

ROXBURY TOWNSHIP SCHOOL DISTRICT
COUNTY OF MORRIS
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2021

ROXBURY TOWNSHIP SCHOOL DISTRICT
COUNTY OF MORRIS
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2021
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BKR International

October 25, 2021

The Honorable President and Members
of the Board of Education
Roxbury Township School District
County of Morris, NJ

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Board of Education of the Roxbury Township School District in the County of Morris for the year ended June 30, 2021, and have issued our report thereon dated October 25, 2021.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

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

This report is intended for the information of the Roxbury Township 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.

Nisivoccia LLP
NISIVOCCIA LLP

Man C Lee

Man C. Lee
Licensed Public School Accountant #2527
Certified Public Accountant

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2021

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Lisa Palmieri	Treasurer of School Monies	\$ 355,000
Joseph Mondanaro	School Business Administrator/Board Secretary	100,000

The District has Employee Dishonesty and Faithful Performance coverage through the School Alliance Insurance Fund as detailed on Exhibit J-20 of the CAFR.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The Board made a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review indicated overall compliance with respect to certification or supporting documentation.

Payroll Account and Position Control Roster

The net salaries of employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account. Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

All payrolls tested were approved by the Superintendent and were certified by the President of the Board, the Board Secretary/Business Administrators and the Chief School Administrator. Payrolls were delivered to the Treasurer of School Monies with a warrant to her order for the full amount of the payroll.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Reserve for Encumbrances and Accounts Payable

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

Finding 2021-002

During our review of open purchase orders, it was noted that certain items were not valid or classified properly. However, as these purchase orders were cancelled or reclassified under the direction of the School Business Administrator, a formal recommendation is deemed unwarranted.

Classification of Expenditures – General and Administrative

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-8.2 as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, we also reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-16.2(f). Overall compliance was noted.

Board Secretary's Records

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

Treasurer's Records

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

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

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

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

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Other Special Federal and/or State Projects

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 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.

Finding 2021-003:

During our review of the District's Extraordinary Aid application, it was noted that:

- a. The related services costs reported for Category 2 students were based on estimates. Although Districts are allowed to estimate costs on the application, the District is still required to provide a reasonable estimate. Of the 8 students tests, the actual related services costs for 4 students were \$23,487 (in total) lower than the estimated cost.
- b. The District did not report the cost for related services for Category 1 students which would have increased its award. The total amount of under-reported costs for 3 students tested was \$22,747.
- c. The net amount of overreported costs was \$740.

Recommendation

It is recommended that the District reviews the estimated related services costs for reasonableness and take extra care to ensure that all related services costs are reported on the ExAid application.

Management's Response

The District will take extra care to ensure that all costs reported on the ExAid application are accurate and complete.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for 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 T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2021. The reimbursement form was reviewed and no exceptions were noted.

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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

a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Commencing in the fifth year after the year in which P.L.1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made"

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

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$19,600 for 2020-2021.

As per N.J.S.A. 18A:18A-3, the Board passed a resolution authorizing the Business Administrator as a qualified purchasing agent and increasing the bid threshold to \$40,000.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. No exceptions were noted.

Based upon the results of our examination, we did not note any individual payments, contracts, or agreements 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, amended.

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

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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

School Food Service

The 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. Exceptions were noted.

Finding 2021-001:

During our review of the District's meal count records, we noted that for 3 out of 10 months we tested, there were instances where daily meal count records were not maintained on file and meal count records did not agree with the number of meals claimed through the School Nutrition Electronic Application and Reimbursement System ("SNEARS"). The District overclaimed 884 meals for reimbursement in the amount of \$2,674 (591 lunches overclaimed totaling \$2,115, 278 breakfasts overclaimed totaling \$525 and 15 severe breakfasts overclaimed totaling \$34). The District was not consistent in applying a standard meal counting system at each site location. Extra care was not taken to ensure that the daily meal count tally sheets maintained by each site location were complete and accurate and agreed to the monthly reimbursement claims.

Recommendation:

It is recommended that the District implement a standard meal counting system at each site location and take extra care to ensure that the daily meal count tally sheets maintained by each site location are complete and accurate and agree to the monthly reimbursement claims.

Management Response:

The District will implement a standard meal counting system at each site location and take extra care to ensure that the daily meal count tally sheets maintained by each site location are accurate and agree to the monthly reimbursement claims.

