

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
SCHOOL DISTRICT OF THE
BOROUGH OF RINGWOOD
COUNTY OF PASSAIC, NEW JERSEY
JUNE 30, 2021**

SCHOOL DISTRICT OF THE BOROUGH OF RINGWOOD
COUNTY OF PASSAIC, NEW JERSEY

AUDITORS' MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS-
FINANCIAL, COMPLIANCE AND PERFORMANCE

TABLE OF CONTENTS

| | Page <u>No.</u> |
|--|--------------------|
| Report of Independent Auditors | 1 |
| Scope of Audit | 2 |
| Administrative Practices and Procedure | 2 |
| Insurance | 2 |
| Officials Bonds | 2 |
| Financial Planning, Accounting and Reporting | 2 |
| Examination of Claims | 2 |
| Payroll Account | 2 |
| Position Control Roster | 3 |
| Reserve for Encumbrances and Accounts Payable | 3 |
| Classification of Expenditures | 3 |
| Board Secretary's Records | 3 |
| Fixed Assets | 3 |
| Treasurer's Records | 4 |
| Elementary and Secondary Education Act (E.S.E.A.) as Amended by the Every Student Succeeds Act (ESSA) | 4 |
| Other Special Federal and/or State Projects | 4 |
| T.P.A.F. Reimbursement | 4 |
| T.P.A.F. Reimbursement to the State for Federal Salary Expenditures | 4 |
| School Purchasing Programs | 5 |
| Contracts and Agreements Requiring Advertisement for Bids | 5 |
| School Food Service | 5 |
| Student Body Activities | 7 |
| Application for State School Aid | 7 |
| Pupil Transportation | 7 |
| Testing for Lead of All Drinking Water in Educational Facilities | 8 |
| Follow-up on Prior Year Findings | 8 |
| Acknowledgment | 8 |
| Schedule of Meal Count Activity | 9 |
| Schedule of Audited Enrollments | 11 |
| Excess Surplus Calculation | 14 |
| Audit Recommendations Summary | 16 |



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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Borough of Ringwood School District
County of Passaic, New Jersey

We have audited, in accordance with generally accepted auditing 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 Borough of Ringwood School District in the County of Passaic for the year ended June 30, 2021, and have issued our report thereon dated March 1, 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 Borough of Ringwood 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.

Paul J. Cova

Paul J. Cova, C.P.A.
Licensed Public School Accountant
No. 766

Wielkatz & Company, LLC

WIELKOTZ & COMPANY, LLC
Certified Public Accountants
Pompton Lakes, New Jersey

March 1, 2022



ADMINISTRATIVE FINDINGS-
FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING

GENERAL COMMENTS

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials Bonds

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|--------------|-------------------------------|---------------|
| Jessica Rapp | School Business Administrator | \$50,000 |

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey School Boards Association Insurance Group covering all other employees with multiple coverage of \$500,000.

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.

Financial Planning, Accounting and Reporting, (continued)

Payroll Account, (continued)

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.

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

Reporting of employee compensation for income tax related purposes did comply with federal and state regulations regarding the compensation which is required to be reported.

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

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-8.2. As a result of the procedures performed, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The Board Secretary's records were found to be in good order.

Fixed Assets

The general fixed assets records were updated for the additions and disposals of general fixed assets made during the year.

Financial Planning, Accounting and Reporting, (continued)

Treasurer's Records

The Treasurer's records were found to be in good order.

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 the projects under Title I and Title II of the Elementary and Secondary Education Act as amended.

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

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

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

The study of compliance for the special projects indicated no areas of noncompliance.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms electronically filed with the Department of Education for the district employees who are members of the Teachers 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 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-2 contains definitions for terms used throughout N.J.S.A. 18A:18A-1 et seq. It includes as subsection (p) the term 'competitive contracting', which is defined as "the method described in N.J.S.A. 18A:18A-4.1 through 18A:18A-4.5 and in rules promulgated by DCA at N.J.A.C. 5:34-4 of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or school business administrator; and the board of education awards a contract to a vendor or vendors from among the formal proposals received." Also, subsection (aa) defines the term 'concession' to exclude vending machines.

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold when there is a "Qualified Purchasing Agent" (QPA) in the district as defined at N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.S.A. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years.

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. "In order to initiate competitive contracting, the board of education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in sections 45 of L. 1999, c.440 are desired to be contracted."

Effective July 1, 2020 and thereafter, the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$19,600.

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 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.

Resolutions were adopted authorizing the awarding of contract 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 alternative procedures to provide meals to eligible students during the period of school closures.

School Food Service, (continued)

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

The financial transactions and statistical records of the School Food Service Fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

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 Non-Competitive Emergency Procurement contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees no cost of operation to the District. The operating results provision has been met. All vendor discounts, rebates and credits from the 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. The PPP loan was not subsequently forgiven and the FSMC did not refund or credit the applicable amounts to the SFA.

