

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT

BOARD OF EDUCATION

COUNTY OF MONMOUTH, NEW JERSEY

AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE

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REPORT OF INDEPENDENT AUDITOR

Honorable President and
Members of the Board of Education
Manalapan-Englishtown Regional School District
County of Monmouth, 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 Manalapan-Englishtown Regional School District in the County of Monmouth for the year ended June 30, 2021, and have issued our report thereon dated January 24, 2022.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the finding 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 Manalapan-Englishtown Board of Education'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,

Jump, Perry and Company, L.L.P.
Toms River, New Jersey



Kathryn Perry, Partner
Public School Accountant
No. CS 20CS00226400

January 24, 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 school district 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>
Veronica Wolf	Business Administrator/ Board Secretary	\$ 400,000
Michael Sloan	Assistant Business Administrator/ Assistant Board Secretary	\$ 200,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$250,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. Our comparison revealed that tuition appeared to be charged correctly.

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, the 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.

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

A review of the Position Control Roster was made and found that proper and consistent financial reporting, and that employee benefits are offered only to current employees and their eligible relations.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2021 for proper classification of orders as reserve for encumbrances and accounts payable.

Travel

No findings.

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, a transaction error rate of 0.00 percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

Our review of the financial and accounting records maintained by the board secretary disclosed the following items.

No findings.

Treasurer's Records

The following items were noted during our review of the records of the Treasurer.

No findings.

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 the Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Schedule K-3 and Schedule K-4 located in the CAFR.

Other Special Federal and/or State Projects (cont'd)

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.

T.P.A.F. Reimbursement

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

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) 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 subsequent to the end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

1. 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 possesses a qualified purchasing agent certificate pursuant to subsection b. of section 9 of P.L.1971, c.198 (C.40A:11-9) 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.
2. 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 the 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.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.

School Purchasing Programs (Cont'd)
Contracts and Agreements Requiring Advertisement for Bids (cont'd)

Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

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."

The bid threshold 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 \$19,600 for 2020-2021.

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 solicitor's opinion should be sought before a commitment is made.

The results of our 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.

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

School Food Service

COVID - 19 EMERGENCY

In accordance with the Governor's Declaration of Emergency pertaining to the COVID 19 Virus all Public, Charter, 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.

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 (SS) or the Summer Food Service Program (SFSP) option.

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 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 free and reduced price meal eligible students during the emergency.

School Food Service (cont'd)

The school food service program was selected as a major federal program. The program expenditures also exceeded \$100,000 in 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.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records were reviewed on a test-check basis. No exceptions were noted.

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

The district utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC Cost Reimbursable Fixed Price or NonCompetitive Emergency Procurement contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$40,000. The operating results provision has been met.

All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed, and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

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

The SFA recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

The FSMC did not apply for and receive a loan in accordance with the Payroll Protection Plan and did not use the funds to pay for costs applicable to the Food Service Programs.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. No exceptions were noted.

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

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

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

School Food Service (cont'd)

We 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 costs of goods sold.

Finding 2022-01:

Net cash resources did exceed three months average expenditures.

Recommendation:

It is recommended that steps be taken to ensure that net cash resources do not exceed three months average expenditures.

Follow-up on Prior Year Findings :

It is recommended that steps be taken to ensure that net cash resources do not exceed three months average expenditures. It was not corrected.

Student Body Activities

During our review of the student activity funds, no items were noted.

Application for State School Aid (ASSA)

Our audit procedures included a test of information reported on 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 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.

Pupil Transportation

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 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 procedure included a review of any transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

Miscellaneous

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.

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 Year Findings

N/A



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.

