

Auditor's Management Report

for the

*Township of Berkeley Heights
School District*

in the

*County of Union
New Jersey*

for the

*Fiscal Year Ended
June 30, 2021*

**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS – FINANCIAL AND COMPLIANCE**

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CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members
of the Board of Trustees
Berkeley Heights Board of Education
Berkeley Heights, New Jersey 07922

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Township of Berkeley Heights School District in the County of Union for the year ended June 30, 2021, and have issued our report dated February 10, 2022.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information of the Township of Berkeley Heights School District, County of Union, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.



CERTIFIED PUBLIC ACCOUNTANTS



PUBLIC SCHOOL ACCOUNTANT NO. 948

February 10, 2022

Independent Auditor's Management Report of Administrative Findings – Financial and Compliance

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the activities of the Township of Berkeley Heights - Board of Education, 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 the Insurance Schedule (Exhibit J-20) contained in the District's Annual Comprehensive Financial Report (ACFR).

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

<u>Name</u>	<u>Position</u>	<u>Amount of Bonds</u>
Harold Kessler	Treasurer of School Monies	\$300,000.00
Donna Felezzola	Business Administrator/Board Secretary	\$300,000.00

There is a Public Employees' Blanket Position Bond with Selective Insurance Company covering all other employees with multiple coverage of \$100,000.

Tuition Charges

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

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Accounts

The net salaries of all employees of the Board were deposited in the Net 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 President of the Board, the Board Secretary/Business Administrator and the Chief School Administrator.

**Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance**

Financial Planning, Accounting and Reporting (Continued)

Payroll Accounts (Continued)

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

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

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

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 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. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to the test the propriety of expenditure classification.

Board Secretary's Records

The records maintained by the Board Secretary were in agreement with the records maintained by the Treasurer.

Treasurer's Records

The records maintained by the Treasurer were in satisfactory condition and were in agreement with the records maintained by the Board Secretary/Business Administrator.

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 ACFR. This section of the ACFR documents the financial position pertaining to the projects under Title I and Title VI of the Elementary and Secondary Education Act as amended and reauthorized.

**Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance**

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibits K-3 and K-4 located in the ACFR.

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 ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

Our audit procedures included a test of the semi-monthly reimbursement filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

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 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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 therefor, except as is provided otherwise in this chapter or specifically by any other law.

The Board of Education may, by resolution, approve by the 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 negative prior experience with the bidder."

Effective July 1, 2020, the bid threshold in accordance with N.J.S.A. 18A:18A-3(a) and (c) is \$29,000.00. In accordance with N.J.S.A. 40A:11-9 (b) the bid threshold for all purchases made by the District's qualified purchasing agent is \$44,000.00. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$19,600.00.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal 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.

**Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance**

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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.

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 provisions 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. Our examination did reveal however, that the district made purchases through the use of state contracts.

School Food Service

The District has elected not to participate in the federally assisted child nutrition programs encompassing the National School Lunch, Breakfast and Special Milk programs.

Finding 2021-001: We noted that the Food Service fund operated at a deficit as of June 30, 2021.

Recommendation 2021-001: That the Food Service fund operating deficit be provided for prior to year-end.

Student Body Activities

The records for the Student Body Activities were maintained in satisfactory condition.

Independent Auditor's Management Report of Administrative Findings – Financial and Compliance

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2020 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 that was included on the workpapers was verified 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 district had written procedures for the recording of student enrollment.

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 2020-2021 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a 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.

Capital Assets and Facilities

The records of the capital assets and facilities were in satisfactory condition.

Miscellaneous

The school district adhered to 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 District submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Follow-Up Prior Year's Audit Findings

Not Applicable.

Independent Auditor's Management Report of Administrative Findings – Financial and Compliance

Recommendations

Administrative Practices and Procedures

None

Financial Planning, Accounting and Reporting

None

School Purchasing Program

None

School Food Service

Recommendation 2021-001: That the Food Service fund operating deficit be provided for prior to year-end.

