

**BOARD OF EDUCATION
TOWNSHIP OF LOWER
COUNTY OF CAPE MAY**

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2020**

INVERSO & STEWART
Marlton, New Jersey

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

	<u>Page No.</u>
Auditors' Management Report on Administrative Findings- Financial, Compliance and Performance.....	1
Scope of Audit.....	2
Administrative Practices and Procedures	
Insurance.....	2
Official Bonds.....	2
Tuition Charges.....	2
Unemployment Compensation Insurance Fund.....	2
Financial Planning, Accounting and Reporting	
Examination of Claims.....	2
Payroll Account and Position Control Roster.....	3
Reserve for Encumbrances and Accounts Payable.....	3
Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards.....	3
Travel.....	3
Classification of Expenditures.....	3
Board Secretary/Business Administrator's Records.....	4
Treasurer's Records.....	4
Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA).....	4
Other Special Federal and/or State Projects.....	4
T.P.A.F. Reimbursement.....	4
Nonpublic State Aid.....	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids.....	5
School Food Service.....	5-6
Student Body Activities.....	6
Day Care Program.....	6
Application for State School Aid.....	6
Pupil Transportation.....	6
Facilities and Capital Assets	6
Testing for Lead of all Drinking Water in Educational Facilities.....	7
Follow-up on Prior Year Findings.....	7
Acknowledgment.....	7
Schedule of Meal Count Activity - Federal.....	8
Net Cash Resource Schedule.....	9
Schedule of Audited Enrollment.....	10-12
Excess Surplus Calculation.....	13-14
Audit Recommendations Summary.....	15

INVERSO & STEWART, LLC

Certified Public Accountants

651 Route 73 North, Suite 402
Marlton, New Jersey 08053
(856) 983-2244
Fax (856) 983-6674
E-Mail: rinverso@inversoocpa.com

-Member of-
American Institute of CPAs
New Jersey Society of CPAs

**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

The Honorable President and
Members of the Board of Education
Township of Lower School District
Cape May, New Jersey

I have audited, in accordance with generally accepted audit standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Lower Township School District, in the County of Cape May for the year ended June 30, 2020, and have issued my report thereon dated December 18, 2020.

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

This report is intended for the information of the Lower Township Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant No. CS001095

Marlton, New Jersey
December 18, 2020

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Moneys, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's CAFR.

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
John Hansen	Board Secretary/School Business Administrator	\$ 100,000
Lauren Read	Treasurer of School Monies	275,000

There is a Public Employees' Faithful Performance Blanket Position Bond with Atlantic and Cape May Counties Joint Insurance Group covering all other employees with multiple coverage of \$500,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. No adjustment was necessary by the Board to be in compliance with N.J.A.C. 6A:23-3.1(f)3.

Unemployment Compensation Insurance Fund

The Board of Education has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Fund (Exhibit H-2) in the fiduciary trust fund.

The Unemployment Compensation Insurance Fund was maintained in satisfactory condition.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under audit did not indicate any material noncompliance with respect to signatures, certifications or supporting documentation.

Payroll Account

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

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding 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.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the NJ Department of Treasury was filed by the March 15 due date.

The Payroll Account records were maintained in satisfactory condition.

Employee Position Control Roster

No exceptions were noted during my examination of the Employee Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material discrepancies to the classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Travel

No exceptions were noted in my study of compliance for travel expenses.

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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. My review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in good condition.

Treasurer's Records

The financial and accounting records of the Treasurer were maintained in good condition.

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

The E.S.E.A./ESSA 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 Title I, Title IIA, and Title III of the Elementary and Secondary Education Act, as amended and reauthorized.

No exceptions were noted in my study of compliance for the E.S.E.A./ESSA projects.

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.

My audit of the Federal and State funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

The study of compliance for special projects indicated no areas of noncompliance and/or questionable costs.

T.P.A.F. Reimbursement

My 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.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Reports 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.

Nonpublic State Aid

Not applicable.

School Purchasing Programs

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.

