

# Request for Proposal: WIOA Simon Youth Academy Operator

Union County Vocational-Technical School District 1776 Raritan Road, Scotch Plains, N.J. 07076

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# Executive Summary: (1 page)

The Union County Vocational-Technical School District is proposing the following program concept in response to the Request for Proposal published on May 19, 2020 via the Union County Workforce Development Board (UCWBD). Through this initiative, should we be the successful awardee, a partnership will be developed between the Simon Youth Foundation, the Board of Education of the Union County Vocational-Technical School District (UCVTS), and the Union County Workforce Development Board. UCVTS will be primarily responsible for planning the educational program which out of school youth will need in order to earn their State of New Jersey high school diploma. Through the related funding, the UCWDB will assist UCVTS in providing out of school youth with resources for academic learning as paired with career opportunities and job placement. The proposal includes the use of space at The Mills at Jersey Gardens with the Simon Youth Foundation providing the renovated classroom space and furniture needed to make the program successful.

Through this program UCVTS will recruit students between the ages of 16 and 24, from around Union County's 21 municipalities, to be a part of the Simon Youth Academy. A blended learning and flexible scheduling model will be utilized where students will complete academic coursework through a combination of online instruction and as supported by in-house contact with certificated staff members. As a career and technical education institution, career readiness practices will be integrated into course curriculum. In partnership with the UCWDB, the American Job Centers, local community and industry resources, students will also have access to

job shadowing, internships, paid employment opportunities, and other career placement experiences. A budgetary plan and related fiscal needs is outlined in our proposal.

# **Business Description and Qualifications:** (2 pages)

The Union County Vocational-Technical School District (UCVTS) is a public learning institution established by N.J.S.A. 18A:54-1 et. seq. and is designed to provide career and technical education to different types of students, through a variety of programs. As we are a government institution, we are not required to hold a Business Registration Certificate. Located primarily in Scotch Plains, NJ, UCVTS offers full and shared time programs to high school students, an alternative education program, as well as adult and continuing education opportunities to individuals who are looking for specific career training.

Since the district's board of education was organized in 1959, UCVTS has proven itself to be an institution committed to providing programs which serve learners with a variety of educational needs. UCVTS originally began as a traditional post-secondary vocational program. Still operational, the adult post-secondary programs include Department of Labor approved county apprenticeship programs. A shared-time high school was opened years later. Students who enroll in the shared-time programs take their academic course work at their local sending district and take a NJDOE approved Career and Technical Education (CTE) program of study at UCVTS. Students who participate in these programs leave having taken a sequence of coursework related to a specific career and earn industry credentials. In 1996, UCVTS opened its first competitive admissions based full-time career academy. The model was so successful; 4 additional academies were later opened; ranging in a variety of specialized career fields. In addition to taking specialized CTE coursework, students who attend the academy programs also

complete their academics at UCVTS. In a recently developed partnership with a local not-for-profit community organization, UCVTS also offers an alternative high school program to students who are recovering from substance abuse and addiction. Additionally, UCVTS was awarded funding to start and operate a Simon Youth Academy for the 2018-2019 school year, providing additional alternative education opportunities for out of school youth in the county to obtain a New Jersey High School diploma.

UCVTS has consistently and successfully adapted our program offerings to stay current with changing industry fields and workforce skills and changing populations of students, as seen in the growth to a student body of more than 2,000 and staff of 200. Our programs have developed an excellent reputation, as evidenced by the success of our students, once they exit our programs. We currently have a variety of recruitment strategies:

- Information sessions and tours are given to all prospective students and their families.
- A variety of literature is available on our website.
- UCVTS employees a full time admissions counselor whose responsibilities include disseminating recruitment information and communicating with the local sending districts in an effort to find the best possible placements for students who are interested in attending our programs.
- Current UCVTS administrators and counselors have developed relationships with their colleagues in the sending districts, a resource we use for finding programs which may be a good fit for students in their districts.

Extensive training is provided to all faculty and staff. All new faculty are expected to attend a paid teacher training program which includes 8 days of professional development, provided in-house. Administrators work to acclimate new hires to all district operations and expectations, covering a range of topics. Additionally, all faculty are required to attend monthly faculty meetings and mandatory in-service days which provide training for both State required and district lead initiatives. Each staff member is required to complete a professional development plan which defines specific, measurable, behavioral goals for professional growth

and two State mandated Student Growth Objectives (SGOs). Finally, as a career and technical institution, wherever appropriate we look to employ faculty with industry experience. Such experience, greatly adds to the value of the program with which students are provided.

# Program Content (25 pages)

Program Design Overview - (target population, recruitment, and enrollment)

Union County has twenty-one municipalities, each having access to a public high school in their town, or a sending receiving relationship with a nearby municipality. According to the 2017-2018 School Performance Reports, released by the New Jersey Department of Education (NJDOE), nearly every municipality has students who have dropped out prior to graduation and are now considered out of school youth. The Simon Youth Academy will serve out of school youth, between the ages of 16 and 24, by providing them with the resources and opportunity to earn a high school diploma by meeting the requirements set forth by the NJDOE. Please see below for a table which details dropout rate data for Union County as per the published School Performance Reports. It is our plan to provide outreach to all communities in the county and target those with the highest dropout rates.

Union County ethnicity data for those attending public high schools details the following, on average; 39% White, 21% Black, 33% Hispanic, 7% Asian, and about 1 % a combination of American Indian, Pacific Islander, or Multiracial. On average 37% of high school students in county public schools are economically disadvantaged and about 6% are considered to be English Language Learners (ELL). Averages for these demographics vary dramatically when looking at data for specific towns within the county.

School performance data also provides subgroup information pertaining to those who drop out of school. Challenges are noted for students with disabilities, who are English language

learners, and/or who are economically disadvantaged, as these students are among those considered to be a part of the dropout population in Union County.

District	High School	% Grad Rate	% Dropout	White	Black	Hisp.	Stud w/ Dis	ELL	Econ Disad
BERKELEY HEIGHTS TWP	GOVERNOR LIVINGSTON HIGH SCHOOL	98.3	0	0	0	0	0	0	0
MOUNTAINSIDE BORO	(Students attend Governor Livingston High School Above)								
CLARK TWP	ARTHUR L. JOHNSON HIGH SCHOOL	96.3	4.0	0.5	z	Z	Z	z	4.9
GARWOOD BORO	(Students attend Governor Livingston High School Above)								
CRANFORD TWP	CRANFORD HIGH SCHOOL	93.7	0.7	9.0	Z	2.6	3.2	Z	တ
ELIZABETH CITY	ELIZABETH HIGH SCHOOL	98.1	0	0	0	0	0	0	0
	THOMAS JEFFERSON ARTS ACADEMY	75.2	2.3	2.3	4.3	1.7	2.1	0.1	2.1
	THOMAS A. EDISON CAREER AND TECHNICAL ACADEMY	84.3	2.2	3.1	5.8	1.4	4.1	0	2.3
	ALEXANDER HAMILTON PREPARATORY ACADEMY	96.4	0.6	0	1.1	0.6	0	0.3	9.0
	JOHN E. DWYER TECHNOLOGY ACADEMY	70.5	2.8	1.7	1.3	3.4	3.8	1.4	2.5
	ADMIRAL WILLIAM F. HALSEY JR. LEADERSHIP ACADEMY	72.9	4.3	0	5.3	4.7	7.6	1.6	4.4
HILLSIDE TWP	HILLSIDE HIGH SCHOOL	86.1	1.5	0	1.2	3.6	0	0.4	0.2
KENILWORTH BORO	DAVID BREARLEY MIDDLE/HIGH SCHOOL	95.9	0.1	0	1.7	0	0	0	0
WINFIELD TWP	(Students attend Governor Livingston High School Above)								
LINDEN CITY	LINDEN HIGH SCHOOL	88.6	1.6	1	1.9	1.7	1.5	0.3	0
NEW PROVIDENCE BORO	NEW PROVIDENCE HIGH SCHOOL	93.2	0	0	0	0	0	0	0
PLAINFIELD CITY	PLAINFIELD HIGH SCHOOL	78.5	6.6	S	2.4	6	3.1	5.9	0.7
RAHWAY CITY	RAHWAY HIGH SCHOOL	84.9	2.2	9.0	2.3	3.1	3.8	0	2.1
ROSELLE BORO	ABRAHAM CLARK HIGH SCHOOL	74.2	0.6	S	0.5	0.5	0	0.2	0.2
ROSELLE PARK BORO	ROSELLE PARK HIGH SCHOOL	93.8	0	0	0	0	0	0	0
SCOTCH PLAINS-FANWOOD	SCOTCH PLAINS-FANWOOD HIGH SCHOOL	96.3	0.3	0.1	1.4	0.7	0	0	2.4
SPRINGFIELD TWP	JONATHAN DAYTON HIGH SCHOOL	94.9	0.2	0.3	0	0	0	0	1.9
SUMMIT CITY	SUMMIT HIGH SCHOOL	96.1	0.2	0.1	0	0	0	0	0.5
UNION COUNTY VOCATIONAL	ACADEMY, FOR ALLIED HEALH SCIENCES	100	0	0	0	0	0	0	0
	ACADEMY FOR INFORMATION TECHNOLOGY	100	0	0	0	0	0	0	0
	ACADEMY FOR PERFORMING ARTS	100	0	0	0	0	0	0	0
	MAGNET HIGH SCHOOL	100	0	0	0	0	0	0	0
	UNION COUNT VOCATIONAL-TECHNICAL HIGH SCHOOL	97.5	0.5	0	0.7	2.1	2.7	0	0
UNION TWP	UNION SENIOR HIGH	91.1	6.0	6.0	1.2	0.7	1.6	0.1	1.1
WESTFIELD TOWN	WESTFIELD SENIOR HIGH SCHOOL	97.3	0.3	0.3	1.6	1.3	1.3	0	0
	Average % for Public High Schools in County	90.89	1.05	0,46	1.31	1.43	1.34	0.41	1.00
	Average % for State (S≕Suppressed)	66	1.2	9.0	2.6	2.2	1.7	0.1	1.7

Enrollment challenges include gaining access to students who are considered out of school and providing incentives for students who want to enroll in the program. As the county covers a substantial territory, finding transportation to the facility will likely be an issue for many students.

Recruitment will be handled through a combination of direct contact and effective outreach through local community organizations. It is anticipated that previously established relationships with sending school districts and organizations within the county will be the driving force in obtaining appropriate student referrals. Requests for information, including contact information, regarding out of school youth will be made to the local school communities as well. Simon Youth Academy personnel can then begin the process of reaching out to these students, and their families, to begin conversations regarding the mission of the Simon school. Wherever possible conversations will be held in a one-one-one environment in an effort to have the time and opportunity to hear about the specific needs of each student and how our program can address those individual needs. As students will have a variety of circumstances, educational experiences and needs, the success of the Simon Youth Academy will depend upon having a firm understanding of each student's needs, prior to enrollment in the program and identifying students who have a desire to want to complete their high school program and earn a diploma.

A variety of program brochures and publications will also be created and distributed to local community organizations such as welfare departments, the Union County American Job Centers, and other human services organizations. The goal is to identify the organizations in each community, and in the County, who are most likely to come in contact with out of school youth. Providing training regarding the mission and programs available through the Simon

Youth Academy will be a key component in ensuring that we are able to gain contact with students who would benefit from the program.

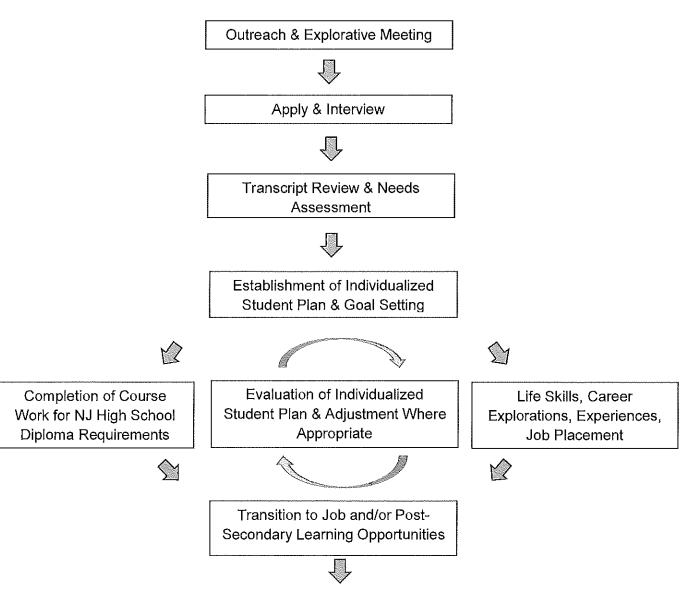
As the success of the program is based upon our ability to differentiate a student's experience to match his/her individual needs, we will emroll a maximum of twenty students into the program, at any one time (higher numbers will be permitted on a discretionary basis). Entry to the program will be held on a rolling basis and as we are able to assist students in completing their graduation and exit requirements. As students graduate or exit the program, new students will be admitted.

Perspective students who are interested in attending the Simon Youth Academy will be required to complete an application process. The application itself will include a fillable form which requests and formalizes pertinent information needed to be able to create a plan for the student's educational experience. The application will be thorough, but not too laborious to complete. Copies of most recent transcripts must also be submitted as a part of the intake process. Students will be asked for a range of information which include basic demographics, school and work experiences to subject and career interests. The intake process will also include a one-on-one meeting where needs, interests, and experiences of the perspective student are explored in greater detail. Enrollment will be determined based upon fit for the program as related to the mission and services available. Student transcripts will be reviewed and evaluated to identify specific requirements students must complete in order to earn a NJ high school diploma. Credit recovery options will be explored where applicable.

# Customer Experience

Students who attend the Simon Youth Academy will work towards earning their high school diploma as per the requirements set forth by the NJDOE, while at the same time being

exposed to career explorations, experiences and opportunities. Starting with the intake process and through assessment of each student's needs, an individualized plan will be created to guide students and school personnel through successful completion of the program. Consistent reflection of student progress and re-evaluation of students needs will lead to recommendations and assistance in transitioning to job and/or post-secondary learning opportunities for students after they earn their diploma and exit the program. A system will be developed to track students who exit the program in an effort to adjust future program applications so as to best serve the needs of the students.



New Jersey Graduation

Graduate Follow-Up/Tracking, Evaluate Post-Secondary Needs, Reflection & Adjustment of Simon Youth Programs

Requirements Include:

	Number of	Course	
Requirements	Credits	Equivalent	Notes
Program of Study	120	20-24	
English Language			
Arts	20	4	
Mathematics	15	3	Algebra 1 and Geometry required
			3 Lab Sciences required - Biology/Life Science, and
Science	15	3	Chemistry, Physics or Env. Science
Social Studies	15	3	World History Required
Financial Literacy	2.5	1	
Health & Physical			
Education	11.25	4	
Visual &			
Performing Arts	5	1	
World Language	5	1	
21st Century Life			
& Careers	5	1	
Additional Requirements:			
Must meet all New Jersey Student Learning Standards			
Technology Literacy			
Standardized Testing Requirements in Math and Language Arts (PARCC)			

UCVTS will use a blended learning model to deliver instruction at the Simon Youth Academy. As students will have varied coursework needs for program completion, and in an effort to be cost efficient, students will take coursework both in person (traditional class), as well as online. UCVTS will subcontract for these online services. We have utilized online learning institutions such as The New Jersey Virtual School for similar needs in some of our existing programs. Furthermore, staff will be hired to assist students in completing their coursework and to also provide the one-on-one contact needed for success. Student progress will be measured through a variety of mechanisms. Academic course work will be paired with assignments and

assessments which are geared to measure progress and mastery of content. Career assessments and explorations, which include regular meetings with a career counselor, will assist school personnel in crafting the best experiences for students to learn general and specific career skills. Data collection on individual student progress, as well as school initiatives, will be integral in the growth of our programs.

#### Supportive Services

There are many barriers which out of school youth may face which will impact their ability to reconnect with education and complete the requirements associated with earning their high school diploma. Some of the barriers may be surrounded around academic needs such as special education resources or English learner programs. Others may be associated with social needs such as flexibility in their schedule so that they can work part-time, or even full time, jobs. Others may need daycare or just simply have circumstances that would prevent them from sitting in the traditional school and classroom setting for a full day. Transportation to the Simon Youth Academy location may also be a potential barrier.

Support services will be available in multiple forms to assist students with lessening the burden of the barriers which might prevent them from completing the program. Stipends can be made available to offset costs associated with transportation and be used to purchase equipment or clothing needed for a job opportunity. We intend to develop close relationships with local and county services/organizations which might also be able to provide additional support to students, including mental health and trauma related resources. Students will have access to an in-school counselor who is available to give one on one attention and assist students in finding individualized solutions to barriers and to put students in touch without outside resources appropriate to the circumstances. Part of the mission and focus of the school will be for faculty

and administrators to make connections with every student, to get to know each student and their barriers, and to provide support. The school will subcontract additional services, such as needs for special education consultation and social work, where needed.

In an effort to provide students with the best possible chance for success, we plan on offering flexible scheduling options for students to complete their individualized requirements for graduation. As previously mentioned, instruction will be delivered primarily through an online format which will be supported by in-person contact with certificated school personnel. Two scheduling options will be made available to students.

- 1. Full School Day Schedule: Students attend school for a full day with the goal of completing program requirements as quickly as possible.
- 2. Half Day a.m./p.m. Schedule: Students attend school for four hours every day in the morning (8:00 a.m. 12:00 p.m.) or in the afternoon (12:00 p.m. 4:00 p.m.). While completion of the program and relevant graduation requirement may take longer, students who choose this option will have more flexibility in seeking out and maintaining job/employment relationships or who have obligations outside of the school day which would prevent them from attending the full day schedule. It is noted that NJ Statue requires students to complete four hours of instruction a day in order to meet attendance obligations.

The Union County Vocational-Technical School District is interested in developing a formalized partnership with the Union County American Job Centers to assist school personnel in providing additional support services and transportation for students who attend the Simon Youth Academy.

# Performance Administration and Project Management

Consistent with the requirements of all NJ public schools, data will be collected, maintained and submitted as mandated by the State and as managed through the NJSMART system. NJSMART is a robust system which tracks student information pertaining to items such as demographics, progress towards graduation, coursework and grades earned, career and technical education data elements, attendance, etc. Currently, our district contracts with Power School, our student information system, to manage all student records. Power School is a powerful system which allows us to run many reports and organize information relevant in making decisions for students, as individuals, as well as whole-school programs. Data is an important tool in evaluating the effectiveness of all school programs. Attendance data, course data, student progress indicators, etc. will all be analyzed to inform decisions regarding the expansion of certain programs, as well as the revision of programs to better suit the needs of the students.

Additionally, online learning environments come with a host of resources available to school administrators. Well written course assignments and assessments allow school personnel to effectively track and monitor student progress and mastery. The assessment and monitoring process will allow instructors, virtual or in-person, to adjust instruction and resources accordingly. Similarly, overall student needs assessments, career explorations, and student interview data will be regularly given so that the student education plans can be adjusted accordingly. A mixture of both quantitative and qualitative data will be collected and used to inform decisions regarding each student.

State law and statute, as well as board of education policy and regulation, require public school districts to manage student records in very specific ways. These laws and policies will guide all practices regarding student records at the Simon Youth Academy. A school administrator will be hired to oversee all school operations, including ensuring proper collection, maintenance, and compliance concerning student records. The New Jersey Quality Single Accountability Continuum (NJQSAC) is a state mandated monitoring process which evaluates and holds schools accountable for a variety of school operations. Student records and the budgeting process are both included in this monitoring system.

All teachers are required to complete two Student Growth Objectives (SGOs) where specific goals regarding student growth are identified at the beginning of the school year and then tracked through student assessment data. Such supports are put in place for the specific purpose of identifying the needs of specific students and putting strategies in place to help ensure their success.

State law and statue as well as board of education policy also clearly specify how funds are used in public schools. UCVTS has a business office which is overseen by the school business administrator and which has several employees working to make the flow and transfer of money both efficient and in compliance for all district schools. The school administrator at the Simon Youth Academy will also be in charge of overseeing funds, completing tasks such as keeping an accounting of funds and approving spending. Regular meetings between district business office personnel and the school administrator will assist in ensuring proper use of funding.

#### Access and Locations

The facilities at the Jersey Gardens Mall, a Simon Mall, will be renovated to provide space for students to attend the Simon Youth Academy. UCVTS district personnel will be responsible for working with local code officiants to ensure that all health and safety, fire code, and ADA (Americans with Disabilities Act) facility standards are met and in compliance with local and State code. Documentation of permits, inspections, etc. will be maintained with other such district records.

As mentioned we would develop and maintain partnerships with County resources, including the Workforce Development Board and the Union County American Job Centers, to increase access to the school by creating resources for transportation. Additionally, NJ Transit has a bus line that lists the Jersey Gardens Mall as a stop which can be routed to other locations in Union County. A part of the budget will be allocated to assisting students with transportation costs through stipends.

A main office will be located in the facility and will be staffed with full and part time personnel during hours of operation. District offices are located at the Union County Vocational-Technical School District main campus at 1776 Raritan Road, Scotch Plains, NJ and is the official storage location of all district operation related documents. Central office administrators who will work with the Simon Youth Academy personnel are also housed on this campus.

#### **Partnerships**

Partnerships will be maintained between the Simon Youth Foundation, The Board of Education of the Union County Vocational-Technical School District, and the Union County Workforce Development Board. UCVTS will be primarily responsible for planning the educational program which students will need in order to earn a State of New Jersey High School

diploma. The Union County Workforce Development Board will be responsible for assisting with funding for at-risk and out of school youth between the ages of 16 and 24, in addition to assisting with resources for career opportunities and job placement. We will also be pleased to utilize The Mills at Jersey Gardens and the Simon Youth Foundation to provide the classroom space and furniture necessary to make the program successful.

In partnership with the Union County Workforce Development Board, the United Way of Union County and resources available at the Union County American Job centers, programs will be developed to help students make decisions regarding post-secondary learning programs and job/career opportunities. Additionally, the Union County Vocational-Technical School District has a post-secondary program which can be utilized as a pathway for students who are interested in specific career training and industry credential programs. A primary responsibility of the counseling staff member will be to assist students in making decisions regarding post-secondary and career options.

UCVTS currently has many partnerships in place to successfully operate the Simon Youth Academy. These newly established partnerships have benefitted the students of the Simon Youth Academy in the following areas; mental health, life skills, job skills and placement, art, financial literacy, yoga and wellness, drug prevention, gang awareness, sex education, and overall supportive social services. The partners are as follows;

- Confident Souls: Life and job skills
- Mirror Mirror/Chi Moda Yoga: Yoga and Meditation
- New Steps LLC: Mental health group therapy (Mental Hop)
- All Stars: Drug and alcohol prevention
- Planned Parenthood: Sex Education

While no Memorandum's of Understanding have yet been developed for the Simon Youth Academy, should we be the successful partner, we will work to formalized these

relationships should we be awarded funding. All of our schools on campus have also made formalized agreements with local post-secondary institutions, colleges and universities. We currently have agreements with Union County College, Rutgers University, the New Jersey Institute of Technology, Kean University, University of Northwestern Ohio, and others. We would tap into these resources and experience as a means to creating similar relationships for the Simon Youth Academy as needed. Examples of existing formalized relationships UCVTS has developed are available upon request.

# **Employer Connections**

As we are a County Vocational-Technical institution, we plan on integrating career readiness practices into our course curriculum. For example, assignments regarding cover letter writing and resume creation can be incorporated into Language Arts lessons and both teaching staff, counseling staff and the administrator are present to assist with the further development of job ready skills. Additionally, we will be partnering with the Union County Workforce

Development Board who manages the Union County American Job Centers which are designed to assist youth and adults in training for and placement in local job opportunities. Through this partnership, individuals who work in the job centers managed through the UCWDB help students make connections with employers. Job fair information and employment opportunities are all supported through this partnership.

As a career and technical education institution, all of our staff are well trained in integrating National and State CTE standards and practices into our school culture via lesson plans, curricula, support services and other school functions.

# **Program Components**

#### Educational Services

The Simon Youth Academy is founded on the principle that students will earn their high school diploma. In addition to providing students with the opportunities to complete the required academic coursework to accomplish that mission and also to provide students with connections to job training and employment connections, students will also have access to a variety of inhouse supports and resources to ensure the success of each student. As mentioned previously, the program will only enroll about 20-30 students at any one time, staff will have the opportunity to provide individualized attention to students.

In an effort to effectively manage costs associated with maintaining a school, we plan on having two-part or full time certificated staff members, as funding dictates. Staff members will be hired to provide support in Language Arts and Mathematics, as these subjects are mandated NJSLA tested subjects. Where possible, we would like to seek out staff who hold teaching certificates in multiple disciplines so as to best provide tutoring and in-person instructional support for students. The importance of staff consistency is noted to best ensure student success. For this reason, expectations for the full time administrative staff member will include a great deal of one-on-one interaction with students which includes providing individualized supports/services where needed and possible. Administrative interaction with students will help reduce the student to teacher ratio to, at most 1:15. The inclusion of a certificated counselor will also help to reduce the student to teacher ratio.

Students will be enrolled in the school having had varying educational backgrounds, course completions, and progress towards the fulfillment of their graduation requirements. We therefore plan on using a blended learning approach where students will complete online

coursework, as supported by full or part time teachers who are on site to assist students with content mastery. Where there is overlap among courses needed and wherever possible, coursework will be offered and taught by certified staff members on site.

UCVTS has used the NJ Virtual School for other alternative education programs in district. In doing so, we have developed relationships where coursework and curricula can be customized and adapted to meet the needs of our individual students. Additionally, for traditional course settings, District curriculum are developed in-house, once again so that material can be adapted to meet the needs of students. It is our philosophy that learning should happen through connecting content to other disciplines, to specific jobs and careers, and to skills that are needed to be successful in life. We believe all course work should be given a context so that students find meaning in what they are learning. As our governing institution is a County Vocational-Technical institution, it is our intent to provide career training and access to specific industry skills and credentials wherever possible.

Again, as we are a County Vocational-Technical institution, we plan on integrating career readiness practices into our course curriculum. For example, assignments regarding cover letter writing and resume creation can be incorporated into Language Arts lessons and both teaching staff, counseling staff and the administrator are present to assist with the further development of job ready skills. Additionally, we will be partnering with the Union County Workforce Development Board who manages local Union County American Job Centers which are designed to assist youth and adults in training for and placement in local job opportunities. Through this partnership, individuals who work in the job centers managed through the UCWDB help students make connections with employers. Job fair information and employment opportunities are all supported through this partnership.

As a career and technical education institution, all of our staff are well trained in integrating National and State CTE standards and practices into our school culture via lesson plans, curricula, support services and other school functions.

An apprenticeship program is an agreement between an employer and an employee. As part of this agreement, the employer (sponsor) agrees to provide the employee (apprentice) with on the job training. The apprentice also agrees to attend related instructional classes for the length of the apprenticeship. UCVTS provides related instruction in many industry areas through the adult evening school. Certificates are awarded for successful completion of apprenticeships by both the US Department of Labor and the New Jersey Department of Labor and Workforce Development. The US Department of Labor Certificates are recognized nationally.

Apprenticeships connect employers looking for qualified workers with jobs seekers willing to enhance their skills. Apprentices combine on the job training with related classroom instruction to become highly qualified workers. There are more than 900 apprentice able occupations. Apprenticeships last four years depending on the occupation. These programs are designed to provide workers with on the job and theory based instruction in order to qualify for wage increases and advancements. In some cases, apprentices may earn college credit while attending skill based training.

#### Career Pathways

UCVTS has programs which educate students on more than 30 career pathways. A series of career assessments will be utilized to assist school personnel and students in discovering which pathways are a good fit for each student enrolled at the Simon Youth Academy. Through these assessments and getting to know each student and their individual circumstances, decisions

can be made regarding specific career training that can be explored and any relevant industry credentials or certifications that can be earned. Online courses for these career interests will be explored. Additionally, all existing UCVTS curriculum for the above mentioned career pathways are available to the students at Simon Youth. Depending on the student schedules and availability, we are interested in exploring the potential opportunity for students to enroll in available shared time programs at UCVTS while completing their academics at the Simon Youth facility. Career readiness practices will be integrated into all curriculum, not only to give students a context for the material they are learning, but also to make them aware of career interests that are a good fit for each student individually.

#### Work Experience

UCVTS currently has many partnerships in place with local businesses and industry professionals who provide training and work experience for students in a variety of ways including guest speakers, job shadowing and internship experiences. All of our schools have advisory boards, the members whom not only offer feedback for the growth of our programs, but also serve as providers for job opportunities for our students. The Simon Youth Academy will continue to foster successful relationships and form an advisory board to successfully serve our students in the same capacity. UCVTS is well experienced in creating these relationships and in providing students with formalized Structure Learning Experiences (SLEs) which give students the opportunity to directly experience the job world, with the support of a learning environment. We have partnered with industry professionals such as Novo Nordisk, Lexus Corporation, Grotto Engineering, and Community Access Corporation to name of few of many. We would like to tap into these resources and experience as a means to creating similar relationships for the Simon

Youth Academy. Examples of existing formalized relationships UCVTS has developed are available upon request.

A minimum of 20% of the funds will be spent on work experience. See below for a list of some of the uses for these funds.

# Work Experience Money (20%)

- 1. Registration fees for students and job opportunities
- 2. Equipment clothing/uniforms for jobs/internships and other work experiences
- 3. Fees for other job requirements such as drug testing, finger printing, etc.
- 4. Licensure and certification credential fees and registration
- 5. Assistance with transportation and food, may take the form of a stipend, bus pass, etc.
- 6. Guest speaker fees, field trip expenses including transportation, etc.
- 7. Resources for obtaining State Ids and Driver's Licenses
- Job coach/counselor salary (portion) for site visits, and assisting students access and acquire jobs.

Work Readiness, Financial Literacy, & Entrepreneurship Training

District curriculum are developed in-house, once again so that material can be adapted to meet the needs of students. It is our philosophy that learning should happen through connecting content to other disciplines, to specific jobs and careers, and to skills that are needed to be successful in life. We believe all course work should be given a context so that students find meaning in what they are learning. As our governing institution is a County Vocational-Technical institution, it is our intent to provide career training and access to specific industry skills and credentials wherever possible.

As we are a County Vocational-Technical institution, we plan on integrating career readiness practices into our course curriculum. For example, assignments regarding cover letter writing and resume creation can be incorporated into Language Arts lessons and both teaching staff, counseling staff and the administrator are present to assist with the further development of job ready skills.

Online learning environments come with a host of resources available to school administrators, including assessments and effective feedback which informs learning decisions. Well written course assignments and assessments allow school personnel to effective track and monitor student progress and mastery. The assessment and monitoring process will allow instructors, virtual or in-person, to adjust instruction and resources accordingly. Similarly, overall student needs assessments, career explorations, and student interview data will be regularly given so that the student education plans can be adjusted accordingly.

Practical activities will serve to create usable resources for students. For example, while at school, students will work to create resumes to be used for employment searches, participate in mock interviews, etc. Usable skills such as the below will be included in learning opportunities.

- 1. Identify and discuss what is expected of an intern on the job.
- 2. Recognize and address conflict in the workplace
- 3. Demonstrate mastery of basic oral communications skills
- 4. Demonstrate workplace appropriate non-verbal communication
- 5. Demonstrate basic mathematical and computational skills
- 6. Demonstrate knowledge of technology hardware and software
- 7. Identify and demonstrate "dress for success" principles such as good grooming, and good health.
- 8. Analyze how identifying your values, goals, standards, ethics, and resources can help you understand yourself better
- 9. Evaluate careers based on educational requirements, work hours, work conditions, pay, and personal lifestyles and goals
- 10. Create a resume to apply for your intern job.
- 11. Prepare a collection of examples of your work in a portfolio

- 12. Complete a job shadow experience
- 13. Complete a practice interview.
- 14. Describe the different forms of income and fringe benefits an employee can receive for doing a job
- 15. Prepare a budget
- 16. Balance a checkbook

The New Jersey Department of Education requires that all students take "at least 2.5 credits in financial, economic, business, and entrepreneurial literacy" in order to earn a high school diploma. Students at UCVTS take these credits through a combination of an online learning experience via Money University (<a href="https://moneyu.com/">https://moneyu.com/</a>), New Jersey Virtual School and teacher assigned supporting activities. All course work for this graduation requirement must meet State defined New Jersey Student Learning Standards – please see attachment E.

# Youth Development

Every student is encouraged to complete community service hours while attending the Simon Youth Academy through a variety of experiences. Simon Youth staff, particularly the counseling and administrative staff, will work to establish relationships with local community organizations that can help provide students with opportunities to become engaged in the community through specific initiatives. Examples of organizations which can be approached include, but are not limited to, food banks, autism events, cancer walks, Trinitas Hospital, local Elks Clubs, Veterans of Foreign Wars (VFW), town councils, the Board of Chosen Freeholders, American Cancer Society, and other area hospitals, etc.

As the staff to student ratio will allow for a great deal of one on one interaction, staff will serve as mentors to students. Additionally, contact with work based advisory board members will also be a source of providing adult mentoring opportunities to students. While the organization is still young, we are interested in initiating an alumni group with our recent graduates. A partnership between this group and the current Simon Youth Academy students

would potentially be an effective way of providing students with connections to people who have had similar experiences in life & the work force and who could provide very meaningful support for upon completing high school.

# Past Performance: (2 pages)

The Union County Vocational-Technical Institute is a public school district comprised of 5 full time high schools, a shared time high school, and adult post-secondary and continuing education institution and a full time alternative education program – names listed as follows.

#### **Union County Vocational-Technical School District:**

- Academy for Allied Health Sciences (Full Time)
- Academy for Information Technology (Full Time)
- Academy for Performing Arts (Full Time)
- Union County Magnet High School for Science, Mathematics, and Technology (Full Time)
- Union County Technical High School (Full Time)
- Union County Career and Technical Institute (Shared Time)
- Union County Adult Post-Secondary and Adult Continuing Education (Adult, as scheduled)
- Raymond J. Lesniak Experience, Strength, and Hope Recovery High School- a Simon Youth Academy (Alternative)
- Simon Youth Academy at the Mills at Jersey Gardens (Alternative)

UCVTS is designed to provide career and technical education to different types of students, through a variety of programs. UCVTS has proven itself to be successful in its commitment to providing programs which serve students with a variety of educational needs. Students who attend our vocational programs all exit having completed a sequence of coursework as related to a specific career pathway, as well as one or more industry credentials and certifications. Our

programs include competitive admissions based college preparatory programs, shared time programs — where students still attend their sending district for academics, adult post-secondary programs — including State approved apprenticeships, and an alternative education program intended for students who are recovering from substance abuse and addiction. The Recovery High School is the first of its kind in New Jersey and after having been opened in 2015, we are pleased to say that ten students have successfully graduated from this program to date and a projected seven for this school year. The Simon Youth Academy successfully enrolled thirty students this academic year. Ten students will graduate in 2020, fifteen will progress to the next grade, and 5 have progressed accordingly due to half time status or an altered schedule. In 2019, we had thirty students enrolled and seven graduates. Simon Youth Academy has also received supportive services in the past from a variety of community partners. Services include but not limited to; paid internships, job skills, childcare, prenatal care, tutoring, driving lessons, hygiene kits, bus passes, yoga, mental health groups, life skills and leadership classes.

While we do receive some federal and state grant funds, UCVTS is funded through multiple revenue sources, including NJ State aide, the county tax levy, and tuition paid to us by the sending districts. Please see attachment F for a listing of our specific revenue sources.

Internal performance measures of success include, but are not limited to the following:

- Student grades
- Teacher evaluation, following Achieve NJ regulations
- Parent, faculty, and student surveys, sending district surveys
- Student enrollment numbers
- Graduation rate
- Retention rate

External performance measures of success include, but are not limited to the following:

- Standardized testing scores (NJSLA, SAT/ACT, NJBCT, Advanced Placement, etc.)
- Industry certificate and credential obtainment
- NJQSAC

- College and post-secondary acceptance rate
- NJ School Performance Reports
- Third Party Media Ranking such as Newsweek and US World News and Reports
- Mandated Annual Fiscal Auditing

UCVTS has consistently and successfully adapted our program offerings to stay current with changing industry fields, changing workforce skills, and changing populations of students, while still remaining true to our mission; to provide career and technical education to residents of Union County. We see the fruits of our focus and development reflected in our growth to a student body of more than 2,000 and with about 200 staff and faculty employed by the district. Our programs have developed an excellent reputation, as evidenced by the success of our students, once they exit our programs.

# **Budget Narrative:** (No limit)

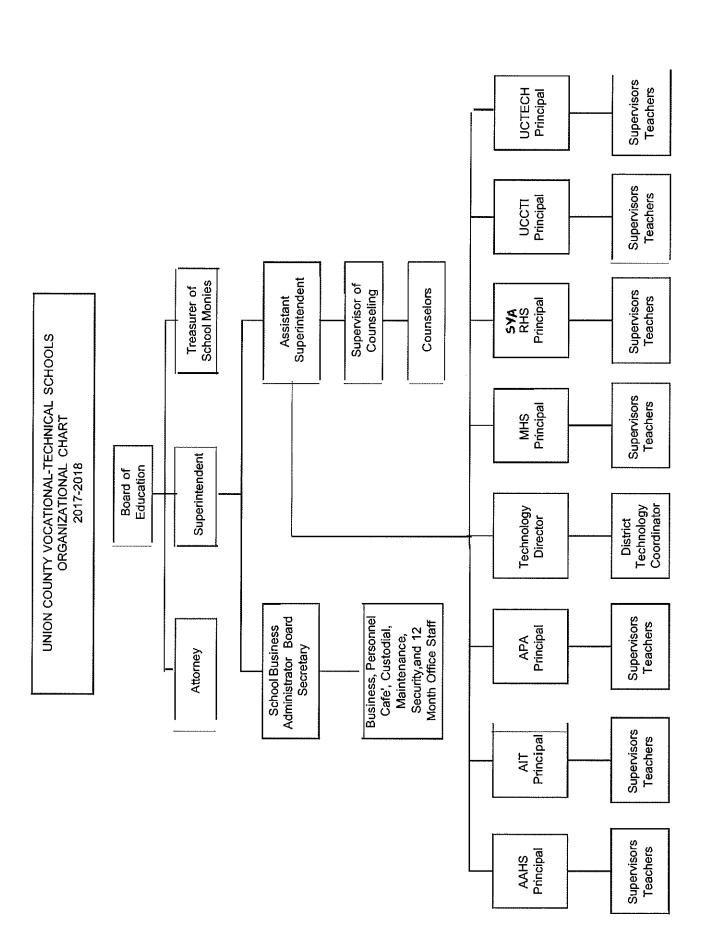
Please find below a chart which details a line by line explanation of the need for each line item included in the attached budget (Attachment C). It is noted that this budget would account for one school year; adjusting and supplementing where needed, months would be adjusted depending on start date. Calculations for salary are based upon pre-existing contracts which the Board of Education of the Union County Vocational-Technical School District has with its bargaining units. Calculations for software needs are based upon current contracts which the district holds with various vendors and providers. Cost categories are also detailed in the chart included below.

Line Item	Dollar Amount	Justification
Instructional Staff	\$52,000.00	Instructors will serve to provide individualized support for online learning, as well as assist in integrated career and job skills into instruction wherever possible.
Professional Services	\$17,400.00	A relationship will be established with an NJ State approved online learning institution like the NJ Virtual School. Courses will be established based upon individual student need after review of

		transcripts. Other support services, such as Child
		Study Members and other special education
		resources, will be provided as needed.
Technology/Equipment	\$20,000.00	Computers, printers, and other equipment as needed to support instruction.
Miscellaneous Expenditure – Work Experience and Related Supplies (20%)	\$66,600.00	Used to support student job exposure and work experience. Examples include, but are not limited to the following: Registration fees for students and job opportunities, Equipment clothing/uniforms for jobs/internships and other work experiences, Fees for other job requirements such as drug testing, finger printing, etc., Licensure and certification credential fees and registration, Assistance with transportation and food, may take the form of a stipend, bus pass, etc., Guest speaker fees, field trip expenses – including transportation, etc., Resources for obtaining State Ids and Driver's Licenses
Non-Instructional Support Staff	\$39,000.00	Counseling and nursing services. Counseling staff will review transcripts, assist in creating individualized student plans, administering needs and career assessments, and provide counseling services when needed. Nursing services will be sub-contracted on an as-needed basis.
Instructional Supplies	\$6,000.00	Textbooks, paper, periodical subscriptions, and other needs to support instruction.
Non-Instructional Supplies	\$14,000.00	Resources need for effective administration of programs such as copiers, office supplies, paper, etc.
Supervisor	\$92,000.00	Full-time administrator available to oversee all daily operations, and monitor student progress towards completion of their high school diploma, including curriculum review and staff evaluation. The administrator will be responsible for the oversight of developing a community network to help provide work experiences and opportunities for all students.
Fringe Benefits (Healthcare, Rx, Dental)	\$26,000.00	As per a pre-existing negotiated employment contract, fringe benefits are to include healthcare, prescription and dental coverage.
In-kind Admin/Support Staff	\$25,000.00	To provide oversight of all Simon Youth Academy Operations as part of UCVTS, including access to the business office, network and technology support, curriculum and Board of Education approval, State mandated data reporting.
In-kind Instructional Supplies and Software	\$8,300.00	Access to all district operational software.  Examples include, but are not limited to budgetary

software, Student Information System,
Standardized Testing Systems – including industry
credential, Teacher Evaluation, etc.

Organizational Chart



# Most Recent Financial Audit

Comprenensive report is included as a separate document due to Size.

# Auditor's Management Report

for the

# Union County Vocational -Technical Schools

in the

County of Union New Jersey

for the

Fiscal Year Ended June 30, 2019

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## AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE FINDINGS-FINANCIAL AND COMPLIANCE

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# SUPLEE, CLOONEY & COMPANY CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122 Telephone 908-789-9300 Fax 908.789.8535 E-mail info@scnco.com

#### INDEPENDENT AUDITOR'S REPORT

Honorable President and Members of the Board of Education Union County Vocational-Technical Schools County of Union Scotch Plains, New Jersey 07076

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Union County Vocational-Technical Schools in the County of Union, New Jersey, and have issued our report dated November 27 2019.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information of the Union County Vocational-Technical Schools, County of Union, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

November 27, 2019

#### 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 Union County Vocational-Technical Schools - Board of Education, 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 in the District's CAFR. (See Exhibit J-20)

#### Official Bonds

NAME	POSITION	AMOUNT OF BOND
Joanne Wilson	Treasurer of School Monies	\$250,000.00
Janet Behrmann	Business Administrator	\$250,000.00
All Employees	All Employee Blanket Position Bond	\$500,000.00

Adequacy of insurance coverage is the responsibility of the Board of Education.

#### Financial Planning, Accounting and Reporting

#### **Examination of Claims**

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

#### **Payroll Accounts**

The net salaries of all employees of the Board were deposited in the Net 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, including health benefits premium Amounts withheld due to the general fund.

Payrolls were delivered to the treasurer of school moneys with a warrant made to his order for the full amount of each payroll.

#### **Position Control Roster**

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

#### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2019 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: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. 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**

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

**2019-01 Finding**: We noted that the Commission for the Blind state aid deduction was not recorded as a revenue and expense on the Districts accounting records. The Financial Statements were adjusted to properly reflect the revenues and expenses related to the state aid deduction.

**2019-01 Recommendation**: That the District record all state aid deductions on its accounting records.

#### Treasurer's Records

The records maintained by the Treasurer of School Monies were in satisfactory condition and were in agreement with the records maintained by the Board Secretary/Business Administrator.

### Elementary and Secondary Education Act (E.S.E.A.) as amended by Every Student Succeeds Act (ESSA)

The E.S.E.A. 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.

#### T.P.A.F. Reimbursement

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

The amount of the expenditure charged to the current year's Final Report for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district 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-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 \$29,000.00, 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 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 is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L. 1971 c. 198 (C.40A:11-9) the board of education may establish that the bid threshold may be up to \$40,000.00. Such authorization may be granted for each contract for 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 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.A. 18A:18A-2 and shall round the adjustment to the nearest \$1,000.00. 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 1of every year in which it is made. 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. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

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

N.J.S.A.18A: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 board of education may, by resolution approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2015, the bid threshold in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) is \$29,000.00 or up to \$40,000.00 if the entity has a Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$19,000.00.

#### 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 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.

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

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

The system of records did not provide for an accumulation of purchases for which the School Board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 124, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

#### **School Food Service**

The school food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

In addition, we inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The statement of revenues, expenses and charges in fund net position (CAFR exhibit B-5) does separate program and non-program revenue and program and non-program costs of goods sold.

#### Student Body Activities

The records for the Student Body Activities were maintained in satisfactory condition.

#### **Pupil Transportation**

Our procedures included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

#### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2018 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 without exception. The information that was included on the workpapers was verified without exception. 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.

#### **Facilities and Capital Assets**

The records of the capital assets and facilities were in satisfactory condition.

#### **Miscellaneous**

#### Testing for Lead of Drinking Water in Educational Facilities

The school district adhered to the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

#### Follow-Up on Prior Year's Findings

In accordance with governmental auditing standards, our procedures included a review of all prior year recommendations. The items noted on the following page with an '\*' is a repeat unresolved item.

#### Recommendations

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	None
2.	Financial Planning, Accounting and Reporting
	*2019-01: That the District record all state aid deductions on its accounting records.

3. School Purchasing Program

1. Administrative Practices and Procedures

None

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

None

9. Miscellaneous

None

10. Status of Prior Year's Findings/Recommendations

In accordance with <u>Government Auditing Standards</u>, our procedures included a review of status of prior year audit recommendations. Items notated above with an '\* are repeated/unresolved findings.

# UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF October 15, 2018

	×	2019-20 Application for State School Aid (10/15/18 data)	ion for State	e School Aid	10/15/18 d	ata)			ple for Ve	Sample for Verification			Priva	te School 1	Private School for Disabled	
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Full Day Preschool 4 years old					0	0					0	0				
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Full Day Kindergarten					0	0					0	0				
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UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL ALD SUMMARY
ENROLLMENT AS OF October 15, 2018

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	Івсоше	пооще	enors	workpapers	Kegister	ETGIS	all Comme	UECUME	Series	Workpapers	Kegister	ETTOS
Half Day Preschool 3 years old			0			٥			٥			0
Half Day Preschool 4 years old			0			٥			٥			0
Half Day Kindergarten			0			•			0			0
Full Day Kindengarten			<b>6</b>			0			0			0
One			0 0			0 0			0 0			0 0
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Adult H.S. (15+CR.)			0			0			۰ ۰			0 (
Adult H.S. (1-14 CR.)	ě	2	0 8	;	9	0 0	ć	ć	<b>O</b>			0 0
County Vocational - Regular	25.0	254.0	000	110	110		3 6	e e	3 6	c	c	
	77.7	T. 107	25	911		,					,	
Sp. Ed - Elementary			•			0			0			0
Sp. Ed. Middle School	9	9	0 6	ç	ş	0 0	ď	ď	9 6		•	9 6
Sp. Ed - ALT VOC High School	3		8	}	}	0	•	}	8			0.0
•												Ì
Subtotal	0.09	90.0	0.0	ନ	8	0	0.5	0.5	0.0	0.0	0	0.0
Totals	311	311	0.0	149	149	0	0.5	0.5	0.0	0.0	0	0.0
Percentage Error			0.00%			0.00%			0.00%			0.00%
			Transportation	atton								
	Deported on	Department on	,									
	DRTRS by	DRTRS by	1		!	ı						
	DOE/county	District	Emark	Tested	Verified	ETTORS						
Red Public Students, col. 1	Υ/A	Ϋ́N	0	¥2	N/A	٥						
Reg Sp. Ed., col. 4	N/A	A'N	0	¥2	N/A	0						
Transported Non-Public, col. 2	Ϋ́	W.A	0	XX	A/A	•						
Special Needs, col. 13	Y/A	W.A	٥	NA NA	§	0					2	Decelordand
Totals	-	,		,		•			i	,	Keported	Kecalculated
			1000			à	Reg Avg. (Miles	Reg Avg (Mileage) ** Regular including Grade PK students (Part A)	ing Grade P.	students (Part A)	¥	<b>4</b> 9 2
Percentage Error			800			R	Spec Ang. * Sp	Neg Ave. (missees) - Negaria Evidiumig Or. Spec Avg. * Special Ed with Special Needs	Speck		Ž	X.

# UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS BOARD OF EDUCATION APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2018

	Reside	Resident ELL NOT Low Income	псот	Sar	Sample for Verification	5
	Reported on A.S.S.A. as NOT Low	Reported on Workpapers as NOT Low Income	H	Sample Selected from Worknapers	Verified to Application and Register	Sample
	2 2 2		251	MOINTANCIS	and register	2017
Half Day Preschool Full Day Preschool			00			00
Half Day Kindegarten Full Day Kindernarten			00			00
One			0 (			0 (
Two Three			50			<b>0</b>
Four			0 (			0 (
FIVE Siv			<b>-</b>			<b>&gt;</b> C
Seven			• •			o 0
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Nine			0			0
Ten			0			0
Eleven			0			0
Twelve			0			0
Post-Graduate			0			0
Adult H.S. (15+CR.)			0			0
Adult H.S. (1-14 CR.)			0			0
Subrotal	>	•	>	•	•	5
Special Ed - Elementary Special Ed - Middle			00			00
Special Ed - High Subtotal	0	0	0	0	0	0
Co. Voc Regular			0.0			
Co. voc. Ft. Post sec. Totals	0.0	0	0.0	0.0	0	0
Percentage Emor			%00.0		, ,	0.00%

#### UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

#### SCHEDULE OF CALCULATION OF EXCESS SURPLUS

#### FOR THE FISCAL YEAR ENDED JUNE 30, 2019

#### Section 1-6% Calculation of Excess Surplus

2018-19 General Fund Expenditures per the CAFR (Exhibit C-1)			\$	27,587,399.29
Decreased by: On-Behalf TPAF Pension and Social Security Assets Acquired Under Capital Leases	\$ -	3,839,992.27 115,537.51	•	3,955,529.78
Adjusted 2018-19 General Fund Expenditures			\$	23,631,869.51
6% of Adjusted 2018-19 General Fund Expenditures			\$	1,417,912.17
Greater of 6% or \$250,000 Maximum Unreserved/Undesignated Fund Balance	\$	1,417,912.17	\$	1,417,912.17
Section 2 Total General Fund Balances at June 30, 2019 (Exhibit C-1) Decreased by:			\$	7,485,600.30
Year End Encumbrances Legally Restricted Excess Surplus - Designated for Subsequen Year's Expenditures Other Restricted Fund Balances Assigned Fund Balances Unreserved- Designated for	\$ t	1,472,347.09 160,160.71 2,351,337.03		
Subsequent Years Expenditures  Total Unassigned Fund Balance	-	999,999.29	- \$	4,983,844.12 2,501,756.18
Section 3 Restricted Fund Balance - Excess Surplus			\$	1,083,844.01
Recapitulation of Excess Surplus at June 30, 2019 Reserved Excess Surplus - Designated for Subsequent Year's Expenditures			\$	160,160.71
Reserved Excess Surplus Total			\$	1,083,844.01 1,244,004.72
Detail of Other Restricted Fund Balance: Capital Reserve			\$	2,351,337.03



#### UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS

1776 Raritan Road, Scotch Plains, New Jersey 07076-2997 (908)889-8288, Ext. 115 Fax: (908)889-7324 www.ucvts.org

PRESIDENT Jean Perkins

VICE PRESIDENT Jon-Henry Barr

BOARD MEMBERS
Denise Platnockha
Phyllis Mirabella
Daryl Palmieri
Interim Executive County
Superintendent of Schools

SUPERINTENDENT Mrs. Gwendolyn S. Ryan

BOARD SECRETARY
Janet Belirmann

BOARD ATTORNEY Robert F. Varady, Esq.

#### **EXTRACT OF OFFICIAL MINUTES**

THIS IS A CERTIFIED TRUE COPY of a resolution adopted at the Regular Board Meeting of the Union County Vocational-Technical School District Board of Education held at 6:00 p.m. on Monday, December 16, 2019.

\*\*\*\*\*

Roll Call:

Present - Mrs. Mirabella, Mrs. Piatnochka, Mr. Palmieri, Mr. Barr and Mrs.

Perkins

Absent (Excused) - None

Resolution:

RESOLVED, that the Board of Education approve the attached Corrective Action Plan, for the 2018-2019 school year fiscal audit, and as per the recommendation made by Suplee, Clooney and Company, the District's auditing firm, as

recommended by the Superintendent. (See Attachment G.)

Moved by Mrs. Mirabella and Seconded by Mr. Barr

Vote:

Ayes: Mrs. Mirabella, Mrs. Piatnochka, Mr. Barr and Mrs. Perkins

Nays: None

Abstains: Mr. Palmieri

I, Janet Behrmann, Board Secretary of the Union County Vocational-Technical School District Board of Education in the County of Union and State of New Jersey, hereby certify that the foregoing extract form the minutes of the meeting of the Union County Vocational-Technical School District Board of Education duly called and held on December 16, 2019 has been compared by me with the original minutes as officially recorded in my office in the minutes book of said Union County Vocational-Technical School District Board of Education is true complete copy thereof and of the whole of said original minutes so far as the same related to the subject matter referred to in said extract. In witness I have here unto set my hand and affixed the corporate seal of the Union County Vocational-Technical School District Board of Education this 23<sup>rd</sup> day of December, 2019.

ATTEST:

(Janet) Behrmann, Board Secretary

December 16, 2019

## Proposed Budget

Proposed Line Item Budget	Projected Budget	Non- Federal In-Kind Resources	Total Projected Budget
Simon Youth Academy Operator RFP			
Agency Name: Union County			
Vocational-Technical School District			
Administration (Sup., Ast.Sup, BA, Dir. Of Tech)		\$20,000.00	\$20,000.00
Supervisor	\$92,000.00		\$92,000.00
Fringe Benefits (Healthcare, Rx, Dental)	\$26,000.00		\$26,000.00
Instructional Staff	\$52,000.00		\$52,000.00
Non-Instructional Support Staff	\$39,000.00	\$5,000.00	\$44,000.00
Non-Instructional Supplies	\$14,000.00		\$14,000.00
Instructional Supplies	\$6,000.00	\$3,300.00	\$9,300.00
Professional Services	\$17,400.00		\$43,400.00
Miscellaneous Expenditure – Work Experience and Related Supplies (20%)	\$66,600.00		\$66,600.00
Technology/Equipment	\$20,000.00		\$20,000.00
Technology Software		\$5,000.00	\$5,000.00
Sub-total Sub-total	\$333,000.00	\$33,300.00	\$366,300.00

### Cost Allocation Plan

Line Item	Dollar Amount	Justification
Instructional Staff	\$52,000.00	Instructors will serve to provide individualized support for online learning, as well as assist in integrated career and job skills into instruction wherever possible.
Professional Services	\$17,400.00	A relationship will be established with an NJ State approved online learning institution like the NJ Virtual School. Courses will be established based upon individual student need after review of transcripts. Other support services, such as Child Study Members and other special education resources, will be provided as needed.
Technology/Equipment	\$20,000.00	Computers, printers, and other equipment as needed to support instruction.
Miscellaneous Expenditure – Work Experience and Related Supplies (20%)	\$66,600.00	Used to support student job exposure and work experience. Examples include, but are not limited to the following: Registration fees for students and job opportunities, Equipment clothing/uniforms for jobs/internships and other work experiences, Fees for other job requirements such as drug testing, finger printing, etc., Licensure and certification credential fees and registration, Assistance with transportation and food, may take the form of a stipend, bus pass, etc., Guest speaker fees, field trip expenses – including transportation, etc., Resources for obtaining State Ids and Driver's Licenses
Non-Instructional Support Staff	\$39,000.00	Counseling and nursing services. Counseling staff will review transcripts, assist in creating individualized student plans, administering needs and career assessments, and provide counseling services when needed. Nursing services will be sub-contracted on an as-needed basis.
Instructional Supplies	\$6,000.00	Textbooks, paper, periodical subscriptions, and other needs to support instruction.
Non-Instructional Supplies	\$14,000.00	Resources need for effective administration of programs such as copiers, office supplies, paper, etc.
Supervisor	\$92,000.00	Full-time administrator available to oversee all daily operations, and monitor student progress towards completion of their high school diploma, including curriculum review and staff evaluation. The administrator will be responsible for the oversight of developing a community network to

		help provide work experiences and opportunities for all students.
Fringe Benefits (Healthcare, Rx, Dental)	\$26,000.00	As per a pre-existing negotiated employment contract, fringe benefits are to include healthcare, prescription and dental coverage.
In-kind Admin/Support Staff	\$25,000.00	To provide oversight of all Simon Youth Academy Operations as part of UCVTS, including access to the business office, network and technology support, curriculum and Board of Education approval, State mandated data reporting.
In-kind Instructional Supplies and Software	\$8,300.00	Access to all district operational software. Examples include, but are not limited to budgetary software, Student Information System, Standardized Testing Systems – including industry credential, Teacher Evaluation, etc.

# New Jersey Student Learning Standards Financial Literacy

	9.1 PERSONAL FINANCIAL LITERACY
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND A:	INCOME AND CAREERS
NUMBER	STANDARD STATEMENT
9.1.12.A.10	Demonstrate how exemptions and deductions can reduce taxable income.
9.1.12.A.11	Explain the relationship between government programs and services and taxation.
9.1.12.A.12	Explain how compulsory government programs (e.g., Social Security, Medicare) provide insurance against some loss of income and benefits to eligible recipients.
9.1.12.A.13	Analyze the impact of the collective bargaining process on benefits, income, and fair labor practice.

9.1 PERSONAL FINANCIAL LITERACY		
CONTENT AREA:	21st CENTURY LIFE AND CAREERS	
STRAND B:	MONEY MANAGEMENT	
NUMBER	STANDARD STATEMENT	
	By the end of Grade 4, students will be able to:	
9.1.4.B.1	Differentiate between financial wants and needs.	
9.1.4.B.2	Identify age-appropriate financial goals.	
9.1.4.B.3	Explain what a budget is and why it is important.	
9.1.4.B.4	Identify common household expense categories and sources of income.	
9.1.4.B.5	Identify ways to earn and save.	
	By the end of Grade 8, students will be able to:	
9.1.8.B.1	Distinguish among cash, check, credit card, and debit card.	
9.1.8.B.2	Construct a simple personal savings and spending plan based on various sources of income.	
9.1.8.B.3	Justify the concept of "paying yourself first" as a financial savings strategy.	
9.1.8.B.4	Relate the concept of deferred gratification to [investment,] meeting financial goals, and building wealth.	
9.1.8.B.5	Explain the effect of the economy on personal income, individual and family security, and consumer decisions.	
9.1.8.B.6	Evaluate the relationship of cultural traditions and historical influences on financial practice.	
9.1.8.B.7	Construct a budget to save for long-term, short-term, and charitable goals.	
9.1.8.B.8	Develop a system for keeping and using financial records.	
9.1.8.B.9	Determine the most appropriate use of various financial products and services (e.g., ATM, debit cards, credit cards, check books).	
9.1.8.B.10	Justify safeguarding personal information when using credit cards, banking electronically, or filing forms.	
9.1.8.B.11	Evaluate the appropriate financial institutions to assist with meeting various personal financial needs and goals.	
	By the end of Grade 12, students will be able to:	
9.1.12.B.1	Prioritize financial decisions by systematically considering alternatives and possible consequences.	
9.1.12.B.2	Compare strategies for saving and investing and the factors that influence how much should be saved or invested to meet financial goals.	
9.1.12.B.3	Construct a plan to accumulate emergency "rainy day" funds.	

	9.1 PERSONAL FINANCIAL LITERACY
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND B:	MONEY MANAGEMENT
NUMBER	STANDARD STATEMENT
9.1.12.B.4	Analyze how income and spending plans are affected by age, needs, and resources.
9.1.12.B.5	Analyze how changes in taxes, inflation, and personal circumstances can affect a personal budget.
9.1.12.B.6	Design and utilize a simulated budget to monitor progress of financial plans.
9.1.12.B.7	Explain the meaning of income tax, describe how it is calculated, and analyze its impact on one's personal budget.
9.1.12.B.8	Describe and calculate interest and fees that are applied to various forms of spending, debt, and saving.
9.1.12.B.9	Research the types and characteristics of various financial organizations in the community (e.g., banks, credit unions, check-cashing stores, et. al.).
9.1.12.B.10	Develop a plan that uses the services of various financial institutions to meet personal and family financial goals.

9.1 PERSONAL FINANCIAL LITERACY		
CONTENT AREA:	21st CENTURY LIFE AND CAREERS	
STRAND C:	CREDIT AND DEBT MANAGEMENT	
NUMBER	STANDARD STATEMENT	
	By the end of Grade 4, students will be able to:	
9.1.4.C.1	Explain why people borrow money and the relationship between credit and debt.	
9.1.4.C.2	Identify common sources of credit (e.g., banks, credit card companies) and types of credit (e.g., loans, credit cards, mortgages).	
9.1.4.C.3	Compare and contrast credit cards and debit cards and the advantages and disadvantages of using each.	
9.1.4.C.4	Determine the relationships among income, expenses, and interest.	
9.1.4.C.5	Determine personal responsibility related to borrowing and lending.	
9.1.4.C.6	Summarize ways to avoid credit problems.	
	By the end of Grade 8, students will be able to:	
9.1.8.C.1	Compare and contrast credit cards and debit cards and the advantages and disadvantages of using each.	
9.1.8.C.2	Compare and contrast the financial products and services offered by different types of financial institutions.	
9.1.8.C.3	Compare and contrast debt and credit management strategies.	
9.1.8.C.4	Demonstrate an understanding of the terminology associated with different types of credit (e.g., credit cards, installment loans, mortgages) and compare the interest rates associated with each.	
9.1.8.C.5	Calculate the cost of borrowing various amounts of money using different types of credit (e.g., credit cards, installment loans, mortgages).	
9.1.8.C.6	Determine ways to leverage debt beneficially.	
9.1.8.C.7	Determine potential consequences of using "easy access" credit (e.g., using a line of credit vs. obtaining a loan for a specific purpose).	
9.1.8.C.8	Explain the purpose of a credit score and credit record, and summarize borrowers' credit report rights.	
9.1.8.C.9	Summarize the causes and consequences of personal bankruptcy.	
9.1.8.C.10	Determine when there is a need to seek credit counseling and appropriate times to utilize it.	

	9.1 PERSONAL FINANCIAL LITERACY	
CONTENT AREA:	21st CENTURY LIFE AND CAREERS	
STRAND C:	CREDIT AND DEBT MANAGEMENT	
NUMBER	STANDARD STATEMENT	
	By the end of Grade 12, students will be able to:	
9.1.12.C.1	Compare and contrast the financial benefits of different products and services offered by a variety of financial institutions.	
9.1.12.C.2	Compare and compute interest and compound interest and develop an amortization table using business tools.	
9.1.12.C.3	Compute and assess the accumulating effect of interest paid over time when using a variety of sources of credit.	
9.1.12.C.4	Compare and contrast the advantages and disadvantages of various types of mortgages.	
9.1.12.C.5	Analyze the information contained in a credit report and explain the importance of disputing inaccurate entries.	
9.1.12.C.6	Explain how predictive modeling determines "credit scores."	
9.1.12.C.7	Analyze the rights and responsibilities of buyers and sellers under consumer protection laws.	
9.1.12.C.8	Identify the types and characteristics of predatory lending practices (e.g., payday loans, car title loans, high-risk mortgages).	
9.1.12.C.9	Evaluate the implications of personal and corporate bankruptcy for self and others.	

	9.1 PERSONAL FINANCIAL LITERACY
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND D:	PLANNING, SAVING, AND INVESTING
NUMBER	STANDARD STATEMENT
	By the end of Grade 4, students will be able to:
9.1.4.D.1	Determine various ways to save.
9.1.4.D.2	Explain what it means to "invest."
9.1.4.D.3	Distinguish between saving and investing.
	By the end of Grade 8, students will be able to:
9.1.8.D.1	Determine how saving contributes to financial well-being.
9.1.8.D.2	Differentiate among various savings tools and how to use them most effectively.
9.1.8.D.3	Differentiate among various investment options.
9.1.8.D.4	Distinguish between income and investment growth.
9.1.8.D.5	Explain the economic principle of supply and demand.
	By the end of Grade 12, students will be able to:
9.1.12.D.1	Calculate short- and long-term returns on various investments (e.g., stocks, bonds, mutual funds, IRAs, deferred pension plans, and so on).
9.1.12.D.2	Assess the impact of inflation on economic decisions and lifestyles.
9.1.12.D.3	Summarize how investing builds wealth and assists in meeting long- and short-term financial goals.
9.1.12.D.4	Assess factors that influence financial planning.
9.1.12.D.5	Justify the use of savings and investment options to meet targeted goals.
9.1.12.D.6	Analyze processes and vehicles for buying and selling investments.
9.1.12.D.7	Explain the risk, return, and liquidity of various savings and investment alternatives.
9.1.12.D.8	Explain how government and independent financial services and products are used to achieve personal financial goals.
9.1.12.D.9	Relate savings and investment results to achievement of financial goals.
9.1.12.D.10	Differentiate among various investment products and savings vehicles and how to use them most effectively.
9.1.12.D.11	Assess the role of revenue-generating assets as mechanisms for accruing and managing wealth.
9.1.12.D.12	Compare and contrast the past and present role of government in the financial industry and in the regulation of financial markets.

	9.1 PERSONAL FINANCIAL LITERACY
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND D:	PLANNING, SAVING, AND INVESTING
NUMBER	STANDARD STATEMENT
9.1.12.D.13	Determine the impact of various market events on stock market prices and on other savings and investments.
9.1.12.D.14	Evaluate how taxes affect the rate of return on savings and investments.
9.1.12.D.15	Analyze how savings, retirement plans, and other investment options help to shift current income for purposes of tax reporting and filing.

	9.1 PERSONAL FINANCIAL LITERACY
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND E:	BECOMING A CRITICAL CONSUMER
NUMBER	STANDARD STATEMENT
	By the end of Grade 4, students will be able to:
9.1.4.E.1	Determine factors that influence consumer decisions related to money.
9.1.4.E.2	Apply comparison shopping skills to purchasing decisions.
	By the end of Grade 8, students will be able to:
9.1.8.E.1	Explain what it means to be a responsible consumer and the factors to consider when making consumer decisions.
9.1.8.E.2	Identify personal information that should not be disclosed to others and the possible consequences of doing or not doing so.
9.1.8.E.3	Compare and contrast product facts versus advertising claims.
9.1.8.E.4	Prioritize personal wants and needs when making purchases.
9.1.8.E.5	Analyze interest rates and fees associated with financial services, credit cards, debit cards, and gift cards.
9.1.8.E.6	Compare the value of goods or services from different sellers when purchasing large quantities and small quantities.
9.1.8.E.7	Evaluate how fraudulent activities impact consumers, and justify the creation of consumer protection laws.
9.1.8.E.8	Recognize the techniques and effects of deceptive advertising.
	By the end of Grade 12, students will be able to:
9.1.12.E.1	Evaluate the appropriateness of different types of monetary transactions (e.g., electronic transfer, check, certified check, money order, gift card, barter) for various situations.
9.1.12.E.2	Analyze and apply multiple sources of financial information when prioritizing financial decisions.
9.1.12.E.3	Determine how objective, accurate, and current financial information affects the prioritization of financial decisions.
9.1.12.E.4	Evaluate how media, bias, purpose, and validity affect the prioritization of consumer decisions and spending.
9.1.12.E.5	Evaluate business practices and their impact on individuals, families, and societies.
9.1.12.E.6	Evaluate written and verbal contracts for essential components and for obligations of the lender and borrower.
9.1.12.E.7	Apply specific consumer protection laws to the issues they address.
9.1.12.E.8	Relate consumer fraud, including online scams and theft of employee time and goods, to laws that protect consumers.

9.1 PERSONAL FINANCIAL LITERACY	
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND E:	BECOMING A CRITICAL CONSUMER
NUMBER	STANDARD STATEMENT
9.1.12.E.9	Determine when credit counseling is necessary and evaluate the resources available to assist consumers who wish to use it.
9.1.12.E.10	Determine reasons for the increase of identity theft worldwide and evaluate the extent to which victims of identity theft are successful in fully restoring their personal identities.

	9.1 PERSONAL FINANCIAL LITERACY
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND F:	CIVIC FINANCIAL RESPONSIBILITY
NUMBER	STANDARD STATEMENT
	By the end of Grade 4, students will be able to:
9.1.4.F.1	Demonstrate an understanding of individual financial obligations and community financial obligations.
9.1.4.F.2	Explain the roles of philanthropy, volunteer service, and charitable contributions, and analyze their impact on community development and quality of living.
	By the end of Grade 8, students will be able to:
9.1.8.F.1	Explain how the economic system of production and consumption may be a means to achieve significant societal goals.
9.1.8.F.2	Examine the implications of legal and ethical behaviors when making financial decisions.
9.1.8.F.3	Relate the impact of business, government, and consumer fiscal responsibility to the economy and to personal finance.
	By the end of Grade 12, students will be able to:
9.1.12.F.1	Relate a country's economic system of production and consumption to building personal wealth and achieving societal responsibilities.
9.1.12.F.2	Assess the impact of emerging global economic events on financial planning.
9.1.12.F.3	Analyze how citizen decisions and actions can influence the use of economic resources to achieve societal goals and provide individual services.
9.1.12.F.4	Summarize the purpose and importance of a will.
9.1.12.F.5	Compare and contrast the role of philanthropy, volunteer service, and charities in community development and quality of life in a variety of cultures.
9.1.12.F.6	Explain the concept and forms of taxation and justify the use of taxation to fund public activities and initiatives.

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	9.1 PERSONAL FINANCIAL LITERACY
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND G:	INSURING AND PROTECTING
NUMBER	STANDARD STATEMENT
	By the end of Grade 4, students should be able to:
9.1.4.G.1	Describe how valuable items might be damaged or lost and ways to protect them.
	By the end of Grade 8, students will be able to:
9.1.8.G.1	Explain why it is important to develop plans for protecting current and future personal assets against loss.
9.1.8.G.2	Determine criteria for deciding the amount of insurance protection needed.
9.1.8.G.3	Analyze the need for and value of different types of insurance and the impact of deductibles.
9.1.8.G.4	Evaluate the need for different types of extended warranties.
	By the end of Grade 12, students will be able to:
9.1.12.G.1	Analyze risks and benefits in various financial situations.
9.1.12.G.2	Differentiate between property and liability insurance protection.
9.1.12.G.3	Compare the cost of various types of insurance (e.g., life, homeowners, motor vehicle) for the same product or service, given different liability limits and risk factors.
9.1.12.G.4	Evaluate individual and family needs for insurance protection using opportunity-cost analysis.
9.1.12.G.5	Differentiate the costs and benefits of renter's and homeowner's insurance.
9.1.12.G.6	Explain how to self-insure and how to determine when self-insurance is appropriate.
9.1.12.G.7	Determine when and why it may be appropriate for the government to provide insurance coverage, rather than private industry.

	9.2 CAREER AWARENESS, EXPLORATION, AND PREPARATION
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND A:	CAREER AWARENESS
NUMBER	STANDARD STATEMENT
	By the end of Grade 4, students will be able to:
9.2.4.A.1	Identify reasons why people work, different types of work, and how work can help a person achieve personal and professional goals.
9.2.4.A.2	Identify various life roles and civic and work-related activities in the school, home, and community.
9.2.4.A.3	Investigate both traditional and nontraditional careers and relate information to personal likes and dislikes.
9.2.4.A.4	Explain why knowledge and skills acquired in the elementary grades lay the foundation for future academic and career success.
	e supression de la la companya de l La companya de la com

	9.2 CAREER AWARENESS, EXPLORATION, AND PREPARATION
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND B:	CAREER EXPLORATION
NUMBER	STANDARD STATEMENT
	By the end of Grade 8, students will be able to:
9.2.8.B.1	Research careers within the 16 Career Clusters® and determine attributes of career success.
9.2.8.B.2	Develop a Personalized Student Learning Plan with the assistance of an adult mentor that includes information about career areas of interest, goals and an educational plan.
9.2.8.B.3	Evaluate communication, collaboration, and leadership skills that can be developed through school, home, work, and extracurricular activities for use in a career.
9.2.8.B.4	Evaluate how traditional and nontraditional careers have evolved regionally, nationally, and globally.
9.2.8.B.5	Analyze labor market trends using state and federal labor market information and other resources available online.
9.2.8.B.6	Demonstrate understanding of the necessary preparation and legal requirements to enter the workforce.
9.2.8.B.7	Evaluate the impact of online activities and social media on employer decisions.

	9.2 CAREER AWARENESS, EXPLORATION, AND PREPARATION
CONTENT AREA:	21st CENTURY LIFE AND CAREERS
STRAND C:	CAREER PREPARATION
NUMBER	STANDARD STATEMENT
	By the end of Grade 12, students will be able to:
9.2.12.C.1	Review career goals and determine steps necessary for attainment.
9.2.12.C.2	Modify Personalized Student Learning Plans to support declared career goals.
9.2.12.C.3	Identify transferable career skills and design alternate career plans.
9.2.12.C.4	Analyze how economic conditions and societal changes influence employment trends and future education.
9.2.12.C.5	Research career opportunities in the United States and abroad that require knowledge of world languages and diverse cultures.
9.2.12.C.6	Investigate entrepreneurship opportunities as options for career planning and identify the knowledge, skills, abilities, and resources required for owning and managing a business.
9.2.12.C.7	Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.
9.2.12.C.8	Assess the impact of litigation and court decisions on employment laws and practices.
9.2.12.C.9	Analyze the correlation between personal and financial behavior and employability.

18-19 UCVTS Revenue Sources

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# dvertised Revenues

Union

	•		2018-19	2019-20	2020-21
e de la companya del companya de la companya de la companya de la companya de la companya del companya de la co	South Section Control	10-10-10	7.22 DBA	5 347 748	F10p0Se0
	Triffon from Local Education Authorities	10-1310	11 573 900	1573 900 11 640 000 12 127 000	12 127 000
	Other Tutton	10-1320-1340	527.374	440.000	440,000
General Fund Revenues from Local Sources	Unrestricted Miscellaneous Revenues	:10-1XXX	201,636	400,000	400,000
	Interest Earned on Capital Reserve Funds	10-1XXX	17,607	20	90
	Total Revenues from Local Sources		17,553,603	17,817,798	18,411,553
and we get trivially larger implifies a space of a range of the space	Categorical Special Education Aid	10-3132	1,665,799	1,665,799	1,665,799
Comment of the Designation of the Comment of the Co	Equalization Aid	10-3176	7,586,304	8,567,034	9,968,250
Certaid fund Keyendes nom State Sources	Categorical Security Aid	10-3177	201,372	201,372	201,372
	Total Revenues from State Sources		9,453,475	9,453,475 10,434,205 11,835,421	11,835,421
	Budgeted Fund Balance-Operating Budget	10-303	0	1,160,160	1,083,844
General Fund Revenues from Other Sources	Adjustment for Prior Year Encumbrances		0	1,472,347	.0
	Actual Revenues (Over)Under Expenditures		-3,375,208	0	0
General Fund Revenues	Total Operating Budget		23,631,870	23,631,870 30,884,510 31,330,818	31,330,818
	Other Revenue from Local Sources	20-1XXX	3,890	0	Ö
Special Neverties Fulla Revenues III del Coda Sources	Total Revenues from Local Sources	20-1XXX	3,890	0	0
Comment of the Commen	Other Restricted Entitlements	20-32XX	1,038,918	0	Õ
Special Nevelue Fullo Nevelues IIVIII State Soulces	Total Revenues from State Sources		1,038,918	0	O
	Tibel	20-4411-4416	222,577	292,749	100,000
	Tae 8	20-4451-4455	4,398	50,585	0
	Table IV	20-4471-4474	22,440	12,048	0
opedai Kevende fund Kevendes nom Federal Sources::	I.D.E.A. Part B (Handicapped)	20-4420-4429	225,565	262,595	150,000
	Other	·20-4XXX	521,406	532,518	350,000
	Total Revenues from Federal Sources	. 4	986,386	1,150,495	600,000
Sperial Revenue Fund Revenues	Total Grants and Entitlements		2,039,194	1,150,495	600,000
All Fund Revenues	Total Revenues/Sources		25,671,064	25,671,064 32,035,005 31,930,818	31,930,818
Revenues Net of Transfers	Total Revenues/Sources Net of Transfers		25,671,064		32,035,005 31,930,818

# FY 18-19 Correction Action Documents (If Applicable)

# CORRECTIVE ACTION PLAN

NAME OF SCHOOL: Union County Vocational-Technical Schools

COUNTY: Union

TYPE OF AUDIT: Comprehensive Annual Financial Report

DATE OF BOARD MEETING: December 16, 2019

CONTACT PERSON: Janet Behrmann

TELEPHONE NUMBER: 908-889-8288 x115

1<u>2/16/2019</u> DATE

Janet Behrmann BOARD SECRETARY/SCHOOL BUSINESS ADMIN

1<u>2/16/2019</u> DATE

Gwendolyn S. Ryan SUPERINTENDENT c: County Superintendent

Affirmative Action Board of Education Policy

#### **POLICY**

## **Union County Voc-Tech Board of Education**

Section: Administration 1140. Affirmative Action Program Date Created: September 2016 Date Edited: August 2016

1140- Affirmative Action Program

#### 1140 AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing for Equality and Equity in Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, pupils, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of pupil performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of pupils in special education programs if there is an over representation within certain groups; staffing practices; pupil demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and

implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.

The Affirmative Action Officer shall have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all pupils and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the pupil achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate in the professional development training.

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted: 2/28/11

Revised 1st Reading: 05/02/16

Revised 1st Reading: 07/25/16

Adopted 2<sup>nd</sup> Reading: 08/11/16

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#### **POLICY**

#### Union County Voc-Tech Board of Education

Section: Administration

1550. AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN (M)

Date Created: April 2007 Date Edited: August 2016

1550- AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN (M)

M

#### 1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 08/11/16

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#### **POLICY**

#### Union County Voc-Tech Board of Education

Section: Program

2260. AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES (M)

Date Created: April 2007 Date Edited: August 2016

2260- AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES (M)

M

#### 2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES (M)

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, by:

- 1. Ensuring equal and barrier-free access to all school and classroom facilities;
- Attaining minority representation within each school, which approximates the
  district's overall minority representation. Exact apportionment is not required,
  however, the ultimate goal is a reasonable plan achieving the greatest degree of
  racial balance, which is feasible and consistent with sound educational values and
  procedures;
- 3. Utilizing a State-approved English language proficiency measure on an annual basis for determining the special needs of English language learners and their progress in learning English pursuant to N.J.A.C. 6A:15-1.3(b);
- 4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
- 5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and
- 6. Ensuring that a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, by:

- 1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;
- 2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;
  - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female students, provided that the course content for such separately conducted sessions is the same.
- 3. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;
- 4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that students understand the basic tenet of multiculturalism;
- 5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
- 6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.

The Board of Education shall ensure all students have access to adequate and appropriate counseling services. When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The district will

not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, as follows:

- 1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
- 2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for students of both genders to participate in sports at comparable levels of difficulty and competency; and
- 3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.7

Adopted: 08/11/16

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#### **Affirmative Action Supplement**

AFFRIMATIVE ACTION	Term Contrac	Term Contract - Advertised Bid Proposal		
Department of the Treasury	B)d Number:	47-2017		
Division of Purchase & Property State of New Jersey	Didders	UNION COUNTY VOC-TECHNICAL SCHOOLS		
33 W. State St., 9th Floor PO Box 230 Trenton, New Jersey 08625-0230		SCOTCH PLAINS, NJ 07076		

#### EXHIBIT A

#### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.Å. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

#### GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, trace, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargeining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities

The contractor or subcontractor agrees to make good faith efforts to afford equal employment apportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, merital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, hationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compilance investigation pursuant to <u>Subchapter 10</u> of the Administrative Code at N.J.A.C. 17:22.

\* NO FIRM MAY BE ISSUED A PURCHASE ORDER OR CONTRACT WITH THE STATE UNLESS THEY COMPLY WITH THE AFPIRMATIVE ACTION REGULATIONS

PLEASE CHECK APPROPRIATE BOX (ONE ONLY)
☐ I HAVE A CURRENT NEW JERSEY AFFIRMATIVE ACTION CERTIFICATE, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).
1 HAVE A VALID FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL LETTER, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).
I HAVE COMPLETED THE ENCLOSED FORM AA302 AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT.

#### State of New Jersey

#### Division of Public Contracts Equal Employment Opportunity Compliance

**EMPLOYEE INFORMATION REPORT** IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM, TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE, DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. SECTION A - COMPANY IDENTIFICATION 3. TOTAL NO. OF EMPLOYEES IN THE ENTIRE COMPANY, 1. FID. NO. OR SOCIAL SECURITY 2. TYPE OF BUSINESS CE 3. WHOLESALE 1. MFG 2. SERVICE 207 22-6016431 4. COMPANY NAME UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS ZIP CODE COUNTY СПУ 5. STREET N) 07076 SCOTCH PLAINS UNION 1776 RARITAN ROAD ZIP CODE STATE CITY 6. NAME OF PARENT OR AFFILIATED COMPANY (IF NOME, SO INDICATE) WHULTI-ESTABLISHMENT EMPLOYER SINGLE-ESTABLISHMENT EMPLOYER 7. CHECK ONE: IS THE COMPANY: 8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NO 9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT REP SUBMITTED; NOT YET AWARDED STATE 10, PUBLIC AGENCY AWARDING CONTRACT COUNTY UNTON 07207 UNION COUNTY WORKFORCE DEVELOPMENT BOARD FITZABETH INAUG DATE ASSIGNED CERTIFICATION NUMBER DATE RECEIVED Official Use Only SECTION B - EMPLOYMENT DATA 11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, antijust these in minority/non-minority categories, in columns 1, 2, 8, 3. DO NOT SUBMIT AN EEO-I REPORT. PERHAHENT HINDRITY/HON-MINORITY EMPLOYEE BREAKDOWN ≈ŧ≠≠±≠≠≠≠≠≠≠≠≠≠≠ All Employees \*\*\*\*\*\*\*\*\*\* )DB Catagories COL 2 MALE COL, I FEMALE Black Hispanik Black Hispank Indian Asian Non Mis Đ ¢ ٥ ٥ 0 0 Officials/Hanagers ø 7 76 ø 55 7 101 5 4 3 68 169 Professionals 0 ٥ Û ø 0 ø ٥ 0 a Ł Technicians 0 0 ø 0 0 0 ٥ 0 D Q Sales Workers ð 0 13 0 1 0 8 1 0 Ð 15 25 Office & Clerical 0 0 0 0 0 Craftworkers (Skilled) Operatives (Semi-Skilled) 0 0 1 a o i 2 2 ٥ D 6 D 0 ٥ Ď ۵ ò ¢ 0 0 đ Œ á O ۵ ٥ 0 0 Q a (Unskilled) п 3 0 8 3 0 ø 4 13 Service Workers 0 Đ D 0 ٥ ò 6 Δ 6 0 Ð 0 Totel employment From previous Report (If any) ٥ ٥ n o a The data below shall NOY be included in the figures for the appropriate categories above Temporary & Part Time Employees 0 14, IS THIS THE FIRST 15, IF NO, DATE LAST REPORT SUBMITTED 12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? Employee Information Report Submitted? MANDATED NJ-STATE DATA SYSTEM (NJSMART) 13. DATES OF PAYROLL PERIOD USED N/A ☐ NO ✓ YES TO: 06/30/2017 07/01/2016 SECTION C - SIGNATURE AND INDENTIFICATION DATE 16. NAME OF PERSON COMPLETING FORM (Print or Type) SIGNATURE SUPERINTENDENT -06/20/2017 PETER A. CAPODICE

COUNT

SCOTCH PLAINS

UNION

ZIP CODE

07076

STATE

Ni

PHONE, AREA CODE, NO.

908-889-8288

I certify that the information on this form is true an correct,

17. ADDRESS NO. & STREET

1776 RARTTAN ROAD

# Comprehensive Annual Financial Report

#### of the

Union County Vocational-Technical Schools

County of Union

Scotch Plains, New Jersey

For the Fiscal Year Ended June 30, 2019

#### Prepared by

Union County Vocational-Technical Schools, Board of Education Finance Department

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#### **INTRODUCTORY SECTION**



#### UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS

1776 Raritan Road, Scotch Plains, New Jersey 07076-2997 (908)889-8288, Ext. 120 Fax: (908)889-4336 Email: <a href="mailto:gryan@ucvts.org">gryan@ucvts.org</a>

Mrs. Gwendolyn S. Ryan Superintendent of Schools

November 27, 2019

Honorable President and Members of the Board of Education Union County Vocational-Technical Schools Scotch Plains, New Jersey 07076

#### Dear Board Members:

The comprehensive annual financial report of the Union County Vocational-Technical School (UCVTS) District (District) for the fiscal year ended June 30, 2019, is hereby submitted. Responsibility for both the accuracy of the data and completeness and fairness of the presentation, including all disclosures rests with management of the Board of Education (Board). To the best of our knowledge and belief, the data presented in this report is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the various funds and account groups of the District. All disclosures necessary to enable the reader to gain an understanding of the District's financial activities have been included.

The comprehensive annual financial report is presented in four sections: introductory, financial, statistical and single audit. The introductory section includes this transmittal letter, the District's organizational chart and a list of principal officials. The financial section includes the general purpose financial statements and schedules, as well as the auditor's report thereon. The statistical section includes selected financial and demographic information, presented on a multi-year basis. The District is required to undergo an annual single audit in conformity with the provisions of the Single Audit Act Amendments of 1996 and the Uniform Guidance (Federal) and the State Treasury Circular Letter OMB 15-08, "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments." Information related to this single audit, including the auditor's report on the internal control structure and compliance with applicable laws and regulations and findings and recommendations, are included in the single audit section of this report.

1) <u>REPORTING ENTITY AND ITS SERVICES</u>: Effective last year, UCVTS District is no longer an independent reporting entity within the criteria adopted by the GASB as established by GASB Statement No. 14. The UCVTS Board of Education and all its schools are now considered fiscally dependent upon County Government and must now report under GASB Statement No. 34.

The District provides a full range of educational services appropriate to grade levels 9 through 12. The District completed the 2018-2019 fiscal year with an enrollment of 2,208 students. The following details the changes in the student enrollment of the District over the last ten years.

#### **Roard Members**

#### Average Daily Enrollment

Fiscal	Student (6/30)	Percent
<u>Year</u>	<u>Enrollment</u>	Change
2018-19	2208	6.3%
2017-18	2069	1.8%
2016-17	2031	5.1%
2015-16	1927	0.4%
2014-15	1919	5.2%
2013-14	1825	-0.7%
2012-13	1838	0.8%
2011-12	1823	1.6%
2010-11	1795	6.7%
2009-10	1683	8.7%

During the course of the 2018-2019 school year, the district accepted its twenty-second freshman class for the Union County Magnet High School for Mathematics, Science, and Technology. There were 303 students enrolled in the Magnet High School.

In September 2018, the District accepted its seventeenth class of full-time vocational education students (UCTECH) and Academy for Information Technology students. In the 2018-2019 school year there were 284 students enrolled in the Academy for Information Technology and 482 in UCTECH with the senior class for SOD, TEA and Sustainable Science, with a total of 48 seniors being housed and earning university freshman credits at Kean University.

In September 2018, the District accepted its fourteenth full-time class of freshman students in the Academy for Allied Health Sciences. In the 2018-2019 school year there were 308 students enrolled in the Academy for Allied Health Sciences.

In September 2018 the District accepted its eleventh class of freshman students in the Academy for Performing Arts. In the 2018-2019 school year there were a total of 236 students enrolled in the Academy for Performing Arts with the senior class of 53 students being housed and earning university freshman credits at Kean University. Students major in dance, theatre, and technical theatre.

In January 2015, the District opened an alternative high school, the Raymond J. Lesniak Experience Strength and Hope Recovery Highs School. In the 2018-2019 school year there were a total of eight students enrolled in this program.

In October 2018 the District opened another alternative high school, in the Simon Youth Academy. In the 2018-2019 school year there were a total of twenty-five students enrolled in this program.

Additionally, we continue to run programs for adult students through the Adult Post-Secondary and Continuing Education Programs. In the 2018-2019 school year, there were a total of seventy-nine students enrolled in this program.

#### **Board Members**

- 2) <u>ECONOMIC CONDITION AND OUTLOOK</u>: Union County area is experiencing the same struggles as the rest of the nation, a turn down in development and expansion. Any number of businesses starting or relocating to the area will result in an increase in the employment level which results in an increased tax base, both residential and industrial and an anticipated increase in annual daily enrollment. It is critical that Union County take steps to continue efforts for expansion and Union County Vocational-Technical Schools provides programs that match local labor market demands.
- 3) <u>MAJOR INITIATIVES</u>: In the vast majority of our vocational-technical programs, students continue to score above the state and national averages on their important end of course assessments. Over 90% of our students taking the NJSLA during the 2018-2019 school year finished at or above the state average. All of the districts full-time high schools were successful in meeting the standards of annual yearly progress.
- 4) <u>INTERNAL ACCOUNTING CONTROLS</u>: Management of the District is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles (GAAP). The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

As a recipient of federal and state financial assistance, the District also is responsible for ensuring that an adequate internal control structure is in place to ensure compliance with applicable laws and regulations related to those programs. This internal control structure is also subject to periodic evaluation by the District management.

As part of the District's single audit described earlier, tests are made to determine the adequacy of the internal control structure, including that portion related to federal and state financial assistance programs, as well as to determine that the District has complied with applicable laws and regulations.

5) <u>BUDGETARY CONTROLS</u>: In addition to internal accounting controls, the District maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Board of School Estimate. Annual appropriated budgets are adopted for the general fund and the special revenue fund. Project- length budgets are approved for the capital improvements accounted for in the capital projects fund. The final budget amount as amended for the fiscal year is reflected in the financial section.

An encumbrance accounting system is used to record outstanding purchase commitments on a line item basis. Open encumbrances at year-end are either canceled or are included as reappropriations of fund balance in subsequent years. Those amounts to be reappropriated are reported as reservations of fund balance at June 30, 2019.

6) <u>ACCOUNTING SYSTEM AND REPORTS</u>: The District's accounting records reflect generally accepted accounting principles, as promulgated by the Governmental Accounting Standards Board (GASB). The accounting system of the District is organized on the basis of fund and account groups. These fund and account groups are explained in "Notes to the Financial Statement," Note I.

#### **Board Members**

- 7) <u>FINANCIAL INFORMATION AT FISCAL YEAR-END</u>: As demonstrated by the various statements and schedules included in the financial section of this report, the District continues to meet its responsibility for sound financial management. You should review in detail the Management's Discussion and Analysis for the Fiscal Year ended June 30, 2019, for Financial Summaries.
- 8) <u>DEBT ADMINISTRATION</u>: At June 30, 2019, the District had no outstanding debt.
- 9) <u>CASH MANAGEMENT</u>: The investment policy of the District is guided in large part by state statute as detailed in "Notes to the Financial Statements," Note 2. The District has adopted a cash management plan which requires it to deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect Governmental Units from a loss of funds on deposit with a failed banking institution in New Jersey. The law requires governmental units to deposit public funds only in public depositories located in New Jersey, where the funds are secured in accordance with the Act.
- 10) <u>RISK MANAGEMENT</u>: The Board carries various forms of insurance, including but not limited to general liability, automobile liability and comprehension/collision, hazard and theft insurance on property and contents, and fidelity bonds.
- OTHER INFORMATION: Independent Audit State statutes require an annual audit by independent certified public accountants or registered municipal accountants. The accounting firm of Suplee, Clooney and Company, CPA's, was selected by the Board. In addition to meeting the requirements set forth in state statutes, the audit also was designed to meet the requirements of the Single Audit Act Amendments of 1996 and the related Uniform Guidance (Federal) and State Treasury Circular Letter OMB 15-08. The auditor's report on the general purpose financial statements and combining and individual fund statements and schedules is included in the financial section of this report. The auditor's reports related specifically to the single audit are included in the single audit section of this report.
- 12) <u>ACKNOWLEDGEMENTS</u>: We would like to express our appreciation to the members of the UCVTS Board of Education for their concern in providing fiscal accountability to the citizens and taxpayers of Union County and thereby contributing their full support to the development and maintenance of our financial operation. The preparation of this report could not have been accomplished without the efficient and dedicated services of our financial staff.

