

**HENRY HUDSON REGIONAL**  
**BOARD OF EDUCATION**  
**AUDITOR'S MANAGEMENT REPORT**  
**COUNTY OF MONMOUTH**  
**JUNE 30, 2019**

**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

ARMOUR S. HULSART, C.P.A., R.M.A., P.S.A. (1959-1992)  
ROBERT A. HULSART, C.P.A., R.M.A., P.S.A.  
ROBERT A. HULSART, JR., C.P.A., P.S.A.  

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**REPORT OF INDEPENDENT AUDITORS**

Honorable President and Members  
of the Board of Education  
Henry Hudson Regional School District  
Highlands, 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 Henry Hudson Regional School District in the County of Monmouth for the year ended June 30, 2019, and have issued our report thereon dated December 5, 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 Henry Hudson Regional 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**

December 5, 2019

## **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**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount</u></b>
Janet Sherlock	Board Secretary/School Business Administrator	\$ 200,000.00

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

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment to the billings to sending districts for the increase/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, certifications, 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. No exceptions were noted.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23-2.2(g)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-2.4*. As a result of the procedures performed, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### **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 and Title IV.

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.

Janet Sherlock 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. 18A:39-3 is \$19,000 for 2018-2019.

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 Fund has not been audited as a major program and has not expended \$100,000 or more in Federal and State support.

The food services for 2018-19 were awarded to Simplified Culinary Services on their proposal of a management fee of \$9,000 with a guaranteed subsidy not to exceed \$2,000. 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.

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.

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. The free and reduced price meal policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications was completed and available for review.

Cash receipts and bank records were reviewed for timely deposits per state guidelines.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Simplified Culinary Services 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. The District deposited and expended 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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section B-4-B-6.

The 2018-19 operations produced a net gain of \$5,601.

### **GAAP Accounting Implementation**

The school district's double entry system of accounting records were maintained in accordance with the Department of Education's prescribed GAAP Technical Systems Manual, pursuant to N.J.S.A. 18:A4-14 and N.J.A.C. 6:20-2A.

### **Application for State School Aid**

Our audit procedures included a test of 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 written procedures appear to be adequate for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2018-19 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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exception were noted in our review of transportation related purchases of goods and services.

### **Student Body Activities/Athletic Account**

#### **Student Activities**

During our review of the student activity funds, no exceptions were noted.

### **Follow-Up on Prior Year 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**

2018-19 Total General Fund Expenditures Per the CAFR	\$ 9,680,242
Decreased by:	
On Behalf TPAF Pension and Social Security	<u>(1,110,243)</u>
Adjusted 2018-19 General Fund Expenditures	<u>\$ 8,569,999</u>
2% of Adjusted 2018-19 General Fund Expenditures	<u>\$ 171,400</u>
Enter Greater of Above or \$250,000	\$ 250,000
Increased by Allowable Adjustments	<u>52,904</u>
Maximum Unassigned Fund Balance	<u>\$ 302,904</u>

**Section 2**

Total General Fund – Fund Balance @ 6-30-19	\$ 3,466,663
Decreased by:	
Legally Restricted:	
Designated for Subsequent Year's Expenditures – Maintenance Reserve	(118,550)
Designated for Subsequent Year's Expenditures – Capital Reserve	(186,184)
Designated for Subsequent Year's Expenditures – Excess Surplus	(1,352,413)
Other Restricted Reserved Fund Balances	(743,808)
Assigned - Designated for Subsequent Years Expenditures	<u>(13,876)</u>
Total Unassigned Fund Balance	<u>\$ 1,051,832</u>
Restricted Fund Balance – Excess Surplus	<u>\$ 648,928</u>

**Section 3**

Excess Surplus Designated for Subsequent Years Expenditures	\$ 1,352,413
Excess Surplus	<u>648,928</u>
	<u>\$ 2,001,341</u>

