

**TOWNSHIP OF DENNIS
BOARD OF EDUCATION**

**AUDITORS MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021**

DENNIS TOWNSHIP SCHOOL DISTRICT

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REPORT OF INDEPENDENT AUDITORS

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

We have audited, in accordance with generally accepted audit standards and **Government Auditing Standards** issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Township of Dennis School District in the County of Cape May for the year ended June 30, 2021, and have issued our report thereon dated January 31, 2022.

As part of our audit, we performed procedures required by the Division of Administration and Finance, 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 issued in conjunction with the Comprehensive Annual Financial Report of the Board of Education of the Township of Dennis School District, for the year ended June 30, 2021 and is intended for the information 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.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant
No. 915
January 31, 2022

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|-----------------|---|---------------|
| Paige Rumaker | School Board Administrator / Board Secretary | \$ 10,000 |
| Kelly Brazelton | Treasurer of School Moneys | \$ 210,000 |

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.

District Internal Control Policies

District boards of education and administration are responsible for developing internal controls policies and procedures and maintaining a strong internal control environment. NJAC 6A:23A-6.4 requires that the district's internal control policies include specific requirements at NJAC 6A:23A-6.5 through 6.13.

All Internal Control Policies were found in accordance with NJAC 6A:23A-6.5 through 6.13.

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.

Financial Planning, Accounting and Reporting (Continued)

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 School Business Administrator/Board Secretary, and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund, with the exception of the following:

Finding: 2021-1 (CAFR Finding 2021-1)

The payroll agency account required numerous adjustments to be reflected as part of the audit.

Recommendation:

Procedures to maintain the payroll agency records should be reviewed and revised in order to provide accurate balances throughout the year and reconciled to the bank account at year-end.

Payrolls were delivered to the treasurer of school moneys with a warrant made to his order for the full amount of each payroll.

Employee Position Control Roster

An inquiry and subsequent review of the Position Control Roster did not find discrepancies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2021 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 reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for proprietary and to determine that goods were received and services were rendered as of June 30, 2021. Our review did not indicate any material discrepancies with respect to classification of orders.

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

No exceptions noted.

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:23A-8.3. As a result of the procedures performed, an error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings - None

B. Administrative Classification Findings - None

Financial Planning, Accounting and Reporting (Continued)

Board Secretary's Records

The financial records, books of accounts maintained by the Secretary were in satisfactory condition.

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

Monthly financial certificates of the Board Secretary and Board of Education for positive line item account status certifications (N.J.A.C. 6:2-2.13) were performed. Budgetary line item account transfers were approved monthly to cover any anticipated deficits.

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

The School District does not use credit cards.

The School District maintained the appropriate cumulative monthly transfer report.

Certification of Income Tax Compliance

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

Treasurer's Records

The Treasurer prepared cash reconciliations for the general operating account, payroll account and payroll agency account per N.J.S.A. 18A:17-9.

The Treasurer's report agreed with the records of the Board Secretary.

All cash receipts were promptly deposited. (N.J.S.A. 18A:17-34, 18A:17-9.1)

The Treasurer filed her reports in a timely manner.

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

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, II-A, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our audit of the E.S.E.A. 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 study of compliance for E.S.E.A. indicated that all E.S.E.A. programs were in compliance.

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 Special Revenue Section of the **CAFR**. This section of the **CAFR** documents the financial position pertaining to the aforementioned special projects. The study of compliance for special projects indicated no areas of noncompliance.

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 were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Reports for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 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.

Nonpublic State Aid

The study of compliance for Nonpublic Aid did not indicate any discrepancies. The district received the final year end reports from the servicing agency after year-end but in time for adjustment as part of the audit.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general are available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature (<http://www.njleg.state.nj.us/>) website.

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) and \$32,000 (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 for 2020-2021.

The District 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 Solicitor's opinion should be sought before a commitment is made.

Based on the results of our examination, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions 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.

The review of contracts and agreements did not disclose any areas of statutory noncompliance.