Net cash resources did not exceed three months average expenditures.

Timesheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the Board of Education. No exceptions were noted.

School Food Service, (continued)

Services employees authorized by the Board of Education. 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 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.

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

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

Student Body Activities

A cash receipts and disbursements record was maintained in satisfactory condition.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2020 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers without exception.

The information that was included on the workpapers was 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.

Pupil Transportation, (continued)

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.

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 did submit 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 government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings.

Acknowledgment

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

Respectfully submitted,

Paul J. Cuva

Paul J. Cuva, C.P.A.
Public School Accountant

Wielkatz & Company, LLC

WIELKOTZ & COMPANY, LLC
Certified Public Accountants
Pompton Lakes, New Jersey

School Food Service

SCHEDULE OF MEAL COUNT ACTIVITY

BOROUGH OF RINGWOOD, NEW JERSEY SCHOOL DISTRICT

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -Federal

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

| PROGRAM | MFAL CATEGORY | MEALS CLAIMED | MEALS TFSTED | MEALS VFRIFIED | DIFFERENCE | RATE | (OVER) UNDR CLAIM |
|---|-------------------------|------------------|-----------------|-------------------|------------|--------|-------------------------|
| National School Lunch (Regular/Rate) | Paid | | | | 0 | 0.33 | 0.00 |
| National School Lunch (Regular Rate) | Reduced | | | | 0 | 3.11 | 0.00 |
| National School Lunch (Regular/SSO Rate) | Free | | | | 0 | 3.51 | 0.00 |
| | TOTAL | <u>0</u> | <u>0</u> | <u>0</u> | | | <u>0.00</u> |
| National School Lunch | HHFKA-PB Lunch Only | | | | 0 | 0.07 | 0.00 |
| School Breakfast (Regular Rate) | Paid | | | | 0 | 0.32 | 0.00 |
| | Reduced | | | | 0 | 1.59 | 0.00 |
| | Free | | | | 0 | 1.89 | 0.00 |
| | TOTAL | <u>0</u> | <u>0</u> | <u>0</u> | | | <u>0.00</u> |
| Special Milk | Paid | | | | 0 | 0.2025 | 0.00 |
| After School Snacks | Paid | | | | 0 | 0.08 | 0.00 |
| | Reduced | | | | 0 | 0.48 | 0.00 |
| | Free (Area Eligible) | | | | 0 | 0.96 | 0.00 |
| | TOTAL | <u>0</u> | <u>0</u> | <u>0</u> | | | <u>0.00</u> |
| Seamless Summer Option (SSO) | | | | | | | |
| Breakfast | Free | 57965 | 57965 | 57965 | 0.00 | 1.89 | 0.00 |
| Lunch | Free | <u>68486</u> | <u>68486</u> | <u>68486</u> | 0.00 | 3.51 | <u>0.00</u> |
| | | <u>126451</u> | <u>126451</u> | <u>126451</u> | | | <u>0.00</u> |
| National School Lunch | HHFKA-PB Lunch Only | <u>68,486</u> | <u>68,486</u> | <u>68,486</u> | 0 | 0.07 | 0.00 |

School Food Service

SCHEDULE OF MEAL COUNT ACTIVITY

BOROUGH OF RINGWOOD, NEW JERSEY SCHOOL DISTRICT

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -STATE

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

| PROGRAM | MEAL CATEGORY | MEALS CLAIMED | MEALS TESTED | MEALS VERIFIED | DIFFERENCE | RATE | (OVER) UNDER CLAIM |
|--|----------------------------|------------------|-----------------|-------------------|------------|-------|--------------------------|
| State Reimbursement - National School Lunch (Regular Rate) | Paid | | | | 0 | 0.050 | 0.00 |
| State Reimbursement- National School Lunch (Regular Rate) | Reduced | | | | 0 | 0.055 | 0.00 |
| State Reimbursement - National School Lunch (Regular Rate) | Free | | | | 0 | 0.055 | 0.00 |
| | TOTAL | <u>0</u> | <u>0</u> | <u>0</u> | | | |
| Seamless Summer Option (SSO) | | | | | | | |
| Lunch | Free | <u>68,486</u> | <u>68,486</u> | <u>68,486</u> | 0 | 0.055 | 0.00 |
| | Total Net Overclaim | | | | | | <u><u>0.00</u></u> |

BOROUGH OF RINGWOOD, NEW JERSEY SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2020