Student Body Activities

None

Application for State School Aid

None

Pupil Transportation

None

Capital Assets and Facilities

None

Miscellaneous

None

TOWNSHIP OF BERKELEY HEIGHTS SCHOOL DISTRICT
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2020

	2021-22 Application for State School Aid (10/15/20 data)				Sample for Verification				Private School for Disabled						
	Reported as on Roll	Full	Shared	Errors	Sample Selected from Workpapers	Full	Shared	Registers on Roll	Full	Shared	Registers on Roll	Full	Shared	Sample Verified	Sample Errors
Half Day Preschool - 3 Yr	15			-	2			2			-			-	-
Half Day Preschool - 4 Yr	16			-	2			2			-			-	-
Half Day Kindergarten	80			-	9			9			-			-	-
Full Day Kindergarten	15			-	2			2			-			-	-
One	150			-	18			18			-			-	-
Two	156			-	18			18			-			-	-
Three	143			-	17			17			-			-	-
Four	164			-	19			19			-			-	-
Five	170			-	20			20			-			-	-
Six	172			-	20			20			-			-	-
Seven	144			-	17			17			-			-	-
Eight	146			-	17			17			-			-	-
Nine	231			-	27			27			-			-	-
Ten	174	1		-	20			20			-			-	-
Eleven	179		1	-	21	0		21			-			-	-
Twelve	187	1		-	22	1		22			-			-	-
Subtotal	2,142	2	2,142	0	251	1	251	1	251	1	0	0	0	0	0
Sp. Ed - Elementary	82			-	10			10			-			3	-
Sp. Ed - Middle School	83			-	10			10			-			1	-
Sp. Ed - High School	170	17	170	-	20	13		20	13		-			3	-
Subtotal	335	17	335	0	40	13	40	13	40	13	0	0	0	7	0
Co. Voc. - Regular				-							-				-
Co. Voc. Ft. Post Sec.				-							-				-
Totals	2,477	19	2,477	0	291	14	291	14	291	14	0	0	0	7	0
Percentage Error				<u>0.00%</u>							<u>0.00%</u>				<u>0.00%</u>

**TOWNSHIP OF BERKELEY HEIGHTS SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on Application as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool - 3 Yr	-	-	-	0	-	-	-	-	-	0	-	-
Half Day Preschool - 4 Yr	-	-	-	0	-	-	-	-	-	0	-	-
Half Day Kindergarten	-	-	-	0	-	-	-	-	-	0	-	-
Full Day Kindergarten	-	-	-	0	-	-	-	-	-	0	-	-
One	3	3	-	2	2	-	-	-	-	0	-	-
Two	-	-	-	0	-	-	-	-	-	0	-	-
Three	1	1	-	1	1	-	-	-	-	0	-	-
Four	2	2	-	2	2	-	1	1	-	1	1	-
Five	-	-	-	0	-	-	-	-	-	0	-	-
Six	1	1	-	1	1	-	-	-	-	0	-	-
Seven	-	-	-	0	-	-	-	-	-	0	-	-
Eight	4	4	-	3	3	-	-	-	-	0	-	-
Nine	-	-	-	0	-	-	-	-	-	0	-	-
Ten	2	2	-	2	2	-	-	-	-	0	-	-
Eleven	-	-	-	0	-	-	-	-	-	0	-	-
Twelve	-	-	-	0	-	-	-	-	-	0	-	-
Subtotal	13.0	13	0	11	11	0	1	1	1	1	1	0

Sp. Ed - Elementary	2	2	-	1	1	-	-	-	-	0	-	-
Sp. Ed - Middle School	2	2	-	1	1	-	0	0	-	0	-	-
Sp. Ed - High School	2.0	2.0	-	1	1	-	0	0	-	0	-	-
Subtotal	6.0	6.0	0	3	3	0	0.0	0	0	0.0	0	0.0
Totals	19.0	19.0	0.0	14	14	0	1.0	1	0.0	1.0	1	0.0
Percentage Error			0.00%			0.00%			0.00%			0.00%