Respectfully submitted,

Gwendolyn S. Ryan Superintendent of Schools Janet Behrmann

Board Secretary/School Business Administrator

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS ROSTER OF OFFICIALS JUNE 30, 2019

Members of the Board of Education	
Jon-Henry Barr	2020
Phyllis Mirabella	2021
Jean Perkins	2019
Denise Piatnochka	2021
Daryl Palmieri	-

#### Other Officials

Gwendolyn S. Ryan, Interim Superintendent

Janet Behrmann, Business Administrator/Board Secretary

Joanne Wilson, Treasurer

Robert F. Varady, Esq., Board Attorney

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CONSULTANTS AND ADVISORS JUNE 30, 2019

#### **Audit Firm**

Suplee, Clooney & Company Certified Public Accountants 308 East Broad Street Westfield, New Jersey 07090-2122

#### **Architect**

Netta Architects 1084 Route 22 West Mountainside, NJ 07092

#### **Official Depository**

Investors Bank 437 Park Avenue Scotch Plains, NJ 07076

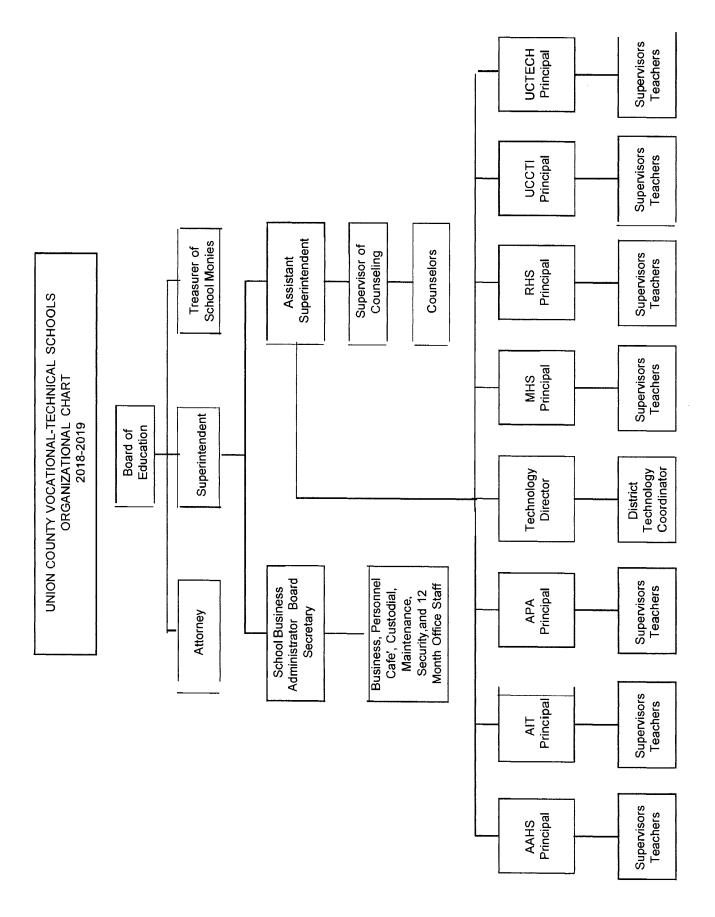
BCB Bank 2000 Morris Avenue Union, NJ 07083

#### **Attorney**

Robert F. Varady, Esq. La Corte, Bundy, Varady & Kinsella 989 Bonnel Court Union, NJ 07083

#### **Insurance Broker of Record**

Reliance Insurance Group, LLC 1460 Route 9 North, Suite 310 Woodbridge, NJ 07095



#### **FINANCIAL SECTION**

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300 Fax 908-789-8535

E-mail info@scnco.com

#### INDEPENDENT AUDITOR'S REPORT

Honorable President and Members of the Board of Education Union County Vocational-Technical Schools County of Union Scotch Plains, New Jersey 07076

#### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Union County Vocational-Technical Schools, County of Union, State of New Jersey (the "District") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, audit requirements prescribed by the Division of Finance, Department of Education, State of New Jersey, the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and State of New Jersey *OMB Circular 15-08* "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid." Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

#### SUPLEE, CLOONEY & COMPANY

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, budgetary comparison information in Exhibit C-1 through C-3, the schedules related to accounting and reporting for pensions in Exhibit L-1 through L-4 and the schedules related to accounting and reporting for postretirement benefits other than pensions (OPEB) in Exhibits M-1 and M-2 are presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### SUPLEE, CLOONEY & COMPANY

#### Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary information schedules such as the introductory section, combining statements and individual fund financial statements, the statistical section and the Schedules of Expenditures of Federal Awards and State Financial Assistance, as listed in the table of contents, as required by the Uniform Guidance, State of New Jersey's OMB Circular 15-08, "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid," and the State of New Jersey, Department of Education, Division of Finance, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial statements and the Schedules of Expenditures of Federal Awards and State Financial Assistance, as listed in the table of contents, as required by the Uniform Guidance, State of New Jersey's OMB Circular 15-08, "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid," and the State of New Jersey, Department of Education, Division of Finance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and the schedule of expenditures of federal awards and state financial assistance are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The other information, such as the introductory and statistical sections, has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

#### Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November 27, 2019 on our consideration of the Union County Vocational-Technical School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

CERTIFIED PUBLIC ACCOUNTANTS

PUBLIC SCHOOL ACCOUNTANT NO. 962

November 27, 2019

**REQUIRED SUPPLEMENTARY INFORMATION – Part I** 

MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT SCOTCH PLAINS, NEW JERSEY

#### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

The discussion and analysis of Union County Vocational-Technical School (UCVTS) District's financial performance provides an overall review of the (UCVTS) District's financial activities for the fiscal year ended June 30, 2019. The intent of this discussion and analysis is to look at the School District's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the District's financial performance.

Management's Discussion and Analysis (MD&A) is an element of Required Supplementary Information specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34 – Basic Financial Statements-Management's Discussion and Analysis-for the State and Local Governments issued in June 1999. Certain comparative information between the current fiscal year (2018-2019) and the prior fiscal year (2017-2018) is required to be presented in the MD&A.

#### Financial Highlights

Key financial highlights for Fiscal Year 2019 are as follows:

- General revenues accounted for \$15,549,698.90 in revenue or 40 percent of all revenues. Program specific revenues in the form of charges for services and operating grants and contributions accounted for \$22,859,648.15. Net investment in capital assets decreased by \$182,188.96.
- The School District had \$35,139,819.01 in expenses; only \$22,859,648.15 of these expenses were offset by program specific charges for services, grants or contributions. General revenues (primarily County tax levy and tuition) of \$15,549,698.90 were adequate to provide for these programs.
- Among governmental funds, the General Fund had \$30,549,055.97 in revenues and \$27,587,399.29 in expenditures. The General Fund's fund balance increased \$3,077,194.19 over Fiscal Year 2018. This increase was anticipated by the Board of Education.

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT SCOTCH PLAINS, NEW JERSEY

#### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

#### Using this Comprehensive Annual Financial Report (CAFR)

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand UCVTS District as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The Statement of Net Position and Statement of Activities provide information about the activities of the whole School District, presenting both an aggregate view of the School District's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the School District's most significant funds with all other non-major funds presented in total in one column. In the case of UCVTS District, the General Fund is by far the most significant fund.

#### Reporting the School District as a Whole

#### Statement of Net Position and the Statement of Activities

While this document contains the large number of funds used by the School District to provide programs and activities, the view of the School District as a whole looks at all financial transactions and asks the question, "How did we do financially during 2019?" The Statement of Net Position and the Statement of Activities answers this question. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting used by most private-sector businesses. This basis of accounting takes into account, all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the School District's net position and changes in those assets. This change in net position is important because it tells the reader that, for the school district as a whole, the financial position of the School District have improved or diminished. The causes of this change may be the result of many factors, some financial and some not. Non-financial factors include the School District's property tax base, current laws in New Jersey restricting revenue growth, facility condition, required educational programs and other factors.

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT SCOTCH PLAINS, NEW JERSEY

#### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

In the Statement of Net Position and the Statement of Activities, the School District is divided into two distinct kinds of activities:

- Government Activities All of the School District's programs and services are reported here including instruction, support services, operation and maintenance of plant facilities, pupil transportation and extracurricular activities.
- Business Type Activity This service is provided on a charge for goods or services basis to recover all the expenses of the goods or services provided. The Food Service, and Material for Resale enterprise funds are reported as business activities.

#### Reporting the School District's Most Significant Funds

#### **Fund Financial Statements**

Fund financial reports provide detailed information about the District's funds. The District uses many funds to account for a multitude of financial transactions. The District's governmental funds are the General Fund, Special Revenue Fund, and Capital Projects Fund.

#### Governmental Funds

The District's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future years. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance educational programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is reconciled in the financial statements.

#### **Enterprise Fund**

The enterprise fund uses the same basis of accounting as business-type activities; therefore these statements are essentially the same.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

#### The School District as a Whole

Recall that the Statement of Net Position provides the perspective of the School District as a whole.

Table 1 provides a summary of the School District's net position for 2019 and 2018.

Table 1
Net Position

	2019	<u>2018</u>
Assets		
Current and Other Assets	\$13,062,147.28	\$8,819,773.84
Capital Assets	72,243,463.04	72,425,652.00
Total Assets	85,305,610.32	81,245,425.84
Deferred Outflows:		
Related to Pensions	1,154,331.00	1,534,012.00
	1,154,331.00	1,534,012.00
Liabilities		
Other Liabilities	5,464,613.55	5,296,087.63
Long-Term Liabilities	1,221,615.82	1,210,245.28
Total Liabilities	6,686,229.37	6,506,332.91
Deferred Inflows:		
Related to Pensions	1,391,018.00	1,159,939.00
Net Position		
Net Investment in Capital Assets	71,823,651.48	71,976,956.49
Restricted	9,129,084.61	6,400,105.56
Unrestricted(Deficit)	(2,570,042.15)	(3,263,896.12)
Total Net Position	\$78,382,693.95	\$75,113,165.93
	<del></del>	<del></del>

The District's combined net position was \$78,382,693.95 on June 30, 2019. This was a increase of 4.35 percent from the prior year. The District's investment in capital assets is shown net of any related debt used to acquire those assets.

Table 2 shows changes in net position for fiscal year 2019 and 2018.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

### Table 2 Changes in Net Position

	2019	2018
Revenues		
Program Revenues:		
Charges for Services	\$12,449,230.74	\$11,854,147.18
Operating Grants and Contributions	10,410,417.41	9,818,276.31
General Revenues:		
Property Taxes	5,233,086.00	5,130,476.00
Grants and Entitlements	10,123,003.79	7,091,239.63
Other	193,609.10	288,724.05
Total Revenues	38,409,347.04	34,182,863.17
Program Expenses		
Instruction	19,652,924.75	19,403,872.17
Support Services:		
Student and Instruction Related	3,100,083.33	2,337,645.37
General Administration	1,614,922.37	1,387,323.78
School Administration	1,727,578.30	1,816,082.13
Central Services/ Adm. Of Technology	1,343,856.21	1,351,308.19
Maintenance of Facilities	6,135,828.53	6,145,320.02
Student Transportation	69,715.51	52,008.97
Business Type Activities	438,745.44	396,301.74
Other	1,056,164.57	1,203,101.52
Total Expenses	35,139,819.01	34,092,963.89
Increase/ (Decrease) in Net Position	\$3,269,528.03	\$89,899.28

Both revenues and expenses increased mainly as a result of the district recognizing a larger on-behalf TPAF contribution as a revenue and as an expense based upon the State's Actuarial report.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

#### **Government Activities**

The unique nature of County property taxes in New Jersey creates the legal requirements to annually seek approval of the Union County Board of School Estimates for the School District operations. County property taxes made up 14 percent of revenues for governmental activities for the UCVTS District for fiscal year 2019. The District's total revenues were \$37,945,272.03 for the year ended June 30, 2019. Federal, state, local grants and aid accounted for another 48 percent of revenue and tuition accounted for another 32 percent of the revenue.

### **Business-Type Activities**

Revenues for the District's business-type activities were comprised of charges for services. These services are included but are not limited to Food Service, and Materials for Resale. Following are some of our major business type activity results.

Overall business type revenues exceeded expenditures by \$25,329.57.

- Food service revenues were \$18,283.85 more than expenditures.
- Materials for resale revenues were \$7,045.72 more than expenditures. We purchase materials for our students and resell them at cost.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

#### **Governmental Activities**

The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. Table 3 shows the total cost of services and the net cost of services. The net cost shows the financial burden that was placed on the District's taxpayers by each of these functions.

Table 3

	Total Cost of	Total Cost of	Net Cost of	Net Cost of
	Services 2019	Services 2018	Services 2019	Services 2018
Instruction	\$19,652,924.75	19,403,872.17	\$1,979,720.14	\$2,451,009.33
Support Services:				
Students and Instruction Related	3,100,083.33	2,337,645.37	1,507,923.95	1,340,862.74
General Administration, School				
& Central Administration	4,686,356.88	4,554,714.10	3,250,733.70	3,001,881.30
Maintenance of Facilities	6,135,828.53	6,145,320.02	5,570,690.83	5,552,959.29
Student Transportation	69,715.51	52,008.97	69,715.51	52,008.97
Other	1,056,164.57	1,203,101.52	(73,377.29)	69,973.37
Business-Type Activities	438,745.44	396,301.74	(25,235.95)	(48,154.58)
Total Net Cost of Services	\$35,139,819.01	\$34,092,963.89	\$12,280,170.89	\$12,420,540.42

Instruction expenses include activities directly dealing with the teaching of pupils and the interaction between teacher and student, including extracurricular activities.

Pupils and instructional staff include the activities involved with assisting staff with the content and process of teaching to students, including curriculum and staff development.

General administration, school administration, and business include expenses associated with administrative and financial supervision of the District.

Operation and maintenance of facilities involve keeping the school grounds, buildings and equipment in an effective operating condition.

"Other" includes special schools and unallocated depreciation.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

#### The School District's Funds

All governmental funds (i.e., general fund, special revenue fund and capital projects fund presented in the fund-based statements) are accounted for using the modified accrual basis of accounting. Total revenues amounted to \$34,610,839.78 and expenditures were \$31,276,267.35. The table below only includes revenues in the general fund and special revenue fund. Capital project funds are not included.

As demonstrated by the various statements and schedules included in the financial section of this report, the District continues to meet its responsibility for sound financial management. The following schedules present a summary of the revenues of the governmental funds for the fiscal year ended June 30, 2019, and the amount and percentage of increase and decrease in relation to prior year revenues.

			Increase(Decrease)	Increase
Revenues	<u>Amount</u>	Percent of Total	from FY 2018	(Decrease)
County Levy	\$5,233,086.00	16.17%	\$102,610.00	0.36%
Tuition	12,101,273.44	37.39%	577,288.37	2.03%
Other	223,133.26	0.69%	\$1,087.43	0.00%
State Sources	14,034,371.26	43.37%	3,872,982.33	15.28%
Federal Sources	768,975.82	2.38%	(196,004.97)	-13.25%
Total	\$32,360,839.78	100.00%	\$4,357,963.16	7.89%

The increase in local revenue was primarily due to an increase in state grant revenues.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

The following schedule represents a summary of general fund, special revenue fund, and debt service fund expenditures for the fiscal year ended June 30, 2019, and the percentage of increases and decreases in relation to prior year amounts.

Expenditures	<u>Amount</u>	Percent of Total	Increase(Decrease) from FY 2018	<u>Percent</u> <u>Increase</u> (Decrease)
Current:				
Instruction	\$12,359,342.55	39.52%	\$456,264.70	3.56%
Support Services	16,308,132.48	52.14%	1,720,553.59	9.54%
Capital Outlay	2,124,096.55	6.79%	535,566.22	20.14%
Special Schools	484,695.77	1.55%	(24,667.10)	-5.36%
Total	\$31,276,267.35	100.00%	\$2,687,717.41	4.99%

#### General Fund Budgeting Highlights

The School District's budget is prepared according to New Jersey law, and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

Over the course of the year, the District revised the annual operating budget several times. Revisions in the budget were made to recognize revenues that were not anticipated and to prevent over expenditures in specific line item accounts. Several of these revisions bear notation:

The district continues to support a new one-to-one technology initiative for all students and continues to improve technology as per program/industry demands annually.

In both the Academy for Performing Arts and UCTech Schools, Teacher Education Academy and the Sustainable Science Academy, and the School of Design senior students attend KEAN University and obtain both high school and college credits.

A substantial number of students throughout the district qualified for state and national competitions requiring additional field trip funding.

In light of the negotiated bargaining agreement employee benefit contribution have been frozen resulting in the need to transfer funds in order to cover increased premiums.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

### **Capital Assets**

At the end of the fiscal year 2019, the School District had \$72,243,463.04 invested in land, building, machinery and equipment, easements and construction in progress. Table 4 shows fiscal year 2019 balances compared to 2018.

Table 4
Capital Assets (Net of Depreciation) at June 30, 2019

	<u>2019</u>	<u>2018</u>
Governmental Activities Capital Assets, Net:		
Land	\$1,289,142.00	\$1,289,142.00
Construction in Progress	14,877,637.04	13,204,026.00
Site Improvements	95,934.00	114,219.00
Building and Building Improvements	49,200,002.00	50,886,356.00
Intangible Asset-Easement	5,000,000.00	5,000,000.00
Machinery and Equipment	1,780,748.00	1,931,909.00
Total Governmental Activities Capital Assets, Net	72,243,463.04	72,425,652.00
Total Capital Assets, Net	\$72,243,463.04	\$72,425,652.00

Overall capital assets decreased \$182,188.96 from fiscal year 2018 to fiscal year 2019.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

#### State of the District

The Union County Vocational-Technical School District provides a full range of educational services appropriate to grade levels 9 through 12. The School District completed the 2018-2019 fiscal school year with an enrollment of 2,208 students, over a 34 percent growth in enrollment over the last ten years and an 11 percent increase in the last five years. In addition, the district continues to offer a wide range of evening programs to the residents of Union County.

During the course of the 2018-2019 school year, the District accepted its twenty-second freshman class for the Union County Magnet High School for Mathematics, Science, and Technology. There were 303 students enrolled in the Magnet High School.

In September 2018, the District accepted its eighteenth class of full-time vocational education UC Tech and Academy for Information Technology students. During that school year there were 284 students enrolled in the Academy for Information Technology and 482 students in UC Tech.

In September 2018, the District accepted its thirteenth freshman class for the Academy for Allied Health Sciences and finished the school year with 308 students.

In September 2018, the district accepted its eleventh class of full time students in our Academy for Performing Arts. There were 236 students enrolled in the program. This innovative program includes senior year students of the program being housed on the campus of Kean University in Union, NJ. These students take a full complement of college courses while completing their high school graduation requirements. In May 2019, we successfully graduated our sixth class of 53 students.

In the vast majority of our vocational-technical training programs, students continue to score above the state and national averages on their end of course assessments. Many students taking these assessments during the 2018-2019 school year finished at or above the national average. All of the districts high schools were successful in meeting the standards of annual yearly progress (AYP)

The Union County Vocational-Technical School District is proud of the accomplishments of all its schools and programs and is extremely proud to announce its latest in a long line of awards. We have been awarded the Excellence in Action award which recognizes and honors superior Career Technical Education (CTE) programs which exemplify excellence in the implementation of Career Clusters, and have a meaningful impact on student achievement and success. This in addition to multiple Blue Ribbon School awards, Governors School of Excellence Awards and earning national acclaim by having all five of our schools ranked top in the nation an state, through various ranking systems.

The Union County Vocational-Technical School District continues to commit itself to providing the highest level of educational programs while maintaining financial excellence. The School District's system for financial planning, budgeting and internal financial controls are well regarded. Finally, the District has continued to perform well financially even during these trying times.

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2019 UNAUDITED

Negotiated labor agreements with all of our unions expired on June 30, 2017. Our Leadership Association has been approved by both parties and will expire on June 30, 2020. At this time negotiations with the other groups are ongoing. We hope to finalize all negotiations during the school year.

We continue to make every effort to control both Health and Liability Insurance expenses. To date, in addition to having staff members contribute to their health benefit premiums, our enrollment in a mix of Private Carriers has assisted the District in controlling medical, dental and prescription drug expenses. We have also been effective in controlling our Liability Insurance and Workers Compensation costs by enrolling in a Pooled Insurance Program.

In the future, we must continue to accept multiple proposals to ensure that we are getting the best possible coverage at the least possible expense.

#### Contacting the School District's Financial Management Office

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the School District's finances and to show the School District's accountability for the money it receives. If you have any questions about this report or need additional information contact the Business Administrator's Office, Union County Vocational-Technical Schools, 1776 Raritan Road, Scotch Plains, NJ 07076. Also, please visit our website to learn more about our School District <a href="https://www.ucvts.tec.nj.us">www.ucvts.tec.nj.us</a>.

### BASIC FINANCIAL STATEMENTS

The basic financial statements provide a financial overview of the District's operations. These financial statements present the financial position and operating results of all funds as of June 30, 2019

DISTRICT-WIDE FINANCIAL STATEMENTS
The statement of net position and the statement of changes in net position display information about the District. These statements include the financial activities of the overall district, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the governmental and business-type activities of the District.

### UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF NET POSITION JUNE 30, 2019

	GOVERNMENTAL <u>ACTIVITIES</u>	BUSINESS-TYPE <u>ACTIVITIES</u>	<u>TOTAL</u>
ASSETS:			
Cash and cash equivalents	\$5,612,425.58	\$371,899.34	\$5,984,324.92
Receivables, net	7,070,934.90	6,476.17	7,077,411.07
Inventory		411.29	411.29
Capital assets:			
Non Depreciable	16,166,779.04		16,166,779.04
Depreciable - Net	56,076,684.00		56,076,684.00
Total Assets	84,926,823.52	378,786.80	85,305,610.32
DEFERRED OUTFLOWS OF RESOURCES:			
Related to pension	1,154,331.00		1,154,331.00
Total deferred outflow of resources	1,154,331.00		1,154,331.00
LIABILITIES:			
Accounts payable	1,157,665.62	12,395.14	1,170,060.76
Payable to other funds		61,886.70	61,886.70
Unearned revenue	620,107.99	9,377.10	629,485.09
Noncurrent liabilities:  Net pension liability	3,603,181.00		3,603,181.00
Due within one year	131,913.50		131,913.50
Due beyond one year	1,089,702.32		1,089,702.32
Total liabilities	6,602,570.43	83,658.94	6,686,229.37
DEFERRED INFLOWS OF RESOURCES:			
Related to pension	1,391,018.00		1,391,018.00
NET POSITION:			
Net Investment in capital assets	71,823,651.48		71,823,651.48
Restricted for: Capital projects	6,885,080.60		6,885,080.60
Other purposes	2,244,004.01		2,244,004.01
Unrestricted(deficit)	(2,865,170.00)	295,127.86	(2,570,042.15)
Total net position	\$78,087,566.09	\$295,127.86	\$78,382,693.95

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF ACTIVITIES JUNE 30, 2019

(1,507,923.95) (1,261,381.96) (1,099,253.63) (105,485.96) (5,570,690.83) (12,305,406.84) 18,190.23 7,045.72 25,235.95 (2,876,933.11) (308,115.05) (784,612.15) ,205,328.02 (69,715.51) 89,841.06 (12,280,170.89) Net (Expense) Revenue and Changes in Net Position vernmental Business-type Total s ம 7,045.72 25,235.95 25,235.95 18,190.23 Activities ₩ ₩, (2,876,933.11) 1,205,328.02 (1,507,923.95) (1,261,381.96) (1,099,253.63) (16,463.77) (308,115.05) (784,612.15) (105,485.96)(5,570,690.83) (12,305,406.84) (69,715.51) 89,841.06 Governmental Activities and Contributions Capital Grants Program Revenues 3,991,069.74 2,051,515.13 116,024.10 Operating Grants and Contributions 56,719.76 453,758.10 10,410,417.41 1,592,159.38 565,137.70 602,168.42 10,294,393.31 116,024.10 353,540.41 628,324.67 11,000,900.00 573,000.00 45,546 36 347,957 30 12,449,230.74 12,101,273.44 527,373.44 302,410.94 Charges for Services υ 6,721,172.92 640,157.01 1,014,934.54 803,815.97 669,774.14 15,965.00 (11,396,162.50) 722,251.42 2,289,839.76 555,005.03 (2,099,378.00) 62,624.71 Expenses Allocation Indirect ø 11,147,729.91 779,030.10 38,500.64 16,463.77 35,139,819.01 302,210.10 923,762.33 11,396,162.50 2,099,378.00 599,987.83 568,596.11 89,520.96 3,845,988.77 484,695.77 400,244.80 2,377,831.91 69,715.51 Expenses Unallocated depreciation and amortization School-sponsored cocurricular activities Administration information technology Student & instruction related services Plant operations and maintenance General administrative services Functions/Programs School administrative services Total business-type activities Total governmental activities Interest on Long-Term Debt Total primary government Governmental Activities: Business-type activities Vocational - regular Vocational - special Pupil transportation Jnallocated benefits Materials for resale Central services Support services: Special schools Food Service instruction:

Property taxes, levied for general purposes, net	€9	5,233,086.00	<del>(A)</del>	€7	5,233,086.00
Federal and state aid not restricted		7,787,676.00			7,787,676.00
Federal and state aid restricted		85,327.79			85,327.79
Miscellaneous income		219,243.26		93.62	219,336.88
County of Union		2,250,000.00			2,250,000.00
Capital Lease Cancellation		19,495.23			19,495.23
Loss on disposal of assets		(45,223.00)			(45,223.00)
Total general revenues and special items		15,549,605.28		93.62	15,549,698.90
Change in net position	<del>\$</del>	3,244,198.44	€9	25,329.57 \$	3,269,528.01
Net Position- beginning	• -	74,843,367.65		269,798.28	75,113,165.93
Net Position ending	€	78,087,566.09 \$	€	295,127.85 \$	78,382,693.94

General Revenues:

faxes:

The accompanying Notes to the Financial Statements are an integral part of this statement.

MAJOR FUND FINANCIAL STATEMENTS	
The Individual Fund financial statements and schedules present more detailed information for the individual fund in a format that segregates information by fund type.	

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2019

		GENERAL <u>FUND</u>		SPECIAL REVENUE <u>FUND</u>		CAPITAL PROJECTS <u>FUND</u>		TOTAL GOVERNMENTAL <u>FUNDS</u>
ASSETS:								
Cash and cash equivalents	\$	4,416,939.91	\$	685,454.85	\$	510,030.82	\$	5,612,425.58
Accounts receivable:								
Federal				207,302.29				207,302.29
State		40,743.35						40,743.35
Local		1,819,747.38		71,731.31		4,860,524.46		6,752,003.15
Interfunds		898,533.19	_	·			_	898,533.19
Total assets	\$	7,175,963.83	\$_	964,488.45	\$ <b>.</b>	5,370,555.28	\$_	13,511,007.56
LIABILITIES AND FUND BALANCES:								
Liabilities:								
Accounts payable	\$	520,272.53	\$	241,490.66	\$	219,678.43	\$	981,441.62
Interfund payable				210,513.80		617,133.28		827,647.08
Unearned revenue		107,624.00	_	512,483.99			-	620,107.99
Total liabilities		627,896.53	_	964,488.45		836,811.71		2,429,196.69
Fund balances:								
Restricted for:								
Capital reserve account		2,351,337.03						2,351,337.03
Excess surplus  Excess surplus - Designated for		1,083,843.30						1,083,843.30
subsequent years expenditures		160,160.71						160,160.71
Capital projects		100,100.71				4.087.236.30		4,087,236.30
Assigned:						, ,		, ,
Year-end encumbrances		1,472,347.09				446,507.27		1,918,854.36
Designated for subsequent years expenditures		999,999.29						999,999.29
Unassigned		480,379.88	-					480,379.88
Total fund balances		6,548,067.30	_	·		4,533,743.57		11,081,810.87
Total liabilities and fund balances	\$ _	7,175,963.83	\$ _	964,488.45	\$ :	5,370,555.28	\$ _	13,511,007.56

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2019

Total Fund Balances (Brought Forward)		\$ 11,081,810.87
Amounts Reported for Governmental Activities in the Statement of Net Position (A-1) are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.  Cost of assets  Accumulated depreciation	\$ 101,490,755.04 (29,247,292.00)	72,243,463.04
Long term liabilities, including bonds payable, and other related amounts that are not due and payable in the current period and therefore are not reported as liabilities in the funds.		
Net pension liability	(3,603,181.00)	
Capital leases payable	(419,811.56)	
Compensated absences payable	(801,804.26)	(4,824,796.82)
Deferred Outflows and Inflows of resources are applicable		
to future periods and therefore are not reported in the funds.		
Pensions:		
Deferred Outflows		
Pension related		1,154,331.00
Deferred Inflows:		
Pension related		(1,391,018.00)
Certain liabilities are not due and payable in the current period and therefore, are not reported in the governmental funds.		
Accounts payable - pension related		(176,224.00)
Accounte payable - perioren related		 (170,221.00)
Net Position of Governmental Activities		\$ 78,087,566.09

### UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

REVENDES  Courty fax fery Courty for form Courty of Union Courty of Union Courty of Union Services Courty of Union Services Courty of Union Services Service		GENERAL FUND		SPECIAL REVENUE FUND		CAPITAL PROJECTS FUND		TOTAL GOVERNMENTAL FUNDS
County of Union	REVENUES:		_		_		_	
County of Union         2,250,000.00         2,250,000.00         2,250,000.00         11,573,900.00         11,573,900.00         11,573,900.00         11,573,900.00         11,573,900.00         11,573,900.00         11,573,900.00         12,773,73.44         Miscellaneous         227,373.44         Miscellaneous         223,133.26           Total - local sources         17,553,602.70         3,890.00         2,250,000.00         19,807,492.70           State sources         12,995,453.27         1,038,917.99         14,034,377.62         768,975.82 <td>Local sources:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Local sources:							
Tution from LEA Other Tution Other Tution Other Tution S27,373.44 Miscellaneous 219,243.26 219,243.26 3,890.00 2,250,000.00 19,807,492,70  State sources 12,995,453.27 1,038,917.99 14,034,371.26 Federal sources 12,995,453.27 1,038,917.99 14,034,371.26 Federal sources 30,549,055.97 1,811,783.81 2,250,000.00 34,610,839.78  EXPENDITURES Current expense: Regular vocational programs - instruction 553,465.35 Special vocational programs - instruction S53,465.35 Special vocational programs - instruction S53,465.35 Special vocational programs - instruction S0,2210.10 Support services: Student & instruction related services Sudent & instruction related services School administrative services 600,953.83 School administrative services 588,9611 Administrative information technology 89,520.96 Plant operations and maintenance 3,644,304.26 Sudent framsportation 99,715.51 Unallocated benefits 7,983,396.01 Special schools 444,695.77 Capital outlay 161,884.51 B5,327.79 1,877,084.25 2,124,096.55  Total expenditures 2,7587,399.29 1,811,783.81 1,877,084.25 2,124,096.55  Total expenditures 2,961,656.68 372,915.75 3,3450,109.94  Fund balances 115,537.51  Net change in fund balances 3,077,194.19 372,915.75 3,460,109.94  Fund balances 3,047,194.19 372,915.75 3,460,109.94	County tax levy	\$ 5,233,086.00	\$		\$		\$	5,233,086.00
Other Tutton         \$27,373.44         \$27,373.44         \$27,373.44         \$27,373.44         \$27,373.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,133.26         \$223,100.00         \$225,000.00         \$1,807,492.70         \$227,733.44         \$223,000.00         \$2,950,000.00         \$2,950,475.82         \$2,950,75.82         \$2,950	County of Union					2,250,000.00		2,250,000.00
Miscellaneous   219,243.26   3,890.00   2,250.000.00   19,807,492.70	Tuition from LEA	11,573,900.00						11,573,900.00
Total - local sources   17,553,602.70   3,890.00   2,250,000.00   19,807,492.70	Other Tuition	527,373.44						527,373.44
State sources   12,995,453.27   1,038,917.99   14,034,371.26   Federal sources   768,975.82	Miscellaneous	219,243.26	_	3,890.00	_		_	223,133.26
Federal sources         768,975.82         768,975.82           Total revenues         30,549,055.97         1,811,783.81         2,250,000.00         34,610,839.78           EXPENDITURES:         Current expense:           Regular vocational programs - instruction         10,864,485.32         423,817.03         11,278,102.35           Special vocational programs - instruction         563,465.35         225,564.75         779,030.10           Subject vocational programs - instruction         302,210.10         302,210.10         302,210.10           Support services:         300,953.83         1,077,274.24         2,382,241.07           General administrative services         600,953.83         1,077,274.24         2,382,241.07           General administrative services         929,404.73         929,404.73         929,404.73           Central services         568,596.11         68,596.11         68,596.61           Administrative information technology         89,520.96         89,520.96         89,520.96           Plant operations and maintenance         3,884,304.26         89,715.51         98,715.51           Unallocated benefits         7,983,396.01         7,983,396.01         7,983,396.01           Special schools         484,695.77         14,895.77         1,877,084.25	Total - local sources	17,553,602.70	<del></del>	3,890.00		2,250,000.00	-	19,807,492.70
Total revenues   30,549,055,97   1,811,783.81   2,250,000.00   34,610,839.78	State sources	12,995,453.27		1,038,917.99				14,034,371.26
EXPENDITURES:  Current expense:  Regular vocational programs - instruction 10,854,485.32 423,817.03 11,278,102.35 Special vocational programs - instruction 553,465.35 225,564.75 779,030.10 School sponsored occurricular activities-instruction 302,210.10 Support services:  Student & instruction related services 1,304,966.83 1,077,274.24 2,382,241.07 General administrative services 600,953.83 School administrative services 929,404.73 929,404.73 Central services 568,596.11 568,596.11 Administrative information technology 89,520.96 Plant operations and maintenance 3,864,304.26 Student transportation 69,715.51 9,833,986.01 Special schools 484,895.77 Capital outlay 17,983,396.01 Special schools 484,895.77 Capital outlay 16,765.75 Total expenditures 2,7,687,399.29 1,811,783,81 1,877,084.25 31,276,267.35  Excess (deficiency) of revenues over (under) expenditures 2,961,856.68 372,95.1  Total other financing sources (uses): Capital leases (non-budgeted) 115,537,51  Total other financing sources 3,077,194.19 372,915.75 3,450,109.94  Fund balances, July 1, 2018 3,470,873.11 -0- 4,160,827.82 7,631,700.93	Federal sources			768,975.82			-	768,975.82
Current expense:         Regular vocational programs - instruction         10,854,485.32         423,617.03         11,278,102.35           Special vocational programs - instruction         553,465.35         225,564.75         779,030.10           School sponsored cocurricular activities-instruction         302,210.10         302,210.10           Support services:         302,910.10         302,210.10           Support services:         31,304,966.83         1,077,274.24         2,382,241.07           General administrative services         600,953.83         600,953.83         600,953.83           School administrative services         929,404.73	Total revenues	30,549,055.97	_	1,811,783.81	_	2,250,000.00	-	34,610,839.78
Regular vocational programs - instruction         10,854,485.32         423,617.03         11,278,102.35           Special vocational programs - instruction         553,465.35         225,564.75         779,030.10           School sponsored cocurricular activities-instruction         302,210.10         302,210.10           Support services:         302,210.01         302,210.10           Student & instruction related services         1,304,966.83         1,077,274.24         2,382,241.07           General administrative services         600,953.83         600,953.83         600,953.83           School administrative services         929,404.73         929,404.73         929,404.73           Central services         568,596.11         568,596.11         68,796.11           Administrative information technology         89,520.96         89,520.96           Plant operations and maintenance         3,684,304.26         3,684,304.26           Student transportation         69,715.51         99,715.51           Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Excess (deficiency) of revenues over (under) expenditures <t< td=""><td>EXPENDITURES:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	EXPENDITURES:							
Special vocational programs - instruction         553,465.35         225,564.75         779,030.10           School sponsored occurricular activities-instruction         302,210.10         302,210.10           Support services:         302,210.07         302,210.07           Support services:         1,304,966.83         1,077,274.24         2,382,241.07           General administrative services         600,953.83         600,953.83           School administrative services         929,404.73         929,404.73           Central services         568,596.11         568,596.11           Administrative information technology         89,520.96         89,520.96           Plant operations and maintenance         3,684,304.26         3,684,304.26           Student transportation         69,715.51         99,715.51           Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses):         2,961,656.68         372,915.75         3,334,572.43           Net change in fund balances	Current expense:							
School sponsored cocurricular activities-instruction         302,210.10           Support services:         302,210.10           Student & instruction related services         1,304,966.83         1,077,274.24         2,382,241.07           General administrative services         600,953.83         600,953.83         600,953.83           School administrative services         929,404.73         929.404.73         929.404.73           Central services         568,596.11         568,596.11         568,596.11           Administrative information technology         89,520.96         89,520.96         89,520.96           Plant operations and maintenance         3,684,304.26         3,684,304.26         3,684,304.26           Student transportation         69,715.51         69,715.51         69,715.51           Unallocated benefits         7,983,396.01         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         31,276.267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses):         115,537.51         115,537.51           Total oth	Regular vocational programs - instruction	10,854,485.32		423,617.03				11,278,102.35
Support services:         Student & instruction related services         1,304,966.83         1,077,274.24         2,382,241.07           General administrative services         600,953.83         600,953.83         3           School administrative services         929,404.73         929,404.73           Central services         568,596.11         568,596.11           Administrative information technology         89,520.96         89,520.96           Plant operations and maintenance         3,684,304.26         3,684,304.26         3,684,304.26           Student transportation         69,715.51         69,715.51         69,715.51           Unallocated benefits         7,983,396.01         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses):         2,961,656.68         372,915.75         3,334,572.43           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,87	Special vocational programs - instruction	553,465.35		225,564.75				779,030.10
General administrative services         600,953.83         600,953.83           School administrative services         929,404.73         929,404.73           Central services         568,596.11         568,596.11           Administrative information technology         89,520.96         89,520.96           Plant operations and maintenance         3,684,304.26         3,684,304.26           Student transportation         69,715.51         69,715.51           Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses):         Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	•	302,210.10						302,210.10
School administrative services         929,404.73         929,404.73           Central services         568,596.11         668,596.11           Administrative information technology         89,520.96         89,520.96           Plant operations and maintenance         3,684,304.26         3,684,304.26           Student transportation         69,715.51         69,715.51           Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses):         Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Student & instruction related services	1,304,966.83		1,077,274.24				2,382,241.07
Central services         568,596.11         568,596.11           Administrative information technology         89,520.96         89,520.96           Plant operations and maintenance         3,684,304.26         3,684,304.26           Student transportation         69,715.51         69,715.51           Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses):         Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	General administrative services	600,953.83						600,953.83
Administrative information technology       89,520.96       89,520.96         Plant operations and maintenance       3,684,304.26       3,684,304.26         Student transportation       69,715.51       69,715.51         Unallocated benefits       7,983,396.01       7,983,396.01         Special schools       484,695.77       484,695.77         Capital outlay       161,684.51       85,327.79       1,877,084.25       2,124,096.55         Total expenditures       27,587,399.29       1,811,783.81       1,877,084.25       31,276,267.35         Excess (deficiency) of revenues over (under) expenditures       2,961,656.68       372,915.75       3,334,572.43         Other financing sources (uses):       115,537.51       115,537.51         Total other financing sources       115,537.51       115,537.51         Net change in fund balances       3,077,194.19       372,915.75       3,450,109.94         Fund balances, July 1, 2018       3,470,873.11       -0-       4,160,827.82       7,631,700.93	School administrative services	929,404.73						929,404.73
Plant operations and maintenance         3,684,304.26         3,684,304.26           Student transportation         69,715.51         69,715.51           Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses):	Central services	568,596.11						568,596.11
Student transportation         69,715.51         69,715.51           Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses): Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Administrative information technology	89,520.96						89,520.96
Unallocated benefits         7,983,396.01         7,983,396.01           Special schools         484,695.77         484,695.77           Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses): Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Plant operations and maintenance	3,684,304.26						3,684,304.26
Special schools         484,695.77 Capital outlay         484,695.77 161,684.51         85,327.79 1,877,084.25         484,695.77 2,124,096.55           Total expenditures         27,587,399.29 1,811,783.81 1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses): Capital leases (non-budgeted)         115,537.51         115,537.51         115,537.51           Total other financing sources         115,537.51         372,915.75         3,450,109.94           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Student transportation	69,715.51						69,715.51
Capital outlay         161,684.51         85,327.79         1,877,084.25         2,124,096.55           Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses): Capital leases (non-budgeted)         115,537.51         115,537.51         115,537.51           Total other financing sources         115,537.51         372,915.75         3,450,109.94           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Unallocated benefits	7,983,396.01						7,983,396.01
Total expenditures         27,587,399.29         1,811,783.81         1,877,084.25         31,276,267.35           Excess (deficiency) of revenues over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses): Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Special schools	484,695.77						484,695.77
Excess (deficiency) of revenues over (under) expenditures 2,961,656.68 372,915.75 3,334,572.43  Other financing sources (uses): Capital leases (non-budgeted) 115,537.51 115,537.51  Total other financing sources 115,537.51 3,450,109.94  Net change in fund balances 3,077,194.19 372,915.75 3,450,109.94  Fund balances, July 1, 2018 3,470,873.11 -0- 4,160,827.82 7,631,700.93	Capital outlay	161,684.51	. <u></u>	85,327.79	_	1,877,084.25	-	2,124,096.55
over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses): Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Total expenditures	27,587,399.29	_	1,811,783.81		1,877,084.25	-	31,276,267.35
over (under) expenditures         2,961,656.68         372,915.75         3,334,572.43           Other financing sources (uses): Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Excess (deficiency) of revenues							
Capital leases (non-budgeted)         115,537.51         115,537.51           Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93		2,961,656.68			_	372,915.75	-	3,334,572.43
Total other financing sources         115,537.51         115,537.51           Net change in fund balances         3,077,194.19         372,915.75         3,450,109.94           Fund balances, July 1, 2018         3,470,873.11         -0-         4,160,827.82         7,631,700.93	Other financing sources (uses):							
Net change in fund balances       3,077,194.19       372,915.75       3,450,109.94         Fund balances, July 1, 2018       3,470,873.11       -0-       4,160,827.82       7,631,700.93	Capital leases (non-budgeted)	115,537.51			_		_	115,537.51
Fund balances, July 1, 2018 3,470,873.11 -0- 4,160,827.82 7,631,700.93	Total other financing sources	115,537.51			_		-	115,537.51
	Net change in fund balances	3,077,194.19				372,915.75		3,450,109.94
Fund balances, June 30, 2019 \$ 6,548,067.30 \$ -0- \$ 4,533,743.57 \$ 11,081,810.87	Fund balances, July 1, 2018	3,470,873.11	<del>-</del> -	-0-	_	4,160,827.82	_	7,631,700.93
	Fund balances, June 30, 2019	\$6,548,067.30	\$_	-0-	\$_	4,533,743.57	\$	11,081,810.87

3,244,198.44

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Total net change in fund balances - governmental funds (from B-2) 3,450,109.94 Amounts reported for governmental activities in the statement of activities (A-2) are different because: Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the period Depreciation expense (2,099,378.00)Capital outlays 2,124,096.55 Less: Capital outlays not capitalized (161,684.51) (136,965.96)Proceeds from debt issues are a financing source in governmental funds. They are not revenue in the statement of activities; issuing debt increases long-term liabilities in the statement of net position. (115,537.51)Capital lease proceeds Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position and is not reported in the statement of activities. Payment of capital lease principal 144,421.46 District pension contributions are reported as expenditures in the governmental funds when made. However, they are reported as deferred outflows of resources in the Statement of Net Position because the reported net pension liability is measured a year before the District's report date. Pension expense, which is the change in the net pension liability adjusted for changes in deferred outflows and inflows of resources related to pensions, is reported in the Statement of Activities. 182.026.00 District pension contributions Less: Pension expense (194,378.00) (12,352.00)In the statement of activities, only the gain on the disposal of capital assets is reported, whereas in the governmental funds, the proceeds from a sale increase financial resources. Thus, the change in net position will differ from the change in fund balance by the cost of the asset removed (-). (45,223.00)Loss on disposal of capital assets In the statement of activities, certain expenses, e.g., compensated absences (vacations) are measured by the amounts earned during the year. In governmental funds, however, expenditures for these items are reported in the amount of financial resources used (paid). When the earned amount exceeds the paid amount, the difference is a reduction in the reconciliation (-); when the paid amount exceeds the earned amount the difference is an addition to the reconciliation (+). Increase in compensated absences payable (40,254.49)

The accompanying Notes to the Financial Statements are an integral part of this statement.

Change in net position of governmental activities

**OTHER FUNDS** 

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF NET POSITION PROPRIETARY FUNDS JUNE 30, 2019

ASSETS.

**NET POSITION:** 

Unrestricted

Total net position

BUSINESS-TYPE ACTIVITIES ENTERPRISE FUNDS

295,127.86

295,127.86

ASSETS:	
Current assets:	
Cash and cash equivalents	\$ 371,899.34
Accounts receivable:	
Federal	6,258.55
State	217.62
Inventories	411.29
Total current assets	378,786.80
Total assets	378,786.80
LIABILITIES:	
Current liabilities:	
Accounts payable	12,395.14
Interfunds	61,886.70
Unearned revenue	9,377.10
Total current liabilities	83,658.94
Total liabilities	83,658.94

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION PROPRIETARY FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

**BUSINESS-TYPE ACTIVITIES ENTERPRISE** <u>FUND</u> SCHOOL NUTRITION **OPERATING REVENUES:** Charges for services: 169,661.94 Daily sales 132,749.00 Daily sales - non-reimbursable programs Miscellaneous 45,546.36 347,957.30 **OPERATING EXPENSES:** Cost of sales-reimbursable 115,749.58 Cost of sales-non reimbursable 53,181.00 156,154.34 Salaries 79,247.05 Employee benefits 16,050.00 Other purchased services Supplies and materials 12,507.20 Miscellaneous 5,856.27 Total operating expenses 438,745.44 (90,788.14) Operating (loss) NON-OPERATING REVENUES: State Sources 3,442.68 State school lunch program Federal Sources 85,414.79 National school lunch program 9,508.71 National school breakfast program National food distribution commodities 17,657.92 116,117.72 Total non-operating revenues 25,329.57 Operating income (loss) before contributions and transfers Change in net position 25,329.57 Total net position - beginning 269,798.28 Total net position - ending 295,127.86

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF CASH FLOWS PROPRIETARY FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	E	BUSINESS-TYPE ACTIVITIES
		ENTERPRISE <u>FUNDS</u>
Cash flows from operating activities:	Φ.	240 245 80
Receipts from customers  Payments to employees and employee benefits	\$	349,315.89 (82,830.14)
Payments to suppliers		(337,416.71)
Taymonia to supplied	_	(001,110,117)
Net cash provided by (used for) operating activities)	_	(70,930.96)
Cash flows from noncapital financing activities:		
State Sources		3,471.14
Federal Sources	-	95,806.08
Net cash provided by noncapital financing activities:	_	99,277.22
Cash flows from investing activities:		
Interest on investments	_	93.62
Net cash provided by (used for) investing activities	_	93.62
Net decrease in cash and cash equivalents		28,439.88
Cash and cash equivalents, July 1, 2018	_	343,459.46
Cash and cash equivalents, June 30, 2019	\$ =	371,899.34
Reconciliation of operating income (loss) to net cash provided (used) by operating activities		
Operating income (loss)	\$	(90,788.14)
Adjustments to reconciling operating income (loss) to		, , ,
net cash provided by (used for) operating activities:		
National food distribution commodities		17,657.92
Change in assets and liabilities:		(902.76)
Increase (decrease) in accounts payable Increase (decrease) in unearned revenue		(892.76) 960.62
(Increase) decrease in inventories		2,131.40
	•	
	-	19,857.18
Net cash provided by (used for) operating activities	\$	(70,930.96)

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF FIDUCIARY NET POSTION FIDUCIARY FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

		PRIVATE PURPOSE SCHOLARSHIP FUNDS	AGENCY <u>FUNDS</u>		
ASSETS:		47.070.00			
Cash and cash equivalents	\$	15,850.62	\$	576,790.07	
Total assets	_	15,850.62		576,790.07	
LIABILITIES: Payroll deductions and withholdings				343,099.25	
Due to student groups				232,784.84	
Interfunds		8,093.43		905.98	
Total liabilities	\$	8,093.43	\$	576,790.07	
NET POSITION:					
Held in trust for scholarships	\$	7,757.19			

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATEMENT OF CHANGES IN FIDUCIARY NET POSITION FIDUCIARY FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIVATE PURPOSE SCHOLARSHIP FUND	
Net position beginning of year	\$ 7,757.19	
Net position end of year	\$ 7,757.19	

# <u>Notes to the Financial Statements</u> <u>June 30, 2019</u>

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Union County Vocational-Technical Schools (District) have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

#### Reporting Entity

The Union County Vocational-Technical Schools is a Type I District located in Union County, New Jersey. The District is an instrumentality of the State of New Jersey, established to function as an educational institution. The Board of Education of the Union County Vocational-Technical School consists of five (5) members; four (4) members are appointed by the Union County Board of Chosen Freeholders and one (1) statutory member, who is the Union County Superintendent of Schools. A superintendent is appointed by the Board and is responsible for the administrative control of the District.

