# BOARD OF EDUCATION OF THE BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT COUNTY OF CAMDEN

AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS--FINANCIAL, COMPLIANCE AND PERFORMANCE

FOR THE FISCAL YEAR ENDED JUNE 30, 2021



Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance

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# <u>AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE</u> FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

The Honorable President and Members of the Board of Education Black Horse Pike Regional School District County of Camden, 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 Black Horse Pike Regional School District, in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2021, which were separately issued in the Annual Comprehensive Financial Report dated February 17, 2022.

As part of our audit, we also 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 issued in conjunction with the Annual Comprehensive Financial Report of the Board of Education of the Black Horse Pike Regional School District, for the fiscal year ended June 30, 2021, and is intended for the information of the School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

BOWMAN & COMPANY LLP Certified Public Accountants

Bowman Company 4

& Consultants

Michael D. Cesaro

Certified Public Accountant
Public School Accountant No. CS 01191

Sichel D Cesan

Voorhees, New Jersey February 17, 2022

# ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

## **SCOPE OF AUDIT**

The audit covered the financial transactions of the Board Secretary / School Business Administrator, 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's Annual Comprehensive Financial Report (ACFR).

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

 Name
 Position

 Frank Rizzo
 Board Secretary / School

Business Administrator \$400,000.00

Additionally, the School District is covered with employee dishonesty coverage in the amount of \$100,000.00 per loss with a \$500.00 deductible.

# **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District 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**

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

#### Payroll Account

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary / School Business Administrator.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

# FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

## Payroll Account (Cont'd)

Sampled payrolls were delivered to the Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

# **Employee Position Control Roster**

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2020-2021 budget review checklist.

# **Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

#### Travel

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

# **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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

#### **Board Secretary's Records**

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

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

The E.S.S.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 Titles I, II, III and IV of the Every Student Succeeds Act.

The audit of compliance for E.S.S.A. did not indicate any reportable noncompliance.

## Other Special Federal and / or State Projects

The School District's other 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 sample 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 other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

# FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

## **TPAF Reimbursement**

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School 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 and N.J.S.A. 18A:66-90. The expenditure was inspected 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-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html

Current statute is posted on the New Jersey Legislature website at:

#### http://www.njleg.state.nj.us/

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000.00 (with a Qualified Purchasing Agent) and \$32,000.00 (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 \$19,600.00 for 2020-21.

The School District's 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.

Based on the results of our audit, 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.

# SCHOOL FOOD SERVICE

# **Public Health Emergency**

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency 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.

During fiscal year 2020-2021 the public health emergency was still applicable. As a result, School Food Authorities (SFAs) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP) option.

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 all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

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 \$100,000.00 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. No exceptions were 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. No exceptions were noted.

The statement of revenues, expenses, and changes in fund net position (ACFR exhibit 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 public health emergency procedures / practices that the SFA instituted to provide meals to all 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. We also inquired if the FSMC received a loan in accordance with the Paycheck Protection Plan (PPP) and whether the funds were used to pay for costs applicable to the Food Service Programs. No loan was issued to the School District.

Net cash resources did not exceed three months average expenditures.

#### STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

# **APPLICATION FOR STATE SCHOOL AID**

Our audit procedures included a sample of information reported in the October 15, 2020. Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School 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 School District maintained workpapers on the prescribed State forms or their equivalent.

The School District has adequate written procedures for the recording of student enrollment data.

### **PUPIL TRANSPORTATION**

Our audit procedures included a sample of on-roll status reported in the 2020-2021 District Report of Transported Resident Students (DRTRS). The information that was reported 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 sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

# **FACILITIES AND CAPITAL ASSETS**

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

# **MISCELLANEOUS**

# **Testing for Lead of All Drinking Water in Education Facilities**

The School District complied with all the requirements of N.J.A.C. 6A: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).

# **FOLLOW-UP ON PRIOR YEAR'S FINDINGS**

There were no audit findings for the fiscal year ended June 30, 2020.

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2021.

