BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT <u>COUNTY OF MORRIS</u> <u>AUDITORS' MANAGEMENT REPORT ON</u> <u>ADMINISTRATIVE FINDINGS - FINANCIAL,</u> <u>COMPLIANCE AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2021</u>

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT <u>COUNTY OF MORRIS</u> <u>AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE</u> <u>FINDINGS - FINANCIAL,</u> <u>COMPLIANCE AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2021</u> <u>TABLE OF CONTENTS</u>

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Independent Member BKR International



October 22, 2021

The Honorable President and Members of the Board of Education Borough of Mount Arlington School District County of Morris, NJ

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Borough of Mount Arlington School District in the County of Morris for the fiscal year ended June 30, 2021, and have issued our report thereon dated October 22, 2021.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents. This letter does not affect our report dated October 22, 2021, on the financial statements of the Board.

We will review the status of the comments and suggestions during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions.

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

Nisiroccia LLP NISIVOCCIA LLP

Valerie A. Dolan

Valerie A. Dolan Licensed Public School Accountant #2526 Certified Public Accountant

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCALYEAR ENDED JUNE 30, 2021

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials in Office and Surety Bonds

Name	Position	Coverage
Tonya M. Flowers	School Business Administrator/Board Secretary (until 1/15/21)	\$ 300,000
Robin Tedesco	Interim School Business Administrator/Board Secretary (from 1/18/21)	\$ 300,000
Sharon Ruiz	Treasurer of School Money	\$ 300,000

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account and Position Control Roster

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

All payrolls approved by the Superintendent and were certified by the Board President, the Board Secretary/School Business Administrator and the Superintendent.

Salary withholdings were promptly remitted to the proper agencies including health benefits withholdings due to the general fund.

The required certification (ECERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents and business administrators) to the NJ Department of Treasury was filed in a timely manner.

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2021</u> (Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Reserve for Encumbrances and Accounts Payable

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

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, we reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A-23A-16.2(f). As a result of the procedures performed, no errors were found and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have noted no comments except as noted herein.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

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

The E.S.E.A. financial exhibits are contained herein within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title II, and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

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

Other Special Federal and/or State Projects

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

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

The financial exhibits are contained within the 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 the bi-weekly reimbursements filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2021 (Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2021. The reimbursement form was reviewed and based on these procedures, we have no comments except as noted herein.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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

- a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed "In a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- b. Commencing in the fifth year after the year in which P.L. 1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made"

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law"

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 \$19,600 for 2020-21.

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

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2021</u> (Continued)

School Purchasing Programs (Cont'd)

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. General compliance was noted.

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4, as amended.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

School Food Service

The school food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or the appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

Non-program foods were not purchased, prepared or offered for sale.

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 received a PPP loan.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> <u>FISCAL YEAR ENDED JUNE 30, 2021</u> (Continued)

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 exceptions. 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's written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 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. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

The District did not have any active SDA projects.

Travel Expenses

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations include requirements for the District to establish a maximum travel amount for the year and to ensure that the maximum amount is not exceeded. The regulations also require that all travel must be preapproved by the Board of Education and Superintendent and that a brief report detailing the key issues addressed at the travel event must be submitted after the travel event has occurred. No exceptions were noted in our review of travel expenses.

Testing for Lead of All Drinking Water in Educational Facilities

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE <u>AND PERFORMANCE</u> FISCAL YEAR ENDED JUNE 30, 2021 (Continued)

Management Suggestions

Governmental Accounting Standards Board (GASB) Statements

GASB Statement No. 87, *Leases*, is effective for the fiscal year ended June 30, 2022. Under this statement, the District will be required to recognize a lease liability and an intangible right-to-use asset for each lease agreement with a lease term in excess of 12 months. This statement will enhance the comparability of financial statements among governments by requiring the reporting of leases under a single model. Additionally, certain leases that are currently not reported will be under this statement.

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding if only at a desk review level by state and/or federal agencies. We strongly suggest that the District ensures that these funds are utilized in accordance with the applicable federal requirements especially with respect to procurement. Additionally, we strongly suggest that the District ensures that these funds are accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Sick and Vacation Leave

It is suggested that the District consult with its attorney to ensure that its negotiated labor contracts, individual employee agreements and employee policies, as applicable, are in accordance with New Jersey statutes regarding unused sick and vacation leave.

