

SUSSEX TECHNICAL SCHOOL DISTRICT  
COUNTY OF SUSSEX  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

SUSSEX COUNTY TECHNICAL SCHOOL  
COUNTY OF SUSSEX  
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
TABLE OF CONTENTS

	Page
Cover Letter	1
General Comments:	2
Scope of Audit	2
Administrative Practices and Procedures:	2
Insurance	2
Officials in Office and Surety Bonds	2
Tuition Charges	2
Financial Planning, Accounting and Reporting:	2
Examination of Claims	2
Payroll Account and Position Control Roster	2
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Board Secretary's Records	3
Treasurer's Records	3
Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act	4
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	4
School Purchasing Programs:	5-6
Contracts and Agreements Requiring Advertisement for Bids	5-6
School Food Service Fund	6
Student Body Activities	6-7
Application for State School Aid	7
Pupil Transportation	7
Travel Expense and Reimbursement Policy	8
Facilities and Capital Assets	8
Testing for Lead of all Drinking Water in Educational Facilities	8
Management Suggestions	8
Status of Prior Year's Findings/Recommendations	8
Schedule of Meal Count Activity (Not Applicable)	
Schedule of Net Cash Resources (Not Applicable)	
Schedule of Audited Enrollments	9-10
Excess Surplus Calculation	11-12
Summary of Recommendations	13

November 21, 2019

The Honorable President and Members  
of the Board of Education  
Sussex County Technical School District  
County of Sussex, NJ


We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Sussex County Technical School in the County of Sussex for the fiscal year ended June 30, 2019, and have issued our report thereon dated November 21, 2019.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents. This letter does not affect our report dated November 21, 2019, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This report is intended for the information of the Sussex County Technical School Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

  
NISIVOCCIA LLP

  
Francis Jones  
Licensed Public School Accountant #1154  
Certified Public Accountant

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 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 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 on Exhibit J-20, Insurance Schedule contained in the District's CAFR.

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Eileen Kithcart	Treasurer of School Monies	\$ 200,000
Andrew Italiano	School Business Administrator	200,000

Tuition Charges

A comparison of tuition charges and actual receipts and receivables was made. It appears, from our testing, that tuition charges appear to be valid revenues of the District.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account and Position Control Roster

The net salaries of employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefit withholdings due to the General Fund.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019

Financial Planning, Accounting and Reporting (Cont'd)

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

Finding:

During our review of the subsidiary ledgers for accounts receivable and open purchase order at June 30, 2019, it was noted that certain accounts receivable, accounts payable and encumbrances that were cancelled in prior years still remain. Under the direction of the Business Administrator, these items were cancelled from the general ledger in prior years. However, as the Business Administrator is in the process of removing these items from the subsidiary ledgers, a formal recommendation is not deemed necessary.

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. Overall compliance was noted.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have the following comment.

Finding:

During our review of the June Board Secretary's report, we noted over-expenditures in a number of budget line items. There were also appropriation transfers made between certain budget line items that were not in balance, resulting in an increase in total appropriation. Under the direction of the Business Administrator, adjustments have been made to reverse these items.

Recommendation:

It is recommended that monthly Board Secretary's reports are carefully reviewed to ensure that no over-expenditures of a line item account exist in accordance with N.J.A.C.6A:23A-16.10 and that extra care be taken to ensure that appropriation transfer adjustments be in balance.

Management's Response:

The District will review monthly Board Secretary's reports to ensure that no over-expenditures exist and will take extra care to ensure that transfer adjustments will be in balance.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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

The E.S.E.A. financial exhibits are contained herein within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I and Title II of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance except as detailed below.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibit E-1 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.

Findings:

- 1.) Expenditures per the final expenditure reports for the fiscal year 2019 E.S.E.A. grant programs do not agree with the District's accounting records.
- 2.) As of June 30, 2019, the District has \$16,012 of federal funds and \$57,049 of state funds from prior years due to various granting agencies. However, as the District is in the process of returning the remaining funds to the state and federal granting agencies, a formal recommendation is not deemed necessary.

Recommendation:

It is recommended that expenditures reported on the final expenditure reports for the E.S.E.A. grant programs are reconciled with the District's accounting records.

Management Suggestion:

The District will take extra care to ensure that final expenditure reports for the E.S.E.A. grant programs agree with the District's accounting records.

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 reimbursement form for the T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was reviewed and no exceptions were noted.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A18A-3 states:

a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Commencing in the fifth year after the year in which P.L. 1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of 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. 18A18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made . . . ."

N.J.S.A. 18A18A-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 therefore, except as is provided otherwise in this chapter or specifically by any other law . . . ."

Effective July 1, 2015 and thereafter the bid thresholds in accordance with *N.J.S.A.* 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A.* 18A:39-3 is \$19,000 for 2018-2019.

As per N.J.S.A. 18A:18A-3, the Board passed a resolution at its July 23, 2015 meeting, authorizing the Business Administrator as a qualified purchasing agent and increasing the bid threshold to \$40,000.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Attorney'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. No exceptions were noted.

