

**WOODBURY HEIGHTS BOARD OF EDUCATION**  
**Woodbury Heights, New Jersey**

Auditor's Management Report on Administrative Findings  
Financial, Compliance, and Performance  
For The Year Ended June 30, 2019

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

Table of Contents

	<b>Page</b>
Report of Independent Auditors	1
Scope of Audit	2
Administrative Practices and Procedures	2
Insurance	2
Official Bonds	2
Tuition Charges	2
Financial Planning, Accounting, and Reporting	2
Examination of Claims	2
Payroll Account	2
Employee Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Travel	3
Classification of Expenditures	3
Board Secretary's Records	3
Treasurer's Records	3
Elementary and Secondary Education Act (ESEA), as Amended by Every Student Succeeds Act (ESSA)	4
Other Special Federal and/or State Projects	4
TPAF Reimbursement	4
School Purchasing Programs	4
Contracts and Agreements Requiring Advertisement for Bids	4-5
School Food Service	5
Application for State School Aid (ASSA)	5-6
Pupil Transportation	6
Miscellaneous	6
Follow-up on Prior Year Findings	6
Acknowledgment	6
Schedule of Audited Enrollments	7-8
Excess Surplus Calculation	9-10
Audit Recommendations Summary	11

Tax ID Number

21-6000351

# PETRONI & ASSOCIATES LLC

Certified Public Accountants • Registered Municipal Accountants  
102 West High Street, Suite 100 • P.O. Box 279 • Glassboro, NJ 08028  
(856) 881-1600 • Fax (856) 881-6860

MEMBER: AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

Nick L. Petroni, CPA, RMA

Mary A. Carey, RMA  
Wendy G. Fama, CPA  
Denise R. Nevico, CPA  
Deanna L. Roller, CPA, RMA

## Report of Independent Auditors


Honorable President and  
Members of the Board of Education  
Woodbury Heights School District  
100 Academy Avenue  
Woodbury Heights, New Jersey 08063

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 Woodbury Heights School District in the County of Gloucester for the year ended June 30, 2019, and have issued our report thereon dated November 13, 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 Woodbury Heights 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.

PETRONI & ASSOCIATES LLC



Nick L. Petroni  
Certified Public Accountant  
Licensed Public School Accountant #542  
Glassboro, New Jersey

November 13, 2019

## Administrative Findings – Financial, Compliance, and Performance

### Scope of Audit

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

### Administrative Practices and Procedures

#### Insurance

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

#### Official Bonds (NJSA 18A:17-26, 18A:17-32)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Christopher M. Rodia	Board Secretary/ School Business Administrator	\$ 20,000
Charles Owens	Treasurer	\$135,000

#### Tuition Charges

There was no tuition charged to sending districts during the year under audit.

### 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, certification, and 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 Chief School Administrator 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 premium withholding due to General Fund.

Payrolls were deposited in separate bank accounts for net payroll and withholdings.

The required certification (E-CERT1) of compliance, with requirements for income tax on compensation of administrators (Superintendents, Assistant Superintendents, and Business Administrator) to the NJ Department of the Treasury, was filed by the March 15<sup>th</sup> due date.

Reporting of employee compensation for income tax related purposes complied with federal and state regulations regarding the compensation which is required to be reported.

The Board of Education did not make merit bonus payments.

### **Employee Position Control Roster**

An inquiry and review of the Position Control Roster found the payroll records and the general ledger accounts to where wages are posted were in agreement with the Position Control Roster. There are internal control procedures in place to ensure that employee benefits are offered only to current employees and their eligible relations.

### **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. District personnel performed an analysis of outstanding purchase orders at June 30 and prepared separate listings of purchase orders comprising the balance sheet account balances for accounts payable and reserve for encumbrances.

### **Travel**

The District has an approved Board travel policy as required by NJAC 6A:23a-6.13 and NJSA 18A:11-12.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with NJAC 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 NJAC 6A:23A-8.3. As of result of the procedures performed, we found no errors in the classification of expenditures and no additional procedures were deemed necessary to test the propriety of expenditure classification.

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

Our review of the financial and accounting records maintained by the Board Secretary disclosed that the records were maintained in good condition. The prescribed contractual order system was followed.

The monthly certification of positive line item account status by the Board Secretary and monthly certification that sufficient funds are available to meet the District's financial obligation by the Board were filed during the year. The annual report was filed with the Interim County Superintendent by the required due date.

