

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL COMPLIANCE AND PERFORMANCE  
JUNE 30, 2022**

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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# LERCH, VINCI & BLISS, LLP

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## INDEPENDENT AUDITOR’S MANAGEMENT REPORT

Honorable President and Members  
of the Board of Trustees  
East Hanover Township Board of Education  
East Hanover, 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 East Hanover Township Board of Education as of and for the fiscal year ended June 30, 2022, and have issued our report thereon dated January 30, 2023.

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

This report is intended solely for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

LERCH, VINCI & BLISS, LLP  
Certified Public Accountants  
Public School Accountants

Paul J. Lerch  
Public School Accountant  
PSA Number CS01118

Fair Lawn, New Jersey  
January 30, 2023

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Moneys, 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 reported on Exhibit J-20 as contained in the district's Annual Comprehensive Financial Report (the "ACFR").

**Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Carol Delsandro	Board Secretary/School Business Administrator	\$250,000
Jon S. Rheinhardt Sr.	Treasurer of School Monies	\$225,000

There is Employees' Dishonesty with Faithful Performance coverage with NJSBAIG covering all other employees with multiple coverage of \$250,000.

**P.L. 2020, c44**

Our audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A. 18A:16-13.3 (Chapter 44) submitted for the year of audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did appear to include all health benefit plans offered by the school district.

The school district data certification was completed by the chief school administrator. The school district Chapter 44 data was submitted timely.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under review did not reveal any material discrepancies with respect to signatures, certification or supporting documentation.

**Payroll Account**

All payrolls tested were certified by the President of the Board and Board Secretary/Business Administrator and approved by the Chief School Administrator.

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

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**Financial Planning, Accounting and Reporting (Continued)**

Payroll Account (Continued)

Salary withholdings tested were promptly remitted to the proper agencies, including health benefits premium withholding due to the General Fund.

Payrolls were delivered to the Treasurer of School Monies with a warrant made to his order for the full amount of each payroll.

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

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, no errors were noted.

Travel

The District had an approved board travel policy as required by N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12.

Payments made to employees for a travel event were in accordance with the approved travel policy.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in very good condition.

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

Acknowledgement of the Board's receipt of the Board Secretary's and Treasurer's monthly financial reports was included in the minutes.

The prescribed contractual order system was followed.

Treasurer's Records

The Treasurer did perform reconciliations for the general operating account, payroll agency and the net payroll account.

All cash receipts were promptly deposited.

The Treasurer's report was in agreement with the records of the Board Secretary.

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**Financial Planning, Accounting and Reporting (Continued)**

Elementary and Secondary Education Act (E.S.E.A.)/as amended by Every Student Succeed 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, II and IV of the Elementary and Secondary Education Act.

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.

Other Special Federal and/or State Projects

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

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

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

T.P.A.F. Reimbursements to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Reports 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. The expenditure was submitted for reimbursement by the District.

Non-Public State Aid

None.

**School Purchasing Programs**

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 (as amended) 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 currently \$19,600 for 2021-22. The Board of Education appointed Carol Delsandro as a qualified purchasing agent.

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 Board Attorney's opinion should be sought before a commitment is made.

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**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 goods or service, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. No such violations were noted.

The results of our examination did indicate individual payments, contracts, or agreements which were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4, as amended.

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 purchased items through the use of State contracts.

**Food Service Fund**

The District does not participate in the National School Lunch Program.

The financial transactions and statistical records of the school's Milk Program were maintained in satisfactory condition.

Expenditures were separately recorded as milk and other costs. Vendor invoices were reviewed and costs verified.

There was no inventory at June 30, 2022.

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's Milk Program.

**After School Child Care Program**

The records of the after school child care program were in good condition.

**Student Activity Funds**

The District had a policy and procedures in place for regulating the student activity funds.

Cash disbursements and receipts records were maintained in good condition.

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2021 Application for State School Aid (A.S.S.A.) for on-roll, private school for the handicapped, low-income and bilingual education. 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 exceptions. The information that was included on the workpapers was verified with isolated exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms of their equivalent.

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

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**Pupil Transportation**

Our audit procedures included a test of on-roll status reported in the 2021-22 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with isolated exceptions. 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.

