LINCOLN PARK BOROUGH SCHOOL DISTRICT <u>COUNTY OF MORRIS</u> <u>AUDITORS' MANAGEMENT REPORT ON</u> <u>ADMINISTRATIVE FINDINGS - FINANCIAL,</u> <u>COMPLIANCE AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2019</u>

## LINCOLN PARK BOROUGH SCHOOL DISTRICT **COUNTY OF MORRIS** AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE FISCAL YEAR ENDED JUNE 30, 2019 TABLE OF CONTENTS

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Summary of Recommendations

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November 18, 2019

The Honorable President and Members of the Board of Education Lincoln Park Borough School District County of Morris, NJ

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 Lincoln Park Borough School District in the County of Morris for the fiscal year ended June 30, 2019, and have issued our report thereon dated November 18, 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 letter does not affect our report dated November 18, 2019, on the financial statements of the Board.

We will review the status of the comments and suggestions if any, during our next audit engagement. We have already discussed these comments, recommendations and suggestions if any, with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This report is intended for the information of the Lincoln Park Borough School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

NISIVOCCIA LLP

NISNOCCIA LLP

Licensed Public School Accountant #2602 Certified Public Accountant

## LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE FISCAL YEAR ENDED JUNE 30, 2019

## Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and 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

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

## Officials in Office and Surety Bonds

Name	Position	Coverage
Juanita Petty	Interim Business Administrator/Board Secretary	\$220,000
Gary Stranz	Treasurer of School Monies	210,000

## Financial Planning, Accounting and Reporting

#### Examination of Claims

An examination of claims paid on a test basis, during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

#### Payroll Account and Position Control Roster

The net salaries of 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.

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, including health benefits withholding due to the General Fund.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

## LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE FISCAL YEAR ENDED JUNE 30, 2019 (Continued)

## Classification of Expenditures General and Administration

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-8.2. Overall compliance was noted.

#### Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures we have no comments except as noted herein.

## Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records.

## 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 herein within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title II, Title III, Title III Immigrant and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for the E.S.E.A. did not indicate any area of noncompliance.

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

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 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 study of compliance for the special projects did not indicate any areas of noncompliance.

## 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.

## LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2019</u> (Continued)

## T.P.A.F. Reimbursement to State for Federal Salary Expenditures

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2019. The reimbursement form was reviewed and no exceptions were noted.

## 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 \$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. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. 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.

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. 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 ....."

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 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 \$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 contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Attorney'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. General compliance was noted.

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 provision of N.J.S.A. 18A:18A-4.

## LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2019 (Continued)

#### School Purchasing Programs (Cont'd)

## Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

#### 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 in federal and/or State support. Accordingly, we inquired of school management, or the 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.

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the CAFR Schedule B-5 does separate program and non-program revenue and program and non-program cost of goods sold.

#### Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on the procedures, we have no comments except noted herein.

#### 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, bilingual education and low income students. 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 with no exceptions. The information that was included on the workpapers was verified with no exceptions. 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.

## LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2019 (Continued)

#### **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 on a test basis 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.

## Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel for the year and to ensure that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

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

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

## Facilities and Capital Assets

There were no SDA Grant funds received or expended in the current year.

#### Management Suggestions

## New Jersey Earned Sick Leave Law

The New Jersey Earned Sick Leave Law was effective October 29, 2018. This law allows employees to accrue 1 hour of earned sick leave for every 30 hours worked, up to 40 hours each calendar year. We suggest that Districts perform a review each year to determine if there are any employees not previously eligible to receive earned sick leave who are now entitled to under this law and that adequate records are maintained for the accrual of the earned sick leave.

#### Governmental Accounting Standards Board (GASB) Statements

The next GASB Statement which will have an impact on the District's financial statements is GASB Statement No. 84, *Fiduciary Activities*, which is effective for the fiscal year ended June 30, 2020. This Statement establishes criteria for identifying fiduciary activities. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. The Statement will likely have an impact on the financial statement presentation of the Payroll Agency Fund and may have an impact on the presentation of the Student Activities Agency Fund and Trust Funds such as the Flexible Spending Trust and Unemployment Trust Fund.

## LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2019 (Continued)

## Status of Prior Year's Findings/Recommendations

The prior year recommendation related to the preparation of bank reconciliations for the Food Service account was corrected and is not included in the current year recommendations. The prior year recommendation related to the June Board Secretary's and Treasurer Reports not being submitted to the county superintendent by August 1<sup>st</sup> was not cleared in the current year and is included in the current year recommendations.

