

Auditor's Management Report

for the

*Union County Vocational -
Technical Schools*

in the

*County of Union
New Jersey*

for the

*Fiscal Year Ended
June 30, 2023*

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

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SUPLEE, CLOONEY & COMPANY LLC

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail info@scnco.com

INDEPENDENT AUDITOR'S REPORT

Honorable President and Members
of the Board of Education
Union County Vocational-Technical Schools
County of Union
Scotch Plains, New Jersey 07076

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Union County Vocational-Technical Schools in the County of Union, New Jersey, and have issued our report dated January 17, 2024.

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 Union County Vocational-Technical Schools, County of Union, 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. 962

January 17, 2024

Union County Vocational-Technical Schools
Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance

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 Union County Vocational-Technical Schools - Board of Education, the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Insurance coverage was carried in the amounts as detailed in the District's ACFR. (See Exhibit J-20)

Official Bonds

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT OF BOND</u>
Joanne Wilson	Treasurer of School Monies	\$250,000.00
Janet Behrmann	Business Administrator	\$250,000.00
All Employees	All Employee Blanket Position Bond	\$500,000.00

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

P.L.2020,c.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 fiscal year of 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 and was submitted timely.

Financial Planning, Accounting and Reporting

Examination of Claims

Our audit of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Union County Vocational-Technical Schools
Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance

Payroll Accounts

The net salaries of all employees of the Board were deposited in the Net 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/Business Administrator.

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

Payrolls were delivered to the treasurer of school moneys 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 and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2023 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

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 no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The financial records of the Board Secretary were maintained in satisfactory condition.

Treasurer's Records

The records maintained by the Treasurer of School Monies were in satisfactory condition and were in agreement with the records maintained by the Board Secretary/Business Administrator.

Union County Vocational-Technical Schools
Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance

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

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.

The amount of the expenditure charged to the current year's Final Report 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 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-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 District 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 District may, by resolution, approve by the majority of the district 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 District finds that it has had negative prior experience with the bidder."

Effective July 1, 2021, the bid threshold in accordance with N.J.S.A. 18A:18A-3(a) and (c) is \$32,000.00. In accordance with N.J.S.A. 40A:11-9 (b) the bid threshold for all purchases made by the District's qualified purchasing agent is \$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.

Union County Vocational-Technical Schools
Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

The District 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 District 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 made purchases through the use of state contracts.

School Food Service

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 students during the emergency.

The school food service was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

In addition, we inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The statement of revenues, expenses and changes in fund net position (ACFR exhibit B-5) does separate program and non-program revenue and program and non-program costs of goods sold.

Union County Vocational-Technical Schools
Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance

School Food Service (Continued)

We also inquired of management about the public health emergency procedures/practices that the SFA instituted 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.

Finding 2023-001 – Net cash resources exceeded three (3) months average expenditures.

Recommendation 2023-001 – That appropriate action be taken to ensure that net cash resources of the Food Service Account do not exceed three (3) months average expenditures.

Student Body Activities

The records for the Student Body Activities were maintained in satisfactory condition.

Pupil Transportation

Our procedures 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 14, 2022 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, and low-income. 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 exception. The information that was included on the workpapers was verified 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 district has adequate written procedures for the recording of student enrollment data.

Facilities and Capital Assets

The records of the capital assets and facilities were in satisfactory condition.

Union County Vocational-Technical Schools
Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance

Miscellaneous

Testing for Lead of Drinking Water in Educational Facilities

The school district adhered to 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's Findings

In accordance with governmental auditing standards, our procedures included a review of all prior year recommendations. There were no prior year findings.

Union County Vocational-Technical Schools
Independent Auditor's Management Report of Administrative
Findings – Financial and Compliance

Recommendations

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

Recommendation 2023-001 – That appropriate action be taken to ensure that net cash resources of the Food Service Account do not exceed three (3) months average expenditures.