School Food Service

SCHEDULE OF MEAL COUNT ACTIVITY

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
National School Lunch (Regular Rate)	Paid	\$ -	-	-	-	0.33	\$ -
National School Lunch (Regular Rate)	Reduced	-	-	-	-	3.11	-
National School Lunch (Regular/SSO Rate)	Free	263,627	263,627	263,627	-	3.51	-
	TOTAL	<u>263,627</u>	<u>263,627</u>	<u>263,627</u>			<u>-</u>
National School Lunch	HHFKA - PB Lunch Only	<u>263,627</u>	<u>263,627</u>	<u>263,627</u>	-	0.07	<u>-</u>
School Breakfast (Regular Rate)	Paid	-	-	-	-	0	-
School Breakfast (Regular Rate)	Reduced	-	-	-	-	1.59	-
School Breakfast (Regular/SSO Rate)	Free	256,616	256,616	256,616	-	1.89	-
	TOTAL	<u>256,616</u>	<u>256,616</u>	<u>256,616</u>			<u>-</u>
Seamless Summer Option (SSO)	Breakfast	256,616	256,616	256,616	-	1.89	-
	Lunch	263,627	263,627	263,627	-	3.51	-
		<u>\$ 520,243</u>	<u>520,243</u>	<u>520,243</u>			<u>-</u>
Total Net Overclaim							<u>\$ -</u>

School Food Service

SCHEDULE OF MEAL COUNT ACTIVITY

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - STATE
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

<u>PROGRAM</u>	<u>MEAL</u> <u>CATEGORY</u>	<u>MEALS</u> <u>CLAIMED</u>	<u>MEALS</u> <u>TESTED</u>	<u>MEALS</u> <u>VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER)</u> <u>UNDER</u> <u>CLAIM (b)</u>
State Reimbursement -National School Lunch (Regular Rate)	Paid	\$ -	-	-	-	0.050	\$ -
State Reimbursement -National School Lunch (Regular Rate)	Reduced	-	-	-	-	0.055	-
State Reimbursement -National School Lunch (Regular Rate)	Free	107,423	107,423	107,423	-	0.055	-
State Reimbursement -National School Lunch (Regular Rate)	Free	156,204	156,204	156,204	-	0.255	-
	TOTAL	<u>263,627</u>	<u>263,627</u>	<u>263,627</u>			<u>-</u>
Seamless Summer Option (SSO) Lunch	Free	107,423	107,423	107,423	-	0.055	-
Lunch	Free	156,204	156,204	156,204	-	0.255	-
		<u>263,627</u>	<u>263,627</u>	<u>263,627</u>			<u>-</u>
Total Net Overclaim							<u>\$ -</u>

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE
Proprietary Funds - Food Service
June 30, 2021

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 1,013,901
B-4		Due from Other Gov'ts	6,562
B-4		Accounts Receivable	287,429
B-4		Investments	-
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(52,958)
B-4		Less Accruals	-
B-4		Less Due to Other Funds	(561,437)
B-4		Less Unearned Revenue	(58,771)
		Net Cash Resources	\$ 634,726 (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	\$ 1,662,370	
B-5	Less Depreciation	(33,744)	
	Adj. Tot. Oper. Exp.	\$ 1,628,626 (B)	

Average Monthly Operating Expense:

B / 10	\$ 162,863 (C)
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Three times monthly Average:

3 X C	\$ 488,589 (D)
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TOTAL IN BOX A	\$ 634,726
LESS TOTAL IN BOX D	\$ 488,589
NET	\$ 146,137

From above:

A is greater than D, cash exceeds 3 X average monthly operating expenses.
D is greater than A, cash does not exceed 3 X average monthly operating expenses.

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

SOURCE - USDA resource management comprehensive review form

SCHEDULE OF AUDITED ENROLLMENTS

**MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF 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 Registers 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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	300	-	300	-	-	-	23	-	23	-	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
One	397	-	397	-	-	-	30	-	30	-	-	-	-	-	-	-
Two	393	-	393	-	-	-	30	-	30	-	-	-	-	-	-	-
Three	482	-	482	-	-	-	37	-	37	-	-	-	-	-	-	-
Four	477	-	477	-	-	-	36	-	36	-	-	-	-	-	-	-
Five	441	-	441	-	-	-	34	-	34	-	-	-	-	-	-	-
Six	494	-	494	-	-	-	38	-	38	-	-	-	-	-	-	-
Seven	483	-	483	-	-	-	37	-	37	-	-	-	-	-	-	-
Eight	499	-	499	-	-	-	38	-	38	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	3,966	-	3,966	-	-	-	303	-	303	-	-	-	-	-	-	-
Special Ed - Elementary	373	-	373	-	-	-	114	-	114	-	-	-	8	7	7	-
Special Ed - Middle School	272	-	272	-	-	-	83	-	83	-	-	-	11	9	9	-
Special Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	645	-	645	-	-	-	197	-	197	-	-	-	19	16	16	-
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	4,611	-	4,611	-	-	-	500	-	500	-	-	-	19	16	16	-
Percentage Error					0.00%	0.00%				0.00%	0.00%					0.00%

