

PITMAN BOROUGH SCHOOL DISTRICT

Pitman, New Jersey
County of Gloucester

**Auditor's Management Report on Administrative Findings
Financial, Compliance and Performance
For The Year Ended June 30, 2021**

**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Certified Public Accountants & Advisors

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

Honorable President and Members
of the Board of Education
Pitman Borough School District
County of Gloucester
Pitman, 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 Pitman Borough School District in the County of Gloucester for the year ended June 30, 2021, and have issued our report thereon dated February 4, 2022.

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

Respectfully submitted,

HOLT MCNALLY & ASSOCIATES, INC.
Certified Public Accountants & Advisors

Michael Holt
Certified Public Accountant
Public School Accountant, No. 1148

Medford, New Jersey
February 4, 2022



HMA
HOLT MCNALLY & ASSOCIATES

Certified Public Accountants & Advisors

**ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, 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's CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Kelly Brazelton	Business Administrator/Board Secretary	\$ 250,000

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

Tuition Charges

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

Financial Planning, Accounting and Reporting

Examination of Claims

A sample examination of claims paid during the period under the review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account

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

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

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

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Financial Planning, Accounting and Reporting (continued)

Payrolls were delivered to the School Business Administrator/Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Employee Position Control Roster

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A sample 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.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23 A-16.29(f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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% 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 were found to be in satisfactory condition.

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

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I, II, III and IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no areas of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The School 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 sample 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 sample test of the biweekly reimbursements forms filed with the Department of Education for district employees who are members of the Teacher's Pension and Annuity Fund. No exceptions were noted.

T.P.A.F. 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 prior to the end of the 90-day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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

Current statute is posted on the New Jersey Legislature website at: http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42

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 2020-2021.

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

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

PUBLIC HEALTH EMERGENCY

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency all Public, Charter, Non-Public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, School Food Authorities (SFA) were required to institute alternate procedures to provide meals eligible students during the period of school closures.

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

SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The school food service program was audited as a major federal program.

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 school project 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 (new) or Non-Competitive 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 \$10,590. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were June 30, 2021 tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually. No exceptions noted.

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. No exceptions noted.

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. No exceptions noted.

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. The PPP loan was not subsequently forgiven and the FSMC did not refund or credit the applicable amounts to the SFA.

Finding: 2021-001-AMR
Net cash resources exceeded three months average expenditures.

Recommendation:
The School District remedy the excess funds exceeding Net Cash Resources.

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/were not submitted/certified in a timely manner. No exceptions were noted.

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. No exceptions noted.

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.

Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

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

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

Student Body Activities

Our review of the financial and accounting records for student activities indicated they were in satisfactory condition.

Application for State School Aid (ASSA)

Our audit procedures included a sample 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 and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School District workpapers without exception. The information that was included on the workpapers was verified with minor exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments

The School District maintained workpapers on the prescribed state forms of their equivalent.

Application for State School Aid (ASSA) (Continued)

The School District written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a sample 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 sample of transportation contracts and purchases. Based on our sample, the School 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 sampling of transportation related purchases of goods and services.

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

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. There were no prior year findings.

Office of Fiscal Accountability and Compliance (OFAC) Findings

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2021.

Acknowledgment

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

HOLT MCNALLY & ASSOCIATES, INC.
Certified Public Accountants & Advisors

Michael Holt
Certified Public Accountant
Public School Accountant, No. 1148

Medford, New Jersey
February 4, 2022

ADDITIONAL INFORMATION

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School Food Service

SCHEDULE OF MEAL COUNT ACTIVITY

**PITMAN BOROUGH SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -Federal
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
Seamless Summer Option (SSO)							
Breakfast	Free	187,592	187,592	187,592	0.00	2.26	0.00
Lunch	Free	187,592	187,592	187,592	0.00	3.51	<u>0.00</u>
		<u>375,184</u>	<u>375,184</u>	<u>375,184</u>			<u>0.00</u>
National School Lunch	HHFKA - PB Lunch Only	187,592	187,592	187,592	0	0.07	0.00

NET CASH RESOURCE SCHEDULE

Net cash resources did/did not exceed three months of expenditures Proprietary Funds - Food Service FYE 2021

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 463,922
B-4		Due from Other Gov'ts	87,963
B-4		Accounts Receivable	1,017
B-4		Investments	
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(197,244)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	<u>(950)</u>
		Net Cash Resources	<u>\$ 354,708</u> (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	722,825	
B-5	Less Depreciation	<u>(4,489)</u>	
	Adj. Tot. Oper. Exp.	<u>\$ 718,336</u>	(B)

Average Monthly Operating Expense:

B / 10	<u>\$ 71,834</u>	(C)
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Three times monthly Average:

