

**HAZLET TOWNSHIP SCHOOL DISTRICT**

Hazlet, New Jersey  
County of Monmouth

**Auditor's Management Report on Administrative Findings -  
Financial, Compliance and Performance  
YEAR ENDED JUNE 30, 2020**



**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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

Honorable President and Members  
of the Board of Education  
Hazlet Township School District  
County of Monmouth  
Hazlet, NJ 07730

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 Hazlet Township School District in the County of Monmouth for the year ended June 30, 2020, and have issued our report thereon dated January 20, 2021.

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 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.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Jerry W. Conaty  
Certified Public Accountant  
Public School Accountant, No. 2407

Toms River, New Jersey  
January 20, 2021

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**ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator, 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 School District's CAFR.

**Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Christopher J. Mullins	Board Secretary/School Business Administrator	\$ 125,000.00
Patricia C. Smith	Treasurer	300,000.00

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil cost in accordance with *N.J.A.C.6A:23A-17.1(f)3*.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

A sample examination of claims paid during the period under the review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

**Payroll Account**

The net salaries of sampled employees of the board were deposited in the Payroll Account. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the School Business Administrator/Board Secretary.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

Payrolls were delivered to the Treasurer who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### **Employee Position Control Roster**

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

### **Reserve for Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23 A-16.29(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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, a transaction error rate of 0% percent overall was noted 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 were found to be in satisfactory condition.

### **Treasurer's Records**

Our review of the financial and accounting records maintained by the Treasurer of School Monies were found to be in satisfactory condition.

### **Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.) as Reauthorized by the No Child Left Behind Act of 2001.**

The E.S.E.A. / N.C.L.B. 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, II and III of the Elementary and Secondary Education Act as amended and reauthorized.

### **T.P.A.F. Reimbursement**

Our audit procedures included a sample test of the biweekly reimbursements forms 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 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**

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 \$18,800 for 2017-18.

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 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.

Based on the results of our tests on sample basis, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, 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.

### **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 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.

The Statement of Revenues, Expenses, and Changes in Net Position (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program costs of goods sold.

We also inquired of management about the emergency COVID-19 procedures/practices that the SFA instituted to provide meals to eligible students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations.

### **Student Body Activities**

Our review of the financial and accounting records for student activities indicated they were in satisfactory condition.

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

Our audit procedures included a sample test of information reported in the October 15, 2019 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School 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 School District maintained workpapers on the prescribed state forms or their equivalent.

The School District written procedures appear to be adequate for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a sample 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 sample of transportation contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our sampling of transportation related purchases of goods and services.

### **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).

### **Miscellaneous**

The School District complied with its most recent continuing disclosure agreements in relation to prior year bond issuances.

### **Follow-up on Prior Year Findings**

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. There were no prior year findings.

**Office of Fiscal Accountability and Compliance (OFAC) Findings**

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2020.

**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.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Jerry W. Conaty  
Certified Public Accountant  
Public School Accountant, No. 2407

Toms River, New Jersey  
January 20, 2021

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**ADDITIONAL INFORMATION**

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**HAZLET TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2019**

	2020-2021 Application for State School Aid						Sample for Verification						Private Schools for Disabled														
	Reported on A.S.S.A. On Roll			Reported on Workpapers			Selected from Workpapers			Verified per Registers On Roll			Errors per Registers On Roll			Reported on A.S.S.A. as Private Schools			Sample Verification			Sample Errors					
	Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared	
Half Day Preschool - 3 Yrs	28	-	-	28	-	-	3	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Preschool - 4 Yrs	34	-	-	34	-	-	4	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	158	-	-	158	-	-	17	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
One	176	-	-	176	-	-	19	-	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Two	145	-	-	145	-	-	15	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Three	151	-	-	151	-	-	16	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Four	149	-	-	149	-	-	16	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Five	146	-	-	146	-	-	15	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Six	157	-	-	157	-	-	17	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Seven	166	-	-	166	-	-	18	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eight	181	-	-	181	-	-	19	-	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nine	184	-	-	184	-	-	19	-	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	173	-	-	173	-	-	18	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	180	12	-	180	12	-	19	1	-	19	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	159	13	-	159	13	-	14	1	-	14	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	2,187	25	-	2,187	25	-	229	2	-	229	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - Elementary	246	-	-	246	-	-	26	-	-	26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - Middle School	120	-	-	120	-	-	13	-	-	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - High School	162	19	-	162	19	-	17	2	-	17	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	528	19	-	528	19	-	56	2	-	56	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,715	44	-	2,715	44	-	285	4	-	285	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Percentage Error

0%

0%

0%

**HAZLET TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2019**

	2020-2021 Application for State School Aid			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	18	18	-	7	7	-	1	1	-	1	1	-
One	31	31	-	13	13	-	2	2	-	2	2	-
Two	16	16	-	7	7	-	3	3	-	3	3	-
Three	26	26	-	11	11	-	2	2	-	2	2	-
Four	26	26	-	11	11	-	1	1	-	1	1	-
Five	24	24	-	10	10	-	-	-	-	-	-	-
Six	28	28	-	12	12	-	-	-	-	-	-	-
Seven	31	31	-	13	13	-	2	2	-	2	2	-
Eight	30	30	-	12	12	-	1	1	-	1	1	-
Nine	29	29	-	12	12	-	-	-	-	-	-	-
Ten	32	32	-	13	13	-	-	-	-	-	-	-
Eleven	25	25	-	10	10	-	1	1	-	1	1	-
Twelve	28	28	-	11	11	-	1	1	-	1	1	-
Subtotal	344	344	-	142	142	-	14	14	-	14	14	-
Special Ed - Elementary	61	61	-	25	25	-	1	1	-	1	1	-
Special Ed - Middle School	27	27	-	11	11	-	1	1	-	1	1	-
Special Ed - High School	46	46	-	19	19	-	1	1	-	1	1	-
Subtotal	134	134	-	55	55	-	3	3	-	3	3	-
Totals	478	478	-	197	197	-	17	17	-	17	17	-
Percentage Error	0%			0%			0%			0%		

