

**SCHOOL DISTRICT
OF**

STAFFORD TOWNSHIP

**Auditor's Management Report
For the Fiscal Year Ended June 30, 2020**

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

| | <u>Page Number</u> |
|--|------------------------|
| Report of Independent Auditor | 1 |
| Scope of Audit | 2 |
| Administrative Practices and Procedures | |
| Insurance | 2 |
| Official Bonds | 2 |
| Tuition Charges | 2 |
| Financial Planning, Accounting and Reporting | |
| Examination of Claims | 2 |
| Payroll Account and Position Control Roster | 2 |
| Reserve for Encumbrances and Accounts Payable | 2 |
| Classification of Expenditures | 3 |
| Board Secretary's Records | 3 |
| Treasurer's Records | 3 |
| Pupil Transportation | 3 |
| Elementary and Secondary Education Act | 3 |
| Other Special Federal and /or State Projects | 4 |
| TPAF Reimbursement | 4 |
| TPAF Reimbursement to State for Federal Salary Expenditures | 4 |
| School Purchasing Programs | 4 |
| Contracts and Agreements Requiring Advertisement for Bids | 4 |
| School Food Service | 4 - 5 |
| Student Body Activities | 5 |
| Application for State School Aid | 5 |
| Facilities and Capital Assets | 5 |
| Testing for Lead of All Drinking Water in Educational Facilities | 5 |
| Follow Up on Prior Year Findings | 6 |
| Acknowledgment | 6 |
| Schedule of Audited Enrollments | 7 - 9 |
| Excess Surplus Calculation | 10 - 11 |
| Audit Recommendations Summary | 12 |



FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAVEN AVENUE • OCEAN CITY, NJ • 08226

PHONE 609.399.6333 • FAX 609.399.3710

www.ford-scott.com

REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Stafford Township School District
County of Ocean, New Jersey

We have audited, in accordance with audit 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 Stafford Township School District in the County of Ocean for the year ended June 30, 2020, and have issued our report thereon dated December 31, 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 report is intended for the information of the management of the Stafford Township School District, and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

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

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

CERTIFIED PUBLIC ACCOUNTANTS

Michael S. Garcia

Michael S. Garcia

Certified Public Accountant

Licensed Public School Accountant

No. 2080

December 31, 2020

{THIS PAGE IS INTENTIONALLY LEFT BLANK}

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

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.

Official Bonds

| <u>Name</u> | <u>Position</u> | <u>Effective Dates</u> | <u>Amount</u> |
|-------------------|--|------------------------|---------------|
| Lourdes LaGuardia | Board Secretary/ Business Administrator | 06/30/19- 06/30/20 | 300,000.00 |
| Stephen Brennan | Treasurer | 06/30/19- 06/30/20 | 300,000.00 |

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

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6:20-3.1(f) 3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

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

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator. Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

Reserve for Encumbrances, Liability for Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No discrepancies were noted.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

- A. *General Classification Findings*
- B. *Administrative Classification Findings*

Board Secretary's Records

The Board Secretary's Records were in satisfactory condition.

Bids received were summarized in the minutes.

Acknowledgement of the Board's receipt of the Board Secretary's and the Treasurer's monthly financial reports were included in the minutes.

Budget appropriations were not greater than realized revenues and Board authorized use of surplus.

No budgetary line accounts were over-expended during the fiscal year and at June 30.

Purchase orders were charged to the appropriate line accounts in accordance with State prescribed Uniform Minimum Chart of Accounts (2R2), for New Jersey Public Schools.

Treasurer's Records

The Board Treasurer's Records were in satisfactory condition.

All required reconciliations were performed.

All cash receipts were promptly deposited.

The Treasurers Records were in agreement with the Board Secretary.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2019-20 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 include a review of transportation related contracts and purchases. Based on our review, the district complied the 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.

Elementary and Secondary Education Act of 1965 (E.S.E.A.) as amended by the Every Student Succeeds Act (ESSA)

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

The study of compliance for E.S.E.A. revealed no areas of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on the Schedule A and Schedule B in the CAFR.

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

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

The study of compliance for Special Federal and/or State Projects revealed no areas of noncompliance and/or questioned costs.

T.P.A.F. Reimbursement

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

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

The amount of the expenditure charged to the current year's Final Report for all federal awards for the Stafford Township 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 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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 2019-2020.

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

The results of my examination indicated that no individual payments, contracts, or agreements were 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, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 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, 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 school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. Exceptions were not 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. Exceptions were not 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.

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.

