

OCEAN ACADEMY CHARTER SCHOOL

COUNTY OF OCEAN, NEW JERSEY

**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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REPORT OF INDEPENDENT AUDITOR

Honorable President and
Members of the Board of Trustees
Ocean Academy Charter School
County of Ocean, New Jersey

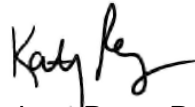
We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Ocean Academy Charter School in the County of Ocean for the year ended June 30, 2021, and have issued our report thereon dated February 4, 2022.

As part of our audit, we performed procedures required by the New Jersey Department of Education, 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 Ocean Academy Charter School'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,

Jump, Perry and Company, L.L.P.
Toms River, New Jersey



Kathryn Perry, Partner
Public School Accountant
No. CS 20CS00226400

February 4, 2022

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the School Business Administrator/Board Secretary and the activities of the Charter School, and the records of the various funds under the auspices of the Charter School.

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 district CAFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Cindy Coughlin	Business Administrator	\$ 150,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$150,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. Our comparison revealed that tuition appeared to be charged correctly.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did indicate some discrepancies with respect to signatures, certification or supporting documentation.

Finding: 2021-001

During the course of the audit, it was noted that some of the purchase orders were not available for audit review and some purchase orders were missing approval signatures.

Recommendation:

It is recommended that all purchase orders be maintained on file for audit review and all approval signatures be obtained on purchase orders.

Management's Response:

All purchase orders will be maintained and all approval signatures be obtained.

Payroll Account

The net salaries of all employees of the Charter School were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

Payroll Account - continued

All payrolls were approved by the Head of Schools and were certified by the President of the Board, and the Business Administrator/Board Secretary.

Finding: 2021-002

During the course of the audit, it was noted that some of the signed employee contracts were not available for audit review.

Recommendation:

It is recommended that all signed employment contracts be maintained on file for audit review.

Management's Response:

All employee master files will be maintained and all contract signatures be obtained.

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

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Employee Position Control Roster

A review of the Position Control Roster was made and found proper and consistent financial reporting, and that employee benefits are offered only to current employees and their eligible relations.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2021 for proper classification of orders as reserve for encumbrances and accounts payable.

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 for the year and to ensure that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

No findings.

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, a transaction error rate of 0.0 percent 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 the following items.

No findings.

Treasurer's Records

The following items were noted during our review of the records of the Treasurer.

No findings.

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

Other Special Federal and/or State Projects

The Charter School's Special Projects were approved as listed on Schedule K-3 and Schedule K-4 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 Single Audit Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

Our audit procedures included a test of quarterly reimbursement filed with the Department of Education for district employees who are members of the Teacher's Pension and Annuity Fund. No exceptions were noted.

T.P.A.F 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 charter school to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the charter school for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days 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

N.J.S.A. 18A:18A-3 states:

1. 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 (C.40A:11-9) 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.

School Purchasing Programs (cont'd)
Contracts and Agreements Requiring Advertisement for Bids (cont'd)

2. 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 the 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.

Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

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."

The bid threshold 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 2020-2021.

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 questions arise 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.

The results of our examination indicated that no individual payment, contracts, or agreements were 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 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.

School Food Service

In accordance with the Governor's Declaration of Emergency pertaining to the COVID-19 Virus 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 meal eligible students.

During SY 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 (SS) or the Summer Food Service Program (SFSP) option.

Therefore, 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.

School Food Service - continued

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. The Charter School has a shared service arrangement with the Lakewood Public Schools. Accordingly, our procedures were limited and no exceptions were noted.

The food service revenue and costs do not have a direct and an indirect component. The agreement with Lakewood Public Schools is per meal (hot and cold). No exceptions were noted.

The Statement of Revenues, Expenses, and Changes in Fund Net Position (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program costs of goods sold.

We also inquired of management about the emergency COVID-19 procedure/practices that the SFA institute 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 Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

Student Body Activities

During our review of the student activity funds, no exceptions noted.