The primary criterion for including activities within the District's reporting entity, are set forth in Statement No. 39 of the Governmental Accounting Standards Board entitled "Determining Whether Certain Organizations are Component Units" (GASB 39) as codified in Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards.

Organizations that are legally separate, tax-exempt entities and that meet *all* of the following criteria should be discretely presented as component units. These criteria are:

- 1. The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government.
- 2. The primary government, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources of theorganization.
- 3. The economic resources received or held by an *individual organization* that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government.

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The combined financial statements include all funds of the District over which the Board exercises operating control. The operations of the District include a Vocational-Technical school, Magnet High School, Academy for Information Technology, Academy for Performing Arts and Academy for Allied Health Services located in the Township of Scotch Plains. There were no additional entities required to be included in the reporting entity under the criteria as described above, in the current fiscal year. Furthermore, the District is not includable in any other reporting entity on the basis of such criteria.

### Basis of Presentation, Basis of Accounting

The District's basic financial statements consist of District-wide statements, including a Statement of Net Position and a Statement of Activities, and fund financial statements which provide a more detailed level of financial information.

### **Basis of Presentation**

District-wide Statements: The Statement of Net Position and the Statement of Activities display information about the District as a whole. These statements include the financial activities of the overall District, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. These statements distinguish generally between the governmental and business-type activity of the District. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The Statement of Net Position presents the financial condition of the governmental and business-type activity of the District at fiscal year end. The Statement of Activities presents a comparison between direct expenses and program revenues for the business-type activity of the District and for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function or business segment is self-financing or draws from the general revenues of the District.

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Financial Statements: During the fiscal year, the District segregates transactions related to certain District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. The Fund Financial Statements provide information about the District's funds, including its fiduciary funds. Separate statements for each fund category: governmental, proprietary, and fiduciary are presented. The New Jersey Department of Education (NJDOE) has elected to require New Jersey districts to treat each governmental fund as a major fund in accordance with the option noted in GASB No. 34, paragraph 76. The NJDOE believes that the presentation of all funds as major is important for public interest and to promote consistency among public school district financial reporting models.

#### Governmental Fund Types

<u>General Fund</u> - The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund. Included are certain expenditures for acquisition of facilities and/or equipment which are classified in the Capital Outlay sub-fund.

As required by the New Jersey State Department of Education, the District includes budgeted capital outlay in this fund. Generally accepted accounting principles as they pertain to governmental entities state that General Fund resources may be used to directly finance capital outlays for long-lived improvements as long as the resources in such cases are derived exclusively from unrestricted revenues. Resources for budgeted capital outlay purposes are normally derived from State of New Jersey Aid, district taxes and appropriated fund balance. Expenditures are those that result in the acquisition of or additions to capital assets for land, existing buildings, improvements of grounds, construction of buildings, additions to or remodeling of buildings and the purchase of built-in equipment. These resources can be transferred from and to Current Expense by board resolution, subject to approval from the County Superintendent of Schools.

<u>Special Revenue Fund</u> - The special revenue fund is used to account for the proceeds of specific revenue sources from State and Federal Government (other than those for major capital projects, debt service or proprietary funds) and local appropriations that are restricted or committed to expenditures for specified purposes.

# <u>Union County Vocational-Technical Schools</u> <u>Notes to the Financial Statements</u> <u>June 30, 2019</u>

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

<u>Capital Projects Funds</u> - The capital projects fund is used to account for and report all financial resources that are restricted, committed or assigned to expenditures for capital outlays including the acquisition or construction of major capital facilities or other capital assets.

### **Proprietary Fund**

**Enterprise Fund** - The enterprise fund accounts for all revenues and expenses pertaining to the cafeteria operation and the material for resale operation. The enterprise fund is utilized to account for operations that are financed and operated in a manner similar to private business enterprises. The stated intent is that the cost (i.e. expenses including depreciation and indirect costs) of providing goods or services to the students on a continuing basis are financed or recovered primarily through user charges.

#### **Fiduciary Fund Types**

<u>Agency Funds</u> - The agency funds are used to account for assets held by the district on behalf of others and are custodial in nature. The agency funds included in this category are as follows:

<u>Payroll and Student Activities Funds (Agency)</u> - These are agency funds used to account for the assets that the District holds on behalf of others as their agent. Agency funds are custodial in nature and do not involve measurement of results of operations.

<u>Federal Funds</u> - This agency fund is used to account for receipts for Pell Grants and Guaranteed Student Loans.

<u>Vocational Scholarship Fund</u> - This expendable trust is used to account for donations received that are for student scholarships.

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Basis of Accounting - Measurement Focus**

Basis of accounting determines when transactions are recorded in the financial records and reported in the financial statements.

District-wide, Proprietary, and Fiduciary Fund Financial Statements: The District-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned revenue, and in the presentation of expenses versus expenditures. Ad Valorem Property Taxes are susceptible to accrual since, under New Jersey State Statute, a county is required to remit to its school district the entire balance of taxes in the amount certified, prior to the end of the school year. The District records the entire approved tax levy as revenue (accrued) at the start of the fiscal year, since the revenue is both measurable and available. The District is entitled to receive monies under the established payment schedule and the unpaid amount is considered to be an "intergovernmental receivable". Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements: Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. "Measurable" means the amount of the transactions can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

All governmental and business type activities and enterprise funds of the District follow FASB Statements and Interpretations issued on or before November 30, 1989, Account Research Bulletins, unless those pronouncements conflict with GASB pronouncements.

### <u>Notes to the Financial Statements</u> June 30, 2019

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Budgets/Budgetary Control**

Annual appropriated budgets are prepared in the spring of each year for the general, special revenue, and debt service funds. The budgets are submitted to the county superintendent of schools' office and approved by the Board of School Estimates. Budgets are prepared using the modified accrual basis of accounting. The legal level of budgetary control is established at line item accounts within each fund. Line item accounts are defined as the lowest (most specific) level of detail as established pursuant to the minimum chart of accounts referenced in N.J.A.C. 6:20-2A.2(m)1. All budget amendments and transfers must be approved by School Board resolution.

Appropriations, except remaining project appropriations, encumbrances, and unexpended grant appropriations, lapse at the end of each fiscal year. The capital projects fund presents the remaining project appropriations compared to current year expenditures.

Formal budgetary integration into the accounting system is employed as a management control device during the year. For governmental funds there are no substantial differences between the budgetary basis of accounting and generally accepted accounting principles with the exception of the legally mandated recognition of deferred state aid payments for budgetary purposes only and the special revenue fund as noted below. Encumbrance accounting is also employed as an extension of formal budgetary integration in the governmental fund types. Unencumbered appropriations lapse at fiscal year end.

The accounting records of the special revenue fund are maintained on the grant accounting budgetary basis. The grant accounting budgetary basis differs from GAAP in that the grant accounting budgetary basis recognizes encumbrances as expenditures and also recognizes the related revenues, whereas the GAAP basis does not. Sufficient supplemental records are maintained to allow for the presentation of GAAP basis financial records.

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Encumbrance Accounting**

Under encumbrance accounting, purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve a portion of the applicable appropriation. Open encumbrances in governmental funds other than the special revenue fund are reported as assigned fund balances at fiscal year end as they do not constitute expenditures or liabilities but rather commitments related to unperformed contracts for goods and services.

Open encumbrances in the special revenue fund and capital projects fund for which the District has received advances are reflected in the balance sheet as unearned revenues at fiscal year end.

The encumbered appropriation authority carries over into the next fiscal year. An entry will be made at the beginning of the next fiscal year to increase the appropriation reflected in the certified budget by the outstanding encumbrance amount as of the current fiscal year end.

#### Interfunds

Interfund receivables and payables arise from transactions between particular funds and are considered short term in duration. The interfund transactions are recorded by all funds affected in the period in which the transactions are executed and are part of the district's available expendable resources.

#### **Inventories and Prepaid Expenses**

Inventories of materials and supplies held for consumption in the governmental funds are recorded as expenditures at the time of purchase and year end balances are not reported in the financial statements.

Inventories of food and/or supplies in the food service fund are recorded at cost on a first-in, first-out basis or, in the case of Food Distribution Commodities, at stated value which approximates market.

Prepaid expenses which benefit future periods, other than those recorded in the enterprise fund, are recorded as expenditures in the year of purchase.

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Capital Assets**

The District has established a formal system of accounting for its capital assets. Capital assets acquired or constructed subsequent to June 30, 1994 are recorded at actual cost. Capital assets acquired or constructed prior to the establishment of the formal system are valued at cost based on historical records or through estimation procedures performed by an independent appraisal company. Donated fixed assets are valued at their acquisition values on the date received. The cost of normal repairs and maintenance are not capitalized. Interest is not capitalized on Capital Assets.

All reported capital assets except for land and construction in progress are depreciated. Depreciation is computed using the straight-line method and the half-year convention over the following estimated useful lives:

Asset Class	Estimated <u>Useful Lives</u>
School buildings	50
Building improvements	20
Electrical/plumbing	30
Vehicles	6-8
Easements	30
Office and computer equipment	5-20
Instructional equipment	5-20
Grounds equipment	5-15
Food service equipment	7-20

#### **Compensated Absences**

The District accounts for compensated absences (e.g., unused vacation, sick leave) as directed by Governmental Accounting Standards Board Statement No. 16 (GASB 16), "Accounting for Compensated Absences." A liability for compensated absences attributable to services already rendered and not contingent on a specific event that is outside the control of the employer and employee is accrued as employees earn the rights to the benefits.

### <u>Notes to the Financial Statements</u> <u>June 30, 2019</u>

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Compensated Absences (Continued)**

District employees are granted varying amounts of vacation and sick leave in accordance with the District's personnel policies. Upon termination, employees are paid for accrued vacation. The District's policy permits employees to accumulate unused sick leave and carry forward the full amount of subsequent years. Upon retirement employees shall be paid by the District for the unused sick leave in accordance with the District's agreements with the various employee unions.

The liability for compensated absences was accrued using the termination payment method, whereby the liability is calculated based on the amount of sick leave and vacation days that are expected to become eligible for payment upon termination. The District estimates its accrued compensated absences liability based on the accumulated sick and vacation days at the balance sheet date by those employees who are currently eligible to receive termination payments.

For the District-wide Statements, the current portion is the amount estimated to be used in the following year. In accordance with GAAP, for the governmental funds, in the Fund Financial Statements, all of the compensated absences are considered long-term and therefore, are not a fund liability and represents a reconciling item between the governmental fund level and District-wide presentations.

#### **Unearned Revenue**

Unearned revenue in the general, special revenue and capital projects funds represents funds which have been received but not yet earned. A corresponding accounts receivable has also been established for any open encumbrances at year end which is allowable under Generally Accepted Accounting Principles.

#### **Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities, and long-term obligations are reported on the District-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, contractually required pension contributions and compensated absences that are paid from governmental funds are reported as liabilities on the fund financial statements only to the extent that they are due for payment during the current year. Bonds are recognized as a liability on the fund financial statements when due.

# <u>Notes to the Financial Statements</u> <u>June 30, 2019</u>

### NOTE 1: <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)</u>

#### **Net Position**

GASB 63 provides guidance for reporting net position in the statement of financial position and related disclosures. Net Position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

### **Fund Balance**

Under GASB 54, in the fund financial statements, governmental funds report the following classifications of fund balance:

Nonspendable – includes amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact.

<u>Restricted</u> – includes amounts restricted by external sources (creditors, laws of other governments, etc.) or by constitutional provision or enabling legislation. The District reports the Capital Reserve, Emergency Reserve, Maintenance Reserve and Excess Surplus as Restricted Fund Balance.

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

<u>Committed</u> – includes amounts that can only be used for specific purposes. Committed fund balance is reported pursuant to resolutions passed by the Board of Education, the District's highest level of decision making authority. Commitments may be modified or rescinded only through resolutions approved by the Board of Education. The District reports amounts Designated for Subsequent Year's Expenditures as Committed Fund Balance.

<u>Assigned</u> – includes amounts that the District intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance. Under the District's policy, amounts may be assigned by the Business Administrator. The District reports Year End Encumbrances as Assigned Fund Balance.

<u>Unassigned</u> – is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds then assigned funds and, finally, unassigned funds as needed.

The general fund is the only fund that will report a negative unassigned fund balance. For all other governmental funds the amount of a residual deficit would be classified as unassigned.

#### **Revenues - Exchange and Non-Exchange Transactions**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On the modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, available means within sixty days of the fiscal year end.

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Revenues - Exchange and Non-Exchange Transactions (Continued)**

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered both measurable and available at fiscal year end: property taxes available as an advance, interest, and tuition.

### **Operating Revenues and Expenses**

Operating revenues are those revenues that are generated directly from the primary activity of the enterprise fund. For the District, these revenues are sales and program fees in the Enterprise Funds. Operating expenses are necessary costs incurred to provide the service that is the primary activity of the enterprise fund.

#### **Allocation of Indirect Expenses**

The District reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Indirect expenses are allocated to functions in the Statement of Activities. Employee benefits, including the employer's share of social security, workers compensation, and medical and dental benefits, were allocated based on salaries of the program. Depreciation expense, where practicable, is specifically identified by function and is included in the Statement of Activities. Depreciation expense that could not be attributed to a specific function is considered an indirect expense and is reported separately on the Statement of Activities.

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Extraordinary and Special Items**

Extraordinary items are transactions or events that are unusual in nature and infrequent of occurrence. Special items are transactions or events that are within control of management and are either unusual in nature or infrequent in occurrence. Neither of these types of transactions occurred during the fiscal year.

#### **Management Estimates**

The preparation of financial statements in conformity with GAAP requires management to make assumptions that affect the amounts reported as revenue and expenditures/expenses during the reporting period. These estimates may differ from actual results.

#### **Accounting and Financial Reporting for Pensions**

In the District-Wide Financial Statements for purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's proportionate share of the New Jersey Public Employees Retirement System ("PERS") and the Teachers' Pension and Annuity Fund ("TPAF") and the additions to/deductions from these retirement systems' fiduciary net position have been determined on the same basis as they were reported by PERS and TPAF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

In the Governmental Fund Financial Statements the year end Net pension liability is not required to be reflected. Pension related revenues and expenditures are reflected based on amounts that are normally expected to be liquidated with available financial resources for required pension contributions. Expenditures for PERS are recognized based upon billings made by the State of New Jersey due April 1st of each fiscal year. TPAF contributions are paid on the District's behalf by the State of New Jersey. The Governmental Fund Financial Statements reflects both a revenue and expenses for this pension contribution.

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the District has only one item that qualifies for reporting in this category: deferred amounts related to pensions.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has one item that qualifies in this category: deferred amounts related to pensions.

#### NOTE 2: CASH AND CASH EQUIVALENTS AND INVESTMENTS

#### Deposits

New Jersey statutes permit the deposit of public funds in public depositories which are located in New Jersey and which meet the requirements of the Governmental Unit Deposit Protection Act (GUDPA). GUDPA requires a bank that accepts public funds to be a public depository. A public depository is defined as a state bank, a national bank, or a savings bank, which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation. The statutes also require public depositories to maintain collateral for deposits of public funds that exceed certain insurance limits. Each depository participating in the GUDPA system must pledge collateral equal to 5% of the average amount of its public deposits and 100% of the average amount of its public funds in excess of 75% of its capital funds. No collateral is required for amounts covered by FDIC insurance. The collateral which may be pledged to support these deposits includes obligations of the State and federal governments, insured securities and other collateral approved by the Department. When the capital position of the depository deteriorates or the depository takes an unusually large amount of public deposits, the Department of Banking and Insurance requires additional collateral to be pledged. Under (GUDPA), if a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories, is available to pay the full amount of the deposits to the governmental unit.

# <u>Notes to the Financial Statements</u> <u>June 30, 2019</u>

#### NOTE 2: CASH, CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

#### **Deposits (Continued)**

<u>Custodial Credit Risk – Deposits</u> – Custodial credit risk is the risk that in the event of a bank failure, the deposits may not be returned. The District does not have a specific deposit policy for custodial credit risk other than those policies that adhere to the requirements of statute. As of June 30, 2019, based upon the coverage provided by FDIC and NJGUDPA, no amount of the bank balance was exposed to custodial credit risk. Of the cash on balance in the bank, \$525,141.28 was covered by Federal Depository Insurance and \$7,031,099.62 was covered under the provisions of NJGUDPA.

The Union County Vocational-Technical Schools had the following cash and cash equivalents at June 30, 2019:

	Bank			
Fund Type	Balance	<u>Additions</u>	Reductions	<u>Balance</u>
Governmental	\$6,429,213.01	13,755.75	830,543.18	\$5,612,425.58
Proprietary	371,899.34		-	371,899.34
Fiduciary	755,128.55		162,487.86	592,640.69
	\$7,556,240.90	\$13,755.75	\$993,031.04	\$6,576,965.61

#### Investments

The purchases of investments by the District are strictly limited by the express authority of the N.J.S.A. 18A:20-37 Education, Administration of School Districts. Permitted investments include any of the following type of securities:

- 1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- 2. Government money market mutual funds which are purchased from an investment company or investment trust which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7 and which portfolio is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 18A:20-37. These funds are also required to be rated by a nationally recognized statistical rating organization.

#### NOTE 2: CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

#### **Investments (Continued)**

- 3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.
- 5. Bonds or other obligations, having a maturity date not more than 397 days from date of purchase, approved by the Division of Investment of the Department of Treasury for investment by School Districts;
- 6. Local government investment pools that are fully invested in U.S. Government securities that meet the definition of eligible security pursuant to 17 C.F.R. § 270a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 18A:20-37. This type of investment is also required to be rated in the highest category by a nationally recognized statistical rating organization.
- 7. Deposits with the State of New Jersey Cash Management Fund established pursuant to Section 1 of P.L. 1977, c.281 (C. 52:18A-90.4); or
- 8. Agreements for the repurchase of fully collateralized securities if:
  - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection;
  - b. the custody of collateral is transferred to a third party;
  - c. the maturity of the agreement is not more than 30 days;
  - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C. 17:19-41); and
  - e. a master repurchase agreement providing for the custody and security of collateral is executed.

The District had no investments outstanding at June 30, 2019.

#### NOTE 3: CHANGE IN CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2019 was as follows:

	Beginning		Transfers/	Ending
	Balance	<u>Additions</u>	Deletions	<u>Balance</u>
Governmental Activities:				
Capital assets not being depreciated:				
Land	\$1,289,142.00			\$1,289,142.00
Construction in progress	13,204,026.00	\$1,673,611.04		14,877,637.04
Total Capital Assets not				
being depreciated	14,493,168.00	1,673,611.04	0.00	16,166,779.04
Site Improvements	815,908.00			815,908.00
Intangible Assets	5,000,000.00			5,000,000.00
Buildings and Building Improvements	74,193,771.00	11,633.00		74,205,404.00
Machinery and Equipment	5,265,570.00	277,168.00	(240,074.00)	5,302,664.00
Totals at historical cost	85,275,249.00	288,801.00	(240,074.00)	85,323,976.00
Gross Assets (Memo only)	99,768,417.00	1,962,412.04	(240,074.00)	101,490,755.04
Less: Accumulated Depreciation				
Site Improvements	(661,789.00)	(18,285.00)		(680,074.00)
Intangible Assets	(1,326,388.99)			(1,326,388.99)
Buildings and Building Improvements	(23,347,315.00)	(1,697,987.00)		(25,045,302.00)
Machinery and Equipment	(2,007,272.01)	(383,106.00)	194,851.00	(2,195,527.01)
Total Depreciation	(27,342,765.00)	(2,099,378.00)	194,851.00	(29,247,292.00)
Total capital assets being				
depreciated, net of depreciation	57,932,484.00	(1,810,577.00)	(45,223.00)	56,076,684.00
Total Governmental Fund Activities	\$72,425,652.00	(\$136,965.96)	(\$45,223.00)	\$72,243,463.04

#### NOTE 3: CHANGE IN CAPITAL ASSETS (CONTINUED)

Depreciation expense was charged to governmental expenses as follows:

Instruction:	
Regular	\$773,508.00
Special Education Instruction	3,349.00
Support services:	
Student and instruction related services	3,076.00
General administrative services	152,187.00
School administrative services	8,322.00
Central Services/Technology	15,965.00
Plant operations and maintenance	1,142,971.00
	\$2,099,378.00

#### NOTE 4: LONG-TERM LIABILITIES

The following is a summary of changes in liabilities that affect other long-term obligations for the year ended June 30, 2019:

	Balance, <u>June 30, 2018</u>	Additions	Reductions	Balance, June 30, 2019	Due Within One Year
Compensated Absence	\$761,549.77	\$40,254.49		\$801,804.26	
Net Pension Liability	4,204,064.00		(\$600,883.00)	3,603,181.00	
Capital Leases Payable	<u>448,695.51</u>	<u>115,537.51</u>	(144,421.46)	<u>419,811.56</u>	\$131,913.50
Total	\$5,414,309.28	\$155,792.00	(\$745,304,46)	\$4,824,796.82	\$131,913.50

#### NOTE 4: LONG-TERM LIABILITIES (CONTINUED)

#### Capital Leases Payable

The District has entered into various lease agreements for copiers as outlined in Schedule I-2. The following is a schedule of the future minimum lease payments under capital lease, and the present value of the net minimum lease payments at June 30, 2019:

Fiscal	Year	Ended

<u>June 30,</u>	<u>Amount</u>
2020	\$145,464.01
2021	\$137,871.00
2022	\$115,091.99
2023	\$41,162.00
2024	\$8,232.00
Total Minimum Lease Payments	447,821.00
Less: Amount Representing Interest	(28,009.44)
Present Value of Lease Payments	\$419,811.56

#### NOTE 5: PENSION PLANS

Teachers' Pension and Annuity Fund (TPAF) The Teachers' Pension and Annuity Fund was established as of January 1, 1955, under the provisions of N.J.S.A. 18A:66 to provide retirement benefits, death, disability and medical benefits to certain qualified members. The Teachers' Pension and Annuity Fund is considered a cost-sharing multiple employer plan with a special funding situation, as under current statute, all employer contributions are made by the State of New Jersey on behalf of the District and the system's other related non-contributing employers. Membership is mandatory for substantially all teachers or members of the professional staff certified by the State Board of Examiners, and employees of the Department of Education who have titles that are unclassified, professional and certified.

Public Employees' Retirement System (PERS) The Public Employees' Retirement System (PERS) was established as of January 1, 1955 under the provision of N.J.S.A. 43:15A to provide retirement, death, disability and medical benefits to certain qualified members. The Public Employees' Retirement System is a cost-sharing multiple employer plan. Membership is mandatory for substantially all full-time employees of the State of New Jersey or any county, municipality, school district, or public agency, provided the employee is not required to be a member of another state administered retirement system or other state or local jurisdiction.

#### NOTE 5: PENSION PLANS (CONTINUED)

<u>Defined Contribution Retirement Program (DCRP)</u> The Defined Contribution Retirement Program (DCRP) was established under the provision of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007 to provide coverage elected and certain appointed officials, effective July 1, 2007. Membership is mandatory for such individuals with vesting occurring after one year of membership.

#### Significant Legislation

Effective June 28, 2011, P.L. 2011, c. 78 enacted certain changes in the operations and benefit provisions of the TPAF and the PERS systems.

#### Pension Plan Design Changes

Effective June 28, 2011, P.L. 2011, c. 78, new members of TPAF and PERS, hired on or after June 28, 2011, will need 30 years of creditable service and have attained the age of 65 for receipt of the early retirement benefit without a reduction of 1/4 of 1% for each month that the member is under age 65. New members will be eligible for a service retirement benefit at age 65.

#### **Funding Changes**

Under the new legislation, the methodology for calculating the unfunded accrued liability payment portion of the employer's annual pension contribution to the PERS, and TPAF. The unfunded actuarial accrued liability (UAAL) will be amortized for each plan over an open-ended 30 year period and paid in level dollars. Beginning with the July 1, 2019 actuarial valuation (July 1, 2018 for PFRS), the UAAL will be amortized over a closed 30 year period until the remaining period reaches 20, when the amortization period will revert to an open-ended 20 year period.

#### **COLA Suspension**

The payment of automatic cost-of-living adjustment to current and future retirees and beneficiaries are suspended until reactivated as permitted by this law.

<u>Vesting and Benefit Provisions</u> The vesting and benefit provisions of PERS are set by N.J.S.A. 43:15A and 43.3B, and N.J.S.A. 18A:6C for TPAF. All benefits vest after ten years of service, except for post-retirement healthcare benefits that vest after 25 years of service.

Members are always fully vested for their own contributions and, after three years of service credit, become vested for 2% of related interest earned on the contributions. In the case of death before retirement, members' beneficiaries are entitled to full interest credited to the members' accounts.

#### NOTE 5: PENSION PLANS (CONTINUED)

<u>Contribution Requirements</u> The contribution policy is set by N.J.S.A. 43:15A and N.J.S.A. 18:66, and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation.

Effective June 28, 2011, P.L. 2011, c. 78 provides for increases in the employee contribution rates: from 5.5% to 6.5% plus an additional 1% phased-in over 7 years beginning in the first year, meaning after 12 months, after the law's effective date for TPAF and PERS.

Employers are required to contribute at an actuarially determined rate in both TPAF and PERS. The actuarially determined contribution includes funding for cost-of-living adjustments, noncontributory death benefits, and post-retirement medical premiums. Under current statute the District is a non-contributing employer of TPAF (i.e. the State of new Jersey makes the employer contribution on behalf of public school districts.

	Annual	
Year Ended	Pension Cost	Net Pension
<u>June 30,</u>	(APC)	Obligation
2019	\$180,598.35	\$180,598.35
2018	172,520.40	172,520.40
2017	164,677.03	164,677.03

Three Year Trend Information for PERS

During the fiscal years ended June 30, 2019, 2018 and 2017, the State of New Jersey contributed \$2,026,478.00, \$1,550,278.00 and \$1,055,319.00 respectively to the TPAF pension system on behalf of the District.

Also, in accordance with N.J.S.A. 18A:66-66 during the years ended June 30, 2019, 2018 and 2017, the State of New Jersey reimbursed the District \$829,327.27, \$822,800.68 and \$799,757.23 respectively for the employer's share of social security contributions for TPAF members, as calculated on their base salaries.

#### NOTE 6: ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68

#### Public Employees Retirement System (PERS)

At June 30, 2019, the District reported a liability of \$3,603,181.00 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2018, the District's proportion was 0.0183000100 percent, which was an increase of 0.0002400761 percent from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the District recognized pension expense of \$182,026.00 in the government-wide financial statements. This pension expense was based on the pension plans June 30, 2018 measurement date.

At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

Differences between expected and actual experience	Deferred Outflow of <u>Resources</u> \$68,713	Deferred Inflow of <u>Resources</u> \$18,579
Changes of assumptions	593,745	1,152,106
Net difference between projected and actual earnings on pension plan investments		33,798
Changes in proportion and differences between District contributions and proportionate share of contributions	315,649	186,535
District contributions subsequent to the measurement date	176,224	
	\$1,154,331	\$1,391,018

#### NOTE 6: ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68 (CONTINUED)

#### Public Employees Retirement System (PERS) (Continued)

The \$176,224.00 reported as deferred outflows of resources related to pensions resulting from school district contributions subsequent to the measurement date (i.e. for the school year ending June 30, 2019, the plan measurement date is June 30, 2018) will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	<u>Amount</u>
2019	\$50,831
2020	(8,801)
2021	(222,458)
2022	(189,391)
2023	(43,092)
	(\$412,911)

#### **Actuarial Assumptions**

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017, which rolled forward to June 30, 2018. These actuarial valuations used the following assumptions:

Inflation	2.25 Percent
Salary Increases	
Through 2026	1.65-4.15 Percent (based on age)
Thereafter	2.65-5.15 Percent (based on age)
Investment Rate of Return	7.00 Percent

## NOTE 6: ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68 (CONTINUED)

#### Public Employees Retirement System (PERS) (Continued)

#### **Actuarial Assumptions (Continued)**

Preretirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For State employees, mortality tables are set back 4 years for males and females. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the Conduent modified 2014 projection scale. Postretirement mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (set back 1 year for males and females) for service retirements and beneficiaries of former members. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from 2012 to 2013 using Projection Scale AA and using a generational approach based on the Conduent 2014 projection scale thereafter. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

#### **Long-Term Rate of Return**

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2018 and 7.00 at June 30, 2017) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

## NOTE 6: ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68 (CONTINUED)

#### Public Employees Retirement System (PERS) (Continued)

#### **Actuarial Assumptions (Continued)**

#### **Long-Term Rate of Return (Continued)**

Best estimates of arithmetic rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2018 are summarized in the following table:

		Long-Term
	Target	Expected Real
Assets Class	<u>Allocation</u>	Rate of Return
Risk Mitigation Strategies	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Fund	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equity	11.50%	9.00%
Emerging Market Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

#### **Discount Rate**

The discount rate used to measure the total pension liability was 5.66% and 5.00% as of June 30, 2018 and June 30, 2017 respectively. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% for both June 30 2018 and June 30, 2017 and a municipal bond rate of 3.87% and 3.58% for June 30, 2018 and June 30, 2017 respectively based on the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

## NOTE 6: <u>ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68</u> (CONTINUED)

#### Public Employees Retirement System (PERS) (Continued)

#### **Actuarial Assumptions (Continued)**

#### **Discount Rate (Continued)**

The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 50% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through June 30, 2046. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through June 30, 2046 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

## Sensitivity of the collective net pension liability to changes in the discount rate

The following presents the District's proportionate share of the net pension liability as of June 30, 2018, calculated using the discount rate as disclosed above as well as what the collective net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1- percentage-point higher than the current rate:

	1%	At Current	1%
	Decrease	Discount Rate	Increase
	<u>4.66%</u>	<u>5.66%</u>	<u>6.66%</u>
District's proportionate share			
of the net pension liability	\$4,530,585	\$3,603,181	\$2,825,148

#### Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Public Employees Retirement System (PERS). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 http://www.state.nj.us/treasury/pensions.

# <u>Notes to the Financial Statements</u> <u>June 30, 2019</u>

## NOTE 6: ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68 (CONTINUED)

#### Teachers Pensions and Annuity Fund (TPAF)

The employer contributions for local participating employers are legally required to be funded by the State in accordance with N.J.S.A 18:66-33. Therefore, these local participating employers are considered to be in a special funding situation as defined by GASB Statement No. 68 and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute directly to the plan (except for employer specific financed amounts), there is no net pension liability or deferred outflows or inflows to report in the financial statements of the local participating employers. However, the notes to the financial statements of the local participating employers must disclose the portion of the nonemployer contributing entities' total proportionate share of the net pension liability that is associated with the local participating employer.

The portion of the TPAF Net Pension Liability that was associated with the District recognized at June 30, 2019 was as follows:

Net Pension Liability:

Districts proportionate share State's proportionate share associated with the District -0-

\$66,971,477

\$66,971,477

The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 which was rolled forward to June 30, 2018. The net pension liability associated with the District was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts and the State, actuarially determined. At June 30, 2018, the proportion of the TPAF net pension liability associated with the District was .1052714677% which was an increase of .0080494831 percent from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the District recognized on-behalf pension expense and revenue of \$3,904,201.00 in the government-wide financial statements for contributions provided by the State. This pension expense and revenue was based on the pension plans June 30, 2018 measurement date.

## NOTE 6: <u>ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68</u> (CONTINUED)

#### **Teachers Pensions and Annuity Fund (TPAF) (Continued)**

#### **Actuarial Assumptions**

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017, which was rolled forward to June 30, 2018. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

Inflation rate 2.25%

Salary increases:

Investment rate of return 7.00%

#### **Mortality Rate**

Pre-retirement mortality rates were based on the RP-2006 Employee White Collar Mortality Tables, set back 3 years for males and 5 years for females, projected on a generational basis from a base year of 2006 using a 60-year average of improvement rates based on Social Security data from 1953 to 2013. Post-retirement mortality rates were based on the RP-2006 Healthy Annuitant White Collar Mortality Tables, with adjustments as described in the latest experience study, projected on a generational basis from a base year of 2006 using a 60-year average of improvement rates based on Social Security data from 1953 to 2013. Disability mortality rates were based on the RP-2006 Disabled Retiree Mortality Tables with rates adjusted by 90%. No mortality improvement is assumed for disabled retiree mortality. The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2012 to June 30, 2015.

#### **Long-Term Expected Rate of Return**

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% and 7.00% at June 30, 2018 and June 30, 2017 respectively) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries.

## NOTE 6: ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68 (CONTINUED)

#### **Teachers Pensions and Annuity Fund (TPAF) (Continued)**

#### <u>Actuarial Assumptions (Continued)</u>

#### **Long-Term Expected Rate of Return (Continued)**

The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in TPAF's target asset allocation as of June 30, 2018 are summarized in the following table:

	Long-I erm
Target	Expected Real
<u>Allocation</u>	Rate of Return
5.00%	5.51%
5.50%	1.00%
3.00%	1.87%
10.00%	3.78%
2.50%	6.82%
5.00%	7.10%
1.00%	6.60%
2.00%	10.63%
1.00%	6.61%
2.50%	11.83%
6.25%	9.23%
30.00%	8.19%
11.50%	9.00%
6.50%	11.64%
8.25%	13.08%
	Allocation 5.00% 5.50% 3.00% 10.00% 2.50% 5.00% 1.00% 2.00% 1.00% 2.50% 6.25% 30.00% 11.50% 6.50%

## NOTE 6: ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68 (CONTINUED)

#### **Teachers Pensions and Annuity Fund (TPAF) (Continued)**

#### **Actuarial Assumptions (Continued)**

#### Discount Rate

The discount rate used to measure the total pension liability was 4.86% and 4.25% as of June 30, 2018 and 2017, respectively. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and 7.00, and a municipal bond rate of 3.87% and 3.58% as of June 30, 2018 and 2017, respectively, based on the Bond Buyer Go 20-Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the contribution rate in the most recent fiscal year. The State contributed 50% of the actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2040. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2040, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

#### Sensitivity of the Net Pension Liability to Changes in the Discount Rate

Because the District's proportionate share of the net pension liability is zero, consideration of potential changes in the discount rate is not applicable to the District.

#### **Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Teachers Public and Annuity Fund (TPAF). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 <a href="http://www.state.nj.us/treasury/pensions">http://www.state.nj.us/treasury/pensions</a>.

## NOTE 7: ACCOUNTING AND FINANCIAL REPORTING FOR POST-RETIREMENT BENEFITS OTHER THAN PENSIONS – GASB 75

#### Plan Description and Benefits Provided

The State Health Benefit Local Education Retired Employees Plan is a multiple-employer defined benefit OPEB plan, with that is administered on a pay-as-you-go basis. Accordingly, no assets are accumulated in a qualifying trust that meets the criteria in paragraph 4 of GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. The State Health Benefit Local Education Retired Employees Plan provides medical, prescription drug, and Medicare Part B reimbursement to retirees and their covered dependents of local education employers.

The employer contributions for the participating local education employers are legally required to be funded by the State of New Jersey in accordance with N.J.S.A 52:14-17.32f. Therefore, these local participating employers are considered to be in a special funding situation as defined by GASB Statement No. 75 and the State is treated as a nonemployer contributing entity. According to N.J.S.A 52:14-17.32f, the State provides employer-paid coverage to employees who retire from a board of education or county college with 25 years or more of service credit in, or retires on a disability pension from, one or more of the following plans: the Teachers' Pension and Annuity Fund (TPAF), the Public Employees' Retirement System (PERS), the Police and Firemen Retirement System (PFRS), or the Alternate Benefit Program (ABP). Pursuant to Chapter 78, P.L, 2011, future retirees eligible for postretirement medical coverage who have less than 20 years of creditable service on June 28, 2011 will be required to pay a percentage of the cost of their health care coverage in retirement provided they retire with 25 or more years of pension service credit. The percentage of the premium for which the retiree will be responsible will be determined based on the retiree's annual retirement benefit and level of coverage.

#### **Employees Covered by Benefit Terms**

The State Health Benefit Local Education Retired Employees Plan Membership covered by the benefit terms consisted of the following:

Active Plan Members	217,131
Inactive Plan Members or Beneficiaries	
Currently Receiving Benefits	145,050
Inactive Plan Members or Beneficiaries	
Not Yet Receiving Benefits	0 -
Total Plan Members	362,181

## NOTE 7: <u>ACCOUNTING AND FINANCIAL REPORTING FOR POST-RETIREMENT BENEFITS OTHER THAN PENSIONS - GASB 75 (CONTINUED)</u>

#### **Total Non-Employer OPEB Liability**

The portion of the Total Non-Employer OPEB Liability that was associated with the District at June 30, 2019 was as follows:

Total OPEB Liability:

District's Proportionate Share State's Proportionate Share associated with the District

\$-0-

26,858,925

\$26,858,925

The Total Non-Employer OPEB Liability as of June 30, 2018 was determined by an actuarial valuation as of June 30, 2017, which was rolled forward to June 30, 2018.

The Total Non-Employer OPEB Liability was determined separately based on actual data of the District.

For the year ended June 30, 2019, the District recognized on-behalf postemployment expense and revenue of \$1,528,176.00 in the government-wide financial statements for contributions provided by the State. This expense and revenue was based on the plans June 30, 2018 measurement date.

At June 30, 2018, the District's proportion was 0.0582486224 percent, which was a decrease of .0007140048 from its proportion measured as of June 30, 2017.

The State, a nonemployer contributing entity, is the only entity that has a legal obligation to make employer contributions to OPEB for qualified retired PERS, TPAF/ABP and PFRS participants. The District's proportionate share percentage determined under paragraphs 193 and 203 through 205 of GASBS No. 75 is zero percent. Consequently, the District did not recognize any portion of the collective Non-Employer OPEB liability on the Statement of Net Position.

## NOTE 7: ACCOUNTING AND FINANCIAL REPORTING FOR POST-RETIREMENT BENEFITS OTHER THAN PENSIONS - GASB 75 (CONTINUED)

#### **Actuarial Assumptions and Other Inputs**

The total Non-Employer OPEB liability as of June 30, 2018 was determined by an actuarial valuation as of June 30, 2017, which was rolled forward to June 30, 2018. The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

#### Inflation 2.5 percent

0-1	TPAF/ABP	PERS	<u>PFRS</u>
Salary Increases Through 2026	1.55-4.55%	2.15-4.15% Based on Age	2.10-8.98% Based on Age
Thereafter	2.00-5.45%	3.15-5.15% Based on Age	3.10-9.98 Based on Age

Preretirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Employee Male/Female fully generational mortality projections from the central year using the MP-2017 scale. Post-Retirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Annuitant Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale. Disability mortality was based on the RP-2006 Headcount-Weighted Disabled Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of actuarial experience studies for the periods July 1, 2012 - June 30, 2015, July 1, 2011 - June 30, 2014, and July 1, 2010 - June 30, 2013 for TPAF, PFRS and PERS, respectively.

100% of all retirees who currently have healthcare coverage are assumed to continue with that coverage. 100% of active members are considered to participant in the Plan upon retirement, having a coverage blend of 85% and 15% in PPO and HMO, respectively.

### NOTE 7: <u>ACCOUNTING AND FINANCIAL REPORTING FOR POST-RETIREMENT</u> BENEFITS OTHER THAN PENSIONS - GASB 75 (CONTINUED)

#### **Health Care Trend Assumptions**

For pre-Medicare preferred provider organization (PPO) medical benefits, this amount initially is 5.8% and decreases to a 5.0% long-term trend rate after nine years. For self-insured post-65 PPO medical benefits, the trend rate is 4.5%. For health maintenance organization (HMO) medical benefits, the trend rate is initially 5.9% and decreases to a 5.0% long-term trend rate after nine years. For prescription drug benefits, the initial trend rate is 8.0% decreasing to a 5.0% long-term trend rate after eight years. For the Medicare Pan B reimbursement, the trend rate is 5.0%. The Medicare Advantage trend rate is 4.5% and will continue in all future years.

#### **Discount Rate**

The discount rate for June 30, 2018 and 2017 was 3.87% and 3.58%, respectively. This represents the municipal bond return rate as chosen by the Division. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

#### Changes in the Total Non-Employer OPEB Liability

Shown below are details regarding The Total OPEB non-employer Liability associated with the District for the measurement period from June 30, 2017 to June 30, 2018:

Balance at 6/30/17		\$31,627,460
Changes for the year:		
Service cost	\$ 1,461,201.00	
Interest	1,172,272.00	
Differences between expected		
and actual experience	(3,626,436.00)	
Changes in assumptions or		
other inputs	(3,082,196.00)	
Membership Contributions	24,822.00	
Benefit payments - Net	(718,198.00)	
Net changes		(4,768,535)
Balance at 6/30/18		\$26.858 925

## NOTE 7: <u>ACCOUNTING AND FINANCIAL REPORTING FOR POST-RETIREMENT</u> BENEFITS OTHER THAN PENSIONS - GASB 75 (CONTINUED)

## <u>Sensitivity of the Total Non-Employer OPEB Liability to Changes in the Discount Rate</u>

The following presents the total non-Employer OPEB liability associated with the District as of June 30, 2018, calculated using the discount rate as disclosed above as well as what the total non-Employer OPEB liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

		June 30, 2018	
	1.00%	At Discount	1.00%
	Decrease (2.87%)	Rate (3.87)	Increase (4.87%)
State of New Jersey's		<del></del>	
Proportionate Share of			
the total Non-Employer			
OPEB Liability associated			
with the District	\$31,752,717	\$26,858,925	\$22,968,866

#### <u>Sensitivity of the Total Non-Employer OPEB Liability to Changes in</u> Healthcare Trends

The following presents the total non-Employer OPEB liability associated with the District as of June 30, 2018, calculated using the healthcare trend rate as disclosed above as well as what the total non-Employer OPEB liability would be if it was calculated using a healthcare trend rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

_		June 30, 2018	
	1.00%	Healthcare Cost	1.00%
	<u>Decrease</u>	<u>Trend Rate</u>	<u>Increase</u>
State of New Jersey's			
Proportionate Share	of		
the total Non-Employ	er		
OPEB Liability assoc	iated		
with the District	\$22,200,466	\$26,858,925	\$33,019,916

## NOTE 7: <u>ACCOUNTING AND FINANCIAL REPORTING FOR POST-RETIREMENT BENEFITS OTHER THAN PENSIONS - GASB 75 (CONTINUED)</u>

## OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Non-Employer OPEB Liability

At June 30, 2018, the State reported deferred outflows of resources and deferred inflows of resources related to retired school employee's Non-Employer OPEB Liability associated with the District from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	\$	\$ 2,607,259
Changes of assumptions		6,020,565
Net difference between projected and actual earnings on OPEB plan investments		
Changes in proportion	 207,645	 383,251
	\$ 207,645	\$ 9,011,075.00

Amounts reported as deferred outflows of resources and deferred inflows of resources related to retired school employee's Non-Employer OPEB associated with the District will be recognized in OPEB expense as follows:

Year Ended	
<u>June 30,</u>	<u>Amount</u>
2019	(\$1,098,286)
2020	(\$1,098,286)
2021	(\$1,098,286)
2022	(\$1,098,286)
2023	(\$1,098,286)
Total Thereafter	(\$3,311,999)
	(\$8,803,430)
•	

## NOTE 7: <u>ACCOUNTING AND FINANCIAL REPORTING FOR POST-RETIREMENT BENEFITS OTHER THAN PENSIONS - GASB 75 (CONTINUED)</u>

## OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Non-Employer OPEB Liability (Continued)

In accordance with GASBS No. 75, the District's proportionate share of school retirees OPEB is zero. There is no recognition of the allocation of proportionate share of deferred outflows of resources and deferred inflows of resources in the financial statements.

#### State Health Benefit Local Education Retired Employee Plan Information

The New Jersey Division of Pension and Benefits issues publicly available reports on the OPEB plan. Those reports may be obtained by writing to the Division of Pension and Benefits, PO Box 295, Trenton, NJ 08625-0295 or on their website at http://www.state.nj.us/treasury/pensions/gasb-notices-opeb.shtml.

#### NOTE 8: LITIGATION

The District, based upon the opinions of the District attorney, there is no litigation, pending claims, contingent liabilities, unasserted claims or assessments or statutory violations which involve the School District and which might materially affect the District's financial position.

#### NOTE 9: <u>INVENTORY</u>

Inventory in the Food Service Fund at June 30, 2019 consisted of the following:

Food and Supplies \$411.29

The value of Federal donated commodities as reflected on Schedule A (required by the Single Audit Law of 1996) is the difference between market value and cost of the commodities at the date of purchase and has been included as an item of non-operating revenue in the financial statements.

#### NOTE 10: CONTINGENCIES

The District receives financial assistance from the State of New Jersey and the U.S. Government in the form of grants. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditure of the funds for eligible purposes. The State and Federal grants received and expended in the 2018-2019 fiscal year were subject to the U.S. OMB Circular Uniform Guidance and New Jersey OMB Circular 15-08 which mandates that grant revenues and expenditures be audited in conjunction with the District's annual audit if expenditures for federal or state programs exceed \$750,000. Findings and questioned costs, if any, relative to federal and state financial assistance programs are discussed in the Single Audit Section, Schedule of Findings and Questioned Costs. In addition, all grants and cost reimbursements are subject to financial and compliance audits by the grantors. The District's management does not believe any such audit would result in material amounts of disallowed costs.

#### NOTE 11: RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters.

#### Property and Liability Insurance

The District maintains commercial coverage covering each of those risks of loss. The administration believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

#### New Jersey Unemployment Compensation Insurance

The District has elected to fund its New Jersey Unemployment Compensation Insurance under the "Liability Method". Under this plan, the District is required to calculate and pay the amount required on a quarterly basis based upon rates as determined by the New Jersey Department of Labor.

