

**TOWN OF BOONTON SCHOOL DISTRICT
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2021**

**TOWN OF BOONTON SCHOOL DISTRICT
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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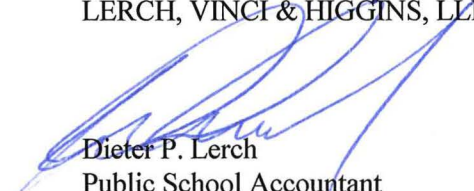
Honorable President and Members
of the Board of Education
Town of Boonton School District
Boonton, New Jersey

We have audited in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Town of Boonton School District as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated February 2, 2022.

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

This report is intended solely for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,
LERCH, VINCI & HIGGINS, LLP



Dieter P. Lerch
Public School Accountant
PSA Number CS00756

Fair Lawn, New Jersey
February 2, 2022

**TOWN OF BOONTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Superintendent of Schools, 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, "Schedule of Insurance", as presented in the District's Comprehensive Annual Financial Report (the "CAFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Steven Gardberg	Board Secretary/School Business Administrator	\$250,000
Judith Favino	Treasurer of School Monies	\$250,000

There is a Public Employees' Faithful Performance Blanket Position Bond with Western Surety Company covering all other employees with multiple coverage of \$100,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with *N.J.A.C. 6A:23A-17.1(f)3*.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review revealed minor discrepancies with respect to signature certification, proper itemization or supporting documentation. Due to the immaterial nature of these discrepancies, no audit recommendation is warranted.

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 payroll taxes were deposited in the Payroll Agency Account.

**TOWN OF BOONTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

The District filed the required Certification (ECERT1) of Compliance with requirements for income tax compensation of certain administration with the NJ Department of Treasury by the March 15 due date.

Payrolls were certified by the Board President, Board Secretary/School Business Administrator and Chief School Administrator.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23-8.3. As a result of the procedures performed, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Finding 2021-1: Our audit indicated that expenditures incurred in the Capital Projects Fund were not always charged to the appropriated budgetary line item.

Recommendation: Capital Projects Fund expenditures be charged to the proper line items in accordance with the State of New Jersey Uniform Minimum Chart of Accounts.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserve for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Board Secretary's Records

The minutes maintained by the Board Secretary were in good condition.

The financial records, books of account and minutes maintained by the Board Secretary were in satisfactory condition.

Finding 2021-2: Our audit indicated the original and final budget, as reflected on the District's revenue report, were not in agreement with the approved budget.

Recommendation: The anticipated revenues, as approved in the District budget, be properly reflected in the District's financial reporting system.

The prescribed contractual order system was followed.

Acknowledgment of the Board's receipt of the Board Secretary's monthly financial reports was included in the minutes.

The Board Secretary's and Treasurer's monthly financial reports were presented to the Board on a timely basis and were submitted to the Executive County Superintendent as prescribed by N.J.S.A. 18:17-9 and 18A :17-36.

**TOWN OF BOONTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Financial Planning, Accounting and Reporting (Continued)

Treasurer's Records

The Treasurer did perform cash reconciliations for all accounts required.

All cash receipts were promptly deposited.

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 within the Special Revenue section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Titles I, II and III of the Elementary and Secondary Education Act, as amended.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and Exhibit K-4 located in the Single Audit Section of the CAFR.

Our examination 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 contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

I.D.E.A. Part B

Separate accounting records were maintained for each approved project. Grant application approvals and acceptance of grant funds were made by Board resolution.

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

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

The amount of the expenditure for reimbursement to 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.

Non-Public State Aid

Project Completion Reports were finalized and transmitted to the department by the due date.

**TOWN OF BOONTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

School Purchasing Programs

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) on \$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 currently \$19,600.

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 19761, c. 198 (C.40A:11-9), the Board of Education may establish that the bid threshold may be up to \$40,000. 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. The Board has designated the Business Administrator as the qualified purchasing agent.

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 Board 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.

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. Our examination did reveal, however, that purchases were made through the use of State contracts.

