

SEASIDE PARK BOARD OF EDUCATION

AUDITOR'S MANAGEMENT REPORT

COUNTY OF OCEAN

JUNE 30, 2017

**ROBERT A. HULSART & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
2807 HURLEY POND ROAD, SUITE 100
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AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

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Robert A. Hulsart and Company

CERTIFIED PUBLIC ACCOUNTANTS

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RICHARD J. HELLENBRECHT, JR., C.P.A., P.S.A.

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, 2017, and have issued our report thereon dated November 13, 2017.

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

November 13, 2017

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 CAFR.

Officials Bond

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|-------------------------|-------------------------------|---------------|
| Barry J. Parlman | School Business Administrator | \$ 2,000 |
| Elizabeth Sarantinoudis | Treasurer | 150,000 |

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 Federal and/or State Projects

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

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 CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

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

School Food Service Fund

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, B-4 of the CAFR.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2015 N.J.S. 18A:18A-3 was amended to read as follows:

- 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 \$40,000.00 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 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. (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 \$40,000.00. 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.

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. N.J.S. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

N.J.S. 18A:18A-4 is amended to read as follows:

- a. 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.

Effective July 1, 2015 and thereafter the bid threshold in accordance with N.J.S.A. Transportation 18A:39-3 is currently \$18,800.00.

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.

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.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2016-2017 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, 2016 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

| | |
|--|------------|
| 2016-17 Total General Fund Expenditures Per the CAFR | \$ 854,326 |
|--|------------|

Decreased by:

| | |
|--|----------------|
| On-Behalf TPAF Pension & Social Security | <u>(7,263)</u> |
|--|----------------|

| | |
|--|-------------------|
| Adjusted 2016-17 General Fund Expenditures | <u>\$ 847,063</u> |
|--|-------------------|

| | |
|--|------------------|
| 2% of Adjusted 2016-17 General Fund Expenditures | <u>\$ 16,941</u> |
|--|------------------|

| | |
|-------------------------------------|------------|
| Enter Greater of Above or \$250,000 | \$ 250,000 |
|-------------------------------------|------------|

Increased by: Allowable Adjustment

696

| | |
|---------------------------------|-------------------|
| Maximum Unassigned Fund Balance | <u>\$ 250,696</u> |
|---------------------------------|-------------------|

Section 2

| | |
|---|------------|
| Total General Fund – Fund Balance @ 6-30-17 | \$ 624,326 |
|---|------------|

Decreased by:

| | |
|--|-----------|
| Assigned Fund Balance - Reserved - Designated for Subsequent Year's Expenditures – Excess Surplus | (139,884) |
|--|-----------|

| | |
|---|------------------|
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures | <u>(120,522)</u> |
|---|------------------|

| | |
|-------------------------------|-------------------|
| Total Unassigned Fund Balance | <u>\$ 363,920</u> |
|-------------------------------|-------------------|

| | |
|--|-------------------|
| Restricted Excess Surplus – Current Year | <u>\$ 113,224</u> |
|--|-------------------|

Section 3

| | |
|---|------------|
| Assigned Fund Balance – Excess Surplus – Designated For Subsequent Year's Expenditures | \$ 139,884 |
|---|------------|

| | |
|--|----------------|
| Reserved Excess Surplus – Current Year | <u>113,224</u> |
|--|----------------|

| | |
|--|-------------------|
| | <u>\$ 253,108</u> |
|--|-------------------|

Detail of Allowable Adjustments

| | |
|-------------------------------|---------------|
| Non-Public Transportation Aid | <u>\$ 696</u> |
|-------------------------------|---------------|

SEASIDE PARK SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2016

| | 2017-2018 Application for State School Aid | | | | | | Sample for Verification | | | | | | Private Schools for Handicapped | | | |
|---------------------------|--|--------------------|-------------|----------|-----------|-----------|-------------------------|-------------------|--------------|----------|----------------------|----------|---------------------------------|--------------|----------|-----------|
| | Reported On | | Reported on | | Errors | | Sample Selected | | Verified Per | | Errors Per Registers | | Reported On | Sample for | Sample | Sample |
| | A.S.S.A. on Roll | Workpapers on Roll | Full | Shared | Full | Shared | from Workpapers | Registers on Roll | Full | Shared | Full | Shared | Private Schools | Verification | Verified | Errors |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | | | | |
| 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> |

SEASIDE PARK SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2016

LOW INCOME - N/A

LEP STUDENTS - N/A

TRANSPORTATION

| | Reported on DRTRS by DOE | Reported on DRTRS by District | Errors | Tested | Verified | Errors |
|--|---|--|---------------|---------------|-----------------|---------------------|
| Reg. - Public Schools | 54 | 54 | | 54 | 54 | |
| Transported NonPublic | 4 | 4 | | 4 | 4 | |
| Special Education - Reg. & Special Needs | 0 | 0 | | 0 | 0 | |
| Totals | 58 | 58 | 0 | 58 | 58 | 0 |
| Percentage Error | | | | | | 0% |
| | | | | | Reported | Recalculated |
| Avg. Mileage - Regular Including Grade PK Students | | | | | 5.20 | 5.20 |
| Avg. Mileage - Regular Excluding Grade PK Students | | | | | 5.20 | 5.20 |
| Avg. Mileage - Special Ed. With Special Needs | | | | | 8.40 | 8.40 |