The Schedule of Meal Count Activity is not a required presentation where the School Food Service Program has not been audited as a major program.

Student Body Activities

During our review of the student activity funds, the records were found to be in satisfactory condition.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2019 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low income and bilingual. We also performed a review of the districts procedures related to its completion. The information on the ASSA was compared to the district workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

The district has adequate written procedures for the recording of student enrollment data.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency and recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and the awarding of contracts for eligible facilities construction. No exceptions were noted.

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 Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. There was one prior year finding, however, no formal recommendation was deemed necessary.

Acknowledgment

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

Respectfully submitted,

Ford, Scott & Associates, L.L.C.
FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Michael S. Garcia
Michael S. Garcia
Certified Public Accountant
Licensed Public School Accountant
No. 2080

December 31, 2020

STAFFORD TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2019

| | 2020-2021 Application for State School Aid | | | | | | Sample for Verification | | | | | | Private Schools for Disabled | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|--------|---|--------------------|--------|---|-------------------------|--------|-------|---------------------------------|--------|---|--------------------------------|--------|-------|------------------------------|--------|---|---|--------|---|------------------------|--------|---|-------------------------|--------|---|-----------------|--------|---|---------------|--------|---|------|--------|---|
| | Reported on A.S.S.A. On Roll | | | Workpapers On Roll | | | Errors | | | Sample Selected from Workpapers | | | Verified per Registers On Roll | | | Errors per Registers On Roll | | | Reported on A.S.S.A. as Private Schools | | | Reported on workpapers | | | Sample for Verification | | | Sample Verified | | | Sample Errors | | | | | |
| | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | | Full | Shared | |
| Half Day Preschool | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool | 71 | - | - | 71 | - | - | - | - | - | 9 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 281 | - | - | 281 | - | - | - | - | - | 37 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| One | 262 | - | - | 262 | - | - | - | - | - | 34 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Two | 220 | - | - | 220 | - | - | - | - | - | 29 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Three | 245 | - | - | 245 | - | - | - | - | - | 32 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Four | 217 | - | - | 217 | - | - | - | - | - | 29 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Five | 263 | - | - | 263 | - | - | - | - | - | 35 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Six | 241 | - | - | 241 | - | - | - | - | - | 32 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Seven | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Eight | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Nine | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Ten | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Eleven | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Twelve | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Post-Graduate | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult H.S. (15+CR.) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult H.S. (1-14+CR.) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 1,800 | - | - | 1,800 | - | - | - | - | - | 237 | - | - | 237 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - Elementary | 315 | - | - | 315 | - | - | - | - | - | 41 | - | - | 41 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - Middle School | 47 | - | - | 47 | - | - | - | - | - | 6 | - | - | 6 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - High School | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 362 | - | - | 362 | - | - | - | - | - | 47 | - | - | 47 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Co. Voc. - Regular | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Co. Voc. - FT Post Sec. | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 2,162 | - | - | 2,162 | - | - | - | - | - | 284 | - | - | 284 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Percentage Error | | | | | | | 0.00% | | 0.00% | | | | 0.00% | | 0.00% | | | | | | | | | | | | | | | | | | | | | |