SCHEDULE OF AUDITED ENROLLMENTS

| | 2020-2021 Application for State School Aid | | | | Sample for Verification | | | | Private Schools for Disabled | | | | | |
|----------------------------|--|--------|------------|--------|--------------------------|--------|-----------------------|--------|---|--------|---------------------|--------|---------------|--------|
| | Reported on A.S.S.A. | | Workpapers | | Selected from Workpapers | | Registers per On Roll | | Reported on A.S.S.A. as Private Schools | | Sample Verification | | Sample Errors | |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared |
| Half Day Preschool | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 82 | 91 | 82 | 91 | 82 | 91 | - | - | - | - | - | - | - | - |
| One | 91 | 100 | 91 | 100 | 91 | 100 | - | - | - | - | - | - | - | - |
| Two | 85 | 91 | 85 | 91 | 85 | 91 | - | - | - | - | - | - | - | - |
| Three | 91 | 104 | 91 | 104 | 91 | 104 | - | - | - | - | - | - | - | - |
| Four | 103 | 119 | 103 | 119 | 103 | 119 | - | - | - | - | - | - | - | - |
| Five | 98 | 873 | 98 | 873 | 98 | 873 | - | - | - | - | - | - | - | - |
| Six | 873 | 105 | 873 | 105 | 873 | 105 | - | - | - | - | - | - | - | - |
| Seven | 70 | 70 | 70 | 70 | 70 | 70 | - | - | - | - | - | - | - | - |
| Eight | 175 | 175 | 175 | 175 | 175 | 175 | - | - | - | - | - | - | - | - |
| Subtotal | 1,048 | 1,048 | 1,048 | 1,048 | 1,048 | 1,048 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Special Ed - Elementary | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - Middle School | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - High School | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Co. Voc. - Regular | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Co. Voc. - Post Sec. | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 1,048 | 1,048 | 1,048 | 1,048 | 1,048 | 1,048 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |

Percentage Error

SCHEDULE OF AUDITED ENROLLMENTS

**BOROUGH OF RINGWOOD, NEW JERSEY 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 | 3 | 3 | - | 3 | 3 | - | 1 | 1 | - | 1 | 1 | - |
| Full Day Kindergarten | 10 | 10 | - | 8 | 8 | - | - | - | - | - | - | - |
| One | 8 | 8 | - | 5 | 5 | - | 1 | 1 | - | 1 | 1 | - |
| Two | 2 | 2 | - | 1 | 1 | - | - | - | - | - | - | - |
| Three | 8 | 8 | - | 6 | 6 | - | - | - | - | - | - | - |
| Four | 5 | 5 | - | 4 | 4 | - | - | - | - | - | - | - |
| Five | 6 | 6 | - | 4 | 4 | - | 1 | 1 | - | 1 | 1 | - |
| Six | 6 | 6 | - | 4 | 4 | - | - | - | - | - | - | - |
| Seven | 5 | 5 | - | 2 | 2 | - | - | - | - | - | - | - |
| Eight | 53 | 53 | - | 37 | 37 | - | 3 | 3 | - | 3 | 3 | - |
| Subtotal | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|-------------------------|----|----|-------|----|----|---|---|---|-------|---|---|-------|
| Special Ed - Elementary | 16 | 16 | - | 12 | 12 | - | - | - | - | - | - | - |
| Special Ed - Middle | 14 | 14 | - | 11 | 11 | - | - | - | - | - | - | - |
| Special Ed - High | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 30 | 30 | - | 23 | 23 | - | - | - | - | - | - | - |
| Co. Voc. - Regular | - | - | - | - | - | - | - | - | - | - | - | - |
| Co. Voc. Ft. Post Sec. | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 83 | 83 | - | 60 | 60 | - | 3 | 3 | - | 3 | 3 | - |
| Percentage Error | | | 0.00% | | | | | | 0.00% | | | 0.00% |

| | Transportation | | |
|----------------------------------|--------------------------------|------------------------------|--------|
| | Reported on DRTS by DOE/county | Reported on DRTS by District | Errors |
| Reg. - Public Schools, col. 1 | 450 | 450 | 0 |
| Reg - SpEd, col. 4 | 61 | 61 | 0 |
| Transported - Non-Public, col. 2 | 0 | 0 | 0 |
| Special Ed Spec Need, col. 6 | 40 | 40 | 0 |
| Totals | 551 | 551 | 0 |
| Percentage Error | | | 0.00% |

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 4.8
 Recalculated 4.8
 If Applicable 5.4 5.4

BOROUGH OF RINGWOOD, NEW JERSEY SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 15, 2020