3 X C	<u>\$ 215,501</u>	(D)
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TOTAL IN BOX A	<u>\$ 354,708</u>
LESS TOTAL IN BOX D	<u>\$ (215,501)</u>
NET	<u>\$ 139,207</u>

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 (1)

PITMAN BOROUGH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	2020-2021 Application for State School Aid				Sample for Verification				Private Schools for Disabled						
	Reported on A.S.S.A. On Roll	Shared	Full	Workpapers On Roll	Errors Full	Shared	Sample Selected from Workpapers Full	Shared	Verified per Registers On Roll Full	Shared	Errors per Registers On Roll Full	Shared	Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Errors
Half Day Preschool (3 YR)	2	-	-	2	-	-	1	-	1	-	-	-	-	-	-
Half Day Preschool (4YR)	8	-	-	8	-	-	2	-	2	-	-	-	-	-	-
Full Day Kindergarten	68	-	-	68	-	-	15	-	15	-	-	-	-	-	-
One	75	-	-	75	-	-	17	-	17	-	-	-	-	-	-
Two	80	-	-	80	-	-	18	-	18	-	-	-	-	-	-
Three	58	-	-	58	-	-	13	-	13	-	-	-	-	-	-
Four	76	-	-	76	-	-	17	-	17	-	-	-	-	-	-
Five	62	-	-	62	-	-	14	-	14	-	-	-	-	-	-
Six	69	-	-	69	-	-	16	-	16	-	-	-	-	-	-
Seven	84	-	-	84	-	-	19	-	19	-	-	-	-	-	-
Eight	77	-	-	77	-	-	17	-	17	-	-	-	-	-	-
Nine	76	-	-	76	-	-	17	-	17	-	-	-	-	-	-
Ten	50	-	-	50	-	-	11	-	11	-	-	-	-	-	-
Eleven	72	-	-	70	-	2	16	-	16	-	-	-	-	-	-
Twelve	78	1	-	78	1	-	18	-	18	-	-	-	-	-	-
Subtotal	935	1	2	933	1	2	211	-	211	-	-	-	-	-	-
Special Ed - Elementary	71	-	-	71	-	-	16	-	16	-	-	-	-	-	-
Special Ed - Middle School	53	-	-	53	-	-	12	-	12	-	-	-	-	-	-
Special Ed - High	67	-	-	67	-	-	15	-	15	-	-	-	-	-	-
Subtotal	191	-	-	191	-	-	43	-	43	-	-	-	-	-	-
Totals	1,126	1	2	1,124	1	2	254	-	254	-	-	-	-	-	-
Percentage Error															<u>0.18%</u>

SCHEDULE OF AUDITED ENROLLMENTS (2)

PITMAN BOROUGH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	Resident Low Income				Resident LEP Low Income				Sample for Verification				Sample for Verification			
	Reported on A.S.S.A. as Low Income		Workpapers as Low Income		Reported on A.S.S.A. as LEP low Income		Workpapers as LEP low Income		Sample Selected from Workpapers		Verified to Application and Register		Sample Selected from Workpapers		Verified to Test Score and Register	
				Errors				Errors		Errors		Errors		Errors		Errors
Full Day Kindergarten	9	9	-	-	6	6	-	-	1	1	-	-	1	1	-	-
One	16	16	-	-	9	9	-	-	1	1	-	-	1	1	-	-
Two	11	11	-	-	7	7	-	-	-	-	-	-	-	-	-	-
Three	9	9	-	-	5	5	-	-	-	-	-	-	-	-	-	-
Four	14	14	-	-	8	8	-	-	-	-	-	-	-	-	-	-
Five	14	14	-	-	8	8	-	-	-	-	-	-	-	-	-	-
Six	7	7	-	-	4	4	-	-	-	-	-	-	-	-	-	-
Seven	11	11	-	-	6	6	-	-	-	-	-	-	-	-	-	-
Eight	12	12	-	-	8	8	-	-	-	-	-	-	-	-	-	-
Nine	21	21	-	-	12	12	-	-	-	-	-	-	-	-	-	-
Ten	8	8	-	-	5	5	-	-	-	-	-	-	-	-	-	-
Eleven	12	12	-	-	10	10	-	-	-	-	-	-	-	-	-	-
Twelve	13	13	-	-	8	8	-	-	-	-	-	-	-	-	-	-
Subtotal	157	157	-	-	96	96	-	-	2	2	-	-	2	2	-	-
Special Ed - Elementary	23	23	-	-	13	13	-	-	1	1	-	-	1	1	-	-
Special Ed - Middle	18	18	-	-	10	10	-	-	-	-	-	-	-	-	-	-
Special Ed - High	19	19	-	-	11	11	-	-	-	-	-	-	-	-	-	-
Subtotal	60	60	-	-	34	34	-	-	1	1	-	-	1	1	-	-
Totals	217	217	-	-	130	130	-	-	3	3	-	-	3	3	-	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transportation																
		Reported on DRTRS by DOE/county		Reported on DRTRS by District		Errors		Tested		Verified		Errors				
Reg. - Public Schools, col. 1	34	34	-	-	34	34	-	-	31	31	-	-	-	-	-	-
Reg -SpEd, col. 4	2	2	-	-	2	2	-	-	2	2	-	-	-	-	-	-
AIL - Non-Public, col. 7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transported - Non-Public, col. 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed Spec, col. 6	18	18	-	-	17	17	-	-	17	17	-	-	-	-	-	-
Totals	54	54	-	-	50	50	-	-	50	50	-	-	-	-	-	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