#### NOTE 12: COMPENSATED ABSENCES

Tenured teachers are entitled to up to 15 sick days per year and upon retirement or termination of employment (with proper notice if by employee) shall be paid an amount of money calculated at the rate of thirty dollars per day for each day of accumulated sick leave at the time of retirement or termination up to a maximum of two hundred twenty five days. If a teacher, as of June 30, 1993, has accumulated more than the aforesaid amount of sick days, the same, to the amount accumulated, shall be the teacher's entitlement unless the same are subsequently utilized which then results in a lesser number which would be the teacher's entitlement. For a teacher's last year of employment, he/she shall receive thirty dollars per sick day for each month worked and fifteen dollars per sick day for the remaining months. Smaller bargaining units of the District are also entitled to compensation for unused sick days based on their bargaining agreements.

The liability for vested compensated absences of the governmental fund types is recorded in the district wide financial statements. The current portion of the compensated absence balance is not considered material to the applicable total liabilities, and is therefore not shown separately for the long-term liability balance of compensated absences.

The liability for vested compensated absences of the proprietary fund types is recorded within those funds as the benefits accrue to employees. As of June 30, 2019 no liability existed for compensated absences in the proprietary fund types.

#### NOTE 13: FUND BALANCE APPROPRIATED

General Fund - Of the \$6,548,067.30 in General Fund Balance at June 30, 2019, \$1,472,347.09 has been assigned for encumbrances, \$1,083,844.01 has been restricted as excess surplus, \$160,160.71 has been restricted as excess surplus - subsequent years' expenditures and has been appropriated and included as anticipated revenue for the year ended June 30, 2020; \$2,351,337.03 has been restricted in the Capital Reserve Account; \$999,999.29 has been assigned for subsequent years expenditures and \$480,379.17 is unassigned.

#### NOTE 14: CALCULATION OF EXCESS SURPLUS-BUDGETARY BASIS

In accordance with N.J.S.A.18A:7F-7, as amended by P.L. 2004,c.73 (S1701), the Restricted Fund Balance - Excess Surplus is a required calculation pursuant to the New Jersey Comprehensive Educational Improvement and Financing Act of 1996 (CEIFA). New Jersey school districts are required to reserve General Fund fund balance at the fiscal year end of June 30 if they did not appropriate a required minimum amount as budgeted fund balance in their subsequent years' budget.

General Fund Expenditures	
Fiscal Year Ended June 30, 2019	\$27,587,399.29
Less:	
On-behalf TPAF Pension and Social	
Security Reimbursement	(3,839,992.27)
Assets Acquired Under Capital Leases	(115,537.51)
Adjusted General Fund Expenditures	\$23,631,869.51
Excess Surplus Percentage	6.00%
6% of Adjusted 2018-19 General Fund Expenditures	1,417,912.17
Add: Allowable Adjustments	0.00
Maximum Unassigned Fund Balance	1,417,912.17
Actual Unassigned Fund Balance (Budgetary)	2,501,756.18
Excess Surplus	<u>\$1,083,844.01</u>

#### NOTE 15: CAPITAL RESERVE ACCOUNT

A capital reserve account was established by the Union County Vocational-Technical Schools by inclusion of \$500,001.00 during fiscal year 2001 for the accumulation of funds for use as capital outlay expenditures in subsequent fiscal years. The capital reserve account is maintained in the general fund and its activity is included in the general fund annual budget.

Funds placed in the capital reserve account are restricted to capital projects in the district's approved Long Range Facilities Plan (LRFP). Upon submission of the LRFP to the department, a district may increase the balance in the capital reserve by appropriating funds in the annual general fund budget certified for taxes pursuant to N.J.A.C. 6:23A-5.1(d)7, the balance in the account cannot at any time exceed the local support costs of uncompleted capital projects in its approved LRFP.

Balance, June 30, 2019	\$2,351,337.03
Polones June 20, 2010	¢2 251 227 02
	\$2,351,337.03
Board Resolution dated 6/24/19	750,000.00
Deposits:	
Balance, July 1, 2018	\$1,601,337.03

#### NOTE 16: INTERFUNDS RECEIVABLE AND PAYABLE

The following interfund balances remained on the balance sheet at June 30, 2019:

Fund	<u>Receivable</u>	<u>Payable</u>
General Fund Special Revenue Fund Capital Projects Fund Enterprise Funds Fiduciary Funds	\$898,533.19	\$210,513.80 617,133.28 61,886.70 8,999.41
	\$898,533.19	\$898,533.19

All balances resulted from the time lag between the dates that short-term loans were disbursed and payments between the funds were returned.

#### NOTE 17: DEFERRED COMPENSATION

The Board offers its employees a choice of various deferred compensation plans created in accordance with Internal Revenue Code Section 403(b). The plans, which are administered by the entities listed below, permits participants to defer a portion of their salary until future years. Amounts deferred under the plans are not available to employees until termination, retirement, death or unforeseeable emergency. The district offers a variety of plan administrators as follows:

AXA Equitable Valic Lincoln Investments Lincoln National Life Insurances Fidelity Investments

#### NOTE 18: COMMITMENTS

The District has active construction projects as of June 30, 2019 relating to approved projects, which include additions and renovations at various schools. At June 30, 2019, the District's commitments with contractors amounted to \$446,507.27 which is reported as a restricted for capital projects on the balance sheet in the capital projects fund.

#### NOTE 19: SUBSEQUENT EVENTS

The District has evaluated subsequent events occurring after the financial statement date through November 27, 2019 which is the date the financial statements were available to be issued. The District has determined that there are no material subsequent events needed to be disclosed.

**REQUIRED SUPPLEMENTARY INFORMATION – Part II** 

BUDGETARY COMPARISON SCHEDULES	
	6 (B)

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
GENERAL FUND
GENERAL FUND
IN TUND BALANCE - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	ORGINAL <u>BUDGET</u>	BUDGET TRANSFERS AND AMENDMENTS	FINAL BUDGET	ACTUAL	VARIANCE FAVORABLE/ (UNFAVORABLE)
REVENUES: Local Sources:					
		S	5,233,086.00 \$	5,233,086.00 \$	
Turtion from Other LEAs Within State	11,640,000.00		11,640,000.00	11,573,900.00	(66,100.00) 87 373 44
Largethisted Miscellanguis Deventies	440,000,00		400 000 00	201,515,12	(198 363 88)
Interest Farned on Capital Reserve Finds	50.00		50.000	17 607 14	17 557 14
Total Local Sources	17,713,136.00		17,713,136.00	17,553,602.70	(159,533.30)
State Sources:					
Categorical Special Education Aid	1,665,799.00		1,665,799.00	1,665,799.00	
Equalization Aid	6,586,304.00		6,586,304.00	7,586,304.00	1,000,000.00
Categorical Security Aid	201,372.00		201,372.00	201,372.00	
On-behalf TPAF pension Contributions-non-budgeted				2,026,478.00	2,026,478.00
Reimbursed TPAF Social Security Contribution-non-budgeted				829,327.27	829,327.27
On-behalf TPAF OPEB (Post Retire. Med.) Contrib. non-budgeted				938,448.00	938,448.00
Long-term Disability Insurance (non-budgeted)				3,320.00	3,320.00
NCGI-non-budgeted				42,419.00	42,419.00
Total State Sources	8,453,475.00		8,453,475.00	13,293,467.27	4,839,992.27
Total Revenues	26,166,611.00		26,166,611.00	30,847,069.97	4,680,458.97
EXPENDITURES:					
Regular Vocational Programs - Instruction: Salaries of Teachers	9 585 584 24	264 415 76	00 000 058 6	8 719 937 12	1 130 062 88
Durchased Drofessional Educational Services	655 276 00	444 844 42	1 100 120 42	1 100 920 42	(90008)
Other Director Septimes (400,500 series)	20.012,000	(13,000,00)	187 000 00	176 149 76	10 850 24
General Supplies	533 080 10	160.340.90	693 421.00	641.857.10	51.563.90
Textbooks	213 015 00	33,000,00	246.015.00	197.831.44	48.183.56
Other Objects	27,200.00	2,800.00	30,000.00	17,789.48	12,210.52
Total Vocational Programs Local Instruction	11,214,155.34	892,401.08	12,106,556.42	10,854,485.32	1,252,071.10
Special Vocational Programs-Instruction				ı	
Salaries of Teachers	780,958.40	(184,378.40)	596,580.00	483,867.87	112,712.13
Purchased Professional & Technical Services		7,734.58	7,734.58	4,360.50	3,374.08
General Supplies	75,000.00	5,000.00	80,000.00	60,517.00	19,483.00
Textbooks	3,750.00	3,075.00	6,825.00		6,825.00
Other Objects	5,500.00	200.00	6,000.00	4,719.98	1,280.02
	865,208.40	(168,068.82)	697,139.58	553,465.35	143,674.23
TOTAL VOCATIONAL PROGRAMS	12,079,363.74	724,332.26	12,803,696.00	11,407,950.67	1,395,745.33

11,423.79 4,591.35 10,840.55 26,855.69

67,170.00 40,000.00 1,000.00 3,500.00

96,264.00 96,264.00

207,934.00

2,490.10 5,500.00 170,701.62

951,185.30

5,500.00

161,699.05

862,816.95

85,308.45 3,059.90

1,024,516.00 86,320.92

79,999.89

944,516.11 70,320.92 5,500.00

Salaries of Other Professional Staff Salaries of Secretarial and Clerical Assistants Supplies and Materials Other Objects

Guidance:

Total Guidance

50.00 96,049.89

5,500.00

5,550.00

9,556.07 1,325.00 746.32 1,627.39

1,630,535.02 1,630,535.02

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

GENERAL FUND
COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

(UNFAVORABLE) FAVORABLE/ VARIANCE 275,642.00 7,408.65 19,159.45 3,253.68 302,210.10 50,000.00 50,000.00 50,000.00 122,198.00 11,760,160.77 11,760,160.77 287,065.79 12,000.00 30,000.00 329,065.79 67,170.00 90,000.00 1,000.00 3,500.00 96,264.00 96,264.00 1,325.00 4,000.00 137,079.07 257,934.00 13,390,695.79 13,390,695.79 131,754.07 FINAL BUDGET H 67,170.00 90,000.00 3,500.00 96,264.00 96,264.00 (3,500.00) (163,434.00)(40,000.00) (1,000.00) 1,000.00 ,325.00 257,934.00 774,332.26 774,332.26 1,325.00 TRANSFERS AND AMENDMENTS BUDGET G 287,065.79 12,000.00 30,000.00 329,065.79 4,000.00 3,500.00 163,434.00 40,000.00 1,000.00 12,616,363.53 12,616,363.53 131,754.07 ORGINAL BUDGET 69 Total Instructional Atternative Education Program Support Instructional Atternative Education Program - Instruction: Instructional Afternative Education Program Support: Total Instructional Alternative Education Program Total School Sponsored Co-Curncular Activities Purchased Professional and Technical Services Supplies and Materials Purchased Professional & Technical Services Fotal Other Instructional Programs Instruction School Sponsored Co-Curricular Activities: Total Instructional ALT ED Prog Instruction Other Instructional Programs Instruction: Purchased Services (300-500 series) Total Other Instructional Programs Supplies and Materials Supplies and Materials Salaries of Teachers General Supplies Total - Instruction Fotal Health Services Other Objects Other Objects Other Objects Health Services: Salaries Salaries Salaries

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

GENERAL FUND
COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

1,638.42 3,847.20 3,090.00 22,350.52 828.30 5.84 5,437.44 62,497.07 800.01 114,280.24 14,256.54 20,610.28 2,195.01 38,971.59 2,014.05 5,056.14 58,047.89 333.38 410.42 28.13 79,643.06 2,945.17 127,045.44 10,675.00 10,675.00 7,070.19 3,228.30 93,732.09 214,667.28 (UNFAVORABLE) FAVORABLE/ VARIANCE ₩ 400,998.03 62,666.62 29,550.00 84,649.48 171.70 53,228.94 36,463.91 24,790.00 10,943.86 619,002.93 3,600.00 228,391.76 1,152.80 27,389.72 10,304.99 861.58 1,028.41 92,735.64 39,860.35 39,860.35 10,000.00 45,733.86 4,494.16 3,062.56 13,589.58 600,953.83 15,743.46 929,404.73 24,971.87 ACTUAL 26,804.05 16,000.00 107,000.00 1,000.00 4,500.00 8,500.00 14,000.00 5,000.00 459,045.92 63,000.00 48,000.00 12,500.00 25,000.00 219,781.08 132,872.00 39,409.08 40,000.00 2,500.00 50,535.35 50,535.35 10,000.00 52,804.05 694,685.92 1,144,072.01 32,640.00 5,000.00 681,500.00 342,672.00 30,000.00 4,400.01 FINAL BUDGET ₩ (8,832.26) 1,738.14 (4,895.95)44,000.00 (4,895.95) 44,000.00 12,135.35 12,135.35 3,000.00 12,000.00 15,000.00 87,000.00 58,999.71 138,905.59 TRANSFERS AND AMENDMENTS BUDGET 88,872.00 39,409.08 40,000.00 4,500.00 8,500.00 14,000.00 5,000.00 2,500.00 459,045.92 60,000.00 1,000.00 175,781.08 38,400.00 38,400.00 31,700.00 16,000.00 10,000.00 57,700.00 32,640.00 95,000.00 679,685.92 594,500.00 283,672.29 38,832.26 46,261.86 1,005,166.42 12,500.00 25,000.00 4,400.01 BUDGET ORGINAL Salaries of Secretarial and Clerical Assistants Purchased Professional Educational Services Salaries of Secretarial and Clerical Assistants Expenditure and Internal Control Audit Fees Fotal Support Services General Administration Other Purchased Services (400-500 series) Total Support Services School Administration Other Support Services - Instructional Staff: Salaries of Other Professional Staff Other Support Services - Instructional Staff Fotal Improvement of Instruction Services / Support Services General Administration: Support Services School Administration: Salaries of Principals / Asst. Principals Total Instructional Staff Training Services Other Purchased Services (400-500) Other Purchased Technical Services Salaries of Other Professional Staff Salaries of Other Professional Staff Improvement of Instruction Services **BOE Membership Dues and Fees** Instructional Staff Training Services: Salaries of Other Professionals Communications / Telephone Miscellaneous Expenditures Miscellaneous Expenditures Supplies and Materials Supplies and Materials Board Travel Expense Fotal Child Study Teams Child Study Teams: General Supplies Legal Services Other Objects Other Salaries Other Objects

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
GENERAL FUND
GENERAL FUND
IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
GENERAL FUND
GENERAL FUND
COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	ORGINAL <u>BUDGET</u>	BUDGET TRANSFERS AND AMENDMENTS	FINAL BUDGET	ACTUAL	VARIANCE FAVORABLE/ (UNFAVORABLE)
Unallocated Benefits - Employee Benefits: Social Security Contributions - \$ T.P.A.F. Contributions - FRIP	315,500.00 125,000,00	<b>69</b>	315,500.00 \$ 125,000.00	249,182.80 \$	66,317.20
Other Retirement Contributions - PERS	181,861.60		181,861.60	180,598.35	1,263.25
Unemployment Compensation	30,000.00	(20,400.00)	00'009'6	7,440.59	2,159.41
Workmen's Compensation	124,700.00	(35,000.00)	89,700.00	86,961.00	2,739.00
Health Benefits	3,253,381.00	271,336.74	3,524,717.74	3,477,104.96	47,612.78
Tuition Reimbursements	65,000.00	30,000.00	95,000.00	88,155.60	6,844.40
Other Employee Benefits	20,000.00		20,000.00	9,046.18	10,953.82
Unused sick payment	45,485.91	34,428.35	79,914.26	44,914.26	35,000.00
Total Unallocated Benefits - Employee Benefits	4,160,928.51	280,365.09	4,441,293.60	4,143,403.74	297,889.86
On-Behalf TPAF Contributions (Non-Budgeted): On-behalf TPAF pension Contributions-non-budgeted				2,026,478.00	(2,026,478.00)
Reimbursed TPAF Social Security Contribution-non-budgeted				829,327.27 938.448.00	(829,327.27)
Long-term Disability Insurance (non-budgeted)				3,320.00	(3,320.00)
NCGI-non-budgeted				42,419.00	(42,419.00)
Total TPAF Pension/Social Security				3,839,992.27	(3,839,992.27)
Total Undistributed Expenditures	11,947,565.65	1,054,611.74	13,002,177.39	15,180,858.24	(2,178,680.85)
TOTAL EXPENDITURES - CURRENT EXPENSE	24,563,929.18	1,828,944.00	26,392,873.18	26,941,019.01	(548,145.83)
CAPITAL OUTLAY:					
Facilities Acquisition and Construction Services: Assessment for Debt Service on SDA Funding	46,147.00		46,147.00	46,147.00	
Total Facilities Acquisition and Construction Services	46,147.00		46,147.00	46,147.00	
Interest in Capital Reserve Interest Deposit to Capital Reserve Impact Aid reserve (Capital) Transfer to Capital Projects	177,780.00	(90,05)	77,830.00		77,830.00
Assets acquired under capital leases (non-budgeted)				115,537.51	(115,537.51)
Total assets acquired under capital leases (non-budgeted)				115,537,51	(115,537.51)
TOTAL CAPITAL OUTLAY	223,977.00	(100,000.00)	123,977.00	161,684.51	(37,707.51)

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
GENERAL FUND
GENERAL FUND
COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	O II,	ORGINAL <u>BUDGET</u>	BUDGET TRANSFERS AND AMENDMENTS	FINA	FINAL BUDGET	<b>∢</b> (	<u>ACTUAL</u>	VARIANCE FAVORABLE/ (UNFAVORABLE)
Accred. Eve./Adult H.S./Post Grad. Inst.: Salaries of Teachers General Supplies Textbooks Other Objects Total Accred. Eve./Adult H.S./Post Grad. Inst.	<b>ω</b>	329,828.24 \$ 37,140.35 15,000.00 5,000.00 386,968.59		\$	329,828.24 37,140.35 15,000.00 5,000.00 386,968.59	<b>.</b>	277,391.00 \$ 8,726.87 680.58 286,798.45	52,437,24 28,413,48 15,000,00 4,319,42 100,170.14
Accred. Eve./Adult H.S./Post Grad. Supp. Ser.: Salaries Supplies and Materials Other Objects Total Accred. Eve./Adult H.S./Post Grad. Supp. Ser.		178,228.18 10,000.00 10,000.00 198,228.18	(500.00)		178,228.18 9,500.00 10,500.00 198,228.18		155,338.64 5,986.60 10,210.00 171,535.24	22,889.54 3,513.40 290.00 26,692.94
Total Accred. Eve./Adult H.S./Post Grad. Vocational Evening Local Instruction: Salaries of Teachers General Supplies		585,196,77 58,615.00 5,000.00			585,196.77 58,615.00 5,000.00		21,787.50 4,574.58	126,863.08 36,827.50 425.42
Total Vocational Evening Local Instruction Total Special Schools		63,615.00			63,615.00		26,362.08	37,252.92
TOTAL EXPENDITURES	es.	25,436,717.95 \$	1,728,944.00	69	27,165,661.95	89	\$ 62,687,399,29 \$	(421,737.34)
Excess (deficiency) of revenues over (under) expenditures	₩	729,893.05 \$	(1,728,944.00)	₩	\$ (56.050.666)	₩	3,259,670.68	4,258,721.63
Other financing sources (uses) Proceeds from Capital Lease (non-budgeted) Total other financing sources							115,537.51	115,537.51
Excess of revenues and other financing sources over expenditures and other expenditures and other financing sources		729,893.05	(1,728,944.00)		(989,050,95)		3,375,208.19	4,374,259.14
Fund balances, July 1		3,103,475.73			3,103,475.73		4,110,392.11	
Fund balances, June 30	€	3,833,368.78 \$	(1,728,944.00)	89	2,104,424.78	€	7,485,600.30 \$	4,374,259.14
Recapitulation: Assigned - year-end encumbrances Restricted - excess surplus - current year Restricted - excess surplus - designated for subsequent y Restricted - capital reserve Unassigned fund balance	year's expenditures	ditures			<del>-</del> 9		1,472,347.09 1,083,844.01 160,160,71 2,351,337.03 1,477,912.17 7,485,600.30	
Reconciliation to governmental funds statements (GAAP): Prior Year aid payment not recognized on GAAP basis	::				,		(937,533.00)	
Fund balance per governmental funds (GAAP)					₩	\$	6,548,067.30	

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS BUDGETARY COMPARISON SCHEDULE SPECIAL REVENUE FUND FOR FISCAL YEARS ENDED JUNE 30, 2019

VARIANCE FINAL TO ACTUAL	(11,110.00) (428,769.76) (240,855.38)	(680,735.14)	120,846.25 57,730.34 139,637.68 8,183.69 113,972.37 2,000.00 58,417.69	500,788.02	31,002.09 5,115.22 3,868.00 21,700.76 13,543.34 67,028.77	142,258.18	7,132.91	37,688.94	680,735.14
	<del>€9</del>	<b>6</b> 5 ″	<del>∨</del>				, I	,	<i>∽</i> "
ACTUAL	3,890.00 1,038,917.99 996,386.02	2,039,194.01	575,483.00 126,687,89 335,750,46 11,816.31 312,092.81	1,396,434.78	145,259.92 170,014.78 23,745.00 149,589.54 25,111,42 31,249.51	544,970.17	94,345.09	92,789.06	2,039,194.01
	<del>\$</del>	<b>⇔</b>	<del>∨</del>			ı		ļ	<del>\$</del>
FINAL BUDGET	15,000.00 1,467,687.75 1,237,241.40	2,719,929.15	696,329.25 184,418.23 475,388.14 20,000.00 426,065.18 2,000.00 93,022.00	1,897,222.80	176,262.01 175,130.00 27,613.00 171,290.30 38,654.76 98,278.28	687,228.35	101,478.00 34,000.00	135,478.00	2,719,929.15
,	<del>69</del>	\$	<del>\$</del>	ļ		İ		ı	<del>6</del>
BUDGET TRANSFERS/ AMENDMENTS	(335,000.00) 1,467,687.75 987,241.40	2,119,929.15	96,329,25 184,418,23 475,388,14 20,000,00	869,157.62	176,262.01 175,130.00 27,613.00 171,290.30 38,654.76 98,278.28	863,490.36	101,478.00	135,478.00	1,868,125.98
Б	<b>↔</b> !	اا جو	₩		ı	J	i	ı	<del>⇔</del> ∥
ORIGINAL BUDGET	350,000.00	00.000,009	600,000.00	600,000.00					600,000.00
	<del>69</del>	₩	φ						\$
	REVENUES: Other Sources State Sources Federal Sources	Total Revenues	EXPENDITURES: Instruction: Salaries of Teachers Salaries of Teachers Purchased Professional / Educational Services Purchased Professional/Technical Services Other Purchased Services General Supplies Textbooks Other Objects	Total Instruction	Support Services: Other Salaries Purchased Services Employee Benefits Purchased Professional / Educational Services Other purchased services Supplies and Materials Other Objects	Total Support Services	Facilities Acquisition and Construction Service: Instructional equipment Non-instructional equipment	Total Facilities Acquisition and Construction Service	Total expenditures

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS BUDGETARY COMPARISON SCHEDULE BUDGET TO GAAP RECONCILIATION NOTE TO RSI (REQUIRED SUPPLEMENTARY INFORMATION) FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Note A - Explanation of difference between budgetary inflows and outflows and GAAP revenues and expenditures

and GAAP revenues and expenditures	GENERAL FUND	SPECIAL REVENUE FUND
Sources/inflows of resources		
Actual amounts (budgetary basis) "revenue" from the budgetary comparison schedule	\$ 30,847,069.97	\$ 2,039,194.01
Difference - budget to GAAP:		
State aid payment recognized for GAAP statements in the current year, previously it was recognized for budgetary purposes.	639,519.00	
The last state aid payment is recognized as revenue for budgetary purposes and differs from GAAP which does not recognize this revenue until the subsequent year when the State recognizes the related expense (GASB 33)	(937,533.00)	
Grant accounting budgetary basis differs from GAAP in that encumbrances are recognized as expenditures, and the related revenue is recognized.		
Adjust for encumbrances:		
Add prior year encumbrances		57,559.08
Less prior year encumbrances canceled  Less current year encumbrances		(11,658.82) (273,310.46)
Total revenues as reported on the statement of revenues, expenditures		
and changes in fund balances - governmental funds.	\$ 30,549,055.97	\$ 1,811,783.81
Uses/outflows of resources		
Actual amounts (budgetary basis) "total expenditures" from the		
budgetary comparison schedule	\$ 27,587,399.29	\$ 2,039,194.01
Difference - budget to GAAP:		
Adjust for encumbrances:		
Add prior year encumbrances		57,559.08
Less prior year encumbrances canceled		(11,658.82)
Less current year encumbrances		(273,310.46)
Total expenditures as reported on the statement of revenues,	e 27.597.200.20	¢ 101170201
expenditures, and changes in fund balance - governmental funds	\$ 27,587,399.29	\$ 1,811,783.81

**REQUIRED SUPPLEMENTARY INFORMATION - PART III** 

SCHEDULES RELATED TO ACCOUNTING AND REPORTING FOR PENSION (GASB 68)

Union County Vocational and Technical Schools
Schedule of the District's Proportionate Share of the Net Pension Liability
Public Employees Retirement System
Last Ten Years

	nare	ion Plan Fiduciary	t) Net Position	Je as a percentage	l- of the total	oll Pension Liability	48.72%	52.08%	47.92%	40.14%	48.10%	23.60%
District's	Proportionate Share	of the Net Pension	Liability (Asset)	as a percentage	of it's Covered-	Employee Payroll	332.39%	244.16%	289.48%	411.48%	328.00%	257.26%
				District's	Covered-Employee	Payroll	1,102,813.00	1,136,043.00	1,241,024.00	1,278,576.00	1,281,711.00	1,400,591.00
		District's	Proportionate	Share of	the Net Pension	<u>Liability (Asset)</u>	3,665,644 \$	2,773,757	3,592,513	5,261,126	4,204,064	3,603,181
							↔					
			District's	Proportion	of the Net Pension	<u>Liability (Asset)</u>	0.0191798165%	0.0148149123%	0.0160037118%	0.0177637930%	0.0180599339%	0.0183000010%
				Measurement	Date Ending	June 30,	2013	2014	2015	2016	2017	2018

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

Union County Vocational and Technical Schools
Schedule of the District's Contributions
Public Employees Retirement System
Last Ten Years

Contractually Required Contribution	<del>G</del>	Contributions in Relation to the Contractually Required Contributions	¥	Contribution Deficiency (Excess)	¥	District's Covered- Employee <u>Payroll</u>	Contributions as a Percentage of Covered-Employee Payroll
25,105	•	201,125	•	<b>)</b> (	<b>•</b>	1,102,010,00	S/ 19:11
37,589		137,589		¢		1,136,043.00	12.11%
57,811		157,811		¢		1,241,024.00	12.72%
58,600		158,600		¢		1,278,576.00	12.40%
173,749		173,749		¢		1,281,711.00	13.56%
76,224		176,224		¢		1,400,591.00	12.58%

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

Union County Vocational and Technical Schools
Schedule of the District's Proportionate Share of the Net Pension Liability
Teachers Pension and Annuity Fund
Last Ten Years

	Plan Fiduciary	Net Position	as a percentage	of the total	Pension Liability	33.76%	33.64%	28.71%	22.33%	25.41%	26.49%
State's Proportionate Share of the Total	Net Pension Liability associated with	the District as a	percentage of	the District's Covered-	Employee Payroli	509.37%	533.51%	572.20%	643.66%	586.62%	587.85%
District's	Proportionate Share of the Net Pension	Liability (Asset)	as a percentage	of it's Covered-	Employee Payroll	¢	¢	¢	¢	¢	¢
			District's	Covered-Employee	Payroll	9,478,829.00 \$	9,770,347.00	10,539,012.00	11,074,052.00	11,174,211.00	11,392,669.00
	State's Proportionate	Share of		Liability (Asset)	associated with the District	\$ 48,282,298 \$	52,126,060	60,304,670	71,278,849	65,550,568	66,971,477
	District's	Proportionate	Share of	the Net Pension	Liability (Asset)	¢	¢	¢	¢	¢	¢
		District's	Proportion	of the Net Pension	<u>Liability (Asset)</u>	0.0955343287% \$	0.0975289691%	0.0954123341%	0.0906090509%	0.0972219846%	0.1052714677%
			Measurement	Date Ending	June 30,	2013	2014	2015	2016	2017	2018

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

## UNION COUNTY VOCATIONAL AND TECHNICAL SCHOOLS NOTES TO REQUIRED SUPPLEMENTARY INFORMATION PART III FOR THE FISCAL YEAR ENDED JUNE 30, 2019

#### PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Change in benefit terms:

None

Change in assumptions:

The following assumptions were used in calculating the net pension liability in their respective accounting periods:

		Long-Term	
Measurement		Expected	Actuarial
Date Ending	Discount	Rate of	Experience
<u>June 30,</u>	<u>Rate</u>	<u>Return</u>	Study Period
2018	5.66%	7.00%	07/01/11-06/30/14
2017	5.00%	7.00%	07/01/11-06/30/14
2016	3.98%	7.65%	07/01/11-06/30/14
2015	4.90%	7.90%	07/01/08-06/30/11
2014	5.39%	7.90%	07/01/08-06/30/11
2013	5.55%	7.90%	07/01/08-06/30/11

#### TEACHERS PENSION AND ANNUITY FUND (TPAF)

Change in benefit terms:

None

Change in assumptions:

The following assumptions were used in calculating the net pension liability in their respective accounting periods:

		Long-Term	
Measurement		Expected	Actuarial
Date Ending	Discount	Rate of	Experience
<u>June 30,</u>	<u>Rate</u>	<u>Return</u>	Study Period
2018	4.86%	7.00%	07/01/12-06/30/15
2017	4.25%	7.00%	07/01/12-06/30/15
2016	3.22%	7.65%	07/01/12-06/30/15
2015	4.13%	7.90%	07/01/09-06/30/12
2014	4.68%	7.90%	07/01/09-06/30/12
2013	4.95%	7.90%	07/01/09-06/30/12

REQUIRED SUPPLEMENTARY INFORMATION - PART IV

SCHEDULE RELATED TO ACCOUNTING A	AND REPORTING FOR POSTEMPLOYM PENSIONS (GASB 75)	MENT BENEFITS OTHER THAN
SCHEDULE RELATED TO ACCOUNTING A	AND REPORTING FOR POSTEMPLOYM PENSIONS (GASB 75)	MENT BENEFITS OTHER THAN
SCHEDULE RELATED TO ACCOUNTING A	AND REPORTING FOR POSTEMPLOYM PENSIONS (GASB 75)	MENT BENEFITS OTHER THAN
SCHEDULE RELATED TO ACCOUNTING A	AND REPORTING FOR POSTEMPLOYM PENSIONS (GASB 75)	MENT BENEFITS OTHER THAN
SCHEDULE RELATED TO ACCOUNTING A	AND REPORTING FOR POSTEMPLOYM PENSIONS (GASB 75)	MENT BENEFITS OTHER THAN
SCHEDULE RELATED TO ACCOUNTING A	AND REPORTING FOR POSTEMPLOYM PENSIONS (GASB 75)	MENT BENEFITS OTHER THAN
SCHEDULE RELATED TO ACCOUNTING A	AND REPORTING FOR POSTEMPLOYM PENSIONS (GASB 75)	MENT BENEFITS OTHER THAN

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOL SCHEDULE OF CHANGES IN THE DISTRICT'S TOTAL OPEB LIABILITY AND RELATED RATIOS LAST TEN YEARS

	Measurement Date End	ded June 30,
	<u>2018</u>	<u>2017</u>
Total Non-Employer OPEB Liability - State's Proportionate Share of Total OPEB Liability Associated with the School District		
Balance at 6/30	\$31,627,460	\$33,801,505
Changes for the year:		
Service cost	1,461,201	1,753,122
Interest	1,172,272	1,003,323
Changes of benefit terms		
Differences between expected		
and actual experience	(3,626,436)	
Changes in assumptions or		
other inputs	(3,082,196)	(4,224,906)
Membership Contributions	24,822	26,975
Benefit payments - Net	(718,198)	(732,559)
Net changes	(4,768,535)	(2,174,045)
Balance at 6/30	\$26,858,925	\$31,627,460
Covered Employee Payroll	12,793,260	12,674,380
District's Proportionate Share of the Total Non-Employer OPEB Liability as a percentage of the District's Covered Employee Payroll	-0-	-0-
State's Proportionate Share of the Total Non-Employer OPEB Liability associated with the District as a percentage of the District's Covered Employee Payroll	209.95%	249.54%

Note: Schedule is intended to show ten year trend. Additional years will be reported as they become available.

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOL NOTES TO REQUIRED SUPPLEMENTARY INFORMATION PART IV FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Change in benefit terms: None

Change in assumptions: The discount rate changed from 3.58% to 3.87% as of

June 30, 2018.

OTHER SUPPLEMENTARY INFORMATION

## SPECIAL REVENUE FUND DETAIL STATEMENTS

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
SPECIAL REVENUE FUND
COMBINING SCHEDULE OF REVENUES AND EXPENDITURES
BUDGETARY BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

REVENUES:	APRRENTICE COORDINATOR	RECOVERY ACCESS GRANT	PERKINS SECONDARY	SIMON YOUTH ACADEMY GRANT	<u>TITE!</u>
State Sources State Sources Federal Sources	\$ 21,223.00	\$ 707,777.84	521,406.09	\$ 309,917.15	222,576.60
Total Revenues	21,223.00	707,777.84	521,406.09	309,917.15	222,576.60
EXPENDITURES: Instruction: Salaines of Teachers Purchased Pordassional Fehrational Saniras		150,000.00	106 413 80	144,000.00	151,422.00
Furchased Professional / Technical Services Other Purchased Services General Supplies		318,350.46 754.06	290,897.29	17,400.00 11,816.31 3,951.11	2,605.60
Other Objects Total Instruction		665.50	397,311.18	33,938.81	170,404.60
Support Services: Other Salanes	18,112.01	58,629.17	12,241.24	39,000.00	
Personal Services Employee - Benefits Purchased Professional / Educational Services Other Purchased Services	1,354.00	42,000.00	1,132.00	26,000.00	52,172.00
Supplies and Materials Other Objects	659.71 997.28	1,834.71	2,451.31	12,627.71 21,183.21	
Total Support Services	21,223.00	238,007.82	26,305.85	98,810.92	52,172.00
Equipment: Instructional Equip. Non-Instructional Equip.			94,345.09		
Total Equipment			97,789.06		
Total Expenditures	21,223.00	707,777.84	521,406.09	309,917.15	222,576.60
Excess (Deficiency) of Revenues Over (Under) Expenditures	¢	ф	ф	¢	¢

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
SPECIAL REVENUE FUND
COMBINING SCHEDULE OF REVENUES AND EXPENDITURES
BUDGETARY BASIS
FOR THE FISCAL YEAR ENDED JUNE 39, 2019

	REVENUES: Local Sources	State Sources Federal Sources	Total Revenues	EXPENDITURES: Instruction: Salaries of Teachers Purchased Professional / Educational Service Purchased Professional / Technical Services	Other Purchased Services General Supplies Other Objects	Total Instruction	Support Services: Other Salaries Personal Services Employee - Benefits	Purchased Professional / E Other Purchased Services	Supplies and Materials Other Objects	Total Support Services	Equipment: instructional Equip. Non-Instructional Equip.	Total Equipment	Total Expenditures	Excess (Deficiency) of Revenues
				PENDITURES: struction: Salaries of Teachers Purchased Professional / Educational Services Purchased Professional / Technical Services	Sec		loyee - Benefits	Purchased Professional / Educational Services Other Purchased Services						xcess (Deficiency) of Revenues
	64	ı	ı		1	i			1	ı	1	İ	l	
DIG-IN GRANT	1,250.00		1,250.00		1,250.00	1,250.00							1,250.00	c
⊃≓	64													
UC NIGHT AT THE THEATRE	1,750.00 \$		1,750.00						1,750.00	1,750.00			1,750.00	ę
PORT GRANT	890.00		890.00					890.00		890.00			890.00	4
	69													
IDEA PART B BASIC	4	225,564.75	225,564.75	130,061.00	2,091.75	132,152.75	16,000.00 46,810.00	23,745.00	2,074.00 4,783.00	93,412.00			225,564.75	4
TITLE IV	₩	22,440.00	22,440.00	3,897.00	10,543.00	14,440.00			8,000.00	8,000.00			22,440.00	4
TITLE !!A	↔	4,398.58	4,398.58				1,277.50 546.78	2,574.30		4,398.58			4,398.58	ę
TOTALS		1,038,917.99 996,386.02	2,039,194.01	575,483.00 126,687.89 335,750,46	11,816.31 312,092.81 34,604.31	1,396,434.78	145,259.92 170,014.78	23,745.00 149,589.54	25,111.42	544,970.17	94,345.09	97,789.06	2,039,194.01	ę

CAPITAL PROJECTS FUND DETAIL STATEMENTS						
The capital projects fund is used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.						
or construction of capital facilities and other capital assets.						

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
CAPITAL PROJECTS FUND
SUMMARY STATEMENT OF PROJECT EXPENDITURES-BUDGETARY BASIS
AS OF JUNE 30, 2019

ISSUE/PROJECT TITLE	ORDINANCE <u>NUMBER</u>	APP	APPROPRIATIONS	EXPENDITURES TO DATE PRIOR YEAR	TO DATE CURRENT YEAR	BALANCE JUNE 30, 2019
Improvements to Union County Vocation Technical Schools	699	↔	87,560.63 \$	87,560.53 \$	€9	0.10
Improvements to Union County Vocation Technical Schools	671		370.51			370.51
Improvements to Union County Vocation Technical Schools	713		1,400,000.00	1,398,539.19	1,460.81	
Improvements to Union County Vocation Technical Schools	723		1,300,000.00	1,230,705.15	9,258.04	60,036.81
Improvements to Union County Vocation Technical Schools	740		971,043.00	737,400.37	218,082.06	15,560.57
Improvements to Union County Vocation Technical Schools	920/752bb		11,150,000.00	11,118,989.39		31,010.61
Improvements to Union County Vocation Technical Schools	752cc		1,442,000.00	899,360.33	105,998.59	436,641.08
Improvements to Union County Vocation Technical Schools	759bb		978,500.00	148,107.03	109,359.49	721,033.48
Improvements to Union County Vocation Technical Schools	759cc		463,500.00	218,413.24	56,589.20	188,497.56
Improvements to Union County Vocation Technical Schools	765		1,184,500.00	317,060.89	1,200.00	866,239.11
Improvements to Union County Vocation Technical Schools	9//		1,442,000.00	994,891.19	235,627.52	211,481.29
Improvements to Union County Vocation Technical Schools	787		1,400,000.00	507,619.01	713,498.45	178,882.54
Improvements to Union County Vocation Technical Schools	795	€	2,250,000.00 \$	<b>49</b>	426,010.09 \$	1,823,989.91
Totals		₩	24,069,474.14 \$	17,658,646.32 \$	1,877,084.25 \$	4,533,743.57

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CAPITAL PROJECTS FUND SUMMARY SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGETARY BASIS

#### FOR THE FISCAL YEAR ENDED JUNE 30, 2019

REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances	\$_	2,250,000.00
Total Revenues and Other Financing Sources		2,250,000.00
EXPENDITURES AND OTHER FINANCING USES: Purchased Professional and Technical Services Construction Services Equipment	\$	914,307.25 962,777.00
Total Expenditures and Other Financing Uses	-	1,877,084.25
Excess (deficiency) of revenues over (under) expenditures		372,915.75
Net change in fund balances		372,915.75
Fund Balance - Beginning of Year		4,160,827.82
Fund Balance - End of Year	\$_	4,533,743.57
Reconciliation to GAAP Financial Statements: Fund Balance- Budgetary Basis (Exhibit F-2)  Less: Unearned Revenue (GAAP Basis)	\$	4,533,743.57
Fund Balance- GAAP Basis (Exhibit B-1)	\$_	4,533,743.57
Recapitulation: Reserved for Encumbrances Restricted for Capital Projects	\$ - \$	446,507.27 4,087,236.30 4,533,743.57
	=	

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	<u>TOTALS</u>	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances \$	1,400,000.00	\$	\$1,400,000.00	\$1,400,000.00
Total Revenues and Other Financing Sources	1,400,000.00		1,400,000.00	1,400,000.00
EXPENDITURES AND OTHER FINANCING USES: Construction Services Equipment	803,728.47 594,810.72	1,460.81	803,728.47 596,271.53	803,729.00 596,271.00
Total Expenditures and Other Financing Uses	1,398,539.19	1,460.81	1,400,000.00	1,400,000.00
Excess (Deficiency) of Revenues Over (Under) Expenditures \$	1,460.81	\$ (1,460.81)	\$	
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	713 N/A 12/8/2010 N/A N/A 1,400,000.00 -0- 1,400,000.00 N/A 100.00% 12/09 6/19			,

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL

FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	<u>TOTALS</u>	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances \$	1,300,000.00	\$	\$1,300,000.00	\$1,300,000.00
Total Revenues and Other Financing Sources	1,300,000.00		1,300,000.00	1,300,000.00
EXPENDITURES AND OTHER FINANCING USES: Construction Services Equipment	1,115,741.96 175,000.00	9,258.04	1,125,000.00 175,000.00	1,125,000.00 175,000.00
Total Expenditures and Other Financing Uses	1,290,741.96	9,258.04	1,300,000.00	1,300,000.00
Excess (Deficiency) of Revenues Over (Under) Expenditures \$	9,258.04	\$(9,258.04)	\$(0.00)	
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	723 N/A 9/21/2011 N/A 1,300,000.00 -0- 1,300,000.00 N/A 100.00% 12/13 6/19			

# CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS CONSTRUCTION OF CAMPUS COVERED WALKWAYS AND PURCHASE OF EQUIPMENT FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	<u>TOTALS</u>		REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances	971,043.00	\$	\$ 971,043.00	\$_	971,043.00
Total Revenues and Other Financing Sources	971,043.00		 971,043.00		971,043.00
EXPENDITURES AND OTHER FINANCING USES: Purchased Professional and Technical Services Construction Services Equipment	2,603.43 387,815.12 346,981.82	217,651.88 430.18	 2,603.43 605,467.00 347,412.00	_	18,164.00 605,467.00 347,412.00
Total Expenditures and Other Financing Uses	737,400.37	218,082.06	 955,482.43	_	971,043.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	233,642.63	\$ (218,082.06)	\$ 15,560.57		
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	740 N/A 9/13/2012 N/A N/A 971,043.00 -0- 971,043.00 N/A 98.00% 11/14 6/20				

## CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS CONSTRUCTION OF ADDITION AND RENOVATION OF WEST HALL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	TOTALS	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances \$	11,150,000.00	\$	\$11,150,000.00	\$11,150,000.00
Total Revenues and Other Financing Sources	11,150,000.00		11,150,000.00	11,150,000.00
EXPENDITURES AND OTHER FINANCING USES: Purchased Professional and Technical Services Construction Services	1,139,737.22 10,001,604.83		1,139,737.22 10,001,604.83	1,148,000.00 10,002,000.00
Total Expenditures and Other Financing Uses	11,141,342.05		11,141,342.05	11,150,000.00
Excess (Deficiency) of Revenues Over (Under) Expenditures \$	8,657.95	\$	\$ 8,657.95	
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	920/752BB N/A 11/29/2012 N/A N/A 11,150,000.00 -0- 11,150,000.00 N/A 99.92% 11/15 11/20			

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	<u>TOTALS</u>	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances \$	1,442,000.00	\$	\$ 1,442,000.00	\$1,442,000.00
Total Revenues and Other Financing Sources	1,442,000.00		1,442,000.00	1,442,000.00
EXPENDITURES AND OTHER FINANCING USES: Construction Services Equipment	293,330.18 500,000.00	105,998.59	399,328.77 500,000.00	942,000.00 500,000.00
Total Expenditures and Other Financing Uses	793,330.18	105,998.59	899,328.77	1,442,000.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	648,669.82	\$ (105,998.59)	\$ 542,671.23	:
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	752CC N/A N/A N/A 1,442,000.00 -0- 1,442,000.00 N/A 62.00% 11/15 11/20			

## CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	TOTALS	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances	\$ 978,500.00	\$	\$ 978,500.00	\$ 978,500.00
Total Revenues and Other Financing Sources	978,500.00		978,500.00	978,500.00
EXPENDITURES AND OTHER FINANCING USES: Purchased Professional and Technical Services Construction Services Equipment	107,542.99 40,564.04	109,359.49	216,902.48 40,564.04	28,500.00 800,000.00 150,000.00
Total Expenditures and Other Financing Uses	148,107.03	109,359.49	257,466.52	978,500.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 830,392.97	\$ (109,359.49)	\$ 721,033.48	
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	759bb N/A 9/11/2014 N/A N/A 978,500.00 978,500.00 5 26.00% 6/16 6/20			

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS <u>CAPITAL PROJECTS FUND</u> SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	<u>TOTALS</u>	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances	\$463,500.00	\$	\$ 463,500.00	\$\$
Total Revenues and Other Financing Sources	463,500.00		463,500.00	463,500.00
EXPENDITURES AND OTHER FINANCING USES: Purchased Professional and Technical Services Construction Services Equipment	218,413.24	56,589.20	275,002.44	13,500.00 150,000.00 300,000.00
Total Expenditures and Other Financing Uses	218,413.24	56,589.20	275,002.44	463,500.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 245,086.76	\$ (56,589.20)	\$ 188,497.56	:
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	759cc N/A 9/11/2014 N/A N/A 463,500.00 -0- 463,500.00 N/A 59.00% 6/16 6/20			

## CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	<u>TOTALS</u>	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances	\$1,184,500.00	\$	\$1,184,500.00	\$1,184,500.00
Total Revenues and Other Financing Sources	1,184,500.00		1,184,500.00	1,184,500.00
EXPENDITURES AND OTHER FINANCING USES: Purchased Professional and Technical Services Land and Improvements	12,731.17		12,731.17	34,500.00 150.000.00
Construction Services	150,350.00		150,350.00	800.000.00
Equipment	153,979.72	1,200.00	155,179.72	200,000.00
Total Expenditures and Other Financing Uses	317,060.89	1,200.00	318,260.89	1,184,500.00
Excess (Deficiency) of Revenues Over				
(Under) Expenditures	\$ 867,439.11	\$ (1,200.00)	\$ 866,239.11	:
ADDITIONAL PROJECT INFORMATION:				
County Ordinance Number	765			
Grant date	N/A			
County Authorization Date	2/1/2016			
Bonds Authorized	N/A			
Bonds Issued	N/A			
Original Authorized Cost	1,184,500.00			
Additional Authorized Cost	-0-			
Revised Authorized Cost	1,184,500.00			
Percentage Increase over Original Authorized Costs	s N/A			
Percentage Completion	27.00%			
Original Completion Date	6/30/2017			
Revised Completion Date	6/30/2020			

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CAPITAL PROJECTS FUND

## SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL-APA/KEAN EASEMENT FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	TOTALS	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances	\$ 87,560.63	\$	\$87,560.63	\$ 87,560.63
Total Revenues and Other Financing Sources	87,560.63		87,560.63	87,560.63
EXPENDITURES AND OTHER FINANCING USES: Construction Services	87,560.53		87,560.53	87,560.63
Total Expenditures and Other Financing Uses	87,560.53		87,560.53	87,560.63
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$0.10	\$	\$	
ADDITIONAL PROJECT INFORMATION:				
County Ordinance Number	669			
Grant date	N/A			
County Authorization Date	6/26/2009			
Bonds Authorized	N/A			
Bonds Issued	N/A			
Original Authorized Cost	87,560.63			
Additional Authorized Cost	-0-			
Revised Authorized Cost	87,560.63			
Percentage Increase over Original Authorized Costs				
Percentage Completion	100.00%			
Original Completion Date	6/1/10			
Revised Completion Date	6/18			

## CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	TOTALS	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances	\$ 370.51	\$	\$370.51_	\$ 370.51
Total Revenues and Other Financing Sources	370.51		370.51	370.51
EXPENDITURES AND OTHER FINANCING USES: Construction Services				370.51
Total Expenditures and Other Financing Uses				370.51
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 370.51	\$	\$ 370.51	
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	671 N/A 10/9/2008 N/A N/A 370.51 -0- 370.51 N/A			

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CAPITAL PROJECTS FUND

## SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	TOTALS	REVISED AUTHORIZED COST
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances \$	1,442,000.00	\$	\$1,442,000.00	\$1,442,000.00
Total Revenues and Other Financing Sources	1,442,000.00		1,442,000.00	1,442,000.00
EXPENDITURES AND OTHER FINANCING USES: Purchased Professional and Technical Services Construction Services Equipment	16,500.00 515,925.15 462,466.04	279.94 235,347.58	16,500.00 516,205.09 697,813.62	<b>42</b> ,000.00 600,000.00 800,000.00
Total Expenditures and Other Financing Uses	994,891.19	235,627.52	1,230,518.71	1,442,000.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	447,108.81	\$ (235,627.52)	\$ 211,481.29	
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	776 N/A 2017 N/A N/A 1,442,000.00 -0- 1,442,000.00 N/A 85.00% 6/18 6/20			

## CAPITAL PROJECTS FUND SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	CURRENT YEAR	TOTALS	REVISED AUTHORIZED <u>COST</u>
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances \$	1,400,000.00	\$	\$1,400,000.00	\$
Total Revenues and Other Financing Sources	1,400,000.00		1,400,000.00	1,400,000.00
EXPENDITURES AND OTHER FINANCING USES: Construction Services Equipment	207,619.01 300,000.00	470,298.50 243,199.95	677,917.51 543,199.95	800,000.00 600,000.00
Total Expenditures and Other Financing Uses	507,619.01	713,498.45	1,221,117.46	1,400,000.00
Excess (Deficiency) of Revenues Over (Under) Expenditures \$	892,380.99	\$ (713,498.45)	\$ 178,882.54	
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	787 N/A 2018 N/A N/A 1,400,000.00 -0- 1,400,000.00 N/A 87.00% 6/19 6/20			

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS CAPITAL PROJECTS FUND

## SCHEDULE OF PROJECT REVENUES, EXPENDITURES, PROJECT BALANCE, AND PROJECT STATUS - BUDGETARY BASIS VARIOUS ACQUISITIONS AND IMPROVEMENT TO UNION COUNTY VOCATIONAL SCHOOL FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	PRIOR PERIODS	<u>C</u>	URRENT YEAR		TOTALS		REVISED AUTHORIZED COST
REVENUES AND OTHER FINANCING SOURCES: County of Union Capital Ordinances \$	***	\$	2,250,000.00	\$	2,250,000.00	\$_	2,250,000.00
Total Revenues and Other Financing Sources	···	_	2,250,000.00		2,250,000.00	_	2,250,000.00
EXPENDITURES AND OTHER FINANCING USES: Land Improvements Construction Services Equipment			426,010.09		426,010.09	_	300,000.00 1,050,000.00 900,000.00
Total Expenditures and Other Financing Uses			426,010.09	_	426,010.09	_	2,250,000.00
Excess (Deficiency) of Revenues Over (Under) Expenditures \$	<del> </del>	\$	1,823,989.91	\$	1,823,989.91		
ADDITIONAL PROJECT INFORMATION: County Ordinance Number Grant date County Authorization Date Bonds Authorized Bonds Issued Original Authorized Cost Additional Authorized Cost Revised Authorized Cost Percentage Increase over Original Authorized Costs Percentage Completion Original Completion Date Revised Completion Date	795 N/A 2019 N/A N/A 2,250,000.00 -0- 2,250,000.00 N/A 19.00% 6/21 6/21						

#### PROPRIETARY FUND DETAIL STATEMENTS

Proprietary funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the district's board is that the costs of providing goods or services be financed through user charges.