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A18A-5.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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. 114, 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. We inquired of school management, or the appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted except as indicated below.

Finding:

- 1.) As of June 30, 2019, student payment on account has a net negative balance of \$1,165. As the amount is minor, a formal recommendation is not deemed necessary. However, it is suggested that procedures be implemented to review these balances on a periodic basis.
- 2.) As of June 30, 2019, the District has an accounts receivable of \$24,805 due from the Food Service Management Company for their year-end guarantee as per the Food Service Management Company contract. The District contracted with a new FSMC as of July 1, 2019. The District has made several attempts to collect this receivable from the prior FSMC without success. However, as the District is not certain if this amount is collectable, an allowance for uncollectible receivables has been established. It is suggested that the District continue to pursue collection of this receivable.
- 3.) During our review of the FSMC's records, it was noted that the client revenue and expense detail report for certain months did not agree to the operating statement and the monthly invoice. However, as the District has changed the Food Service Management Company for fiscal year 2020, no formal recommendation is deemed warranted.

We also 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.

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the CAFR Schedule B-5 does separate program and non-program revenue and program and non-program cost of goods sold.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records.



SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

Student Body Activities (Cont'd)

Finding:

- 1.) Not all Athletic Fund vouchers have the required supervisory review signature of the Athletic Director prior to payment. However, as the District has implemented procedures to ensure that the required supervisory review signatures are obtained, no formal recommendation deemed warranted.
- 2.) During our review of the Student Activities Fund records and the Petty Cash records, it was noted that several outstanding checks are more than a year old.

Recommendation:

It is recommended that outstanding checks more than a year old for the Student Activities Fund and Petty Cash be reviewed for cancellation.

Management Suggestion:

The District will cancel outstanding checks more than a year old for the Student Activities Fund and Petty Cash.

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 and low income students. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with one exception. The information that was included on the workpapers was verified on a test basis with no exceptions.

The District maintained workpapers on the prescribed State forms or their equivalent.

The District's written procedures for the recording of student enrollment data appear to be adequate.

Pupil Transportation

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

Finding:

During our review, it was noted that the District's transportation contract was not approved by the County Superintendent within 30 days of the award of the contract or by September 1, 2018. However, as the Corrective Action Plan was not Board approved until December 20, 2018 and the District subsequently obtained County approval on March 20, 2019, no formal recommendation deemed warranted.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel for the year and to ensure that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency with recording of the revenue and awarding of contracts for eligible facilities construction. No exceptions were noted.

Testing for Lead of All Drinking Water in Educational Facilities

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Management Suggestions

Financial Reporting

It is suggested that prior year invalid open bills, accounts payable and encumbrances be cancelled from the Open Bills report and the Open Purchase Order report, respectively, to agree to the year-end balance sheet. Additionally, it is suggested that collection of prior year receivables be posted against the correct balance sheet account.

New Jersey Earned Sick Leave Law

The New Jersey Earned Sick Leave Law was effective October 29, 2018. This law allows employees to accrue 1 hour of earned sick leave for every 30 hours worked, up to 40 hours each calendar year. We suggest that Districts perform a review each year to determine if there are any employees not previously eligible to receive earned sick leave who are now entitled to under this law and that adequate records are maintained for the accrual of the earned sick leave.

Governmental Accounting Standards Board (GASB) Statements

The next GASB Statement which will have an impact on the District's financial statements is GASB Statement No. 84, *Fiduciary Activities*, which is effective for the fiscal year ended June 30, 2020. This Statement establishes criteria for identifying fiduciary activities. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. The Statement will likely have an impact on the financial statement presentation of the Payroll Agency Fund and may have an impact on the presentation of the Student Activities Agency Fund and Trust Funds.

Status of Prior Year's Findings/Recommendations

The prior year recommendation regarding the approval of transportation contracts has been resolved.

SUSSEX COUNTY TECHNICAL SCHOOL  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS  
ENROLLMENT AS OF OCTOBER 15, 2018

	2019-2020 Application for State School Aid						Sample for Verification							
	Reported on		Reported on		Errors		Sample		Verified per		Errors per			
	A.S.S.A.		Workpapers		On Roll		Workpapers		Registers		Registers			
	On Roll	Full	Shared	On Roll	Full	Shared	Full	Shared	On Roll	Full	Shared	On Roll	Full	Shared
County Vo Tech-														
Regular	586	33	33	586	33	33	586	33	586	33	33			
FT Post Secondary		43	46			(3)		46		43	43			3
Subtotal	586	76	79	586	79	(3)	586	79	586	76	76			3
Special Ed - High School														
Subtotal	181	5	5	181	5		18		17			1		
Subtotal	181	5	5	181	5		18		17			1		
Totals	767	81	84	767	84	-0-	604	79	603	76	76	1	1	3
Percentage Error						0.00%						0.17%		3.80%

