

BOROUGH OF MANASQUAN SCHOOL DISTRICT

AUDITOR'S MANAGEMENT REPORT

COUNTY OF MONMOUTH

JUNE 30, 2013

**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

	<u>Page</u>
Report of Independent Auditors	1.
Administrative Findings - Financial, Compliance and Performance Reporting	
Scope of Audit	2.
Administrative Practices and Procedures	
Insurance	2.
Officials Bonds	2.
Tuition Charges	2.
Financial Planning, Accounting and Reporting	
Examination of Claims	2.
Payroll Account	3.
Reserve for Encumbrances and Accounts Payable	3.
Classification of Expenditures	3.
Board Secretary's Records	3.
Treasurer's Records	3.
Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act of 2001	3.
Other Special Federal and/or State Projects	4.
T.P.A.F. Reimbursement	4.
School Purchasing Program	
Contracts and Agreements Requiring Advertisement for Bids	4 & 5.
School Food Service Fund	5 & 6.
Student Body Activities and Athletic Fund	6.
Pupil Transportation	6.
Follow-up on Prior Years' Findings	6.
Acknowledgment	6.
Excess Surplus Calculation	7.
Application for State School Aid Summary	8 to 10.
Schedule of Meal County Activity	11.

Robert A. Hulsart and Company

CERTIFIED PUBLIC ACCOUNTANTS

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REPORT OF INDEPENDENT AUDITORS

Honorable President and Members
 of the Board of Education
 Manasquan School District
 County of Monmouth, 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 Manasquan School District in the County of Monmouth, for the year ended June 30, 2013 and have issued our report thereon dated December 3, 2013.

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 Manasquan 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 3, 2013

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>
Margaret M. Hom	Board Secretary	\$ 250,000
Joanne S. Madden	Treasurer	250,000

There is an Employee Dishonesty Bond with Zurich American Insurance Company for \$250,000 each employee. There is theft, dishonesty and disappearance coverage of \$50,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment to the billings to sending districts for the difference in per pupil costs in accordance with N.J.A.C. 6A:23A-17.

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

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.

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. No exceptions were noted.

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.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary found everything in very good order and we have no exceptions to report.

Treasurer's Records

The Treasurer's records were in agreement with the records of the Board Secretary and were independently done. All reconciliations were properly done.

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

The E.S.E.A. N.C.L.B. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, IIA and III of the Elementary and Secondary Education Act as amended.

The study of compliance for N.C.L.B. indicated no areas of noncompliance and/or questionable costs.

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 special projects indicated no areas of noncompliance.

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.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2010 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 \$26,000.00 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 \$36,000.00. 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. Effective July 1, 2010, the quotation threshold was increased to \$3,900 and \$5,400, respectively.

Margaret Hom has been designated Certified Purchasing Officer by the Board of Education with the bid threshold at \$36,000 and the quote threshold at \$5,400.

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.

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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, 2010 and thereafter the bid threshold in accordance with N.J.S.A. Transportation 18A:39-3 is currently \$17,200.00.

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.

School Food Service Fund

The food services for 2012-13 were awarded to Simplified Culinary Services on their proposal of a management fee of \$18,000 with a guaranteed minimum return of \$4,000 to the district.

The financial transactions and statistical records of the School Food Services Fund were maintained in satisfactory condition. The financial accounts, milk count records and eligibility applications were reviewed on a test-check basis.

The number of milks claimed for reimbursement was verified against sales and milk count records.

Applications for free and reduced price milk were reviewed for completeness and accuracy. The number of free and reduced price milks claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free milk policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications were completed and available for review.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the Board of Education

School Food Service Fund (Continued)

The cash disbursement records reflected expenditures for program related goods and services. Districts with food service management companies are depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

U.S.D.A. commodities were received and a separate inventory was maintained on a first-in, first-out basis.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G.

Student Body Activities and Athletic Fund

The records of the student activities and athletic fund were found to be in good order, no reportable conditions existed.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2012-2013 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. 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.

Follow-up on Prior Years' Findings

There were no prior year audit findings.

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

2012-13 Total General Fund Expenditures Per the CAFR	\$ 26,043,667
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Decreased by:

On-Behalf TPAF Pension & Social Security	<u>2,352,786</u>
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Adjusted 2012-13 General Fund Expenditures	<u>\$ 23,690,881</u>
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2% of Adjusted 2012-13 General Fund Expenditures	\$ 473,818
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Increased by: Allowable Adjustment	<u>68,555</u>
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Maximum Unassigned Fund Balance	<u>\$ 542,373</u>
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Section 2

Total General Fund – Fund Balances @ 6-30-13	\$ 1,069,888
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Decreased by:

Other Reserves	(241,087)
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Encumbrances	(4,891)
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Assigned Fund Balance – Excess Surplus– Designated for Subsequent Year's Expenditures	(63,879)
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Assigned Fund Balance – Tuition Reserve – Designated for Subsequent Year's Expenditures	(125,500)
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Assigned Fund Balance – Unreserved – Designated for Subsequent Year's Expenditures	<u>(92,158)</u>
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Total Unassigned Fund Balance	<u>\$ 542,373</u>
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Reserved Fund Balance – Excess Surplus	<u>\$ 0</u>
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Section 3

