

Ocean Township School District

Auditor's Management Report on Administrative Findings
Financial, Compliance and Performance

For the Fiscal Year Ended June 30, 2021

Ocean Township School District
Oakhurst, New Jersey

TABLE OF CONTENTS

	<u>Page No.</u>
Independent Auditor’s Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Officials Bonds	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account	2 - 3
Employee Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Travel Expense and Reimbursement Policy	3
Classification of Expenditures	3
• General Classifications	
• Administrative Classifications	
Board Secretary's Records	3 - 4
Treasurer's Records	5
Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA)	5
IDEA Part B	5
Other Special Federal and/or State Projects	5
TPAF Reimbursement	5
TPAF Reimbursement to the State for Federal Salary Expenditures	5
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	6
School Food Service	6 - 7
Athletics and Student Body Activities	7
Application for State School Aid	8
Pupil Transportation	8
Facilities and Capital Assets	8
Miscellaneous	
Testing for Lead of all Drinking Water in Educational Facilities	8
Follow Up on Prior-Year Findings	8
Acknowledgment	9
Schedule of Audited Enrollments	10 - 12
Excess Surplus Calculation	13
Audit Recommendations Summary	14 - 15

INDEPENDENT AUDITOR'S REPORT

Honorable President and
Members of the Board of Education
Ocean Township Board of Education
County of Monmouth
Oakhurst, 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 Ocean Township School District in the County of Monmouth, State of New Jersey, for the year ended June 30, 2021, and have issued our report thereon dated March 14, 2022.

As part of our audit, we performed procedures required by the Office of School Finance, New Jersey 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 the management of the Board of Education of the Ocean Township School District and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

SMOLIN, LUPIN & CO., P.A.
Certified Public Accountants



Laura DiTommaso
Licensed Public School Accountant
License #20CS-00164

Red Bank, New Jersey
March 14, 2022

OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021

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 Annual Comprehensive Financial Report (ACFR).

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Robert Williams	Treasurer	\$375,000
Kenneth Jannarone	Board Secretary/School Business Administrator	\$ 3,000

There is a Public Employees' Faithful Performance Blanket Position Bond through the Monmouth Ocean Counties Shared Services Insurance Fund covering all other employees with multiple coverage of \$1,000,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board makes proper adjustments to the billings for a decrease in per pupil costs to sending districts 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 indicated no discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account

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

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld 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.

OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (continued)

Payroll Account (continued)

An examination of employee contracts indicated that employees were paid their approved contract amounts.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents and business administrator) to the New Jersey Department of Treasury was filed by the March 15th due date.

Employee Position Control Roster

A sample of the Employee Position Control Roster indicated it was in satisfactory condition.

Reserve for Encumbrances and Accounts Payable

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

Travel Expense and Reimbursement Policy

Travel Regulations require each District to adopt a formal policy and procedures pertaining to travel and reimbursement for its employee and board members. The regulations require the District to establish a maximum travel amount for the year and to ensure that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and the Superintendent and that the approval must be itemized by event, event total cost, and individuals attending. No exceptions were noted in our review of travel expense and reimbursement policy.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6:23-16.2(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. 6:23A-8.3*. As a result of the procedures performed, no errors were noted, and no additional procedures were deemed necessary to test the propriety of expenditure classifications.

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.

District funds were provided and expended in the proper GAAP account/code based upon audit testing of transactions.

The School District's double - entry system of accounting records was maintained in accordance with the Department of Education's prescribed GAAP Technical Systems Manual.

There were no transfers exceeding 10% of original budget amounts that required approval of the county superintendent.

**OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (continued)

Board Secretary's Records (continued)

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

Finding 2021-001 (ACFR Finding 2021-001)

Board Secretary's reports provided during the audit field work required adjustment in some cases, schedules prepared by the client did not in all cases reconcile to the underlying data and general ledger and certain journal entries provided by the client were a result of questions made during the audit.

Recommendation

The District should ensure all required general ledger closing processes of the general ledger system are properly completed and that all current year journal entries and post-closing entries are posted accurately and timely to the general ledger. All general ledger accounts should be reviewed periodically throughout the year to ensure accuracy of balances.

