

SEASIDE HEIGHTS SCHOOL DISTRICT

Seaside Heights, New Jersey
County of Ocean

**Auditor's Management Report
on Administrative Findings -
Financial, Compliance and Performance
For The Year Ended June 30, 2015**

**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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HOLMAN | FRENIA
ALLISON, P.C.
Certified Public Accountants & Consultants

680 Hooper Avenue, Bldg B, Suite 201, Toms River, NJ 08753 • Tel: 732.797.1333
618 Stokes Road, Medford, NJ 08055 • Tel: 609.953.0612
912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel: 732.409.0800
795 Canton Street, Troy, PA 16947 • Tel: 570.297.5090
926 Main Street, Suite 103, Rome, PA 18837 • Tel: 570.297.5090

www.hfacpas.com

**REPORT OF INDEPENDENT AUDITORS
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS, FINANCIAL COMPLIANCE AND PERFORMANCE**

Honorable President and Members
of the Board of Education
Seaside Heights Board of Education
County of Ocean
Seaside Heights, 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 basic financial statements of the Board of Education of the Seaside Heights Board of Education in the County of Ocean for the year ended June 30, 2015, and have issued our report thereon dated November 30, 2015.

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 Heights 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.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Rodney R. Haines
Certified Public Accountant
Public School Accountant, No. 2198

Toms River, New Jersey
November 30, 2015

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HOLMAN | FRENIA
ALLISON, P.C.

Certified Public Accountants & Consultants

680 Hooper Avenue, Bldg B, Suite 201, Toms River, NJ 08753 • Tel: 732.797.1333

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Honorable President and Members
of the Board of Education of the
School District of Seaside Heights
County of Ocean
Seaside Heights, New Jersey 08751

**ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

Scope of Audit

The audit covered the financial transactions of the School Business Administrator/Board Secretary and Treasurer of School Moneys, 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 District's CAFR.

Official Bonds

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|------------------|-----------------|---------------|
| Kevin O'Shea | Board Secretary | \$ 50,000 |
| Kathleen Magarci | Treasurer | 150,000 |

There is a Public Employee's Faithful Performance Blanket Position Bond with the Selective Insurance Company covering all other employees with multiple coverage of \$10,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The District is in accordance with *N.J.A.C.6:20-3.1(e)4*.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

The net salaries of all employees of the District were deposited in the Payroll Account. Employee's payroll deductions were deposited in the Payroll agency account. Employers share of fringe benefits were paid out of the general fund. Our audit procedures included a test of health benefit contributions from eligible employees of the District to ensure statutory amounts were withheld and properly recorded as an offset against employee health benefit expenditures.

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

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 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.

Board Secretary's Records

Our review of the financial and accounting records maintained by the board secretary were found to be in satisfactory condition.

Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer of School Monies were found to be in satisfactory condition.

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 2013-2014 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 the procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation contracts and purchases. Based on this 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 exception were noted in our review of transportation related purchased of goods and services.

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.

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 the projects under Titles I and Title VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. 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 Exhibits K-3 and K-4 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 with the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

No exceptions were noted in our study of compliance for the special projects.

T.P.A.F. Reimbursement

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

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district (or charter school or renaissance school project) to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district (or charter school or renaissance school project) for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 60 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-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website <http://www.state.nj.us/njded/pscl/index.html>.

The bid thresholds in accordance with *N.J.S.A.18A:18A-2* and *18A:18A-3(a)* are \$36,000 (with a Qualified Purchasing Agent) and \$26,000 (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 \$18,300.00 for 2014-15.

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.

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*.

School Food Service

The financial transactions and statistical records of the School Food Services were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract included an operating results provision which guarantees that the food service program will return a profit of at least \$175,000.00. The operating results provision has not been met.

Expenditures should be 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.

The cash disbursements records reflected expenditures for program related goods and services. 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.

School Food Service (continued):

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count record. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid application/ or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

Student Body Activities

The financial transactions of student body activities were maintained in satisfactory condition.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2013 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. 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.

***Finding 2015-001 (CAFR Finding 2015-001):**

During our audit, it was noted the District was missing the application, intent to enroll form, or the confirmation of enrollment/eligibility from the student's resident district related to the Choice Program for ten out of ten students tested.

Recommendation:

That the School District retain the required documentation for students in the Choice Program.

Management Response:

This finding will be corrected in the fiscal year ending June 30, 2016.

