

BOARD OF EDUCATION
HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS, FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

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Federal Identification Number 22-6001980



Certified Public Accountants, PC
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Report of Independent Auditors

Honorable President and Members
of the Board of Education
Highland Park Borough Public School District
County of Middlesex, 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 basic financial statements of the Board of Education of the Highland Park Borough Public School District in the County of Middlesex for the year ended June 30, 2020, and have issued our report thereon dated February 5, 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 Highland Park Borough Public 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 that reads "BKC, CPAs, PC".

BKC, CPAs, PC

A handwritten signature in black ink that reads "MH".

Michael Holk, CPA, PSA
NO. 20CS00265600

February 5, 2021
Flemington, New Jersey

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
June 30, 2020

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, 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 or Charter School or Renaissance School Project CAFR. Adequacy of insurance coverage is the responsibility of the Board of Education.

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

Surety bond coverage in force during the period was:

<u>Name of Employee</u>	<u>Position</u>	<u>Amount</u>
Linda Hoefele	Secretary/Business Administrator	\$ 100,000
Brian Falkowski	Treasurer of School Monies	250,000

The Treasurer of School Monies was bonded in a surety bond in accordance with provisions of Title 18A:17-32 within minimum limits of the schedule promulgated by the New Jersey State Board of Education.

Financial Planning, Accounting and Reporting

Examination of Claims

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

During our test of transactions, we noted minor instances of payment timing issues relating to monthly utility payments. It is suggested that procedures be implemented to ensure timely review and payment of utility bills to avoid possible errors.

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, the Board Secretary/Business Administrator, and the Chief School Administrator.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
June 30, 2020

Payroll Account (continued)

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

During our testing of payroll transactions, we noted minor instances of contractual pay not agreeing with the contract amount. It is suggested the District develops controls to ensure employees pay agree with contracted amounts.

Employee Position Control Roster

A 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 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.

Finding 2020-005

Purchase orders were not reviewed for proper classification as of June 30 and orders were not liquidated or canceled within the suggested time frame of 60 to 90 days of year-end.

Recommendation

The District should implement procedures to ensure purchase orders are reviewed for proper classification as accounts payable or reserve for encumbrances based upon whether the goods have been received or the services rendered. All orders that will not be liquidated within the suggested time frame of 60 to 90 days of year-end should be canceled or liquidated.

Classification of Expenditures

The coding of expenditures was evaluated for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3.

A review of classification of expenditures during the period under review did not indicate any material discrepancies with respect to proper classification.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

June 30, 2020

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary did not disclose any material exceptions.

Treasurer or Reconciler of Accounts' Records

Finding 2020-004

Bank account reconciliations included reconciling items in excess of one year and did not appear on the board secretary records.

Recommendation

The records of the treasurer and board secretary should agree, and aged reconciling items should be reviewed for proper disposition.

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

The E.S.E.A. 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.

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.

TPAF Reimbursement

Our audit procedures included a test of the reimbursements filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

TPAF 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.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

June 30, 2020

TPAF Reimbursement to the State for Federal Salary Expenditures (continued)

The reimbursement form was reviewed, and no exceptions were noted.

Nonpublic State Aid

Our review of the records of the Nonpublic State Aid did not disclose any exceptions.

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 therefor, 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.”
- “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 the 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, 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-4 States:

“Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefor, except as is provided otherwise in this chapter or specifically by any other law.”

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$19,000 for 2019-20.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

June 30, 2020

School Purchasing Programs (continued)

In accordance with N.J.S.A. 18A:18A-3A and N.J.A.C. 5:34-5 et. seq., the Board of Education has appointed a “Qualified Purchasing Agent” which allows the Board of Education to increase the bid threshold and to grant the authorization to negotiate contracts below the bid threshold.

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 solicitor's opinion should be sought before a commitment is made.

Our examination of the minutes indicated that contracts awarded included the following:

Building improvements	Food service management	Special education services
Custodial services	Substitute teacher services	Transportation
Technology equipment	Maintenance & repairs services	Lease purchases
Cafeteria equipment	Professional services	Security equipment
Gym equipment		

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. Expenditures were reviewed, however, to determine whether any clear-cut violations existed.

