

**BOARD OF EDUCATION**

**HAMPTON TOWNSHIP SCHOOL DISTRICT**

**COUNTY OF SUSSEX**

**STATE OF NEW JERSEY**

**REPORT OF ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND PERFORMANCE**

**JUNE 30, 2019**

**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS-  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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## REPORT OF INDEPENDENT AUDITORS

Honorable President and  
Members of the Board of Education  
Hampton Township School District  
County of Sussex, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Hampton Township School District in the County of Sussex for the year ended June 30, 2019, and have issued our report thereon dated November 8, 2019.

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

This report is intended for the information of the Hampton Township School District 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.

A handwritten signature in black ink, appearing to read 'Anthony Ardito'.

Date: November 8, 2020

Licensed Public School Accountant No. 2369  
ARDITO & CO., LLP

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

### **Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Moneys, 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**

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

#### **Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Steven McHugh	School Board Administrator	\$200,000
René Metzgar	Treasurer of School Moneys	\$200,000

There is Public Employees' Faithful Performance Blanket Position Bond with the School Alliance Insurance Fund covering all other employees with coverage of \$100,000.

### **Financial Planning, Accounting and Reporting**

#### **Examination of Claims**

The State purchase order system is fully operational in that purchase orders are issued for the financial transactions of the Board.

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 Board Secretary/School Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the current fund.

The Board, at present, processes the payroll through an approved off-site computer system.

## **Reserve for Encumbrances Accounts Payable**

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

## **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-16.2f 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 transaction error rate was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

## **Board Secretary's/Treasurer's Records**

The financial records, books of accounts and minutes maintained by the Secretary and Treasurer were deficient as noted below.

### **Finding (CAFR finding 2019-1):**

Numerous revenue transactions were recorded as credits to expenditure accounts, or improperly recorded in a balance sheet account; prior year revenues were recorded as current year transactions, and receipts for accounts receivable were recorded as credits to expenditure accounts or posted to improper balance sheet accounts. Furthermore, transactions cleared the district's bank account for amounts that were different than the district's accounting records.

### **Recommendation :**

Internal controls should be improved to ensure all transactions are properly recorded and classified, and balance sheet accounts reconciled to the underlying detail.

### **Finding (CAFR finding 2019-3):**

Motions to approve Board Secretary and Treasurer's reports were noted monthly in the minutes, however no reports were presented to the board. The July through December 2018 reports were prepared approved in May 2019, and the January through May 2019 reports were prepared and approved in June 2019.

### **Recommendation :**

The board should acknowledge in the minutes receipt or non-receipt of the Board Secretary's and Treasurer's monthly reports and take appropriate action to ensure the board receives timely financial information within sixty days of the end of the month.

**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 VI of the Elementary and Secondary Education Act, as amended.

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

The district's Special Projects were approved as listed on Schedule A and Schedule B located on pages 11 and 12 of this report.

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 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 school 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(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**

Effective April 17, 2000, *N.J.S.A.* 18A:18A (Public School Contracts Law) was revised by P.L.1999,c.440 (originally known as Assembly Bill No. 3519). Rules and regulations pertaining to the amended law are to be promulgated by the Division of Local Government Services, with consultation from the Commissioner of Education.

N.J.S.A. 18A:18A-3 is 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 the contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L.1971,c.198(C.40A:11-9) the board of education may establish that the bid threshold may be up to \$36,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

## School Purchasing Programs - (Continued)

### Contracts and Agreements Requiring Advertisement for Bids - (Continued)

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.18A:18A-2(pending before the Legislature as section 50 of this bill), and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made.

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

N.J.S.A.18A:18A-4 (as amended) states, "Every contract or agreement 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.

Effective July 1, 2015 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$19,000.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the 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.

Within the state budgeting structure and general ledger accounting system, payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies are not accumulated by category type. As such, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of 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-4.