Purchase orders were charged to the appropriate line item accounts in accordance with the State prescribed *Uniform Minimum Chart of Accounts for New Jersey Public Schools*.

**Finding 2019-001:** County Superintendent approval was not received for transfers made to the line item for central services.

**Recommendation:** All required approvals from the County Superintendent be received before transfers to administrative accounts are made.

### **Treasurer's Records**

The Treasurer performed cash reconciliations for the general operating, payroll, and agency accounts on a monthly basis. The Treasurer's cash balances were in agreement with those of the Board Secretary and the reconciled cash balance as determined during the audit. All cash receipts were deposited promptly.

## **Elementary and Secondary Education Act (ESEA), as Amended by Every Student Succeeds Act**

The ESEA financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for ESEA indicated no areas of noncompliance and/or questionable costs during the year under audit.

## **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 Single Audit Section of the District's 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 other special federal and/or state projects indicated no areas of noncompliance and/or questionable costs.

## **TPAF 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.

The amount of the expenditure charged to the current year's Final Report 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**

NJSA 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 possesses a qualified purchasing agent certificate pursuant to subsection "b" 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 \$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.

## **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 NJSA 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 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 NJSA 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

NJSA 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 advertisement for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law."

The bid thresholds in accordance with NJSA 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 NJSA 18A:39-3 is currently \$19,000 for 2018-19.

The District Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where questions arise 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or good or service, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. Based on the results of our examination, I did not note any instances of noncompliance.

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

### **School Food Service**

A school lunch program was found to be in effect, as maintained by state law, in a joint effort with neighboring districts. No financial records or transactions were handled by the District.

### **Application for State School Aid (ASSA)**

Our audit procedures included a test of information reported in the October 15, 2018, Application for State School Aid (ASSA) for on-roll and low-income. We also performed a review of the District's procedures related to its completion. The information on the ASSA was compared to the District's work papers without exception. The information that was included on the work papers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed state forms or their equivalent.

**Application for State School Aid (ASSA) (Continued)**

The District's 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 2018-2019 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. No exceptions were noted in our review of transportation related purchases of goods and services.

**Miscellaneous**

The School District complied with continuing disclosure agreements made in relation to prior year's bond issuances, this obligation included filing audit reports on the Electronic Municipal Market Access (EMMA).

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

The School District adhered to all the requirements of NJAC 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 NJAC 6A:26-12.4(g).

**Follow-up on Prior Year Findings**

Not applicable.

**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.



WOODBURY HEIGHTS SCHOOL DISTRICT  
 SCHEDULE OF AUDITED ENROLLMENTS  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2018

	2019-2020 Application for State School Aid						Sample for Verification						Private School for Disabled			
	Reported on ASSA on Roll		Reported on Work papers on Roll		Errors		Sample Selected from Work papers		Verified per Registers on Roll		Errors per Registers on Roll		Reported on ASSA as Private School	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool	10		10				10		10							
Full Day Kindergarten	35		35				35		35							
One	30		30				30		30							
Two	28		28				28		28							
Three	26		26				26		26							
Four	25		25				25		25							
Five	21		21				21		21							
Six	22		22				22		22							
Subtotal	197	0	197	0	0	0	197	0	197	0	0	0	0	0	0	0
Special Ed. - Elementary	27		27				27		27				1	1	1	
Special Ed. - Middle School	5		5				5		5							
Subtotal	32	0	32	0	0	0	32	0	32	0	0	0	1	1	1	0
Totals	229	0	229	0	0	0	229	0	229	0	0	0	1	1	1	0
Percentage Error					0.00%	0.00%					0.00%	0.00%				

	Resident Low Income						(Limited English Proficient) Resident LEP Low Income					
	Reported on ASSA as Low Income		Reported on Work papers as Low Income		Errors		Sample for Verification		Sample for Verification		Sample for Verification	
	Reported on	Reported on	Sample Selected from	Verified to Application and Register	Sample Errors	Reported on	Reported on	Sample Selected from	Verified to Test Score and Register	Sample Errors	Sample Errors	
Full Day Kindergarten	8	8		7	7							
One	5	5		4	4							
Two	5	5		4	4							
Three	4	4		4	4							
Four	4	4		4	4							
Five	1	2	1	2	2							
Six	4	4		3	3							
Subtotal	31	32	1	28	28	0	0	0	0	0	0	
Special Ed. - Elementary	6	8	2	7	7							
Special Ed. - Middle School	5	2	-3	2	2							
Subtotal	11	10	-1	9	9	0	0	0	0	0	0	
Totals	42	42	0	37	37	0	0	0	0	0	0	
Percentage Error			0.00%		0.00%			0.00%		0.00%		