FOOD SERVICES FUND:

This fund provides for the operation of food services

within the school district.

MATERIALS FOR RESALE FUND:

This fund is used to account for fees collected and expenses incurred for student services provided to the general public.

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS COMBINING STATEMENT OF NET POSITION PROPRIETARY FUNDS - ENTERPRISE FUNDS JUNE 30, 2019

	BUSINESS-TYPE ACTIVITIES - ENTERPRISE FUND						
ASSETS:		FOOD SERVICE		MATERIALS FOR RESALE	-	TOTALS	
A\$3E13.							
Current Assets:							
Cash and Cash Equivalents Accounts receivable:	\$	176,776.25	\$	195,123.09	\$	371,899.34	
Federal		6,258.55				6,258.55	
State		217.62				217.62	
Inventories		411.29	_		_	411.29	
Total Current Assets	***************************************	183,663.71	_	195,123.09	_	378,786.80	
Total Assets		183,663.71	_	195,123.09	=	378,786.80	
LIABILITIES							
Current Liabilities:							
Accounts payable		12,395.14				12,395.14	
Interfunds payable		56,886.70		5,000.00		61,886.70	
Unearned revenue		9,377.10			-	9,377.10	
Total Current Liabilities		78,658.94	_	5,000.00	-	83,658.94	
Total Liabilities		78,658.94	=	5,000.00	=	83,658.94	
NET POSITION							
Unrestricted		105,004.77	_	190,123.09	_	295,127.86	
Total Net Position	\$	105,004.77	\$	190,123.09	\$	295,127.86	

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSTION PROPRIETARY FUNDS - ENTERPRISE FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	BUSINESS-	TYPE ACTIVITIES - ENTE	ERPRISE FUND
	FOOD SERVICE	MATERIALS FOR RESALE	TOTALS
OPERATING REVENUES:			
Charges for services:			
Daily sales \$	169,661.94	\$	\$ 169,661.94
Daily sales - non-reimbursable programs	132,749.00		132,749.00
Miscellaneous		45,546.36	45,546.36
Total Operating Revenues	302,410.94	45,546.36	347,957.30
OPERATING EXPENSES:			
Cost of sales-reimbursable	115,749.58		115,749.58
Cost of sales-non reimbursable	53,181.00		53,181.00
Salaries	117,653.70	38,500.64	156,154.34
Employee benefits and taxes	79,247.05		79,247.05
Other purchased services	16,050.00		16,050.00
Supplies and materials	12,507.20		12,507.20
Miscellaneous	5,856.27		5,856.27
Total Operating Expenses	400,244.80	38,500.64	438,745.44
Operating Income (Loss)	(97,833.86)	7,045.72	(90,788.14)
NONOPERATING REVENUES:			
State Sources			
State School Lunch Program	3,442.68		3,442.68
Federal Sources			-,
National School Lunch Program	85,414.79		85,414.79
National School Breakfast Program	9,508.71		9,508.71
National Food Distribution Commodities	17,657.92		17,657.92
Interest and Investment Revenue	93.62		93.62
Total Nonoperating Revenues	116,117.72		116,117.72
Net Income	18,283.85	7,045.72	25,329.57
Change in not position	19 292 95	7.045.70	0E 200 E7
Change in net position	18,283.85	7,045.72	25,329.57
Total Net Position, Beginning of Year	86,720.91	183,077.37	269,798.28
Total Net Position, End of Year \$	105,004.77	\$ 190,123.09	\$ 295,127.86

### UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS PROPRIETARY FUND COMBINING STATEMENT OF CASH FLOWS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

BUSINESS-TYPE ACTIVITIES - ENTERPRISE FUND

		FOOD SERVICE		MATERIALS FOR RESALE	 TOTALS
Cash flows from operating activities: Receipts from customers Payments for employees' salaries and benefits Payments to suppliers for goods and services	\$	303,769.53 (82,830.14) (298,916.07)	\$	45,546.36 (38,500.64)	\$ 349,315.89 (82,830.14) (337,416.71)
Net Cash Provided by (Used for) Operating Activities		(77,976.68)		7,045.72	(70,930.96)
Cash Flows from Noncapital Financing Activities: State Sources Federal Sources		3,471.14 95,806.08			 3,471.14 95,806.08
Net Cash Provided by (Used for) Noncapital Financing Activities	s	99,277.22	_		 99,277.22
Cash Flows from Investing Activities: Interest on investments and deposits		93.62			 93.62
Net Cash Provided by (Used for) by Investing Activities		93.62	_		 93.62
Net increase in cash and cash equivalents		21,394.16		7,045.72	28,439.88
Cash and cash equivalents, July 1		155,382.09	_	188,077.37	 343,459.46
Cash and cash equivalents, June 30	\$	176,776.25	\$_	195,123.09	\$ 371,899.34
Operating Income (Loss) Adjustments to Reconcile Operating Income (Loss) to	\$	(97,833.86)	\$	7,045.72	\$ (90,788.14)
Net Cash Provided by (Used for) Operating Activities: National Food Distribution Commodities Change in Assets and Liabilities:		17,657.92			17,657.92
Increase / (Decrease) in Accounts Payable Increase / (Decrease) in Unearned Revenue (Increase) / Decrease in Inventory		(892.76) 960.62 2,131.40		·	 (892.76) 960.62 2,131.40
Net Cash Provided by (Used for) by Operating Activities	\$	(77,976.68)	\$_	7,045.72	\$ (70,930.96)

#### FIDUCIARY FUNDS DETAIL STATEMENTS

Fiduciary Funds are used to account for funds received by the district for a specific purpose:

Vocational Scholarship Fund:

This expendable trust is used to account for donations received

that are for student scholarships.

Agency Funds are used to account for assets held by the district as an agent for another party:

Student Activity Fund:

This agency fund is used to account for student funds held at

the schools.

Payroll Fund:

This agency fund is used to account for the payroll transactions of the

school district.

Federal Fund :

This agency fund is used to account for receipts for PELL Grants

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
COMBINING STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2019

	IR	JST FUNDS				AGE	NCY F	AGENCY FUNDS		
	ଅ	SCHOLARSHIP	l	STUDENT		PAYROLL		FEDERAL		TOTAL
	N N	AND AWARDS		ACTIVITY		AGENCY		FUNDS	∢I	AGENCY FUNDS
ASSETS: Cash and Cash Equivalents	\$	15,850.62	<del>∨</del>	232,784.84	₩	343,904.91	₩	100.32	<b>₩</b>	576,790.07
Total assets	₩	15,850.62	₩	232,784.84	₩	343,904.91	₩	100.32	₩	576,790.07
LIABILITIES: Pavroll Deductions and Withholdings	ь		<del>69</del>		<del>69</del>	343,099.25	<del>6</del>		₩	343.099.25
Due to Student Groups Interfunds		8,093.43		232,784.84 0.00		805.66		100.32		232,784.84 905.98
Total liabilities	₩	8,093.43	<del>γ</del>	232,784.84	↔	343,904.91	₩	100.32	<b>↔</b>	576,790.07
NET POSITION: Held in trust for scholarships	₩	7,757.19								
TOTAL NET POSITION	₩	7,757.19								

### EXHIBIT "H-2"

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION FIDUCIARY FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	SC	RUST FUNDS CHOLARSHIP ND AWARDS	TOTALS
Net Position, Beginning of Year	\$	7,757.19	\$ 7,757.19
Net Position, End of Year	\$	7,757.19	\$ 7,757.19

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STUDENT ACTIVITY AGENCY FUND SCHEDULE OF RECEIPTS AND DISBURSEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	 BALANCE JNE 30, 2018	_	CASH RECEIPTS	<u>DI</u>	CASH SBURSEMENTS	_	BALANCE JUNE 30, 2019
ASSETS:							
Cash and cash equivalents	\$ 244,458.73	\$_	476,161.30	\$	487,835.19	\$_	232,784.84
Total assets	\$ 244,458.73	\$	476,161.30	\$_	487,835.19	\$_	232,784.84
LIABILITIES:							
Due student groups	\$ 244,458.73	\$_	476,161.30	\$	487,835.19	\$_	232,784.84
Total liabilities	\$ 244,458.73	\$	476,161.30	\$	487,835.19	\$_	232,784.84

### UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS PAYROLL AGENCY FUND SCHEDULE OF RECEIPTS AND DISBURSEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	_	BALANCE JUNE 30, 2018	_	ADDITIONS	_	DEDUCTIONS	-	BALANCE JUNE 30, 2019
ASSETS:								
Cash and cash equivalents	\$_	329,519.61	\$_	16,323,139.99	\$_	16,308,754.69	\$_	343,904.91
Total assets	\$_	329,519.61	\$_	16,323,139.99	\$=	16,308,754.69	\$_	343,904.91
LIABILITIES:								
Payroll deductions and withholdings Due to General Fund	\$_	328,713.95 805.66	\$	16,323,139.99	\$_	16,308,754.69	\$	343,099.25 805.66
Total liabilities	\$_	329,519.61	\$_	16,323,139.99	\$_	16,308,754.69	\$_	343,904.91

LONG-TERM DEBT SCHEDULES
The Long-Term schedules are used to reflect the outstanding principal balances of the long-term liabilities of the District. This includes obligations under Serial Bonds and Capital Leases.

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS SCHEDULE OF OBLIGATIONS UNDER CAPITAL LEASES AS OF JUNE 30, 2019

AMOUNT OUTSTANDING JUNE 30, 2019	51,366.19	267,076.35		38,130.30	63,238.72	419,811.56
DECREASE	27,875.68 \$	78,972.91	23,404.38	4,335.01	9,833.48	144,421.46 \$
INCREASE	€			42,465.31	73,072.20	115,537.51 \$
AMOUNT OUTSTANDING JUNE 30, 2018	79,241.87 \$	346,049.26	23,404.38			448.695.51 \$
AMOUNT OF ORIGINAL <u>LEASE</u>	138,202.86 \$	409,993.00	74,382.49	42,465.31	73,072.20	₩
INTEREST RATE PAYABLE	3.40%	Various	2.00%	Various	Various	
SERIES	Copiers - Refinanced	Copiers	Copiers	Copiers	Copiers - Refinanced	

STATISTICAL SECTION - UNAUDITED

### UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS STATISTICAL SECTION

Contents	<u>Page</u>
Financial Trends:	
These schedules contain trend information to help the reader understand how the district's financial performance and well being have changed over time.	J-1 to J-4
Revenue Capacity:	
These schedules contain information to help the reader assess the district's most significant local revenue source, the property tax.	J-5 to J-9
Debt Capacity:	
These schedules present information to help the reader assess the affordability of the district's current levels of outstanding debt and the district's ability to issue additional debt in the future.	J-10 to J-13
Demographic and Economic Information:	
These schedules offer demographic and economic indicators to help the reader understand the environment within which the district's financial activities take place.	J-14 to J-15
Operating Information:	
These schedules contain service and infrastructure data to help the reader understand how the information in the district's financial report relates to the services the district provides and the activities it performs.	J-16 to J-20

### Sources

Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports (CAFR) for the relevant year.

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

NET POSITION BY COMPONENT

(accrual basis of accounting)

UNAUDITED

					Fiscal Year	Fiscal Year Ending June 30,				
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Governmental activities Net investment in capital assets Restricted Unrestricted (deficit)	\$ 71,823,651.48 9,129,084.61 (2,865,170.00)	\$ 71,976,956 6,400,105.56 (3,533,694.40)	\$ 73,137,985 5,643,832.25 (3,980,193.84)	\$ 73,829,592 5,588,974 (3,768,433)	\$ 74,128,223 6,369,308 (3,801,444)	\$ 68,518,167 12,732,562 (529,599)	\$ 66,092,334 4,885,602 (767,927)	\$ 64,859,556 4,499,112 (96,066)	\$ 65,741,217 4,581,830 (518,418)	\$ 64,957,169 4,493,009 (516,581)
Total governmental activities net position	\$ 78,087,566.09	\$ 74,843,368	\$ 74,801,623	\$ 75,650,133	\$ 76,696,087	\$ 80,721,131	\$ 70,210,009	\$ 69,262,602	\$ 69,804,629	\$ 68,933,597
Business-type activities Unrestricted Total business-type activities net position	\$ 295,127.86 \$ 295,127.86	\$ 269,796.28 \$ 221,643.70 \$ 269,798.28 \$ 221,643.70	\$ 221,643.70 \$ 221,643.70	\$ 166,678.84 \$ 166,678.84	\$ 177,072.00 \$ 177,072.00	\$ 627,873.45 \$ 627,873.45	\$ 698,996.81	\$ 718,972.39 \$ 718,972.39	\$ 710,120.37 \$ 710,120.37	\$ 684,177,59 \$ 684,177,59
District-wide Net investment in capital assets Restricted Restricted Unrestricted(Deficit) Total district net position	\$ 71,823,651 9,129,084,61 (2,570,042.15) \$ 78,382,693.95	\$ 71,976,956 6,400,105.56 (3,263,896.12) \$ 75,113,165,93	\$ 71,976,956 6,400,105.56 (3,263,896.12) \$ 75,113,165.93	\$ 73,137,985 5,643,832.25 (3,758,550.14) \$ 75,023,266.66	\$ 73,829,592 5,588,974.34 (3,601,754.24) \$ 75,816,812.06	\$ 74,128,223 6,369,307.76 (3,624,372.39) \$ 76,873,158.59	\$ 68,518,167 12,732,562,48 98,274,49 \$ 81,349,004,07	\$ 66,092,334 4,885,601.75 (68,929.95) \$ 70,909,006.25	\$ 64,859,556 4,499,112.40 622,906.19 \$ 69,981,574.17	\$ 65,741,217 4,581,829.92 191,701.95 \$ 70,514,748.90

Source: CAFR Schedule A-1

# UNION COUNTY VOCATIONAL AND TECHNICAL SCHOOLS CHANGES IN NET POSITION UNAUDITED

EXPENSES Governmental activities Instruction: Vocational and Regular Vocational and Special Other instruction Support Services: Student & instruction related services General administrative services General administrative services General services Flant operations and maintenance Student transportation services Business and other support services	\$17,888,902.83 1,419,187.11 364,834.81 3,100,083.33 1,514,922.37 1,527,578.30 1,343,886.21 6,135,828.53 69,715.51	\$17,437,055.18 1,605,736.10 361,020.89 2,337,645.37 1,387,323.78 1,816,082.13 1,351,308.19 6,145,320.02 52,008.97	\$16,793,700,38 1,642,628.25 370,897.71 2,304,986,08 1,238,044,79 1,901,006.68 1,300,904.63 5,537,509.49	2016 \$15,295,871,94 1,334,179,26 338,898,45 2,020,838,12 1,100,191,31 1,584,182,73 1,177,102,09 5,707,502,87	2015 \$14,305,880.47 1,363,775.46 291,364.46 1,757,372.97 982,544.71 1,464,774.16 1,049,023.02 5,905,533.75 52,532.72	\$12,621,539.00 1,302,600.36 250,621.51 1,370,180.76 7702,381.54 1,142,111.74 808,029.59 5,117,588.40 44,859.38	\$12,456,096.09 1,371,990.15 239,771.51 1,639,165.58 823,005.47 1,295,419.10 774,239.60 4,772,120.06	\$12,123,252,72 1,286,647.84 231,359,27 1,553,794.41 888,475,22 1,219,388,22 720,555,41 4,920,996,61 23,725,00	\$11,225,220.48 1,277,958.97 195,378.95 1,543,860.53 937,043.44 1,124,111,0 779,784.76 4,910,225.59 54,334.88	20.48 58.97 78.95 50.53 11.40 11.40 14.88
Community Service operations Special schools Interest on Long term Debt Unallocated depreciation Total governmental activities expenses	1,039,700.80 16,463.77 34,701,073.57	1,183,945.23 19,156.29 33,696,662.15	1,414,409.42 13,001.70 32,563,361.63	1,210,798.69 15,254.82 29,851,880.40	1,093,462.39 19,441.12 28,285,711.23	814,347.64 15,374.18 1,240.39 24,190,854.59	905,120.72 21,663.92 2,704.56 24,288,769.36	848,318,41 42,191.71 2,704.56 23,853,389,38		839,247.15 2,704.56 22,889,860.61
Business-type activities: Electronic Technology Training Center Materials for Resale Food Senrice District Internet Consortium Total business-type activities expense	38,500,64 400,244,80 438,745,44 \$35,139,819,01	38,273,53 358,028,21 396,301.74 \$34,092,963.89	47,344,75 337,358.63 384,703.38 \$32,948,065.01	39,211.33 364,039.29 403,250.62 \$30,255,131.02	39,388.69 358,900.30 388,288.99 \$28,684,000.22	42,563,48 383,957,31 426,520,79 \$24,617,375,38	44,216.15 379,155.47 423,371.62 \$24,712,140.98	42,661.66 380,320,32 422,961.98 \$24,276,371.36		1,400.00 33,914.48 389,547.02 424,861.50 \$23,314,722.11
PROGRAM REVENUES Governmental activities: Charges for Services Charges for Services Operating grants and contributions Total governmental activities program revenues	\$12,101,273.44 10,294,393.31 22,395,666.75	\$11,523,985.07 9,703,982.10 21,227,967.17	\$11,321,327.78 8,024,524.45 19,345,852.23	\$10,624,412.75 6,229,188.48 16,853,801.23	\$10,343,696.51 5,162,678.57 15,506,375.08	\$10,039,751.42 2,524,154.58 12,583,906.00	\$10,051,943.98 3,127,917.83 13,179,861.81	\$9,913,716.74 2,853,308.77 12,767,025.51	8	\$9,758,082.98 2,572,616.82 12,330,699.80
Business-type activities: Charges for services Electronic Technology Training Center Materials for Resale Food Service District Internet Consortium Operating grants and contributions Total business type activities program revenues	45,546.36 302,410.94 116,024.10 45,98140	42,577.79 287,584.32 114,294.21 444,4863.22	43,884.02 286,604.43 110,268.05 440,786.50 819,786.618.73	45,461,43 247,157,32 100,238,77 392,887,46 817,746,488,69	31,233,33 209,053,25 101,643,68 341,920,26 845,844 945,44	36,173.00 214,951.24 104,273.19 356,397.43 \$12 919.373.43	60,441,49 237,406,89 105,547,86 403,386,04	78,129.61 252,275.39 101,423.03 431,828.03 813.908.873.48	5	2,578.00 87,153.28 235,760.05 105,289.88 430,781.21 517.761.481.01

UNION COUNTY VOCATIONAL AND TECHNICAL SCHOOLS
CHANGES IN NET POSITION
UNAUDITED

	NET (EXPENSE)/REVENUE  Governmental activities Business-type activities Total district-wide net expense	GENERAL REVENUES AND OTHER CHANGES  IN NET POSITION Governmental activities: Typerty taxes levied for general purposes, net St. Unrestricted grants and confibilitions		Miscellaneous income Transfers	Disposal of Capital Assets (Net)  Total governmental activities	Business-type activities: Miscellaneous Income Transfers	s-type activities	CHANGE IN NET POSITION Governmental addivities 83 Business-type activities Total district
2019	(\$12,305,406.82) 25,235.95 (\$12,280,170.87)	\$5,233,086.00 7,787,676.00	85,327.79	238,738.49	(45,223.00)	93.62	93.62	\$3,244,198.46 25,329.57 \$3,269,528.04
2018	(\$12,468,694.98) 48,154.58 (\$12,420,540.40)	\$5,130,476.00 5,548,583.00	142,656.63	288,724.06	12,510,439.69		\$12,510,439.69	\$41,744.71 48,154.58 \$89,899.29
2017	(\$12,468,694.98) 48,154.58 (\$12,420,540.40)	\$4,833,800.00 5,726,897.00	154,579.75	211,722.39	12,368,999.14		\$12,368,999.14	(\$99,695.84) 48,154.58 (\$51,541.26)
2016	(\$13,217,509.40) 56,053.12 (\$13,161,456.28)	\$4,690,000.00 5,731,954.00	48,411.52	209,529.13	11,952,325.79		\$11,952,325.79	(\$1,265,183.61) 56,053.12 (\$1,209,130.49)
2015	(\$12,998,279.17) (10,393.16) (\$13,008,672.33)	\$4,500,000.00 5,663,995,99	165,067.54	277,880.02 394,442.72	12,419,936.12	(394,442.72)	(394,442.72) \$12,025,493.40	(\$578,343.05) (404,835.88) (\$983,178.93)
2014	(\$12,779,336.15) (56,358.73) (\$12,835,694.88)	\$4,418,689.00 5,633,936.00	81,292.55 11,742,000.00	262,152.22	22,138,069.77		\$22,138,069.77	\$9,358,733.62 (56,358.73) \$9,302,374.89
2013	(\$11,626,948.59) (71,123.36) (\$10,938,557.62)	\$4,332,048.00 5,600,037.00	58,031.00 1,821,043.00	245,156.21	10,616,079.42		15.36 \$10,616,094.78	(\$1,010,869.17) (71,108.00) (\$320,462.84)
2012	(\$10,559,160.81) 5,919.71 (\$10,553,241.10)	\$4,332,048.00 5,441,637.00	141,577.34	395,659.67	(931,793.11)	5.97	\$10,544,343.09	(\$230,117.66) (90,345.18) (\$320,462.84)
2011	(\$10,846,197.08) (90,360.54) (\$10,936,557.62)	\$4,280,680.00 4,996,527.00	254,116.59 1,407,466.13	502,400.09	(10,997.68)	23.07	23.07 \$11,430,215.20	(\$230,117.66) (90,345.18) (\$320,462.84)
2010	(\$11,828,409.08) (83,291.43) (\$11,911,700.51)	\$4,156,000.00 4,441,242.00	155,891.12 1,400,000.00	465,141.26	(2,194.96)	15.36	15.36 \$10,616,094.78	\$19,669,646.22 16,357.64 \$19,686,003.86

Source: CAFR Schedule A-2

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
EUND BALANCES, GOVERNMENTAL FUNDS
(modified accrual basis of accounting)
UNAUDITED

					Fiscal Year Ending June 30,	ding June 30,				
	2019	2018	2017	<u>2016</u>	2015	2014	2013	2011	2010	2009
General Fund	,	,		•	•	,		,		
Reserved	€9	₩	₩	₩	₩	₩	<del>69</del>	₩	\$ 1,550,668	\$ 1,809,992
Unreserved(Deficit)									532,866	587,109
Restricted	4,595,341	1 2,239,278	1,779,117	1,301,337	1,712,504	1,406,306	2,921,065	1,771,441		
Committed								19,400		
Assigned	1,472,347	7 521,269	114,153	233,472	10,948	434,112	172,249	177,960		
Unassigned	480,37		763,549		707,846	577,081	624,362	657,381		
Total general fund	\$ 6,548,067	7 \$ 3,470,873	\$ 2,656,820	\$ 2,221,989	\$ 2,431,298	\$ 2,417,499	\$ 3,717,676	\$ 2,632,356	\$ 2,083,534	\$ 2,397,100
All Other Governmental Funds										
Reserved	€9	€9	₩	<del>G</del>	<del>so</del>	49	4	49	€9	\$ 18,944
Unreserved									3,241,851	13,199,075
Restricted	4,087,236	6 4,076,836	3,750,562	3,642,998	4,645,855	10,892,145	1,763,618	2,810,389	2,810,389	
Committed	446,507	7 83,992								
Total all other governmental funds	\$ 4,533,744	4 \$ 4,160,828	\$ 3,750,562	\$ 3,642,998	\$ 4,645,855	\$ 10,892,145	\$ 1,763,618	\$ 2,810,389	\$ 6,052,240	\$ 13,218,018

Source: CAFR Schedule B-1

UNION COUNTY VOCATIONAL AND TECHNICAL SCHOOLS CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS UNAUDITED

2019 2018	\$5,233,086.00 \$1 nn 2,250,000.00 \$7 5A 11,573,900.00 \$1 527,373,44	Miscollaneous 223,133,26 5222,043,83 Interest on capital reserve 14,034,371,26 10,161,388,93 Federal sources 788,975,82 964,980,79 Total revenue 34,610,839,78 29,402,876,62	Expenditures	Student and instruction related services         2,382,241.07         1,584,625.81           Student and instruction related services         600,953.83         597,575.48           General administrative services         929,404.73         92,222.32           School administrative services         688,117.07         650,904.54           Plant operations and maintenance         3,684,304.28         3,339,171.70           Student transportation services         7,983,390.01         7,456,442.95           Capital outley         7,456,642.95         5,243.23           Special schools         494,685.77         509,362.87           Total expenditures         31,276,267.35         28,586,549.94           Total control of sypenditures         3,334,572.43         814,326.68	Other financing sources (uses)  Capital leases  Total other financing sources (uses)  115,537,51  409,983.00  Total other financing sources (uses)  \$3,450,109.94  \$1,224,319.68
2017	\$4,833,800.00 1,442,000.00 10,768,003.57 533,324.21	231,722.39 8,544,539.23 1,082,551.97 27,455,941.37	10,243,889.77 949,890.12 296,835.85	1,539,586,31 564,037.15 917,818.16 642,251.62 3,399,627.18 46,272.50 6,841,318.23 1,535,143.07 27,324,713.77	\$131,227.60
2016	\$4,690,000.00 1,272,431.14 10,135,475.00 488,937.75	209,529.13 8,122,621.04 930,241.96 25,849,236.02	9,793,582.06 795,192.64 298,616.50	1,435,328.78 571,020.08 6571,020.08 655,065,32 3,340,971.47 7,030.12 5,953,443.92 2,508,050.20 26,281.20 26,788,438.93 (939,202.91)	(\$939,202.91)
2015	\$4,500,000.00 1,418,549.85 9,873,100.00 470,596,51	2581,983.74 7,713,985.99 977,615.39 25,242,831.48	9,471,324,49 910,080.85 251,348.92	1,273,992,90 583,751,43 838,470,20 679,535,58 3,639,581,48 52,537,73 5,482,732,17 497,386,72 31,594,146,51 (6,701,315,03)	(\$6,701,315.03)
2014	\$4,418,689.00 11,742,000.00 9,511,200.00 528,551,42	268,369.22 7,445,704.60 787,461.53 34,701,975.77	8,936,392.90 1,013,169.80 241,445.49	1,032,692.72 428,283.62 808,359.67 608,47.47 3,462,877.36 5,002,461.84 5,002,461.86 6,002,461.88	411,382.56 411,362.56 \$7,828,349.53
2013	\$4,332,048.00 1,821,043.00 9,461,300.00 590,643.98	245,156.21 7,939,562.40 846,423.43 25,236,177.02	8,864,388.33 1,093,065.67 218,743.10	1,320,818,15 438,191,31 875,288.00 57,454.56 3,129,342,18 27,536,60 5,186,806,33 3,433,287,31 520,898.09 25,680,320,23	176,189.00
2012	\$4,332,048,00 1,165,208,22 9,264,875,00 648,841.74	7,206,048.83 1,151,065.90 24,243,155,74	8,754,468.40 1,065,555.88 209,368.47	1,293,774,50 459,298,24 885,990,67 606,573,58 3,290,573,58 23,773,49 2,210,594,75 23,703,43 332,076,70	\$332,076.70
2011	\$4.280,680.00 1,407,466.13 8,971,975.00 786,107.98	551,785.08 6,634,631.29 1,139,244.13 23,771,889,61	7,823,494.32 1,062,980.69 178,410.00	1,311,550,75 529,542,68 884,381,49 635,331,86 3,442,522,97 4,222,205,41 3,082,074,26 542,233,15 23,731,082,46	50,980.00 50,980.00 \$91,787.15
2010	\$4,156,000.00 1,400,000.00 8,430,075.00 865,455.51	502,180.17 4.00 5,892,541.86 2,100,210.04 23,346,466.58	8,701,604.15 663,384.98 167,269.50	1,687,879,19 590,986,31 904,175,31 664,375,31 61,007,15 4,118,250,98 12,475,122,19 762,902,18 33,985,954,86 (10,639,488,27)	368,697.65 368,697.65 (\$10,270,790.62)

Source: CAFR Schedule B-2

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
GENERAL FUND OTHER LOCAL REVENUE BY SOURCE
UNAUDITED

Total	219,243.26	222,045.83	211,722.39	209,529.13	277,880.02	262,152.22	245,156.21	395,659.67	502,400.09	465,137.26
	↔									
Miscellaneous	101,324.83	114,577.70	100,698.18	95,351.87	127,007.36	117,951.43	55,082.61	97,169.99	122,402.57	142,464.06
Ī	↔									
PSE & G Reimbursement	117,918.43	107,468.13	111,024.21	114,177.26	150,872.66	144,200.79	140,894.74	242,259.68	251,436.52	265,383.20
Rei	↔									
Reimbursement of <u>Costs</u>	•								68,251.00	
Rein	↔									
Evening School <u>Fees</u>	1						49,178.86	56,230.00	60,310.00	57,290.00
Ever	↔									
Fiscal Year Ended June 30,	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010

Source: District Records

### UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS PROPERTY TAX LEVIES AND COLLECTIONS UNAUDITED

Collected within the Fiscal Year of

			the Le	evy	Collections in
Fiscal Year Ended June 30,	-	ixes Levied for ne Fiscal Year	Amount	Percentage of Levy	Subsequent Years
2019	\$	5,233,086 \$	5,233,086	100.00%	-
2018		5,130,476	5,130,476	100.00%	-
2017		4,833,800	4,833,800	100.00%	-
2016		4,690,000	4,690,000	100.00%	-
2015		4,500,000	4,500,000	100.00%	-
2014		4,418,689	4,418,689	100.00%	-
2013		4,332,048	4,332,048	100.00%	-
2012		4,332,048	4,332,048	100.00%	_
2011		4,280,680	4,280,680	100.00%	-
2010		4,156,000	4,156,000	100.00%	-

Source: District records including the Certificate and Report of School Taxes (A4F form)

Note:

School taxes are collected by the Municipal Tax Collector. Under New Jersey State Statute, a municipality is required to remit to the school district the entire property tax balance in the amount voted upon or certified prior to the end of the school year.

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS
FULL-TIME EQUIVALENT DISTRICT EMPLOYEES BY FUNCTION/PROGRAM
UNAUDITED

2019	141	13	4	7	52	7	10	199
2018	144	13	4	9	22	5	10	201
2017	134	13	4	φ	22	7	10	191
2016	132	10	က	9	17	2	9	180
2015	128	10	2	9	17	2	10	175
2014	127	თ	2	5	17	-	10	171
2013	126	თ	2	2	17	-	5	170
2012	127	თ	2	9	21	-	13	179
2011	127	∞	2	9	21	_	9	175
2010	124	æ	2	9	21	-	20	182
Function/Program	Instruction: Vocational, Regular and Special Education	Support Services: Student & instruction related services	General administrative services	School administrative services	Central services	Administration information technology	Plant operations and maintenance	Total

Source: District Personnel Records

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

OPERATING STATISTICS

UNAUDITED

Fiscal Year	Enrollment	Operating Expenditures <sup>a</sup>	Cost per Pupil	Percentage Change	Teaching Staff	Pupil/Teacher Ratio	Average Daily Enrollment (ADE) °	Average Daily Attendance (ADA) °	% Change in Average Daily Enrollment	Student Attendance Percentage	
2019	2,195	28,471,061.00	12,971	-11.56%	141.0	1:15	2,063	1,963	11.78%	95.15%	
2018	1,841	27,000,019.61	14,666	19.81%	144.0	1:13	1,846	1,795	0.24%	97.24%	
2017	1,987	24,323,554.67	12,241	-10.39%	134.0	1:15	1,842	1,732	10.48%	94.03%	
2016	1,674	22,868,777.09	13,661	0.20%	132.0	1:13	1,671	1,588	2.48%	95.03%	
2015	1,639	22,345,238.21	13,633	-1.80%	128.0	1:13	1,632	1,547	3.73%	94.79%	
2014	1,605	22,282,526.94	13,883	-1.21%	126.7	1:13	1,574	1,486	1.17%	94.41%	
2013	1,583	22,247,032.92	14,054	0.32%	126.0	1:13	1,556	1,481	0.88%	95.18%	
2012	1,549	21,700,574.20	14,009	2.02%	127.0	1:12	1,542	1,460	-8.00%	94.68%	
2011	1,503	20,639,008.20	13,732	-8.98%	125.0	1:12	1,587	1,481	20.97%	93.32%	
2010	1,408	21,241,057.13	15,086	4.22%	124.0	1:11	1,725	1,618	%69.6	93.80%	

Sources: District records, ASSA and Schedules J-12, J-14

Note: Enrollment based on annual October district count.

ос св

Operating expenditures equal total expenditures (modified accrual) less debt service and capital outlay;

Teaching staff includes only full-time equivalents of certificated staff.

Average daily enrollment and average daily attendance are obtained from the School Register Summary (SRS).

Cost per pupil represents operating expenditures divided by enrollment.

UNION COUNTY VOCATIONAL AND TECHNICAL SCHOOLS
SCHOOL BUILDING INFORMATION UNAUDITED

District Buildings	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	2015	2014	2013	<u>2012</u>	2011	<u>2010</u>
Union County Vocational - 1965 West Hail Square Feet Capacity (students - full time) Enrollment *	223,059 1,130 1,047	223,059 1,130 953	223,059 1,130 957	223,059 1,130 932	190,639 1,130 883	190,639 1,130 883	190,639 1,130 844	190,639 1,130 844	190,639 1,130 880	190,689 1,130 845
Mancuso Hall - 1997 Square Feet Capacity (students - full time) Enrollment *	47,038 428 303	47,038 428 304	47,038 428 296	47,038 428 298	47,038 428 292	47,038 428 292	47,038 428 286	46,438 428 286	46,438 428 279	46,438 428 274
Bistocchi Hall - 2004 Square Feet Capacity (students - full time) Enrollment *	68,500 518 284	68,500 518 293	68,500 518 286	68,500 518 275	68,500 518 263	68,500 518 263	68,500 518 505	67,900 518 505	67,900 518 495	67,900 518 470
Baxel Hall - 2008 Square Feet Capacity (students - full time) Enrollment	55,733 498 308	55,733 498 296	55,733 498 287	55,733 498 282	55,733 498 262	55,733 498 262	55,733 498 250	54,843 498 250	54,843 498 256	54,834 498 353
APA Building - 2010 Square Feet Capacity (students - full time) Enrollment	43,341 385 236	43,341 385 223	43,341 385 205	43,341 385 190	43,341 385 186	43,341 385 186	43,341 385 142	42,451 385 142	42,451 385 143	

<sup>\*</sup> full and share-time students

Number of Schools at June 30, 2019
Union County Technical High School = 1
Magnet High School = 1
Academy for Information Technology = 1
Academy for Alliad Health Sciences = 1
Adult High School = 1
APA Building = 1
APA Building = 5
Source: District records
Number of Buildings-5
Source: District records
Note: Year of original construction is shown in parentheses. Increases in square footage and capacity are the result of additions. Enrollment is based on the annual October district count.

UNION COUNTY VOCATIONAL AND TECHNICAL SCHOOLS
SCHEDULE OF REQUIRED MAINTENANCE
UNAUDITED

Undistributed expenditures - Required maintenance for school facilities - 11-000-261-XXX

APA Building	119,298.46 96.588.27	97,237.00	97,207.82	104,399.38	103,458.35	91,835.81	25,527.00	40,000.00		775,552.09
Baxel <u>Hall</u>	155,089.12 \$ 125,565.65	126,409.00	124,916.59	134,249.44	133,039.34	118,093.40	117,237.00	183,064.00	220,350.22	1,438,013.76 \$
Bistocchi <u>Hall</u>	190,878.55 \$ 154.542.04	155,580.00	153,533.85	165,002.53	163,515.23	145,145.50	187,558.00	294,760.00	308,490.31	433,331.40 \$ 5,238,326.58 \$ 1,919,006.01 \$ 1,438,013.76 \$ 775,552.09
West <u>Hall</u>	561,953.27 <b>\$</b> 454.977.29	458,033.09	427,351.01	459,210.48	455,071.25	403,947.50	516,721.00	810,631.00	690,430.69	5,238,326.58 \$
Mancuso <u>Hall</u>	131,228.69 \$ 106,247.40	106,961.00	105,475.03	113,304.95	112,283.64	99,669.44	158,938.00	249,493.00	249,730.25	
<u>Total</u>	1,158,448.09 \$ 937.920.65	944,220.09	908,484.30	976,166.77	967,367.81	858,691.65	1,005,981.00	1,577,948.00	1,469,001.47	\$ 10,804,229.83 \$ 1
	↔								•	
School Facilities * Project #(s)	2019 2018	2017	2016	2015	2014	2013	2012	2011	2010	Total School Facilities

<sup>\* -</sup> School facilities as defined under EFCFA. (N.J.A.C. 6A:26A-1.3)

Source: District records

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS INSURANCE SCHEDULE JUNE 30, 2019 UNAUDITED

	COVERAGE	DEDUCTIBLE
Property and Casualty:		
Building and Contents including Equipment Breakdown	\$110,980,984	\$5,000
Commercial General Liability	3,000,000	N/A
Boiler and Machinery Blanket Property Limit	Incl. in Blanket Property	5,000
Crime - Blanket Employee Dishonesty	500,000	5,000
- Forgery or Alteration	250,000	1,000
-Loss Inside and Outside Money & Securities	250,000	1,000
-Computer Fraud	250,000	1,000
Earthquake - Blanket Coverage	5,000,000	5% of limit
Flood - Outside Zones A,V or B	5,000,000	50,000
-Zone B	2,000,000	100,000
-Zone A or V	1,000,000	500,000
Commercial Automotive	1,000,000	
Towing & Labor		
Comprehensive & Collision		1,000
Commercial Umbrella	9,000,000	10,000
Excess Liability	50,000,000	
School Board Legal Liability E & O	1,000,000	15,000
Public Officials Bonds:		
Janet Behrmann - Board Secretary/Business Administrator	250,000	N/A
Joanne Wilson - Treasurer of School Monies	250,000	N/A
	,	
Accidental Death and Dismemberment		
Principal Sum	100,000	N/A
Aggregate	500,000	N/A
Environmental Impairment Liability - Site Specific		
Each Occurrence	1,000,000	N/A
Aggregate	3,000,000	N/A
Program Aggregate	10,000,000	25,000.00
Mold		50,000.00
Storage Tank Liability		
Policy Aggregate	1,000,000	
Each Occurrence	1,000,000	
Defense Cost Expense Limit	250,000	
Deductible - Per Claim	200,000	5,000
		,
Cyber	2,000,000	25,000

Source: Union County Vocational Technical Schools - Board of Education

**SINGLE AUDIT SECTION** 



### Suplee, Clooney & Company

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF BASIC FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Honorable President and Members of the Board of Education Union County Vocational-Technical Schools County of Union Scotch Plains, New Jersey 07076

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and in compliance with audit requirements as prescribed by the Office of School Finance, Department of Education, State of New Jersey, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Union County Vocational-Technical Schools, County of Union, State of New Jersey (the "District") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 27, 2019.

#### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

### SUPLEE, CLOONEY & COMPANY

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and audit requirements as prescribed by the Office of School Finance, Department of Education, State of New Jersey. However, we noted an immaterial instance of noncompliance that we have reported to the Board of Education of the Union County Vocational-Technical Schools in a separate Auditor's Management Report on Administrative Findings - Financial and Compliance dated November 27, 2019.

### Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CERTIFIED PUBLIC ACCOUNTANTS

PUBLIC SCHOOL ACCOUNTANT NO. 962

November 27, 2019



### Suplee, Clooney & Company

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
WITH REQUIREMENTS APPLICABLE TO EACH MAJOR FEDERAL
AND STATE FINANCIAL ASSISTANCE PROGRAMS AND ON
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE
WITH THE UNIFORM GUIDANCE AND NEW JERSEY OMB CIRCULAR 15-08

Honorable President and Members of the Board of Education Union County Vocational-Technical Schools, County of Union Scotch Plains, New Jersey 07076

### Report on Compliance for Each Major Federal and State Program

We have audited the Union County Vocational-Technical Schools, State of New Jersey (the "District") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the New Jersey *OMB State Grant Compliance Supplement* that could have a direct and material effect on each of the District's major federal and state programs for the year ended June 30, 2019. The District's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

#### Management's Responsibility

Management is responsible for compliance with federal and state statutes, regulations, and the terms and conditions of its federal and state awards applicable to its federal and state programs.

#### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal and state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey *OMB 15-08*. Those standards, the Uniform Guidance and New Jersey *OMB 15-08* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and state program. However, our audit does not provide a legal determination of the District's compliance.

### SUPLEE, CLOONEY & COMPANY

### Opinion on Each Major Federal and State Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended June 30, 2019.

### Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal and state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal and state program and to test and report on internal control over compliance in accordance with the Uniform Guidance and New Jersey OMB 15-08, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal and state program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and State of New Jersey OMB 15-08. Accordingly, this report is not suitable for any other purpose.