Based on the results of our examination, 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.

Our examination indicated that the following purchases were made using State Contracts.

Telecommunication equipment

Purchases made through cooperative agreements included the following:

Instructional supplies

Technology equipment

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an unemployment compensation insurance trust fund.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

June 30, 2020

School Food Service

COVID-19 Emergency

In accordance with the Governor's Declaration of Emergency pertaining to the COVID-19 virus, all Public, Charter, Non-Public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, the District was required to institute alternate procedures to provide meals to free and reduced price eligible students during the period of school closures.

Therefore, the District was authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The District was also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of free and reduced price meal eligible students.

The District was notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all free and reduced price meal eligible students during the emergency.

The school food service program was not selected as a major federal or State program. However, the program expenditures exceeded \$100,000 in federal and State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any overclaims or underclaims. Exceptions were not noted.

We also inquired of management about the emergency COVID-19 procedures/practices that the District 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.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

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 Cost Reimbursement or Fixed Price contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$10,000. 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.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

June 30, 2020

School Food Service (continued)

Expenditures were separately recorded as food, labor, and other costs. Vendor invoices were reviewed, and costs verified. Inventory records on food and 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 to substantiate the non-profit status of the school food service.

Net cash resources exceeded three months average expenditures.

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 claims were submitted/certified in a timely manner.

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 /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.

USDA Food Distribution Program (food and commodities) were received, and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

We also inquired of school management, or appropriate 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 Fund Net Position (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 to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

Exhibits reflecting Child Nutrition Program operations are included in the section titled Proprietary Funds, Section B of the CAFR.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

June 30, 2020

School Food Service (continued)

Finding 2020-006

Outstanding point of sale balances due required adjustment for incorrect data entry at the time of the sale in the food service fund.

Recommendation

The District should implement procedures guaranteeing that revenue is accurately recorded, and aged accounts receivable balances are reviewed to ensure proper disposition.

Student Body Activities & Athletics

Our review of the records of the student activity funds did not disclose any exceptions.

Finding 2020-003

As part of our audit procedures, it was noted that bank reconciliations were not prepared for the athletic bank account for all months on a timely manner.

Recommendation

The District should prepare monthly bank reconciliations of cash accounts in a timely manner.

Application for State School Aid

We evaluated the information reported in the October 15, 2019 Application for State School Aid (ASSA) for onroll, 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 ASSA was compared to the district workpapers with minor exceptions. 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.

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

Pupil Transportation

The information that was included on the District Report of Transported Resident Students (DRTRS) was verified to the DRTRS Eligibility Summary Report. 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.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT

June 30, 2020

Facilities and Capital Assets

Our procedures included a review of the Schools Development Authority (SDA) grant agreements for consistency with recording revenue, transfer of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction. We also performed a review of capital assets related to their existence. No exceptions were noted.

Finding 2020-002

The District has not received NJ Schools Development Authority (SDA) funding for one completed facility project.

Recommendation

The District should continue its efforts to collect the NJ SDA Award funds receivable for the completed facility project in the capital projects fund.

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).

Miscellaneous

Finding 2020-001

The business office staffing is insufficient to ensure effective completion of the duties required by the office.

Recommendation

The District should perform a review of the staffing of the business office to determine if it is adequate for the effective completion of the duties required of the office.

Follow-up on Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with exception for Finding 2019-01 which is repeated as Finding 2020-002 where the District should take measures to collect the NJ Schools Development Authority award funds receivable for completed facility projects in the capital projects fund.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2019

