PEQUANNOCK TOWNSHIP SCHOOL DISTRICT
COUNTY OF MORRIS
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS – FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED 'JUNE 30, 2022

$\frac{\text{PEQUANNOCK TOWNSHIP SCHOOL DISTRICT}}{\text{COUNTY OF MORRIS}}$

AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS –

FINANCIAL, COMPLIANCE AND PERFORMANCE FISCAL YEAR ENDED JUNE 30, 2022

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Mount Arlington, NJ Newton, NJ Bridgewater, NJ

973.298.8500 nisivoccia com

Independent Member BKR International

October 28, 2022

The Honorable President and Members of the Board of Education Pequannock Township School District County of Morris, NJ

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 financial statements of the Board of Education of the Pequannock Township School District in the County of Morris for the fiscal year ended June 30, 2022, and have issued our report thereon dated October 28, 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 letter does not affect our report dated October 28, 2022 on the financial statements of the Board.

We will review the status of our comments, if any, during our next audit engagement. We have already discussed any comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions.

This report is intended for the information of the Pequannock Township School District's Board of Education, management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

NISIVOCCIA, LLP

Nisivoccia, LLP

Kathryn L. Mantell

Licensed Public School Accountant #884

Certified Public Accountant

Kathryn L. Mantell

Scope of Audit

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

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the District's ACFR.

Officials in Office and Surety Bonds

Name	Position	Coverage
Raymond G. Karaty	Treasurer	\$275,000
Sallyann McCarty	School Business Administrator/Board Secretary	275,000

P.L. 2020, 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.

The data certification date does not reflect a submission date later than 60 days after the end of the enrollment period.

Tuition Charges

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

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Register

The net salaries of 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 tested were approved by the Superintendent and were certified by the Board President, the School Business Administrator, and the Superintendent.

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

The required certification (E-CERT 1) of compliance with all documentation prepared for income tax related purposes of administrators (superintendent, assistant superintendent and business administrator) complying with the requirements of federal and state laws and regulations, was completed and submitted to the NJ Department of Treasury by the due date of March 15.

Reserve for Encumbrances and Accounts Payable

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

Classification of General and Administrative 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 reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. 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

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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 District's ACFR. This section of the ACFR documents the financial position pertaining to projects under Titles I, II and IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for the E.S.E.A. did not indicate any area of noncompliance.

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.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements 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. Reimbursement to the State for Federal Salary Expenditures

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2022. The reimbursement form was reviewed and 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 \$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 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.

(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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. 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 "

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 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 \$20,200 for 2021-2022.

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 question arises as to whether any contract or agreement might result in violation of the statute, the Attorney'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. General compliance was noted.

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 provision of N.J.S.A. 18A:18A-4.

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

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

The District does not participate in the Child Nutrition Program.

(Continued)

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Student Activities records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

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 disabled, low income and bilingual students. 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 with minor exceptions. The information that was included on the workpapers was verified on a test basis 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 Districts 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 2021-2022 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was traced to the DRTRS Eligibility Summary Report without exception and verified to supporting documentation without 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. 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 a review of the SDA grant agreements for consistency with recording of the revenue and awarding of contracts for eligible facilities construction. Based on these procedures, we have no comments except as noted below.

Finding 2022-001:

Though progress has been made in the reimbursement process, at June 30, 2022, the District has outstanding grants receivable from 2014 in the amount of \$2,336,746 from the Schools Development Authority. However, since reimbursement requests and project documentation have been submitted and the District is awaiting School Development Authority final approval, no formal recommendation is deemed necessary at this time.

(Continued)

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

Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

Testing for Lead of All Drinking Water in Educational Facilities

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Management Suggestion:

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding if only at a desk review level by state and/or federal agencies. We strongly suggest that the District ensures that these funds are utilized in accordance with the applicable federal requirements especially with respect to procurement. Additionally, we strongly suggest that the District ensures that these funds are accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Status of Prior Year's Findings/Recommendations

There were no prior year recommendations.

