ROSELAND BOARD OF EDUCATION
COUNTY OF ESSEX
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2019

ROSELAND BOARD OF EDUCATION COUNTY OF ESSEX

AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE

<u>FINDINGS - FINANCIAL,</u> <u>COMPLIANCE AND PERFORMANCE</u>

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November 8, 2019

The Honorable President and Members of the Board of Education Roseland Board of Education County of Essex, 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 financial statements of the Board of Education of the Roseland Borough School District in the County of Essex for the fiscal 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 letter does not affect our report dated November 8, 2019, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments, recommendations and suggestions 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 Roseland 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

Licensed Public School Accountant #2602

Certified Public Accountant

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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

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
Gordon E. Gibbs	Business Administrator/ Board Secretary	\$ 180,000
Michael Halik	Treasurer of School Monies	\$ 180,000

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board 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-3.1(f)3.

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.

All payrolls were approved by the Superintendent and certified by the President of the Board and the School Business Administrator, and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits 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 not filed in a timely manner.

(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Roster (Cont'd)

Finding:

During the course of our audit, it was noted that the required certification (E-CERT1) was not filed with the NJ Department of Treasury by the March 15 deadline. In addition, certain compensation benefits were deemed not acceptable according to state compliance requirements.

Recommendation:

It is recommended that the required certification (E-CERT1) be filed with the NJ Department of Treasury in a timely manner and all compensation benefits comply with state requirements.

Management's Response:

The District will ensure that the required certification (E-CERT1) will be filed by the necessary deadline and that all compensation benefits will comply with state requirements moving forward.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A: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 testing procedures. In addition to randomly selecting as 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. As a result of the procedures performed, no transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

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.

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. Based on these procedures, we have no comments.

(Continued)

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 District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Titles I, II and VI 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.

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.

T.P.A.F. Reimbursement to the 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.

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.

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

(Continued)

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

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 for 2018-19.

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.

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 was not selected as a major federal and/or state program. We inquired of school management, or the appropriate school food service personnel, as to whether the 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 account 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.

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 15, 2018 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, bilingual and low income. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with no exceptions. The information that was included on the workpapers was verified on a test basis with exceptions, which are noted below. 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.

Finding:

During our review of the Application for State School Aid, it was noted two incoming students for the 2018-19 school year were placed in the ESL program and included in the October 15, 2018 count as Resident LEP students prior to being administered a placement examination and/or screening. Controls have already been put into place by the District which will prevent students from being included in the Resident LEP count prior to being administered a placement examination and/or screening, therefore no formal recommendation is deemed necessary.

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. 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.

(Continued)

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.

Our review of the travel policies and records revealed that the District is in compliance with the travel regulations.

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

System and Organization Controls Report (SOC 1)

During the course of our audit, it was noted that Ameriflex, the third-party administrator of the District's Flexible Spending Account, had not had a recent SOC report issued. It was noted that the most recent audit was for the period of February 1, 2014 to July 31, 2014. It is suggested that the District request that the third-party administrator obtain a current SOC report.

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 Fund and Unemployment Trust Fund.

Management Suggestions (Cont'd)

Surety Bond Coverage

During the course of our audit, it was noted that actual surety bond coverage for bonded officials was only slightly greater than recommended coverage per NJ DOE guidelines. It is suggested that bonded officials increase their surety bond coverage.

Status of Prior Year's Findings/Recommendations

All prior year recommendations have been corrected during the current fiscal year and are not included as recommendations in the current year audit.

		2019-2020 Application for State School Aid	Applicatio	n for State	School Aid	73		Š	ample for	Sample for Verification		
	Repor	Reported on	Repor	Reported on			San	Sample	Verifi	Verified per		
	AS	ASSA	Work	Workpapers			Selecte	Selected from	Regi	Registers		
	On	On Roll	On Roll	Roll	Err	Errors	Work	Workpapers	On Roll	Roll	En	Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool 3 Years Old	7		7				7		7			
Half Day Preschool 4 Years Old	5		5				S		5			
Full Day Kindergarten	54		54				54		54			
Grade One	58		58				58		58			
Grade Two	62		62				62		62			
Grade Three	58		58				58		58			
Grade Four	51		51				51		51			
Grade Five	09		09				09		09			
Grade Six	51		51				51		51			
Subtotal	406		406				406		406			
Special Education:												
Elementary	52		52				9		9			
Middle	10		10				2		2			
Subtotal	62		62				∞.		$ \infty $			
Totals	468	-0-	468	-0-	-0-	0-	414	0-	414	-0-	-0-	-0-
Percentage Error					%00.0	0.00%					0.00%	0.00%

Renorted
as Private as Private
Schools Errors
ю
3
3
0.00%

Resident LEP Low Income

		1	vesident pri	Low meome		
	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
Grade One	1	1		1		1
Totals	1	1		1		(1)
Percentage Error			0.00%			-100.00%