SCHEDULE OF AUDITED ENROLLMENTS

**MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

	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 Application and Register	Sample Errors	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	9	9	-	4	4	-	1	1	-	1	1	-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
One	23	23	-	11	11	-	-	-	-	-	-	-
Two	23	23	-	11	11	-	3	3	-	3	3	-
Three	34	34	-	16	16	-	1	1	-	1	1	-
Four	25	25	-	12	12	-	3	3	-	3	3	-
Five	36	36	-	17	17	-	3	3	-	3	3	-
Six	40	40	-	19	19	-	1	1	-	1	1	-
Seven	39	39	-	19	19	-	-	-	-	-	-	-
Eight	28	28	-	13	13	-	1	1	-	1	1	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	257	257	-	122	122	-	13	13	-	13	13	-
Special Ed - Elementary	57	57	-	27	27	-	4	4	-	3	3	-
Special Ed - Middle School	47	47	-	23	23	-	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	104	104	-	50	50	-	4	4	-	3	3	-
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
Totals	361	361	-	172	172	-	17	17	-	16	16	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation						Reg Avg. (Mileage)=Regular Including Grade PK students (Part A)	Reg Avg. (Mileage)=Regular Excluding Grade PK students (Part B)	Spec Avg.=Special Ed with Special Needs	Reported	Recalculated
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors					
Reg. - Public Schools, col. 1	2,406	2,406	-	236	236	-				4.1	4.1
Reg -SpEd, col. 4	282	282	-	28	28	-				4.1	4.1
Transported - ALL, col. 2 & Non-Public, Col. 3	159	159	-	16	16	-					
Special Ed Spec, col. 6	196	196	-	19	19	-					
Totals	3,043	3,043	-	299	299	-				5.6	5.6
Percentage Error						0.00%					

SCHEDULE OF AUDITED ENROLLMENTS

**MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Half Day Kindergarten	18	18	-	15	15	-
Full Day Kindergarten	-	-	-	-	-	-
One	12	12	-	10	10	-
Two	5	5	-	4	4	-
Three	6	6	-	5	5	-
Four	3	3	-	3	3	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-
Subtotal	<u>44</u>	<u>44</u>	<u>-</u>	<u>37</u>	<u>37</u>	<u>-</u>
Special Ed - Elementary	4	4	-	3	3	-
Special Ed - Middle School	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-
Subtotal	<u>4</u>	<u>4</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-
Totals	<u>48</u>	<u>48</u>	<u>-</u>	<u>40</u>	<u>40</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

Excess Surplus Calculation- Regular Districts/Charter School/Renaissance School Project

Section 1	Amount	Amount
A. 4% Calculation of Excess Surplus		
2020-21 Total General Fund Expenditures per the CAFR, Ex. C-1		\$ <u>95,124,397</u> (B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund		\$ _____ (B1a)
Transfer from Capital Reserve to Capital Projects Fund		\$ _____ (B1b)
Transfer from General Fund to SRF for PreK-Regular		\$ _____ (B1c)
Transfer from General Fund to SRF for PreK-Inclusion		\$ _____ (B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases	\$ _____ (B2a) \$ <u>15,189,175</u> (B2b)	
Adjusted 2020-21 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>79,520,222</u> (B3)	
4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04]	\$ <u>3,180,809</u> (B4)	
Enter Greater of (B4) or \$250,000	\$ <u>3,180,809</u> (B5)	
Increased by: Allowable Adjustment *	\$ <u>344,996</u> (K)	
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]		\$ <u>3,525,805</u> (M)

Section 2

Total General Fund - Fund Balances @ 6/30/2021 (Per CAFR Budgetary Comparison Schedule C-1)		
Decreased by:		
Year-end Encumbrances	\$ <u>24,904,955</u> (C)	
Legally Restricted – Designated for Subsequent Year’s Expenditures	\$ <u>1,851,095</u> (C1)	
Legally Restricted - Excess Surplus – Designated for Subsequent Year’s Expenditures **	\$ <u>500,000</u> (C2)	
Other Restricted Fund Balances ****	\$ <u>6,141,511</u> (C3)	
Assigned Fund Balance – Unreserved- Designated for Subsequent Year’s Expenditures	\$ <u>8,279,718</u> (C4)	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u>8,132,631</u> (U1)