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

		2022-2023	Application	2022-2023 Application for State School Aid	hool Aid			S	Sample for Verification	rification		
	Reported on	d on	Reported on	ed on		- 	Sample	a	Verified per	per	Errors per	per
	A.S.S.A	.A.	Workpapers	apers			Selected from	rom	Registers	SIS	Registers	ters
	On Roll	oll	On Roll	coll	Errors	rs	Workpapers	ers	On Roll	11	On Roll	oll
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Dav Preschool 3 Years Old	∞		∞				∞		∞			
Half Day Preschool 4 Years Old	~		c		S		c		c			
Full Day Preschool 3 Years Old	3		~		(5)		∞		8			
Full Day Preschool 4 Years Old	6		6		,		6		6			
Full Day Kindegarten	132		133		(1)		133		133			
Grade One	138		138				138		138			
Grade Two	132		132				132		132			
Grade Three	128		128				128		128			
Grade Four	135		135				135		135			
Grade Five	124		123		1		123		123			
Grade Six	126		126				126		126			
Grade Seven	143		143				143		143			
Grade Eight	130		130				130		130			
Grade Nine	144		144				144		144			
Grade Ten	144		144				144		144			
Grade Eleven	136	13	136	13			136	13	136	13		
Grade Twelve	123	11	123	11			123	11	123	11		
Subtotal	1,763	24	1,763	24			1,763	24	1,763	24		
Special Ed - Elementary	122		120		2		10		10			
Special Ed - Middle School	78		78				9		9			
Special Ed - High School	106	14	108	15	(2)	(1)	6		6			
Subtotal	306	14	306	15		(1)	25		25			
Totals	2,069	38	2,069	39	-0-	(1)	1,788	24	1,788	24	-0-	- 0 -
		·	ì			·						ì

Percentage Error

0.00% 0.00%

0.00% -2.63%

ne	Verified to	Application Sample	and Register Errors						-	-			1 1 1				1 1 1 1	5 1 1 1 5					1 1 1 2 7
Resident Low Income	Sample Selected	from	Workpapers					1		1	1			1	1		5	1		1	2	7	
Resi			Errors						(1)				(1)				(2)					(2)	-4.71%
	Reported on Workpapers	as Low	Income	2.0	3.0	2.0	2.0	1.0	1.0	2.0	4.0	5.0	3.0	2.0	4.0	3.5	34.5	5.0	2.0	3.0	10.0	44.5	
	Reported on A.S.S.A.	as Low	Income	2.0	3.0	2.0	2.0	1.0		2.0	4.0	5.0	2.0	2.0	4.0	3.5	32.5	5.0	2.0	3.0	10.0	42.5	
		Sample	Errors																			-0-	0.00%
		Sample	Verified															-		1	3	3	
Private Schools for Disabled	Sample	for	Verification																1	1	3	3	
ate School		Sample	Errors																			- 0 -	0.00%
Priva	Reported on Workpapers	as Private	Schools															-	3	7	11	11	
	Reported on A.S.S.A. as	Private	Schools															_	3	7	11	11	
	,		I	Full Dav Kindegarten	Grade One	Grade Two	Grade Three	Grade Four	Grade Five	Grade Six	Grade Seven	Grade Eight	Grade Nine	Grade Ten	Grade Eleven	Grade Twelve	Subtotal	Special Ed - Elementary	Special Ed - Middle School	Special Ed - High School	Subtotal	Totals	Percentage Error

Resident LEP Low Income

	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores, Application and Register	Sample Errors
Grade Eight Grade Eleven Grade Twelve Subtotal	1 1 1 3	1 1 1 3		1 1 1 3	1 1 1 3	
Totals	3	3	- 0 -	3	3	- 0 -
Percentage Error			0.00%			0.00%