**Facilities and Capital Assets**

Capital asset records were updated for the additions and disposals of capital assets made throughout the year.

**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 testing for lead or all drinking water in educational facilities and 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**

In accordance with government auditing standards, our procedures include a review of all prior year recommendations including findings.



**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
FOOD SERVICE FUND  
SCHEDULE OF MILK COUNTY ACTIVITY AND (OVER)/UNDERCLAIM  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**NOT APPLICABLE**

**FOOD SERVICE FUND  
SCHEDULE OF NET CASH RESOURCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**NOT APPLICABLE**

**EAST HANOVER BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021  
SCHEDULE OF AUDITED ENROLLMENTS**

	2022-23 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Veri- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool		-		-	-	-		-		-	-	-				
Full Day Preschool - 3yr	7	-	7	-	-	-	7	-	7	-	-	-				
Full Day Preschool - 4yr	6	-	6	-	-	-	6	-	6	-	-	-				
Half Day Kindergarten		-		-	-	-		-		-	-	-				
Full Day Kindergarten	86	-	86	-	-	-	86	-	86	-	-	-				
One	80	-	80	-	-	-	80	-	80	-	-	-				
Two	116	-	116	-	-	-	116	-	116	-	-	-				
Three	79	-	79	-	-	-	79	-	79	-	-	-				
Four	94	-	94	-	-	-	94	-	94	-	-	-				
Five	78	-	78	-	-	-	78	-	78	-	-	-				
Six	85	-	85	-	-	-	85	-	85	-	-	-				
Seven	79	-	79	-	-	-	79	-	79	-	-	-				
Eight	83	-	83	-	-	-	83	-	83	-	-	-				
Nine		-		-	-	-		-		-	-	-				
Ten		-		-	-	-		-		-	-	-				
Eleven		-		-	-	-		-		-	-	-				
Twelve		-		-	-	-		-		-	-	-				
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	793	-	793	-	-	-	793	-	793	-	-	-	-	-	-	-
Special Ed - Elementary	74	-	74	-	-	-	30	-	30	-	-	-	2	2	2	-
Special Ed - Middle School	49	-	49	-	-	-	19	-	19	-	-	-	4	4	4	-
Special Ed - High School		-		-	-	-		-		-	-	-				-
Subtotal	123	-	123	-	-	-	49	-	49	-	-	-	6	6	6	-
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	916	-	916	-	-	-	842	-	842	-	-	-	6	6	6	-
Percentage Error					0.00%	0.00%					0.00%	0.00%				0.00%

**EAST HANOVER BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021  
SCHEDULE OF AUDITED ENROLLMENTS**

	<u>Resident Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>	<u>Reported on A.S.S.A. as LEP low Income</u>	<u>Reported on Workpapers as LEP low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Test Score and Register</u>	<u>Sample Errors</u>
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten			-			-		-				-
One			-			-		-				-
Two	2.0	2.0	-	2.0	2.0	-		-				-
Three			-			-		-				-
Four	3.0	3.0	-	3.0	3.0	-		-				-
Five			-			-		-				-
Six	1.0	1.0	-	1.0	1.0	-		-				-
Seven			-			-		-				-
Eight	2.0	2.0	-	2.0	2.0	-	1.0	1.0	-	1.0	1.0	-
Nine			-			-		-				-
Ten			-			-		-				-
Eleven			-			-		-				-
Twelve			-			-		-				-
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	8.0	8.0	-	8.0	8.0	-	1.0	1.0	-	1.0	1.0	-
Special Ed - Elementary	1.0	1.0	-	1.0	1.0	-	-	-	-	-	-	-
Special Ed - Middle	1.0	1.0	-	1.0	1.0	-	-	-	-	-	-	-
Special Ed - High			-			-	-	-	-	-	-	-
Subtotal	2.0	2.0	-	2.0	2.0	-	-	-	-	-	-	-
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	10.0	10.0	-	10.0	10.0	-	1.0	1.0	-	1.0	1.0	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

