

**BOARD OF EDUCATION**  
**UNION TOWNSHIP SCHOOL DISTRICT**  
**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE**  
**FINDINGS, FINANCIAL, COMPLIANCE AND PERFORMANCE**  
**For the Fiscal Year Ended June 30, 2017**

# UNION TOWNSHIP SCHOOL DISTRICT

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Federal Identification Number 22-6002352



Certified Public Accountants, PC  
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## Independent Auditors' Report

Honorable President and Members  
of the Board of Education  
Union Township School District  
County of Hunterdon, New Jersey

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 basic financial statements of the Board of Education of the Union Township School District in the County of Hunterdon for the year ended June 30, 2017, and have issued our report thereon dated December 5, 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 Union Township 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.

*Bedard, Kurowicki & Co.*  
**BEDARD, KUROWICKI & CO., CPA'S, PC**

A handwritten signature in black ink that reads "William Colantano". The signature is written in a cursive style and is positioned above a horizontal line.

William M. Colantano, Jr.  
Public School Accountant  
No. CS 0128

December 5, 2017  
Flemington, New Jersey

**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Monies, the activities of the Board of Education, and 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 School District or Charter School or Renaissance School project CAFR. Adequacy of insurance coverage is the responsibility of the Board of Education.

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32,18A:13-13)

Surety bond coverage in force during the period was:

<u>Name of Employee</u>	<u>Position</u>	<u>Amount</u>
Edward Kent	Business Administrator Board Secretary (From 7/1/16 to 5/2/17)	\$ 180,000
Edward Hoffman	Interim Board Secretary (From 5/3/17 to 5/22/17)	
Joyce Goode	Interim Board Secretary (From 5/23/17 to 6/30/17)	
Paula Hatch	Treasurer of School Monies	180,000

Finding 2017-004

The District did not approve and submit a Comprehensive Maintenance Plan to the State of NJ in a timely manner.

Recommendation

The District should take measures to ensure that the proper approval and submission of the Comprehensive Maintenance Plan is performed annually by November 15<sup>th</sup> as required by N.J.A.C. 6A:26-20.5

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.

**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

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.

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

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

Employee Position Control Roster

A review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g., pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered, and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received, and services were rendered, as of June 30.

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.

An examination of classification of expenditures during the period under review did not indicate any material discrepancies with respect to proper classification.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following material exceptions.

Finding 2017-001:

Our audit of the financial reports provided to the board for review and approval indicated several instances where appropriation line-item accounts in the General Fund were over-expended.

**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

Recommendation

The District should take measures to ensure that over-expenditures of appropriation line-item accounts do not occur.

Treasurer or Reconciler of Accounts' Records

Our review of the records of the Treasurer of School Monies did not disclose any material exceptions.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind (NCLB) Act of 2001

The E.S.E.A./NCLB financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR 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 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.

Finding 2017-003

The District has not received all of the Federal Grant Funds due to the District for the NCLB Title IIA grant for fiscal year 2015 and 2017.

Recommendation

Continuing effort should be made to collect the Federal Grant Funds due to the District for NCLB Title IIA and if it is determined the amounts are uncollectable, the receivables should be canceled.

TPAF Reimbursement

Our audit procedures included a test of the bi-weekly reimbursements filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. Minor exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

No reimbursement is due to the State to reimburse for the TPAF/FICA payments made by the State on behalf of the District. The District had no employees with applicable salaries identified as being paid from federal funds.

**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

Nonpublic State Aid

The District did not receive any Non-public State Aid during the fiscal year 2017.

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 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 possesses a qualified purchasing agent certificate pursuant to Subsection B. 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 \$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.”
- “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 the 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.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-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 bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (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 \$18,800 for 2016-17.

In accordance with N.J.S.A. 18A:18A-3A and N.J.A.C. 5:34-5 et seq., the Board of Education has appointed a “Qualified Purchasing Agent” which allows the Board of Education to increase the bid threshold and to grant the authorization to negotiate contracts below the bid threshold.

**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

School Purchasing Programs (continued)

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 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.