Resident LEP Not Low Income

	Reported on ASSA as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores and Register	Sample Errors
Full Day Kindergarten	2	2		1		(1)
Grade Three	1	1		1		(1)
Grade Five	1	1		1	1	
Subtotal	4	4		3	1	(2)
Totals	4	4		3	1	(2)
Percentage Error			0.00%			-66.67%

			Transpo	ortation		
	Reported	Reported	-			
	on DRTRS	on DRTRS				
	by DOE	by District	Errors	Tested	Verified	Errors
Regular - Public Schools	142	142		14	14	
Regular - Special Education	21	21		3	3	
Special Needs - Public	8.5	8.5		2	2	
Special Needs - Private	3.5	3.5		1	1	
Totals	175	175		20	20	
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	2.8	2.8
Average Mileage - Regular Excluding Grade PK Students	2.8	2.8
Average Mileage - Special Education with Special Needs	6.8	6.8

ROSELAND BOARD OF EDUCATION EXCESS SURPLUS CALCULATION FISCAL YEAR ENDED JUNE 30, 2019

Regular District

Section 1

2%	Calculation	of Excess	Surplus

2018-19 Total General Fund Expenditures per the CAFR, Ex. C-1 Increased by:	\$ 9,081,224	<u>4</u> (B)			
Transfer from Capital Outlay to Capital Projects Fund	\$ -0	— - (B1a))		
Transfer from Capital Reserve to Capital Projects Fund		_`(B1b)			
Decreased by:					
On-Behalf TPAF Pension and Social Security	\$ 1,207,273				
Assets Acquired Under Capital Leases	\$ -0	(B2b)	ı		
Adjusted 2018-19 General Fund Expenditures					
[(B)+(B1's)-(B2's)]	\$ 7,873,95	(B3)			
2% of Adjusted 2018-19 General Fund Expenditures					
[(B5) times .02]	\$ 157,479	9_(B4)			
Enter Greater of (B4) or \$250,000	\$ 250,000	<u>(B5)</u>			
Increased by: Allowable Adjustment	\$ 65,712	2_(K)			
Maximum Unassigned Fund Balance [(B5)+(K)]				315,712	(M)
Section 2					
Total General Fund - Fund Balances @ 6/30/19	\$ 2,955,46	7_(C)			
(Per CAFR Budgetary Comparison Schedule/Statement)					
Decreased by:	****				
Year-end Encumbrances	\$ 66,852	2 (C1)			
Legally Restricted - Designated for Subsequent					
Year's Expenditures	\$ -0	(C2)			
Legally Restricted Excess Surplus - Designated for Subsequent					
Year's Expenditures	\$ 250,000	` ′			
Other Restricted Fund Balances	\$ 1,994,126	<u>(C4)</u>			
Assigned - Designated for Subsequent		(0.5)			
Year's Expenditures		(C5)			
Additional Assigned Fund Balance - Designated for Subsequent	Φ 0	(C6)			
Year's Expenditures July 1, 2019- August 1, 2019	\$ -0-	·_(C6)			
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			\$	644,489	(U)
Section 3					
Restricted Fund Balance-Excess Surplus [(U)-(M)] IF NEGATIVE,	, ENTER -0-		\$	328,777	(E)

ROSELAND BOARD OF EDUCATION EXCESS SURPLUS CALCULATION FISCAL YEAR ENDED JUNE 30, 2019

Recapitulation of Excess Surplus as of June 30, 2019

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$	250,000	(C3)
Restricted Excess Surplus [(E)]	\$	328,777	(E)
Total [(C3)+(E)]	_\$	578,777	(D)
Detail of Allowable Adjustments			-
Impact Aid	\$	-0-	(H)
Sale & Lease-back	\$	-0-	(I)
Extraordinary Aid	\$	65,712	(J1)
Additional Nonpublic School Transportation Aid	_\$_	-0-	(J2)
Total Adjustments $(H)+(J)+(J1)+(J2)+(J3)$		65,712	-(K)
Detail of Other Restricted Fund Balances			
Statutory Restrictions:			
Approved Unspent Separate Proposal	\$	-0-	
Sale/Lease-back Reserve	\$	-0-	
Capital Reserve (N-1)	\$	1,549,922	
Maintenance Reserve (N-2)	\$	444,204	
Tuition Reserve (N-3)	\$	-0-	
Emergency Reserve (N-4)	\$	-0-	
Other Restricted Fund Balance not Noted Above	\$	-0-	
			•
Total Other Restricted Fund Balance		1,994,126	(C-4)

ROSELAND BOARD OF EDUCATION SUMMARY OF RECOMMENDATIONS FISCAL YEAR ENDED JUNE 30, 2019

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

The required certification (E-CERT1) be filed with the NJ Department of Treasury in a timely manner and all compensation benefits comply with state requirements.

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

None

4. School Food Service

None

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

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

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

All prior year recommendations have been corrected during the current fiscal year and are not included as recommendations in the current year audit.