Status of Prior Year's Findings/Recommendations

There were no prior year recommendations.

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT SCHEDULE OF MEAL COUNT ACTIVITY FOOD SERVICE FUND NUMBER OF MEALS SERVED ENTERPRISE FUND FOR THE FISCAL YEAR ENDED JUNE 30, 2021 (MEMORANDUM ONLY)

NOT APPLICABLE

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT SCHEDULE OF NET CASH RESOURCES FOOD SERVICE FUND ENTERPRISE FUND FOR THE FISCAL YEAR ENDED JUNE 30, 2021 (MEMORANDUM ONLY)

NOT APPLICABLE

	er rs	l Shared							-0-	0.00%
	Errors per Registers	On Roll Full							-0-	0.00%
erification	Verified per Registers	koll Shared							-0-	
Sample for Verification		On Roll Full 3	$\begin{array}{c}1\\30\\2\end{array}$	32 32 1	27	23 41	36 274	7 5 12	286	
	ple d from	apers Shared							-0-	
	Sample Selected from	Workpapers Full Sh	$\begin{array}{c}1\\30\\2\end{array}$	32 32 1	27 31	23 41	36 274	7 5 12	286	
		ors Shared							-0-	0.00%
nool Aid	Reported on Workpapers On Roll Errors	Err Full							-0-	0.00%
2021-2022 Application for State School Aid		Roll Shared							-0-	
22 Applicatio		On Full	$\frac{1}{30}$	32 32 10	27	23 41	36 274	44 25 69	343	
2021-200	ted on S.A.	Roll Shared							-0-	
	Reported on A.S.S.A.	On Roll Full	1 30 37	32 32 21	27 21	41 23	36 274	44 25 69	343	r
			Half Day Preschool Full Day Kindergarten	Three	Four	Six	Eight Subtotal	Special Ed - Elementary Special Ed - Middle Subtotal	Totals	Percentage Error

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY SCHEDULE OF AUDITED ENROLLMENTS ENROLLMENT AS OF OCTOBER 15, 2020

	Sample Errors			-0-	0.00%
	Verified to Application and Register	6 2 1 2 1	6 7 7	10	
Resident Low Income	Sample Selected from Workpapers	6 2 1 2 1	004	10	
Resident L	Errors			-0-	0.00%
	Reported on Workpapers as Low Income	ら 4 ら 0 ら 4 ら 0 ら ⁸⁶	17 10 27	65	I
	Reported on ASSA as Low Income	ν 4 ν 7 ν 4 ο 7 ν [∞]	17 10 27	65	
	Sample Errors			-0-	0.00%
	Sample Verified			1	
Private Schools for Disabled	Sample for Verification			1	
rivate Schoo	Errors			-0-	0.00%
P	Reported on Workpapers as Private Schools		2 7 4	4	
	Reported on ASSA as Private Schools		004	4	
		Full Day Kindergarten Grade One Grade Two Grade Three Grade Five Grade Six Grade Six Grade Seven Grade Eight Subtotal	Special Education: Elementary Middle Subtotal	Totals	Percentage Error

			Resident LEP	Low Income		
	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores, Application and Register	Sample Errors
Grade One	2	2		1	1	
Grade Two	1	1				
Grade Three	1	1				
Grade Four	1	1				
Grade Five	1	1				
Grade Six	1	1		1	1	
Grade Seven	1	1				
Subtotal	8	8		2	2	
Special Education:						
Middle School	1	1		1	1	
Subtotal	1	1		1	1	
Subtour	1					
Totals	9	9	-0-	3	3	-0-
Percentage Error			0.00%			0.00%

		Re	sident LEP N	ot Low Income		
	Reported on ASSA as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores, and Register	Sample Errors
Full Day Kindergarten	1	1				
Grade One	3	3				
Grade Five	1	1		1	1	
Grade Eight	1	1		1	1	
Subtotal	6	6		2	2	
Totals	6	6	-0-	2	2	-0-
Percentage Error			0.00%			0.00%