Finding 2017-005

The District contracted for custodial services in excess of the bid threshold without advertising for competitive bids as required by the Local Public Contracts Law N.J.S.A 40A:11-1.

Recommendation

The District should take measures to ensure that all purchases for goods and services in excess of the bid threshold are properly advertised for competitive bids as required by the local public contracts law as stated in N.J.S.A. 40A:11-1.

Our examination of the minutes indicated that contracts awarded included the following:

Contracted Services	Food Service Management	Photocopier Rentals
Professional Development	Lead Water Testing	Special Education Services
Treatment Plant Operator	Nursing Services	Custodial Services

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. Expenditures were reviewed, however, to determine whether any clear-cut violations existed.

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 agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

Our examination indicated the following purchases were made using state contracts:

Technology Equipment & Supplies	Teaching Supplies
Photocopier Rentals	Custodial Supplies



**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

School Purchasing Programs (continued)

Purchases made through cooperative agreements included the following:

Fuel Oil	Technology Equipment & Supplies
Electricity Generation	Transportation
Internet Services	Teaching Supplies and Equipment
Paper Supplies	Custodial Supplies and Equipment

Unemployment Compensation Insurance Trust Fund

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

School Food Service

The School Food Service was not selected as a major federal and/or state program and state and federal program expenditures did not exceed \$100,000 in federal and/or state support.

Student Body Activities

Our review of the records of the student activity funds did not disclose any exceptions.

Application for State School Aid

Our audit procedures included a test of the information reported in the October 14, 2016 Application for State School Aid (ASSA) 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 ASSA was compared to the District workpapers. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed state forms or their equivalent.

The District's 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 2016-17 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with minor 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. No exceptions were noted in our review of transportation related purchases of goods and services.

## UNION TOWNSHIP SCHOOL DISTRICT

June 30, 2017

### Facilities and Capital Assets

Our procedures included a review of the Schools Development Authority (SDA) grant agreements for consistency with recording revenue, transfer of local funds from the General Fund or from the Capital Reserve Account and awarding of contracts for eligible facilities construction. We also performed a review of capital assets related to their existence. The following exception was noted.

### Finding 2017-002

The District has not received NJ Schools Development Authority (SDA) funding for two completed facility projects.

### Recommendation

The District should take measures to collect the NJ SDA award funds receivable for two completed facility projects in the Capital Projects Fund.

### Follow-up on Prior Year Findings

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action has been taken on all prior year findings except for the following.

2016-01 Continuing effort should be made to collect the Federal Grant Funds due to the District for NCLB Title IIA and if it is determined the amounts are uncollectable, the receivables should be canceled.

### Suggestion to Management

### Food Service SNEARS reports

The District should make continuing effort to carefully review their monthly SNEARS reports to ensure that they are complete and accurate.

**UNION TOWNSHIP SCHOOL DISTRICT**  
**Application for State School Aid Summary**  
**Schedule of Audited Enrollments - Enrollment as of October 14, 2016**

	2017 - 2018 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	30	-	30	-	-	-	15	-	15	-	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
One	36	-	36	-	-	-	16	-	16	-	-	-	-	-	-	-
Two	34	-	34	-	-	-	17	-	17	-	-	-	-	-	-	-
Three	45	-	45	-	-	-	22	-	22	-	-	-	-	-	-	-
Four	38	-	38	-	-	-	19	-	19	-	-	-	-	-	-	-
Five	46	-	46	-	-	-	23	-	23	-	-	-	-	-	-	-
Six	47	-	47	-	-	-	21	-	21	-	-	-	-	-	-	-
Seven	42	-	42	-	-	-	18	-	18	-	-	-	-	-	-	-
Eight	52	-	52	-	-	-	24	-	24	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Post - Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>370</u>	<u>-</u>	<u>370</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>175</u>	<u>-</u>	<u>175</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Education - Elementary	33	-	33	-	-	-	9	-	9	-	-	-	1	1	1	-
Special Education - Middle	35	-	35	-	-	-	13	-	13	-	-	-	1	1	1	-
Special Education - High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>68</u>	<u>-</u>	<u>68</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>22</u>	<u>-</u>	<u>22</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>-</u>
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - Full-Time Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	<u>438</u>	<u>-</u>	<u>438</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>197</u>	<u>-</u>	<u>197</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>-</u>
Percentage error					<u>0.00%</u>	<u>0.00%</u>						<u>0.00%</u>	<u>0.00%</u>			<u>0.00%</u>

