PEQUANNOCK TOWNSHIP SCHOOL DISTRICT <u>COUNTY OF MORRIS</u> <u>AUDITORS' MANAGEMENT REPORT ON</u> <u>ADMINISTRATIVE FINDINGS - FINANCIAL,</u> <u>COMPLIANCE AND PERFORMANCE</u> <u>FISCAL YEAR ENDED `JUNE 30, 2020</u>

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT <u>COUNTY OF MORRIS</u> <u>AUDITORS' MANAGEMENT REPORT</u> <u>ON ADMINISTRATIVE FINDINGS –</u> <u>FINANCIAL, COMPLIANCE AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2020</u> <u>TABLE OF CONTENTS</u>

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Independent Member BKR International

December 15, 2020

The Honorable President and Members of the Board of Education Pequannock Township School District County of Morris, NJ

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 financial statements of the Board of Education of the Pequannock Township School District in the County of Morris for the fiscal year ended June 30, 2020, and have issued our report thereon dated December 15, 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 letter does not affect our report dated December 15, 2020 on the financial statements of the Board.

We will review the status of our comments, if any, during our next audit engagement. We have already discussed any comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendation.

This report is intended for the information of the Pequannock Township School District's Board of Education, management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Nisivoccia, LLP

NISIVOCCIA, LLP

Kathryn L. Mantell

Kathryn L. Mantell Licensed Public School Accountant #884 Certified Public Accountant

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE FISCAL YEAR ENDED JUNE 30, 2020

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer, 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

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

Officials in Office and Surety Bonds

Name	Position	Coverage
Raymond G. Karaty	Treasurer	\$275,000
Sallyann McCarty	School Business Administrator/Board Secretary	275,000

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 change in per pupil costs in accordance with N.J.A.C. 6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account and Position Control Register

The net salaries of 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 tested were approved by the Superintendent and were certified by the Board President, the School Business Administrator, and the Superintendent.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the General Fund.

The required certification (E-CERT 1) of compliance with all documentation prepared for income tax related purposes of administrators (superintendent, assistant superintendent and business administrator) complying with the requirements of federal and state laws and regulations, was completed and submitted to the NJ Department of Treasury by the due date of March 15.

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2020 (Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

Classification of General and Administrative Expenditures

The coding of expenditures was tested 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 reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

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

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Titles I and II of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for the E.S.E.A. did not indicate any area of noncompliance.

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.

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCALYEAR ENDED JUNE 30, 2020 (Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2020. The reimbursement form was reviewed 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 a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 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 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.A. 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: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 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 \$19,000 for 2019-20.

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE YEAR ENDED JUNE 30, 2020 (Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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 Attorney'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 the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. General compliance was noted.

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 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.

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

The District does not participate in the Child Nutrition Program.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

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 disabled, low income and bilingual students. 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 with one exception. The information that was included on the workpapers was verified on a test basis 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 Districts written procedures appear to be adequate for the recording of student enrollment data.

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2020 (Continued)

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 traced to the DRTRS Eligibility Summary Report with one exception and verified to supporting documentation with two minor exceptions. 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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency with recording of the revenue and awarding of contracts for eligible facilities construction. Based on these procedures, we have no comments except as noted below.

Finding:

Though progress has been made in the reimbursement process, at June 30, 2020, the District has outstanding grants receivable from 2014 in the amount of \$2,336,746 from the Schools Development Authority. However, since reimbursement requests and project documentation have been partially submitted and the District is awaiting School Development Authority approval, no formal recommendation is deemed necessary at this time.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel amount for the year and to ensure that the maximum is not exceeded. The regulations also require that all travel be approved prior by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

Testing for Lead of All Drinking Water in Educational Facilities

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2020 (Continued)

Management Suggestions:

Governmental Accounting Standards Board (GASB) Statements

Due to COVID-19, the GASB postponed the implementation of GASB Statement No. 84, *Fiduciary Activities*, until the fiscal year ended June 30, 2021. Based on guidance from the NJ Department of Education and GASB, the activity for student activities, payroll agency, unemployment compensation trust, flexible spending trust and private purpose scholarship trust funds will no longer be reported in the Fiduciary Fund financial statements. This activity will now be reported in the General (payroll agency, flexible spending and unemployment compensation) and Special Revenue (student activities and scholarship) Funds.

