

**SEASIDE PARK BOARD OF EDUCATION**

**AUDITOR'S MANAGEMENT REPORT**

**COUNTY OF OCEAN**

**JUNE 30, 2023**

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

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND PERFORMANCE**

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# Robert A. Hulsart and Company

CERTIFIED PUBLIC ACCOUNTANTS

1.

ARMOUR S. HULSART, C.P.A., R.M.A., P.S.A. (1959-1992)  
ROBERT A. HULSART, C.P.A., R.M.A., P.S.A.  
ROBERT A. HULSART, JR., C.P.A., P.S.A.  
RICHARD J. HELLENBRECHT, JR., C.P.A., P.S.A.

Telecopier:  
(732) 280-8888  
e-mail:  
rah@monmouth.com

2807 Hurley Pond Road • Suite 100  
P.O. Box 1409  
Wall, New Jersey 07719-1409  
(732) 681-4990

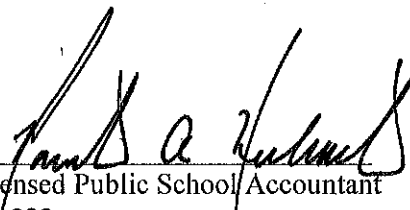
## REPORT OF INDEPENDENT AUDITORS

Honorable President and Members  
of the Board of Education  
Seaside Park School District  
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 general-purpose financial statements of the Board of Education of the Seaside Park School District in the County of Ocean, for the year ended June 30, 2023, and have issued our report thereon dated December 22, 2023.

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

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

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

December 22, 2023

**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING**

**Scope of Audit**

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

**Administrative Practices and Procedures**

**Insurance**

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

**Officials Bond**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Barry J. Parlman	School Business Administrator – until 12/31/22	\$ 100,000
Patricia Christopher	School Business Administrator – from 1/1/23	100,000
Patricia Christopher	Treasurer – until 8/22/22	100,000
Lisa Gleason	Treasurer – from 8/22/22	100,000

There is a Public Employees' Faithful Performance Blanket Position Bond with the Selective Insurance Company covering all other employees with multiple coverage of \$25,000.00.

**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/Payroll Agency Account**

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

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

Salary withholdings were promptly remitted to the proper agencies.

**Tuition Charges**

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

**Board Secretary's Records**

Our review of the financial and accounting records maintained by the Board Secretary disclosed no reportable conditions. The records of the Board Secretary are maintained in an outstanding condition.

The Board Secretary's records were compared to the Treasurer's records and found to be in agreement.

**Treasurer's Records**

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

The Treasurer's cash balance for the general operating account was in agreement with the reconciled cash balance as determined during the audit.

**T.P.A.F. Reimbursement**

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

**Reserve for Encumbrances and Accounts Payable**

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

**Other Special State Projects**

The district's Special Projects were approved as listed on Schedule B located in the ACFR.

Our audit of the state funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

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

## **School Purchasing Programs**

### **Contracts and Agreements Requiring Advertisement for Bids**

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:18A-3(a)* are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is \$20,200 for 2022-23.

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

Based on the results of our examination, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of *N.J.S.A. 18A:18A-4*.

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

### **Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2022-2023 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2022 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers. 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.

**Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2 (g) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

**Follow-Up on Prior Year's Findings**

None

**Acknowledgment**

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

**2% Calculation of Excess Surplus**

2022-23 Total General Fund Expenditures Per the ACFR	\$ 856,930
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>12,465</u>
Adjusted 2022-23 General Fund Expenditures	<u>\$ 844,465</u>
2% of Adjusted 2022-23 General Fund Expenditures	<u>\$ 16,889</u>
Enter Greater of Above or \$250,000	\$ 250,000
Increased by: Allowable Adjustment	<u>24,565</u>
Maximum Unassigned Fund Balance	<u>\$ 274,565</u>