Although a particular contract is exempt from the formal requirements of public advertising and competitive bidding, N.J.S.A. 18A:18A-37 requires that quotations be obtained, whenever practical, for any contract less than the bid threshold but 15% or more of that amount, except for contracts for professional services. All contracts and agreements, which are subject to quotations, shall be awarded on the basis of the lowest responsible quotation received, which is most advantageous to the Board of Education, price and other factors considered. Our examination indicated that the Board of Education complied with these provisions.

School Food Service

PUBLIC HEALTH EMERGENCY

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency 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 eligible students during the period of school closures.

During SY 2020-2021 the public health emergency was still applicable. As a result, School Food 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.

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 all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

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 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 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 not purchased, prepared, sold, or offered for sale. No exceptions noted.

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.

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

Latchkey Program

Exhibits reflecting Latchkey Program operations are included in the section entitled Enterprise Fund. The records maintained for the latchkey program were in satisfactory condition.

Student Body Activities

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

Cash receipts and disbursements journals were maintained in good condition and reconciled to the monthly bank statements.

Deposits were traceable to the bank and made on a timely basis. Expenditures were supported by invoices and other documentation.

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 handicapped, low-income, and bilingual. 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 also verified to the school registers 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.

Pupil Transportation N/A for Charter Schools

Our audit procedures included a test of on roll status reported in the 2020-2021 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 DRTRS Eligibility Summary Report was compared to the County Summary Report. All items were in agreement. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures 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

As part of the GASB 34 reporting format, fixed assets are recorded in accordance with GAAP, including a provision for depreciation expense.

Finding: 2021-2 (CAFR Finding 2021-2)

Fixed Assets were not accurately updated for inclusion of the activity in the annual CAFR.

Recommendation:

Procedures to analyze fixed asset transactions for submission to the outside vendor necessary to acquire a fixed asset report should be reviewed in order to provide sufficient time to provide an accurate accounting of fixed assets and the related depreciation.

Testing for Lead of all Drinking Water in Educational Facilities

The school district adhered to all the requirements of NJAC 26-1.2 and 12.4 related to the 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 on Prior Years' Findings

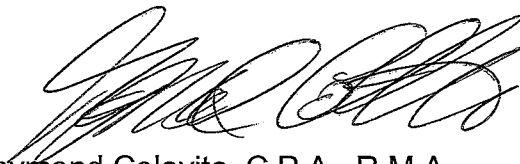
A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.

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,

NIGHTLINGER, COLAVITA & VOLPA, P.A.

A handwritten signature in black ink, appearing to read 'Raymond Colavita', is written over the printed name.

Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant
No. 915

SCHEDULE OF AUDITED ENROLLMENTS

**DENNIS TOWNSHIP BOARD OF EDUCATION
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

| | 2021-2022 APPLICATION FOR STATE SCHOOL AID (10/15/20 DATA) | | | | | | 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 Registers On Roll | | Errors per Registers On Roll | | Reported On A.S.S.A. as Private Schools | | Sample for Verification | Sample Verified | Sample Errors |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | | | | | |
| | | | | | | | | | | | | | | | | | |
| Half Day Preschool 3 Years Old | 18 | | 18 | | | | | 6 | | 6 | | | | | | | |
| Half Day Preschool 4 Years Old | 50 | | 50 | | | | | 16 | | 16 | | | | | | | |
| Full Day Kindergarten | 59 | | 59 | | | | | 19 | | 19 | | | | | | | |
| One | 54 | | 54 | | | | | 18 | | 18 | | | | | | | |
| Two | 57 | | 57 | | | | | 19 | | 19 | | | | | | | |
| Three | 45 | | 45 | | | | | 15 | | 15 | | | | | | | |
| Four | 45 | | 45 | | | | | 15 | | 15 | | | | | | | |
| Five | 56 | | 56 | | | | | 18 | | 18 | | | | | | | |
| Six | 38 | | 38 | | | | | 12 | | 12 | | | | | | | |
| Seven | 42 | | 42 | | | | | 14 | | 14 | | | | | | | |
| Eight | 38 | | 38 | | | | | 12 | | 12 | | | | | | | |
| Nine | | | | | | | | | | | | | | | | | |
| Ten | | | | | | | | | | | | | | | | | |
| Eleven | | | | | | | | | | | | | | | | | |
| Twelve | | | | | | | | | | | | | | | | | |
| Post-Graduate | | | | | | | | | | | | | | | | | |
| Adult H.S. (15+CR.) | | | | | | | | | | | | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | | | | | | | | | | | | |
| Subtotal | 502 | 0 | 502 | 0 | 0 | 0 | 0 | 164 | 0 | 164 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Ed - Elementary | 60 | | 60 | | 0 | | | 20 | | 20 | | | | 1 | 1 | 1 | |
| Special Ed - Middle | 42 | | 42 | | 0 | | | 14 | | 14 | | | | | | | |
| Special Ed - High | | | | | | | | | | | | | | | | | |
| Subtotal | 102 | 0 | 102 | 0 | 0 | 0 | 0 | 34 | 0 | 34 | 0 | 0 | 0 | 1 | 1 | 1 | 0 |
| Totals | 604 | 0 | 604 | 0 | 0 | 0 | 0 | 198 | 0 | 198 | 0 | 0 | 0 | 1 | 1 | 1 | 0 |
| Percentage Error | | | | | <u>0.00%</u> | <u>0.00%</u> | | | | <u>0.00%</u> | <u>0.00%</u> | | | | | <u>0.00%</u> | |