Effect on Internal Controls due to COVID-19

With the increase in employees working remotely due to COVID-19 especially those in the Business Office it is vital that the District routinely reviews the internal controls in place especially with respect to security of passwords as well as access rights to accounting software and bank information including bank wire transfers and the timely back-up of records.

Status of Prior Year's Findings/Recommendations

The prior year recommendation regarding the submission of SDA grant reimbursements was resolved in the current year.

	- State School Ai on ts
Workpapers	Errors Entl Shared E
	Shared Full Shared
	4
	L
	4
	12
119	119 11
125	125 1
	141
	124
	122
	147
	138
	140
	125
	144
	138
	132 9
	117 15
	,739 24 0
	115
	60
	112 10
	287 10
-0- 1,766	
%0 C	0.00% 0.00%

	ц	Private Schools for Disabled	for Disabled				Resid	Resident Low Income	e	
A R	Reported on A.S.S.A. as	Sample			Reported on A.S.S.A.	Reported on Workpapers		Sample Selected	Verified to	
	Private	for	Sample	Sample	as Low	as Low		from	Application	Sample
I	Schools	Verification	Verified	Errors	Income	Income	Errors	Workpapers	and Register	Errors
Full Day Kindegarten					2	2				
					2	2				
					2	2				
					5	5		1	1	
					3	ŝ				
					5	5		1	1	
					9	7	1	1	1	
					4	4				
					4	4				
					5	5		1	1	
					9	9		1	1	
	1				1	1				
					L	L		1	1	
					52	53		9	9	
Special Ed - Elementary	ξ				9	9		1	1	
Special Ed - Middle School	5	1	1		4	4				
Special Ed - High School	14	4	4		9	9		1	1	
	19	5	5		19	19		2	2	
I	20	5	S	-0-	71	72	1	∞	8	-0-
				0.00%			1.42%			0.00%

			Resident LEP	Low Income		
	Reported on	Reported on		Sample	Verified to	
	A.S.S.A. as	Workpapers		Selected	Test Scores,	
	LEP Low	LEP Low		from	Application	Sample
	Income	Income	Errors	Workpapers	and Register	Errors
Grade Six	1	1		1	1	
Grade Ten	1	1		1	1	
Subtotal	2	2		2	2	
Totals	2	2	-0-	2	2	-0-
Percentage Error			0.00%			0.00%

		Resid	dent LEP N	ot Low Income		
	Reported on	Reported on		Sample		
	A.S.S.A. as	Workpapers		Selected	Verified to	
	LEP Not Low	LEP Not Low		from	Test Scores	Sample
	Income	Income	Errors	Workpapers	and Register	Errors
Half Day Kindergarten	2	2				
Grade One	2	2		1	1	
Grade Two	4	4		1	1	
Grade Three	2	2				
Grade Four	2	2				
Grade Five	1	1				
Grade Nine	1	1				
Grade Ten	1	1				
Subtotal	15	15		2	2	
Special Ed - Elementary	1	1		1	1	
Subtotal	1	1		1	1	
Totals	16	16	-0-	3	3	-0-
Percentage Error			0.00%			0.00%

			Transport	ation		
	Reported	Reported				
	on DRTRS	on DRTRS				
	by DOE	by District	Errors	Tested	Verified	Errors
Regular - Public Schools	112	112		11	10	1
Regular - Special Education	12	12		4	3	1
Transported - Non Public	21	21		6	6	
AIL - Non Public	90	90		10	10	
Special Needs - Public	3	4	(1)	2	2	
Special Needs - Private	19	19		6	6	
Totals	257	258	(1)	39	37	2
Percentage Error		-	-0.39%		=	5.13%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	8.6	8.6
Average Mileage - Regular Excluding Grade PK Students	8.6	8.6
Average Mileage - Special Education with Special Needs	12.8	12.8