Transportation

	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	767	767	0	190	190	0
Reg -SpEd, col. 4	20	20	0	5	5	0
Transported - Non-Public, col. 3	141	141	0	35	35	0
Special Ed Spec, col. 6	14	14	0	3	3	0
Totals	942	942	-	233	233	-
Percentage Error			0.00%			0.00%

Reg Avg.(Mileage) = Regular Including Grade PK students (Part A) 4.2
 Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B) 4.2
 Spec Avg. = Special Ed with Special Needs 3.5

TOWNSHIP OF BERKELEY HEIGHTS SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 SCHEDULE OF AUDITED ENROLLMENTS
 ENROLLMENT AS OF OCTOBER 15, 2020

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.A. as LEP NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool - 3 Yr	-	-	-	0	-	-
Half Day Preschool - 4 Yr	-	-	-	0	-	-
Half Day Kindergarten	2	2	-	2	2	-
Full Day Kindergarten	-	-	-	0	-	-
One	3	3	-	0	-	-
Two	4	4	-	3	3	-
Three	5	5	-	4	4	-
Four	3	3	-	3	3	-
Five	-	-	-	0	-	-
Six	-	-	-	0	-	-
Seven	1	1	-	1	1	-
Eight	1	1	-	1	1	-
Nine	-	-	-	0	-	-
Ten	-	-	-	0	-	-
Eleven	-	-	-	0	-	-
Twelve	1	1	-	1	1	-
Subtotal	20	20	0	15	15	0
Special Ed - Elementary	-	-	-	0	-	-
Special Ed - Middle	-	-	-	0	-	-
Special Ed - High	-	-	-	0	-	-
Subtotal	0	0	0	0	0	0
Co. Voc. - Regular	0	0	-	0	0	-
Co. Voc. Ft. Post Sec.	20.0	20	0.0	15.0	15	0
Totals						
Percentage Error			0.00%			0.00%

TOWNSHIP OF BERKELEY HEIGHTS SCHOOL DISTRICT

SCHEDULE OF CALCULATION OF EXCESS SURPLUS

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

REGULAR DISTRICT

SECTION 1

4% Calculation of Excess Surplus

2020 - 2021 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 61,608,170.83	
Decreased by:		
On-Behalf TPAF Pension & Social Security	10,314,579.44	
Assets Acquired Under Capital Leases	<u>811,587.18</u>	
Adjusted 2020 - 2021 General Fund Expenditures		\$ <u>50,482,004.21</u>
4% of Adjusted 2020 - 2021 General Fund Expenditures		\$ <u>2,019,280.17</u>
Greater of Line Above or \$250,000.00		\$ <u>2,019,280.17</u>
Increased by: Allowable Adjustment		\$ <u>669,703.00</u>
Maximum Unreserved/Undesignated Fund Balance		\$ <u><u>2,688,983.17</u></u>

SECTION 2

Total General Fund - Fund Balances @ 6-30-2021	\$ <u>8,826,053.34</u>	
Decreased by:		
Year-End Encumbrances	1,104,502.31	
Legally Restricted-Excess Surplus-Designated for Subsequent Year's Expenditures	1,270,928.66	
Other Restricted Fund Balances	3,169,742.20	
Assigned Fund Balance - Unreserved-Designated for Subsequent Year's Expenditures	<u>0.44</u>	
Total Unassigned Fund Balance		\$ <u>3,280,879.73</u>

SECTION 3

Restricted Fund Balance-Excess Surplus		\$ <u>591,896.56</u>
<u>Recapitulation of Excess Surplus as of June 30, 2021</u>		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures		\$ <u>1,270,928.66</u>
Reserved Excess Surplus		\$ <u>591,896.56</u>
Total Excess Surplus		\$ <u><u>1,862,825.22</u></u>
<u>Detail of Allowable Adjustments</u>		
Extraordinary Aid		\$ 628,813.00
Additional Non-Public School Transportation Aid		<u>40,890.00</u>
		\$ <u><u>669,703.00</u></u>
<u>Detail of Other Restricted Fund Balance:</u>		
Capital Reserve		\$ 2,740,156.69
Reserve for Unemployment Fund		<u>429,585.51</u>
		\$ <u><u>3,169,742.20</u></u>