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

Within the state budgeting structure and general ledger accounting system, payments are not accumulated for purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that the following purchases were made through the use of State contracts:

General School Supplies  
Computers and Related Accessories

## **School Purchasing Programs - (Continued)**

### **Contracts and Agreements Requiring Advertisement for Bids - (Continued)**

#### **Finding (CAFR finding 2019-4):**

The 2018-2019 transportation contract with the district's transportation vendor was not available for review. The vendor and the county Department of Education could not provide a copy.

#### **Recommendation :**

Transportation contracts and renewals should be properly prepared and contain all necessary documents and affidavits per N.J.S.A. 18A:18A-39 et seq.

## **School Food Service**

The financial transactions and statistical records of the school food services fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test check basis.

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 vouchers were properly computed and filed timely. No exceptions noted.

Cash receipts and bank records were reviewed for timely deposit.

The district utilizes a 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 break even. The operating results provision has been met. 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.

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 and/or to the list of directly certified students 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 claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

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.

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. 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 Services employees authorized by the board of education. No exceptions were noted.



**School Food Service - (Continued)**

Non-Program foods were purchased, prepared, and offered for sale and as such, 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 did provide the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

Food Distribution commodities were received and a separate inventory was maintained on a first-in, first-out basis. No exceptions noted.

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

**Finding (CAFR finding 2019-2):**

The November 2018 free and reduced lunch subsidies from the federal and state governments were denied by the New Jersey Department of Agriculture due to late submission by the district.

**Recommendation :**

Internal controls should be improved to ensure all receivables are monitored for timely collection.

**Student Body Activities**

A cash receipts and disbursements records were maintained in very good condition.

All receipts appear to be promptly deposited in the bank.

Payment authorizations, invoices and other supporting data were presented and available for audit.

**Application for State School Aid**

Our audit procedures included a test of the information reported in the October 15, 2018, 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.

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

**Pupil Transportation**

Our audit procedures included a test of on-roll status reported in the 2018-2019 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. 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 SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. Based on our review, the District complied with these procedures.

### **Testing for Lead of All Drinking Water in Educational Facilities**

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

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g)

### **Follow-up on Prior Years' Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. All prior year findings were corrected.

### **Recommendations**

1. Internal controls should be improved to ensure all transactions are properly recorded and classified, and balance sheet accounts reconciled to the underlying detail.
2. The board should acknowledge in the minutes receipt or non-receipt of the Board Secretary's and Treasurer's monthly reports and take appropriate action to ensure the board receives timely financial information within sixty days of the end of the month.
3. Transportation contracts and renewals should be properly prepared and contain all necessary documents and affidavits per N.J.S.A. 18A:18A-39 et seq.
4. Internal controls should be improved to ensure all receivables are monitored for timely collection.

### **Acknowledgement**

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.

Hampton Township School District  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2018

	<u>2019-2020 Application for State School Aid</u>						<u>Sample for Verification</u>				<u>On Roll-Related Services</u>			<u>Private Schools for Handicapped</u>				<u>Private Schools-Related Services</u>					
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Sample for Verifi- cation	Sample Verified	Sample Errors	Reported on A.S.S.A. as Private School	Sample for Verifi- cation	Sample Verified	Sample Errors	Sample for Verifi- cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared											
Full Day Kindergarten	41		41					21		21													
One	30		30					16		16													
Two	41		41					21		21													
Three	18		18					9		9													
Four	42		42					22		22													
Five	28		28					15		15													
Six	26		26					14		14													
<b>Subtotal</b>	<b>226</b>	<b>0</b>	<b>226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>118</b>	<b>0</b>	<b>118</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sp. Ed. - Elementary	33		33					17		17													
Sp. Ed. - Middle	19		19					10		10													
<b>Subtotal</b>	<b>52</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>278</b>	<b>0</b>	<b>278</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>145</b>	<b>0</b>	<b>145</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Percentage Error					<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>	<u>0.00%</u>			<u>0.00%</u>				<u>0.00%</u>			<u>0.00%</u>		<u>0.00%</u>

