

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
COUNTY OF MORRIS  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
COUNTY OF MORRIS  
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020  
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Independent Member  
BKR International

December 14, 2020

The Honorable President and Members  
of the Board of Education  
Morris Hills Regional School District  
County of Morris, 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 financial statements of the Board of Education of the Morris Hills Regional School District in the County of Morris for the fiscal year ended June 30, 2020, and have issued our report thereon dated December 14, 2020.

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 December 14, 2020, 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, if any.

This report is intended for the information of the Morris Hills Regional School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

December 14, 2020  
Mount Arlington, New Jersey

*Nisivoccia, LLP*

NISIVOCIA LLP

*Kathryn L. Mantell*

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Kathryn L. Mantell  
Licensed Public School Accountant #884  
Certified Public Accountant

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer (or Other Designee), 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

Multi-peril 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> |
|------------------------|---|-----------------|
| John Csatos            | Treasurer                                     | \$ 400,000      |
| Joann Gilman Auricchio | Board Secretary/School Business Administrator | \$ 370,000      |

The District also has a blanket bond through the New Jersey Schools Insurance Group covering other employees in the amount of \$50,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The Board made a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23A-3.1(f)3.

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 approved by the Superintendent and were certified by the President of the Board and 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.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020  
(Continued)

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.

Classification of General and Administrative 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. In addition to randomly selecting a test sample, we reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. 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

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 no comments except as noted herein.

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 except as noted herein.

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, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for the E.S.E.A. did not indicate any area of noncompliance.

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 General, Special Revenue, Capital Projects, Debt Service and Enterprise Funds – Food Service Fund sections of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2020. The reimbursement form was reviewed 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 \$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. 18A:18A-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. 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 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 2019-20.

In accordance with N.J.S.A. 18A:18A-3, the Board passed a resolution designating the Business Administrator as a qualified purchasing agent and increasing the bid threshold to \$40,000.

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020  
(Continued)

School Purchasing Programs (Cont'd)

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

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. General compliance was 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. 18A:18A-4.

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. 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. However, the program expenditures exceeded \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or the appropriate school food service personnel, as to whether the School Food Authority ("SFA") had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

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.

We also inquired of management about the emergency COVID-19 procedures/practices that the SFA instituted to provide meals to eligible students, maintenance of all applicable production records, meal counts, noncompetitive procurements, modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations.

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

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020  
(Continued)

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. Based on these procedures, we have no comments except as noted herein.

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 15, 2019 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low income and bilingual students. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers without exception. The information that was included on the workpapers was verified on a test basis 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's written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit 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 our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our procedures included a review of the New Jersey Schools Development Authority ("NJSDA") grant agreements for consistency with recording NJSDA revenue, transfer of local funds from the General Fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. Based on these procedures, we have no comments except as noted herein.



MORRIS HILLS REGIONAL SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2020  
(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 amount for the fiscal year and to ensure that the maximum is not exceeded. The regulations also require that all travel be approved prior by the Board of Education and Superintendent and that a brief report detailing the key issues addressed at the travel event must be submitted after the travel event has occurred.

Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

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

Governmental Accounting Standards Board (GASB) Statements

Due to COVID-19, the GASB postponed the implementation of GASB Statement No. 84, *Fiduciary Activities*, until the fiscal year ended June 30, 2021. Based on guidance from the NJ Department of Education and GASB, the activity for student activities, payroll agency, unemployment compensation trust, flexible spending trust and private purpose scholarship trust funds will no longer be reported in the Fiduciary Fund financial statements. This activity will now be reported in the General (payroll agency, flexible spending and unemployment compensation) and Special Revenue (student activities and scholarship) Funds.

Effect on Internal Controls due to COVID-19

With the increase in employees working remotely due to COVID-19 especially those in the Business Office it is vital that the District routinely reviews the internal controls in place especially with respect to security of passwords as well as access rights to accounting software and bank information including bank wire transfers and the timely back-up of records.

Status of Prior Fiscal Year Findings/Recommendations

There were no prior fiscal year audit findings/recommendations.