SCHEDULE OF AUDITED ENROLLMENTS

DENNIS TOWNSHIP BOARD OF EDUCATION
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

| | <u>Resident LEP NOT Low Income</u> | | | <u>Sample for Verification</u> | | |
|-------------------------|---|---|---------------|--|---|--------------------------------|
| | <u>Report On</u> <u>A.S.S.A. as</u> <u>NOT Low</u> <u>Income</u> | <u>Report On</u> <u>Workpapers as</u> <u>NOT Low</u> <u>Income</u> | <u>Errors</u> | <u>Sample</u> <u>Selected From</u> <u>Workpapers</u> | <u>Verified to</u> <u>Application</u> <u>and Register</u> | <u>Sample</u> <u>Errors</u> |
| Half Day Preschool | | | | | | |
| Full Day Kindergarten | | | | | | |
| One | | | | | | |
| Two | | | | | | |
| Three | | | | | | |
| Four | | | | | | |
| Five | | | | | | |
| Six | | | | | | |
| Seven | | | | | | |
| Eight | | | | | | |
| Nine | | | | | | |
| Ten | | | | | | |
| Eleven | | | | | | |
| Twelve | | | | | | |
| Post Graduate | | | | | | |
| Adult H.S. (15+CR.) | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Ed - Elementary | | | | | | |
| Special Ed - Middle | | | | | | |
| Special Ed - High | | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 |
| Co. Voc. - Regular | | | | | | |
| Co. Voc. Ft. Post Sec. | | | | | | |
| Totals | 0 | 0 | 0 | 0 | 0 | 0 |
| Percentage Error | | | <u>0.00%</u> | | | <u>0.00%</u> |

DENNIS TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

SECTION 1

A. 4% Calculation of Excess Surplus

| | | |
|--|-----------------------------|---------------------------|
| 2020-2021 Total General Fund Expenditures per the CAFR, Ex. C-1 | \$ <u>15,997,371</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> </u> | (B1c) |
| Transfer from General Fund to SRF for PreK-Inclusion | <u>304,008</u> | (B1d) |
| Decreased by: | | |
| On-Behalf TPAF Pension & Social Security | <u>2,099,146</u> | (B2a) |
| Assets Acquired Under Capital Leases | <u> </u> | (B2b) |
| Adjusted 2020-2021 General Fund Expenditures [(B)+(B1s)-(B2s)] | <u>14,202,233</u> | (B3) |
| 4% of Adjusted 2020-2021 General Fund Expenditures [(B3) times .04] | <u>568,089</u> | (B4) |
| Enter Greater of (B4) or \$250,000 | <u>568,089</u> | (B5) |
| Increased by: Allowable Adjustment* | <u>118,297</u> | (K) |
| Maximum Unassigned/Undesignated-Unreserved Fund Balance[(B5)+(K)] | | \$ <u>686,386</u> (M) |