Finding 2021-3: Our audit indicated that the District acquired a backhoe through the use of a vendor for which a business registration certification was not obtained by the District.

Recommendation: In all instances, Business Registration Certificates be obtained for all vendors being paid for providing goods and/or services to the District.

School Food Service

Public Health Emergency

In accordance with the Governor's Declaration of Emergency pertaining to COVID-19, 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 eligible students during the period of school closures.

During 2020-2021, the public health emergency was still applicable. As a result, School Food Service Authorities (SFAs) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP) option.

SFA's 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 SFA's were also authorized to submit contract modifications to their existing cost reimbursable or fixed price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFA's 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 students during the emergency.

**TOWN OF BOONTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

School Food Service (Continued)

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 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. 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.

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

We inquired of management about the public health emergency procedures/practices that the SFA instituted to provide meals to all 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. We also inquired if the FSMC received a loan in accordance with the Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

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

Student Body Activity

The Board has a policy, which clearly established the regulation of student activity funds.

Cash receipts and disbursements records were maintained for student activity funds.

Finding 2021-4: Our audit indicated that the Board approved a new bank account during the 2020/21 fiscal year for the acceptance of funds for various activities through Venmo.

Recommendation: The Board approve a formal policy for the utilization and financial reporting of transactions occurring in the District's Venmo bank account.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2020 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 results of our procedures are presented in the Schedule of Audited Enrollments.

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

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

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2020-21 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with an immaterial exception noted. The results of our procedures are presented in the schedule of audited enrollments.

Our procedures included a review of transportation related contracts and purchases.

**TOWN OF BOONTON SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Facilities and Capital Assets

Our procedures included a review of the District's capital assets and related capital projects for consistency in the awarding of contracts for eligible facilities construction.

Miscellaneous

Testing for Lead of all Drinking Water in Educational Facilities

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

Follow-up Prior Year Findings

In accordance with government standards, our procedures included a review of all prior year recommendations.

**TOWN OF BOONTON SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Not Applicable

**TOWN OF BOONTON SCHOOL DISTRICT
FOOD SERVICE FUND
NET CASH RESOURCE SCHEDULE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

		Food Service	
<u>Net Cash Resources:</u>			
CAFR	*	Current Assets	
B-4		Cash	\$ 10,282
B-4		Intergovernmental Receivables	79,064
B-4		Accounts Receivable	10,754
B-4		Due from Other Funds	
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(21,112)
B-4		Less Due to Other Funds	(80,015)
B-4		Less Unearned Revenue	(11,838)
		Net Cash Resources	\$ (12,865) (A)
<u>Net Adj. Total Operating Expense:</u>			
B-5		Total Operating Expenses	314,091
B-5		Less Depreciation	(16,890)
		Adj. Tot. Oper. Exp.	\$ 297,201 (B)
<u>Average Monthly Operating Expense:</u>			
		B / 10	\$ 29,720 (C)
<u>Three times monthly Average Operating Expense:</u>			
		3 X C	\$ 89,160 (D)

TOTAL IN BOX A	\$	(12,865)	
LESS TOTAL IN BOX D	\$	(89,160)	
NET	\$	(102,025)	
Net Cash Resources Did Not Exceed Three Months Expenditures.			