#### 20600

# **ACKNOWLEDGMENT**

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

Respectfully submitted,

BOWMAN & COMPANY LLP Certified Public Accountants & Consultants

Bowman Company 41

Michael D. Cesaro

Public School Accountant No.01191

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2020

		2021-2022			School A	id	Sample for Verification				Private Schools for the Disabled					
	A.S	rted on .S.A. Roll		ted on papers Roll	_	rrors	Selec	mple ted from papers	Reg	ied per jisters ı Roll	Reg	rs per isters Roll	Reported on A.S.S.A. as Private	Sample for Verifi-	Sample	Sample
	<u>Full</u>	Shared	Full	Shared	<u>Full</u>	Shared	<u>Full</u>	Shared	<u>Full</u>	Shared	<u>Full</u>	Shared	Schools	cation	<u>Verified</u>	Errors
Half Day Preschool Full Day Preschool Half Day Kindergarten Full Day Kindergarten One Two Three Four Five																
Six Seven																
Eight																
Nine	734		734				269		269							
Ten	741		741				252		252							
Eleven	668		668				200		200							
Twelve Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14CR.)	701		701				242		242							
Subtotal	2,844		2,844				963		963							
Special Education-Elementary Special Education-Middle School Special Education-High School	604		604				186		186				56	43	43	
Special Education-High School	004	· —— ·	004				100		100	·				40	43	
Subtotal	604		604				186		186				56	43	43	
Co. Voc Regular Co. Voc. Ft. Post Sec.																
Subtotal								- · ·								
Totals	3,448		3,448				1,149		1,149				56	43	43	

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2020

		sident Low Income		Sam	ple for Verificatio	n		ent LEP Low Incom	е	Sample for Verification			
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	<u>Errors</u>	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	<u>Errors</u>	Sample Selected from Workpapers	Verified to Application, Test Score and Register	Sample Errors	
Half Day Preschool Full Day Preschool	<u></u>	<u></u>	<u> </u>	<u> 110 mpaporo</u>	ana regiotor	<u> </u>	<u></u>	<u></u>	<u> </u>	<u> 11 ampapara</u>	<u>and register</u>	211010	
Half Day Kindergarten													
Full Day Kindergarten													
One													
「wo Three													
-our													
ive													
Six													
Seven													
Eight													
Nine	288	288		72	72		6	6		6	6		
Ten Eleven	204 180	204 180		75 59	75 59		6 8	6 8		5 8	5 8		
⊏ieven Twelve	198	198		59 57	59 57		8 5	8 5		8 5	5		
Post-Graduate	190	190		37	31		3	3		3	3		
Adult H.S. (15+CR.)													
Adult H.S. (1-14CR.)													
Subtotal	870	870		263	263		25	25		24	24		
Special Education-Elementary													
Special Education-Middle School													
Special Education-High School	267	267		100	100		3	3		1	1		
Subtotal	267	267		100	100		3	3		1	1		
Co. Voc Regular													
Co. Voc Regulai Co. Voc. Ft. Post Sec.													
50. VOC. 1 t. 1 OSt Gec.	-	<u> </u>		<u> </u>			-			-		-	
Subtotal													
Totals	1,137	1,137		363	363		28	28		25	25		
Percentage Error													
			Transp	oortation									
	Reported on	Reported on											
	DRTRS by	DRTRS by										Re-	
	DOE/County	<u>District</u>	Errors	Tested	Verified	Errors					Reported	Calculate	
Reg Public Schools, Col. 1	1,026	1,026		184	184					PK students (Part A)		5.	
Reg SpEd, Col. 4	23	23		4	4					PK students (Part B			
Transported - Non-Public, Col. 3	324	324		58	58		Spec. Avg. (Mile	eage) = Special Ed.	with Special	Needs	6.5	6	
Special Needs, Col. 6	97	97		17	17_								
Totals	1,470	1,470		263	263								