**STAFFORD TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2019**

| | Resident Low Income | | | Sample for Verification | | | Resident LEP Low Income | | | Sample for Verification | | |
|----------------------------|-----------------------------------|--------------------------------------|--------------|---------------------------------|-------------------------------------|---------------|---------------------------------------|---------------------------------------|--------------|---------------------------------|-------------------------------------|---------------|
| | Reported on A.S.S.A as Low Income | Reported on Workpapers as Low Income | Errors | Sample Selected from Workpapers | Verified to Lunch App. and Register | Sample Errors | Reported on A.S.S.A as LEP Low Income | Reported on Workpapers LEP Low Income | Errors | Sample Selected from Workpapers | Test Score, Lunch App. and Register | Sample Errors |
| Half Day Preschool | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool | - | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 78 | 78 | - | 30 | 30 | - | 10 | 10 | - | 9 | 9 | - |
| One | 55 | 55 | - | 21 | 21 | - | 6 | 6 | - | 5 | 5 | - |
| Two | 53 | 53 | - | 21 | 21 | - | 4 | 4 | - | 3 | 3 | - |
| Three | 52 | 52 | - | 20 | 20 | - | 3 | 3 | - | 3 | 3 | - |
| Four | 45 | 45 | - | 18 | 18 | - | 3 | 3 | - | 3 | 3 | - |
| Five | 45 | 45 | - | 18 | 18 | - | 2 | 2 | - | 2 | 2 | - |
| Six | 40 | 40 | - | 16 | 16 | - | 1 | 1 | - | 1 | 1 | - |
| Seven | - | - | - | - | - | - | - | - | - | - | - | - |
| Eight | - | - | - | - | - | - | - | - | - | - | - | - |
| Nine | - | - | - | - | - | - | - | - | - | - | - | - |
| Ten | - | - | - | - | - | - | - | - | - | - | - | - |
| Eleven | - | - | - | - | - | - | - | - | - | - | - | - |
| Twelve | - | - | - | - | - | - | - | - | - | - | - | - |
| Post-Graduate | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult H.S. (15+CR.) | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult H.S. (1-14+CR.) | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 368 | 368 | - | 144 | 144 | - | 29 | 29 | - | 26 | 26 | - |
| Special Ed - Elementary | 123 | 123 | - | 48 | 48 | - | 3 | 3 | - | 3 | 3 | - |
| Special Ed - Middle School | 12 | 12 | - | 5 | 5 | - | - | - | - | - | - | - |
| Special Ed - High School | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 135.0 | 135.0 | - | 53 | 53 | - | 3 | 3 | - | 3 | 3 | - |
| Co. Voc. - Regular | - | - | - | - | - | - | - | - | - | - | - | - |
| Co. Voc. - FT Post Sec. | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 503.0 | 503.0 | - | 197 | 197 | - | 32 | 32 | - | 29 | 29 | - |
| Percentage Error | | | <u>0.00%</u> | | | | | | <u>0.00%</u> | | | <u>0.00%</u> |

| | Transportation | | |
|---------------------------------------|--------------------------------|---------------|----------------------|
| | Reported on DRTS by DOE/County | Sample Tested | Verified to Register |
| Reg. - Public Schools, col. 1, 2 | 1,247 | 204 | 204 |
| Reg - Sp Ed, col. 8 | 254 | 42 | 42 |
| Transported - Non-Public, col. 6 | 54 | 9 | 9 |
| Transported - Non-Public, AIL, col. 7 | 2 | 1 | 1 |
| Special Ed Special Needs, col. 6 | 99 | 16 | 16 |
| Totals | 1,656 | 272 | 272 |
| Percentage Error | | | <u>0.00%</u> |

(from dtrrs)
Reported 3.6
Recalculated 3.6
3.6
4.4

Reg Avg. (Mileage) = Regular Including Grade PK Students (Part A)
Reg Avg. (Mileage) = Regular Excluding Grade PK Students (Part A)
Spec Avg. = Special Ed with Special Needs (Part B)

**STAFFORD TOWNSHIP SCHOOL DISTRICT
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2019**

| | Resident LEP NOT Low Income | | | Sample for Verification | | |
|----------------------------|---|---|--------|---------------------------------|-------------------------------------|---------------|
| | Reported on A.S.S.A as LEP Not Low Income | Reported on Workpapers LEP Not Low Income | Errors | Sample Selected from Workpapers | Verified to Test Score and Register | Sample Errors |
| Half Day Preschool | - | - | - | - | - | - |
| Full Day Preschool | - | - | - | - | - | - |
| Half Day Kindergarten | - | - | - | - | - | - |
| Full Day Kindergarten | 1 | 1 | - | 1 | 1 | - |
| One | 2 | 2 | - | 2 | 2 | - |
| Two | - | - | - | - | - | - |
| Three | 2 | 2 | - | 2 | 2 | - |
| Four | 1 | 1 | - | 1 | 1 | - |
| Five | 4 | 4 | - | 3 | 3 | - |
| Six | - | - | - | - | - | - |
| Seven | - | - | - | - | - | - |
| Eight | - | - | - | - | - | - |
| Nine | - | - | - | - | - | - |
| Ten | - | - | - | - | - | - |
| Eleven | - | - | - | - | - | - |
| Twelve | - | - | - | - | - | - |
| Post-Graduate | - | - | - | - | - | - |
| Adult H.S. (15+CR.) | - | - | - | - | - | - |
| Adult H.S. (1-14+CR.) | - | - | - | - | - | - |
| Subtotal | 10 | 10 | - | 9 | 9 | - |
| Special Ed - Elementary | - | - | - | - | - | - |
| Special Ed - Middle School | - | - | - | - | - | - |
| Special Ed - High School | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - |
| Co. Voc. - Regular | - | - | - | - | - | - |
| Co. Voc. - FT Post Sec. | - | - | - | - | - | - |
| Totals | 10 | 10 | - | 9 | 9 | - |
| Percentage Error | | | 0.00% | | | 0.00% |