CERTIFIED PUBLIC ACCOUNTANTS

PUBLIC SCHOOL ACCOUNTANT NO. 96

November 27, 2019

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS SCHEDLIE OF EXPENDITURES OF FEDERAL AWARDS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

1 110 0.34		FEDERAL	GRANT OR STATE	FEDERAL AWARD			JUNE 30, 2018			SUBRECIPIENT	ADJUSTMENTS / CANCEL PRIOR	REPAYMENT OF PRIOR		BALANCE JUNE 30, 2019	6
Particular   Par	EDERAL GRANTORIPASS-THROUGH RANTORIPROGRAM TITLE	CFDA NUMBER	PROJECT NUMBER	LD. NUMBER	GRANT		(ACCOUNTS RECEIVABLE) UNEARNED REVENUE	CASH RECEIVED	BUDGETARY		YEAR ENCUMBRANCES / ACCOUNTS PAYABLE	YEARS' BALANCES	(ACCOUNTS RECEIVABLE)	UNEARNED	DUE TO GRANTOR
Company   Comp	nterprise Funds U.S. Department of Agriculture assed-Through State Department of Education:														
15.05   Max     15.05   Max	Food Distribution Commodities Program	10.555		7181NJ304N1089	71117-6/30/18			•	\$ (76.795)	51		•			
1.05   Mail	Food Distribution Commodities Program	10.556		6191NJ304N1089	7/1/18-6/30/19	17,259.95	(69 57.7 69)	17,259.95	(17,259.95)						
1   1   1   1   1   1   1   1   1   1	National School Lunch Program	10.556		8191N 1304N 1099	211/18-6/30/19	85.414.79	(0.4) 0.00)	79.884.07	(85 414 79)				(5.530.72)		
First	National School Breakfast Program	10 553		7181NJ304N1099	7/1/7-6/30/18	7.145.78	(667.25)	967.25	(0.1.1.1.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.				(T. 1000)(a)		
Funcion   Func	National School Breakfast Program	10.553		8191NJ304N1099	7/1/18-6/30/19	9,508.71		8,780.88	(9,508.71)				(727 83)		
Function   Function	Total Child Nutrition Cluster						(6,743.16)	113,066.03	(112,581,42)				(6,258.55)		
Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment of Educations   Autopartment   Aut	Total Enterprise Funds						(6,743.16)	113,066,03	(112,581,42)				(6,258.55)		
Section   Sect	pecial Revenue Funds U.S. Department of Education														
House   Hous	ssed-Inrough State Department of Education: Tate I	64.010	NCLB210018		71117-6/30/18	209,723,00	(70,163,16)	70,163.50						7. 7.	
Hander   H	Title I	84.010	NCLB210019		711/18-6/30/19	261,260.00		138,900.50	(222,576.60)		69:0		(82,675.47)		
64.267         NCLEDIOUS         SSSTANBOOTS         TIMP 6400TH         2.00000         (4.386.55)         CC286.55	Title I						(70,163.16)	210,064.00	(222,576.60)		0.63		(82,675.47)	0.34	
Harder   H	Title II.A	84.367	NCLB210019		7/1/18-6/30/19	47,260.00		2,000.00	(4,398.56)				(2,398.56)		
Hander   H	otal Title (I							2,000.00	(4,398.58)				(2,338.58)		
12,045 to   12,045 to   14,162 to   14,1	Trite IV	84.424	NCLB210019	S424A180031	7/1/18-6/30/19	22,440.00		12,043.00	(22,440.00)				(10,397.00)		
1,10   1,10	otal Title IV							12,043.00	(22,440.00)				(10,397.00)		
Secondary   Seco	pecial Education Cluster I D.E.A. Part B. Basic	84.027	(DEA210018		7/1/17-6/30/18	216,285.00	(85,728.42)	85,730,52					!	1.10	
ton - Secondary         64 Odda         PERVGZB016         Voldak160000         71/17-6/2016         GOS 564 CO         (144,616.52)         146,618.00         (422,635.65)         146,718.00         (422,635.65)         (462,726.62)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)         (462,726.22)	I.D.E.A. Part B, Basic ttal Special Education Cluster	84.027	IDEA210019		71/18-6/30/19	228,653,00	(85,728,42)	227.682.00	(225.564.75)		4.192.82		(79.420.45)	1.10	
for Jose Perfocações         PERFOCAÇÃOS POR LAS ESCASOS POR L															
Inches         Codes         PERPGSONIS         VASAN 18670S         T/11 Re-SONIS         462 88 80 PM         T/21 Res 30 PM         T/22 Res 10 PM         T/22 Res 10 PM         T/22 Res 10 PM         T/22 Res 10 PM         T/22 Res 20 PM         T	ational Education - Secondary	84.048a	PERK526018		71117-6/30/18	500,584.00	(148,618.52)	146,618.00					(0.52)		
Inter-Port Securation         64,048a         PERKZSRNIB         VORM 1807         73747.25         73748.25         73747.	Vocational Education - Secondary	84.048a	PERK526019		7/1/18-6/30/19	425,853.85		239,101.00	(425.853.85)		463.95		(186,288.90)		
The following of Local Purished Miles 2019 1 2018 201	Vocational Education - Post Secondary	84.048a	PERK528018		7/1/17-6/30/18	98,543.00	(73,747.25)	73,748.23	2000					0.98	
Trinds Funds	Vocational Education - Post Secondary oral Vocational Education	5	PERMOZENIS		0.000	47 70C DE	(722,365.77)	563,206.00	(521,406.09)		7,465.37		(186,289.42)	13,187,53	
84 063 NVA 71/18-6/20/19 148,205-32 148,305-32 (148,305-32) 148,205-32 (148,305-32) 148,205-32 (148,305-32) 118,305-32 (148,305-32) 11,805-82 (361,180-82) 13,180-37	luciary Fund: lifed States Department of Education: Tust and Agents Funds														
ment of Education (378,258.35) 1,163,319.32 (1,144,711.34) 11,559.62 (361,180.52) 13,180.37	Pell Grant In Fiduciary Fund		B4 063		71.718-6/30/19	148,325.32		148,325.32	(148,325.32)						
	Total U.S. Department of Education						(378,258.35)	1,163,319.32	(1,144,711.34)		11,658.82		(361,180.92)	13,189.37	

The accompanying notes to schedules of financial assistance are an integral part of this schedule.

UNION COLINTY VOCATIONAL-TECHNICAL SCHOOLS SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE FOR THE FISCAL YEAR ENDED JUNE 30, 2019

														•	MEMO	
				1	BALANCE AT JUNE 30, 2018	3, 2018	CARRYOVER				REPAYMENT	BALAN	BALANCE AT JUNE 30, 2019	- 1		CUMULATIVE
	GRANT OR STATE	AWARO	GRANT PERIOD		(ACCOUNTS RECEIVABLE)	DUE TO	(WALKOVER)	CASH			OF PRIOR YEAR'S	(ACCOUNTS	UNEARNED	DUE TO	BUDGETARY	TOTAL
STATE GRANTOR/PROGRAM TITLE State Desertment of Education	PROJECT NUMBER	AMOUNT	FROM	임	UNEARNED REVENUE	GRANTOR	AMOUNT	RECEIVED	EXPENDITURES	ADJUSTMENTS	BALANCES	RECEIVABLE)	REVENUE	GRANTOR	RECEIVABLE	EXPENDITURES
General Funds:																
State Aid Cluster:																
Equalization Aid	19-495-034-5120-078	\$7,398,797.40	7/1/2018	6/30/2019				\$6,648,771.00	(\$7,398,797.40)	(\$750,026.40)					(\$750,026.40)	\$7,398,797.40
Categorical Special Education Aid	19-495-034-5120-089	1,834,554.94	7/1/2018	6/30/2019				1,665,799.00	(1,834,554.94)	(168,755.94)					(168,755.94)	1,834,554.94
Categorical Security Aid	19-495-034-5120-084	220,122 66	7/1/2018	6/30/2019				201,372.00	(220,122,66)	(18,750.66)					(18,750,66)	220,122,66
Total State Aid Cluster:				1				8,515,942.00	(9,453,475.00)	(937,533.00)		ļ		j	(937,533.00)	9,453,475,00
On-behalf TPAF Contributions	19495-034-5094-002	2,026,478.00	77.72018	6/30/2019				2,026,478.00	(2,026,478,00)							2,026,478.00
<u> </u>	19-495-034-5094-004	42 419 00	81007117	61000059				42.419.00	(42.419.00)							42.419.00
Long-Term Disability Insurance	19-495-034-5094-004	3,320,00	777,72018	6/30/2019				3,320.00	(4.032.00)							3,320,00
Post Retirement Medical	19-495-034-5094-001	938,448.00	771/2018	6/30/2019				938,448.00	(938,448.00)							938,448.00
TPAF Social Security Aid	18-495-034-5094-003	822,800,68	711/2017	6/30/2018	(\$40,531 53)			40,531.53								822,800,68
TPAF Social Security Aid	19-495-034-5094-003	12,725,27	7/1/2018	6/30/2019				788,563.92	(829,327.27)			(\$40,743.35)				12,722,829
Total General Fund				1	(40,531 53)			12,355,722.45	(13,294,179.27)	(937,533.00)		(40.743.35)			(937,533.00)	14,116,267,95
Special Revenue Fund:																
Apprentice Coordinator	18-100-034-5062-032	19,745.39	7102017	6/30/2018	(4,257 39)			4.257.39								19,745.39
Apprentice Coordinator	19-100-034-5062-032	21,223,00	771,72018	6/30/2019				9,967 61	(21,223.00)			(11,255,39)				21,223.00
Recovery High School Access Grant FY19		1,000,000,00	7/1/2018	6/30/2019				1,000,000.00	(599,789,70)				400,210 30			1,000,000,00
Recovery High School Access Grant FY18		375,000.00	711/2017	6/30/2018		107,988,14					107,988.14					375,000.00
Total Special Revenue Fund				1	(4,257,39)	107,988,14		1,014,225.00	(621.012.70)		107,988 14	(11,265.39)	400,210,30			1,415,968.39
Enterprise Fund: National School Lunch Program	18-100-020-3350-023	3,336.48	711/2017	6/30/2018	(246.08)			246.08								3,398.48
National School Lunch Program	19-100-010-3350-023	3,442.68	7/1/2018	6/30/2019				3,225.06	(3.442.68)			(217.62)				3,442.68
Total Enterprise Fund				i	(246.08)			3,471.14	(3,442 68)			(29.212)				6,841.16
Total State Financial Assistance				J	(\$45,035,00)	\$107,988.14		\$13,373,418.59	(\$13,918,634.65)	(\$937,533.00)	\$107,988.14	(\$52,216.36)	\$400,210.30		(\$937,533.00)	\$15,539,077.50
Less. On-Behalf amounts not utilized for determination of Major Programs:	nation of Major Programs:															
On-behalf TPAF Contributions	19-495-034-5094-002	2,026,478,00	7/1/2018	6/30/2019				\$2,026,478.00	(\$2,026,478.00)							
NCGI	19-495-034-5094-004	42,419,00	7/1/2018	6/30/2019				42,419,00	(42.419 00)							
Long-Term Disability Insurance	19-495-034-5094-004	3,320,00	2/1/2018	6/30/2019				3,320,00	(3.320.00)							
Post Retirement Medical	19-495-034-5094-001	938,448.00	8102707	630/2019			l	938,448.00	(338,448 (0))							

The accompanying notes to schedules of financial assistance are an integral part of this schedule.

\$10,362,753.59 (\$10,907,969.65) 938,448.00 (938,448.00)

Total State Financial Assistance Subject to Single Audit

# Union County Vocational-Technical Schools Notes to the Schedules of Expenditures of Federal Awards and State Financial Assistance Year Ended June 30, 2019

#### NOTE 1: GENERAL

The accompanying schedules of expenditures of federal awards and state financial assistance include federal and state activity of the Board of Education, Union County Vocational-Technical Schools. The Board of Education is defined in Note 1 to the Board's basic financial statements. All federal and state awards received directly from the federal and state agencies, as well as federal awards and state financial assistance passed through other government agencies is included on the schedule of expenditures of federal awards and state financial assistance.

### NOTE 2: BASIS OF ACCOUNTING

The accompanying schedules of expenditures of awards and federal awards and state financial assistance are presented on the budgetary basis of accounting with the exceptions of programs recorded in the food service fund, which are presented using the accrual basis of accounting. These bases of accounting are described in Note 1 of the Board's basic financial statements. The information in this schedule is presented in accordance with the requirements of Federal Uniform Guidance, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements. The District has elected not to use the 10 percent *de Minimis* indirect cost rate as allowed under the Uniform Guidance.

### NOTE 3: RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

The basic financial statements present the general fund and special revenue fund on a GAAP basis. Budgetary comparison statements or schedule (RSI) are presented for the general fund and special revenue fund to demonstrate finance-regulated legal compliance in which certain revenue is permitted by law or grant agreement to be recognized in the audit year, whereas for GAAP reporting, revenue is not recognized until the subsequent year or when expenditures have been made.

The General fund is presented in the accompanying schedules on the modified accrual basis with the exception of the revenue recognition of the last state aid payment in the current budget year, which is mandated pursuant to N.J.S.A. 18A:22-44.2. For GAAP purposes, that payment is not recognized until the subsequent budget year due to the state deferral and recording of the last state aid payment in the subsequent year. The special revenue fund is presented in the accompanying schedules on the grant accounting budgetary basis which recognizes encumbrances as expenditures and also recognizes the related revenue, whereas GAAP basis does not.

## Union County Vocational-Technical Schools Notes to the Schedules of Expenditures of Federal Awards and State Financial Assistance Year Ended June 30, 2019

### NOTE 3: RELATIONSHIP TO BASIC FINANCIAL STATEMENTS (CONTINUED)

The net adjustment to reconcile from the budgetary basis to the GAAP basis is (\$298,014.00) for the general fund and (\$227,410.20) for the special revenue fund. See the notes to the required supplementary information for a reconciliation of the budgetary basis to the modified accrual basis of accounting for the general and special revenue funds. Federal awards and state financial assistance revenues are reported in the Board's basic financial statements on a GAAP basis as follows:

	<u>Federal</u>	<u>State</u>	<u>Total</u>
General Fund		\$12,996,165.27	\$12,996,165.27
Special Revenue Fund	\$888,407.65	517,130.08	1,405,537.73
Fiduciary Fund	148,325.32		148,325.32
Food Service Fund	112,581.42	3,442.68	116,024.10
Total Awards and			
Financial Assistance	\$1,149,314.39	\$13,516,738.03	\$14,666,052.42

#### NOTE 4: RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

Amounts reported in the accompanying schedules agree with the amounts reported in the related federal and state financial reports.

### NOTE 5: OTHER

Revenues and expenditures reported in the Food Distribution Program represent current year value received and current year distributions respectively. The amount reported as TPAF pension contributions, post-retirement medical benefits and long-term disability insurance represents the amount paid by the state on behalf of the district for the year ended June 30, 2019. TPAF Social Security contributions represent the amount reimbursed by the state for the employer's share of Social Security contributions for TPAF members for the year ended June 30, 2019.

### Union County Vocational-Technical Schools Schedule of Findings and Questioned Costs For the Fiscal Year Ended June 30, 2019

### Section I – Summary of Auditor's Results

### **Financial Statements**

(1)	Type o	Unmodified					
(2)	Internal Control Over Financial Reporting:						
	(a)	Material weakness identified?		No			
	(b)	Significant deficiencies identified that are n to be material weaknesses?	ot considered	No			
(3)	Nonco	No					
Federal Program(s)							
(1)	Intern						
	(a)	(a) Material weakness identified?					
	(b)	Significant deficiencies identified that are n to be material weaknesses?	ot considered	No			
(2)	Type of Auditor's Report issued on compliance for major federal program(s)?			Unmodified			
(3)	Any a	No					
(4)	Identif						
		Program	C.F.D.A <u>Number</u>				
	Titl I.D	e I .E.A. Part B, Basic	84.010 84.027				
(5)	Progra Type Type						
(6)	Audite Guida	Yes					

EXHIBIT "K-6"

Yes

### Union County Vocational-Technical Schools Schedule of Findings and Questioned Costs For the Fiscal Year Ended June 30, 2019

### Section I - Summary of Auditor's Results (Continued)

### State Program(s)

(6)

Guidance?

(1)	Internal Control Over Major State Programs:					
	(a) Material weakness identified?			No		
	(b)	(b) Significant deficiencies identified that are not considered to be material weaknesses?				
(2)	Type of	Unmodified				
(3)	Any a accord III of the	No				
(4)	Identif	Identification of Major State Program(s):				
		Program	Grant <u>Number</u>			
	Equal Secur Reimb	al Education Aid ization Aid rity Aid oursed Social Security very High School Access Grant	495-034-5120-089 495-034-5120-078 495-034-5120-084 495-034-5094-003 495-034-5120-107			
(5)	Program Threshold Determination:  Type A State Program Threshold > \$750,000.00  Type B State Program Threshold <= \$750,000.00					

Auditee qualified as a low-risk auditee under Federal Uniform

### Union County Vocational-Technical Schools Schedule of Findings and Questioned Costs For the Fiscal Year Ended June 30, 2019

### <u>Section II – Financial Statement Audit – Reported Findings Under Government Auditing Standards</u>

Internal Control Findings - None Reported

**Compliance Findings** – None Reported

### Section III - Findings and Questioned Costs Relative to Major Federal and State Programs

Federal Programs - None Reported

State Programs - None Reported

### EXHIBIT "K-7"

### Union County Vocational-Technical Schools Schedule of Prior Year Audit Findings

### Not Applicable

SIMON YOUTH FOUNDATION ACADEMY OPERATOR

# ATTACHMENT A

LINE-ITEM BUDGET

PROPOSED LINE-ITEM BUDGET			
Simon Youth Academy Operator RFP AGENCY NAME:	Projected	Non-Federal In-Kind	Total Projected
WIOA Out-of-School Youth	Budget	Resources	Budget
Staff and Overhead			
Program Services			
Participant Work Experiences			
Sub-total	333	3,000	

Non-Federal In-Kind Resources- 10% Match Required

# Proposed Budget

Proposed Line Item Budget	Projected Budget	Non- Federal In-Kind Resources	Total Projected Budget
Simon Youth Academy Operator RFP			
Agency Name: Union County			
Vocational-Technical School District			
Administration (Sup., Ast.Sup, BA, Dir. Of Tech)		\$20,000.00	\$20,000.00
Supervisor	\$92,000.00		\$92,000.00
Fringe Benefits (Healthcare, Rx, Dental)	\$26,000.00		\$26,000.00
Instructional Staff	\$52,000.00		\$52,000.00
Non-Instructional Support Staff	\$39,000.00	\$5,000.00	\$44,000.00
Non-Instructional Supplies	\$14,000.00		\$14,000.00
Instructional Supplies	\$6,000.00	\$3,300.00	\$9,300.00
Professional Services	\$17,400.00		\$43,400.00
Miscellaneous Expenditure – Work	\$66,600.00		\$66,600.00
Experience and Related Supplies (20%)			
Technology/Equipment	\$20,000.00		\$20,000.00
Technology Software		\$5,000.00	\$5,000.00
Sub-total Sub-total	\$333,000.00	\$33,300.00	\$366,300.00

# Cost Allocation Plan

Line Item	Dollar Amount	Justification
Instructional Staff	\$52,000.00	Instructors will serve to provide individualized
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	support for online learning, as well as assist in
		integrated career and job skills into instruction
	\$	wherever possible.
Professional Services	\$17,400.00	A relationship will be established with an NJ State
	1	approved online learning institution like the NJ
-		Virtual School. Courses will be established based
		upon individual student need after review of
	<u> </u>	transcripts. Other support services, such as Child
		Study Members and other special education
		resources, will be provided as needed.
Technology/Equipment	\$20,000.00	Computers, printers, and other equipment as
	·	needed to support instruction.
Miscellaneous	\$66,600.00	Used to support student job exposure and work
Expenditure – Work		experience. Examples include, but are not limited
Experience and		to the following: Registration fees for students and
Related Supplies		job opportunities, Equipment clothing/uniforms for
(20%)		jobs/internships and other work experiences, Fees
		for other job requirements such as drug testing,
		finger printing, etc., Licensure and certification
		credential fees and registration, Assistance with
	ļ	transportation and food, may take the form of a
		stipend, bus pass, etc., Guest speaker fees, field trip
		expenses – including transportation, etc., Resources
		for obtaining State Ids and Driver's Licenses
Non-Instructional	\$39,000.00	Counseling and nursing services. Counseling staff
Support Staff		will review transcripts, assist in creating
		individualized student plans, administering needs
		and career assessments, and provide counseling
		services when needed. Nursing services will be
		sub-contracted on an as-needed basis.
Instructional Supplies	\$6,000.00	Textbooks, paper, periodical subscriptions, and
		other needs to support instruction.
Non-Instructional	\$14,000.00	Resources need for effective administration of
Supplies		programs such as copiers, office supplies, paper,
		etc.
Supervisor	\$92,000.00	Full-time administrator available to oversee all
		daily operations, and monitor student progress
		towards completion of their high school diploma,
	j	including curriculum review and staff evaluation.
		The administrator will be responsible for the
		oversight of developing a community network to

		help provide work experiences and opportunities for all students.
Fringe Benefits (Healthcare, Rx, Dental)	\$26,000.00	As per a pre-existing negotiated employment contract, fringe benefits are to include healthcare, prescription and dental coverage.
In-kind Admin/Support Staff	\$25,000.00	To provide oversight of all Simon Youth Academy Operations as part of UCVTS, including access to the business office, network and technology support, curriculum and Board of Education approval, State mandated data reporting.
In-kind Instructional Supplies and Software	\$8,300.00	Access to all district operational software. Examples include, but are not limited to budgetary software, Student Information System, Standardized Testing Systems – including industry credential, Teacher Evaluation, etc.

SIMON YOUTH FOUNDATION ACADEMY OPERATOR

# ATTACHMENT B

INSURANCE REQUIREMENTS



# **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYY) 07/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NO AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to

the certificate holder in lieu of such endorsement(s). PRODUCER Willis Towers Watson Certificate Center NAMES PHONE Willis of New Jersey, Inc. (A/C, No. Ext): 877-945-7378 (A/C, No): 888-467-2378 c/o 26 Century Blvd E-MAIL P.O. Box 305191 ADDRESS: certificates@willis.com Nashville, TN 37230-5191 INSURER(S) AFFORDING COVERAGE NAIC# INSURED INSURER A: American Alternative Insurance Corporation 19720 INSURER B: Union County Vocational / PIPNJ 1776 Raritan Road INSURER C: INSURER D: Scotch Plains, NJ 07076 INSURER E INSURER F. **COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS POLICY EFF (MM/DD/YYY) POLICY EXP (MM/DD/YY) SUBR ADDL POLICY NUMBER TYPE OF INSURANCE INSR LIMITS LTR GENERAL LIABILITY EACH OCCURRENCE \$1,000,000 DAMAGES TO RENTED COMMERCIAL GENERAL LIABILITY GPPAPF 6056488-02 07/01/2019 07/01/2020 \$1,000,000 PREMISES(Ea occurrence) CLAIMS-MADE X OCCUR MEO EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: PRODUCTS-COMP/OP AGG \$3,000,000 PRO-POLICY LOC Other COMBINED SINGLE LIMIT AUTOMOBILE LIABILITY \$1,000,000 GPPAPF 6056488-02 07/01/2019 07/01/2020 BODILY INJURY(Per person) ANY AUTO Х \$ ALL OWNED SCHEDULED BODILY INJURY(Per accident) \$ AUTOS AUTOS NON-OWNED PROPERTY DAMAGE HIRED AUTOS Х Х \$ AUTOS X OCCUR UMBRELLA LIAB **EACH OCCURRENCE** \$9,000,000 Α GPPAPF 6056488-02 07/01/2019 07/01/2020 **EXCESS LIAB** CLAIMS-MADE AGGREGATE \$9,000,000 DED X RETENTION \$ 10,000 WORKERS COMPENSATION AND OTH-ER Per Statule EMPLOYERS 'LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE E.L. EACH ACCIDENT \$ OFFICER/MEMBER EXCLUDED? N/A E.L. DISEASE -- EA EMPLOYEE (Mandatory in NH) \$ If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Certificate holder is included as additional insured as required by written contract as respects general liability with respect 2019-2020 Simon Youth Academy in the Jersey Garden Mail

CERTIFICATE HOLDER	CANCELLATION
The Simon Youth Academy The Mills at Jersey Gardens 651 Kapkowski Road	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Elizabeth, NJ 07201	AUTHORIZED REPRESENTATIVE  All bluy

SIMON YOUTH FOUNDATION ACADEMY OPERATOR

# ATTACHMENT C

REQUIRED DOCUMENTS AND CERTIFICATIONS

#### STANDARD ASSURANCES AND CERTIFICATIONS

#### STANDARD ASSURANCES AND CERTIFICATIONS

The Union County Workforce Development Board will not award a grant where the Applicant or Sub-Recipient has failed to accept this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions contained herein. In performing its responsibilities under this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, the Applicant or Sub-Recipient hereby certifies and assures that it will fully comply with the following:

- 1) Assurances Non-Construction Programs (SF 424 B)
- 2) Debarment and Suspension Certification (29 CFR Part 98)
- 3) Certification Regarding Lobbying (29 CFR Part 93)
- Drug Free Workplace Certification (29 CFR Part 98)
- 5) Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 38)
- 6) <u>Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (2 CFR Part 200)</u>
- 7) Union County Workforce Development Board Policy and Procedural Assurances and Certifications

By signing this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, the Applicant or Sub-Recipient is providing the above assurances and certifications as detailed below:

#### 1) ASSURANCES NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the Applicant or Sub-Recipient, I certify that the Applicant or Sub-Recipient:

- A) Has the legal authority to apply for federal assistance and the institutional managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- B) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.
- C) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- D) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- E) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of Office of Personnel Management's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- F) Will comply with all federal statutes relating to nondiscrimination. These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, 21 U.S.C. 1101 et seq. (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the

Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 21 U.S.C. 801 et seq. (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act (42 U.S.C. 290 dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) the Genetic Information Nondiscrimination Act of 2008 which prohibits discrimination on the basis of genetic information; (j) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- G) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601 et seq. (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- H) Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limits the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
- I) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40.U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
- J) Will comply, if applicable, with Flood Insurance Purchase Requirements of section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4001 et seq. (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- K) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. 4321 et seq. (P. L. 91-190) and Executive Order (Executive Order) 11514; (b) notification of violating facilities pursuant to Executive Order 11738; (c) protection of wetlands pursuant to Executive Order 11990; (d) evaluation of flood hazards in flood plains in accordance with Executive Order 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of federal actions to state (Clear Air) implementation plans under section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974 as amended, 42 U.S.C. 300f et seq. (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. 1531 et seq. (P.L. 93-205).
- L) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- M) Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593 (identification and protection of historic properties) and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- N) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

- O) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544), as amended, (7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.
- P) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- Q) Will cause to be performed the required financial and compliance audits in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (78 FR 78589).
- R) Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.
- S) Will comply with the Federal Funding Accountability and Transparency Act requiring recipients and subrecipients of federal financial assistance to obtain a Data Universal Numbering System (DUNS) number and will report the DUNS number to the grantor as a condition of receiving a federal grant or award. Furthermore, the Applicant or Sub-Recipient must be registered in the federal System for Award Management (SAM) and continue to maintain an active SAM registration with current information at all times during which the term of this grant or award is in effect. Furthermore, no contract, award, subgrant will be made by the Applicant or Sub-Recipient to another party if said party is listed in the Excluded Parties List System in the federal SAM.
- T) Will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q).
- U) Will comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

#### 2) CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, sections 85,105 and 85,110.

The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

- A) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency or the state of New Jersey.
- B) Have not within a three year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- C) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph B of this certification; and have not within a three year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

- D) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (or plan).
- E) Are not listed in the Excluded Parties List System in the federal SAM.

## 3) CERTIFICATION REGARDING LOBBYING

As required by 31 U.S.C. 1352 and implemented at 34 CFR Part 82, for the persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, sections 82.105 and 82.110 that applicant certifies that:

The undersigned (i.e., Applicant or Sub-Recipient signatory) certifies, to the best of his or her knowledge and belief that:

- A) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant loan or cooperative agreement.
- B) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
- C) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### 4) CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for Applicant or Sub-Recipient as defined at 34 CFR Part 85, sections 85.605 and 85.610.

The Applicant or Sub-Recipient certifies that it will or will continue to provide a drug-free workplace by:

- A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant or Sub-Recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B) Establishing an ongoing drug-free awareness program to inform employees about:
  - 1) The dangers of drug abuse in the workplace;
  - 2) The Applicant or Sub-Recipient's policy of maintaining a drug-free workplace;
  - 3) Any available drug counseling, rehabilitation and employee assistance programs; and

- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.
- D) Notifying the employee in the statement required by paragraph A that as a condition of employment under the grant, the employee will:
  - 1) Abide by the terms of the statement; and
  - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E) Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- F) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
  - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A, B, C, D, E and F.

### 5) NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from Union County Workforce Development Board, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.
- B) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- C) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- D) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- E) The Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities to provide reasonable accommodation to persons with disabilities.

- F) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any Workforce Innovation and Opportunity Act Title I-financially assisted program or activity.
- G) The grant applicant also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

# 6) UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (2 CODE OF FEDERAL REGULATIONS, PART 200)

As a condition to the award of any grant funds administered by the Union County Workforce Development Board—including, but not limited to, Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey (WFNJ): Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Nutrition Assistance Program (SNAP), and Workforce Learning Link (WLL)—the Applicant or Sub-Recipient certifies and assures that it will fully abide by 2 Code of Federal Regulations Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

# 7) UNION COUNTY WORKFORCE DEVELOPMENT BOARD POLICY AND PROCEDURAL ASSURANCES AND CERTIFICATIONS

As a condition to the award of any grant funds administered by the Union County Workforce Development Board—and in performing its responsibilities as required by this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions—the Applicant or Sub-Recipient hereby certifies and assures that it will fully comply with all of the policies, procedures, directives and guidance of the Union County Workforce Development Board; The Applicant or Sub-Recipient further certifies and assures that the Applicant or Sub-Recipient:

- A) Is financially solvent, able to pay all debts as they mature and possesses sufficient working capital to complete the Scope of Work as outlined in the Request for Proposal and in this Agreement.
- B) Will maintain an operating reserve balance to ensure the Applicant and/or Sub-Recipient has the ability to carry out the deliverables of the federal and/or state grant award as outlined in the Union County Workforce Development Board Strategic Plan, 2016-2020, and in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions.
- C) Will accumulate and maintain sufficient reserves—in its fiduciary capacity for prudent financial management—to accomplish the strategic objectives of the Union County Workforce Development Board, and the Workforce Innovation and Opportunity Act and/or WorkFirst New Jersey, and in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions.
- D) Will begin each fiscal year with operating reserves of no less than 10% of the annual operating revenue budget of the Applicant and/or Sub-Recipient and to maintain debt appropriate for sound financial management of the Applicant and/or Sub-Recipient.
- E) Will maintain a level of funds that can be used to minimize the impact associated with unexpected allocation reductions to the operating budget.
- F) Will create and maintain the financial ability to respond to unplanned events—such as a natural disaster and/or a shutdown in government operations at the federal and/or state level due to a lapse in appropriations—to keep the Applicant and/or Sub-Recipient operating.

- G) Will match with non-federal in-kind funds a share of 10% of all costs submitted for vouchers on a monthly basis, to the Workforce Innovation and Opportunity Act and/or WorkFirst New Jersey grants.
- H) Will provide the Union County Workforce Development Board with independently audited Financial Statements in accordance with Generally Accepted Accounting Principles (GAAP), as a for-profit subrecipient, for the prior fiscal year.
- I) Will provide the Union County Workforce Development Board with independently audited Financial Statements in accordance with Financial Accounting Standards Board (FASB), standards for the reporting of nonprofit Financial Statements, for the prior fiscal year.
- J) Will provide the Union County Workforce Development Board with a certified copy of the Single Audit Report or independently audited Financial Statements for the prior fiscal year, on an annual basis.
- K) Will advise the Union County Workforce Development Board of any administrative findings and/or issues pertaining to non-compliance within 30 days of said notice. Corrective action to the administrative findings and/or non-compliance issues must be provided as well.
- L) Will apply all the standards, assurances, certifications, policies, procedures, directives, and performance reporting requirements delineated herein to all of the grant funds awarded by the Union County Workforce Development Board including, but not limited to, Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey—Temporary Assistance to Needy Families (TANF), General Assistance (GA), and Supplemental Nutrition Assistance Program (SNAP), and Workforce Learning Link (WLL).
- M) Will employ internal controls and financial management procedures to ensure that Workforce Innovation and Opportunity Act (WIOA) and WorkFirst New Jersey (WFNJ) funds are used in manner required by federal, state and county laws.
- N) Will manage, maintain and track budgeted-to-actual monthly expenses based on the contracted line-item budget and will provide said reports to the Union County Workforce Development Board.
- O) Will request a budget modification at least thirty days (30) prior to the need arising.
- P) Will not request reimbursement for expenses not in the approved line-item budget and not authorized through the budget modification procedure, pursuant to subsection 7–0 above.
- Q) Will notify the Union County Workforce Development Board of any liens or civil judgements against the applicant agency, its President, Executive Director, or Chief Executive Officer.
- R) Will comply with all Workforce Area Guidance Letters as ratified by the Union County Workforce Development Board, and any other policy directives communicated.
- S) Will submit all contracts, memoranda of understanding, vouchers, the standard assurances, certifications, general provisions—and modifications thereto—along with all supporting documentation printed on single-sided paper.
- T) Will provide verifiable quality services to participants so as to meet the goals, objectives and deliverables outlined in the Union County Workforce Development Board's Strategic Plan 2016-2020, and in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions.

- U) Will participate in the relevant committees established by the Union County Workforce Development Board, including but not limited to, the Youth, Disability, Literacy, and American Job Center Committees.
- V) Will provide monthly reporting of performance data related to program elements for reportable individuals and participants and exited participants to the Union County Workforce Development Board and to the American Job Centers of Union County, consistent with the performance goals outlined in subsection 7X and 7Y below.
- W) Will provide follow-up services to exited program participants for up to twelve (12) months subsequent to being exited as a participant by the American Job Center.
- X) Will work diligently to achieve the performance goals approved by the United States Department of Labor, the United States Department of Education, and the New Jersey Department of Labor and Workforce Development for programs funded through the Workforce Innovation and Opportunity Act (WIOA)—Adult, Dislocated Workers, and Youth—and the WorkFirst New Jersey grants for Program Year 2018:
  - 1) Adult Employment Rate 2<sup>nd</sup> Quarter After Exit: 80.6% (PY 2018)
  - 2) Adult Employment Rate 4th Quarter After Exit: 67.5% (PY 2018)
  - 3) Adult Credential Attainment 4th Quarter After Exit: 50.1% (PY 2018)
  - 4) Adult Median Earnings 2nd Quarter After Exit: \$4,513 (PY 2018)
  - 5) Dislocated Worker Employment Rate 2nd Quarter After Exit: 81.7% (PY 2018)
  - 6) Dislocated Worker Employment Rate 4th Quarter After Exit: 66.5% (PY 2018)
  - 7) Dislocated Worker Credential Attainment 4th Quarter After Exit: 53.5% (PY 2018)
  - 8) Dislocated Worker Median Earnings 2nd Quarter After Exit: \$5,869 (PY 2018)
  - 9) Youth Employment Rate 2nd Quarter After Exit: 75.0% (PY 2018)
  - 10) Youth Employment Rate 4th Quarter After Exit: 40.0% (PY 2018)
  - 11) Youth Credential Attainment 4th Quarter After Exit: 74.0% (PY 2018)
  - 12) TANF Client Participation Rate: 50.0% (PY 2018)
- Y) Will work diligently to achieve the performance goals approved by the United States Department of Labor, the United States Department of Education, and the New Jersey Department of Labor and Workforce Development for programs funded through the Workforce Innovation and Opportunity Act (WIOA)—Adult, Dislocated Workers, and Youth—and the WorkFirst New Jersey grants for Program Year 2019:
  - 1) Adult Employment Rate 2nd Quarter After Exit: 81.3% (PY 2019)
  - 2) Adult Employment Rate 4th Quarter After Exit: 68.3% (PY 2019)
  - 3) Adult Credential Attainment 4th Quarter After Exit: 50.4% (PY 2019)
  - 4) Adult Median Earnings 2nd Quarter After Exit: \$4,713 (PY 2019)
  - 5) Dislocated Worker Employment Rate 2nd Quarter After Exit: 82.2% (PY 2019)
  - 6) Dislocated Worker Employment Rate 4th Quarter After Exit: 67.4% (PY 2019)
  - 7) Dislocated Worker Credential Attainment 4th Quarter After Exit: 54.0% (PY 2019)
  - 8) Dislocated Worker Median Earnings 2nd Quarter After Exit: \$5,969 (PY 2019)
  - 9) Youth Employment Rate 2nd Quarter After Exit: 76.0% (PY 2019)
  - 10) Youth Employment Rate 4th Quarter After Exit: 49.0% (PY 2019)
  - 11) Youth Credential Attainment 4th Quarter After Exit: 75.0% (PY 2019)
  - 12) TANF Client Participation Rate: 50.0% (PY 2019)
- Z) Will provide in-school and out-of-school youth, ages 16 to 24, with all the fourteen (14) program elements required under the Workforce Innovation and Opportunity Act (WIOA), or cause them to be provided through an authorized Partner agency and/or Sub-Sub-Recipient; will provide the required career guidance, supportive services, quality occupational, vocational or career training; will track and document participants' progress through the approved Individual Service Strategy form; and will provide the requisite follow-up services to exited program participants for up to twelve (12) months subsequent to being exited as a participant by the American Job Center.

- AA) Will comply with all applicable labor and employment laws enacted in the State of New Jersey, and will display all corresponding posters required under the laws in locations easily visible to all employees, including but not limited to, the following Laws, Rules and Regulations:
  - 1) Wage Payment Law (N.J.S.A. 34:11-4.1 et seq.)
  - 2) Wage and Hour Law (N.J.S.A. 34:11-56a et seq.)
  - 3) Wage Collection (N.J.S.A. 34:11:57 et seq.)
  - 4) Child Labor Laws (N.J.S.A. 34:2-21.1 et seq.) and (N.J.A.C. 12:58 et seq.)
  - 5) New Jersey Earned Sick Leave Law (N.J.S.A. 34:11d-1 et seq.)
  - 6) Family Leave Act (N.J.S.A. 34:11B-1 et seq.)
  - 7) Discrimination in Wages (N.J.S.A. 34:11-56.1 et seq.)
  - 8) Medical Examination Requested By Employer (N.J.S.A. 34:11-24.1 et seq.)
  - 9) Suspension, Revocation Of Certain Employer LICENSES (N.J.S.A. 34:1A-1.11 et. seq.)
  - 10) Notification By Employer Of Change In Health Benefits Plan (N.J.S.A. 34:11A-16 et. seq.) and (N.J.S.A. 17B:30-40)
  - 11) Lie Detector Test (N.J.S.A. 2C:40A-1 et seq.)
  - 12) Prohibited Job Advertisements (N.J.S.A. 34:8B-1 et seq.)
  - 13) Electronic Communication Devices (N.J.S.A. 34:6B-5 et seq.)
  - 14) Opportunity To Compete (N.J.S.A. 34:6B-11 et seq.)
  - 15) Conscientious Employee Protection Act (Whistleblower Act) (N.J.S.A. 34:19-1 34:19-8)
  - 16) Wage Payments (General Provisions; Violations; Fees And Penalties; Hearings) (N.J.A.C. 12:55 Subchapter 1)
  - 17) Payroll Deductions (N.J.A.C. 12:55 Subchapter 2)
  - 18) Wage Collection (General Provisions) (N.J.A.C. 12:61 Subchapter 1)
  - 19) Notification (N.J.A.C. 12:2)
  - 20) Notification Concerning Health Benefit Plans (N.J.A.C. 12:63)
  - 21) Prohibited Discrimination Against Unemployed Individuals (N.J.A.C. 12:67)
  - 22) Opportunity to Compete Act (N.J.A.C. 12:68)
- BB) Will request technical assistance, in writing, from the Union County Workforce Development, Board should the need arise.
- CC) Pursuant to N.J.A.C. 17:44-2.2, the Applicant or Sub-Recipient shall maintain all documentation related to products, transactions, or services under this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, for a period of five (5) years from the date of final payment. Such records shall be made available to the Union County Workforce Development Board, and its authorized representatives, and to the New Jersey Office of the State Comptroller upon request.
- DD) Will submit any request for payment by submitting an authorized voucher form and by signing the Claimant's Certification and Declaration, which states: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

As the duly authorized representative of the Applicant or Sub-Recipient, I hereby certify and assure the Applicant or Sub-Recipient has read, understands and will comply with this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions. I further certify and assure that as the duly authorized representative, I retain the authority to accept federal and state funds including Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey (WFNJ): Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Nutrition Assistance Program (SNAP), and/or Workforce Learning Link (WLL). I further certify and assure the Applicant and/or Sub-Recipient has the financial stability and financial reserves required to perform the services outlined in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, and will practice

prudent financial management to accomplish the strategic objectives of the Union County Workforce Development Board, and the Workforce Innovation and Opportunity Act and/or WorkFirst New Jersey grants. The information provided below and the information provided herein, accurately reflect the desires and wishes regarding the use of these funds within the County of Union consistent with the requirements of the funding sources and our intent. Further, with my affixed signature, our agency, company or corporation agrees to follow, to be accountable for and to be responsive to the rules, laws, policies and plans developed by the federal, state, county governments, and the Union County Workforce Development Board, related to the federal and state funds included in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions and to require all Partners and/or Sub-Sub-Recipients under this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions to agree to same.

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	PRINT NAME 8	K TITLE	0

6/5/2020

ATTEST:

SUSAN I. LANDSMAN NOTARY PUBLIC OF NEW JERSEY My Commission Expires Nov. 12, 2024

**CORPORATE SEAL / NOTARY PUBLIC** 

#### **GENERAL PROVISIONS**

#### **DEFINITIONS**

For the purpose of this document, the following definitions apply:

- **Grantor** is defined as the Union County Workforce Development Board, which is also referred to as Union County Workforce Development Board.
- **Applicant or Sub-Recipient** is defined as any entity in direct receipt of funds by written instrument from Union County Workforce Development Board.
- Applicant or Sub-Recipient is defined as any entity in receipt of funds from an Applicant or Sub-Recipient.
- **Agreement** refers to the contract with Union County Workforce Development Board, the General Provisions, and where applicable, the Standard Assurances and Certifications.
- **Program exit** is defined as a participant having either been designated by the local area as such or who has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services.
- Number served is those participants who are registered and receiving services.
- Definitions for financial terms below are derived from the One-Stop Comprehensive Financial Management Technical Assistance Guide. This document may be found on the Internet. The financial definitions below shall be those used in review and audit of related processes and systems. Local area records must conform with the definitions of the following terms from that document:
  - Obligations are defined as the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the Applicant or Sub-Recipient.
  - expenditures/outlays are defined as charges made to the project or program. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursement for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and Applicant or Sub-Recipient. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the new increase(or decrease) in the amounts owed by the Applicant or Sub-Recipient for goods and other property received, for services performed by employees, contractors, Applicant or Sub-Recipient, subcontractors and other payees and other amounts becoming owed under programs for which no current services or performance are required, such as annuities, insurance claims and other benefit programs. Quarterly reports shall be prepared on the accrual basis.
  - o **Administration** is defined as the allocable portion of the costs for support services and <u>not</u> related to the **direct provision of workforce investment services, including services to participants and employers.** Administrative functions are specified to include the following:
    - General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management and payroll
    - Audit functions and those duties associated with coordinating the resolution of findings originating from audits, monitoring, incident reports or other investigations
    - General legal services
    - Goods and services used for administrative functions
    - Developing systems, including information systems, related to administrative functions
    - The cost of awards made to subrecipient or vendor organizations for administrative services of the awarding agency (e.g., payroll service for staff or clients)

Administrative costs are accumulated and reported only by state and local boards, direct recipients (i.e., the state or Title ID Applicant or Sub-Recipient), the local grant recipient or

subrecipient, the fiscal agent for a local area and the One-Stop Career Center Operator. If the local area makes an award to a vendor for an administrative function such as developing a procurement system, then the vendor costs are classified as administrative. With the exception of the aforementioned type of administrative contract, all awards to vendors and subrecipients are considered program costs and would be reported in the program cost category.

Accrued expenditures are defined as the charges incurred by the Applicant or Sub-Recipient during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, Applicant or Sub-Recipient, subcontractors and other payees; and (3) other amounts becoming owed (by the Applicant or Sub-Recipient) under programs for which no current services or performance are required, such as annuities, insurance claims and other benefits.

Union County Workforce Development Board retains the right to examine all costs to determine appropriateness of the charge to a category. The Applicant or Sub-Recipient is responsible for ensuring that all efforts are made to ensure that administrative costs are kept to a minimum not to exceed the limits established by federal law, rules or policies.

# 1) COMPLIANCE WITH EXISTING LAWS

- A) The Applicant or Sub-Recipient agrees to comply with all federal, state and municipal laws, rules and regulations generally applicable to the activities in which the Applicant or Sub-Recipient is engaged in performance of this agreement.
- B) These laws, rules and regulations include, but are not limited to the following:
  - 1) Federal Office of Management and Budget (OMB) documents: https://www.whitehouse.gov/omb/
  - New Jersey Department of the Treasury, Office of Management and Budget documents:
    - (a) Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: https://www.state.nj.us/infobank/circular/cir1508\_omb.pdf.
    - (b) State Grant Compliance Supplement: https://www.state.nj.us/infobank/circular/circindx.htm
  - 3) State Affirmative Action Legal Citations: The Applicant or Sub-Recipient agrees to comply with and to require Applicant or Sub-Recipient to comply with N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5 et al., P.L. 1975, c. 127 and all implementing regulations.

<u>Customized Training</u> - Where funding is provided in whole or in part from the Workforce Development Partnership (WDP) fund, the Applicant or Sub-Recipient assures and agrees that it will fully comply with the requirements of the New Jersey Employment and Workforce Development Act (P.L. 1992 c. 43) and state regulations and directives governing this program. These requirements include the following assurances:

- 1) The Applicant or Sub-Recipient assures that it will fully comply with all federal and state laws regarding child labor, wages, workplace and classroom safety, health standards and other laws.
- 2) The Applicant or Sub-Recipient agrees that if it relocates outside New Jersey or outsources employee positions within three years following the end date of the customized training contract, the Applicant or Sub-Recipient will promptly notify Union County Workforce Development Board and refund all money to Union County Workforce Development Board, including payments made to any Applicant or Sub-Recipient on its behalf.
- 3) The Applicant or Sub-Recipient agrees to retain only service providers located in the state of New Jersey to provide the customized training services funded under this agreement.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this agreement.

## 2) NONDISCRIMINATION AND EQUAL OPPORTUNITY

The Applicant or Sub-Recipient agrees to comply with the nondiscrimination and equal opportunity provisions of the following laws:

- 1) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WORKFORCE INNOVATION AND OPPORTUNITY ACT financiallyassisted program or activity.
- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- 4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of
- 5) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex in educational programs.
- The Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities to provide reasonable accommodation to persons with disabilities.
- 7) The Genetic Information Nondiscrimination Act of 2008 which prohibits discrimination on the basis of genetic information.
- 8) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made and the requirements of any other nondiscrimination statute(s) which may apply to the application.

The Applicant or Sub-Recipient also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.