SCHEDULE OF AUDITED ENROLLMENTS (3)

**PITMAN BOROUGH 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 Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	1	1	-	1	1	-
Four	-	-	-	-	-	-
Five	1	1	-	1	1	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	1	1	-	1	1	-
Twelve	-	-	-	-	-	-
Subtotal	3	3	-	3	3	-
Special Ed - Elementary	-	-	-	-	-	-
Special Ed - Middle	-	-	-	-	-	-
Special Ed - High	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Totals	3	3	-	3	3	-
Percentage Error			<u><u>-</u></u>			<u><u>-</u></u>

EXCESS SURPLUS CALCULATION

REGULAR DISTRICTS

SECTION 1

A. 4% Calculation of Excess Surplus

2020-2021 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ <u>27,844,447</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ <u>-</u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>-</u>	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ <u>-</u>	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ <u>-</u>	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>5,147,346</u>	(B2a)
Assets Acquired Under Capital Leases:	\$ <u>-</u>	(B2b)
Adjusted 2020-2021 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>22,697,101</u>	(B3)
4% of adjusted 2020-2021 General Fund Expenditures [(B3) times .04]	\$ <u>907,884</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>907,884</u>	(B5)
Increased by: Allowable Adjustment *	\$ <u>-</u>	(K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$ <u>907,884</u>	(M)

SECTION 2

Total General Fund - Fund Balances @ 06-30-2021 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>5,057,522</u>	(C)
Decreased by:		
Year-End Encumbrances	\$ <u>39,444</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>-</u>	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>154,419</u>	(C3)
Other Restricted Fund Balances ****	\$ <u>3,575,194</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>380,581</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u>907,884</u>	(U)

REGULAR DISTRICTS (continued):

SECTION 3

Restricted Fund Balance - Excess Surplus *** {(U)-(M)} IF NEGATIVE ENTER -0- \$ - (E)

Recapitulation of Excess Surplus as of June 30, 2021

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u> 154,419</u> (C3)
Reserved Excess Surplus *** [(E)]	\$ <u> -</u> (E)
Total [(C3) + (E)]	\$ <u> 154,419</u> (D)

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, effective for the year ending June 30, 2015 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 Transportation Aid;

(J3) Recognized current year School Bus Advertising Revenue; and

(J4) Family Crisis Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ <u> -</u> (H)
Sale & Lease-back	\$ <u> -</u> (I)
Extraordinary Aid	\$ <u> -</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u> -</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ <u> -</u> (J3)
Family Crisis Transportation Aid	\$ <u> -</u> (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u> -</u> (K)

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

*** Amount must agree to the June 30, 2021 CAFR and Audit Summary Worksheet 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 an other type of government such as the judicial branch of government must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

***** Increase in Assigned Fund Balance-Unreserved-Designated for Subsequent Year's expenditures July 1, 2020 to August 1, 2020 resulting from decrease in state aid after adoption of 2020-21 district budget.

Detail of Other Restricted Fund Balance

Statutory Restrictions:

Approved Unspent Separate Proposal	\$ <u> -</u>
Sale/Lease-Back Reserve	\$ <u> -</u>
Capital Reserve	\$ <u> 2,429,896</u>
Maintenance Reserve	\$ <u> 794,636</u>
Emergency Reserve	\$ <u> -</u>
Tuition Reserve	\$ <u> -</u>
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ <u> -</u>
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ <u> -</u>
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ <u> -</u>
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ <u> -</u>
Other State/Government Mandated Reserve	\$ <u> -</u>
Reserve for Unemployment Fund	\$ <u> 350,662</u>
Other Restricted Fund Balance Not Noted Above *****	\$ <u> -</u>
Total Other Restricted Fund Balance	\$ <u> 3,575,194</u> (C4)

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2021

Pitman Borough School District

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

2021-001 The District remedy excess funds exceeding Net Cash Resources.

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 Audit Findings/Recommendations

There were no prior year findings.