Resident LEP Not Low Income

	-		TOTAL DELI TO	ot bow meeme		
	Reported on	Reported on		Sample		
	A.S.S.A. as	Workpapers		Selected	Verified to	
	LEP Not Low	LEP Not Low		from	Test Scores	Sample
	Income	Income	Errors	Workpapers	and Register	Errors
Full Day Kindergarten	2	2		1	1	
Grade Two	1	1				
Grade Three	4	4		1	1	
Grade Four	5	5		1	1	
Grade Five	2	2		1	1	
Grade Six	1	1				
Grade Seven	2	2		1	1	
Grade Eight	1	1				
Grade Ten	1	1				
Grade Twelve	2	2		1	1	
Subtotal	21	21		6	6	
Special Ed - Elementary	1	1		1	1	
Special Ed - High School	1	1		1	1	
Subtotal	2	2		2	2	
Totals	23	23	- 0 -	8	8	- 0 -
Percentage Error			0.00%			0.00%
\mathcal{E}						

			Transport	ation		
	Reported on DRTRS	Reported on DRTRS				
	by DOE	by District	Errors	Tested	Verified	Errors
Regular - Public Schools	103	103		11	11	
Regular - Special Education	14	14		2	2	
Transported - Non Public	12	12		1	1	
AIL - Non Public	75	75		9	9	
Special Needs - Public	5	5		1	1	
Special Needs - Private	9	9		1	1	_
Totals	218	218	- 0 -	25	25	- 0 -
Percentage Error			0.00%		=	0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	10.1	10.1
Average Mileage - Regular Excluding Grade PK Students	10.1	10.1
Average Mileage - Special Education with Special Needs	9.1	9.1

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT EXCESS SURPLUS CALCULATION FISCAL YEAR ENDED JUNE 30, 2022

EXCESS SURPLUS CALCULATION

Section 1 - REGULAR DISTRICT

2021-2022 Total General Fund Expenditures per the CAFR Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Decreased by:	\$ 47,630,728 (B) \$ -0- (B1a) \$ 1,123,596 (B1b)
On-Behalf TPAF Pension and Social Security Assets Acquired Under Leases and Financed Purchases	\$ 9,156,332 (B2a) \$ 155,090 (B2b)
Adjusted 2021-2022 General Fund Expenditures [(B)+(B1's)-(B2's)]	\$ 39,442,902 (B3)
4% of Adjusted 2021-2022 General Fund Expenditures [(B5) times .04] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment	\$ 1,577,716 (B4) \$ 1,577,716 (B5) \$ 196,726 (K)
Maximum Unassigned Fund Balance [(B5)+(K)]	\$ 1,774,442 (M)
Section 2	
Total General Fund - Fund Balances @ 6/30/2022 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 16,623,220 (C)
Total General Fund - Fund Balances @ 6/30/2022	\$ 16,623,220 (C) \$ 1,094,534 (C1) \$ -0- (C2) \$ 3,000,000 (C3) \$ 5,658,854 (C4) \$ 994,244 (C5)

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT EXCESS SURPLUS CALCULATION FISCAL YEAR ENDED JUNE 30, 2022 (Continued)

Section 3

Restricted Fund Balance-Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0-	\$ 4,101,146 (E)
Recapitulation of Excess Surplus as of June 30, 2022	
Restricted Excess Surplus - Designated for Subsequent Year's Expenditures Restricted Excess Surplus [(E)]	\$ 3,000,000 (C3) \$ 4,101,146 (E)
Total [(C3)+(E)+(F)]	\$ 7,101,146 (D)
Detail of Allowable Adjustments	
Impact Aid Sale and Lease Back Extraordinary Aid Additional Nonpublic School Transportation Aid	\$ -0- (H) \$ -0- (I) \$ 171,743 (J1) \$ 24,983 (J2)
Total Adjustments [(H)+(I)+(J1)+(J2)]	\$ 196,726 (K)
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 General Fund Reserve (Sections 8007 and 8008) Unemployment compensation Other State/Government Mandated Reserve Other Restricted Fund Balances Not Noted Above	\$ -0- \$ -0- \$ 3,587,857 \$ 1,365,667 \$ -0- \$ -0-
Total Other Restricted Fund Balance	\$ 5,658,854

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT SUMMARY OF RECOMMENDATIONS FISCAL YEAR ENDED JUNE 30, 2022

It is recommended that:

None

1.

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

Administrative Practices and Procedures