The school district has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Based on the results of my examination, I did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

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

School Food Service

COVID-19 Emergency

In accordance with the Governor's Declaration of Emergency pertaining to the COVID-19 Virus all public, charter and non-public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, School Food Authorities (SFA) were required to institute alternate procedures to provide meals to Free and Reduced Price eligible students during the period of school closures.

Therefore, SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A. 18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of Free and Reduced Price meal eligible students.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all free and reduced price meal eligible students during the emergency.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed, and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

Net cash resources did not exceed three months average expenditures. Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Service employees authorized by the board of education/board of trustees. No exceptions were noted.

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

School Food Service (Continued)

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

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

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue AND program and non-program cost of goods sold.

Student Body Activities

The financial records for the Student Activity Fund were maintained in satisfactory condition.

Day Care Program

The financial records for the Day Care Program were maintained in satisfactory condition.

Application for State School Aid

My audit procedures included a test of information reported in the October 15, 2019 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I 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 no exceptions noted.

The results of my procedures are presented in the Schedule of Audited Enrollments.

Pupil Transportation

My procedures included a test of on roll status reported in the 2019-2020 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of my procedures are presented in the Schedule of Audited Enrollments.

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

Facilities and Capital Assets

Not applicable.

Testing for Lead of all Drinking Water in Educational Facilities

The School District adhered to all 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.

Follow-up on Prior Years' Findings

In accordance with government auditing standards, my procedures included a review of all prior year recommendations. Corrective action was taken on the prior year finding.

Acknowledgment

I received the complete cooperation of all the officials of the Township of Lower School District and I greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Certified Public Accountant
Public School Accountant

December 18, 2020

SCHEDULE OF MEAL COUNT ACTIVITY - FEDERAL

LOWER TOWNSHIP SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
National School Lunch (Regular Rate)	Paid	33,115	33,115	33,115	-	0.32	-
National School Lunch (Regular Rate)	Reduced	10,108	10,108	10,108	-	3.01	-
National School Lunch (Regular Rate)	Free	<u>82,062</u>	<u>82,062</u>	<u>82,062</u>	-	3.41	<u>-</u>
	TOTAL	<u>125,285</u>	<u>125,285</u>	<u>125,285</u>			<u>-</u>
National School Lunch	HHFKA - PB Lunch Only	<u>125,285</u>	<u>125,285</u>	<u>125,285</u>	-	0.07	<u>-</u>
After School Snack Program	Paid	-	-	-	-	0.08	-
After School Snack Program	Reduced	-	-	-	-	0.47	-
After School Snack Program (Area Eligible)	Free	<u>-</u>	<u>-</u>	<u>-</u>	-	0.94	<u>-</u>
	TOTAL	<u>-</u>	<u>-</u>	<u>-</u>			<u>-</u>
Severe Need: School Breakfast (Regular Rate)	Paid	58,734	58,734	58,734	-	0.31	-
School Breakfast (Regular Rate)	Reduced	10,674	10,674	10,674	-	1.54	-
School Breakfast (Regular Rate)	Free	<u>76,327</u>	<u>76,327</u>	<u>76,327</u>	-	1.84	<u>-</u>
	TOTAL	<u>145,735</u>	<u>145,735</u>	<u>145,735</u>			<u>-</u>
	Total Net Overclaim						<u><u>-</u></u>

**LOWER TOWNSHIP SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE**

**Net cash resources did not exceed three months of expenditures
Proprietary Funds - Food Service
For the fiscal year ended June 30, 2020**