SUSSEX COUNTY TECHNICAL SCHOOL  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS  
ENROLLMENT AS OF OCTOBER 15, 2018

	Resident Low Income					Sample Errors
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	
County Vo Tech - Regular	56	58	(2)	7	7	
Subtotal	56	58	(2)	7	7	
Special Ed - High School	18	19	(1)	3	3	
Subtotal	18	19	(1)	3	3	
Totals	74	77	(3)	10	10	-0-
Percentage Error			-4.05%			0.00%

SUSSEX COUNTY TECHNICAL SCHOOL  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2019

**6% Calculation of Excess Surplus (2018-2019 Expenditures of \$100 million or less)**

2018-2019 Total General Fund Expenditures per the CAFR	<u>\$ 15,160,244</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ -0-</u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ -0-</u>	(B1b)
Transfer from General Fund to SRF for PreK-Regular	<u>\$ -0-</u>	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u>\$ -0-</u>	(B1d)
Decreased by:		
On-Behalf TPAF Pension and Social Security	<u>\$ 1,973,939</u>	(B2a)
Assets Acquired Under Capital Leases	<u>\$ -0-</u>	(B2b)
 Adjusted 2018-2019 General Fund Expenditures [(B)+(B1's)-(B2's)]	 <u>\$ 13,186,305</u>	 (B3)
 6% of Adjusted 2019-2018 General Fund Expenditures [(B3) times .06]	 <u>\$ 791,178</u>	 (B4)
Enter Greater of (B4) or \$250,000	<u>\$ 791,178</u>	(B5)
Increased by: Allowable Adjustment	<u>\$ -0-</u>	(K)
 Maximum Unassigned Fund Balance [(B5)+(K)]		 <u>\$ 791,178</u> (M)

**Section 2 - All Districts**

Total General Fund - Fund Balances @ 6/30/2019 (Per CAFR Budgetary Comparison Schedule/Statement)	<u>\$ 666,147</u>	(C)
Decreased by:		
Year End Encumbrances	<u>\$ 57,586</u>	(C1)
Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u>	(C2)
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u>	(C3)
Other Restricted Fund Balances	<u>\$ 148,457</u>	(C4)
Assigned - Designated for Subsequent Year's Expenditures	<u></u>	(C5)
Additional Assigned Fund Balance - Unreserve - Designated for Subsequent Year's Expenditures 7/1/2019-8/1/2019	<u>\$ -0-</u>	(C6)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		 <u>\$ 460,104</u> (U)

SUSSEX COUNTY TECHNICAL SCHOOL  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2019  
(Continued)

**Section 3 - All Districts**

Restricted Fund Balance-Excess Surplus [(U)-(M)] IF NEGATIVE, ENTER -0-	\$ <u>-0-</u> (E)
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**Recapitulation of Excess Surplus as of June 30, 2019**

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>-0-</u> (C3)
Restricted Excess Surplus [(E)]	\$ <u>-0-</u> (E)

Total [(C3)+(E)]	\$ <u>-0-</u> (D)
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**Detail of Allowable Adjustments**

Impact Aid	\$ <u>-0-</u> (H)
Sale and Lease Back	\$ <u>-0-</u> (I)
Extraordinary Aid	\$ <u>-0-</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>-0-</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ <u>-0-</u> (J3)
Family Crisis Transportation Aid	\$ <u>-0-</u> (J4)

Total Adjustments ((H)+(I)+(J1)+(J2)+(J3)+(J4))	\$ <u>-0-</u> (K)
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**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ <u>-0-</u>
Sale/lease-back reserve	\$ <u>-0-</u>
Capital reserve	\$ <u>148,457</u>
Maintenance reserve	\$ <u>-0-</u>
Tuition reserve	\$ <u>-0-</u>
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ <u>-0-</u>
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ <u>-0-</u>
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ <u>-0-</u>
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ <u>-0-</u>
Other state/governmental mandated reserve	\$ <u>-0-</u>

Other Restricted Fund Balance not noted above	\$ <u>-0-</u>
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Total Other Restricted Fund Balance	\$ <u>148,457</u> (C4)
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SUSSEX COUNTY TECHNICAL SCHOOL  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2019

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

1.) Monthly Board Secretary's report are carefully reviewed to ensure that no over-expenditures of a line item account exist in accordance with N.J.A.C.6A:23A-16.10 and that extra care be taken to ensure that appropriation transfer adjustments be in balance.

2.) Expenditures reported on the final expenditure reports for the E.S.E.A. grant programs are reconciled with the District's accounting records.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

Outstanding checks more than a year old for the Student Activities Fund and Petty Cash be reviewed for cancellation.

6. Application for State School Aid

None

7. Pupil Transportation

None.

8. Travel Expense and Reimbursement Policy

None

9. Facilities and Capital Assets

None

10. Status of Prior Year's Findings/Recommendations

The prior year recommendation regarding the approval of transportation contracts has been resolved.