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

The District utilizes a food service management company (FMSC) 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 FMSC Cost Reimbursable Fixed Price contract/addendum were reviewed and audited. The FMSC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$80,280. Operating results provision has been met. No exceptions were noted. All vendor discounts, rebates and credits from vendors and/or the FSMC were tracked and credited to the Food Service account and reconciled to supporting documentation at least annually. No exceptions were noted. All vendor discounts, rebates and credits from vendors and/or the FSMC were tracked and credited to the Food Service account and reconciled to supporting documentation at least annually. No exceptions were noted.

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

School Food Service (Cont'd)

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified on a test basis. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

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 nonprofit status of the School Food Service Fund. No exceptions were 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.

The FSMC did not apply for and receive a loan in accordance with the Payroll Protection Plan.

Time sheets and labor costs provided to the District from the Food Service contractor were reviewed on a test basis without exception. Payroll records were maintained on all School Food Service 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 on a test basis. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. Exceptions were noted as detail on the prior page.

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 policy was reviewed for uniform administration throughout the school district. 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 waived by the New Jersey Department of Agriculture for fiscal year 2021. No exceptions were noted.

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

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

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

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the records of the Student Activities Fund for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have noted the following comments.

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

Student Body Activities (Cont'd)

Finding 2021-004

The bank reconciliations for the student activity accounts were not prepared in a timely manner. However, as the District has already implemented procedures to correct this in the subsequent fiscal year, no formal recommendation is deemed warranted.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2020 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low income students and bilingual education. 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 with exceptions. The information that was included on the workpapers was verified on a test basis with no exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained workpapers on the prescribed State forms or their equivalent.

The District's written procedures for the recording of student enrollment data appear to be adequate except as noted below.

Finding 2021-005

During our testing, it was noted that speech only students as defined in N.J.A.C. 6A:14-3.6 were being reported as special education students instead of regular education students.

Recommendation

It is recommended that speech only students be reported as regular education students.

Management's Response

The District will ensure that speech only students are reported as regular education students.

Pupil Transportation

Our audit procedures included a test of on-roll status reported on 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.

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
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FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

Pupil Transportation (Cont'd)

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 the SDA grant agreements for consistency with recording of the revenue and awarding of contracts for eligible facilities construction.

Finding 2021-006

During fiscal year 2018, the District was working with an independent capital assets appraisal company to accurately update the capital assets inventory records prepared by the independent company as of June 30, 2017. However, as the independent company was not able to resolve certain discrepancies noted in the capital assets records, the District elected to maintain the capital assets records in-house as of June 30, 2018. The District has been in the process of updating its capital assets inventory records to include certain existing capital assets and certain prior year and current year additions and disposals of capital assets that the independent capital assets appraisal company did not reflect in their report. As a result of the pandemic, the process has been delayed. The District was able to provide a separate list of additions and deletions, which have been included in their district-wide financial statements.

Recommendation

It is recommended that the District continue to update its capital assets inventory records.

Management's Response

The District is in the process of updating the capital assets inventory records.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations include requirements for the District to establish a maximum travel amount for the year and to ensure that the maximum amount is not exceeded. The regulations also require that all travel must be preapproved by the Board of Education and Superintendent and that a brief report detailing the key issues addressed at the travel event must be submitted after the travel event has occurred. Overall compliance was noted.

Testing for Lead of All Drinking Water in Educational Facilities

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

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

Management Suggestions

Surety Bond Coverage

It is suggested that the District consider increasing the Treasurer's surety bond coverage to ensure that the State's minimum requirements will continue to be met in future fiscal years.

Governmental Accounting Standards Board (GASB) Statements

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

COVID-19 Federal Funding

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

Sick and Vacation Leave

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

Follow-up on Prior Year Findings/Recommendations

The prior year recommendation regarding the bank reconciliations for student activity accounts was resolved in the current year. The prior year recommendation regarding fixed assets was not resolved and remains as a current year recommendation.