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

UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF October 14, 2022

	2023-24 Application for State School Aid (10/14/22 data)						Sample for Verification						Private School for Disabled						
	Reported as on Roll			Reported on Workpapers			Sample Selected from Workpapers			Verified per Registers on Roll			Errors per Registers on Roll			Reported on A.S.S.A. as Private Schools			
	Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Sample Verification	Sample Verified	Sample Errors	
Half Day Preschool 3 years old																			
Half Day Preschool 4 years old																			
Full Day Preschool 4 years old																			
Half Day Kindergarten																			
Full Day Kindergarten																			
One																			
Two																			
Three																			
Four																			
Five																			
Six																			
Seven																			
Eight																			
Nine																			
Ten																			
Eleven																			
Twelve																			
Post-Graduate																			
Adult H.S. (15+ CR.)																			
Adult H.S. (1-14 CR.)																			
Subtotal	2			2			2			2			2			2			2
Sp. Ed - Elementary																			
Sp. Ed - Middle School																			
Sp. Ed - High School	46	219		46	219		15	20		15	20		15	20					
Sp. Ed.-ALT VOC High School																			
Subtotal	46	219		46	219		15	20		15	20		15	20					
Co. Voc. - Regular	1,613	287		1,613	287		210	30		210	30		210	30					
Co. Voc. Ft. Post Sec.	58			58			7			7			7						
Totals	1,719	506		1,719	506		234	50		234	50		234	50					

Percentage Error

UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF October 14, 2022

	Resident Low Income			Sample for Verification			Resident ELL Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool 3 years old												
Half Day Preschool 4 years old												
Half Day Kindergarten												
Full Day Kindergarten												
One												
Two												
Three												
Four												
Five												
Six												
Seven												
Eight												
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
County Vocational - Regular	189.0	189.0		111	111		1.5	1.5		1.5	1.5	
Subtotal	189.0	189.0		111	111		1.5	1.5		1.5	1.5	2
Sp. Ed. - Elementary												
Sp. Ed. - Middle School												
Sp. Ed. - High School	32.0	32.0		15	15		1.5	1.5		1.5	1.5	
Sp. Ed. - ALT VOC High School												
Subtotal	32.0	32.0		15	15		1.5	1.5		1.5	1.5	
Totals	221.0	221.0		126	126		3.0	3.0		3.0	3.0	3

Percentage Error

Transportation						
Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors	
N/A	N/A		N/A	N/A		
N/A	N/A		N/A	N/A		
N/A	N/A		N/A	N/A		
N/A	N/A		N/A	N/A		
Totals	-	-	-	-	-	-

Percentage Error

**UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF October 14, 2022**

	Resident ELL NOT Low Income			Sample for Verification		
	Reported on A.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal						
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Subtotal						
Co. Voc. - Regular	0.5	0.5		0.5	0.5	
Co. Voc. Ft. Post Sec.						
Totals	0.5	0.5		0.5	0.5	
Percentage Error						

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

SCHEDULE OF CALCULATION OF EXCESS SURPLUS

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

Section 1- 6% Calculation of Excess Surplus

2022-23 General Fund Expenditures per the ACFR (Exhibit C-1)		\$ 35,747,771.85
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ 6,506,699.96	
Assets Acquired Under Installment Purchases	166,195.58	
	<u>6,672,895.54</u>	
Adjusted 2022-23 General Fund Expenditures		\$ <u>29,074,876.31</u>
6% of Adjusted 2022-23 General Fund Expenditures		\$ <u>1,744,492.58</u>
Greater of 6% or \$250,000	\$ 1,744,492.58	
Maximum Unreserved/Undesignated Fund Balance		\$ <u>1,744,492.58</u>

Section 2

Total General Fund Balances at June 30, 2023 (Exhibit C-1)		\$ 20,005,836.44
Decreased by:		
Year End Encumbrances	\$ 1,805,511.96	
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	682,287.62	
Other Restricted Fund Balances	<u>5,351,337.03</u>	
		<u>7,839,136.61</u>
Total Unassigned Fund Balance		\$ <u>12,166,699.83</u>

Section 3

Restricted Fund Balance - Excess Surplus		\$ <u>10,422,207.25</u>
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Recapitulation of Excess Surplus at June 30, 2023

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures		\$ 682,287.62
Restricted Excess Surplus		<u>10,422,207.25</u>
Total		\$ <u>11,104,494.87</u>

Detail of Other Restricted Fund Balance:

Capital Reserve		\$ <u>5,351,337.03</u>
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