Hampton Township School District

APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2018

	<u>Low Income</u>			<u>Sample for Verification</u>			<u>Bilingual Education</u>			<u>Sample for Verification</u>		
	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 Bilingual Education	Reported on Workpapers as Bilingual Education	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	7	7		7	7		Bilingual Students	0	0	0	0	0
One	4	4		4	4							
Two	5	5		5	5		Percentage Error		<u>0.00%</u>			<u>0.00%</u>
Three	4	4		4	4							
Four	8	8		8	8							
Five	6	6		6	6							
Six	5	5		5	5							
<b>Totals</b>	<b>39</b>	<b>39</b>	<b>0</b>	<b>39</b>	<b>39</b>	<b>0</b>						

Percentage Error 0.00% 0.00%

	<u>Transportation</u>					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg.-Public Schools	225	225		128	128	
Transported-Non-Public	0	0		0	0	
Special Needs-Public	10	10		6	6	
<b>Totals</b>	<b>235</b>	<b>235</b>	<b>0</b>	<b>134</b>	<b>134</b>	<b>0</b>

Percentage Error 0.00%

Hampton Township School District

Schedule of Expenditures of Federal Awards  
for the Fiscal Year ended June 30, 2019

Schedule A

Federal Grantor/Pass-through Grantor/Program Title	Federal CFDA No.	FAIN Number	Grant or State Project Number	Program or Award Amount	Grant Period		Balance At June 30, 2018	Carryover/ Walkover Amount	Cash Received	Budgetary Expenditures	Adjust.	Repayment of Prior Years' Balances	Balance at June 30, 2019			Cumulative Total Expenditures
					From	To							Accounts Receivable	Deferred Revenue	Due to Grantor	
<b>State Department of Education:</b>																
<b>Special Revenue Fund:</b>																
Title I	84.010	S010A180030	N/A	\$ 26,039	7/1/18	6/30/19				\$ (3,619)			\$ (26,040)	\$ 22,421		\$ 3,619
Title I	84.010	S010A170030	N/A	30,307	7/1/17	6/30/18	\$ 1,084		\$ 4,255	(13,721)			(8,382)			30,307
Title II (A)	84.367	S367B180027	N/A	4,952	7/1/18	6/30/19							(4,952)	4,952		
Title II (A)	84.367	S367B170027	N/A	14,409	7/1/17	6/30/18	(5,172)		3,228	(5,592)			(15,824)	8,288		6,121
Title IV	84.424A	S424B180027	N/A	10,000	7/1/18	6/30/19				(1,152)			(10,000)	8,848		1,152
Title IV	84.424A	S424B170027	N/A	10,000	7/1/17	6/30/18	(3,180)		3,180	(6,820)			(6,820)			10,000
Total ESEA							(7,268)	-	10,663	(30,904)	-	-	(72,018)	44,509	-	51,199
I.D.E.A. Part B, Basic Regular	84.027	H027A180100	N/A	100,219	7/1/18	6/30/19				(715)			(100,219)	99,504		715
I.D.E.A. Part B, Basic Regular	84.027	H027A170100	N/A	115,153	7/1/17	6/30/18	(12,420)		43,560	(88,077)	\$ (5)		(56,942)			115,153
I.D.E.A. Part B, Preschool	84.173	H173A180114	N/A	9,598	7/1/18	6/30/19				(7,524)			(9,598)	2,074		7,524
I.D.E.A. Part B, Preschool	84.173	H173A170114	N/A	9,479	7/1/17	6/30/18	76		-	(76)			-			9,479
Total Special Education Cluster							(12,344)	-	43,560	(96,392)	(5)	-	(166,759)	101,578	-	132,871
Small Rural School Achievement	84.358A	S358B170030	S358A181372	28,819	7/1/18	9/30/19							(28,819)	28,819		-
Small Rural School Achievement	84.358A	S358B170030	S358A170110	29,822	7/1/17	9/30/18	(295)		21,229	(3,668)			-	17,266		12,556
Small Rural School Achievement	84.358A	S358B160030	S358A163332	27,886	7/1/16	9/30/17	22,716			(22,716)						27,886
							22,421	-	21,229	(26,384)	-	-	(28,819)	46,085	-	40,442
<b>Total Special Revenue Fund</b>							2,809	-	75,452	(153,680)	(5)	-	(267,596)	192,172	-	224,512
<b>Enterprise Fund:</b>																
<b>Child Nutrition Cluster:</b>																
National School Lunch Program (Food Distribution)	10.555	181NJ304N1099	N/A		7/1/17	6/30/18	243			(243)						243
National School Lunch Program (Food Distribution)	10.555	191NJ304N1099	N/A	7,477	7/1/18	6/30/19			7,477	(4,051)				3,426		4,051
National School Lunch Program	10.555	181NJ304N1099	N/A		7/1/17	6/30/18	(1,767)		1,767							
National School Lunch Program	10.555	191NJ304N1099	N/A	20,419	7/1/18	6/30/19			19,577	(20,419)			(842)			20,419
<b>Total Enterprise Fund</b>							(1,524)		28,821	(24,713)	-		(842)	3,426		24,713
<b>TOTAL FEDERAL ASSISTANCE</b>							\$ 1,285		\$ 104,273	\$ (178,393)	(5)		\$ (268,438)	\$ 195,598		\$ 249,225

