2019 (Per CAFR Budgetary Comparison Schedule, Ex. C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Other Restricted Fund Balances **** Assigned Fund Balance - Designated for Subsequent Year's Expenditures	\$ 15,226,297.01 (C) 353,793.29 (C1) (C2) 2,478,081.01 (C3) 8,340,121.14 (C4) 58,207.99 (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 3,996,093.58</u> (U1)
SECTION 3	
Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	<u>\$ 2,403,877.14</u> (E)
Recapitulation of Excess Surplus as of June 30, 2019	
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Restricted - Excess Surplus *** [(E)]	\$ 2,478,081.01 (C3) 2,403,877.14 (E)

#### EXCESS SURPLUS CALCULATION (CONT'D)

#### REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

#### Footnotes:

Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

#### Detail of Allowable Adjustments

Federal Impact Aid	(H)
Sale & Lease-back	(1)
Extraordinary Aid	\$ 364,955.00 (J1)
Additional Nonpublic School Transportation Aid	20,295.00 (J2)
Current Year School Bus Advertising Revenue Recognized	(J3)
Family Crisis Transportation Aid	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	<u>\$ 385,250.00</u> (K)

\*\* This amount represents the June 30, 2019 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2019-2020 general fund budget.

\*\*\* Amounts must agree to the June 30, 2019 CAFR and must agree to Audit Summary Line 90030.

\*\*\*\*

Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

#### Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	
Sale/lease-back reserve	
Capital reserve	\$ 4,782,720.98
Maintenance reserve	2,950,594.44
Emergency reserve	606,805.72
Tuition reserve	
School bus advertising 50% fuel offset reserve - current year	
School bus advertising 50% fuel offset reserve - prior year	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	
Other state/government mandated reserves	
[Other Restricted Fund Balance not noted above]****	
Total Other Restricted Fund Balance	<u>\$ 8,340,121.14</u> (C4)

# BOARD OF EDUCATION OF THE TOWNSHIP OF GALLOWAY SCHOOL DISTRICT

AUDIT RECOMMENDATIONS SUMMARY For the Fiscal Year Ended June 30, 2019

**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 audit findings for the prior fiscal year.