Auditor's Management Report

for the

Borough of Metuchen School District

in the

County of Middlesex New Jersey

for the

Fiscal Year Ended June 30, 2022

AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE FINDINGS-FINANCIAL AND COMPLIANCE

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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members of the Board of Education Metuchen School District County of Middlesex Metuchen, New Jersey 08840

We have audited, in accordance with U.S. generally accepted auditing standards and <u>Government Auditing Standards</u> issued by the Comptroller General of the United States, the basic financial statements of the Borough of Metuchen School District in the County of Middlesex for the year ended June 30, 2022, and have issued our report dated February 23, 2023.

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

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

CERTIFIED PUBLIC ACCOUNTANTS

PUBLIC SCHOOL ACCOUNTANT NO. 948

February 23, 2023

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 Borough of Metuchen School District, and the records of the various funds under the auspices of the Board of Education.

ADMINISTRATIVE PRACTICES AND PROCEDURES

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

Insurance coverage was carried in the amounts as detailed in the District's A.C.F.R. (See Exhibit "J-20").

Official Bonds

NAME	POSITION	AMOUNT OF BONDS
Rebecca Cuthbert	Treasurer of School Monies	\$280,000.00
Michael Harvier	Board Secretary/School Business Administrator	50,000.00

Adequacy of insurance coverage is the responsibility of the Board of Education.

Health Benefits-Chapter 44

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 on audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness. The data submitted did 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 indicate any discrepancies with respect to signatures, certification 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.

Payroll Account (Continued)

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

Salary withholdings were promptly remitted to the proper agencies.

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

Position Control Roster

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

Reserve for Encumbrances, Liability (Current) for Accounts Payable

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

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

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 specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The records maintained by the Board Secretary were in satisfactory condition and appropriate balances matched to those prepared by the Treasurer of School Monies.

Treasurer's Records

The records maintained by the Treasurer of School Monies were in satisfactory condition and independently maintained from the Board Secretary/Board Administrator.

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

The E.S.E.A. financial exhibits are contained within the Special Revenue section of the A.C.F.R.. This section of the A.C.F.R. documents the financial position pertaining to projects under Title I, II, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the A.C.F.R.. 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 A.C.F.R.. This section of the A.C.F.R. documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

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

Our audit procedures also included a test of the reimbursement of the employer share of pensions, group life insurance, FICA and other benefits of the Teacher's Pension and Annuity Fund for TPAF members carrying out and paid from federally funded programs in accordance with N.J.S.A. 18A:66-90. The District filled out the required form and submitted prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. Our test included verification of eligible employees to be included. The expenditure was reviewed subsequent to the reimbursement. No exceptions were noted.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

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

- "a. 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 \$44,000.00, 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 therefor, 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. (pending before the Legislature as section 15 of this bill) 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 \$44,000.00. 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.
- b. 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 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 \$1,000.00. 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 every 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 therefor, except as is provided otherwise in this chapter or specifically by any other law.

The board of education may, by resolution approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2020 and thereafter, the bid thresholds in accordance with N.J.S.A. 18A:18A-3(a) became \$44,000.00. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$20,200.00.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids (Continued)

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies; the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

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

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

The system of records did not provide for an accumulation of purchases for which the School Board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

SCHOOL FOOD SERVICE FUND

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 eligible students during the period of school closures. Governor Murphy's emergency declaration ended June 4, 2021; however, the United States Department of Agriculture's federal waiver continued through June 30, 2022. Food Service Agencies operated under this federal waiver.

As a result, School Food Authorities (SFA's) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO). SFA's could also choose to participate in the National School Lunch Program utilizing standard counting and claiming practices.

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.

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 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. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit and accurate recording. 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 properly computed and timely filed. Meals claimed agreed with the meal count records tested.

Applications for free and reduced meals were reviewed for completeness and accuracy. The number of free and reduced meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced 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. No exceptions were noted.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted. Payroll records were maintained on all school food service employees. No exceptions were noted.

SCHOOL FOOD SERVICE FUND (CONTINUED)

The cash disbursements records reflected expenditures for program related goods and services. Exhibits reflecting Child Nutrition Program operations are included in Exhibits B-4, B-5, and B-6 of the A.C.F.R..

Net cash resources did not exceed three months average expenditures.

The Statement of Revenues, Expenses and Changes in Fund Net Position (A.C.F.R. B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

The school district maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

STUDENT BODY ACTIVITIES

A cash receipts and disbursement record was maintained in satisfactory 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 schools for the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information that was included on the workpapers was verified without exception.

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 without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

FACILITIES AND CAPITAL ASSETS

Our procedures included review of transfers of local funds from the general fund or from the capital reserve account, awarding of contracts for eligible facilities construction, and the District's capital assets ledger. No exceptions noted.