Follow-up on Prior Years' Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with the exception of the findings above marked with an asterisk (*).

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 team.

Should you have any questions concerning our comments or should you desire any assistance, please call us.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P. C.

Rodney R. Haines
Certified Public Accountant
Public School Accountant, No. 2198

November 30, 2015
Toms River, New Jersey

ADDITIONAL INFORMATION

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SCHEDULE OF AUDITED ENROLLMENTS (1)

**SEASIDE HEIGHTS BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014**

| | 2015-2016 Application for State School Aid | | | | Sample for Verification | | | | Private Schools for Disabled | | | | | |
|----------------------------|--|--------|------------|--------|--------------------------|------|--------------|-------------------|------------------------------|--------|---------------------------|--------|--------|---------------|
| | Reported on | | Workpapers | | Sample | | Verified per | | Errors per | | Reported on | | Sample | |
| | A.S.A. On Roll | Shared | Full | Shared | Selected from Workpapers | Full | Shared | Registers On Roll | Full | Shared | A.S.A. as Private Schools | Shared | Full | Sample Errors |
| Half Day Preschool | 16 | | 16 | | 9 | | 9 | | | | | | | |
| Full Day Kindergarten | 34 | | 34 | | 18 | | 18 | | | | | | | |
| One | 30 | | 30 | | 18 | | 18 | | | | | | | |
| Two | 27 | | 27 | | 16 | | 16 | | | | | | | |
| Three | 24 | | 24 | | 13 | | 13 | | | | | | | |
| Four | 9 | | 9 | | 6 | | 6 | | | | | | | |
| Five | 16 | | 16 | | 9 | | 9 | | | | | | | |
| Six | 22 | | 22 | | 13 | | 13 | | | | | | | |
| Subtotal | 178 | | 178 | | 102 | | 102 | | | | | | | |
| Special Ed - Elementary | 34 | | 34 | | 20 | | 20 | | | | 1 | | 1 | 1 |
| Special Ed - Middle School | 8 | | 8 | | 4 | | 4 | | | | | | | |
| Special Ed - High School | | | | | | | | | | | | | | |
| Subtotal | 42 | | 42 | | 24 | | 24 | | | | 1 | | 1 | 1 |
| Totals | 220 | | 220 | | 126 | | 126 | | | | 1 | | 1 | 1 |
| Percentage Error | | | | | | | | | | | | | | |

SCHEDULE OF AUDITED ENROLLMENTS (2)

SEASIDE HEIGHTS BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014

| | Resident Low Income | | | Sample for Verification | | | Resident LEP 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 |
| Full Day Kindergarten | 31 | 31 | | 24 | 24 | | 10 | 10 | | 3 | 3 | |
| One | 25 | 25 | | 17 | 17 | | 7 | 7 | | 1 | 1 | |
| Two | 27 | 27 | | 18 | 18 | | 5 | 5 | | 1 | 1 | |
| Three | 22 | 22 | | 14 | 14 | | 5 | 5 | | | | |
| Four | 9 | 9 | | 6 | 6 | | 5 | 5 | | | | |
| Five | 16 | 16 | | 10 | 10 | | | | | | | |
| Six | 18 | 18 | | 12 | 12 | | | | | | | |
| Subtotal | 148 | 148 | | 101 | 101 | | 27 | 27 | | 4 | 4 | |
| Special Ed - Elementary | 33 | 33 | | 20 | 20 | | 4 | 4 | | | | |
| Special Ed - Middle | 7 | 7 | | 4 | 4 | | | | | | | |
| Subtotal | 40 | 40 | | 24 | 24 | | 4 | 4 | | | | |
| Totals | 188 | 188 | | 125 | 125 | | 31 | 31 | | 4 | 4 | |

Percentage Error

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 -SpEd, col. 4 | | | | | | |
| AIL, col. 2 | | | | | | |
| Transported - Non-Public, col. 3 | 1 | 1 | | 1 | 1 | |
| Special Ed Spec, col. 6 | 2 | 2 | | 2 | 2 | |
| Totals | | | | | | |

