

TOWNSHIP OF MULLICA BOARD OF EDUCATION

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

June 30, 2020

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

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Report of Independent Auditors

Honorable President and
Members of the Board of Education
Mullica Township School District
County of Atlantic, 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 general purpose financial statements of the Board of Education of the Mullica Township School District in the County of Atlantic for the year ended June 30, 2020, and have issued our report thereon dated January 8, 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 and use of the management of the Mullica Township Board of Education, the New Jersey Department of Education (the cognizant audit agency) and other state and federal awarding agencies and is not intended to be, and should not be, used by anyone other than these specified parties.

Ford, Scott & Associates, L.L.C.

**FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS**

Nancy Sbrolla, CPA

**Nancy Sbrolla
Certified Public Accountant
Licensed Public School Accountant
No. 2426**

January 8, 2021

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

Name	Position	Amount
Karen Gfroehrer	Board Secretary/ School Business Administrator	\$100,000
Dawn Stollenwerk	Treasurer	\$202,500

Tuition Charges

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

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate discrepancies with respect to signatures, certification or 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 Superintendent 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 amounts withheld due to the general fund.

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

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.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with NJAC 6A:23-2.2(g) as part of our test of transactions of randomly selected expenditures 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-2.4. As a result of the procedures performed, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings

During our testing of transactions there were no significant exceptions found relating to misclassifications.

B. Administrative Classification Findings

During our testing of transactions there were no significant exceptions found relating to administrative classifications.

Board Secretary's Records

The records of the Board Secretary were in satisfactory condition.

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

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 Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/or questionable costs.

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.

The study of compliance for Special Federal and/or State Projects indicated no areas of noncompliance and/or questionable costs.

T.P.A.F. Reimbursement

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

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Reports 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 60 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

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 the contract year the total sum of \$29,000, 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 purchase agent is qualified pursuant to subsection b the board of education may establish that the bid threshold may be up to \$40,000. Such authorization may be granted for each contract or by general delegation of the power to negotiate and award such contract pursuant to the 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 the term is defined in NJS 18A:18 A-2, and shall round the adjustment to 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 the period of 24 consecutive months, except that contract 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.

N.J.S.A. 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 advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other.

The board of education may, by resolution approved by a majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had prior negative experience with the bidder."

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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or goods or services, 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 my examination indicated that no individual payments, contracts, or agreements were 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, as amended.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

School Food Service

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, School Food Authorities (SFA) were required to institute alternate procedures to provide meals to Free and Reduced Price eligible students during the period of school closures.

Therefore, SFAs were 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 SFAs were 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.

SFAs were 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 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 School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. Exceptions were not 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. Exceptions were not noted.

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.

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.

The Schedule of Meal Count Activity is not a required presentation where the School Food Service Program has not been audited as a major program.

Finding 2020-1

The Food Service Fund net cash resources exceeded three months average expenditures. The district has addressed the issue by purchasing new equipment to improve the school food service. No recommendation is necessary.

Application for State School Aid

Our audit procedures included a 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, 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 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.

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 2019-2020 District Report of Transported 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 did comply with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

Follow-up on Prior Years' Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action was taken on all prior year findings.

Acknowledgment

We received the complete cooperation of all the officials of the school district and I greatly appreciate the courtesies extended to the members of the audit team.

SCHEDULE OF AUDITED ENROLLMENTS

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

	2019-2020 Application for State School Aid			Sample for Verification		
	Reported on ASSA on Roll	Reported on Workpapers on Roll	Errors	Sample Selected from Workpapers	Verified per Registers on Roll	Errors per Registers on Roll
	Full	Shared	Full	Full	Shared	Full
Full Day Preschool	56	-	-	18	-	-
Full Day Kindergarten	66	-	-	22	-	-
One	48	-	-	16	-	-
Two	38	-	-	13	-	-
Three	66	-	-	22	-	-
Four	55	-	-	18	-	-
Five	68	-	-	22	-	-
Six	64	-	-	21	-	-
Seven	75	-	-	25	-	-
Eight	75	-	-	25	-	-
Subtotal	611	-	-	202	-	-
Special Ed Elementary	55	-	-	18	-	-
Special Ed Middle School	36	-	-	12	-	-
Subtotal	91	-	-	30	-	-
Totals	702	-	-	232	-	-
Percentage	-	-	-	-	-	-

SCHEDULE OF AUDITED ENROLLMENTS

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

	Private Schools for Disabled			Resident Low Income			Sample for Verification			Resident LEP Low Income			
	Reported on ASSA as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors
4 Yr Pre-K	-	-	-	-	16	16	-	8	8	-	-	-	-
Full Day Kindergarten	-	-	-	-	31	31	-	15	15	-	-	-	-
One	-	-	-	-	20	20	-	10	10	-	-	-	-
Two	-	-	-	-	17	17	-	8	8	-	-	-	-
Three	-	-	-	-	27	27	-	13	13	-	-	-	-
Four	-	-	-	-	21	21	-	10	10	-	1	1	-
Five	-	-	-	-	26	26	-	12	12	-	-	-	-
Six	-	-	-	-	27	27	-	13	13	-	-	-	-
Seven	-	-	-	-	30	30	-	14	14	-	2	2	-
Eight	-	-	-	-	31	31	-	15	15	-	-	-	-
Subtotal	-	-	-	-	246	246	-	118	118	-	3	3	-
Special Ed Elementary	-	-	-	-	40	40	-	19	19	-	-	-	-
Special Ed Middle School	-	-	-	-	20	20	-	10	10	-	-	-	-
Subtotal	-	-	-	-	60	60	-	29	29	-	-	-	-
Totals	-	-	-	-	306	306	-	147	147	-	3	3	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-	-