	2020 - 2021 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA Onroll		Reported on Workpapers Onroll		Errors		Sample Selected from Workpapers		Verified per Registers Onroll		Errors per Registers Onroll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half day preschool age 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full day preschool age 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half day preschool age 4	50	-	54	-	(4)	-	16	-	16	-	-	-	-	-	-	-
Full day preschool age 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half day kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full day kindergarten	106	-	108	-	(2)	-	16	-	16	-	-	-	-	-	-	-
One	103	-	104	-	(1)	-	16	-	16	-	-	-	-	-	-	-
Two	101	-	101	-	-	-	16	-	16	-	-	-	-	-	-	-
Three	98	-	98	-	-	-	16	-	16	-	-	-	-	-	-	-
Four	91	-	93	-	(2)	-	16	-	16	-	-	-	-	-	-	-
Five	105	-	107	-	(2)	-	16	-	16	-	-	-	-	-	-	-
Six	105	-	106	-	(1)	-	16	-	16	-	-	-	-	-	-	-
Seven	99	-	99	-	-	-	16	-	16	-	-	-	-	-	-	-
Eight	121	-	121	-	-	-	16	-	16	-	-	-	-	-	-	-
Nine	86	-	88	-	(2)	-	16	-	16	-	-	-	-	-	-	-
Ten	101	-	102	-	(1)	-	16	-	16	-	-	-	-	-	-	-
Eleven	88	-	88	-	-	-	16	-	16	-	-	-	-	-	-	-
Twelve	94	-	96	-	(2)	-	16	-	16	-	-	-	-	-	-	-
Post - graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>1,348</u>	<u>-</u>	<u>1,365</u>	<u>-</u>	<u>(17)</u>	<u>-</u>	<u>224</u>	<u>-</u>	<u>224</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special education - elementary	114	-	111	-	3	-	16	-	16	-	-	-	1	1	1	-
Special education - middle	46	-	46	-	-	-	16	-	16	-	-	-	1	1	1	-
Special education - high school	72	-	68	-	4	-	16	-	16	-	-	-	12	12	11	1
Subtotal	<u>232</u>	<u>-</u>	<u>225</u>	<u>-</u>	<u>7</u>	<u>-</u>	<u>48</u>	<u>-</u>	<u>48</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14</u>	<u>14</u>	<u>13</u>	<u>1</u>
County vocational - regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County vocational - f/t post sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	<u>1,580</u>	<u>-</u>	<u>1,590</u>	<u>-</u>	<u>(10)</u>	<u>-</u>	<u>272</u>	<u>-</u>	<u>272</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14</u>	<u>14</u>	<u>13</u>	<u>1</u>
Percentage error					<u>-0.63%</u>	<u>0.00%</u>						<u>0.00%</u>	<u>0.00%</u>			<u>7.14%</u>

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2019 (continued)

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score & Register	Sample Errors
Half day preschool age 3	-	-	-	-	-	-	-	-	-	-	-	-
Full day preschool age 3	-	-	-	-	-	-	-	-	-	-	-	-
Half day preschool age 4	-	-	-	-	-	-	-	-	-	-	-	-
Full day preschool age 4	-	-	-	-	-	-	-	-	-	-	-	-
Half day kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full day kindergarten	31	33	(2)	32	32	-	10	12	(2)	6	6	-
One	38	38	-	30	30	-	12	12	-	6	6	-
Two	32	32	-	26	26	-	7	7	-	4	4	-
Three	33	33	-	22	22	-	8	8	-	4	4	-
Four	25	26	(1)	18	18	-	6	6	-	3	3	-
Five	33	34	(1)	26	26	-	5	5	-	2	2	-
Six	37	37	-	13	13	-	5	5	-	3	3	-
Seven	30	30	-	11	11	-	2	2	-	1	1	-
Eight	37	37	-	13	13	-	2	2	-	1	1	-
Nine	20	20	-	8	8	-	-	-	-	-	-	-
Ten	34	34	-	12	12	-	7	7	-	3	3	-
Eleven	23	22	1	6	6	-	2	2	-	1	1	-
Twelve	22	23	(1)	10	10	-	2	2	-	1	1	-
Post - graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>395</u>	<u>399</u>	<u>(4)</u>	<u>227</u>	<u>227</u>	<u>-</u>	<u>68</u>	<u>70</u>	<u>(2)</u>	<u>35</u>	<u>35</u>	<u>-</u>
Special education - elementary	66	63	3	43	43	-	4	4	-	2	2	-
Special education - middle	20	20	-	5	5	-	-	-	-	-	-	-
Special education - high school	31	31	-	8	8	-	-	-	-	-	-	-
Pre-k	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>117</u>	<u>114</u>	<u>3</u>	<u>56</u>	<u>56</u>	<u>-</u>	<u>4</u>	<u>4</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>-</u>
County vocational - regular	-	-	-	-	-	-	-	-	-	-	-	-
County vocational - f/t post sec.	-	-	-	-	-	-	-	-	-	-	-	-
Total	<u>512</u>	<u>513</u>	<u>(1)</u>	<u>283</u>	<u>283</u>	<u>-</u>	<u>72</u>	<u>74</u>	<u>(2)</u>	<u>37</u>	<u>37</u>	<u>-</u>
Percentage error			<u>-0.20%</u>			<u>0.00%</u>			<u>-2.78%</u>			<u>0.00%</u>

