

UNITY CHARTER SCHOOL
AUDITOR'S MANAGEMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2020

Barre & Company LLC
Certified Public Accountants & Consultants

UNITY CHARTER SCHOOL

**AUDITOR’S 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 Trustees
Unity Charter School
Morris Township, New Jersey

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Trustees of the Unity Charter School in the for the year ended June 30, 2020, and have issued our report thereon dated January 15, 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 Unity Charter School Board of Trustees' management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.


BARRE & COMPANY LLC
Certified Public Accountants
Public School Accountants


Richard M. Barre
Public School Accountant
PSA Number CS-O1181

Union, New Jersey
January 15, 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 Trustees, and the records of the various funds under the auspices of the Board of Trustees.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the Charter School'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> |
|---------------------|------------------------|---------------|
| Rhonda Curry | Business Administrator | \$80,000.00 |
| Christopher Lessard | Treasurer | \$146,750.00 |

Tuition Charges

A review of financial statements indicated that the Charter School charged no tuition for any student attending the Charter School and all proceeds for a before/after school program were accounted for in an Enterprise Fund.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any 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 designee in the Charter School and were certified by the President of the Board, the Board Secretary/Business Administrator, and the Chief School Administrator.

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

Payrolls were delivered to the treasurer of school moneys with a warrant made to his order for the full amount of each payroll.

Administrative Findings – Financial, Compliance and Performance

Financial Planning, Accounting and Reporting (Continued)

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. No exceptions were noted during our review.

Classification of 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 also reviewed the coding of the all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. As a result of the procedures performed, a transaction error rate of 1.90% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings

No exceptions or discrepancies were noted in the general classification of expenditures.

B. Administrative Classification Findings

No exceptions or discrepancies were noted in the administrative classification of expenditures.

Board Secretary's Records

Our review of the financial and accounting records maintained by the business office disclosed no exceptions or discrepancies.

Treasurer's Records

There were no items noted during our review of the records of the Treasurer.

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. did not indicate any areas of noncompliance and/or questionable cost.

Administrative Findings – Financial, Compliance and Performance

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and/or State Projects

The Charter School'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 the 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 the special projects did not indicate any areas of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements (electronic, but Charter Schools can print out the DOENET screen for an auditor) filed with the Department of Education for Charter School employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general (as of June 2007) is available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>.

Current statute is posted on the New Jersey Legislature website at:
http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42

Auditors should refer to Section I, Chapter 5, Bids & Contracts/Purchasing for highlights of *N.J.S.A. 18A:18A-3* and 4.

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 2019-2020.

The Charter School board of trustees 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.

Administrative Findings – Financial, Compliance and Performance

School Purchasing Programs (Continued)

Based on the results of my examination, I 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 of *N.J.S.A. 18A:18A-4*, amended.

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 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.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices for certain supplies were reviewed and costs verified. It is noted that Unity Charter School does not contract or retain a Food Service Management Company, since they maintain an in-house staff that manages the food service program. 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 in order to substantiate the non-profit status of the school food service.

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all those in-house employees who manage the food service program, and who are authorized by the board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process that 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 and/or to the list of directly certified students on file, times the number of operating days, on a school by school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

Administrative Findings – Financial, Compliance and Performance

School Food Service (Continued)

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. There were no exceptions 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 nonprogram 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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

No Exceptions Noted.

After Care

An additional "business" operation is also established as the Charter School maintains an After Care program through its Enterprise Account, whereby the school provided supervisory services after school hours, for its students and their families. As per prior years, while a separate bank account is not required for this operation, it has been recommended that the receipts and disbursements related to this business operation be separated out from the other Enterprise Programs, on all appropriate reports and statements. This has been effectively carried out by a separate and distinct prefix designation, for all accounts pertaining to the After Care Program.

Student Body Activities

During our review of the student activity funds, there were no items noted.

Enrollment Counts and Submissions to the Department

Our audit procedures included a test of enrollment information reported on October 15, 2019 and the last day of school for on-roll, special education, bilingual and low-income.

Follow-up on Prior Year Findings

Not Applicable

Administrative Findings – Financial, Compliance and Performance

Acknowledgment

We received the complete cooperation of all the officials of the Charter School and we greatly appreciate the courtesies extended to the members of the audit team.