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	* Current Assets		
B-4	Cash & Cash Equivalents	\$ 128,999	
B-4	Intergovernmental Accounts Receivable	43,530	
B-4	Other Accounts Receivable	3,633	
B-4	Interfund Accounts Receivable	124,873	
CAFR	Current Liabilities		
B-4	Less: Accounts Payable	-	
B-4	Less: Compensated Absences Payable	(63,460)	
B-4	Less: Interfund Accounts Payable	(45,361)	
B-4	Less: Unearned revenue	<u>(13,737)</u>	
	Net Cash Resources	<u><u>\$ 178,477</u></u>	(A)
 <u>Net Adjustment To Total Operating Expense:</u>			
B-5	Total Operating Expense	766,521	
B-5	Less: Depreciation	<u>(955)</u>	
	Adjusted Total Operating Expense	<u><u>\$ 765,566</u></u>	(B)
 <u>Average Monthly Operating Expense:</u>			
	B / 10	<u><u>\$ 76,557</u></u>	(C)
 <u>Three times monthly Average:</u>			
	3 X C	<u><u>\$ 229,670</u></u>	(D)

TOTAL IN BOX A	\$ 178,477	
LESS TOTAL IN BOX D	<u>(229,670)</u>	
NET	<u><u>(51,193)</u></u>	
From above:		
A is greater than D, cash exceeds 3 X average monthly operating expenses.		
D is greater than A, cash does not exceed 3 X average monthly operating expenses.		

*Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form.

SCHEDULE OF AUDITED ENROLLMENTS

Lower Township School District

Application for State School Aid Summary

Enrollment as of October 13, 2019

	2020-2021 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Pre K 4 Yrs	163		163		-			163		163						
Full Day K	172		172		-			172		172						
One	161		161		-			161		161						
Two	179		179		-			179		179						
Three	156		156		-			156		156						
Four	176		176		-			176		176						
Five	166		166		-			166		166						
Six	194		194		-			194		194						
Subtotal	<u>1,367</u>	<u>-</u>	<u>1,367</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,367</u>	<u>-</u>	<u>1,367</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
SpEd Elementary	201		201		-			201		201			1	1	1	-
SpEd Middle School	39		39		-			39		39						
SpEd High School																
Subtotal	<u>240</u>	<u>-</u>	<u>240</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>240</u>	<u>-</u>	<u>240</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>-</u>
Totals	<u>1,607</u>	<u>-</u>	<u>1,607</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,607</u>	<u>-</u>	<u>1,607</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>-</u>
Percentage Error					<u>0.00%</u>	<u>-</u>					<u>0.00%</u>	<u>-</u>				<u>0.00%</u>

Schedule of Audited Enrollments

Lower Township School District

Application for State School Aid Summary

Enrollment as of October 13, 2019

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Full Day Pre K 4 Yrs						
Full Day K	2	2	-	2	2	-
One	1	1	-	1	1	-
Two	1	1	-	1	1	-
Three						
Four	3	3	-	3	3	-
Five	1	1	-	1	1	-
Six	2	2	-	2	2	-
Subtotal	<u>10</u>	<u>10</u>	<u>-</u>	<u>10</u>	<u>10</u>	<u>-</u>
SpEd Elementary	8	8	-	8	8	-
SpEd Middle School	2	2	-	2	2	-
SpEd High School						
Subtotal	<u>10</u>	<u>10</u>	<u>-</u>	<u>10</u>	<u>10</u>	<u>-</u>
Totals	<u><u>20</u></u>	<u><u>20</u></u>	<u><u>-</u></u>	<u><u>20</u></u>	<u><u>20</u></u>	<u><u>-</u></u>
Percentage Error			<u><u>0.00%</u></u>			<u><u>0.00%</u></u>