Section 3	Amount	Amount
Restricted Fund Balance – Excess Surplus*** [(U1)–(M)] If Negative Enter -0		\$ <u>4,606,826</u> (E)
Recapitulation of Excess Surplus as of June 30, 2021		
Reserved Excess Surplus – Designated for Subsequent Year’s Expenditures **		\$ <u>6,141,511</u> (C3)

Section 1	Amount	Amount
Reserved Excess Surplus ***[(E)]		\$ 4,606,826 (E)
Total Excess Surplus [(C3) + (E)]		<u>\$ 10,748,337 (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 and 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	\$ 298,886 (J1)
Additional Nonpublic School Transportation Aid	\$ 46,110 (J2)
Current Year School Bus Advertising Revenue Recognized	\$ (J3)
Family Crisis Transportation Aid	\$ (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ 344,996 (K)

** This amount represents the June 30, 2021 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.

*** Amounts must agree to the June 30, 2021 CAFR and must agree to Audit Summary Line 90030.

**** Amount for Other Restricted 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	\$ 3,889,000
Maintenance reserve	\$ 3,500,000
Emergency reserve	\$
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	\$
(new) Reserve for Unemployment Fund	\$ 890,718
[Other Restricted Fund Balance not noted above]****	\$
 Total Other Restricted Fund Balance	 \$ 8,279,718(C4)

The following example illustrates the proper calculation of the 4 percent excess surplus for districts not required to use school-based budgeting (SBB). Note that the references (a), (b), etc. are for purposes of this illustration only.

Example:

The school district had total general fund expenditures (from exhibit C-1 of CAFR) of \$7,500,000. Included in the general fund expenditures were “On-Behalf State Aid Payments” (TPAF Pension & Social Security) of \$405,000 and Assets Acquired Under Capital Lease of \$182,000. General fund transfers to other funds not included in the general fund expenditures of the CAFR, but added to the calculation, Transfer from Capital Outlay to Capital Projects of \$60,000; Transfer from Capital Reserve to Capital Projects (augment SCC/SDA grant) of \$12,000; Trans. from General Fund to SRF for Preschool - Regular of \$10,000; and Trans. from General Fund to SRF for Preschool - Inclusion of \$5,000. The district received \$2,000 in federal impact aid revenue during 2020-21 and recognized \$1,000 of School Bus Advertising Revenue during 2020-21. The June 30, 2021 general ledger reflects that the district had the following: \$4,900 of year-end “other purposes” encumbrances reported in the “Committed” fund balance category (GASBS 54); \$9,000 legally restricted reported in the “Restricted” fund balance category (GASBS 54) from an unexpended 2019-20 additional spending proposal required to be designated/appropriated in the 2021-22 budget; \$45,000 reserved June 30, 2020 excess surplus required to be designated/appropriated in the 2021-22 budget reported in the “Restricted” fund balance category (GASBS 54); \$90,000 unreserved and designated in the 2021-22 budget reported in the “Assigned” fund balance category (GASBS 54); and \$395,000 unreserved/undesigned reported in the “Unassigned” fund balance category (GASBS 54) prior to calculating June 30, 2021 excess surplus.

2020-21 Total General Fund Expenditures			\$7,500,000	(a)
Increased by Applicable Operating transfers:	\$60,000	(b)		
Transfer from Capital Outlay to Capital Projects	12,000	(b)		
Transfer from Capital Reserve to Capital Projects	10,000	(b)		
Trans. from General Fund to SRF for Preschool (Regular)	5,000	(b)		
Trans. from General Fund to SRF for Preschool (Inclusion)				

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT
AUDIT RECOMMENDATION SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

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

Finding 2021-001:

It is recommended that steps be taken to ensure that net cash resources do not exceed three months average expenditures.

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 Findings/Recommendations

It was recommended that steps be taken to ensure that net cash resources do not exceed three months average expenditures. - Not corrected.