SCHEDULE OF AUDITED ENROLLMENTS

UNITY CHARTER SCHOOL
 APPLICATION FOR CHARTER SCHOOL AID
 ENROLLMENT COUNT AS OF LAST DAY OF SCHOOL YEAR 2020

| Grades | Submission to DOE Reported on Roll | Sample | | | | | | | | | | | | | |
|--------------|--|---------------------------|---------------------------------------|--------|-----------------------------|--------|--------------------------|---------------------------|--------|--|--------|---------------|---------------------------|--------|--|
| | | Reported on Workpapers | Verified Signed Registration Forms | Errors | Verified # Days Enrolled | Errors | Special Ed/ Bilingual | Verified Documentation | Errors | Verified # of Days Service Provided | Errors | Low Income | Verified Documentation | Errors | |
| Kindergarten | 19 | 10 | 10 | | 10 | | - | - | | | | | | | |
| One | 28 | 14 | 14 | | 14 | | | | | | 2 | 2 | | | |
| Two | 24 | 12 | 12 | | 12 | | 1 | 1 | | | 3 | 3 | | | |
| Three | 27 | 14 | 14 | | 14 | | 3 | 3 | | | 2 | 2 | | | |
| Four | 31 | 16 | 16 | | 16 | | 4 | 4 | | | 2 | 2 | | | |
| Five | 29 | 15 | 15 | | 15 | | 4 | 4 | | | 3 | 3 | | | |
| Six | 20 | 10 | 10 | | 10 | | 3 | 3 | | | 2 | 2 | | | |
| Seven | 30 | 15 | 15 | | 15 | | 4 | 4 | | | 4 | 4 | | | |
| Eight | 30 | 15 | 15 | | 15 | | 3 | 3 | | | 4 | 4 | | | |
| Totals | 238 | 119 | 119 | - | 119 | - | 22 | 22 | - | 22 | 22 | 22 | - | 22 | |
| Percentage | | | | 0.00% | | 0.00% | | | 0.00% | | | | 0.00% | 0.00% | |

SCHEDULE OF AUDITED ENROLLMENTS

UNITY CHARTER SCHOOL
 APPLICATION FOR CHARTER SCHOOL AID
 ENROLLMENT COUNT AS OF OCTOBER 15, 2019

| Grades | Submission to DOE Reported on Roll | Sample | | | | | | | | | | | | | | |
|---------------|--|---------------------------|---------------------------------------|----------|-----------------------------|----------|--------------------------|---------------------------|-----------|--|-----------|---------------|---------------------------|----------|--|--|
| | | Reported on Workpapers | Verified Signed Registration Forms | Errors | Verified # Days Enrolled | Errors | Special Ed/ Bilingual | Verified Documentation | Errors | Verified # of Days Service Provided | Errors | Low Income | Verified Documentation | Errors | | |
| Kindergarten | 19 | 9 | 9 | - | 9 | - | - | - | - | - | - | - | - | - | | |
| One | 28 | 14 | 14 | - | 14 | - | - | - | - | - | 2 | 2 | 2 | - | | |
| Two | 24 | 12 | 12 | - | 12 | - | 1 | 1 | 1 | 1 | 2 | 2 | 2 | - | | |
| Three | 27 | 13 | 13 | - | 13 | - | 3 | 3 | 3 | 3 | 1 | 1 | 1 | - | | |
| Four | 31 | 15 | 15 | - | 15 | - | 3 | 3 | 3 | 3 | 1 | 1 | 1 | - | | |
| Five | 29 | 14 | 14 | - | 14 | - | 4 | 4 | 4 | 4 | 2 | 2 | 2 | - | | |
| Six | 20 | 10 | 10 | - | 10 | - | 2 | 2 | 2 | 2 | 1 | 1 | 1 | - | | |
| Seven | 30 | 15 | 15 | - | 15 | - | 4 | 4 | 4 | 4 | 3 | 3 | 3 | - | | |
| Eight | 30 | 15 | 15 | - | 15 | - | 2 | 2 | 2 | 2 | 3 | 3 | 3 | - | | |
| Totals | 238 | 117 | 117 | - | 117 | - | 19 | 19 | 19 | 19 | 15 | 15 | 15 | - | | |
| Percentage | | | | 0.00% | | 0.00% | | | | 0.00% | | | | 0.00% | | |

EXCESS SURPLUS CALCULATION

N.J.S.A. 18A:7F-7 requires that excess surplus for regular school districts and charter schools is calculated using 2% for June 30, 2005 and thereafter. Pursuant to P.L. 2007, c.62, the minimum is \$250,000, effective beginning with the year ending June 30, 2007.

Charter schools are not subject to the excess surplus limitations. Charter school auditors are required to document the calculation of excess surplus pursuant to N.J.S.A. 18A:7F-7 solely for the purpose of adherence to N.J.A.C. 6A:23A-22.4(e), which provides that a district board of education may petition the Commissioner to pay a lower per-pupil rate if the charter school spends "significantly less than budgeted and has accumulated a sizable surplus."