Schedule of Audited Enrollments

Lower Township School District

Application for State School Aid Summary

Enrollment as of October 13, 2019

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified per Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified per Test Score and Register	Sample Errors
Full Day Pre K 4 Yrs												
Full Day K	86	86	-	86	86	-	9	9	-	9	9	-
One	91	91	-	91	91	-	9	9	-	9	9	-
Two	92	92	-	92	92	-	7	7	-	7	7	-
Three	83	83	-	83	83	-	8	8	-	8	8	-
Four	92	92	-	92	92	-	11	11	-	11	11	-
Five	83	83	-	83	83	-	2	2	-	2	2	-
Six	113	113	-	113	113	-	2	2	-	2	2	-
	<u>640</u>	<u>640</u>	<u>-</u>	<u>640</u>	<u>640</u>	<u>-</u>	<u>39</u>	<u>39</u>	<u>-</u>	<u>39</u>	<u>39</u>	<u>-</u>
SpEd Elementary	123	123	-	123	123	-	46	46	-	46	46	-
SpEd Middle School	20	20	-	20	20	-	2	2	-	2	2	-
SpEd High School												
Subtotal	<u>143</u>	<u>143</u>	<u>-</u>	<u>143</u>	<u>143</u>	<u>-</u>	<u>48</u>	<u>48</u>	<u>-</u>	<u>48</u>	<u>48</u>	<u>-</u>
Totals	<u>783</u>	<u>783</u>	<u>-</u>	<u>783</u>	<u>783</u>	<u>-</u>	<u>87</u>	<u>87</u>	<u>-</u>	<u>87</u>	<u>87</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

Transportation

	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Reported	Recalculated
	Reg. Public School , col. 1	952	952	-	476	476	-	
Reg. Special Education, col. 4	153	153	-	77	77	-	Avg. Mileage - Regular Including Grade PK students	3.9 3.9
Transported-Non-Public, col. 3	11	11	-	11	11	-	Avg. Mileage - Regular Excluding Grade PK students	3.9 3.9
Special Needs, Col. 6	69	69	-	69	69	-	Avg. Mileage - Special Ed. with Special Needs	6.4 6.4
	<u>1,185</u>	<u>1,185</u>	<u>-</u>	<u>633</u>	<u>633</u>	<u>-</u>		
Percentage Error			<u>0.00%</u>			<u>0.00%</u>		

LOWER TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 2% Calculation of Excess Surplus

2019-20 Total General Fund Expenditures per the CAFR, Ex C-1	\$ <u>29,801,657</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(4,186,298)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2019-20 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>25,615,359</u>	(B3)
2% of Adjusted 2019-20 General Fund Expenditures [(B3) times .02]	\$ <u>512,307</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>512,307</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>136,747</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u><u>649,054</u></u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-20 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>7,588,442</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>671,641</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>1,461,869</u>	(C3)
Other Restricted Fund Balances	\$ <u>3,261,104</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>54,269</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u><u>2,139,559</u></u> (U1)

LOWER TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 1,490,505 (E)

Recapitulation of Excess Surplus as of June 30, 2020

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$	<u>1,461,869</u>	(C3)
Reserved Excess Surplus [(E)]	\$	<u>1,490,505</u>	(E)
 Total [(C3) + (E)]	 \$	 <u>2,952,374</u>	 (D)

Detail of Allowable Adjustments

Impact Aid	\$	<u> </u>	(H)
Sale & Lease-back	\$	<u> </u>	(I)
Extraordinary Aid	\$	<u>126,887</u>	(J1)
Additional Nonpublic School Transportation Aid	\$	<u>9,860</u>	(J2)
Current Year School Bus Advertising Revenue	\$	<u> </u>	(J3)
Family Crisis Transportation Aid	\$	<u> </u>	(J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$	 <u>136,747</u>	 (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:			
Approved unspent separate proposal	\$	<u> </u>	
Sale/lease-back reserve	\$	<u> </u>	
Capital reserve	\$	<u>1,712,083</u>	
Maintenance reserve	\$	<u>1,299,021</u>	
Emergency reserve	\$	<u>250,000</u>	
Tuition reserve	\$	<u> </u>	
School Bus Advertising 50% Fuel Offset Reserve - current year	\$	<u> </u>	
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$	<u> </u>	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$	<u> </u>	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$	<u> </u>	
Other state/government mandated reserves	\$	<u> </u>	
 Other Restricted Fund Balance not noted above	 \$	 <u> </u>	
 Total Other Restricted Fund Balance	 \$	 <u>3,261,104</u>	 (C4)

AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2020

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

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 Audit Findings/Recommendations

Corrective action was taken on the prior year finding/recommendation.