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2019 (continued)

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
Full day kindergarten	10	10	-	5	5	-
One	6	6	-	4	4	-
Two	7	7	-	3	3	-
Three	2	2	-	1	1	-
Four	3	3	-	2	2	-
Five	2	2	-	1	1	-
Six	1	1	-	-	-	-
Seven	3	3	-	2	2	-
Eight	3	3	-	1	1	-
Nine	5	5	-	3	3	-
Ten	1	1	-	-	-	-
Eleven	4	5	(1)	3	3	-
Twelve	1	1	-	-	-	-
Special education - elementary	2	1	1	1	1	-
Total	50	50	-	26	26	-
Percentage error			<u>0.00%</u>			<u>0.00%</u>

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2019 (continued)

	Transportation					Sample Errors
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	
Regular and special education without special needs in-district						
Public	2	2	-	-	-	-
Vocational	22	22	-	13	13	-
Transported charter	2	2	-	1	1	-
Aid-in-lieu charter school	24	24	-	13	13	-
Non-public	6	6	-	3	3	-
Aid-in-lieu non-public	239	239	-	120	120	-
Subtotal	<u>295</u>	<u>295</u>	<u>-</u>	<u>150.0</u>	<u>150.0</u>	<u>-</u>
Special education with special needs and out of district special education without special needs						
Public with special needs	41	41	-	14	14	-
Private school disabled with special needs	15	15	-	5	5	-
Total	<u>351</u>	<u>351</u>	<u>-</u>	<u>169</u>	<u>169</u>	<u>-</u>
Percentage error			<u>0.00%</u>			<u>0.00%</u>

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
Excess Surplus Calculation

SECTION 1

2% Calculation of Excess Surplus

2019-20 Total general fund expenditures per the CAFR, Exhibit C-1	\$ 36,791,263	(B)	
Increased by:			
Transfer from capital outlay to capital projects fund	-	(B1b)	
Transfer from capital reserve to capital projects fund	-	(B1c)	
Transfer from capital reserve to debt service fund	-	(B1d)	
Decreased by:			
On-behalf TPAF Pension & social security	4,764,358	(B2a)	
Assets acquired under capital leases	<u>-</u>	(B2b)	
Adjusted 2019-2020 general fund expenditures [(B)+(B1s)-(B2s)]	<u>\$ 32,026,905</u>	(B3)	
2% of Adjusted 2019-2020 general fund expenditures [(B3) Times .02]	\$ 640,538	(B4)	
Enter greater of (B4) or \$250,000	640,538	(B5)	
Increased by: allowable adjustment	<u>339,597</u>	(K)	
Maximum unreserved/undesignated fund balance [(B5)+(K)]			<u>\$ 980,135</u> (M)

SECTION 2

Total general fund-fund balances @ June 30, 2020 (per CAFR budgetary comparison schedule C-1)	\$ 3,247,647	(C)	
Decreased by:			
Year-end encumbrances	179,439	(C1)	
Legally restricted-designated for subsequent year's expenditures	-	(C2)	
Legally restricted-excess surplus-designated for subsequent year's Expenditures	-	(C3)	
Other restricted fund balances	858,038	(C4)	
Assigned fund balance - designated for subsequent year's Expenditures	<u>1,728,054</u>	(C5)	
Total unreserved/undesignated Fund balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			\$ 482,116 (U)

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
Excess Surplus Calculation (continued)

SECTION 3

Restricted fund balance - excess surplus [(U)-(M)] if negative enter -0-	\$	-	(E)
Recapitulation of Excess Surplus as of June 30, 2020			
Restricted excess surplus - designated for subsequent year's expenditures	\$	-	(C3)
Restricted excess surplus		-	(E)
 Total [(C3) + (E)]	 \$	 -	 (D)