Finding 2021-002

Certain original budgeted information for revenues entered into the internal accounting software did not agree with the Board approved budget for 2020-21. This resulted in incorrect revenue variances on internal reports.

Recommendation

The District should ensure that revenues and appropriations approved by the Board are entered accurately into the internal accounting software.

Finding 2021-003

In the Board Secretary's Report, the Statement of Appropriations detailed by expense category did not reconcile with the Statement of Appropriations reflected in summary form on the same Board Secretary's Report. Accounts that were new to the chart of accounts were not captured in the detail information for reporting purposes.

Recommendation

The District should ensure that all accounts are reflected on the Board Secretary's Report and that the summary total reconciles with the total reflected on the detail schedule.

Finding 2021-004

Budget transfers due to post closing reclassifications were not submitted to the Board for approval.

Recommendation

All line-item transfers due to expense reclassification should be submitted to the Board for approval.

Finding 2021-005

The capital asset records were not updated for disposals of capital assets during the year and additions did not reconcile to the underlying accounting records.

Recommendation

The District should have adequate internal control procedures over its capital assets, including periodic update and reconciliation of additions and disposals to the underlying accounting records.

OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021

Treasurer's Records

During our review of the Treasurer's records, no exceptions were noted.

Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA)

These 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, and III of the Elementary and Secondary Education Act as amended and reauthorized.

IDEA Part B

Financial exhibits for IDEA Part B, Basic and Preschool are contained within the Special Revenue section of the CAFR.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibit K-3 (Schedule A) and K-4 (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 the special projects noted no areas of noncompliance and/or questioned costs.

TPAF Reimbursement

Our audit procedures included a test of the semimonthly reimbursements filed electronically 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 reimbursement to the State for 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 exceptions were noted.

Finding 2021-006 (ACFR Finding 2021-002)

Clerical errors contained on the reimbursement report as originally filed resulted in revision to the reports and amounts due back to the State of New Jersey for TPAF/FICA reimbursement.

Recommendation

Management should ensure that the reimbursement reports reconcile with the amount of expenditures charged the current year's Final Reports of all federal awards for the school district as well as determining that the reimbursement calculation is mathematically accurate.

OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with *N.J.S.A.* 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The Board appointed the School Business Administrator as the Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under *N.J.S.A.* 18A:39-3 is \$19,600 for 2021-21.

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

The results of our examination indicated there were no 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 provision of *N.J.S.A.* 18A:18A-4, as amended.

In accordance with *N.J.S.A.* 18A:18A-37, for all contracts that in the aggregate are less than the bid threshold but 15 percent or more of that amount, the purchasing agent shall award the contract after soliciting at least two competitive quotations, if practicable. The award shall be made to a vendor whose response is most advantageous, price and other factors considered. The purchasing agent shall retain the record of the quotation solicitation and shall include a copy of the record with the voucher used to pay the vendor. No exceptions were noted.

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

SCHOOL FOOD SERVICE

PUBLIC HEALTH EMERGENCY

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

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

School Food Authorities were authorized to solicit and award emergency noncompetitive procurement and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and *N.J.S.A.* 18A:18A-7.

The School Food Authorities 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.

School Food authorities 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 financial transactions and statistical records of the school food service were reviewed. The financial accounts, meal count records were reviewed on a test-check basis.

OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021

SCHOOL FOOD SERVICE (continued)

PUBLIC HEALTH EMERGENCY (continued)

Cash receipts and bank records were reviewed for timely deposit.

The school district entered into a fixed price meal contract with a food service management company ("FSMC"). Provisions of the FSMC Cost Reimbursable Fixed Price contract/addendum were reviewed and audited. The fixed fee per meal type include all administrative, management and food services costs. We recalculated the charges billed to the District by the FSMC by verifying the actual number of meals served (including the number of equivalent meals) at the contracted price per meal type and any additional approved costs. The FSMC contract includes an operating results provision which guarantees that the food service program with return a profit of at least \$45,000. The operating results provision has been met.

The FSMC maintained the detailed revenue and expenditure information necessary to execute the USDA-mandated Non-program Food Revenue Tool annually.

USDA food distribution commodities were received and reflected as revenue and expenditures. The FSMC maintained the inventory as part of the fixed price meal contract.