SCHEDULE OF AUDITED ENROLLMENTS

| | Resident IEP NOT Low Income | | Sample for Verification | |
|-------------------------|--|--|---------------------------------|--------------------------------------|
| | Reported on A.S.S.A. as NOT Low Income | Reported on Workpapers as NOT Low Income | Sample Selected from Workpapers | Verified to Application and Register |
| Half Day Preschool | - | - | - | - |
| Full Day Kindergarten | - | - | - | - |
| One | 1 | 1 | 1 | 1 |
| Two | 1 | 1 | 1 | 1 |
| Three | 1 | 1 | 1 | 1 |
| Four | - | - | - | - |
| Five | - | - | - | - |
| Six | 1 | 1 | 1 | 1 |
| Seven | - | - | - | - |
| Eight | - | - | - | - |
| Subtotal | 4 | 4 | 4 | 4 |
| Special Ed - Elementary | - | - | - | - |
| Special Ed - Middle | 1 | 1 | 1 | 1 |
| Special Ed - High | - | - | - | - |
| Subtotal | 1 | 1 | 1 | 1 |
| Co. Voc. - Regular | - | - | - | - |
| Co. Voc. Ft. Pest Sec. | - | - | - | - |
| Totals | 5 | 5 | 5 | 5 |
| Percentage Error | | 0.00% | | 0.00% |

BOROUGH OF RINGWOOD, NEW JERSEY SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

REGULAR DISTRICT

SECTION 1

A. 4% Calculation of Excess Surplus

| | | |
|--|----------------------|-------|
| 2020-21 Total General Fund Expenditures per the CAFR, Ex. C-1 | \$ <u>26,778,528</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 | \$ <u>4,190,762</u> | (B2a) |
| Assets Acquired Under Capital Leases | \$ - | (B2b) |
| Adjusted 20-21 General Fund Expenditures [(B)+(B1s)-(B2s)] | \$ <u>22,587,766</u> | (B3) |
| 4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04] | \$ <u>903,511</u> | (B4) |
| Enter Greater of (B4) or \$250,000 | \$ <u>903,511</u> | (B5) |
| Increased by: Allowable Adjustment* | \$ <u>397,689</u> | (K) |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] | \$ <u>1,301,200</u> | (M) |

SECTION 2

| | | |
|---|---------------------|------|
| Total General Fund - Fund Balances@ 6-30-21 (Per CAFR Budgetary Comparison Schedule C-1) | \$ <u>6,618,662</u> | (C) |
| Decreased by: | | |
| Year End Encumbrances | \$ <u>51,430</u> | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures | \$ - | (C2) |
| Legally Restricted Excess Surplus - Designated for Designated for Subsequent Year's Expenditures** | \$ <u>1,646,852</u> | (C3) |
| Other Restricted Fund Balances**** | \$ <u>1,907,803</u> | (C4) |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures | \$ <u>81,188</u> | (C5) |
| Total Unreserved/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)] | \$ <u>2,931,389</u> | (U1) |

SECTION 3

| | | |
|---|---------------------|-----|
| Restricted Fund Balance - Excess Surplus***[(U1)-(M)] IF NEGATIVE ENTER -0- | \$ <u>1,630,189</u> | (E) |
|---|---------------------|-----|

Recapitulation of Excess Surplus as of June 30, 2021

| | | |
|--|---------------------|------|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures** | \$ <u>1,646,852</u> | (C3) |
| Reserved Excess Surplus***[(E)] | \$ <u>1,630,189</u> | (E) |
| Total Excess Surplus [(C3)+(E)] | \$ <u>3,277,041</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:7-F-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), Extraordinary Aid;
- (J1) Extraordinary Aid;
- (J1) Additional Nonpublic School Transportation Aid
- (J3) Current Year School Bus Advertising Revenue Recognized
- (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 and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

| | |
|--|---------------------------|
| Impact Aid | \$ _____ (H) |
| Sale & Lease-back | \$ _____ (I) |
| Extraordinary Aid | \$ <u>384,929</u> (J1) |
| Additional Nonpublic School Transportation Aid | \$ <u>12,760</u> (J2) |
| Current Year School Bus Advertising Revenue Recognized | \$ _____ (J3) |
| Family Crisis Transportation Aid | \$ _____ (J4) |
| Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)] | \$ <u>397,689</u> (K) |

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

*** Amounts must agree to the June 30, 2021 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

**** Amount of Other Reserved Fund Balance 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.

Detail of Other Restricted Fund Balance

| | |
|---|------------------------------|
| Statutory restrictions: | |
| Approved unspent separate proposal | \$ _____ |
| Sale/lease-back reserve | \$ _____ |
| Capital reserve | \$ <u>1,542,551</u> |
| Maintenance reserve | \$ <u>339,343</u> |
| 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 General Fund Reserve (Sections 8007 and 8008) | \$ _____ |
| Other state/government mandated reserve | \$ _____ |
| Reserve for Unemployment Fund | \$ <u>25,909</u> |
| [Other Restricted Fund Balance not noted above]**** | \$ _____ |
| Total Other Restricted Fund Balance | \$ <u>1,907,803</u> (C4) |

SCHOOL DISTRICT OF THE BOROUGH OF RINGWOOD

**AUDIT FINDINGS & RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

RECOMMENDATIONS:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Activity Fund

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Follow-up on Prior Year Findings

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings except those denoted with an asterisk(*).