**Detail of Allowable Adjustments**

Extraordinary Aid	\$ 41,390
Non-Public Transportation	<u>11,514</u>
	<u>\$ 52,904</u>

**Detail of Other Restricted Fund Balance**

Maintenance Reserve	\$ 329,350
Capital Reserve	<u>514,458</u>
	<u>\$ 843,808</u>

**HENRY HUDSON REGIONAL SCHOOL DISTRICT**

**APPLICATION FOR STATE SCHOOL AID SUMMARY**

**ENROLLMENT AS OF OCTOBER 15, 2018**

	2019-20 Application for State School Aid						Sample for Verification						Private Schools for Handicapped				
	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		Reported On A.S.S.A. as	Sample for Verification	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Private Schools				
Seven	63		63					63		63							
Eight	48		48					48		48							
Nine	38		38					38		38							
Ten	32		32					32		32							
Eleven	41		41					41		41							
Twelve	29		29					29		29							
Subtotal	251	0	251	0	0	0	251	0	251	0	0	0	0	0	0	0	0
Special Ed. - Middle School	22		22				22		22				1	1	1		
Special Ed. - High School	40		40				40		40				5	5	5		
Subtotal	62	0	62	0	0	0	62	0	62	0	0	0	6	6	6	0	0
Co. Voc. - Regular																	
Co. Voc. - Ft. Post Sec.																	
Totals	313	0	313	0	0	0	313	0	313	0	0	0	6	6	6	0	0
Percentage Error					0%	0%					0%	0%					0%

HENRY HUDSON REGIONAL SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2018

	<u>Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Not Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>	<u>Reported on A.S.S.A. as LEP</u>	<u>Reported on Workpapers as LEP</u>	<u>Errors</u>	<u>Sample Selected From Workpapers</u>	<u>Verified to Test Score &amp; Register</u>	<u>Sample Errors</u>
Seven	16	16		11	11							
Eight	14	14		10	10							
Nine	9	9		8	8		1	1		1	1	
Ten	6	6		6	6		1	1		1	1	
Eleven	5	5		4	4							
Twelve	4	4		2	2							
Subtotal	<u>54</u>	<u>54</u>	<u>0</u>	<u>41</u>	<u>41</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>
Special Ed. - Middle School	9	9		7	7							
Special Ed. - High School	16.5	16.5		12	12							
Subtotal	<u>25.5</u>	<u>25.5</u>	<u>0</u>	<u>19</u>	<u>19</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>79.5</u>	<u>79.5</u>	<u>0</u>	<u>60</u>	<u>60</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>			<u>0%</u>			<u>0%</u>

**Resident LEP - Low Income**

	<u>Resident LEP - Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as LEP</u>	<u>Reported on Workpapers as LEP</u>	<u>Errors</u>	<u>Sample Selected From Workpapers</u>	<u>Verified to Test Score &amp; Register</u>	<u>Sample Errors</u>
Seven	3	3		3	3	
Eleven	1	1		1	1	
Special Ed. - High School	0.5	0.5		0.5	0.5	
Subtotal	<u>4.5</u>	<u>4.5</u>	<u>0</u>	<u>4.5</u>	<u>4.5</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

**TRANSPORTATION**

	<u>Reported on DRTRS by DOE</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>		<u>Reported</u>	<u>Recalculated</u>
	Reg. - Public Schools	159	159		125	125			Avg. Mileage - Regular Including Grade PK Students
Transported - Non-Public	19	19		19	19		Avg. Mileage - Special Ed. With Special Needs	13.1	13.1
Special Ed. - Regular	45.5	45.5		40	40				
Special Needs - Private	1	1		1	1				
Totals	<u>224.5</u>	<u>224.5</u>	<u>0</u>	<u>185</u>	<u>185</u>	<u>0</u>			
Percentage Error						<u>0%</u>			

**HENRY HUDSON REGIONAL SCHOOL DISTRICT**  
**AUDIT RECOMMENDATIONS SUMMARY**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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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.