**Transportation**

	Reported on DRTS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	770	770	-	189	189	-
Reg - Sp Ed, col. 4	19	19	-	5	5	-
Transported - Non-Public, col. 3	91	91	-	22	22	-
AIL - Non Public	27	27	-	7	7	-
Special Ed Spec, col. 6	126	126	-	31	31	-
Totals	1,033	1,033	-	254	254	-
Percentage Error	0%			0%		



**HAZLET TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2019**

	2020-2021 Application for State School Aid				Sample for Verification		
	Reported on A.S.A as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors	
Full Day Kindergarten							
One	1	1	-	1	1	-	
Two	1	1	-	1	1	-	
Three	-	-	-	-	-	-	
Four	1	1	-	1	1	-	
Five	-	-	-	-	-	-	
Six	-	-	-	-	-	-	
Seven	-	-	-	-	-	-	
Eight	-	-	-	-	-	-	
Nine	-	-	-	-	-	-	
Ten	-	-	-	-	-	-	
Eleven	-	-	-	-	-	-	
Twelve	-	-	-	-	-	-	
Subtotal	3	3	-	3	3	-	
Special Ed - Elementary	1	1	-	1	1	-	
Special Ed - Middle School	-	-	-	-	-	-	
Special Ed - High School	-	-	-	-	-	-	
Subtotal	1	1	-	1	1	-	
Totals	4	4	-	4	4	-	
Percentage Error			0%			0%	

## EXCESS SURPLUS CALCULATION

### REGULAR DISTRICT

#### SECTION 1

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

2018-2019 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>60,211,393.11</u> (B)
Increased by:	
Transfer to Food Service Fund	\$ <u>-</u> (B1a)
Transfer from Capital Outlay to Capital Projects Fund	\$ <u>-</u> (B1b)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>-</u> (B1c)
Transfer from General Fund to ARF for PreK-Regular	\$ <u>-</u> (B1d)
Transfer from General Fund to ARF for PreK-Inclusion	\$ <u>-</u> (B1e)
Decrease by:	
On-Behalf TPAF Pension & Social Security	\$ <u>8,269,632.03</u> (B2a)
Assets Acquired Under Capital Leases	\$ <u>-</u> (B2b)
Adjusted 2018-2019 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u><u>51,941,761.08</u></u> (B3)
2% of Adjusted 2018-2019 General Fund Expenditures [(B3) times .02]	\$ <u>1,038,835.22</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>1,038,835.22</u> (B5)
Increased by: Allowable Adjustment *	\$ <u>177,026.00</u> (K)
Maximum Unassigned Fund Balance [(B5)+(K)]	\$ <u><u>1,215,861.22</u></u> (M)

#### SECTION 2

Total General Fund - Fund Balances @ 6/30/2019 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>11,965,315.20</u> (C)
Decreased by:	
Year-End Encumbrances	\$ <u>975,260.98</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>-</u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>2,164,216.13</u> (C3)
Other Restricted Fund Balances ****	\$ <u>5,312,669.40</u> (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>-</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u><u>3,513,168.69</u></u> (U1)

**REGULAR DISTRICT (continued):**

**SECTION 3**

Restricted Fund Balance - Excess Surplus \*\*\* [(U1)-(M)] IF NEGATIVE ENTER -0-] \$ 2,297,307.47 (E)

**Recapitulation of Excess Surplus as of June 30, 2020**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \*\* \$ 2,164,216.13 (C3)  
Reserved Excess Surplus \*\*\* [(E)] \$ 2,297,307.47 (E)  
Total Excess Surplus [(C3)+(E)] \$ 4,461,523.60 (D)

**Footnotes:**

\*Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

- (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve - General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized Current Year School Bus Advertising revenue; and
- (J4) Family Crisis Transportation Aid.

**Detail of Allowable Adjustments**

Impact Aid	\$ <u>-</u> (H)
Sale & Lease-back	\$ <u>-</u> (I)
Extraordinary Aid	\$ <u>166,995.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>10,031.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ <u>-</u> (J3)
Family Crisis Transportation Aid	\$ <u>-</u> (J4)
Total Adjustments [(H)+(I)+J1)+(J2)+(J3)+(J4)]	\$ <u><u>177,026.00</u></u> (K)

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

\*\*\* Amounts must agree to the June 30, 2019 CAFR and must agree to Audit Summary Line 90030.

\*\*\*\* Amount for Other Restricted 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.

**REGULAR DISTRICT (continued):**

**Detail of Other Restricted Fund Balance**

**Statutory Restrictions:**

Approved Unspent Separate Proposal	\$ -
Sale/Lease-Back Reserve	\$ -
Capital Reserve	\$ 4,062,669.40
Maintenance Reserve	\$ 1,000,000.00
Emergency Reserve	\$ 250,000.00
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	 \$ 5,312,669.40 (C4)

**HAZLET TOWNSHIP SCHOOL DISTRICT  
AUDIT RECOMMENDATIONS SUMMARY  
YEAR ENDED JUNE 30, 2020**

**SCHOOL DISTRICT**

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

No Prior Year Audit Findings/Recommendations