The FSMC did not apply for nor receive a loan in accordance with the Payroll Protection Plan.

Net cash resources did not exceed three month average expenditures.

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 in a timely manner.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Proprietary Fund, Section B of the CAFR.

Finding 2021-007

Food service accounting records were not maintained on an accrual basis of accounting in order to reflect proper revenue and expense matching.

Recommendation

The District should maintain its Food service accounting records on the accrual basis of accounting.

ATHLETICS AND STUDENT BODY ACTIVITIES

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of Athletics and Student Body 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.

OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021

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 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 information that was included on the supporting 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. No exceptions were noted in our review of transportation - related purchases of goods and services.

FACILITIES AND CAPITAL ASSETS

Our procedures included a review of contracts for capital assets. No exceptions were noted.

MISCELLANEOUS

Testing for Lead in all Drinking Water in Educational Facilities

The 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 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

There were no audit findings in the prior year.

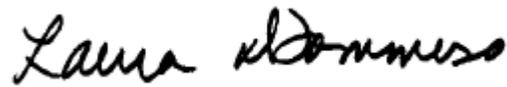
**OCEAN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
June 30, 2021**

ACKNOWLEDGMENT

We received the complete cooperation of all the officials of the School District, and I greatly appreciate the courtesies extended to the members of the audit team.

SMOLIN, LUPIN & CO., P.A.

Certified Public Accountants



Laura DiTommaso
Licensed Public School Accountant
License #20CS-00164

Red Bank, New Jersey
March 14, 2022

OCEAN TOWNSHIP SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2020

	2021-2022 Application for State School Aid					
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors	
	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	84	-	84	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	193	-	193	-	-	-
One	212	-	212	-	-	-
Two	189	-	189	-	-	-
Three	197	-	197	-	-	-
Four	192	-	192	-	-	-
Five	179	-	179	-	-	-
Six	205	-	205	-	-	-
Seven	196	-	196	-	-	-
Eight	201	-	201	-	-	-
Nine	191	-	191	-	-	-
Ten	209	-	209	-	-	-
Eleven	192	4	192	4	-	-
Twelve	202	14	202	14	-	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15 + CR.)	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-
Subtotal	<u>2,642</u>	<u>18</u>	<u>2,642</u>	<u>18</u>	<u>-</u>	<u>-</u>
Special Ed- Elementary	223	-	223	-	-	-
Special Ed- Middle School	159	-	159	-	-	-
Special Ed- High School	201	15	201	15	-	-
Subtotal	<u>583</u>	<u>15</u>	<u>583</u>	<u>15</u>	<u>-</u>	<u>-</u>
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. - Ft. Post Sec.	-	-	-	-	-	-
Totals	<u>3,225</u>	<u>33</u>	<u>3,225</u>	<u>33</u>	<u>-</u>	<u>-</u>
Percentage Error					<u>0.00%</u>	<u>0.00%</u>

Sample Selected from Workpapers		Sample for Verification				Errors Per Registers On Roll		Reported on A.S.S.A. as Private Schools	Private Schools for Disabled		
Full	Shared	Full	Shared	Full	Shared	Full	Shared		Sample for Verifi-cation	Sample Verified	Sample Errors
-	-	-	-	-	-	-	-	-	-	-	-
7	-	7	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
18	-	18	-	-	-	-	-	-	-	-	-
19	-	19	-	-	-	-	-	-	-	-	-
18	-	18	-	-	-	-	-	-	-	-	-
18	-	18	-	-	-	-	-	-	-	-	-
18	-	18	-	-	-	-	-	-	-	-	-
16	-	16	-	-	-	-	-	-	-	-	-
19	-	19	-	-	-	-	-	-	-	-	-
18	-	18	-	-	-	-	-	-	-	-	-
18	-	18	-	-	-	-	-	-	-	-	-
17	-	17	-	-	-	-	-	-	-	-	-
19	-	19	-	-	-	-	-	-	-	-	-
18	3	18	3	-	-	-	-	-	-	-	-
19	12	19	12	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
242	15	242	15	-	-	-	-	-	-	-	-
20	-	20	-	-	-	-	-	17	13	13	-
15	-	15	-	-	-	-	-	13	10	10	-
18	13	18	13	-	-	-	-	15	11	11	-
53	13	53	13	-	-	-	-	45.0	34	34	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
295	28	295	28	-	-	-	-	45.0	34	34	-
				0.00%	0.00%						0.00%