**BOONTON BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 15, 2020**

	2021/2022 Application for State School Aid						Sample for Verification						Private Schools for Disabled				
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Register On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Half Day Preschool - 3 years	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool - 3 years	54	-	54	-	-	-	25	-	25	-	-	-	-	-	-	-	-
Half Day Preschool - 4 years	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool - 4 years	50	-	50	-	-	-	24	-	24	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	58	-	58	-	-	-	58	-	58	-	-	-	-	-	-	-	-
1st Grade	63	-	63	-	-	-	63	-	63	-	-	-	-	-	-	-	-
2nd Grade	57	-	57	-	-	-	57	-	57	-	-	-	-	-	-	-	-
3rd Grade	60	-	60	-	-	-	60	-	60	-	-	-	-	-	-	-	-
4th Grade	73	-	73	-	-	-	73	-	73	-	-	-	-	-	-	-	-
5th Grade	63	-	63	-	-	-	63	-	63	-	-	-	-	-	-	-	-
6th Grade	56	-	56	-	-	-	56	-	56	-	-	-	-	-	-	-	-
7th Grade	72	-	72	-	-	-	72	-	72	-	-	-	-	-	-	-	-
8th Grade	72	-	72	-	-	-	72	-	72	-	-	-	-	-	-	-	-
9th Grade	120	-	120	-	-	-	120	-	120	-	-	-	-	-	-	-	-
10th Grade	110	-	110	-	-	-	110	-	110	-	-	-	-	-	-	-	-
11th Grade	145	13	145	13	-	-	132	13	132	13	-	-	-	-	-	-	-
12th Grade	121	6	121	6	-	-	115	6	115	6	-	-	-	-	-	-	-
Subtotal	1,174	19	1,174	19	-	-	1,100	19	1,100	19	-	-	-	-	-	-	-
Spec Ed - Elementary	91	-	91	-	-	-	42	-	42	-	-	-	4	3	3	-	-
Spec Ed - Middle School	51	-	51	-	-	-	51	-	51	-	-	-	3	3	3	-	-
Spec Ed - High School	119	9	119	9	-	-	110	9	110	9	-	-	11	10	10	-	-
Subtotal	261	9	261	9	-	-	203	9	203	9	-	-	18	16	16	-	-
Totals	1,435	28	1,435	28	-	-	1,303	28	1,303	28	-	-	18	16	16	-	-
Percentage Error					<u>0.00%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>	

**BOONTON BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 15, 2020**

	Low Income			Sample for Verification			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 Application and Register	Sample Errors	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool (3 Yrs)	-	-	-				-	-	-	-	-	-
Full Day Preschool (3 Yrs)	9	9	-	1	1	-	-	-	-	-	-	-
Half Day Preschool (4 Yrs)	-	-	-				-	-	-	-	-	-
Full Day Preschool (4 Yrs)	13	13	-	2	2	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-				-	-	-	-	-	-
Full Day Kindergarten	14	14	-	2	2	-	1	1	-	1	1	-
1st Grade	21	21	-	3	3	-	7	7	-	5	5	-
2nd Grade	27	27	-	4	4	-	8	8	-	6	6	-
3rd Grade	16	16	-	2	2	-	6	6	-	5	5	-
4th Grade	29	29	-	4	4	-	4	4	-	3	3	-
5th Grade	21	21	-	3	3	-	5	5	-	4	4	-
6th Grade	21	21	-	3	3	-	2	2	-	2	2	-
7th Grade	24	24	-	3	3	-	-	-	-	-	-	-
8th Grade	26	26	-	3	3	-	5	5	-	4	4	-
9th Grade	37	37	-	5	5	-	1	3	(2)	1	1	-
10th Grade	25	25	-	3	3	-	2	-	2	-	-	-
11th Grade	40	40	-	5	5	-	5	4	1	3	3	-
12th Grade	29	29	-	4	4	-	2	2	-	2	2	-
Subtotal	352	352	-	47	47	-	48	47	1	36	36	-
Spec Ed - Elementary	23	23	-	3	3	-	4	4	-	3	3	-
Spec Ed - Middle School	52	52	-	7	7	-	4	4	-	3	3	-
Spec Ed - High School	49	49	-	6	6	-	1	2	(1)	1	1	-
Subtotal	124	124	-	16	16	-	9	10	(1)	7	7	-
Totals	476	476	-	63	63	-	57	57	-	43	43	-
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
Regular - Public Schools	33	33	-	28	28	-
Transported - Non-Public	-	-	-			-
Regular - Spec.	14	13	1	12	12	-
Special Needs - Public	22	22	-	19	16	3
Totals	69	68	1	59	56	3
		<u>1.45%</u>			<u>5.08%</u>	