TESTING FOR LEAD OF ALL DRINKING WATER IN EDUCATIONAL FACILITIES

Our procedures included examination and interviews regarding the district's compliance with N.J.A.C. 26-1.2 and 12.4 relating to the testing for lead in drinking water. 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). No exceptions were noted.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

There were no findings in prior year.

It is recommended that:

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

None

2. Financial Planning, Accounting and Reporting

None

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's Findings/Recommendations

Not Applicable

METUCHEN SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2021

		2021-22	Application	2021-22 Application for State School Aid	ool Aid				Sample for Verification	Verification			Priv	ate School f	Private School for Handicapped	ed
	Reported	nted	Rep	Reported on			San	Sample	Verified per	d per	Errors per	per	Reported	Sample		
	on A.S.S.A.	.S.A.	Wor	Workpapers			Selected from	d from	Registers	sters	Registers	ters	on A.S.S.A.	ğ		
	as on Roll	20 100	0	on Roll	Errors	ors	Work	Workpapers	on Roll	Soll	on Roll	Įo.	as Private	Verifi-	Sample	Sample
	Ē	Shared	Ē	Shared	Full	Shared	Full	Shared	Full	Shared	Full Full	Shared	Schools	cation	Verified	Errors
Half Day PreK 3 yrs	4	0		0	0	O	-	0	-	0	0	0	0	0	0	٥
Half Day PreK 4 yrs	11	0	÷	0	0	0	-	0	_	0	0	0	0	0	0	0
Full Day PreK 4 yrs.	0	O	Ū	0	0	0	0	0	0	0	0	0	0	0	0	0
Half Day K	8	0	8	0	0	0	10	0	10	0	0	0	0	0	0	0
One	154	0	154	0 #	0	0	20	0	50	0	0	0	0	0	0	0
Two	140	0	140	0	0	0	13	0	18	0	0	0	0	0	0	0
Three	137	0	137	0 2	0	0	42	0	1 8	0	0	0	0	0	0	0
Four	169	0	169	0	0	0	₩	0	6	0	o	0	0	0	0	0
Five	134	0	134	0	0	0	22	O	22	0	0	0	0	0	0	0
Six	159	0	159	0	0	0	42	0	18	0	0	0	0	0	0	0
Seven	156	0	156	0	0	0	21	0	21	0	0	0	0	0	0	0
Eight	151	0	151	0	0	0	8	0	20	0	0	0	0	0	0	0
Nine	143	0	143	0	٥	0	8	0	70	0	0	0	0	٥	0	0
Ten	149	0	149	0	٥	0	<u>ද</u>	0	9	0	0	0	0	0	0	0
Eleven	156	0	156	0	0	0	8	0	50	0	0	0	0	0	0	0
Tweive	173	0	173	0	0	0	23	0	23	٥	٥	0	٥	٥	0	٥
Subtotal	1,916	٥	1,916	0 8	0	0	249	0	249	0	0	0	0	0	0	0
SpEd Elementary	152	0	152	0	0	0	20	o	20	0	0	0	ო	*	-	0
SpEd Middle School	83	0	83	0	0	0	=	0	Ξ	0	0	0	C4	+	•	0
SpEd High School	106	-	106		0	٥	14	0	14	٥	0	0	6	-	-	٥
Subtotal	341	1	341		0	0	45	0	45	0	٥	0	14	9	3	0
Totals	2,257	+	2,257	***	0	0	294	0	294	0	0	0	4	3	3	0
Percentage					0.00%					Ü	0.00%					0.00%

METUCHEN SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2021

		Low Income		Sa	Sample for Verification	ion	Res	Resident LEP Low Income	ne	Sar	Sample for Verification	C
	Reported on	Reported on		Sample	Verified to		Reported on	Reported on		Sample	Verified to	
	A.S.S.A. as	Workpapers as		Selected	Application		A.S.S.A. as	Workpapers as		Selected	Application	
	Low	Low		from	and	Sample	LEP Low	LEP Low		from	and	Sample
	Income	Income	Errors	Workpapers	Register	Errors	Income	Income	Errors	Workpapers	Register	Errors
Half Day PreK 3 yrs	0	0	0	0	0	0	0	0	0	0	0	0
Half Day PreK 4 yrs	0	0	0	0	0	0	0	0	0	0	0	0
Full Day PreK 4 yrs	0	0	0	0	0	0	0	0	0	0	0	0
Half Day K	6	ဗ	0	-	-	0	0	0	0	0	0	0
One	S	5	0	-	•		-	4~	0	0	0	0
Two	80	60	0	-	***	0	-	8	-	•		0
Three	4	4	0	-	***	0	0	0	0	~	-	0
Four	12	12	0	8	~	0	2	2	0	0	0	0
Five	80	80	0	-	+-	0	0	0	0	-	-	0
Six	3	ဗ	0	-	-	0	-	-	0	0	0	0
Seven	8	œ	0	-	-	0	0	0	0	-	-	0
Eight	=	=	0	-	-	0	0	0	Q	0	0	0
Nine	7	^	0	-	-	0	-	0	٣	0	0	0
Ten	#	=	0	-	-	0	0	0	0	-	-	0
Eleven	61	o	0	2	2	0	0	0	0	0	0	0
Twelve	Ξ	#	0	-	1	0	0	0	0	0	0	0
Subtotal	100	100	0	15	15	0	9	9	0	ß	S.	0
i	į	ų	•	c	•	c	•	c	c	c	c	c
SpEd Elementary	2	0	•	7	7	> 1		> 1	> (•	•	•
SpEd Middle School	13	13	0	2	7	0	0	0	0	0	0	0 (
SpEd High School	12	12	0	2	2	0	-	-	0	-	-	0
Subtotal	40	40	0	9	9	0	-	-	0		-	Q
Totals	140	140	0	21	21	0	7	7	0	· w	9	0
			***************************************								Total Control of the	
Percentage Error			0.00%			%00:0		1	%00.0		,	0.00%
			Transportation	ortation								
	Reported on	Reported on										
	DRTRS by	DRTRS by District	Frence	Tested	Verified	Errors						
		12 12 12										
Reg.Public Schools,col.1	33	33	0	4	4	0						
Non Pub - AIL - Col.3	74	74	0	10	10	0						
Reg SpEd, Col.4	0	0	0	0	0	0						
Special Ed Spec, col.6	98	86	0	=	=	0						
Totals	193	193	0	25	25							
Percentage Error			0.00%			0.00%						