Application for State School Aid Summary Schedule of Audited Enrollments Enrollment as of October 15, 2020

		sident LEP NOT Low Income		Samp	ole for Verification	
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low <u>Income</u>	<u>Errors</u>	Sample Selected from <u>Workpapers</u>	Verified to Test Score and Register	Sample <u>Errors</u>
Half Day Preschool Full Day Preschool Half Day Kindergarten Full Day Kindergarten One		<u></u>	<u>=</u>		<u></u>	
Two Three Four Five Six Seven						
Eight Nine Ten Eleven	5 2 6	5 2 6		4 2 6	4 2 6	
Twelve Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14CR.)		5		4	4	
Subtotal	18	18		16	16	
Special Education-Elementary Special Education-Middle School Special Education-High School	1	1		1	1_	
Subtotal	1	1		1	1	
Co. Voc Regular Co. Voc. Ft. Post Sec.						
Subtotal						
Totals	19	19		17	17	
Percentage Error		=		<u>-</u>		

# **EXCESS SURPLUS CALCULATION**

# REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

# SECTION 1

# 4% Calculation of Excess Surplus

2020-21 Total General Fund Expenditures Reported on ACFR Exhibit C-1 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion	\$ 80,945,871.05 (B)  (B1a) (B1b) (B1c) (B1d)
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases	11,741,825.60 (B2a) (B2b)
Adjusted 2020-21 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ 69,204,045.45 (B3)
4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment *	\$ 2,768,161.82 (B4) 2,768,161.82 (B5) 1,233,574.00 (K)
Maximum Unassigned Fund Balance [(B5) + (K)]	\$ 4,001,735.82 (M)
SECTION 2	
Total General Fund - Fund Balances at June 30, 2021 (Per ACFR Budgetary Comparison Schedule, Ex. C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Other Restricted Fund Balances **** Assigned Fund Balance - Designated for Subsequent Year's Expenditures	\$ 21,586,396.87 (C) 2,937,557.55 (C1) (C2) 4,003,549.01 (C3) 3,908,660.91 (C4) 3,368,043.99 (C5)
	(00)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]  SECTION 3	
SECTION 3	\$ 7,368,585.41 (U1)
SECTION 3  Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ 7,368,585.41 (U1)

#### **EXCESS SURPLUS CALCULATION (CONT'D)**

#### REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

#### Footnotes:

- \* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
  - (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
  - (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
  - (J1) Extraordinary Aid;
  - (J2) Additional Nonpublic School Transportation Aid;
  - (J3) Recognized current year School Bus Advertising Revenue; and
  - (J4) Family Crisis Transportation Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

#### **Detail of Allowable Adjustments**

Federal Impact Aid	\$ -	(H)
Sale & Lease-back		(I)
Extraordinary Aid	 1,138,934.00	(J1)
Additional Nonpublic School Transportation Aid	94,640.00	(J2)
Current Year School Bus Advertising Revenue Recognized		(J3)
Family Crisis Transportation Aid		(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ 1,233,574.00	_(K)

This amount represents the Excess Surplus (C3 above) generated during June 30, 2020 and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2021-2022 general fund budget.

Amount for Other Restricted 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 another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Office of School Finance prior to September 30.

#### **Detail of Other Restricted Fund Balance**

Statutory restrictions:		
Approved unspent separate proposal	\$ -	_
Sale/lease-back reserve		_
Capital reserve	 3,216,094.30	_
Maintenance reserve		_
Emergency reserve		_
Tuition reserve		_
School bus advertising 50% fuel offset reserve - current year		_
School bus advertising 50% fuel offset reserve - prior year		_
Impact Aid General Fund Reserve (Sections 8002 and 8003)		_
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)		_
Other state/government mandated reserves		_
Restricted for Unemployment	692,566.61	_
[Other Restricted Fund Balance not noted above]****		-
Total Other Restricted Fund Balance	\$ 3,908,660.91	(C4)

<sup>\*\*\*</sup> Amounts must agree to the June 30, 2021 ACFR and must agree to Audit Summary Line 90030.

Audit Recommendations Summary For the Fiscal Year Ended June 30, 2021

# Recommendations:

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

None

# 2. Financial Planning. Accounting and Reporting

None

# 3. School Purchasing Programs

None

# 4. School Food Service

None

# 5. Student Body Activities

None

# 6. Application for State School Aid

None

# 7. Pupil Transportation

None

# 8. Facilities and Capital Assets

None

# 9. Miscellaneous

None

# 10. Follow-Up on Prior Year Findings

There were no audit findings for the fiscal year ended June 30, 2020.