

**TOWNSHIP OF HAMILTON
BOARD OF EDUCATION
AUDITORS' MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2011**

TOWNSHIP OF HAMILTON SCHOOL DISTRICT
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE

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Tax ID Number 216000242



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CERTIFIED PUBLIC ACCOUNTANTS

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November 3, 2011

Honorable President and
Members of the Board of Education
Township of Hamilton School District
County of Atlantic
Mays Landing, New Jersey 08330

REPORT OF INDEPENDENT AUDITORS

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 Township of Hamilton School District in the County of Atlantic for the year ended June 30, 2011, and have issued our report thereon dated November 3, 2011.

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 Township of Hamilton Board of Education's management, the New Jersey Department of Education (cognizant audit agency), other state and federal awarding agencies and pass-through entities, and is not intended and should not be used by anyone other than these parties.

Ford, Scott & Associates, L.L.C.

FORD, SCOTT & ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

Glen J. Ortman

Certified Public Accountant

Licensed Public School Accountant

No. 853

**TOWNSHIP OF HAMILTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/Assistant Superintendent of Business and the 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

Insurance coverage was carried in the amounts as detailed on Exhibit J-13, Insurance Schedule contained in the district's CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Martha J. Jameson	Business Administrator and Secretary of Board	\$100,000.00
Richard C. Tuthill	Treasurer	300,000.00
Crime Insurance		500,000.00

The Treasurer of School Moneys was bonded in a surety bond in accordance with provisions of Title 18A:17-32 above the minimum limits per the State Board promulgated schedule.

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.

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.

Petty Cash

Our audit included a test of petty cash disbursements. Proper support documentation was provided for each expense.

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/Business Administrator. Salary withholdings were promptly remitted to the proper agencies. The testing of payroll transactions revealed no exceptions.

**TOWNSHIP OF HAMILTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Financial Planning, Accounting and Reporting - Continued

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, 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, books of account and minutes were presented to us by the Secretary in a timely manner for audit and were complete. Our review of the financial and accounting records maintained by the board secretary revealed no exceptions.

Treasurer's Records

There were no items noted during our review of the Treasurer's records.

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./NCLB 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 Titles I to IV of the Elementary and Secondary Education Act as amended.

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 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.

**TOWNSHIP OF HAMILTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Financial Planning, Accounting and Reporting - Continued

I.D.E.A. Part B

The study of compliance for the IDEA Part B indicated no areas of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms filed with the 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 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-3 and 18A:39-3 are \$26,000 and \$17,200 respectively. The Board adopted a resolution increasing the threshold to \$36,000 due to the appointment of a Qualified Purchasing Agent.

The district 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 my examination, I 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 provisions of N.J.S.A. 18A:18A-4, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

School Food Services

The financial transactions and statistical records for 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 deposits.

The number of meals claimed for reimbursement was compared to sales and meal count records. 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 did not exceed the number of valid applications on file times the number of operating days, on a school by school basis. The free and reduced price meal and free milk policy is uniformly administered throughout the district. The required verification procedure for free and reduced price applications was 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.

**TOWNSHIP OF HAMILTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

School Food Services - 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 cash disbursements records reflected expenditures for program-related goods and services. Adequate revenue and expenditure records were maintained in order to substantiate the nonprofit status of the school food service. Net cash resources did not exceed three months average expenditures.

Food Distribution Program commodities were received and a separate inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

Community Education Fund

Our review of the Community Education Fund found records to be in satisfactory condition.

Student Body Activities

Our review of the Student Body Activities accounts found the records to be in satisfactory condition.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2010 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income, and bilingual students. 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 information that was included on the workpapers was verified. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained workpapers on the prescribed state forms or their equivalents. The District has adequate written procedures for the recording of student enrollment data overall.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2010-2011 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report. 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.

**TOWNSHIP OF HAMILTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Facilities and Capital Assets

Our procedures included a review of the EDA grant agreement for consistency with recording EDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

Follow-Up on Prior Year 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.

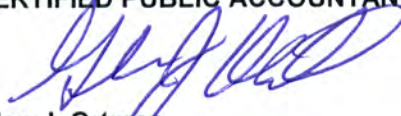
Suggestions to Management

None

Acknowledgment

We received the complete cooperation of all the officials of the school district and I greatly appreciate the courtesies extended to the members of the audit team.