METUCHEN SCHOOL DISTRICT SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2021

	Reside	ent LEP NOT Low In	ncome	Sar	nple for Verificatio	n
	Reported on	Reported on		Sample	Verified to	
	A.S.S.A. as	Workpapers as		Selected	Application	
	NOT Low	NOT Low		from	and	Sample
	Income	Income	Errors	Workpapers	Register	Errors
Half Day Preschool 3 yrs	0	0	0	0	0	0
Half Day Preschool 4 yrs	0	0	0	0	0	0
Full Day PreK 4 yrs	0	0	0	0	0	0
Half Day Kindgergarten	4	4	0	1	1	0
One	4	4	0	1	1	0
Two	3	3	0	1	1	0
Three	1	1	0	1	1	0
Four	4	4	0	1	1	0
Five	4	4	0	1	1	0
Six	0	0	0	0	0	0
Seven	0	0	0	0	0	0
Eight	3	3	0	1	1	0
Nine	1	1	0	1	1	0
Ten	1	1	0	1	1	0
Eleven	2	2	0	1	1	0
Twelve	1	1	0	1	1	0
Subtotal	28	28	0	11	11	0
SpEd Elementary	0	0	0	0	0	0
SpEd Middle School	0	0	0	0	0	0
SpEd High School	2	2	0	1	1	0
Subtotal	2	2	0	1	1	0
Totals	30	30	0	12	12	0
Percentage Error			0.00%			0.00%

METUCHEN SCHOOL DISTRICT SCHEDULE OF CALCULATION OF EXCESS SURPLUS FOR THE FISCAL YEAR ENDED JUNE 30, 2022

SECTION 1

4% Calculation of Excess Surplus (2021-22 expenditures of \$100 m	nillion or less)	
2021 - 2022 Total General Fund Expenditures Decreased by:	50,620,035.88	
On-Behalf TPAF Pension & Social Security	9,503,683.69	
Adjusted 2021 - 2022 General Fund Expenditures		41,116,352.19
4% of Adjusted 2021 - 2022 General Fund Expenditures		1,644,654.09
Greater of line above or \$250,000.00		1,644,654.09
Increased by: Allowable Adjustment		611,512.00
Maximum Unreserved/Undesignated Fund Balance		2,256,166.09
SECTION 2		
Total General Fund Balances @ 6-30-22 Decreased by:	12,710,486.80	
Year End Encumbrances	2,141,070.74	
Legally Restricted-Designated for		
Subsequent Year's Expenditures		
Legally Restricted-Excess Surplus-Designated		
For Subsequent Year's Expenditures	1,083,756.49	
Assigned Fund Balance-Unreserved-Designated		
For Subsequent Year's Expenditures	1,063,828.51	
Other Restricted Fund Balances (Capital Reserve,		
Maintenance Reserve, Emergency Reserve, SUI)	5,365,664.97	
Total Unreserved/Undesignated Fund Balance for Excess Surplus	Calculation	3,056,166.09
SECTION 3		
Restricted Fund Balance-Excess Surplus		800,000.00
Recapitulation of excess surplus as of June 30, 2022		
Restricted Excess Surplus - Designated for Subsequent Year's Exp	penditures	1,083,756.49
Restricted Excess Surplus		800,000.00
Total		1,883,756.49
Detail of Allowable Adjustments		
Additional/Unbudgeted Extraordinary Aid		590,052.00
Additional/Unbudgeted Non-Public School Transportation Aid		21,460.00
and the second of the second o		
		611,512.00