Detail of Allowable Adjustments

Impact aid	\$	-	(H)
Sale and lease back		-	(I)
Extraordinary aid		338,437	(J1)
Additional nonpublic transportation aid		1,160	(J2)
 Total adjustments	 \$	 339,597	 (K)

Detail of Other Restricted Fund Balance

Approved unspent separate proposal	\$	-	
Unspent capital outlay SGLA		-	
Sale/lease-back reserve		-	
Capital reserve		710,760	
Maintenance reserve		146,611	
Emergency reserve		667	
Other reserves		-	
Other State/Government mandated reserve		-	
 Total other restricted fund balance	 \$	 858,038	 (C4)

BKC, CPAs, PC

BKC, CPAs, PC

MU

Michael Holk, CPA, PSA
NO. 20CS00265600

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
Net Cash Resource Schedule

Net cash resources did exceed three months of expenditures
 Proprietary Funds - Food Service
 For the Fiscal Year Ending June 30, 2020

<u>Net Cash Resources:</u>	<u>Food Services Fund</u>	
CAFR Schedule		
Current Assets:		
B-4	Cash and cash equivalents	\$ 66,369
B-4	Due from other funds	68,474
B-4	Accounts receivable	41,580
Current Liabilities:		
B-4	Less: accounts payable	(6,940)
B-4	Less: unearned revenue - prepaid sales	(15,659)
B-4	Less: other current liabilities	(122)
	Net Cash Resources	<u>\$ 153,702 (A)</u>

Net Adjusted Total Operating Expenses:

B-5	Total operating expenses	\$ 488,437
B-5	Less: depreciation	<u>(8,248)</u>
	Net Adjusted Total Operating Expenses	<u>\$ 480,189 (B)</u>

Average Monthly Operating Expense:

(B) / 10	<u>\$ 48,019 (C)</u>
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Three Months of Average Monthly Operating Expense:

(C) X 3	<u>\$ 144,057 (D)</u>
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Net Cash Resources	\$ 153,702 (A)
Three Months of Average Monthly Operating Expense	<u>144,057 (D)</u>
Excess Cash Resources	<u>\$ 9,645</u>

From above:

A is greater than D, cash exceeds three months of average monthly operating expenses.

D is greater than A, cash does not exceed three months of average monthly operating expenses.

Net cash resources did exceed three months of expenditures

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
June 30, 2020

Acknowledgment

Should any questions arise as to our comments, please do not hesitate to call us.

We desire to express our appreciation for the assistance and courtesies rendered by the school officials and employees during the course of the examination.



BKC, CPAs, PC



Michael Holk, CPA, PSA
No. 20CS00265600

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
June 30, 2020

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2020-004 The records of the treasurer and board secretary should agree, and aged reconciling items should be reviewed for proper disposition in the net payroll account.

2020-005 The District should implement procedures to ensure purchase orders are reviewed for proper classification as accounts payable or reserve for encumbrances based upon whether the goods have been received or the services rendered. All orders that will not be liquidated within the suggested time frame of 60 to 90 days of year-end should be canceled or liquidated.

3. School Purchasing Programs

None

4. School Food Service

2020-006 The District should implement procedures guaranteeing that revenue is accurately recorded, and aged accounts receivable balances are reviewed to ensure proper disposition.

5. Student Body Activities & Athletics

2020-003 The District should prepare monthly bank reconciliations of the athletic bank account in a timely manner.

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

2020-002 The District should make a continuing effort to collect the NJ Schools Development Authority award funds receivable for the completed facility project in the capital projects fund.

HIGHLAND PARK BOROUGH PUBLIC SCHOOL DISTRICT
June 30, 2020

Recommendations (continued):

9. Miscellaneous

2020-001 The District should perform a review of the staffing of the business office to determine if it is adequate for the effective completion of the duties required of the office.

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings except for finding 2019-01 which is repeated as finding 2020-002 where the District should take measures to collect the NJ Schools Development Authority award funds receivable for completed facility projects in the capital projects fund.