**UNION TOWNSHIP SCHOOL DISTRICT**  
**Application for State School Aid Summary**  
**Schedule of Audited Enrollments - Enrollment as of October 14, 2016 (continued)**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score & Register	Sample Errors
Half Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 4	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	-	2	(2)	1	1	-	-	-	-	-	-	-
One	-	1	(1)	3	3	-	-	-	-	-	-	-
Two	3	2	1	2	2	-	1	1	-	1	1	-
Three	2	1	1	2	2	-	-	-	-	-	-	-
Four	2	1	1	3	3	-	1	1	-	1	1	-
Five	2	4	(2)	4	4	-	-	-	-	-	-	-
Six	3	3	-	1	1	-	-	-	-	-	-	-
Seven	-	1	(1)	1	1	-	-	-	-	-	-	-
Eight	1	1	-	2	2	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-
Post - Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>13</u>	<u>16</u>	<u>(3)</u>	<u>19</u>	<u>19</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>-</u>
Special Education - Elementary	2	-	2	1	1	-	1	1	-	1	1	-
Special Education - Middle	3	3	-	-	-	-	-	-	-	-	-	-
Special Education - High School	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<u>5</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
County Vocational-Regular	-	-	-	-	-	-	-	-	-	-	-	-
Cty Vocational - F/T Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
Totals	<u>18</u>	<u>19</u>	<u>(1)</u>	<u>20</u>	<u>20</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>
Percentage			<u>-5.56%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

**UNION TOWNSHIP SCHOOL DISTRICT**  
**Application for State School Aid Summary**  
**Schedule of Audited Enrollments - Enrollment as of October 14, 2016 (continued)**

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Percentage			<u>0.00%</u>			<u>0.00%</u>
	Transportation					
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Sample Errors
Regular & special education without special needs in-district						
Public	257	257	-	126	126	-
Non-public	26	26	-	12	12	-
Aid-in-lieu non-public	8	8	-	4	4	-
Special education public	71	71	-	31	31	-
Special education with special needs & out of district special education without special needs						
Public with special needs	17	17	-	8	8	-
Private school disabled with special needs	1	1	-	1	1	-
	<u>380</u>	<u>380</u>	<u>-</u>	<u>182</u>	<u>182</u>	<u>-</u>
Percentage			<u>0.00%</u>			<u>0.00%</u>

**UNION TOWNSHIP SCHOOL DISTRICT**  
**Excess Surplus Calculation**

**Section 1**

2% Calculation of Excess Surplus

2016 - 2017 Total General Fund expenditures per the CAFR, Exhibit C-1	\$ 9,268,491	(B)	
Increased by:			
Transfer from Capital Outlay to Capital Projects Fund	-	(B1a)	
Transfer from Capital Reserve to Capital Projects Fund	-	(B1b)	
Transfer from Capital Reserve to Debt Service Fund	387,723	(B1b.1)	
Transfer from General Fund to SRF for Pre K-Regular	-	(B1c)	
Transfer from General Fund to SRF for Pre K-Inclusion	-	(B1d)	
Transfer to Unemployment Compensation Fund	-	(B1e)	
Decreased by:			
On-behalf TPAF Pension & Social Security	1,026,845	(B2a)	
Assets acquired under capital leases	<u>-</u>	(B2b)	
Adjusted 2016 - 2017 General Fund expenditures [(B)+(B1s)-(B2s)]	<u>\$ 8,629,369</u>	(B3)	
2% of adjusted 2016 - 2017 General Fund expenditures [(B3) times .02]	\$ 172,587	(B4)	
Enter greater of (B4) or \$250,000	250,000	(B5)	
Increased by: Allowable adjustment	<u>102,147</u>	(K)	
Maximum unassigned/undesignated fund balance [(B5)+(K)]			<u>\$ 352,147 (M)</u>