Reserved Excess Surplus – Designated for Subsequent Years Expenditures	\$ 63,879
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Reserved Excess Surplus – Current Year	<u>0</u>
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	<u>\$ 63,879</u>
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Detail of Allowable Adjustments

Extraordinary Aid	\$ 67,741
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Non-Public Transportation Aid	<u>814</u>
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Total Adjustments	<u>\$ 68,555</u>
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Detail of Other Restricted Fund Balance

Capital Reserve	\$ 81,087
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Emergency Reserve	50,000
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Tuition Reserve	100,000
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Maintenance Reserve	<u>10,000</u>
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Total Other Reserved Fund Balance	<u>\$ 241,087</u>
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MANASQUAN SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

Sheet 1 of 3

ENROLLMENT AS OF OCTOBER 15, 2012

	2013-2014 Application for State School Aid (10-15-12 Data)						Sample for Verification				Errors Per Registers on Roll		Private Schools for Disabled			
	Reported On A.S.S.A. on Roll		Reported on Workpapers on Roll		Errors		Sample Selected from Workpapers		Verified Per Registers on Roll		Full	Shared	Reported On A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared						
Full Day Kindergarten	69		69				69		69							
One	66		66				66		66							
Two	51		51				51		51							
Three	66		66				66		66							
Four	70		70				70		70							
Five	60		60				60		60							
Six	54		54				54		54							
Seven	82		82				82		82							
Eight	68		68				68		68							
Nine	195		195				195		195							
Ten	205		205				205		205							
Eleven	219	3	219	3			219	3	219	3						
Twelve	185	8	185	8			185	8	185	8						
Subtotal	1390	11	1390	11	0	0	1390	11	1390	11	0	0	0	0	0	0
Special Ed. - Elementary	52		52				52		52				1	1	1	
Special Ed. - Middle School	26		26				26		26				1	1	1	
Special Ed. - High School	110	35	110	35			110	35	110	35			6.5	6.5	6.5	
Subtotal	188	35	188	35	0	0	188	35	188	35	0	0	8.5	8.5	8.5	0
Co. Voc. - Regular																
Co. Voc. - Ft. Post Sec.																
Totals	1578	46	1578	46	0	0	1578	46	1578	46	0	0	8.5	8.5	8.5	0
Percentage Error					0%	0%					0%	0%				0%

MANASQUAN SCHOOL DISTRICT

Sheet 2 of 3

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2012

	Low Income			Sample for Verification			Resident LEP Not 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 ASSA as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	18	18		12	12		1	1		1	1	
One	10	10		6	6		2	2		2	2	
Two	12	12		7	7							
Three	3	3		2	2							
Four	9	9		4	4		1	1		1	1	
Five	11	11		8	8							
Six	7	7		3	3							
Seven	7	7		5	5							
Eight	5	5		1	1							
Nine	28	28		18	18							
Ten	28	28		12	12							
Eleven	23	23		14	14		1	1		1	1	
Twelve	19.5	19.5		10	10							
Subtotal	180.5	180.5	0	102	102	0	5	5	0	5	5	0
Special Ed. - Elementary	11	11		6	6							
Special Ed. - Middle School	4	4		2	2							
Special Ed. - High School	20.5	20.5		13	13							
Subtotal	35.5	35.5	0	21	21	0	0	0	0	0	0	0
Totals	216	216	0	123	123	0	5	5	0	5	5	0
Percentage Error			0%			0%			0%			0%
Transportation												
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors						
Reg. - Public Schools, col. 1	1	1		1	1							
Reg. Special Education, col. 4	-	-		-	-							
Transported - Non-Public, col. 3	42	42		42	42							
Special Education Spec., col. 6	8.5	8.5		8.5	8.5							
Totals	52	52	0	51.5	51.5	0						
Percentage Error			0%			0%						
							Reported	Recalculated				
							10.4	10.4				
							12.6	12.6				
							Avg. Mileage - Regular Including Grade PK Students					
							Avg. Mileage - Special Ed. With Special Needs					

MANASQUAN SCHOOL DISTRICT

Sheet 3 of 3

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2012

	Resident LEP - Low Income				Sample for Verification		
	Reported on ASSA as LEP	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors	
Full Day Kindergarten	3	3		3	3		
One	5	5		5	5		
Two	4	4		4	4		
Three	3	3		3	3		
Four	2	2		2	2		
Five							
Six							
Seven							
Eight							
Nine							
Ten							
Eleven							
Twelve							
Subtotal	17	17	0	17	17	0	
Special Ed. - Elementary							
Special Ed. - Middle School	6	6		6	6		
Special Ed. - High School							
Subtotal	6	6	0	6	6	0	
Totals	23	23	0	23	23	0	
Percentage Error			0%			0%	

SCHEDULE OF MEAL COUNT ACTIVITY

MANASQUAN SCHOOL DISTRICT

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2013

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>
National School Lunch (Regular Rate)	Paid	48,192	48,192	48,192	-	\$ 0.310	-
	Reduced	4,632	4,632	4,632	-	2.515	-
	Free	24,924	24,924	24,924	-	2.915	-
Total Net Overclaim		<u>77,748</u>	<u>77,748</u>	<u>77,748</u>	<u>-</u>		<u>-</u>