WOODBURY HEIGHTS SCHOOL DISTRICT  
 SCHEDULE OF AUDITED ENROLLMENTS (CONTINUED)  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2018

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on ASSA as Bilingual Education	Reported on Work papers as Bilingual Education	Errors	Sample Selected from Work papers	Verified to Application and Registers	Sample Errors
Full Day Preschool						
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						

Not Applicable

Special Ed. - Elementary  
 Special Ed. - Middle School

Percentage Error

	Transportation					
	Reported on DTRS by DOE/County	Reported on DTRS by District	Errors	Tested	Verified	Errors
Regular Public Schools						
Special Needs - Public	3	3		3	3	
AIL Nonpublic School Students	2	2		2	2	
	<u>5</u>	<u>5</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>0</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

	Reported	Recalculated
Reg. Avg. (Mileage) = Regular Including Grade PK (Part A)	12.4	12.4
Reg. Avg. (Mileage) = Regular Excluding Grade PK (Part B)	12.0	12.0
Spec Avg. = Special Education with Special Needs	7.0	7.0

**EXCESS SURPLUS CALCULATION**

**REGULAR DISTRICT/CHARTER SCHOOL  
SECTION 1**

**A. 2% Calculation of Excess Surplus**

2018-19 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>4,305,243</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	\$ _____ (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____ (B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____ (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____ (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ <u>624,275</u> (B2a)
Assets Acquired Under Capital Leases	\$ _____ (B2b)
Adjusted 2018-19 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>3,680,968</u> (B3)
2% of Adjusted 2018-19 General Fund Expenditures [(B3) times .02]	\$ <u>73,619</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u> (B5)
Increased by: Allowable Adjustment *	\$ <u>580</u> (K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ <u>250,580</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/2019 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>1,491,511</u> (C)
Decreased by:	
Year-end Encumbrances	\$ _____ (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____ (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>552,788</u> (C3)
Other Restricted Fund Balances****	\$ <u>239,014</u> (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>580</u> (C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ _____ (C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$ <u>699,129</u> (U1)

**SECTION 3**

Restricted Fund Balance - Excess Surplus\*\*\* [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 448,549 (E)

**Recapitulation of Excess Surplus as of June 30, 2019**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures\*\* \$ 552,788 (C3)

Reserved Excess Surplus\*\*\* [(E)] \$ 448,549 (E)

Total [(C3)+(E)] \$ 1,001,337 (D)

\* This adjustment line (as detailed below) is to be utilized when applicable for: Impact Aid, Sale, and Lease-back (Refer to the Audit Program Section II, Chapter 10), Extraordinary Aid, Additional Nonpublic School Transportation Aid; recognized current year School Bus Advertising Revenue; and Family Crisis Transportation Aid. Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid; Family Crisis Transportation Aid and Additional Nonpublic School Transportation Aid.

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ _____	(J1)
Additional Nonpublic School Transportation Aid	\$ _____	580 (J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+ (J3)]	\$ _____	<u>580</u> (K)

\*\* This amount represents the June 30, 2019, Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* Amount must agree to the June 30, 2019, CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

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

**Detail of Other Restricted Fund Balance**

Statutory restrictions:

Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ <u>239,014</u>
Maintenance reserve	\$ _____
Emergency reserve	\$ _____
Waiver offset reserve - designated for subsequent year	\$ _____
Tuition reserve	\$ _____
School bus advertising 50% fuel offset reserve - current year	\$ _____
School bus advertising 50% fuel offset reserve - prior year	\$ _____
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____
Other state/government mandated reserve	\$ _____
[Other restricted fund balance not noted above]****	\$ _____
Total other restricted fund balance	\$ <u>239,014</u> (C4)

**WOODBURY HEIGHTS BOARD OF EDUCATION  
AUDIT RECOMMENDATIONS SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting, and Reporting

Finding 2019-001: All required approvals from the County Superintendent be received before transfers to administrative accounts be made.

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

None