ROXBURY TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF MEAL COUNT ACTIVITY
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDER CLAIM
ENTERPRISE FUND
FISCAL YEAR ENDED JUNE 30, 2021

SCHEDULE OF MEAL COUNT ACTIVITY
ENTERPRISE FUND - FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL

<u>Program</u>	<u>Meals</u> <u>Claimed</u>	<u>Meals</u> <u>Tested</u>	<u>Meals</u> <u>Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/</u> <u>Under</u> <u>Claim</u>
National School Lunch:						
Seamless Summer Option	280,618	121,723	121,132	(591)	\$ 3.51	\$ (2,074)
HHFKA	280,618	121,723	121,132	(591)	0.07	(41)
School Breakfast:						
Seamless Summer Option	168,437	67,065	66,787	(278)	1.89	(525)
Severe School Breakfast:						
Seamless Summer Option	19,249	7,570	7,555	<u>(15)</u>	2.26	<u>(34)</u>
Total Net Overclaim				<u>(884)</u>		<u>\$ (2,674)</u>

ROXBURY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL COMPLIANCE
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(Continued)

ENTERPRISE FUND – FOOD SERVICE – NET CASH RESOURCES SCHEDULE

Net Cash Resources:

CAFR	*	Current Assets			
B-4		Due from Other Governments	207,660		
CAFR		Current Liabilities			
B-4		Less Due to Other Funds	(88,184)		
G-1		Less Unearned Revenue	(34,897)		
		Net Cash Resources	\$ 84,579		(A)

Net Adjusted Total Operating Expense:

G-2	Total Operating Expenses	\$ 1,425,757		
G-2	Less Depreciation	(64,276)		
	Adjusted Total Operating Expenses	\$ 1,361,481		(B)

Average Monthly Operating Expense:

B / 10	\$ 136,148			(C)

Three times monthly Average:

3 X C	\$ 408,444			(D)

TOTAL IN BOX A	\$ 84,579		(A)
LESS TOTAL IN BOX D	408,444		(D)
NET	\$ (323,865)		

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.

ROXBURY TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	2021-2022 Application for State School Aid						Sample for Verification					
	Reported on ASSA		Reported on Workpapers		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers on Roll	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Kindergarten	201		196		5		196		196			
Grade One	199		191		8		191		191			
Grade Two	208		190		18		190		190			
Grade Three	210		194		16		194		194			
Grade Four	195		188		7		188		188			
Grade Five	225		214		11		214		214			
Grade Six	202		198		4		198		198			
Grade Seven	218		214		4		214		214			
Grade Eight	216		216				216		216			
Grade Nine	272		272				272		272			
Grade Ten	249		249				249		249			
Grade Eleven	233	16	231	16	2		231	16	231	16		
Grade Twelve	274	7	274	7			274	7	274	7		
Subtotal	2,902	23	2,827	23	75		2,827	23	2,827	23		
Special Education:												
Elementary School	188		221		(33)		10		10			
Middle School	101		109		(8)		6		6			
High School	182	5	184	6	(2)	(1)	9		9			
Subtotal	471	5	514	6	(43)	(1)	25		25			
Totals	3,373	28	3,341	29	32	(1)	2,852	23	2,852	23	-0-	-0-
Percentage Error					0.96%	-3.57%					0.00%	0.00%

ROXBURY TOWNSHIP SCHOOL DISTRICT
 SCHEDULE OF AUDITED ENROLLMENT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2020

	Private Schools for Handicapped					Resident Low Income					
	Reported on ASSA as Private Schools	Reported on Workpapers as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten											
Grade One						12	12		1	1	
Grade Two						26	30	(4)	2	2	
Grade Three						34	28	6	3	3	
Grade Four						32	28	4	1	1	
Grade Five						27	25	2	1	1	
Grade Six						24	23	1	1	1	
Grade Seven						29	28	1	2	2	
Grade Eight						25	25		1	1	
Grade Nine						29	29		3	3	
Grade Ten						35	36	(1)	1	1	
Grade Eleven						28	31	(3)	1	1	
Grade Twelve						22	23	(1)	2	2	
Subtotal						27	29	(2)	1	1	
						350	347	3	20	20	
Special Education:											
Elementary School	9	9	1	1		48	49	(1)	3	3	
Middle School	3	3	1	1		26	24	2	1	1	
High School	19	19	3	3		37	48	(11)	1	1	
Subtotal	31	31	5	5		111	121	(10)	5	5	
Totals	31	31	5	5	-0-	461	468	(7)	25	25	-0-
Percentage Error					0.00%						-1.52%