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT EXCESS SURPLUS CALCULATION FISCAL YEAR ENDED JUNE 30, 2020

EXCESS SURPLUS CALCULATION

Section 1 - REGULAR DISTRICT

2019-2020 Total General Fund Expenditures per the CAFR Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Decreased by: On-Behalf TPAF Pension and Social Security Assets Acquired Under Capital Leases	<u>\$41,573,356</u> (B) <u>\$-0-</u> (B1a) <u>\$832,600</u> (B1b) <u>\$5,956,710</u> (B2a) <u>\$-0-</u> (B2b)	
Adjusted 2019-2020 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$36,449,246</u> (B3)	
2% of Adjusted 2019-2020 General Fund Expenditures [(B5) times .02] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment	\$ 728,985 (B4) \$ 728,985 (B5) \$ 42,839 (K)	
Maximum Unassigned Fund Balance [(B5)+(K)]	<u>\$ 771,824</u> (M)	
Section 2		
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$11,265,243</u> (C)	
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by:		
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances	<u>\$ 971,041</u> (C1)	
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures	\$ 971,041 (C1) \$ -0- (C2)	
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances	\$ 971,041 (C1) \$ -0- (C2)	
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 971,041 (C1) \$ -0- (C2) \$ 1,083,195 (C3)	
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Excess Surplus - Designated for Subsequent Year's Expenditures Other Restricted Fund Balances	\$ 971,041 (C1) \$ -0- (C2) \$ 1,083,195 (C3) \$ 5,875,464 (C4)	
Total General Fund - Fund Balances @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Excess Surplus - Designated for Subsequent Year's Expenditures Other Restricted Fund Balances Assigned - Designated for Subsequent Year's Expenditures	\$ 971,041 (C1) \$ -0- (C2) \$ 1,083,195 (C3) \$ 5,875,464 (C4)	

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT EXCESS SURPLUS CALCULATION FISCAL YEAR ENDED JUNE 30, 2020 (Continued)

Section 3

Restricted Fund Balance-Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0-	\$	2,000,000 ((E)
Recapitulation of Excess Surplus as of June 30, 2020			
Restricted Excess Surplus - Designated for Subsequent Year's Expenditures Restricted Excess Surplus [(E)]	<u>\$</u> \$	<u>1,083,195</u> (2,000,000 (` ´
Total [(C3)+(E)+(F)]	\$	3,083,195 (
Detail of Allowable Adjustments			
Impact Aid	\$	-0((H)
Sale and Lease Back	\$	-0- ((I)
Extraordinary Aid	\$	41,126 ((J1)
Additional Nonpublic School Transportation Aid	\$	1,713 ((J2)
Total Adjustments [(H)+(I)+(J1)+(J2)]	\$	42,839 ((K)
Detail of Other Restricted Fund Balance			
Statutory Restrictions	\$	-0-	
Approved Unspent Separate Proposal	\$	-0-	
Capital Outlay for a District with a Capital Outlay SGLA	\$	-0-	
Sale/Lease-Back Reserve	\$	-0-	
Capital Reserve	\$	3,999,464	
Emergency Reserve	\$	-0-	
Maintenance Reserve	\$	1,876,000	
Tuition Reserve	\$	-0-	
Other State/Governmental Mandated Reserve	\$	-0-	
Other Restricted Fund Balance not Noted Above	\$	-0-	
Total Other Restricted Fund Balance	\$	5,875,464	

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT SUMMARY OF RECOMMENDATIONS FISCAL YEAR ENDED JUNE 30, 2020

It is recommended that:

1. <u>Administrative Practices and Procedures</u>

None

2. <u>Financial Planning, Accounting and Reporting</u>

None

3. <u>School Purchasing Program</u>

None

4. <u>School Food Service</u>

None

5. <u>Student Body Activities</u>

None

6. <u>Application for State School Aid</u>

None

7. <u>Pupil Transportation</u>

None

8. <u>Facilities and Capital Assets</u>

None

9. <u>Status of Prior Year's Findings/Recommendations</u>

The prior year recommendation regarding the submission of SDA grant reimbursements was resolved in the current year.