The accompanying Notes to Schedules of Expenditures of Awards and Financial Assistance are an integral part of this schedule.  
Note: This Schedule was not subject to an audit in accordance with OMB Uniform Guidance.

Hampton Township School District

Schedule of Expenditures of State Financial Assistance  
for the Fiscal Year Ended June 30, 2019

Schedule B

STATE GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	GRANT OR STATE PROJECT NUMBER	GRANT PERIOD	AWARD AMOUNT	BALANCE 6/30/2018	WALKOVER/ CARRY- OVER AMOUNT	CASH RECEIVED	BUDGETARY EXPEND.	ADJUST.	REPAY. OF PRIOR YEARS' BALANCES	BALANCE AT JUNE 30, 2019			MEMO			
										(ACCTS. RECEIV.)	DEFER. REVENUE	DUE TO GRANTOR	BUDGETARY RECEIVABLE	CUMULATIVE TOTAL EXPEND.		
<b>STATE DEPARTMENT OF EDUCATION</b>																
<b>General Fund:</b>																
Equalization Aid	19-495-034-5120-078	7/1/17-6/30/19	\$ 655,394			\$ 655,394	\$ (655,394)									
Transportation Aid	19-495-034-5120-014	7/1/17-6/30/19	167,978			167,978	(167,978)									
Special Education Aid	19-495-034-5120-089	7/1/17-6/30/19	239,718			239,718	(239,718)									
Security Aid	19-495-034-5120-084	7/1/17-6/30/19	32,162			32,162	(32,162)									
Adjustment Aid	19-495-034-5120-085	7/1/17-6/30/19	115,003			115,003	(115,003)									
Extra-ordinary Aid	18-495-034-5120-044	7/1/17-6/30/18	13,039	\$ (12,989)		13,039	(50)									
Extra-ordinary Aid	19-495-034-5120-044	7/1/17-6/30/19	9,185				(9,185)			\$ (9,185)						
Non-Public Transportation Aid	18-100-034-5120-068	7/1/17-6/30/18	1,815	(1,815)		1,815										
Non-Public Transportation Aid	19-100-034-5120-068	7/1/17-6/30/19	2,320				(2,320)			(2,320)						
On Behalf TPAF Pension	19-495-034-5094-002	7/1/17-6/30/19	554,786			554,786	(554,786)									
On Behalf TPAF Pension PRM	19-495-034-5094-001	7/1/17-6/30/19	251,650			251,650	(251,650)									
On Behalf TPAF Pension LTD Ins	19-495-034-5094-004	7/1/17-6/30/19	501			501	(501)									
Reimbursed TPAF Soc. Secur. Contrib.	19-495-034-5094-003	7/1/17-6/30/19	210,513	(10,161)		220,674	(210,513)									