	<u>Transportation</u>					
	<u>Reported on DRTRS by DOE/county</u>	<u>Reported on DRTRS by District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>
Reg. - Public Schools, col. 1	239.0	248.0	(9.0)	46.0	46.0	-
Reg -SpEd, col. 4	-	-	-	-	-	-
Transported - Non-Public, col. 3	1.0	1.0	-	1.0	-	1.0
All non public	59.0	59.0	-	11.0	11.0	-
Special Ed Spec. col. 6	32.0	22.0	10.0	4.0	4.0	-
Totals	331.0	330.0	1.0	62.0	61.0	1.0
Percentage Error						1.61%

**EAST HANOVER BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021  
SCHEDULE OF AUDITED ENROLLMENTS**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One	2.0	2.0	-	2.0	2.0	-
Two	-	-	-	-	-	-
Three	1.0	1.0	-	1.0	1.0	-
Four	3.0	3.0	-	3.0	3.0	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	2.0	2.0	-	2.0	2.0	-
Eight			-			-
Nine			-			-
Ten			-			-
Eleven			-			-
Twelve			-			-
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	<u>8.0</u>	<u>8.0</u>	<u>-</u>	<u>8.0</u>	<u>8.0</u>	<u>-</u>
Special Ed - Elementary	2.0	2.0	-	2.0	2.0	-
Special Ed - Middle			-			-
Special Ed - High			-			-
Subtotal	<u>2.0</u>	<u>2.0</u>	<u>-</u>	<u>2.0</u>	<u>2.0</u>	<u>-</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>10.0</u>	<u>10.0</u>	<u>-</u>	<u>10.0</u>	<u>10.0</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
CALCULATION OF EXCESS SURPLUS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**SECTION 1**

2021-2022 Total General Fund Expenditures per the CAFR, Exhibit C-1	\$ 25,916,144	
Decreased by:		
On-Behalf TPAF Pension & Social Security	4,842,770	
Adjusted 2021-2022 General Fund Expenditures	\$ 21,073,374	
4% of Adjusted 2021-2022 General Fund Expenditures	\$ 842,935	
Enter Greater of 4% of Adjusted 2021-2022 General Fund Expenditures or \$250,000	842,935	
Increased by: Allowable Adjustment*	294,693	
Maximum Unassigned Fund Balance		\$ 1,137,628

**SECTION 2**

Total General Fund - Fund Balance at June 30, 2022 (Per CAFR Budgetary Comparison Schedule/Statement)		\$ 7,733,406
Decreased by:		
Restricted:		
Capital Reserve	\$ 3,020,322	
Maintenance Reserve	848,088	
Excess Surplus:		
Prior Year - Designated for Subsequent Year's Expenditures	717,878	
Unemployment Compensation	247,147	
Assigned:		
Year-End Encumbrances	813,720	
		5,647,155
Total Unassigned Fund Balance		\$ 2,086,251

**SECTION 3**

Restricted Fund Balance - Excess Surplus		\$ 948,623
 <i>Recapitulation of Excess Surplus as of June 30, 2022</i>		
Reserved Excess Surplus - Designated for Subsequent Year's Budget		\$ 717,878
Excess Surplus		948,623
		\$ 1,666,501

*\*Detail of Allowable Adjustments*

Extraordinary Aid		\$ 277,583
Additional Nonpublic School Transportation Aid		17,110
Total Adjustments		\$ 294,693

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION**  
**RECOMMENDATIONS**

I. **Administration Practices and Procedures**

There are none.

II. **Financial Planning, Accounting and Reporting**

There are none.

III. **School Purchasing Program**

There are none.

IV. **After School Child Care Program**

There are none.

V. **Student Activity Fund**

There are none.

VI. **Application for State School Aid**

There are none.

VII. **Pupil Transportation**

There are none.

VIII. **Miscellaneous**

There are none.

IX. **Facilities and Capital Assets**

There are none.

X. **Status of Prior Year Audit Findings/Recommendations**

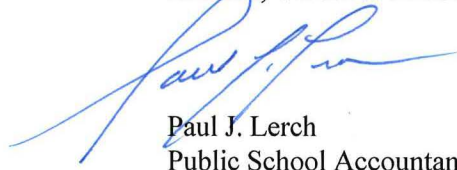
In accordance with government auditing standards, our procedures included a review of the prior year recommendations, which there were none.

**ACKNOWLEDGEMENT**

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

Respectfully submitted,

LERCH, VINCI & BLISS, LLP



Paul J. Lerch  
Public School Accountant  
Certified Public Accountant