	ſ	2019-2020 Application for State School Aid	Applicatic	on for State	School A	id	2		ample for	Sample for Verification	u	
	Repo Revise	Reported on Revised ASSA	Repo Work	Reported on Workpapers			Sar Select	Sample Selected from	Vent Reg	Verified per Registers		
	On	On Roll	On	On Roll	Er	Errors	Work	Workpapers	On	On Roll	Eı	Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool 3 Years Old	8		8				8		8			
Half Day Preschool 4 Years Old	11		11				11		11			
	86		86				86		86			
	69		69				69		69			
	72		72				72		72			
	26		76				76		76			
	76		76				76		76			
	92		92				92		92			
	92		92				92		92			
	85		85				85		85			
	88		88				88		88			
	755		755				755		755			
	103		103				10		10			
	50		50				5		5			
	153		153				15		15			
	908	-0-	908	-0-	¢	-0-	770	-  -	770	-0-	<b>0</b> -	-0-
					0.00%	0.00%					0.00%	0.00%

		Private Schools for Disabled	for Disable	p					Resident I	Resident Low Income		
	Reported on ASSA	Reported on Workpapers		Sample		1	Reported on ASSA	Reported on Workpapers		Sample Selected	Verified to Application	
	as Private	as Private		for	Sample	Sample	as Low	as Low		from	and	Sample
	Schools	Schools	Errors	Verification	Verified	Errors	Income	Income	Errors	Workpapers	Register	Errors
Full Day Kindergarten							6	6		1		
Grade One							16	16		7	2	
Grade Two							13	13		-	1	
Grade Three							13	13		1	1	
Grade Four							5	5		1	1	
Grade Five							19	19		2	2	
Grade Six							16	16				
Grade Seven							18	18		2	2	
Grade Eight							12	12		1	1	
Subtotal							121	121		12	12	
Special Education:												
Elementary School	4	4		2	2		26	26		С	Э	
Middle School							18	18		5	2	
Subtotal	4	4		2	2		44	44		5	5	
Totals	4	4		2	2		165	165		17	17	
Percentage Error			0.00%			0.00%			0.00%			0.00%

		F	Resident LEP	Low Income		
	Reported on	Reported on		Sample	Verified to	
	ASSA as	Workpapers		Selected	Test Scores,	
	LEP Low	as LEP Low		from	Application	Sample
	Income	Income	Errors	Workpapers	and Register	Errors
Full Day Kindergarten						
Grade One	2	2		1	1	
Grade Two	1	1		*	1	
Grade Three	1	1				
Grade Four	1	1				
Grade Six	1	1		1	1	
Grade Seven	1	1				
Grade Eight	1	1				
Subtotal	8	8		2	2	
Special Education:						
Middle School	1	1		1	1	
Subtotal	1	1		1	1	
Totals	9	9		3	3	
Percentage Error			0.00%			0.00%

		Res	sident LEP N	lot Low Income		
	Reported on	Reported on		Sample		
	ASSA as	Workpapers		Selected	Verified to	
	LEP Not	as LEP Not		from	Test Scores	Sample
	Low Income	Low Income	Errors	Workpapers	and Register	Errors
Full Day Kindergarten	3	3		1	1	
Grade One	2	2				
Grade Two	4	4		1	1	
Grade Three	3	3		1	1	
Grade Four	2	2				
Grade Five	1	1				
Grade Six	2	2				
Grade Seven	3	3		1	1	
Grade Eight	2	2		1	1	
Subtotal	22	22		5	5	
Special Education:						
Elementary School	2	2		1	1	
Subtotal	2	2		1	1	
Totals	24	24		6	6	
Percentage Error			0.00%			0.00%

			Transpo	ortation		
	Reported on DRTRS	Reported on DRTRS				
	by DOE	by District	Errors	Tested	Verified	Errors
Regular - Public Schools	662	662		25	25	
Regular - Special Education	25	25		3	3	
Transported - Non Public	18	18		2	2	
AIL - Non Public	51	51		5	5	
Special Needs - Public	1	1		1	1	
Special Needs - Private	6	6		2	2	
Totals	763.0	763.0		38	38	
Percentage Error			0.00%			0.00%