<b>Total General Fund</b>				<b>(24,965)</b>		<b>2,252,720</b>	<b>(2,239,260)</b>			<b>(11,505)</b>				<b>121,025</b>	<b>2,254,064</b>	
<b>Special Revenue Fund</b>																
<b>N.J. Nonpublic Aid:</b>																
Textbooks Aid	19-100-034-5120-064	7/1/17-6/30/19	4,058	8		4,058	(4,058)		\$ (8)						4,058	
Nursing Services	19-100-034-5120-070	7/1/17-6/30/19	7,857	-		7,857	(6,929)				\$ 928				6,929	
Technology Aid	19-100-034-5120-373	7/1/17-6/30/19	2,736	722		2,736	-		(722)			2,736			-	
Security Aid	19-100-034-5120-509	7/1/17-6/30/19	17,550	-		17,550	(17,309)					241			17,309	
<b>Auxiliary Services:</b>																
Compensatory Education	19-100-034-512a-067	7/1/17-6/30/19	17,767	6,551		17,767	(17,767)		(6,551)						17,767	
<b>Handicapped Services:</b>																
Examination and Classification	19-100-034-512b-066	7/1/17-6/30/19	12,739	2,059		12,739	(12,739)		(2,059)						12,739	
Corrective Speech	19-100-034-512a-066	7/1/17-6/30/19	7,142	3,814		7,142	(7,142)		(3,814)						7,142	
Supplementary Instruction	19-100-034-512c-066	7/1/17-6/30/19	7,930	2,617		7,930	(7,930)		(2,617)						7,930	
<b>Total Special Revenue Fund</b>				<b>15,771</b>		<b>77,779</b>	<b>(73,874)</b>		<b>(15,771)</b>			<b>-</b>	<b>3,905</b>		<b>73,874</b>	
<b>Enterprise Fund:</b>																
Nat. School Lunch Prog. (State Share)	18-100-010-3350-023	7/1/17-6/30/19		(84)		84										
Nat. School Lunch Prog. (State Share)	19-100-010-3350-023	7/1/17-6/30/18	962			923	(962)			(39)					962	
<b>Total Enterprise Fund</b>				<b>(84)</b>		<b>1,007</b>	<b>(962)</b>			<b>(39)</b>					<b>962</b>	
<b>TOTAL STATE FINANCIAL ASSISTANCE</b>				<b>\$ (9,278)</b>		<b>\$ 2,331,506</b>	<b>\$ (2,314,096)</b>		<b>-</b>	<b>\$ (15,771)</b>	<b>\$ (11,544)</b>		<b>-</b>	<b>\$ 3,905</b>	<b>\$ 121,025</b>	<b>\$ 2,328,900</b>

Less: On-behalf TPAF Pension Amounts 806,937

Total State Expenditures Subject to Major Program Determination \$ (1,507,159)

The accompanying Notes to Schedules of Expenditures of Awards and Financial Assistance are an integral part of this schedule.