Percentage Error

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

| | | | | | |
|---|--|----|------------------|----|--------------------|
| 2014-2015 Total General Fund Expenditures per the CAFR, Ex. C-1 | | \$ | <u>4,341,201</u> | | (B) |
| Increased by: | | | | | |
| Transfer from Capital Outlay to Capital Projects Fund | | \$ | <u>-</u> | | (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund | | \$ | <u>-</u> | | (B1b) |
| Transfer from General Fund to SRF for PreK-Regular | | \$ | <u>-</u> | | (B1c) |
| Transfer from General Fund to SRF for PreK-Inclusion | | \$ | <u>-</u> | | (B1d) |
| Decrease by: | | | | | |
| On-Behalf TPAF Pension & Social Security | | \$ | <u>319,815</u> | | (B2a) |
| Assets Acquired Under Capital Leases | | \$ | <u>-</u> | | (B2b) |
| | | | | | |
| Adjusted 2014-2015 General Fund Expenditures [(B)+(B1s)-(B2s)] | | \$ | <u>4,021,386</u> | | (B3) |
| | | | | | |
| 2% of adjusted 2014-2015 General Fund Expenditures [(B3) times .02] | | \$ | <u>80,428</u> | | (B4) |
| Enter Greater of (B4) or \$250,000 | | \$ | <u>250,000</u> | | (B5) |
| Increased by: Allowable Adjustment * | | \$ | <u>13,625</u> | | (K) |
| | | | | | |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] | | | | \$ | <u>263,625</u> (M) |

SECTION 2

| | | | | | |
|--|--|----|----------------|----|---------------------|
| Total General Fund - Fund Balance @6-30-2015 (Per CAFR Budgetary Comparison Schedule C-1) | | \$ | <u>919,951</u> | | (C) |
| Decreased by: | | | | | |
| Year-End Encumbrances | | \$ | <u>991</u> | | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures | | \$ | <u>-</u> | | (C2) |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures** | | \$ | <u>-</u> | | (C3) |
| Other Restricted Fund Balances ***** | | \$ | <u>457,938</u> | | (C4) |
| Assigned Fund Balance ARRA/SEMI - Unreserved - Designated for Subsequent Year's Expenditures | | \$ | <u>-</u> | | (C5) |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures | | \$ | <u>300,000</u> | | (C5) |
| | | | | | |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | | | | \$ | <u>161,022</u> (U1) |

REGULAR DISTRICT (continued):

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0- \$ - (E)

Recapitulation of excess surplus as of June 30, 2015

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** \$ - (C3)

Reserved Excess Surplus *** [(E)] \$ - (E)

Total Excess Surplus [(C3)+(E)] \$ - (D)

Footnotes:

* This adjustment line (as detailed below) is to be utilized when applicable for: Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), Extraordinary Aid, Additional Nonpublic School Transportation Aid and recognized current year School Bus Advertising Revenue. Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

| | | |
|--|------------------------------------|---------|
| Impact Aid | \$ <u> -</u> | (H) |
| Sale & Lease-back | \$ <u> -</u> | (I) |
| Extraordinary Aid | \$ <u> 13,625</u> | (J1) |
| Additional Nonpublic School Transportation Aid | \$ <u> -</u> | (J2) |
| Current Year School Bus Advertising Revenue Recognized | \$ <u> -</u> | (J3) |
| Family Crisis Transportation Aid | \$ <u> -</u> | (J4) |
| Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)] | \$ <u> 13,625</u> | (K) |

** This amount represents the June 30, 2015 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2015 CAFR and must agree to Audit Summary Worksheet Line 90030.

**** Amount for Other Restricted/Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government such as the judicial branch of government must have Departmental approval. District requests should be submitted to the Division of Finance and Regulatory Compliance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory Restrictions:

| | | |
|---|---|----------|
| Approved Unspent Separate Proposal | \$ <u> -</u> | |
| Sale/Lease-Back Reserve | \$ <u> -</u> | |
| Capital Reserve | \$ <u> 351,045</u> | |
| Maintenance Reserve | \$ <u> 56,691</u> | |
| Emergency Reserve | \$ <u> 50,202</u> | |
| Tuition Reserve | \$ <u> -</u> | |
| School Bus Advertising 50% Fuel Offset Reserve - current year | <u> </u> | |
| School Bus Advertising 50% Fuel Offset Reserve - prior year | <u> </u> | |
| Impact Aid General Fund Reserve (Sections 8002 and 8003) | <u> </u> | |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008) | <u> </u> | |
| Other State/Government Mandated Reserve | \$ <u> -</u> | |
| [Other Restricted Fund Balance Not Noted Above]**** | \$ <u> -</u> | |
| Total Other Restricted Fund Balance | \$ <u> 457,938</u> | (C4) |