

KENILWORTH BOARD OF EDUCATION

AUDITOR'S MANAGEMENT REPORT

COUNTY OF UNION

JUNE 30, 2021

**ROBERT A. HULSART & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
2807 HURLEY POND ROAD, SUITE 100
WALL, NEW JERSEY 07719**

AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

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Robert A. Hulsart and Company

CERTIFIED PUBLIC ACCOUNTANTS

1.

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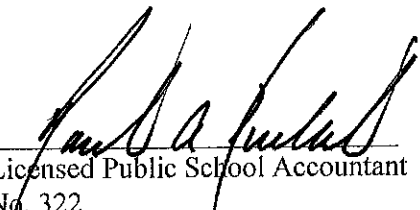
REPORT OF INDEPENDENT AUDITORS

Honorable President and Members
of the Board of Education
Kenilworth School District
County of Union, 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 general purpose financial statements of the Board of Education of the Kenilworth School District in the County of Union for the year ended June 30, 2021, and have issued our report thereon dated February 11, 2022.

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 Kenilworth Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.



Licensed Public School Accountant
No. 322
ROBERT A. HULSART AND COMPANY

February 11, 2022

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

Scope of Audit

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

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20; Insurance Schedule contained in the district's ACFR.

Officials Bond

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Vincent A. Gonnella	Board Secretary/School Business Administrator	\$ 80,000.00
Kyle C. Arlington	Treasurer	250,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond under the blanket policy covering all other employees with multiple coverage of \$250,000.00.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment to the billings to sending districts for the increase/decrease in per pupil costs in accordance with *N.J.A.C. 6A:23-3.1(f)3*.

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, certifications, 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.

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.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23-2.2(g)* 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-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.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed no reportable conditions. The records were in good order.

Treasurer's Records

The Treasurer's records were in agreement with the records of the Board Secretary. All reconciliations were properly done.

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 projects under Title I, Title IIA, Title III and Title IV of the E.S.E.A.

The study of compliance for E.S.E.A. indicated the following 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 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.

The study of compliance for the special projects indicated no areas of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms filed with 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 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 fund 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

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:18A-3(a)* are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (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 \$19,600 for 2020-21.

The District 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 examination, 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 agreement for "Professional Services" per *N.J.S.A. 18A:18A-5*.

School Food Service Fund

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 SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

The food services for 2020-21 were awarded to Maschio's Inc. on their proposal of a management fee of \$12,000 with a guaranteed break even for the district. The food service provider was in compliance with all statutes and regulations. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

School Food Service Fund (Continued)

The financial transactions and statistical records of the School Food Services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement vouchers were timely filed, and meals claimed agreed with meal count records.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days. The free and reduced price meal policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications were completed and available for review.

Cash receipts and bank records were reviewed for timely deposits per state guidelines.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used

The cash disbursement records reflected expenditures for program related goods and services. The District deposited and expended program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. 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.

U.S.D.A commodities were received and a separate inventory was maintained on a first-in, first-out basis.

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

The 2020-21 operations produced a net gain of \$23,174.

GAAP Accounting Implementation

The school district's double entry system of accounting records were maintained in accordance with the Department of Education's prescribed GAAP Technical Systems Manual, pursuant to N.J.S.A. 18:A4-14 and N.J.A.C. 6:20-2A.

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 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 2020-21 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. No exceptions were noted in our review of transportation related purchases of goods and services.

Follow-Up on Prior Year Findings

There were no prior year audit findings.

Acknowledgment

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

4% Calculation of Excess Surplus

2020-21 Total General Fund Expenditures Per the ACFR	\$ 32,102,264
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Decreased by:

On Behalf TPAF Pension and Social Security	<u>(5,541,539)</u>
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Adjusted 2020-21 General Fund Expenditures	<u>\$ 26,560,725</u>
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4% of Adjusted 2020-21 General Fund Expenditures	\$ 1,062,429
Increased by Allowable Adjustments	<u>154,370</u>

Maximum Unassigned Fund Balance	<u>\$ 1,216,799</u>
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Section 2

Total General Fund -- Fund Balance @ 6-30-21	\$ 7,354,923
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Decreased by:

Reserved for Encumbrances	(1,055,636)
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Other Reserves	(3,284,709)
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Unemployment	(536,641)
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Designated for Subsequent Years Expenditures -- Maintenance Reserve	(109,000)
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Designated for Subsequent Years Expenditures -- Capital Reserve	(795,000)
---	-----------

Designated for Subsequent Years Expenditures -- Excess Surplus	(149,871)
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Designated for Subsequent Years Expenditures	<u>(207,267)</u>
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Total Unassigned Fund Balance	<u>\$ 1,216,799</u>
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Designated for Subsequent Years Expenditures -- Excess Surplus	\$ 149,871
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Reserved Fund Balance -- Excess Surplus	<u>0</u>
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	<u>\$ 149,871</u>
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Section 3**Detail of Allowable Adjustments**

Extraordinary Aid	<u>\$ 154,370</u>
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Detail of Other Reserved Fund Balance

Capital Reserve	\$ 2,584,709
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Maintenance Reserve	450,000
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Emergency Reserve	<u>250,000</u>
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	<u>\$ 3,284,709</u>
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KENILWORTH SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2020