**STAFFORD TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2020**

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

| | |
|---|------------------------------|
| 2019-20 Total General Fund Expenditures per the CAFR, Ex. C-1 | \$ <u>41,222,787.46</u> (B) |
| Increased by: | |
| Transfer from Capital Outlay to Capital Projects Fund | \$ <u>-</u> (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund | \$ <u>-</u> (B1b) |
| Transfer from General Fund to SRF for PreK-Regular | \$ <u>472,582.00</u> (B1c) |
| Transfer from General Fund to SRF for PreK-Inclusion | \$ <u>279,700.00</u> (B1d) |
| Decreased By: | |
| On-Behalf TPAF Pension & Social Security | \$ <u>6,653,902.49</u> (B2a) |
| Assets Acquired Under Capital Leases | <u>-</u> (B2b) |
| Adjusted 2019-20 General Fund Expenditures [(B)+(B1's)-(B2's)] | \$ <u>35,321,166.97</u> (B3) |
| 2% of Adjusted 2019-20 General Fund Expenditures [(B3) times .02] | \$ <u>706,423.34</u> (B4) |
| Enter Greater of (B4) or \$250,000 | \$ <u>706,423.34</u> (B5) |
| Increased by: Allowable Adjustment* | \$ <u>14,785.00</u> (K) |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] | \$ <u>721,208.34</u> (M) |

SECTION 2

| | |
|--|-----------------------------|
| Total General Fund - Fund Balances @ 06/30/20 (Per CAFR Budgetary Comparison Schedule C-1) | \$ <u>10,717,761.06</u> (C) |
| Decreased by: | |
| Year-end Encumbrances | \$ <u>1,136,436.27</u> (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures | \$ <u>-</u> (C2) |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** | \$ <u>497,159.73</u> (C3) |
| Other Restricted Fund Balances **** | \$ <u>5,902,357.45</u> (C4) |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures | \$ <u>476,900.27</u> (C5) |
| Additional Assigned Fund Balance - Unreserved- Designated for Subsequent Year's Expenditures July 1, 2019 - August 1, 2019 ***** | \$ <u>-</u> (C6) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)] | \$ <u>2,704,907.34</u> (U1) |

SECTION 3

| | |
|---|----------------------------|
| Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER - 0 - | \$ <u>1,983,699.00</u> (E) |
|---|----------------------------|

Recapitulation of Excess Surplus as of June 30, 2020:

| | |
|--|----------------------------|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** | \$ <u>497,159.73</u> (C3) |
| Reserved Excess Surplus *** | \$ <u>1,983,699.00</u> (E) |
| Total [(C3) + (E)] | \$ <u>2,480,858.73</u> (D) |

**STAFFORD TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2020**

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

Detail of Allowable Adjustments

| | | | |
|--|----|-----------|------|
| Impact Aid | \$ | - | (H) |
| Sale & Lease-back | \$ | - | (I) |
| Extraordinary Aid | \$ | - | (J1) |
| Additional Nonpublic School Transportation Aid | \$ | 14,785.00 | (J2) |
| Current Year School Bus Advertising Revenue Recognized | \$ | | (J3) |
| Family Crisis Transportation Aid | \$ | | (J4) |
| | | | |
| Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)] | \$ | 14,785.00 | (K) |

** This amount represents the June 30, 2020 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2020 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

**** Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

Detail of Other Restricted Fund Balance

| | | | |
|---|----|--------------|------|
| Statutory restrictions: | | | |
| Approved unspent separate proposal | \$ | - | |
| Sale/lease-back reserve | \$ | - | |
| Capital reserve | \$ | 4,363,515.41 | |
| Maintenance reserve | \$ | 1,288,842.04 | |
| Emergency reserve | \$ | 250,000.00 | |
| Tuition reserve | \$ | - | |
| School Bus Advertising 50% Fuel Offset Reserve – current year | \$ | - | |
| School Bus Advertising 50% Fuel Offset Reserve –prior year | \$ | - | |
| Impact Aid General Fund Reserve (Sections 8002 and 8003) | \$ | - | |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008) | \$ | - | |
| Other state/government mandated reserve | \$ | - | |
| [Other Restricted Fund Balance not noted above] **** | \$ | | |
| | | | |
| Total Other Restricted Fund Balance | \$ | 5,902,357.45 | (C4) |

AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2020
STAFFORD TOWNSHIP SCHOOL DISTRICT

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
None.

{THIS PAGE IS INTENTIONALLY LEFT BLANK}