**Section 2**

Total General Fund – Fund Balance @ 6-30-23	\$ 845,579
Decreased by:	
Encumbrances	14,744
Designated for Subsequent Year’s Expenditures - Withdrawal from Capital Reserve	110,000
Designated for Subsequent Year’s Expenditures - Withdrawal from Maintenance Reserve	15,000
Reserves	<u>455,835</u>
Total Unassigned Fund Balance	<u>\$ 250,000</u>
Maximum Unreserved/Undesignated Fund Balance	<u>\$ 274,565</u>
Reserved Fund Balance – Excess Surplus	<u>\$ 0</u>

**Section 3**

Assigned Fund Balance – Excess Surplus – Designated For Subsequent Year’s Expenditures	\$ 0
Reserved Excess Surplus – Current Year	<u>0</u>
	<u>\$ 0</u>

**Detail Reserves**

Capital Reserve	\$ 291,675
Maintenance Reserve	<u>164,160</u>
	<u>\$ 455,835</u>

**Detail of Allowable Adjustments**

Extraordinary Aid	<u>\$ 24,565</u>
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**SEASIDE PARK SCHOOL DISTRICT**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 15, 2022**

	<u>2023-2024 Application for State School Aid</u>						<u>Sample for Verification</u>						<u>Private Schools for Handicapped</u>			
	<u>Reported On</u>		<u>Reported on</u>		<u>Errors</u>		<u>Sample Selected</u>		<u>Verified Per</u>		<u>Errors Per Registers</u>		<u>Reported On</u>	<u>Sample for</u>	<u>Sample</u>	<u>Sample</u>
	<u>A.S.S.A. on Roll</u>		<u>Workpapers on Roll</u>		<u>Full</u>	<u>Shared</u>	<u>from Workpapers</u>		<u>Registers on Roll</u>		<u>on Roll</u>		<u>A.S.S.A. as</u>	<u>Verification</u>	<u>Verified</u>	<u>Errors</u>
	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Full</u>	<u>Shared</u>	<u>Private Schools</u>			
Half Day Preschool - 4yrs																
Full Day Kindergarten																
One																
Two																
Three																
Four																
Five																
Six																
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Special Ed. - Elementary																
Special Ed. - Middle																
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Percentage Error					<u>0%</u>	<u>0%</u>					<u>0%</u>	<u>0%</u>				<u>0%</u>

\* - Seaside Park sends their students to Lavallette BOE

**SEASIDE PARK SCHOOL DISTRICT**

**APPLICATION FOR STATE SCHOOL AID SUMMARY**

**ENROLLMENT AS OF OCTOBER 15, 2022**

**LOW INCOME - N/A**

**LEP STUDENTS - N/A**

**TRANSPORTATION**

	<b>Reported on DRTRS by DOE</b>	<b>Reported on DRTRS by District</b>	<b>Errors</b>	<b>Tested</b>	<b>Verified</b>	<b>Errors</b>
Reg. - Public Schools	25	25		25	25	
Transported NonPublic	0	0		0	0	
Special Education - Regular Students	8	8		8	8	
Special Education - Special Needs Students	0	0		0	0	
<b>Totals</b>	<b>33</b>	<b>33</b>	<b>0</b>	<b>33</b>	<b>33</b>	<b>0</b>
Percentage Error			0%			0%
					<b>Reported</b>	<b>Recalculated</b>
Avg. Mileage - Regular Including Grade PK Students					5.6	5.6
Avg. Mileage - Regular Excluding Grade PK Students					5.6	5.6
Avg. Mileage - Special Ed. With Special Needs					-	-

**SEASIDE PARK SCHOOL DISTRICT**  
**AUDIT RECOMMENDATIONS SUMMARY**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

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Recommendations:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Programs  
None
4. School Food Service  
None
5. Student Body Activities  
None
6. Application for State School Aid  
None
7. Pupil Transportation  
None
8. Facilities and Capital Assets  
None
9. Miscellaneous  
None
10. Status of Prior Year Audit Findings/Recommendations  
There were no prior year recommendations.