Ford, Scott & Associates, L.L.C.
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SCHEDULE OF AUDITED ENROLLMENTS

**Hamilton Township Board of Education
Application for State School Aid Summary
Enrollment as of October 15, 2010**

	2011-2012 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported On		Workpapers		Errors		Sample Selected		Verified Per		Errors Per		Reported on ASOA as Private Schools	Sample Verification	Sample Errors	
	On Roll	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool 4 Years Old	136.0	-	136.0	-	-	-	12.0	-	12.0	-	-	-	-	-	-	
Full Day Preschool 4 Years Old	325.0	-	325.0	-	-	-	30.0	-	30.0	-	-	-	-	-	-	
Full Day Kindergarten	336.0	-	336.0	-	-	-	32.0	-	32.0	-	-	-	-	-	-	
One	293.0	-	293.0	-	-	-	27.0	-	27.0	-	-	-	-	-	-	
Two	289.0	-	289.0	-	-	-	26.0	-	26.0	-	-	-	-	-	-	
Three	299.0	-	299.0	-	-	-	27.0	-	27.0	-	-	-	-	-	-	
Four	296.0	-	296.0	-	-	-	27.0	-	27.0	-	-	-	-	-	-	
Five	254.0	-	254.0	-	-	-	23.0	-	23.0	-	-	-	-	-	-	
Six	300.0	-	300.0	-	-	-	27.0	-	27.0	-	-	-	-	-	-	
Seven	251.0	-	251.0	-	-	-	23.0	-	23.0	-	-	-	-	-	-	
Eight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adult HS 15 + CR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adult HS 1-14 CR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sub Total	2,779.0	-	2,779.0	-	-	-	254.0	-	254.0	-	-	-	-	-	-	
Sp Ed - Elementary	251.0	-	251.0	-	-	-	23.0	-	23.0	-	-	5.0	5.0	5.0	-	
Sp Ed - Middle School	192.0	-	192.0	-	-	-	18.0	-	18.0	-	-	3.0	3.0	3.0	-	
Sp Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sub Total	443.0	-	443.0	-	-	-	41.0	-	41.0	-	-	8.0	8.0	8.0	-	
Co. Voc. Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Co. Voc. Post Secondary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Totals	3,222.0	-	3,222.0	-	-	-	295.0	-	295.0	-	-	8.0	8.0	8.0	-	
Percentage Error												0.00%	0.00%	0.00%		

SCHEDULE OF AUDITED ENROLLMENTS

**Hamilton Township Board of Education
Application for State School Aid Summary
Enrollment as of October 15, 2010**

	Low-Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported On		Errors	Sample Selected From Wkprs	Verified Per Applications	Errors Per Applications	Reported On	Reported On	Errors	Sample Selected From Wkprs	Verified to Test Score	Sample Errors
	ASSA	Workpapers	Full	Full	Low Income	Full	ASSA as LEP Low Income	Workpapers as LEP Low Income	Full	From Wkprs	and Register	Errors
Half Day Preschool 4 Years Old	140.0	140.0	-	5.0	5.0	-	3.0	3.0	0.0	3.0	3.0	-
Full Day Kindergarten	132.0	132.0	-	27.0	27.0	-	12.0	12.0	0.0	10.0	10.0	-
One	129.0	129.0	-	25.0	25.0	-	4.0	4.0	0.0	3.0	3.0	-
Two	109.0	109.0	-	21.0	21.0	-	5.0	5.0	0.0	4.0	4.0	-
Three	130.0	130.0	-	25.0	25.0	-	7.0	7.0	0.0	6.0	6.0	-
Four	124.0	124.0	-	24.0	24.0	-	8.0	8.0	0.0	7.0	7.0	-
Five	102.0	102.0	-	19.0	19.0	-	3.0	3.0	0.0	3.0	3.0	-
Six	130.0	130.0	-	25.0	25.0	-	4.0	4.0	0.0	3.0	3.0	-
Seven	101.0	101.0	-	19.0	19.0	-	2.0	2.0	0.0	2.0	2.0	-
Eight												
Nine												
Ten												
Eleven												
Twelve												
Post Graduate												
Adult HS 1 - 14 CR												
Sub Total	1,097.0	1,097.0	-	215.0	215.0	-	48.0	48.0	0.0	41.0	41.0	-
Sp Ed - Elementary	147.0	147.0	-	28.0	28.0	-	1.0	1.0	-	1.0	1.0	-
Sp Ed - Middle School	117.0	117.0	-	22.0	22.0	-	1.0	1.0	-	1.0	1.0	-
Sp Ed - High School												
Sent to CSSD												
Sub Total	264.0	264.0	-	50.0	50.0	-	2.0	2.0	0.0	2.0	2.0	-
Co. Voc. Regular												
Co. Voc. Post Secondary												
Totals	1,361.0	1,361.0	-	265.0	265.0	-	50.0	50.0	0.0	43.0	43.0	-
Percentage Error			0.00%			0.00%			0.00%			0.00%
Transportation												
Reported on	DRTS by County		DRTS by District		DRTS Errors		Tested		Verified		Errors	
All, col. 2	2,305	2,305	66	66	254	254	5	5	5	5	5	5
Trans Nonpublic, col. 3	90	90	12	12	12	12	23	23	23	23	23	23
Reg Spec, col. 4	156	156	18	18	18	18	18	18	18	18	18	18
Special Ed Spec, col. 6	2,879.0	2,879.0	312	312	312	312	312	312	312	312	312	312
Totals												
Percentage Error			0.00%			0.00%			0.00%			0.00%
Reg Avg. (Mileage) - Regular Including Grade PK Students <u>5.2</u> Reg Avg. (Mileage) - Regular Excluding Grade PK Students <u>5.2</u> Avg. Mileage - Special Education Students <u>6.0</u>												