OCEAN TOWNSHIP SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2020

	Resident 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
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	51.0	51.0	-	6	6	-
One	60.0	60.0	-	17	17	-
Two	51.0	51.0	-	17	17	-
Three	61.0	61.0	-	13	13	-
Four	48.0	48.0	-	15	15	-
Five	59.0	59.0	-	13	13	-
Six	44.0	44.0	-	17	16	1
Seven	53.0	53.0	-	14	14	-
Eight	51.0	51.0	-	13	12	1
Nine	52.0	52.0	-	12	12	-
Ten	34.0	34.0	-	16	15	1
Eleven	49.0	49.0	-	9	9	-
Twelve	59.0	59.0	-	13	13	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15 + CR.)	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-
Subtotal	<u>672.0</u>	<u>672.0</u>	<u>-</u>	<u>175</u>	<u>172</u>	<u>3</u>
Special Ed- Elementary	77.0	77.0	-	19	19	-
Special Ed- Middle School	68.0	68.0	-	15	15	-
Special Ed- High School	83.0	83.0	-	23	23	-
Subtotal	<u>228.0</u>	<u>228.0</u>	<u>-</u>	<u>57</u>	<u>57</u>	<u>-</u>
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. - Ft. Post Sec.	-	-	-	-	-	-
Totals	<u>900.0</u>	<u>900.0</u>	<u>-</u>	<u>232</u>	<u>229</u>	<u>3</u>
Percentage Error			<u>0.00%</u>			<u>1.29%</u>

	Reported on	Reported on	Errors	Tested	Verified	Errors
	DRTRS by DOE/County	DRTRS by District				
Reg. Public Schools	1,001.0	1,001.0	-	175	175	-
Reg. Special Education	439.0	439.0	-	77	77	-
Transported - Non-Public	324.0	324.0	-	156	156	-
Special Needs-Public/Private	117.0	117.0	-	20	20	-
Totals	<u>1,881.0</u>	<u>1,881.0</u>	<u>-</u>	<u>428</u>	<u>428</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

Resident LEP Low Income			Sample for Verification		
Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
17.0	17.0	-	11.0	11.0	-
21.0	21.0	-	13.0	13.0	-
18.0	18.0	-	11.0	11.0	-
7.0	7.0	-	4.0	4.0	-
7.0	7.0	-	4.0	4.0	-
4.0	4.0	-	2.0	2.0	-
1.0	1.0	-	1.0	1.0	-
8.0	8.0	-	5.0	5.0	-
4.0	4.0	-	2.0	2.0	-
11.0	11.0	-	7.0	7.0	-
9.0	9.0	-	6.0	6.0	-
11.0	11.0	-	6.0	6.0	-
8.0	8.0	-	5.0	5.0	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<u>126.0</u>	<u>126.0</u>	<u>-</u>	<u>77.0</u>	<u>77.0</u>	<u>-</u>
6.0	6.0	-	3.0	3.0	-
4.0	4.0	-	2.0	2.0	-
3.0	3.0	-	2.0	2.0	-
<u>13.0</u>	<u>13.0</u>	<u>-</u>	<u>7.0</u>	<u>7.0</u>	<u>-</u>
-	-	-	-	-	-
-	-	-	-	-	-
<u>139.0</u>	<u>139.0</u>	<u>-</u>	<u>84.0</u>	<u>84.0</u>	<u>-</u>
		<u>0%</u>			<u>0%</u>

	Reported	Recalculated
Avg. Mileage - Regular Including Grade PK Students	3.5	3.5
Avg. Mileage - Regular Excluding Grade PK Students	3.5	3.5
Avg. Mileage - Special Ed with Special Needs	3.5	3.5