**BOONTON BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID (A.S.S.A.)
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 15, 2020**

	LEP Not 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 Register	Sample Errors
Half Day Preschool (3 Yrs)	-	-	-	-	-	-
Full Day Preschool (3 Yrs)	-	-	-	-	-	-
Half Day Preschool (4 Yrs)	-	-	-	-	-	-
Full Day Preschool (4 Yrs)	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-
1st Grade	2	2	-	1	1	-
2nd Grade	4	4	-	3	3	-
3rd Grade	-	-	-	-	-	-
4th Grade	1	1	-	1	1	-
5th Grade	1	1	-	1	1	-
6th Grade	-	-	-	-	-	-
7th Grade	-	-	-	-	-	-
8th Grade	-	-	-	-	-	-
9th Grade	2	2	-	-	-	-
10th Grade	3	3	-	1	1	-
11th Grade	4	4	-	1	1	-
12th Grade	4	4	-	1	1	-
Subtotal	<u>21</u>	<u>21</u>	<u>-</u>	<u>9</u>	<u>9</u>	<u>-</u>
Spec Ed - Elementary	2	2	-	1	1	-
Spec Ed - Middle School	-	-	-	-	-	-
Spec Ed - High School	2	2	-	1	1	-
Subtotal	<u>4</u>	<u>4</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>-</u>
Totals	<u>25</u>	<u>25</u>	<u>-</u>	<u>11</u>	<u>11</u>	<u>-</u>
Percentage Error		<u>0.00%</u>			<u>0.00%</u>	

**TOWN OF BOONTON SCHOOL DISTRICT
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

2020-21 Total General Fund Expenditures per the CAFR (Exhibit C-1)	\$ 34,245,124	
Increased by:		
Transfer to Special Revenue Fund - Preschool Program	90,442	
Decreased by:		
On-Behalf TPAF Pension & Social Security	<u>(5,546,027)</u>	
Adjusted 2020-21 General Fund Expenditures		<u>\$ 28,789,539</u>
4% of Adjustment 2020-21 General Fund Expenditures	\$ 1,151,582	
Increased by: Allowable Adjustment - Extraordinary Aid	<u>255,955</u>	
Maximum Unassigned Fund Balance		<u>\$ 1,407,537</u>
Total General Fund - Fund Balance at June 30, 2021 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 2,527,208	
Decreased by:		
Year End Encumbrances	35,153	
Designated for Subsequent Year's Expenditures	-	
Other Restricted Fund Balance - Unemployment Reserve	26,727	
Other Restricted Fund Balance - FFCRA/SEMI	4,385	
Other Restricted Fund Balance - Capital/Tuition Reserve	<u>1,142,380</u>	
Total Unassigned Fund Balance		<u>\$ 1,318,563</u>
Restricted Fund Balance - Excess Surplus		<u>\$ -</u>

**TOWN OF BOONTON SCHOOL DISTRICT
RECOMMENDATIONS**

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Capital Projects Fund expenditures be charged to the proper line items in accordance with the State of New Jersey Uniform Minimum Chart of Accounts.
2. The anticipated revenues, as approved in the District budget, be properly reflected in the District's financial reporting system.

III. School Purchasing Program

3. It is recommended that, in all instances, Business Registration Certificates be obtained for all vendors being paid for providing goods and/or services to the District.

IV. School Food Services

There are none.

V. Student Body Activity

4. It is recommended that the Board approve a formal policy for the utilization and financial reporting of transactions occurring in the District's Venmo bank account.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

**TOWN OF BOONTON SCHOOL DISTRICT
RECOMMENDATIONS**


IX. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations. Corrective action was taken on all prior year recommendations.

ACKNOWLEDGEMENT

We received the complete cooperation of all the officials of the school district and would like to thank the Business Office, Superintendent's Office and their staff for the courtesies extended to us.

Respectfully submitted,
LERCH, VINCI & HIGGINS, LLP



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