SCHEDULE OF AUDITED ENROLLMENTS

**HAMILTON TOWNSHIP BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2010**

	Resident LEP 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	10	10	-	8	8	-
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	7	7	-	5	5	-
One	3	3	-	3	3	-
Two	2	2	-	2	2	-
Three	7	7	-	6	6	-
Four	1	1	-	1	1	-
Five	2	2	-	2	2	-
Six						
Seven	2	2	-	2	2	-
Eight	3	3	-	3	3	-
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	37	37	-	32	32	-
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Subtotal	-	-	-	-	-	-
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	37	37	-	32	32	-
Percentage Error			0.00%			0.00%

**HAMILTON TOWNSHIP BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2011**

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2010-11 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>38,335,077.30</u>	(B)
Increased by:		
Transfer to Food Service Fund	\$ _____	(B1a)
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1b)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>115,592.00</u>	(B1c)
Decreased By:		
On-Behalf TPAF Pension & Social Security	\$ <u>2,572,913.41</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjustment for Disallowed Expenditures per S1701	\$ _____	(B2c)
Adjusted 2010-11 General Fund Expenditures [(B)+(B1's)-(B2's)]	\$ <u>35,877,755.89</u>	(B3)
2% of Adjusted 2010-11 General Fund Expenditures [(B3) times .02]	\$ <u>717,555.12</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>717,555.12</u>	(B5)
Increased by: Allowable Adjustment*	\$ <u>143,141.60</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ <u>860,696.72</u>	(M)

SECTION 2

Total General Fund - Fund Balances @ 06/30/11 (Per CAFR Budgetary Comparison schedule/statement C-1)	\$ <u>6,156,542.92</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>19,955.36</u>	(C1)
Legally Restricted-Designated for Subsequent Year's Expenditures	\$ <u>-</u>	(C2)
Legally Restricted-Excess Surplus - Designated for Subsequent Year's Expenditures ***	\$ <u>777,672.21</u>	(C3)
Other Restricted Fund Balances ***	\$ <u>2,430,571.24</u>	(C4)
Assigned Fund Balance-Unreserved Designated for Subsequent Year's Expenditures	\$ <u>422,327.79</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u>2,506,016.32</u>	(U1)

**HAMILTON TOWNSHIP BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2011**

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER - 0 - \$ 1,645,319.60 (E)

Recapitulation of Excess Surplus as of June 30, 2011:

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** \$ 777,672.21 (C3)
Reserved Excess Surplus *** \$ 1,645,319.60 (E)

Total [(C3) + (E)] \$ 2,422,991.81 (D)

* This adjustment line (as detailed below) is to be utilized for Impact Aid (when applicable), Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), and Extraordinary Aid, Additional Nonpublic School Transportation Aid and Unbudgeted TPAF Wage Freeze Grant Funding. (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion Extraordinary Aid and Additional Nonpublic School Transportation Aid.)

Detail of Allowable Adjustment

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>127,781.00</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ <u>15,360.60</u>	(J2)
 Total Adjustments [(H)+(I)+(J1) + (J2)]	 \$ <u><u>143,141.60</u></u>	 (K)

** This amount represents the June 30, 2010 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 10025.

*** Amounts must agree to the June 30, 2011 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 10024.

**** Amount for Other 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Capital outlay for a district with a capital outlay cap waiver	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ <u>1,630,571.24</u>
Maintenance reserve	\$ <u>800,000.00</u>
Emergency reserve	\$ _____
Waiver offset reserve	\$ _____
Tuition reserve	\$ _____
Other state/government mandated reserve	\$ _____
[Other Restricted Fund Balance not noted above]****	\$ _____
 Total Other Restricted Fund Balance	 \$ <u><u>2,430,571.24</u></u> (C4)



SIGNATURE OF PUBLIC SCHOOL ACCOUNTANT