Enrollment Counts and Submission to the Department

Our audit procedures included a test of enrollment information reported on October 15, 2020 and the last day of school for on-roll, special education, bilingual and low-income. The information that was included on the workpapers were verified with exceptions. The results of our procedures are presented on the Schedule of Audited Enrollments.

The Charter School maintained written procedures that appear to be adequate for the recording of student enrollment data.

Pupil Transportation

N/A

Facilities and Capital Assets

N/A

Miscellaneous

Testing For Lead Of All Drinking Water In Educational Facilities

The school district adhered to all 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 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 Findings

None

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.

**OCEAN ACADEMY CHARTER SCHOOL
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF OCTOBER 15, 2020**

Grades	Submission to DOE reported		Errors	50% Verification			Verified signed			Verified #			Submission to DOE Reported Special Ed/		Verified			Verified # days		Low		Verified		Errors
	On Roll	workpapers		required	registration forms	Errors	days enrolled	Errors	Bilingual	documentation	Errors	Service Provided	Errors	Income	documentation	Income	documentation	Errors						
Kindergarten	65	65	0	33	33	0	33	0	58	58	0	58	0	64	64	0								
One	59	59	0	30	30	0	30	0	40	40	0	40	0	56	56	0								
Two	58	58	0	29	29	0	29	0	31	31	0	31	0	53	53	0								
Three	60	60	0	30	30	0	30	0	26	26	0	26	0	59	59	0								
Four	56	56	0	28	28	0	28	0	22	22	0	22	0	56	56	0								
Five	37	37	0	19	19	0	19	0	10	10	0	10	0	36	36	0								
Total	335	335	0	169	169	0	169	0	187	187	0	187	0	324	324	0								
Percentage			0.0%			0%		0%			0%		0%			0%								

**OCEAN ACADEMY CHARTER SCHOOL
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF LAST DAY OF SCHOOL**

Grades	Submission to DOE reported		Errors	50% Verification			Verified #			Submission to DOE Reported Special Ed/		Verified			Low Income		
	On Roll	Reported on workpapers		required	Verified signed registration forms	Errors	days enrolled	Errors	Bilingual	documentation	Errors	Service Provided	Errors	Income	Verified documentation	Errors	
Kindergarten	65	65	0	33	33	0	33	0	58	58	0	58	0	64	64	0	
One	59	59	0	30	30	0	30	0	40	40	0	40	0	56	56	0	
Two	58	58	0	29	29	0	29	0	31	31	0	31	0	53	53	0	
Three	60	60	0	30	30	0	30	0	26	26	0	26	0	59	59	0	
Four	56	56	0	28	28	0	28	0	22	22	0	22	0	56	56	0	
Five	37	37	0	19	19	0	19	0	10	10	0	10	0	36	36	0	
Total	335	335	0	169	169	0	169	0	187	187	0	187	0	324	324	0	
Percentage			0.0%			0%		0%			0%		0%			0%	

Excess Surplus Calculation- Regular Districts/Charter School/Renaissance School Project

Section 1	Amount	Amount
A. 4% Calculation of Excess Surplus		
2020-21 Total General Fund Expenditures per the CAFR, Ex. C-1		\$ <u>5,892,888</u> (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 Assets Acquired Under Capital Leases	\$ <u>326,079</u> (B2a)	\$ _____ (B2b)
Adjusted 2020-21 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>5,566,809</u> (B3)	
4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04]	\$ <u>222,672</u> (B4)	
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u> (B5)	
Increased by: Allowable Adjustment *	\$ _____ (K)	
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]		\$ <u>250,000</u> (M)

Section 2

Total General Fund - Fund Balances @ 6/30/2021 (Per CAFR Budgetary Comparison Schedule C-1)		
Decreased by:	\$ <u>2,279,654</u> (C)	
Year-end Encumbrances	\$ _____ (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 [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u>2,279,654</u> (U1)

Section 3	Amount	Amount
Restricted Fund Balance – Excess Surplus*** [(U1)–(M)] If Negative Enter -0		\$ <u>2,029,654</u> (E)
Recapitulation of Excess Surplus as of June 30, 2021		
Reserved Excess Surplus – Designated for Subsequent Year’s Expenditures **		\$ _____ (C3)