MORRIS HILLS REGIONAL HIGH SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2019

|                          | 2020-2021 Application for State School Aid |           |                        |           |              |              | Sample for Verification         |           |                        |           |              |              |
|--------------------------|--|-----------|------------------------|-----------|--------------|--------------|---------------------------------|-----------|------------------------|-----------|--------------|--------------|
|                          | Reported on Revised ASSA                   |           | Reported on Workpapers |           | Errors       |              | Sample Selected from Workpapers |           | Verified per Registers |           | Errors       |              |
|                          | On Roll                                    | Shared    | On Roll                | Shared    | Full         | Shared       | Full                            | Shared    | Full                   | Shared    | Full         | Shared       |
| Grade Nine               | 522  |           | 522                    |           |              |              | 522                             |           | 522                    |           |              |              |
| Grade Ten                | 540  |           | 540                    |           |              |              | 540                             |           | 540                    |           |              |              |
| Grade Eleven             | 573  | 21        | 573                    | 21        |              |              | 573                             | 21        | 573                    | 21        |              |              |
| Grade Twelve             | 596  | 11        | 596                    | 11        |              |              | 596                             | 11        | 596                    | 11        |              |              |
| Adult High (15+ Credits) | 39   |           | 39                     |           |              |              | 39                              |           | 39                     |           |              |              |
| Subtotal                 | <u>2,270</u>                               | <u>32</u> | <u>2,270</u>           | <u>32</u> |              |              | <u>2,270</u>                    | <u>32</u> | <u>2,270</u>           | <u>32</u> |              |              |
| Special Education:       |  |           |                        |           |              |              |                                 |           |                        |           |              |              |
| High School              | 461  | 13        | 461                    | 13        |              |              | 25                              | 3         | 25                     | 3         |              |              |
| Subtotal                 | <u>461</u>                                 | <u>13</u> | <u>461</u>             | <u>13</u> |              |              | <u>25</u>                       | <u>3</u>  | <u>25</u>              | <u>3</u>  |              |              |
| Totals                   | <u>2,731</u>                               | <u>45</u> | <u>2,731</u>           | <u>45</u> | <u>- 0 -</u> | <u>- 0 -</u> | <u>2,295</u>                    | <u>35</u> | <u>2,295</u>           | <u>35</u> | <u>- 0 -</u> | <u>- 0 -</u> |
| Percentage Error         |  |           |                        |           | <u>0.00%</u> | <u>0.00%</u> |                                 |           |                        |           | <u>0.00%</u> | <u>0.00%</u> |

MORRIS HILLS REGIONAL HIGH SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2019

|                    | Private Schools for Disabled        |   |                         |                 | Resident Low Income |                                |                                      |                                 |                                      |               |
|--------------------|-------------------------------------|---|-------------------------|-----------------|---------------------|--------------------------------|--------------------------------------|---------------------------------|--------------------------------------|---------------|
|                    | Reported on ASSA as Private Schools | Reported on Workpapers as Private Schools | Sample for Verification | Sample Verified | Sample Errors       | Reported on ASSA as Low Income | Reported on Workpapers as Low Income | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors |
| Grade Nine         |                                     |   |                         |                 |                     | 74                             | 74                                   | 4                               | 4                                    | 4             |
| Grade Ten          |                                     |   |                         |                 |                     | 100                            | 100                                  | 6                               | 6                                    | 6             |
| Grade Eleven       |                                     |   |                         |                 |                     | 97.5                           | 97.5                                 | 5                               | 5                                    | 5             |
| Grade Twelve       |                                     |   |                         |                 |                     | 79                             | 79                                   | 4                               | 4                                    | 4             |
| Subtotal           |                                     |   |                         |                 |                     | 350.5                          | 350.5                                | 19                              | 19                                   | 19            |
| Special Education: |                                     |   |                         |                 |                     |                                |                                      |                                 |                                      |               |
| High School        | 38                                  | 38  | 4                       | 4               |                     | 104                            | 104                                  | 6                               | 6                                    | 6             |
| Subtotal           | 38                                  | 38  | 4                       | 4               |                     | 104                            | 104                                  | 6                               | 6                                    | 6             |
| Totals             | 38                                  | 38  | 4                       | 4               | - 0 -               | 454.5                          | 454.5                                | 25                              | 25                                   | - 0 -         |
| Percentage Error   |                                     |   |                         |                 | 0.00%               |                                |                                      |                                 |                                      | 0.00%         |