**Hampton Township School District**

**ANALYSIS OF EXCESS SURPLUS CALCULATION**

**June 30, 2019**

**THE CALCULATION OF THE 2% EXCESS AT JUNE 30, 2019 IS AS FOLLOWS :**

<b>SECTION 1</b>			
2018-2019 GENERAL FUND EXPENDITURES(per the CAFR)			
B	TOTAL	\$	7,469,419
<b>INCREASED BY:</b>			
B1A	TRANSFER TO FOOD SERVICE FUND		
B1B	TRANSFER FROM CAPITAL OUTLAY TO CAPITAL PROJECTS FUND		
B1C	TRANSFER FROM CAPITAL RESERVE TO CAPITAL PROJECTS FUND		
<b>DECREASED BY:</b>			
B2a	ON-BEHALF TPAF PENSION/PRM & SOCIAL SECURITY	(1,017,450)	
B2b	ASSETS ACQUIRED UNDER CAPITAL LEASES		
B2C	ADJUSTMENT FOR DISALLOWED EXPENDITURES PER S1701	<u>-</u>	
B3	ADJUSTED 2018-2019 GENERAL FUND EXPENDITURES	<u>\$</u>	<u>6,451,969</u>
B4	GREATER OF .02 OF EXPENDITURES OR \$250,000	\$	250,000
K	INCREASED BY: ALLOWABLE ADJUSTMENT		<u>7,305</u>
M	<b>MAXIMUM UNRESERVED/UNDESIGNATED FUND BALANCE</b>	<b>3.99%</b>	<u>\$</u> <u>257,305</u>
C	GENERAL FUND FREE BALANCE AT 6-30-2019 (per CAFR Budgetary Comparison Schedule C-1)	\$	2,507,416
<b>DECREASED BY:</b>			
C1	YEAR END ENCUMBRANCES		(59,776)
C2	LEGALLY RESTRICTED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		
C3	LEGALLY RESTRICTED - EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		(222,580)
C4	OTHER RESERVED FUND BALANCES		(1,497,027)
C5	ASSIGNED FUND BALANCE - UNRESERVED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		<u>(81,524)</u>
U1	<b>TOTAL UNASSIGNED FUND BALANCE</b>	<b>10.02%</b>	\$ 646,509
<b>INCREASED BY:</b>			
C6	ADJUSTMENT FOR DISALLOWED TRANSFERS PER S1701		<u>-</u>
U2	<b>TOTAL UNRESERVED/UNDESIGNATED FUND BALANCE FOR EXCESS SURPLUS CALCULATION</b>		<u>\$</u> <u>646,509</u>
E	<b>EXCESS SURPLUS-RESERVED FUND BALANCE</b>		<u>\$</u> <u>389,204</u>
(IF NEGATIVE, NO ADDITIONAL RESERVED AMOUNT)			

Hampton Township School District

ANALYSIS OF EXCESS SURPLUS CALCULATION

June 30, 2019

**RECAPITULATION OF EXCESS SURPLUS AS OF JUNE 30, 2019**

C3	RESERVED EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES	\$	222,580
E	RESERVED EXCESS SURPLUS		<u>389,204</u>
	<b>TOTAL</b>	\$	<u><u>611,784</u></u>

**DETAIL OF ALLOWABLE ADJUSTMENTS:**

H	IMPACT AID		
J	SALE & LEASE-BACK		
J-1	EXTRAORDINARY AID	\$	4,985
J-2	ADDITIONAL NONPUBLIC SCHOOL TRANSPORTATION AID		<u>2,320</u>
K	<b>TOTAL ADJUSTMENTS</b>	\$	<u><u>7,305</u></u>

**DETAIL OF OTHER RESTRICTED FUND BALANCE:**

STATUTORY RESTRICTIONS:

	APPROVED UNSPENT SEPARATE PROSAL		
	CAPITAL OUTLAY FOR A DISTRICT WITH A CAPITAL OUTLAY SGLA		
	SALE/LEASE-BACK RESERVE		
	CAPITAL RESERVE	\$	1,475,402
	MAINTENANCE RESERVE		
	EMERGENCY RESERVE		21,625
	OTHER STATE/GOV'T MANDATED RESERVES		
	OTHER RESERVES FUND BALANCE NOT NOTED ABOVE		<u>-</u>
C-4	<b>TOTAL OTHER RESTRICTED FUND BALANCE</b>	\$	<u><u>1,497,027</u></u>



HAMPTON TOWNSHIP 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

Internal controls should be improved to ensure all transactions are properly recorded and classified, and balance sheet accounts reconciled to the underlying detail.

The board should acknowledge in the minutes receipt or non-receipt of the Board Secretary's and Treasurer's monthly reports and take appropriate action to ensure the board receives timely financial information within sixty days of the end of the month.

3. School Purchasing Programs

Transportation contracts and renewals should be properly prepared and contain all necessary documents and affidavits per N.J.S.A. 18A:18A-39 et seq.

4. School Food Service

Internal controls should be improved to ensure all receivables are monitored for timely collection.

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

A review was performed on the prior year recommendations. There were no prior year recommendations.