#### SPECIAL GRANT CONDITIONS FOR HIGH RISK APPLICANT OR SUB-RECIPIENT

- A) Applicant or Sub-Recipient may be considered high risk if Union County Workforce Development Board determines that Applicant or Sub-Recipient:
  - 1) Has a history of unsatisfactory performance;
  - 2) Is not financially stable;
  - 3) Has a financial management system which does not meet the standards set forth in section 4;
  - 4) Has not conformed to terms and conditions of previous awards; and
  - 5) Is otherwise not responsible.
- B) When Union County Workforce Development Board determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award. Special conditions and/or restrictions may include:
  - 1) Payment on a reimbursement basis;
  - 2) Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period;
  - 3) Requiring additional, more detailed financial reports;
  - 4) Additional project monitoring;
  - 5) Requiring the Applicant or Sub-Recipient to obtain technical or management assistance; and
  - 6) Establishing additional prior approvals.

- C) If Union County Workforce Development Board decides to impose such special conditions and/or restrictions, an official from the Union County Workforce Development Board will notify the Applicant or Sub-Recipient as soon as possible, in writing, of:
  - 1) The nature of the special conditions and/or restrictions;
  - 2) The reason(s) for imposing the special conditions and/or restrictions;
  - 3) The corrective actions that must be taken before the special conditions and/or restrictions will be removed by Union County Workforce Development Board and the time allowed for completing the corrective actions; and
  - 4) The method of requesting reconsideration of the special conditions and/or restrictions imposed.

## 4) FINANCIAL MANAGEMENT SYSTEM

- A) The Applicant or Sub-Recipient shall be responsible for maintaining an adequate financial management system and will immediately notify Union County Workforce Development Board when the Applicant or Sub-Recipient cannot comply with the requirements established in this section of the grant.
- B) The Applicant or Sub-Recipient's financial management system shall provide for:
  - 1) Financial Reporting:

Accurate, current and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting and reporting in a format that is in accordance with the financial reporting requirements of the grant;

2) Accounting Records:

Records that adequately identify the source and application of funds for Union County Workforce Development Board -supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income;

3) Internal Control:

Effective internal and accounting controls over all funds, property and other assets. The Applicant or Sub-Recipient shall adequately safeguard all such assets and assure that they are used solely for authorized purposes;

4) Budget Control:

Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by Union County Workforce Development Board;

5) Allowable Costs:

Procedures for determining reasonableness, allowability and allocability of costs generally consistent with the provisions of federal and state requirements;

6) Source Documentation:

Accounting records that are supported by source documentation; and

7) Cash Management:

Procedures to minimize the time elapsing between the advance of funds from Union County Workforce Development Board and the disbursement by the Applicant or Sub-Recipient, whenever funds are advanced by Union County Workforce Development Board.

- C) Union County Workforce Development Board may require the submission of a Statement of Adequacy of the Accounting System, as provided in Chapter II-2 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**, available at <a href="http://www.doleta.gov/grants/pdf/FinalTAG\_August\_02.pdf">http://www.doleta.gov/grants/pdf/FinalTAG\_August\_02.pdf</a>.
- D) Union County Workforce Development Board may review the adequacy of the financial management system of any applicant as part of a pre-award review or at any time subsequent to the award. If Union County Workforce Development Board determines that the Applicant or Sub-Recipient's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by Union County Workforce Development Board upon written notice to the Applicant or Sub-Recipient, until such time as the system meets with Union County Workforce Development Board approval.
- E) Union County Workforce Development Board requires that the Applicant or Sub-Recipient develop/maintain a documented financial management system that is committed to a document and conforms to applicable federal, state laws and generally accepted accounting principles.
- F) The Applicant or Sub-Recipient shall develop/maintain a cost allocation/resource sharing plan regarding the resources developed to the One-Stop Career Center consistent with requirements set forth in appropriate laws, regulations and the One-Stop Comprehensive Financial Management Technical Assistance Guide.

#### 5) ALLOWABLE COSTS

Funds expended in this project shall be those as stated in the agreement for the purposes and functions outlined, unless changed by an approved modification. The Applicant or Sub-Recipient shall be entitled only to reimbursement for actual expenses incurred or obligated during the contract/grant period or during an approved extension agreed upon by the Applicant or Sub-Recipient and Union County Workforce Development Board, and only in the amount specified in the agreement. All obligations shall be liquidated within three months of the completion of the contract period or an approved extension.

It is the intent of the state that all funds be used in a unified and integrated manner in order to provide seamless service delivery, and not to create duplication and multiple administrative entities within the same organization.

No funds under this contract may be used for purposes other than employment and To-Work related activities. These funds may not be used to supplement nor supplant services funded through other efforts. These funds cannot be used to duplicate services and staff being funded under other efforts.

No funding under this agreement can be used to provide for bonuses or other payments above and beyond legitimate wages, salaries or any other form of compensation.

Should any funds under this agreement be used for the purpose of satisfying any Applicant or Sub-Recipient or Applicant or Sub-Recipient pooled costs (i.e., indirect costs or general and administrative), it is the sole responsibility of the Applicant or Sub-Recipient to provide documentation substantiating such cost. Union County Workforce Development Board retains the right to question this or any other costs charged to this grant or contract.

All data pertaining to clients served under this agreement must be included in America's One-Stop Operating System (AOSOS). Costs related to clients not registered and/or reported in AOSOS may be disallowed.

Upon completion of training, participants should be referred to placement services, either through the training provider or the One-Stop Career Center. Participants may be enrolled into appropriate funded services, such as Job Seeking/Changing Skills or Job Search Workshop to aid the participant in securing employment, or receive activities such as referrals to job orders or job order development. Once a participant has not received any funded services or staff assisted activity for 90 consecutive calendar days and is not scheduled for future services, a soft exit will occur in AOSOS.

Applicant or Sub-Recipient who are government, educational or nonprofit organizations must comply with federal cost principles as established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These regulations establish government-wide cost principles, including a requirement that salaries and wages charged to this agreement be supported by appropriate personnel activity reports and meet the requirements of 2 CFR 200.430(i) Standards for Documentation of Personal Expenses.

Union County Workforce Development Board does not provide funding that should be intended as working capital. Funds received are for the sole intent of the contracted program. Funds from any agreement must be used in the manner agreed upon within the agreement. Any changes in intent or use must be approved by Union County Workforce Development Board.

Interest earned from any funds included in this agreement must be used consistent with the agreement and with the applicable laws, rules and policies associated with the funding source which resulted in the interest. Further, any interest earned must be reported consistent with program income.

Each Applicant or Sub-Recipient shall have a written policy regarding the subject of leave accounting. Such policies must be consistent with policies of the grant recipient and must be available for Union County Workforce Development Board to review. Union County Workforce Development Board retains the right to assess such policies for their potential impact on service provision and require changes to ensure such services may not be impacted by local policies. Each Applicant or Sub-Recipient has the responsibility to ensure that its Applicant or Sub-Recipient, where appropriate, have similar documentation. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Each Applicant or Sub-Recipient shall have a written policy regarding severance pay. Such policies must be consistent with policies of the grant recipient and must be available for review by Union County Workforce Development Board . Union County Workforce Development Board retains the right to assess such policies for their potential impact on service provision and require changes to ensure such services may not be impacted by local policies. Each Applicant or Sub-Recipient has the responsibility to ensure that its Applicant or Sub-Recipient, where appropriate, have similar documentation. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Each Applicant or Sub-Recipient shall establish a written policy to address the provision of personnel benefits paid, incurred or purchased under this agreement. Costs associated with personnel benefits should be consistent with the developed policy and should apply to the Applicant or Sub-Recipient and its Applicant or Sub-Recipient where appropriate. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Applicant or Sub-Recipient must ensure that costs related to meetings, entertainment, meals, graduations and celebrations are appropriate and of a de minimis amount. Each Applicant or Sub-Recipient must establish written policies consistent with that of the grant recipient. Union County Workforce Development Board retains the right to assess such policy for their potential impact on service provision and require changes to ensure such activities may not be impacted by local policies. Each Applicant or Sub-Recipient has the responsibility to ensure that its Applicant or Sub-Recipient, where appropriate, have similar documentation. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Funds used under this grant must be used for the benefit of the program and its clients. Applicant or Sub-Recipient may not use resources from this agreement to benefit the results of non-applicable programs, the application for grants under non-applicable programs, nor employment under non-applicable programs. Applicant or Sub-Recipient using funds in such manner may have these costs disallowed. Applicant or Sub-Recipient shall establish policies on a local level to ensure that, where appropriate, similar requirements apply.

No wages under this agreement, whether for full time or part time work, may exceed the federally imposed limit as set forth in Public Law 109-234 and/or any limits established through applicable law, regulation or order by the state of New Jersey. This establishes a cap for not only annual wages, but should be pro-rated to ensure that hourly, weekly, monthly or any wages either wholly or partially funded under this agreement do not exceed the allowed amount on that basis either. Any costs above the total or pro-rated amount may be the basis for a disallowed cost for the entirety of the amount, not just any excessive amount. Each Applicant or Sub-Recipient has the responsibility to ensure that no Applicant or Sub-Recipient violate this cap and that any violation on that basis is similarly disallowed.

Union County Workforce Development Board reserves the right to cap and deny any requests associated with pooled costs (i.e., indirect or general and administrative). It is incumbent upon the Applicant or Sub-Recipient to provide sufficient documentation regarding such requests including documentation of its development and components and approval by the appropriate cognizant agency. Funding of the budgeted amount of the pooled costs in this grant/contract does not imply approval by Union County Workforce Development Board of the amount or method of calculation.

# 6) MATCHING AND COST SHARING

The Applicant or Sub-Recipient shall be required to account to the satisfaction of Union County Workforce Development Board for matching and cost sharing requirements in accordance with the agreement and federal and state requirements.

#### 7) PROGRAM INCOME

Program income shall be defined as gross income earned by the Applicant or Sub-Recipient from grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees and royalties on patents and copyrights.

- A) If an Applicant or Sub-Recipient receives interest earned of \$250 or more in a fiscal year on advances of grant funds, see Chapter II-7-3 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.
- B) Unless otherwise provided or specified, the Applicant or Sub-Recipient shall have no obligation to Union County Workforce Development Board with respect to royalties received as a result of copyrights or patents produced under the grant.
- C) All other program income earned during the grant period shall be retained by the Applicant or Sub-Recipient and used in accordance with Chapter II-7 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.

## 8) PRICE WARRANTY

The Applicant or Sub-Recipient warrants that the prices agreed upon are not less favorable than those currently extended to any other customer for the same or similar articles in similar quantities. The Applicant or Sub-Recipient extends the same terms and conditions as extended to its most favored customers and final price includes all common reductions for discounts, rebates or other incentives. All

goods procured under this agreement shall be name brand, first quality, new parts, unless otherwise specified.

# 9) PAYMENT METHOD

- A) Payments to the Applicant or Sub-Recipient or on behalf of the Applicant or Sub-Recipient shall be issued only after the agreement has been signed and agreed to by both parties. The Applicant or Sub-Recipient will provide sufficient documentation that action has been taken to carry out the terms and conditions of the agreement. Upon receipt of the requisite financial and narrative reports and other forms or reports required by the grantor and upon appropriate certification by the chief financial officer of Union County Workforce Development Board or his/her designee, the grantor will pay the Applicant or Sub-Recipient the contracted amount.
- B) A Payment Voucher form will be submitted in a form satisfactory to Union County Workforce Development Board, with supporting documentation that the contracted services are operational and will continue to be for the period specified in the agreement. At its discretion, Union County Workforce Development Board may request additional reports.

# 10) REPORTING REQUIREMENTS

The Applicant or Sub-Recipient agrees to provide all reports specified in this agreement within the established timeframe and to the satisfaction of Union County Workforce Development Board. All records must be current and reflective of actual events to ensure that reports may be timely and provide an actual depiction of ongoing activities. Applicant or Sub-Recipient are responsible for ensuring that reports are based upon current data.

# 11) STATE MONITORING, EVALUATION AND AUDIT

The following sections A to E pertain to all governmental, non-profit organizations and for-profit organizations:

- A) The Applicant or Sub-Recipient agrees to cooperate with any monitoring, evaluation and/or audit conducted by Union County Workforce Development Board or their designees and authorized agents.
- B) The Applicant or Sub-Recipient will maintain its records and accounts in such a way as to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and the audits thereof and ensure that Applicant or Sub-Recipient also maintain records which are auditable. The Applicant or Sub-Recipient is responsible for any disallowed costs resulting from any audit exceptions incurred by its own organization or that of its Applicant or Sub-Recipient.
- C) Union County Workforce Development Board reserves the right to build upon the audit received. Interim audits may be conducted at the discretion of Union County Workforce Development Board
- D) The Applicant or Sub-Recipient agrees to provide full access to their books and records and to submit to any audit or review of financial and compliance requirements of Union County Workforce Development Board.
- E) The Applicant or Sub-Recipient agrees to include in the engagement letter or agreement with any independent audit firm language that Union County Workforce Development Board is granted access to any and all workpapers that support or address any and all findings that are in regards to Union County Workforce Development Board funds.

The following sections F to L pertain to all governmental and non-profit organizations:

- F) All Applicant or Sub-Recipient that expend \$750,000 or more in federal financial assistance or state financial assistance within their fiscal year must have annual single audits or program-specific audits performed in accordance with Subpart F Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.
- G) All Applicant or Sub-Recipient that expend less than \$750,000 in federal or state financial assistance within their fiscal year, but expend \$100,000 or more in state and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with Subpart F Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.
- H) Program-specific audits in accordance with Subpart F Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards can be elected when an Applicant or Sub-Recipient expends federal or state awards under only one federal or state program and the federal or state program's statutes, regulations, or terms and conditions of the grant award do not require a financial statement audit of the recipient.
- All Applicant or Sub-Recipient that expend less than \$100,000 in federal or state financial assistance within their fiscal year, but expend \$50,000 or more in federal or state financial assistance within their fiscal year must have a special report applying agreed upon procedures including, but not limited to, reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the contract and review of the training records which substantiate training was completed in accordance with the contracts. The procedures to be followed will be provided by the department's Office of Internal Audit.
- J) Although Subpart F Audit Requirements allows specific provisions for biennial audits; state policy continues to require all audits to be performed on an annual basis.
- K) In addition to federal-required reports and opinions, Applicant or Sub-Recipient single audits must contain similar reports and opinions for state funds.
- L) Applicant or Sub-Recipient single audit reports must include a supplementary schedule of the entity's state grant and state financial assistance programs. This schedule must show for each program:
  - State Grantor Organization;
  - Program Title/Name;
  - State Grant Award Number or Account Number;
  - Grant Award Period;
  - Fiscal Year Grant Expenditures;
  - Total Grant Expenditures to Date.

The following section M pertains to for-profit organizations:

- M) All Applicant or Sub-Recipient that expend \$50,000 or more in federal or state financial assistance within their fiscal year must have either:
  - A grant specific audit in accordance with Government Auditing standards (Yellow Book), or;
  - A financial audit report conducted under generally accepted auditing standards which
    includes a separate report on compliance with contractual provisions, or;
  - A special report applying agreed upon procedures including, but not limited to, reviewing
    and testing the cost and expenses incurred for which reimbursement was requested to
    determine their propriety under the contract and review of the training records which

substantiate training was completed in accordance with the contracts. The procedures to be followed will be provided by the Department's Office of Internal Audit.

### 12) COMPLAINTS, GRIEVANCES AND APPEALS

All Applicant or Sub-Recipient must promulgate a written policy regarding complaints, grievances and appeals. The process must be written in a manner that is clear and understandable. The information must be provided to all customers, communicated in a manner in which they may understand, be consistent with, at a minimum all federal and state requirements, offer the opportunity for appeal and establish reasonable timeframes for response. All Applicant or Sub-Recipient must also establish for all complaints regarding potential, claimed or actual violations of the Equal Employment Opportunity regulations. These too must minimally satisfy federal and state requirements. As appropriate, documentation regarding these efforts must also designate the appropriate person designated to consider these matters.

## 13) RECORDS

The Applicant or Sub-Recipient agrees to collect, maintain and, upon request, report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program. Such records must include, but are not limited to, records on applicants, registrants, eligible applicants and registrants, participants, ex-participants, employees and applicants for employment. The Applicant or Sub-Recipient agrees to record the race, ethnicity, sex, age and where known, disability status of every applicant, registrant, eligible applicant and registrant, participant, ex-participant, applicant for employment and employee. The Applicant or Sub-Recipient further agrees to comply with the requirements of 2 C.F.R 200.79 and 2 C.F.R 200.82 which governs the use of personally identifiable information (PII). Such information must be stored in a manner that ensures confidentiality and must be used only for the purposes of recordkeeping and reporting; determining eligibility, where appropriate; determining the extent to which the Applicant or Sub-Recipient is operating the program or activity in a nondiscriminatory manner; or other use authorized by law. Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.

Retention – The Applicant or Sub-Recipient agrees to maintain all records pertinent to all grants, contracts and agreements, including financial, statistical, property and participant records and supporting documentation for a period of seven years from the date of the final expenditure or final program report, whichever is the latest. The aforementioned records will be retained beyond the seven years if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved. The Applicant or Sub-Recipient agrees to ensure that Applicant or Sub-Recipient retain records in accordance with these requirements. In the event of the termination of the relationship between Applicant or Sub-Recipient and Applicant or Sub-Recipient, the Applicant or Sub-Recipient unable to retain them.

Access – Union County Workforce Development Board may investigate any matter it deems necessary to determine compliance with state policy and/or procedures. The investigations authorized by this provision may include examining records (including making certified copies thereof), questioning employees and entering any premises or onto any site in which any part of a program of the Applicant or Sub-Recipient is conducted or in which any of the records of the Applicant or Sub-Recipient are kept.

Additionally, all parties must comply with laws, regulations and policies regarding New Jersey Public Records Law.

The Applicant or Sub-Recipient understands that all records must be current and reflective of actual and timely information. Purposeful provision of inaccurate, untimely or manipulated data may be cause for further action.

#### 14) PROCUREMENT STANDARDS

Procurement of supplies, equipment and other services with funds provided by this agreement shall be accomplished in a manner generally consistent with federal and state requirements.

Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Applicant or Sub-Recipient of the contractual responsibilities arising under its procurements. The Applicant or Sub-Recipient is the responsible authority, without recourse to Union County Workforce Development Board, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

#### 15) PROPERTY

The Applicant or Sub-Recipient is responsible and accountable for all equipment and property purchased with funds under this agreement, including purchases made by any Applicant or Sub-Recipient receiving payments on behalf of the Applicant or Sub-Recipient. A current inventory of such property and equipment, with a value of \$1,000 or more, shall be maintained by the Applicant or Sub-Recipient. Procedures for property records are outlined in the state of New Jersey Treasury Circular 11-19, <a href="http://www.state.nj.us/infobank/circular/cir1119b.pdf">http://www.state.nj.us/infobank/circular/cir1119b.pdf</a>, and the Applicant or Sub-Recipient shall follow those procedures. The Applicant or Sub-Recipient agrees to provide the same security and safekeeping measures for property paid for under this agreement as the Applicant or Sub-Recipient provides for the same or similar property owned by the Applicant or Sub-Recipient. The Applicant or Sub-Recipient agrees to impose similar conditions upon any Applicant or Sub-Recipient engaged to provide services under this agreement.

All documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the Applicant or Sub-Recipient in connection with the project are the property of Union County Workforce Development Board . Such material will be delivered to Union County Workforce Development Board upon request.

If the project is funded under WDP, all documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the Applicant or Sub-Recipient in connection with the grant are the property of said Applicant or Sub-Recipient. However, Union County Workforce Development Board retains the authority to review such material for the limited purpose of determining the extent and quality of performance under the grant. Such materials shall be reviewed by Union County Workforce Development Board upon notice given to the Applicant or Sub-Recipient and shall promptly be made available to Union County Workforce Development Board agrees to take all reasonable steps necessary to safeguard the Applicant or Sub-Recipient's proprietary interest in these materials.

In addition, if the aforementioned items are developed pursuant to a grant or contract funded in whole or in part by federal funds, the federal agency which provided the funds reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant, and ii) and rights of copyright to which the Applicant or Sub-Recipient, Applicant or Sub-Recipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. If applicable, the following needs to be on all products

developed in whole or in part with grant funds in accordance with the WORKFORCE INNOVATION AND OPPORTUNITY ACT Annual Financial Agreement:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. This product was created by the Applicant or Sub-Recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.

### 16) TRAVEL AND CONFERENCES

Conferences or seminars conducted by the Applicant or Sub-Recipient shall be held at the Applicant or Sub-Recipient's facilities or at public facilities whenever possible. The rate of reimbursement for mileage allowed for employees of the Applicant or Sub-Recipient or Applicant or Sub-Recipient(s) traveling by personal automobile on official business shall be the rate set by the Applicant or Sub-Recipient's policies that are in effect at the time of travel and may not exceed the Internal Revenue Service's standard mileage rate in effect at the time of the travel. If the Applicant or Sub-Recipient has an executed collective bargaining agreement, the mileage rate shall not exceed the current Internal Revenue Service's standard mileage rate. The current standard mileage rate can be found at the following website: <a href="http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates">http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates</a>.

Reimbursements for meals, lodging and travel shall be in accordance with the Applicant or Sub-Recipient or Applicant or Sub-Recipient(s) written travel reimbursement policies not to exceed Federal per diem rates in effect at the time of the travel. The current per diem rates can be found at the following website: http://www.gsa.gov/portal/category/100120.

# 17) SUBCONTRACTING

The Applicant or Sub-Recipient will perform all terms and conditions of this agreement unless a provision allowing the subcontracting of work is contained in the agreement. All terms and conditions applicable to the Applicant or Sub-Recipient would apply to any subcontractors or third parties hired by the Applicant or Sub-Recipient. It is the responsibility of the Applicant or Sub-Recipient to have appropriate agreements in place, in a timely manner, for all subcontracts/agreements. All such agreements should be consistent with the requirements of this document.

#### 18) MODIFICATIONS

Modification to the agreement will be made in accordance with procedures prescribed by Union County Workforce Development Board effective at the time of submission of the modification.

- A) The Applicant or Sub-Recipient agrees to submit a written modification for approval prior to changing any budget line item contained in this agreement.
- B) Union County Workforce Development Board and Applicant or Sub-Recipient agree to make any changes to this agreement only through a written modification.
- C) All modifications to this agreement will be appended to and become part of this agreement.

#### 19) DISPUTES

The Applicant or Sub-Recipient agrees to attempt to resolve disputes arising from this agreement by administrative process and negotiations in lieu of litigation. The Applicant or Sub-Recipient assures performance of this agreement while any dispute is pending.

Any dispute which is not settled by informal means shall be decided by Union County Workforce Development Board, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Applicant or Sub-Recipient. The Applicant or Sub-Recipient shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending final decision of a dispute hereunder, the Applicant or Sub-Recipient shall proceed diligently with the performance under the agreement.

The dispute resolution mechanism described in this section is not exclusive. Union County Workforce Development Board and Applicant or Sub-Recipient preserve all rights in law and equity to pursue any claims that may arise.

This agreement shall be governed by and construed and enforced in accordance with the laws of the state of New Jersey.

#### 20) SEVERABILITY

If any one or more provisions of the agreement are finally adjudicated to be unlawful or unenforceable by a court of competent jurisdiction, then this agreement shall be construed as if such unlawful provisions had not been contained herein.

# 21) TERMINATION

- A) Termination for Convenience Union County Workforce Development Board or Applicant or Sub-Recipient may request a termination for any reason. Union County Workforce Development Board or Applicant or Sub-Recipient shall give 90 days' advance notice, in writing, to the other parties to this agreement of the effective date of such termination. The Applicant or Sub-Recipient shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.
- B) Termination for Cause Union County Workforce Development Board may terminate this agreement when it has determined that the Applicant or Sub-Recipient has failed to provide the services specified, or has failed to comply with any of the provisions contained in this agreement or approved application, or otherwise breached the terms of this agreement. If the Applicant or Sub-Recipient fails to perform in whole or in part under this agreement, or fails to make sufficient progress so as to endanger performance, or otherwise breaches the terms of this agreement, Union County Workforce Development Board will notify the other parties to this agreement of such unsatisfactory performance or breach in writing. The Applicant or Sub-Recipient has 10 working days in which to respond with a plan agreeable to Union County Workforce Development Board for correction of the deficiencies. If the Applicant or Sub-Recipient does not respond within the appointed time with corrective plans satisfactory to Union County Workforce Development Board, Union County Workforce Development Board will serve a termination notice on the Applicant or Sub-Recipient which will become effective within 10 days after receipt. In the event of such termination, Union County Workforce Development Board shall only be liable for payment for services rendered prior to the effective date of the termination, provided such services are performed in accordance with the provisions of this agreement.

# C) Termination or Reduction of Funds

1) The Applicant or Sub-Recipient agrees that major changes to this agreement, both in terms of program content and funding levels, may be required prior to its implementation or during the

term of its operations due to new or revised legislation or regulations. The Applicant or Sub-Recipient agrees that any such changes deemed necessary by the commissioner of Union County Workforce Development Board shall be immediately incorporated into this agreement.

2) Unearned payments under this agreement may be suspended or terminated upon refusal to accept or satisfy any additional conditions that may be imposed by Union County Workforce Development Board at any time.

# 22) CONTRACT CLOSEOUT

- A) The following definitions shall apply for the purpose of this section:
  - 1) <u>Contract Closeout</u> The closeout of an agreement is the process by which Union County Workforce Development Board determines that all applicable administrative actions and all required work of the agreement have been completed by the Applicant or Sub-Recipient.
  - 2) <u>Date of Completion</u> The date by which all activities under the agreement are completed, or the expiration date in the grant award document, or any supplement or amendment thereto.
- B) The Applicant or Sub-Recipient shall submit a closeout package per the terms of the agreement, unless otherwise extended by Union County Workforce Development Board, after completion of the agreement period or termination of the agreement. Closeout forms will be supplied by Union County Workforce Development Board.
- C) The Applicant or Sub-Recipient will, together with the submission of the closeout package, refund to Union County Workforce Development Board any unexpended funds or unobligated (unencumbered) cash advances except such sums as have been otherwise authorized, in writing, by Union County Workforce Development Board to be retained.
- D) Within the limits of the agreement amount, Union County Workforce Development Board may make a settlement for any upward or downward adjustments of costs after the final reports are received.
- E) The Applicant or Sub-Recipient is responsible for those costs found to be disallowed, including those of any Applicant or Sub-Recipient paid from funds under this agreement, and Union County Workforce Development Board retains the right to recover any appropriated amount after fully considering the recommendations on disallowed costs resulting from the final audit, even if a final audit has not been performed prior to the closeout of the agreement.
- F) The Applicant or Sub-Recipient shall account for any property received from Union County Workforce Development Board or acquired with funds under this grant, including any property received or acquired by an Applicant or Sub-Recipient under this grant.
- G) The Applicant or Sub-Recipient shall forward closeout package to the grantor within 60 days of the closeout.

#### 23) PERFORMANCE

The Applicant or Sub-Recipient assures performance will be in accordance with, and within the period of, this agreement and will immediately report any conditions that may adversely affect performance to Union County Workforce Development Board as soon as they become known. Applicant or Sub-Recipient agrees to meet negotiated program performance levels as a condition of future funding and to any program requirements stated in the Notices of Obligation that granted operational authority for the funds contained in this contract. Any fraud or suspected fraud involving granted funds must be reported to the grantor with 48 hours of its discovery. The Applicant or Sub-Recipient shall establish and document a process to ensure that the results of programs and services provided with funds provided by this agreement and overseen and reviewed to ensure that these resources are maximized for

effectiveness and results in addition to any specific program requirements as established by law, regulation or policy. The Applicant or Sub-Recipient shall ensure that such process includes a determination of effectiveness and that such findings, minimally on an annual basis, are committed to writing and shared with Union County Workforce Development Board. The Applicant or Sub-Recipient acknowledges that Union County Workforce Development Board has the right and responsibility to take action and potentially sanction any area that fails to attain satisfactory performance consistent with the rules overseeing any of the funds under this agreement.

# 24) CONFLICTS OF INTEREST

The Applicant or Sub-Recipient shall avoid organizational conflicts of interest or the appearance of conflicts of interest in the conduct of procurement activities. Any gratuities in the form of entertainment, gifts or otherwise offered by the Applicant or Sub-Recipient, its agent or representative to any officer or employee of Union County Workforce Development Board with a view toward securing this contract or securing favorable treatment with respect to the awarding, amending or the making of any determination will render the contract voidable at the option of Union County Workforce Development Board, and may justify further action under applicable state laws. The Applicant or Sub-Recipient agrees that it shall ensure that all steps are taken to avoid actual or potential conflicts of interest in their efforts under this agreement. The Applicant or Sub-Recipient must guarantee and monitor its system to ensure that all staff, officers, board or staff members touched by resources under this agreement are not in conflict. The Applicant or Sub-Recipient shall develop/maintain a written code of conduct which provides specific requirements and processes to ensure that that anyone, including staff and board members, shall not be in conflict and indicate the steps the Applicant or Sub-Recipient will take to avoid the potential of conflict.

# 25) OPEN GOVERNMENT PRACTICES

The Applicant or Sub-Recipient shall ensure that any activity funded in whole or part of this agreement meets the highest of ethical standards and shall not violate applicable federal, state or local rules regarding any of the following subjects:

- Patronage
- Political Activities
- Hatch Act
- Sectarian Activities
- Maintenance of Effort/Supplanting
- Open Public Meeting

Written policies regarding the Applicant or Sub-Recipient shall be documented, maintained and available for review. The Applicant or Sub-Recipient should also require that Applicant or Sub-Recipient establish, document and maintain such policies as appropriate.

# 26) BONDING AND INSURANCE

The Applicant or Sub-Recipient shall ensure that every officer, director or employee who is authorized to act on behalf of the Applicant or Sub-Recipient for the purpose of receiving funds into program accounts or issuing financial documents, checks or other instruments of payment is bonded to provide protection against loss.

# 27) AVAILABILITY OF FUNDS

The Applicant or Sub-Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the agreement is expressly dependent upon the availability to

Union County Workforce Development Board of funds appropriated by the state Legislature from state and/or federal revenue or such other funding sources as may be applicable. A failure of Union County Workforce Development Board to make any payment under this agreement or to observe and perform any condition on its part to be performed under the agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the agreement by Union County Workforce Development Board or an event of default under the agreement and Union County Workforce Development Board shall not be held liable for any breach of the agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from Union County Workforce Development Board beyond the duration of the award period set forth in the agreement and in no event shall the agreement be construed as a commitment by Union County Workforce Development Board to expend funds beyond the termination date set in the agreement.

# 28) LIABILITY

This agreement is subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations.

The County of Union, and the Union County Workforce Development Board, does not carry any public liability insurance, but the liability of the state of tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act. The act also creates a special self-insurance fund and provides for payment of claims against the state of New Jersey or against its employees for tort claims arising out of the performance of their duties for which the state is obligated to indemnify.

The Applicant or Sub-Recipient shall be solely responsible for and shall keep, save and hold the County of Union, and the Union County Workforce Development Board, harmless from all claims, loss, liability, expense or damage resulting from all mental or physical injuries or disabilities, including death to its employees or recipients of the Applicant or Sub-Recipient's services or to any other persons or from any damage to any property sustained in connection with the delivery of the Applicant or Sub-Recipient's services that results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees, agents, servants or independent contractors or from the Applicant or Sub-Recipient's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault or default of the Applicant or Sub-Recipient. The Applicant or Sub-Recipient's responsibility shall also include all legal fees and costs that may arise from these actions. The Applicant or Sub-Recipient's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above general provisions.

Vendolgrd. Ryan Superintadent

4/5/2020

DATE

1

ATTEST:

SUSAN I. LANDSMAN NOTARY PUBLIC OF NEW JERSEY My Commission Expires Nov. 12, 2024

**CORPORATE SEAL / NOTARY PUBLIC** 

#### **REQUEST FOR PROPOSAL: ASSURANCES**

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

- 1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal on behalf of the "Proposer."
- 2. The submitted proposal shall remain valid for a period of at least 120 calendar days.
- 3. Proposer is not currently on any Federal, State of New Jersey, or local Debarment List.
- 4. Proposer will provide records to show financial solvency, if needed.
- Proposer has/will have all of the financial control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
- 6. Proposer has additional funding sources and will not be dependent on WIOA funds alone to carry out the proposed program(s).
- 7. Proposer will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:
  - Meeting Union County Workforce Development Board Insurance requirements
  - · Ensuring that records accurately reflect actual performance
  - · Maintaining record confidentiality, as required
  - Reporting financial, participant, and performance data, as required
  - Complying with Federal and State non-discrimination provisions
  - Meeting requirements of Section 504 of the Rehabilitation Act of 1973
  - Meeting all applicable labor law, including Child Labor Law standards
  - Meeting all child support enforcement certification requirements
  - Meeting all lobbying certification and disclosure of lobbying activities requirements
- 8. Proposer will not:
  - Place a youth in a position that will displace a current employee.
  - Use WIOA money to assist, promote, or deter union organizing.
  - Use funds to employ or train of persons in sectarian activities.
  - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
  - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.

I hereby assure that all of the above are true.

Mundelin Rec., Gwendolyn S. Gun Ungerinknelet of Schools 6/5/2020

Signature & Print Name Date

#### **ORGANIZATIONAL REFERENCES**

Provide a minimum of 3 references. Use additional pages as needed.			
Organization One: Atlantic Tomorrow Office			
[ ] Public Agency/Government [ ] Faith-Based Organization [v]/Private-for-Profit Corporation			
[ ] Educational Institution [ ] Non-Profit Corporation [ ] Other			
Contact Person & Title: Al Figalora, Senior Account munager			
Contact Person & Title: Al Figalora, Senior Account Munager  Address: 134 W. 24 Street City: N. 4. State: N. 4. Zip: 10087-6200			
Email: afigalora etomorrowsoffice.com Phone: 973-415-6637			
Description of Work Completed:			
Document Management for District			
Organization One: Prevention Links			
[ ] Public Agency/Government [ ] Faith-Based Organization [ ] Private-for-Profit Corporation			
[ ] Educational Institution [ ] Other			
Contact Person & Title: Morgan Thompson			
Address: 121-125 Chestnut Street City: Roselle State: NJ. Zip: 07203			
Email: mthompson eprevention links.org Phone: 732-381-4100 ext. 137			
Description of Wark Completed			
Partner with Raymond J. Lesniak Experience, Strength & Hope Recounty High School, a Simon YouTh Academy (Alterative Education)			
The state of the s			
Organization One: Union County Educational Services Commission			
Public Agency/Government [] Faith-Based Organization [] Private-for-Profit Corporation			
[] Educational Institution [] Non-Profit Corporation [] Other			
Contact Person & Title: lerry toppert, Superintendent of Schools			
Address: 45 Cardinal Dave City: Westfield State: NJ. Zip: 07090			
Email: ttopperto ucesc.org Phone: 908-233-9317			
Description of Work Completed:			
Provider of Special Education Services for District			

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Union Lounty Vocational - Technical Schools Grantor/Contractor Organization	Simon Youth Acad Program/Title	eny
Mendolyn S. Ryan Name of Certifying Official	Signature S	しょう/2020 Date

#### INSTRUCTION FOR CERTIFICATION

- 1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- 3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
- 4. The terms "covered transaction," "debarred," "suspended," "intelligible," "lower tier covered transactions," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
- 5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- 6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions" without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.
- 8. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the <u>List of Parties Excluded from Procurement or Non-procurement Programs</u>.
- 9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 10. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

#### CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantor/Contractor Organization Program/Title

#### **AFFIRMATIVE ACTION REQUIREMENT**

#### REQUIRED AFFIRMATIVE ACTION EVIDENCE

General Requirements of P.L. 1975, c. 127: You are hereby put on notice that:

A. Procurement, Professional & Service Contracts

All successful vendors must submit within seven days of the notice of intent to award or the signing of the contract one of the following: PLEASE CHECK ONE

A photocopy of your Federal Letter of Affirmative Action Plan Approval

OR

A photocopy of your Certificate of Employee Information Report

OR

 $\checkmark$  A completed Affirmative Action Employee Information Report (AA302)

Enclosed please find Affirmative Azim BOE policies

If successful vendor does not submit the affirmative action document within the seven days the Union County Workforce Development Board will declare the vendor as being non-responsive and award the contract to the next lowest Proposer.

Union County Vocatornal - Technical Schools NAME OF FIRM
NAME OF FIRM
Mundal Residence Signature
SIGNATURE (Original signature only, stamped signature not accepted)
Gwendolm & Ryan, Inparintendent of Schools
NAME & TITLE
and the same of th
June 5, 2020
DATE

# MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 ef seq. (P.L. 1975, c. 127), N.J.A.C. 17:27 GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

#### **AFFIDAVIT OF NO CONFLICT OF INTEREST**

State of New Jersey :
: SS:
County of :
State of New Jersey : : SS: County of :  I, Awardolyn S. Ryan , the undersigned and Inpurished at y Schools (Name)  (Name)
of the company/firm/agency named in the within proposal, do hereby swear to the following:
I have full authority to make the representations set forth in this Affidavit; and
I am unaware of any conflict of interest that could disqualify myself or my company/firm/agency should said company/firm/agency be selected among the list of approved vendors for the services and work by the Union County Workforce Development Board, and shall immediately notify said Board should one arise during the term of my contract.
SUBSCRIBED AND SWORN TO
BEFORE ME THISDAY
OF June 2020.
PRINT NAME
NOTARY PUBLIC OF  SIGNATURE
SUSAN I. LANDSMAN NOTARY PUBLIC OF NEW JERSEY My Commission Expires Nov. 12, 2024  My Commission Expires Nov. 12, 2024  My Commission Expires Nov. 12, 2024

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

#### PAGE 1 OF 2

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract\_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

#### **NON-COLLUSION AFFIDAVIT**

State of New Jersey	
	<b>S:</b>
1, <u>Gwendolym S. Ryan</u> residii (name of affiant)	ng in Bridgewater
,	(namé of municipality)
SWOTN	d State of New Terseyof full age, being duly
lam Superintendent of Schools of the Superintendent of Schools of the Superintendent of Schools of the Superintendent of Schools (title or position)	S. Pyan
March of Educate menden	
Succession of the Chapter	a titu ot
(title or position)	(name of firm)
Union Lounty Volument - Rennical Janoe	the Proposer making this Proposal
entitled Simm bouth Audeny operation	, and that I executed the said proposal with
(title of proposal)	
collusion, or otherwise taken any action in restraint of free, c	or indirectly entered into any agreement, participated in any ompetitive bidding in connection with the above named project; affidavit are true and correct, and made with full knowledge that
	on the truth of the statements contained in said Proposal and in
the statements contained in this affidavit in awarding the contr	act for the said project.
	employed or retained to solicit or secure such contract upon an
agreement or understanding for a commission, percentage, br	okerage, or contingent fee, except bona fide employees or bona
fide established commercial or selling agencies maintained by	minimum with the state of the s
Subscribed and sworn to	
before me this 6 day of June	Ch. d. 18R
polote me mis day of Swale	Signature (Original signature only),
20 <u>lo</u>	<i>O</i>
Gwendolyn S. Ryan	
(Type or print name of affiant under signature)	
Shand and	
N. P.	
Notary public of the State of New Jersey	
SUSAN I. LANDSMAN My Commission expires NOTABY PUBLICAGE NEW 1555	
My Commission Evoiros New JERSEY	
(Seal)	

NOTE TO NOTARY: WHEN COMPLETING THIS JURAT, ALL NOTARIES MUST: 1. Indicate date. 2. Indicate State. 3. Sign name.

4. Affix name by Printing it, typing it, using a rubber stamp, using an impression seal or using a mechanical stamp.

Kote to Proposer: The person who signed the Proposal form for the Proposer should sign this form also.

WARNING: IF YOU FAIL TO FULLY, ACCURATELY AND COMPLETELY FILL OUT THIS AFFIDAVIT OF NON-COLLUSION, YOUR PROPOSAL WILL BE REJECTED.

# AMERICANS WITH DISABILITIES ACT EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The contractor and the UNION COUNTY WORKFORCE DEVELOPMENT BOARD (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, any pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Name Gwendolyn S. Ryan	(Please print or type)
Signature Juliele J. R.	Date 4/5/2020

# COUNTY OF UNION NEW JERSEY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Solic	itation Number:	Vendor/Bidder: Union County Vocational - Technical Sa
		PART 1 CERTIFICATION UST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES F THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE
must caffiliate activities Vendo Vendo of the	omplete the certification below to attest, unces, is identified on the State of New Jersey ies in Iran. The Chapter 25 list is four rs/Bidders must review this list prior to pr's/Bidder's proposal non-responsive. If the law, s/he shall take action as may be appropriate the state of the stat	rentity that submits a bid or proposal or otherwise proposes to enter into or renew a contract der penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or y, Department of the Treasury's Chapter 25 list as a person or entity engaged in investment nd on the Department's website at <a href="http://www.state.nj.us/treasury/pdf/Chapter25List.pdf">http://www.state.nj.us/treasury/pdf/Chapter25List.pdf</a> . completing the below certification. Failure to complete the certification will render a the Director of the Division of Purchase and Property finds a person or entity to be in violation priate and provided by law, rule or contract, including but not limited to, imposing sanctions, g the party in default and seeking debarment or suspension of the party.  CHECK THE APPROPRIATE BOX
or	or affiliates is listed on the N.J. Departme	w 2012, c.25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, ent of Treasury's list of entities determined to be engaged in prohibited activities in Iran 5 List"). Disregard Part 2 and complete and sign the Certification below.
	listed on the Department's Chapter 25 lis and sign and complete the Certification b	because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is st. I will provide a detailed, accurate and precise description of the activities in Part 2 below below. Failure to provide such information will result in the proposal being rendered as s, fines and/or sanctions will be assessed as provided by law.
	checked Box "B" above, provide a det	PART 2  L INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN tailed, accurate and precise description of the activities of the Vendor/Bidder, or one ed in investment activities in Iran by completing the information below.
RELA DESC DURA ANTI VENI VENI	TY NAME:  CTIONSHIP TO VENDOR/BIDDER: CRIPTION OF ACTIVITIES: ATION OF ENGAGEMENT: CIPATED CESSATION DATE: DOR/BIDDER CONTACT NAME: DOR/BIDDER CONTACT PHONE#: A Additional Sheets If Necessary	
any att the inf comple herein; to <u>crin</u>	fachments hereto, to the best of my knowled formation contained herein, and that the Vereiton of any contract(s) with the County of that I am aware that it is a criminal offense minal prosecution under the law, and it will by of Union to declare any contract(s) resulting the contract of the contract o	CERTIFICATION  In execute this certification on behalf of the Vendor/Bidder, that the foregoing information and added are true and complete. I acknowledge that the County of Union, New Jersey is relying on endor/Bidder is under a continuing obligation from the date of this certification through the Union to notify the County of Union in writing of any changes to the information contained to make a false statement or misrepresentation in this certification. If I do so, I will be subject I constitute a material breach of my agreement(s) with the County of Union, permitting the agreement this certification void and unenforceable.    Union to notify the County of Union in writing of any changes to the information contained to make a false statement or misrepresentation in this certification. If I do so, I will be subject I constitute a material breach of my agreement(s) with the County of Union, permitting the agreement of the county of Union in writing the agreement of the county of Union in writing of any changes to the information contained to make a false statement or misrepresentation in this certification. If I do so, I will be subject I constitute a material breach of my agreement(s) with the County of Union, permitting the agreement of the county of Union in writing of any changes to the information contained to make a false statement or misrepresentation in this certification. If I do so, I will be subject I constitute a material breach of my agreement(s) with the County of Union, permitting the agreement of the county of Union in writing of any changes to the information contained to make a false statement or misrepresentation in this certification. If I do so, I will be subject I constitute a material breach of my agreement or misrepresentation in this certification.

#### CONFIDENTIALITY OF MATERIALS / DISCLOSURE OF INFORMATION

Pursuant to the Open Publics Record Act, N.J.S.A. 47:1A-1.1 et seq. (OPRA), all information and documentation received in response to this RFP will become the property of the Union County Workforce Development Board. As such, Respondent's contract documents will be considered public information and will be available for review by individuals or agencies who request same from the Union County Workforce Development Board unless you affirmatively allege an exception to OPRA applies.

If the Respondent chooses to include material of a proprietary nature in the Proposal, the Union County Workforce Development Board will attempt to keep such material confidential to the extent permitted by OPRA and any other Applicable Law. The Respondent must specifically identify each page of its Proposal that contains such information by properly marking the applicable pages. Preferably, any sections which contain material of a proprietary nature shall be severable or removable from the Proposal to assist the Union County Workforce Development Board in protecting this information. The Respondent shall include the following notice in the introduction of the relevant section:

"The data on pages \_\_\_\_\_\_\_ identified by \_\_\_\_\_\_\_ (symbol) and labeled "Proprietary Information," contain information that is a trade secret and/or which, if disclosed, would cause substantial injury to (Respondent's) competitive position. (Respondent) requests that such data be used only for the evaluation of the Proposal, and understands that disclosure will be limited only to the extent that the Union County Workforce Development Board determines it proper or necessary according to law. If an award is made under this RFP to (insert name of Respondent), as the Successful Respondent, the Union County Workforce Development Board will have the right to use or disclose the data as permitted or required by law."

In the event that the Union County Workforce Development Board is requested to produce documents submitted by Proposers in response to this RFP, regardless of whether the Proposer has identified it, in accordance with this section, as proprietary in nature, the Union County Workforce Development Board will seek to prevent the unauthorized disclosure of same by applying the proprietary standard to marked or any other data. However, the Proposer agrees to indemnify the Union County Workforce Development Board in the event of litigation to defend same. Redaction, as a means of preventing disclosure of sensitive data may be available if your contract documents are requested pursuant to OPRA.

Further, the Union County Workforce Development Board assumes no liability for any loss, damage, or injury that may result from any disclosure or use of marked data or any disclosure of this or other information. Proposer shall be required, if asked to do so by the Union County Workforce Development Board, to justify their claim that specific information contained in its proposal is confidential.

Signature Mudely M. Date 6/5/2020

#### STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal. Union County Vocational - Technical Schools Name of Organization: 1776 Ravitan Road, Scotch Plains, NJ. 07076  ${f Part\ I}$  Check the box that represents the type of business organization: Sole Proprietorship (skip Parts II and III, execute certification in Part IV) Non-Profit Corporation (skip Parts II and III, execute certification in Part IV) For-Profit Corporation (any type) Limited Liability Company (LLC) Limited Liability Partnership (LLP) Limited Partnership Public School Other (be specific): \_ Part II The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION) OR No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV) (Please attach additional sheets if more space is needed): Name of Individual or Business Entity Home Address (for Individuals) or Business Address

### Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filling, ownership disclosure can be met by providing links to the website(s) containing the last annual filling(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filling(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or membar owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II			
N/A			

#### Part IV Certification

I, being duly swom upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the biddar/proposer; that the *Union County Workforce Development Board* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *Union County Workforce Development Board* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *Union County Workforce Development Board* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Gwendolyn S. Ryan	Title:	Sh	perintendent
Signature:	Grandal & Re	Date:	Le	8/2020
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