OCEAN TOWNSHIP 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 LEP NOT Low Income	Reported on Workpapers as LEP NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	10.0	10.0	-	6	6	-
One	9.0	9.0	-	6	6	-
Two	8.0	8.0	-	5	5	-
Three	3.0	3.0	-	2	2	-
Four	3.0	3.0	-	2	2	-
Five	1.0	1.0	-	1	1	-
Six	-	-	-	-	-	-
Seven	1.0	1.0	-	1	1	-
Eight	4.0	4.0	-	3	3	-
Nine	4.0	4.0	-	2	2	-
Ten	5.0	5.0	-	3	3	-
Eleven	1.0	1.0	-	1	1	-
Twelve	2.0	2.0	-	1	1	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15 + CR.)	-	-	-	-	-	-
Adult H.S. (1-14 CR.)	-	-	-	-	-	-
Subtotal	<u>51.0</u>	<u>51.0</u>	<u>-</u>	<u>33</u>	<u>33</u>	<u>-</u>
Special Ed- Elementary	1.0	1.0	-	1	1	-
Special Ed- Middle School	-	-	-	-	-	-
Special Ed- High School	-	-	-	-	-	-
Subtotal	<u>1.0</u>	<u>1.0</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. - Ft. Post Sec.	-	-	-	-	-	-
Totals	<u>52.0</u>	<u>52.0</u>	<u>-</u>	<u>34</u>	<u>34</u>	<u>-</u>
Percentage Error			<u>0%</u>			<u>0%</u>

OCEAN TOWNSHIP SCHOOL DISTRICT
Excess Surplus Calculation
For the Fiscal Year Ended June 30, 2021

Section 1

A. 2% Calculation of Excess Surplus

2020-2021 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 86,313,923
Increased by:	
Transfer to Food Service Fund	-
Transfer from Capital Outlay to Capital Projects Fund	-
Transfer from Capital Reserve to Capital Projects Fund	-
Decreased by:	
On-behalf TPAF Pension and Social Security	13,568,248
Assets Acquired Under Capital Leases	-
	-
 Adjusted 2020-2021 General Fund Expenditures	 \$ 72,745,675
 2% of Adjusted 2020-2021 General Fund Expenditures	 \$ 1,454,914
 Enter Greater of 2% of Adjusted 2020-2021 General Fund Expenditures or \$250,000	 \$ 1,454,914
 Increased by allowable adjustments **	 659,921
 Maximum unreserved/undesignated fund balance	 \$ 2,114,835

Section 2

Total General Fund - Fund Balances at June 30, 2021 (Per CAFR Budgetary Comparison Schedule C-1)	\$ 15,289,427
Decreased by:	
Year-end encumbrances	497,725
Legally restricted - designated for subsequent year's expenditures	-
Legally restricted - excess Surplus - designated for subsequent year's expenditures	3,629,467
Other Restricted Fund Balances ***	5,107,696
Assigned Fund Balance - unreserved - designated for subsequent year's expenditures	-
Assigned Fund Balance - unreserved - designated for subsequent year's expenditures	100,000
Additional Assigned Fund Balance-Unreserved- designated for subsequent years expenditures	-
Total unassigned fund balance	\$ 5,954,539

**OCEAN TOWNSHIP SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2021**

Administrative Practices and Procedures

None

Financial Planning, Accounting and Reporting

Board Secretary's Records

The District should ensure all required general ledger closing processes of the general ledger system are properly completed and that all current year journal entries and post-closing entries are posted accurately and timely to the general ledger. All general ledger accounts should be reviewed periodically throughout the year to ensure accuracy of balances.

The District should ensure that revenues and appropriations approved by the Board are entered accurately into the internal accounting software.

The District should ensure that all accounts are reflected on the Board Secretary's Report and that the summary total reconciles with the total reflected on the detail schedule.

All line-item transfers due to expense reclassification should be submitted to the Board for approval.

The District should have adequate internal control procedures over its capital assets, including periodic update and reconciliation of additions and disposals to the underlying accounting records.

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

Management should ensure that the reimbursement reports reconcile with the amount of expenditures charged the current year's Final Reports of all federal awards for the school district as well as determining that the reimbursement calculation is mathematically accurate.

School Purchasing Programs

None

School Food Service

The District should maintain its Food service accounting records on the accrual basis of accounting.

Athletics and Student Body Activities

None

Application for State School Aid

None

**OCEAN TOWNSHIP SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2021**

Pupil Transportation

None

Facilities and Capital Assets

None

Follow-up on Prior Year Findings

None

Miscellaneous

None