SECTION 2

| | | |
|---|---------------------|----------------------------|
| Total General Fund - Fund Balances @ 6-30-21 (Per CAFR Budgetary Comparison Schedule C-1) | \$ <u>3,856,652</u> | (C) |
| Decreased by: | | |
| Year-end Encumbrances | <u>17,563</u> | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures (Capital, Maintenance & Emergency Reserves) | <u>534,000</u> | (C2) Cap. & Maint. |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures** | <u>474,594</u> | (C3) |
| Other Restricted Fund Balances**** | <u>1,883,419</u> | (C4) |
| Assigned Fund balance Unreserved - Designated for Subsequent Year's Expenditures | <u>84,100</u> | (C5) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | | \$ <u>862,906</u> (U1) |

DENNIS TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

SECTION 3

Restricted Fund Balance- Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 176,520 (E)

Recapitulation of Excess Surplus as of June 30, 2021

| | |
|---|------------------------------|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures** | 474,594 (C3) |
| Reserved Excess Surplus ***[(E)] | <u>176,520 (E)</u> |
| Total Excess Surplus [(C3) + (E)] | \$ <u>651,114 (D)</u> |

Footnotes:

- * Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
 - (H) Federal Impact Aid. The passage of P.L. 2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve-General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
 - (I) Sale & Lease-Back (Refer to the Audit Program Section II, Chapter 10);
 - (J1) Extraordinary Aid;
 - (J2) Additional Nonpublic School Transportation Aid;
 - (J3) Recognized current year School Bus Advertising Revenue; and
 - (J4) Family Crisis Transportation Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

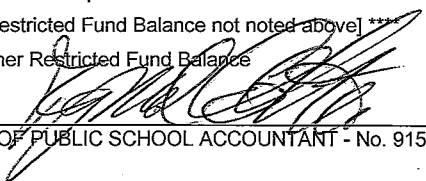
| | |
|--|------------------------------|
| Impact Aid | \$ _____ (H) |
| Sale & Lease-Back | _____ (I) |
| Extraordinary Aid | <u>112,070 (J1)</u> |
| Additional Nonpublic School Transportation Aid | <u>6,227 (J2)</u> |
| Current Year School Bus Advertising Revenue Recognized | _____ (J3) |
| Family Crisis Transportation Aid | _____ (J4) |
| Total Adjustments [(H) + (I) + (J1) + (J2) + (J3) + (J4)] | \$ <u>118,297 (K)</u> |

- ** This amount represents the June 30, 2021 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.
- *** Amounts must agree to the June 30, 2021 CAFR and 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 Administration and Finance prior to September 30.

Detail of Other Restricted Fund Balance

| | |
|---|---------------------------------|
| Statutory restrictions: | |
| Approved unspent separate proposal | \$ _____ |
| Sale/lease-back reserve | _____ |
| Capital reserve | <u>830,760</u> |
| Maintenance reserve | <u>802,659</u> |
| Emergency Reserve | <u>250,000</u> |
| 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 8007 and 8008) | _____ |
| Impact Aid General Fund Reserve (Sections 8002 and 8003) | _____ |
| Other state/government mandated reserve | _____ |
| Reserve for Unemployment Fund | _____ |
| [Other Restricted Fund Balance not noted above] **** | _____ |
| Total Other Restricted Fund Balance | \$ <u>1,883,419 (C4)</u> |

SIGNATURE OF PUBLIC SCHOOL ACCOUNTANT - No. 915



AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2021
Dennis Township School District

Recommendations:

1. Administrative Practices and Procedures - None

2. Financial Planning, Accounting and Reporting

Finding: 2021-1 (CAFR Finding 2021-1)

Procedures to maintain the payroll agency records should be reviewed and revised in order to provide accurate balances throughout the year and reconciled to the bank account at year-end.

3. School Purchasing Programs - None

4. School Food Service - None

5. Student Body Activities - None

6. Application for State School Aid - None

7. Charter School Enrollment System(CHE) (Applicable to audits of charter schools)

None

8. Pupil Transportation - None

9. Facilities and Capital Assets

Finding: 2021-2 (CAFR Finding 2021-2)

Procedures to analyze fixed asset transactions for submission to the outside vendor necessary to acquire a fixed asset report should be reviewed in order to provide sufficient time to provide an accurate accounting of fixed assets and the related depreciation.

10. Miscellaneous - None

11. Status of Prior Year Audit Findings/Recommendations

12. A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.