MORRIS HILLS REGIONAL HIGH SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2019

|                    | Resident LEP Low Income                     |   |              |  |  |                  |
|--------------------|---|---|--------------|--|--|------------------|
|                    | Reported on<br>ASSA as<br>LEP Low<br>Income | Reported on<br>Workpapers<br>as LEP Low<br>Income | Errors       | Sample<br>Selected<br>from<br>Workpapers | Verified to<br>Test Scores,<br>Application<br>and Register | Sample<br>Errors |
| Grade Nine         | 12  | 12  |              | 2  | 2  |                  |
| Grade Ten          | 25  | 25  |              | 2  | 2  |                  |
| Grade Eleven       | 9   | 9   |              | 1  | 1  |                  |
| Grade Twelve       | 2   | 2   |              | 1  | 1  |                  |
| Subtotal           | <u>48</u>                                   | <u>48</u>   |              | <u>6</u>                                 | <u>6</u>   |                  |
| Special Education: |   |   |              |  |  |                  |
| High School        | 1   | 1   |              |  |  |                  |
| Subtotal           | <u>1</u>                                    | <u>1</u>  |              |  |  |                  |
| Totals             | <u>49</u>                                   | <u>49</u>   | <u>- 0 -</u> | <u>6</u>                                 | <u>6</u>   | <u>- 0 -</u>     |
| Percentage Error   |   |   | <u>0.00%</u> |  |  | <u>0.00%</u>     |

|                    | Resident LEP Not Low Income                     |   |              |  |  |                  |
|--------------------|---|---|--------------|--|--|------------------|
|                    | Reported on<br>ASSA as<br>LEP Not<br>Low Income | Reported on<br>Workpapers<br>as LEP Not<br>Low Income | Errors       | Sample<br>Selected<br>from<br>Workpapers | Verified to<br>Test Scores<br>and Register | Sample<br>Errors |
| Grade Nine         | 8   | 8   |              | 1  | 1  |                  |
| Grade Ten          | 12  | 12  |              | 2  | 2  |                  |
| Grade Eleven       | 3   | 3   |              | 1  | 1  |                  |
| Grade Twelve       | 5   | 5   |              | 1  | 1  |                  |
| Subtotal           | <u>28</u>                                       | <u>28</u>   |              | <u>5</u>                                 | <u>5</u>                                   |                  |
| Special Education: |   |   |              |  |  |                  |
| High School        | 1   | 1   |              | 1  | 1  |                  |
| Subtotal           | <u>1</u>  | <u>1</u>  |              | <u>1</u>                                 | <u>1</u>                                   |                  |
| Totals             | <u>29</u>                                       | <u>29</u>   | <u>- 0 -</u> | <u>6</u>                                 | <u>6</u>                                   | <u>- 0 -</u>     |
| Percentage Error   |   |   | <u>0.00%</u> |  |  | <u>0.00%</u>     |

MORRIS HILLS REGIONAL HIGH SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2019

|                             | Transportation                 |                                     |        |        |          |        |
|-----------------------------|--------------------------------|-------------------------------------|--------|--------|----------|--------|
|                             | Reported<br>on DRTRS<br>by DOE | Reported<br>on DRTRS<br>by District | Errors | Tested | Verified | Errors |
| Regular - Public Schools    | 1,628                          | 1,628                               |        | 25     | 25       |        |
| Regular - Special Education | 342                            | 342                                 |        | 25     | 25       |        |
| Transported - Non Public    | 2                              | 2                                   |        | 1      | 1        |        |
| AIL - Non Public            | 74                             | 74                                  |        | 8      | 8        |        |
| Special Needs - Public      | 15                             | 15                                  |        | 4      | 4        |        |
| Special Needs - Private     | 35                             | 35                                  |        | 6      | 6        |        |
| Totals                      | 2,096                          | 2,096                               | - 0 -  | 69     | 69       | - 0 -  |
| Percentage Error            |                                |                                     | 0.00%  |        |          | 0.00%  |

|  | Reported | Recalculated |
|--|----------|--------------|
| Average Mileage - Regular Including Grade PK Students  | 4.3      | 4.3          |
| Average Mileage - Regular Excluding Grade PK Students  | 4.3      | 4.3          |
| Average Mileage - Special Education with Special Needs | 14.6     | 14.6         |

