

BOARD OF EDUCATION

BLAIRSTOWN TOWNSHIP SCHOOL DISTRICT

COUNTY OF WARREN

STATE OF NEW JERSEY

REPORT OF ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2020

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

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Anthony Ardito, CPA, RMA, CMFO, PSA

REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Blairstown Township School District
County of Warren, 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 Blairstown Township School District in the County of Warren for the year ended June 30, 2020, and have issued our report thereon dated December 9, 2020.

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 Blairstown 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: December 9, 2020

Licensed Public School Accountant No. 2369
ARDITO & COMPANY LLC

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>
Matthew Herzer	Board Secretary/School Business Administrator	\$25,000
Lisa Benzaia	Treasurer of School Moneys	\$200,000

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

Financial Planning, Accounting and Reporting

Examination of Claims

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

An examination of claims paid during the period under review included the following discrepancies with respect to signatures, certification or supporting documentation.

Finding 2020-1 (CAFR finding 2020-1) :

No documented approval of purchase orders were present and check dates and numbers were not documented on the purchase orders.

Recommendation:

The district shall document and implement internal controls sufficient to ensure safe and proper use of the purchase order system and mitigate the potential for fraud and abuse. This includes documented approval by district officials and the board of education.

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 were in excellent condition.

The Treasurer's records were examined and were found to be in agreement with the records of the Secretary.

Elementary and Secondary Education Act (E.S.E.A.), as amended by the Every Student Succeeds Act (ESSA)

The E.S.E.A./NCLB 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 10 and 11 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.
- 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: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:

Teaching/School Supplies
School Furniture and Office Furniture
Office Equipment and Supplies
Computer Equipment and Related Services
Copier Equipment and Supplies

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. 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.

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.

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, 2019, 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 2019-2020 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.

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. There were no prior year findings.

Recommendations

Finding 2020-1 (CAFR finding 2020-1)

The district shall document and implement internal controls sufficient to ensure safe and proper use of the purchase order system and mitigate the potential for fraud and abuse. This includes documented approval by district officials and the board of education.

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.

BLAIRSTOWN TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2019

	<u>2020-2020 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. <u>On Roll</u>		Reported on Workpapers <u>On Roll</u>		<u>Errors</u>		Sample Selected from <u>Workpapers</u>		Verified per Registers <u>On Roll</u>		Errors per Registers <u>On Roll</u>		Sample for Verifi- <u>cation</u>	Sample <u>Verified</u>	Sample <u>Errors</u>	Reported on A.S.S.A. as <u>Private School</u>	Sample for Verifi- <u>cation</u>	Sample <u>Verified</u>	Sample <u>Errors</u>	Sample for Verifi- <u>cation</u>	Sample <u>Verified</u>	Sample <u>Errors</u>	
	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>											
Full Day Preschool 3 Yrs	9		9					4		4													
Full Day Preschool 4 Yrs	11		11					5		5													
Full Day Kindergarten	63		63					27		27													
One	53		53					22		22													
Two	39		39					17		17													
Three	52		52					22		22													
Four	52		52					22		22													
Five	46		46					19		19													
Six	64		64					27		27													
Subtotal	389	0	389	0	0	0	165	0	165	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sp. Ed. Elementary	63		63					27		27						3	3	3					
Sp. Ed. Middle	11		11					5		5													
Subtotal	74	0	74	0	0	0	32		32	0	0	0	0	0	0	3	3	3	0	0	0	0	
Totals	463	0	463	0	0	0	197	0	197	0	0	0	0	0	0	3	3	3	0	0	0	0	
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>		

BLAIRSTOWN TOWNSHIP SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2019

	<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 <u>Income</u>	Reported on Workpapers as Low <u>Income</u>	<u>Errors</u>	Sample Selected from <u>Workpapers</u>	Verified to Application and <u>Register</u>	Sample <u>Errors</u>	Reported on A.S.S.A. as Bilingual <u>Education</u>	Reported on Workpapers as Bilingual <u>Education</u>	<u>Errors</u>	Sample Selected from <u>Workpapers</u>	Verified to Test Score and <u>Register</u>	Sample <u>Errors</u>
							Bilingual Students	0	0	0	0	0
Full Day Kindergarten	7	7		7	7		Percentage Error			<u>0.00%</u>		<u>0.00%</u>
One	8	8		8	8							
Two	4	4		4	4							
Three	5	5		5	5							
Four	5	5		5	5							
Five	3	3		3	3							
Six	3	3		3	3							
Sp. Ed. Elementary	19	19		19	19							
Sp. Ed. Middle	2	2		2	2							
Subtotal	56	56	0	56	56	0						
Totals	<u>56</u>	<u>56</u>	<u>0</u>	<u>56</u>	<u>56</u>	<u>0</u>						
Percentage Error			<u>0.00%</u>			<u>0.00%</u>						