CALCULATION:

Complete Sections 1 and 2. If the total of Section 2 is **greater** than the applicable portion of Section 1, enter the difference in Section 3. If the difference results in a negative, enter a zero in Section 3. The applicable sections are to be submitted as part of the Auditor's Management Report.

Note that beginning with the excess surplus calculation for the year ending June 30, 2012 the transfer to food services is no longer an adjustment (increase) to total general fund expenditures. This was first introduced in supporting documentation item 9 on page 123 of the 2011-12 Budget Guidelines and continues to apply to audited excess surplus at June 30, 2020.

EXCESS SURPLUS CALCULATION

UNITY CHARTER SCHOOL

SECTION 1

A. 2% Calculation of Excess Surplus

| | | | | |
|--|----|------------------|-------|-----------------------|
| 2019-20 Total General Fund Expenditures per the CAFR, Ex. C-1 | \$ | 4,217,377 | (B) | |
| Increased by: | | | | |
| Transfer from Capital Outlay to Capital Projects Fund | | - | (B1a) | |
| Transfer from Capital Reserve to Capital Projects Fund | | - | (B1b) | |
| Transfer from General Fund to SRF for PreK-Regular | | - | (B1c) | |
| Transfer from General Fund to SRF for PreK-Inclusion | | - | (B1d) | |
| Decreased by: | | | | |
| On-Behalf TPAF Pension & Social Security | | (421,627) | (B2a) | |
| Assets Acquired Under Capital Leases | | - | (B2b) | |
| Adjusted 2019-20 General Fund Expenditures | | <u>3,795,750</u> | (B3) | |
| 2% of Adjusted 2019-20 General Fund Expenditures | | <u>75,915</u> | (B4) | |
| Enter Greater of (B4) or \$250,000 | | <u>250,000</u> | (B5) | |
| Increased by: Allowable Adjustment * | | - | (K) | |
| Maximum Unassigned Fund Balance/Undesignated-Unreserved Fund Balance | | | | <u>\$ 250,000</u> (M) |

SECTION 2

| | | | | |
|---|----|---------|------|---------------------|
| Total General Fund - Fund Balance @ 6/30/2020 (Per CAFR Budgetary Comparison Schedule C-1) | \$ | 814,404 | (C) | |
| Decrease by: | | | | |
| Year-end Encumbrances | | (385) | (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 **** | | - | (C4) | |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures | | - | (C5) | |
| Total Unassigned Fund Balance | | | | <u>814,019</u> (U1) |

SECTION 3

| | | | | |
|--|--|--|--|-----------------------|
| Restricted Fund Balance - Excess Surplus *** | | | | <u>\$ 564,019</u> (E) |
|--|--|--|--|-----------------------|

Recapitulation of Excess Surplus as of June 30, 2020

| | | | | |
|--|----|----------------|------|--|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** | \$ | - | (C3) | |
| Reserved Excess Surplus *** | | <u>564,019</u> | (E) | |
| Total Excess Surplus | | <u>564,019</u> | (D) | |

EXCESS SURPLUS CALCULATION

UNITY CHARTER SCHOOL

Footnotes:

* This adjustment line (as detailed below) is to be utilized when applicable for: Impact Aid; Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10); Extraordinary Aid; Additional and Nonpublic School Transportation Aid; and recognized current year School Bus Advertising Revenue. 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 | | - | (J1) |
| Additional Nonpublic School Transportation Aid | | - | (J2) |
| Current Year School Bus Advertising Revenue Recognized | | - | (J3) |
| | | <hr/> | |
| Total Adjustments | \$ | - | (K) |

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

*** Amounts must agree to the June 30, 2020 CAFR and 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 Restricted Fund Balance

| | | | |
|--|----|-------|------|
| Statutory restrictions: | | | |
| Approved unspent separate proposal | \$ | - | |
| Sale/lease-back reserve | | - | |
| Capital reserve | | - | |
| Maintenance reserve | | - | |
| Emergency reserve | | - | |
| Tuition reserve | | - | |
| Other state/government mandated reserve | | - | |
| [Other Restricted Fund Balance not noted above] **** | | - | |
| | | <hr/> | |
| Total Other Restricted Fund Balance | \$ | - | (C4) |

**UNITY CHARTER SCHOOL
AUDIT RECOMMENDATION SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Findings and 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. After Care

None

6. Student Body Activities

None

7. Application for State School Aid/Charter School Enrollment System/Charter School Aid

None

8. Pupil Transportation

None

9. Facilities and Capital Assets

None

10. Miscellaneous

None

11. Status of Prior Year Audit Findings/Recommendations

None