			Transpo	ortation		
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	204	204		20	20	
Regular - Special Education	41	41		6	6	
Transported - Non-Public	10	10		2	2	
AIL - Non-Public	14	14		3	3	
Special Needs - Public	21	21		4	4	
Special Needs - Private	7	7		2	2	
Totals	297	297	-0-	37	37	-0-
Percentage Err	or		0.00%			0.00%

	Reported	Recalculated	
Average Mileage - Regular Including Grade PK Students	5.3	5.3	
Average Mileage - Regular Excluding Grade PK Students	5.3	5.3	
Average Mileage - Special Education with Special Needs	7.0	7.0	

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT EXCESS SURPLUS CALCULATION YEAR ENDED JUNE 30, 2021

REGULAR DISTRICT

SECTION 1

4% Calculation of Excess Surplus

2020-2021 Total General Fund Expenditures per the CAFR, Ex. C-1 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund	<u>\$12,908,680</u> (B) <u>\$-0-</u> (B1a) <u>\$-0-</u> (B1b)
Decreased by: On-Behalf TPAF Pension and Social Security Assets Acquired Under Capital Leases	<u>\$ 1,402,589</u> (B2a) <u>\$ -0-</u> (B2b)
Adjusted 2020-2021 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$11,506,091</u> (B3)
4% of Adjusted 2020-2021 General Fund Expenditures [(B3) times .04] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustments	\$ 460,244 (B4) \$ 460,244 (B5) \$ 5,087 (K)
Maximum Unassigned Fund Balance [(B5)+(K)]	<u>\$ 465,331</u> (M)
Maximum Unassigned Fund Balance [(B5)+(K)] <u>SECTION 2</u>	<u>\$ 465,331</u> (M)
	<u>\$ 465,331</u> (M) <u>\$ 4,102,450</u> (C) <u>\$ 146,071</u> (C1) <u>\$ -0-</u> (C2) <u>\$ 549,630</u> (C3) <u>\$ 2,111,767</u> (C4) <u>\$ 250,728</u> (C5)

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT EXCESS SURPLUS CALCULATION YEAR ENDED JUNE 30, 2021 (Continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0-	\$ 578,923 (E)
<u>Recapitulation of Excess Surplus as of June 30, 2021</u>	
Restricted Excess Surplus - Designated for Subsequent Year's Expenditures Restricted Excess Surplus [(E)]	\$ 549,630 (C3) \$ 578,923 (E)
Total [(C3)+(E)]	<u>\$ 1,128,553</u> (D)
Detail of Allowable Adjustments	
Impact Aid Sale & Lease-back Extraordinary Aid Additional Nonpublic School Transportation Aid	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$
Total Adjustments [(H)+(I)+(J1)+(J2)]	\$ 5,087 (K)
Detail of Other Restricted Fund Balance	
Statutory Restrictions:	
Approved Unspent Separate Proposal	\$ -0-
Sale/Lease-back Reserve	\$ -0-
Capital Reserve	\$ 1,578,853
Maintenance Reserve	\$ 418,887
Emergency Reserve	\$ -0-
Tuition Reserve	\$ 100,000
Other State/Government Mandated Reserve	\$ -0-
Unemployment Compensation	\$ 14,027
Other State/Governmental Mandated Reserve	\$ -0-
Other Reserved Fund Balance not Noted Above	\$ -0-
Total Other Restricted Fund Balance	<u>\$ 2,111,767</u> (C4)

BOROUGH OF MOUNT ARLINGTON SCHOOL DISTRICT <u>SUMMARY OF RECOMMENDATIONS</u> <u>YEAR ENDED JUNE 30, 2021</u>

It is recommended that:

1. <u>Administrative Practices and Procedures</u>

None

2. <u>Financial Planning, Accounting and Reporting</u>

None

3. <u>School Purchasing Program</u>

None

4. <u>School Food Service</u>

None

5. <u>Student Body Activities</u>

None

6. <u>Application for State School Aid</u>

None

7. <u>Pupil Transportation</u>

None

8. <u>Facilities and Capital Assets</u>

None

9. <u>Miscellaneous</u>

None

10. <u>Status of Prior Year's Findings/Recommendations</u>

There were no prior year recommendations.