	<u>Transportation</u>					
	Reported on DRTRS by <u>DOE</u>	Reported on DRTRS by <u>District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>
Reg.-Public Schools	285	285		137	137	
Transported-Non-Public	2	2		1	1	
Special Needs-Public	28	28		13	13	
Totals	<u>315</u>	<u>315</u>	<u>0</u>	<u>151</u>	<u>151</u>	<u>0</u>
Percentage Error					<u>0.00%</u>	

BLAIRSTOWN TOWNSHIP SCHOOL DISTRICT

ANALYSIS OF EXCESS GENERAL FUND FREE BALANCE
JUNE 30, 2020

THE CALCULATION OF THE 2% EXCESS AT JUNE 30, 2020 IS AS FOLLOWS:

	2019-2020 GENERAL FUND EXPENDITURES (per the CAFR, Exhibit C-1)		
B	TOTAL	\$9,502,550	
	INCREASED BY:		
B1a	TRANSFER TO FOOD SERVICE FUND		
B1b	TRANSFER FROM CAPITAL OUTLAY TO CAPITAL PROJECTS FUND		
B1c	TRANSFER FROM CAPITAL RESERVE TO CAPITAL PROJECTS FUND	-	
	DECREASED BY:		
B2a	ON-BEHALF TPAF PENSION/PMR & SOCIAL SECURITY	<u>(1,448,442)</u>	
B2b	ASSETS ACQUIRED UNDER CAPITAL LEASES		
B3	ADJUSTED 2019-2020 GENERAL FUND EXPENDITURES		<u>\$ 8,054,108</u>
B4	GREATER OF .02 OF EXPENDITURES OR \$250,000.		\$ 250,000
K	INCREASED BY: ALLOWABLE ADJUSTMENT		<u>69,311</u>
M	MAXIMUM UNRESERVED/UNDESIGNATED FUND BALANCE		3.96% \$ 319,311
C	GENERAL FUND FUND BALANCE AT 6-30-2020 (per CAFR Budgetary Schedule C-1)		\$ 1,708,169
	DECREASED BY:		
C1	YEAR END ENCUMBRANCES		(346,153)
C2	LEGALLY RESTRICTED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		
C3	LEGALLY RESTRICTED - EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		(228,784)
C4	OTHER RESERVED FUND BALANCES		(450,000)
C5	ASSIGNED FUND BALANCE - UNRESERVED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		<u>(61,260)</u>
U1	TOTAL UNASSIGNED FUND BALANCE		7.72% 621,972
U2	TOTAL UNRESERVED/UNDESIGNATED FUND BALANCE FOR EXCESS SURPLUS CALCULATION		<u><u>-</u></u> <u>621,972</u>
E	EXCESS SURPLUS-RESERVED FUND BALANCE		<u><u>\$ 302,661</u></u>
	(IF NEGATIVE, NO ADDITIONAL RESERVED AMOUNT)		

BLAIRSTOWN TOWNSHIP SCHOOL DISTRICT

ANALYSIS OF EXCESS GENERAL FUND FREE BALANCE
JUNE 30, 2020

RECAPITULATION OF EXCESS SURPLUS AS OF JUNE 30, 2020

C3	RESERVED EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES	\$ 228,784
E	RESERVED EXCESS SURPLUS	<u>302,661</u>
	TOTAL	<u>\$ 531,445</u>

DETAIL OF ALLOWABLE ADJUSTMENTS:

H	IMPACT AID	\$ 37,802
I	SALE & LEASE-BACK	
J1	EXTRAORDINARY AID	31,509
J2	ADDITIONAL NON-PUBLIC SCHOOL TRANSPORTATION AID	<u>-</u>
K	TOTAL ADJUSTMENTS	<u>\$ 69,311</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	
	MAINTENANCE RESERVE	450,000
	TUITION RESERVE	
	OTHER STATE/GOV'T MANDATED RESERVES	
	OTHER RESERVES FUND BALANCE NOT NOTED ABOVE	<u>-</u>
C-4	TOTAL OTHER RESTRICTED FUND BALANCE	<u>450,000</u>

BLAIRSTOWN TOWNSHIP SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

The district shall document and implement internal controls sufficient to ensure safe and proper use of the purchase order system and mitigate the potential for fraud and abuse. This includes documented approval by district officials and the board of education.

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

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