	Reported	Recalculated	
Average Mileage - Regular Including Grade PK Students	5.8	5.8	
Average Mileage - Regular Excluding Grade PK Students	5.8	5.8	
Average Mileage - Special Education with Special Needs	5.7	5.7	

## LINCOLN PARK BOROUGH SCHOOL DISTRICT EXCESS SURPLUS CALCULATION YEAR ENDED JUNE 30, 2019

## Section 1 - REGULAR DISTRICT

2018-2019 Total General Fund Expenditures per the CAFR Increased by:	\$	23,528,146	(B)		
Transfer from Capital Reserve to Capital Projects Fund Decreased by:	\$	-0-	(B1b)		
On-Behalf TPAF Pension and Social Security	\$	2,280,497	(B2a)		
Assets Acquired Under Capital Leases	\$		(B2b)		
			-		
Adjusted 2018-2019 General Fund Expenditures [(B)+(B1's)-(B2's)]		21,247,649	(B3)		
2% of Adjusted 2018-2019 General Fund Expenditures [(B5) times .02	] \$	424,953	(B4)		
Enter Greater of (B4) or \$250,000	\$	424,953	(B5)		
Increased by: Allowable Adjustment	\$	68,418	(K)		
Maximum Unassigned Fund Balance [(B5)+(K)]				\$ 493,371	= <sup>(M)</sup>
Section 2					Ň
Total General Fund - Fund Balances @ 6/30/2019		3,190,668	(C)		
(Per CAFR Budgetary Comparison Schedule C-1)					
Decreased by:					
Assigned - Year End Encumbrances		77,389	(C1)		
Legally Restricted - Designated for Subsequent Year's Expenditures		-0-	(C2)		
Excess Surplus - Designated for Subsequent Year's Expenditures		395,432			
Other Restricted Fund Balances		1,865,398	(C4)		
Assigned - Designated for Subsequent Year's Expenditures	_\$	-0-	(C5)		
Assigned - Designated for Subsequent Year's					
Expenditures - July 1, 2019 - August 31, 2019		-0-	(C6)		
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	]		:	\$ 852,449	(U1)
Section 3					
Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE	, EN	ГER -0-	:	\$ 359,078	_(E)

## LINCOLN PARK BOROUGH SCHOOL DISTRICT EXCESS SURPLUS CALCULATION YEAR ENDED JUNE 30, 2019

## Section 3

# Recapitulation of Excess Surplus as of June 30, 2019

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures Restricted Excess Surplus [(E)]	\$ \$	<u>395,432</u> (C3) <u>359,078</u> (E)	)
Total [(C3)+(E)+(F)]	\$	(D)	
Detail of Allowable Adjustments			
Impact Aid	\$	<u>-0-</u> (H)	
Sale and Lease Back	\$	-0- (I)	
Extraordinary Aid	\$	61,629 (J1)	
Additional Nonpublic School Transportation Aid		6,789 (J2)	
Total Adjustments [(H)+(I)+(J1)+(J2)]		<u>68,418</u> (K)	
Detail of Other Restricted Fund Balances			
Statutory Restrictions:			
Approved Unspent Separate Proposal	\$	-0-	
Sale/Lease-Back Reserve	\$	-0-	
Capital Reserve	\$	1,074,481	
Maintenance Reserve	\$	440,917	
Emergency Reserve	\$	-0-	
Tuition Reserve	\$	350,000	
Waiver Offset Reserve	\$	-0-	
Other State/Governmental Mandated Reserve	\$	-0-	
Other Restricted Fund Balance not Noted Above	\$	-0-	
Total Other Restricted Fund Balances		1,865,398	

## LINCOLN PARK BOROUGH SCHOOL DISTRICT SUMMARY OF RECOMMENDATIONS YEAR ENDED JUNE 30, 2019

It is recommended that:

1. Administrative Practices and Procedures

None

2. <u>Financial Planning, Accounting and Reporting</u>

None

3. <u>School Purchasing Program</u>

None

4. <u>School Food Service</u>

None

5. <u>Student Body Activities</u>

None

6. <u>Application for State School Aid</u>

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. <u>Status of Prior Year's Findings/Recommendations</u>

The prior year recommendation related to the preparation of bank reconciliations for the Food Service account was corrected and is not included in the current year recommendations. The prior year recommendation related to the June Board Secretary's and Treasurer Reports not being submitted to the county superintendent by August 1st was also resolved in the current year.