	2021-22 Application for State School Aid				Sample for Verification				Private Schools for Handicapped					
	Reported On		Reported on		Sample Selected		Verified Per		Reported On		Sample		Sample	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Private Schools	A.S.A. as	Sample	Verified	Sample	Errors
Half Day Preschool - 4yrs	32		32		32		32							
Full Day Kindergarten	72		72		72		72							
One	83		83		83		83							
Two	76		76		76		76							
Three	88		88		88		88							
Four	85		85		85		85							
Five	91		91		91		91							
Six	73		73		73		73							
Seven	123		123		123		123							
Eight	126		126		126		126							
Nine	118		118		118		118							
Ten	101	2	101	2	101	2	101	2						
Eleven	100	15	100	15	100	15	100	15						
Twelve	86	6	86	6	86	6	86	6						
Subtotal	1254	23	1254	23	1254	23	1254	23	0	0	0	0	0	0
Special Ed. - Elementary	51		51		51		51			1	1	1	1	0
Special Ed. - Middle School	38		38		38		38			3	3	3	3	0
Special Ed. - High School	67	9	67	9	67	9	67	9		8	8	8	8	0
Subtotal	156	9	156	9	156	9	156	9	0	9	9	9	12	0
Co. Voc. - Regular														
Co. Voc. - Ft. Post Sec.														
Totals	1410	32	1410	32	1410	32	1410	32	0	0	0	12	12	0
Percentage Error									0%	0%	0%	0%	0%	0%

KENILWORTH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	Low Income		Sample for Verification		Resident LEP Not Low Income		Sample for Verification	
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Reported on A.S.S.A. as LEP	Reported on Workpapers as LEP	Sample Selected from Workpapers	Verified to Test Score & Register
Half Day Preschool 4yrs	1	1	1	1				
Full Day Kindergarten	5	5	5	5	2	2	2	2
One	3	3	3	3	2	2	2	2
Two	5	5	4	4	1	1	1	1
Three	7	7	6	6	4	4	4	4
Four	5	5	5	5	7	7	7	7
Five	11	11	9	9	3	3	3	3
Six	15	15	12	12	4	4	4	4
Seven	11	11	9	9	2	2	2	2
Eight	8	8	6	6	2	2	2	2
Nine	9	9	5	5	1	1	1	1
Ten	17	17	12	12	1	1	1	1
Eleven	13.5	13.5	8	8	1	1	1	1
Twelve	110.5	110.5	85	85	34	34	34	34
Subtotal								
Special Ed. - Elementary	7	7	7	7	3	3	3	3
Special Ed. - Middle School	12	12	10	10	1	1	1	1
Special Ed. - High School	17	17	13	13				
Subtotal	36	36	30	30	4	4	4	4
Totals	146.5	146.5	115	115	38	38	38	38
Percentage Error		0%		0%		0%		0%

TRANSPORTATION

	Reported on DRTS by DOE		Reported on DRTS by District		Avg. Mileage	
	Reported	Errors	Tested	Verified	Reported	Recalculated
Reg. - Public Schools	12		12	12	15.7	15.7
Transported - Non-Public	12		12	12	15.7	15.7
Special Ed. - Regular	19		19	19	10.2	10.2
Special Needs - Private						
Totals	43	0	43	43		
Percentage Error		0%		0%		

KENILWORTH SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2020

	Resident LEP - Low Income		Sample for Verification		
	Reported on A.S.S.A. as LEP	Reported on Workpapers as LEP	Sample Selected From Workpapers	Verified to Test Score & Register	Sample Errors
Half Day Preschool					
Full Day Kindergarten					
One					
Two					
Three					
Four	2	2	2	2	
Five	1	1	1	1	
Six					
Seven	2	2	2	2	
Eight					
Nine					
Ten					
Eleven	1	1	1	1	
Twelve					
Subtotal	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>0</u>
Special Ed. - Elementary					
Special Ed. - Middle School	1	1	1	1	
Special Ed. - High School					
Subtotal	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
Totals	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>0</u>
					<u>0%</u>

SCHEDULE OF MEAL COUNT ACTIVITY

KENILWORTH SCHOOL DISTRICT

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>
National School Lunch (Regular Rate)	Paid					\$ 0.380 *	-
	Reduced					3.165	-
	Free	63,960	29,144	29,144		3.565	-
Total Net Overclaim		63,960	29,144	29,144	-		-
School Breakfast Program (Severe Needs Rate)	Paid					\$ 0.320	
	Reduced					1.960	
	Free	64,230	29,148	29,148		2.260	
Total Net Overclaim		64,230	29,148	29,148	-		-

* - \$.07 for Federal PB Lunch - Healthy Hunger-Free Kids Act

KENILWORTH SCHOOL DISTRICT

NET CASH RESOURCE SCHEDULE

NET CASH RESOURCES DID NOT EXCEED 3 MONTHS OF EXPENDITURES

PROPRIETARY FUNDS - FOOD SERVICE

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

<u>Net Cash Resources:</u>		Food Service
		<u>G - 1/2</u>
CAFR	Current Assets	
G-1	Cash & Cash Equivalents	\$ 152,273
G-1	Accounts Receivables	29,136
	Current Liabilities	
G-1	Less Deferred Revenue & Payables	<u>(60,614)</u>
	Net Cash Resources	<u>\$ 120,795 (A)</u>
 <u>Net Adjustment Total Operating Expense:</u>		
G-2	Total Operating Expenses	407,493
G-2	Less Depreciation	<u>(3,980)</u>
	Adjusted Total Operating Expenses	<u>403,513 (B)</u>
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u>\$ 40,351 (C)</u>
 <u>Three Times Monthly Average</u>		
	3 X C	<u>\$ 121,054</u>
Total in (A)		\$ 120,795
Less Total in (D)		<u>(121,054)</u>
Net		<u>\$ (259)</u>

KENILWORTH SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

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. 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. Status of Prior Year Audit Findings/Recommendations
There were no prior year recommendations.