SCHEDULE OF AUDITED ENROLLMENTS

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

	Sample for Verification			Resident LEP Not Low Income			Sample for Verification		
	Sample Selected from Workpapers	Verified to Test Score, Register, and Application	Sample Errors	Reported on ASASA as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	-	-	-	-	-	-	-	-	-
One	-	-	-	-	-	-	-	-	-
Two	-	-	-	-	-	-	-	-	-
Three	-	-	-	-	-	-	-	-	-
Four	1	1	-	-	-	-	-	-	-
Five	-	-	-	-	-	-	-	-	-
Six	-	-	-	-	-	-	-	-	-
Seven	2	2	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-
Subtotal	3	3	-	-	-	-	-	-	-
Special Ed Elementary	-	-	-	-	-	-	-	-	-
Special Ed Middle School	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
Totals	3	3	-	-	-	-	-	-	-
Percentage Error	-	-	-	-	-	-	-	-	-

	Transportation			Reported on DRTS by District	Tested	Verified	Errors	Reported	Re-Calculated
	Reported on DRTS by DOE/county	Errors	Errors						
Reg-Public Schools	343	-	165	343	165	165	-	4.7	4.7
Non-Public	23	-	11	23	11	11	-	4.7	4.7
Reg-Special Ed	16	-	8	16	8	8	-	6.4	6.4
Spec Ed-Special Needs	26	-	13	26	13	13	-	6.4	6.4
Totals	408	-	197	408	197	197	-	4.7	4.7
Percentage Error	-	-	-	-	-	-	-	-	-

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2019-20 Total General Fund Expenditures per the CAFR, Ex. C-1	\$	11,928,725	(B)
Increased by:			
Transfer to Food Service Fund		-	(B1a)
Transfer from Capital Outlay to Capital Projects Fund		-	(B1b)
Transfer to Special Revenue - Preschool Aid		108,679	(B1c)
Decreased by:			
On-Behalf TPAF Pension & Social Security		1,717,792	(B2a)
Assets Acquired Under Capital Leases		-	(B2b)
Adjusted 19-20 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$	<u>13,755,197</u>	(B3)
2% of Adjusted 2019-20 General Fund Expenditures [(B3) times .02]		<u>275,104</u>	(B4)
Enter greater of (B4) or \$250,000		250,000	(B5)
Increased by: Allowable Adjustment *		<u>84,593</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]			<u>\$ 334,593</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-20 (Per CAFR Budgetary Comparison Schedule C-1)	\$	4,171,926	C
Decreased by:			
Year-end Encumbrances		(387,752)	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures		-	(C2)
Legally Restricted-Excess Surplus - Designated for Subsequent Year's Expenditures ** Year's Expenditures		(907,000)	(C3)
Other Restricted Fund Balances ****		(1,548,074)	(C4)
Assigned Fund Balance - Unreserved -- Designated for Subsequent Year's Expenditures		<u>(87,507)</u>	(C5)
Total Unreserved/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			<u>\$ 1,241,593</u> (U1)

SECTION 3

Reserved Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0- 907,000 (E)

Recapitulation of Excess Surplus as of June 30, 2020

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	907,000	(C3)
Reserved Excess Surplus ***[(E)]	<u>907,000</u>	(E)
Total [(C3) + (E) + (F)]	<u><u>1,814,000</u></u>	(D)

* This adjustment line (as detailed below) is to be utilized for Impact Aid (when applicable), Sale and Lease-back (Refer to the Audit Program Section II, chapter 10), Extraordinary Aid, and Additional Nonpublic School Transportation Aid if applicable (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid).

Detail of Allowable Adjustments

Impact Aid	\$ -	(H)
Sale & Lease-back	-	(I)
Extraordinary Aid	80,823	(J1)
Additional Nonpublic School Transportation Aid	3,770	(J2)
Unbudgeted TPAF Wage Freeze Grant Funding	<u>-</u>	(J3)
 Total Adjustments [(H)+(I)=(J1)+(J2)]	 <u>\$ 84,593</u>	 (K)

** This amount represents the June 30, 2020 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amount must agree to the June 30, 2020 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

Detail of Other Reserved Fund Balance

Statutory restrictions:

Approved unspent separate proposal

Capital outlay for a district with a capital outlay cap waiver

Sale/lease-back reserve

Capital reserve \$ 998,511.00

Maintenance Reserve 404,319.00

Emergency Reserve 145,244.00

Waiver offset reserve

Tuition reserve

Other state/government mandated reserves

Other Restricted Fund Balance not noted above ****

 Total Other Reserved Fund Balance	 <u><u>\$ 1,548,074.00</u></u>
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RECOMMENDATIONS

Administrative Practices and Procedures

None

Financial Planning, Accounting and Reporting

None

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

None

Other Special Federal and/or State Projects

None

School Purchasing Program

None

School Food Service Program

None

Application for State School Aid

None

Transportation

None

Miscellaneous

None

A corrective action plan, which outlines actions the Board of Education will take to correct any findings that are listed above, will be prepared in accordance with federal and state requirements. A copy of it will be placed on file and made available for public inspection in the Office of the Board Secretary of the Mullica Township School District within 30 days of this notice.