**Section 2**

Total General Fund - Fund balances at June 30, 2017 (Per CAFR budgetary comparison schedule C-1)	\$ 3,710,751	(C)	
Decreased by			
Year-end encumbrances	33,658	(C1)	
Legally restricted - Designated for subsequent year's expenditures	-	(C2)	
Restricted excess surplus - Designated for subsequent year's Expenditures	112,011	(C3)	
Other restricted fund balances	2,456,043	(C4)	
Assigned fund balance - Designated for subsequent year's Expenditures	<u>38,677</u>	(C5)	
Total unassigned fund balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			<u>\$ 1,070,362 (U)</u>

**UNION TOWNSHIP SCHOOL DISTRICT**  
**Excess Surplus Calculation (continued)**

**Section 3**

Restricted fund balance - Excess surplus [(U)-(M)] if negative enter -0-	<u>\$ 718,215</u>	(E)
 <u>Recapitulation of Excess Surplus as of June 30, 2017</u>		
Reserve excess surplus - Designated for subsequent year's expenditures	\$ 112,011	(C3)
Reserve excess surplus (E)	<u>\$ 718,215</u>	(E)
 Total excess surplus [(C3) + (E)]	 <u>\$ 830,226</u>	 (D)
 <u>Detail of Allowable Adjustments</u>		
Impact aid	\$ -	(H)
Sale and lease back	-	(I)
Extraordinary aid	97,017	(J1)
Additional nonpublic transportation aid	<u>5,130</u>	(J2)
 Total adjustments	 <u>\$ 102,147</u>	 (K)
 <u>Detail of Other Reserved Fund Balance</u>		
Statutory restrictions		
Approved unspent separate proposal	\$ -	
Sale/lease - Back reserve	-	
Capital reserve	1,492,407	
Maintenance reserve	715,000	
Emergency reserve	248,636	
Waiver offset reserve - Designated for subsequent year	-	
Tuition reserve	-	
Other State/Government mandated reserve	-	
Other restricted fund balance not noted above	<u>-</u>	
 Total other restricted fund balance	 <u>\$ 2,456,043</u>	 (C4)

*Bedard, Kurowicki & Co.*

**BEDARD, KUROWICKI & CO., CPA'S, PC**

*William Colantano*

William M. Colantano, Jr., CPA, RMA

**UNION TOWNSHIP SCHOOL DISTRICT**

**June 30, 2017**

\* \* \* \* \*

Acknowledgment

The foregoing conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our examination of the financial statements, and this report of such conditions does not modify our report dated December 5, 2017.

Should any questions arise as to our comments, please do not hesitate to call us.

We desire to express our appreciation for the assistance and courtesies rendered by the school officials and employees during the course of the examination.

*Bedard, Kurowicki & Co.*  
**BEDARD, KUROWICKI & CO., CPA'S, PC**



William M. Colantano, Jr.  
Public School Accountant  
No. CS 0128



**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

Recommendations:

1. Administrative Practices and Procedures

2017-004 The District should take measures to ensure that the proper approval and submission of the Comprehensive Maintenance Plan is performed annually by November 15<sup>th</sup> as required by N.J.A.C. 6A:26-20.5

2. Financial Planning, Accounting and Reporting

2017-001 The District should take measures to ensure that over-expenditures of appropriation line item accounts do not occur.

2017-003 Continuing effort should be made to collect the Federal Grant Funds due to the District for NCLB Title IIA and if it is determined the amounts are uncollectable, the receivables should be canceled.

3. School Purchasing Programs

2017-005 The District should take measures to ensure that all purchases for goods and services in excess of the bid threshold are properly advertised for competitive bids as required by the Local Public Contracts Law N.J.S.A 40A:11-1.

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

2017-002 The District should take measures to collect the NJ Schools Development Authority award funds receivable for two completed facility projects in the capital projects fund.

**UNION TOWNSHIP SCHOOL DISTRICT**  
**June 30, 2017**

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action has been taken on all prior year findings except for the following.

2016-01 Continuing effort should be made to collect the Federal Grant Funds due to the District for NCLB Title IIA and if it is determined the amounts are uncollectable, the receivables should be canceled.