Section 1	Amount	Amount
Reserved Excess Surplus ***[(E)]		\$ 2,029,654 (E)
Total Excess Surplus [(C3) + (E)]		<u>\$ 2,029,654 (D)</u>

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

Impact Aid	\$ (H)
Sale & Lease-back	\$ (I)
Extraordinary Aid	\$ (J1)
Additional Nonpublic School Transportation Aid	\$ (J2)
Current Year School Bus Advertising Revenue Recognized	\$ (J3)
Family Crisis Transportation Aid	\$ (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ (K)

** This amount represents the June 30, 2021 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.

*** Amounts must agree to the June 30, 2021 CAFR and must agree to Audit Summary Line 90030.

**** 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 Division of Administration and 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	\$ _____
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 reserve	\$ _____
(new) Reserve for Unemployment Fund	\$ _____
[Other Restricted Fund Balance not noted above]****	\$ _____
 Total Other Restricted Fund Balance	 \$ (C4)

The following example illustrates the proper calculation of the 4 percent excess surplus for districts not required to use school-based budgeting (SBB). Note that the references (a), (b), etc. are for purposes of this illustration only.

Example:

The school district had total general fund expenditures (from exhibit C-1 of CAFR) of \$7,500,000. Included in the general fund expenditures were “On-Behalf State Aid Payments” (TPAF Pension & Social Security) of \$405,000 and Assets Acquired Under Capital Lease of \$182,000. General fund transfers to other funds not included in the general fund expenditures of the CAFR, but added to the calculation, Transfer from Capital Outlay to Capital Projects of \$60,000; Transfer from Capital Reserve to Capital Projects (augment SCC/SDA grant) of \$12,000; Trans. from General Fund to SRF for Preschool - Regular of \$10,000; and Trans. from General Fund to SRF for Preschool - Inclusion of \$5,000. The district received \$2,000 in federal impact aid revenue during 2020-21 and recognized \$1,000 of School Bus Advertising Revenue during 2020-21. The June 30, 2021 general ledger reflects that the district had the following: \$4,900 of year-end “other purposes” encumbrances reported in the “Committed” fund balance category (GASBS 54); \$9,000 legally restricted reported in the “Restricted” fund balance category (GASBS 54) from an unexpended 2019-20 additional spending proposal required to be designated/appropriated in the 2021-22 budget; \$45,000 reserved June 30, 2020 excess surplus required to be designated/appropriated in the 2021-22 budget reported in the “Restricted” fund balance category (GASBS 54); \$90,000 unreserved and designated in the 2021-22 budget reported in the “Assigned” fund balance category (GASBS 54); and \$395,000 unreserved/undesigned reported in the “Unassigned” fund balance category (GASBS 54) prior to calculating June 30, 2021 excess surplus.

2020-21 Total General Fund Expenditures			\$7,500,000	(a)
Increased by Applicable Operating transfers:	\$60,000	(b)		
Transfer from Capital Outlay to Capital Projects	12,000	(b)		
Transfer from Capital Reserve to Capital Projects	10,000	(b)		
Trans. from General Fund to SRF for Preschool (Regular)	5,000	(b)		
Trans. from General Fund to SRF for Preschool (Inclusion)				

OCEAN ACADEMY CHARTER SCHOOL
AUDIT RECOMMENDATION SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding - Examination of Claims:2021-001

During the course of the audit, it was noted that some of the purchase orders were not available for audit review and some purchase orders were missing approval signatures.

Recommendation:

It is recommended that all purchase orders be maintained on file for audit review and all approval signatures be obtained on purchase orders.

Management's Response:

All purchase orders will be maintained and all approval signatures be obtained.

Finding - Payroll: 2021-002

During the course of the audit, it was noted that some of the signed employee contracts were not available for audit review.

Recommendation:

It is recommended that all signed employment contracts be maintained on file for audit review.

Management's Response:

All employee master files will be maintained and all contract signatures be obtained.

3. School Purchasing Program

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 Findings/Recommendations

There were no prior year audit findings or recommendations.