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2020

**REGULAR DISTRICT**

**SECTION 1**

**2% Calculation of Excess Surplus**

|   |                      |                         |
|---|----------------------|-------------------------|
| 2019-20 Total General Fund Expenditures per the CAFR, Ex. C-1     | <u>\$ 76,216,366</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>\$ 2,273,682</u>  | (B1b)                   |
| Decreased by:   |                      |                         |
| On-Behalf TPAF Pension and Social Security                        | <u>\$ 10,033,368</u> | (B2a)                   |
| Assets Acquired Under Capital Leases                              | <u>\$ -0-</u>        | (B2b)                   |
| Adjusted 2019-20 General Fund Expenditures [(B)+(B1's)-(B2's)]    | <u>\$ 68,456,680</u> | (B3)                    |
| 2% of Adjusted 2019-20 General Fund Expenditures [(B3) times .02] | <u>\$ 1,369,134</u>  | (B4)                    |
| Enter Greater of (B4) or \$250,000                                | <u>\$ 1,369,134</u>  | (B5)                    |
| Increased by: Allowable Adjustments                               | <u>\$ 518,888</u>    | (K)                     |
| Maximum Unassigned Fund Balance [(B5)+(K)]                        |                      | <u>\$ 1,888,022</u> (M) |

**SECTION 2**

|  |                     |                          |
|--|---------------------|--------------------------|
| Total General Fund - Fund Balances @ 6/30/2020<br>(Per CAFR Budgetary Comparison Schedule C-1) | <u>\$ 7,549,558</u> | (C)                      |
| Decreased by:  |                     |                          |
| Year-End Encumbrances  | <u>\$ -0-</u>       | (C1)                     |
| Legally Restricted:  |                     |                          |
| Designated for Subsequent Year's Expenditures  | <u>\$ -0-</u>       | (C2)                     |
| Excess Surplus - Designated for Subsequent Year's Expenditures                                 | <u>\$ -0-</u>       | (C3)                     |
| Other Restricted Fund Balances   | <u>\$ 5,398,430</u> | (C4)                     |
| Assigned Fund Balance:   |                     |                          |
| Designated for Subsequent Year's Expenditures  | <u>\$ 523,000</u>   | (C5)                     |
| Additional Assigned Fund Balance:  |                     |                          |
| Designated for Subsequent Year's Expenditures<br>July 1, 2020 - August 1, 2020                 | <u>\$ -0-</u>       | (C6)                     |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]                              |                     | <u>\$ 1,628,128</u> (U1) |

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2020  
(Continued)

**SECTION 3**

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

**Recapitulation of Excess Surplus as of June 30, 2020**

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ -0- (C3)

Restricted Excess Surplus [(E)] \$ -0- (E)

Total Excess Surplus [(C3)+(E)] \$ -0- (D)

**Detail of Allowable Adjustments**

Impact Aid \$ -0- (H)

Sale & Lease-back \$ -0- (I)

Extraordinary Aid \$ 518,536 (J1)

Additional Nonpublic School Transportation Aid \$ 352 (J2)

Current Year School Bus Advertising Revenue Realized \$ -0- (J3)

Family Crisis Transportation Aid \$ -0- (J4)

Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)] \$ 518,888 (K)

**Detail of Other Restricted Fund Balances**

Statutory Restrictions:

Approved Unspent Separate Proposal \$ -0-

Sale/Lease-back Reserve \$ -0-

Capital Reserve \$ 5,093,430

Maintenance Reserve \$ 305,000

Emergency Reserve \$ -0-

Tuition Reserve \$ -0-

School Bus Advertising 50% Fuel Offset Reserve - Current Year \$ -0-

School Bus Advertising 50% Fuel Offset Reserve - Prior Year \$ -0-

Impact Aid General Fund Reserve (Sections 8002 and 8003) \$ -0-

Impact Aid Capital Fund Reserve (Sections 8007 and 8008) \$ -0-

Other State/Government Mandated Reserve \$ -0-

Other Restricted Fund Balances Not Noted Above \$ -0-

Total Other Restricted Fund Balances \$ 5,398,430 (C4)

MORRIS HILLS REGIONAL SCHOOL DISTRICT  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2020

It is recommended that:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Program  
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. Travel Expense and Reimbursement Policy  
None
10. Status of Prior Fiscal Year's Findings/Recommendations  
There were no prior fiscal year audit findings/recommendations.