ROXBURY TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	LEP Low Income				LEP NOT Low Income					
	Reported on ASOA as LEP Low Income	Reported on Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Application, Test Scores & Register	Sample Errors	Reported on ASOA as LEP NOT Low Income	Reported on Workpapers as LEP NOT Low Income	Sample Selected from Workpapers	Verified to Test Scores & Register	Sample Errors
Full Day Kindergarten	1	1				5	5			
Grade One	3	3				1	1	1	1	
Grade Two	1	1				5	5	1	1	
Grade Three	2	2				5	5	1	1	
Grade Four	5	5								
Grade Five	2	2	1	1		1	1			
Grade Six	1	1	1	1						
Grade Seven	2	2				4	4	1	1	
Grade Eight	1	1								
Grade Nine	3	3	1	1		4	4			
Grade Ten	6	6	1	1		3	3	1	1	
Grade Eleven						1	1			
Grade Twelve	2	2				3.5	3.5			
Subtotal	29	29	4	4		32.5	32.5	5	5	
Special Education:										
Elementary School	5	4	1	1		2	2			
Middle School	2	2								
Subtotal	7	6	1	1		2	2			
Totals	36	35	1	5	-0-	34.5	34.5	5	5	-0-
Percentage Error			2.78%		0.00%			0.00%		0.00%

ROXBURY TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	1,364	1,364		17	17	
Regular - Special Education	264	264		3	3	
Transported - Non Public	18	18		1	1	
AIL - Non Public	145	145		1	1	
Special Needs - Public	178	178		2	2	
Special Needs - Private	27	27		1	1	
Totals	<u>1,996</u>	<u>1,996</u>	<u>-0-</u>	<u>25</u>	<u>25</u>	<u>-0-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>
				Reported	Re- calculated	
Average Mileage - Regular Including Grade PK Students				4.40	4.40	
Average Mileage - Regular Excluding Grade PK Students				4.40	4.40	
Average Mileage - Special Education with Special Needs				6.50	6.50	

ROXBURY TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2021

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2020/2021 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 87,100,098</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ -0-</u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ 2,125,343</u>	(B1b)
Transfer from General Fund to SRF for PreK-Regular	<u>\$ -0-</u>	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u>\$ -0-</u>	(B1d)
Decreased by:		
On-Behalf TPAF Pension and Social Security	<u>\$ 12,866,523</u>	(B2a)
Assets Acquired Under Capital Leases	<u>\$ 500,000</u>	(B2b)
Adjusted 2020-2021 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 75,858,918</u>	(B3)
4% of Adjusted 2020-2021 General Fund Expenditures [(B3) times .04]	<u>\$ 3,034,357</u>	(B4)
Enter Greater of (B4) or \$250,000	<u>\$ 3,034,357</u>	(B5)
Increased by: Allowable Adjustment	<u>\$ 1,310,400</u>	(K)
Maximum Unassigned Fund Balance [(B5)+(K)]		<u>\$ 4,344,757</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6/30/2021 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 21,271,954</u>	(C)
Decreased by:		
Year End Encumbrances	<u>\$ 1,228,981</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u>	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ 2,500,000</u>	(C3)
Other Restricted/Reserved Fund Balances	<u>\$ 8,885,158</u>	(C4)
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ 913,058</u>	(C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures 7/1/21-8/1/21	<u>\$ -0-</u>	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		<u>\$ 7,744,757</u> (U1)

ROXBURY TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE, ENTER -0- \$ 3,400,000 (E)

Recapitulation of Excess Surplus as of June 30, 2021

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 2,500,000 (C3)

Restricted Excess Surplus [(E)] \$ 3,400,000 (E)

Total [(C3)+(E)+(F)] \$ 5,900,000 (D)

Detail of Allowable Adjustments

Impact Aid \$ -0- (H)

Sale and Lease Back \$ -0- (I)

Extraordinary Aid \$ 1,267,480 (J1)

Additional Nonpublic School Transportation Aid \$ 42,920 (J2)

Current Year School Bus Advertising Revenue Recognized \$ -0- (J3)

Family Crisis Transportation Aid \$ -0- (J4)

Total Adjustments ((H)+(I)+(J1)+(J2)+(J3)+(J4)) \$ 1,310,400 (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal \$ -0-

Sale/lease-back reserve \$ -0-

Capital reserve \$ 6,034,526

Maintenance reserve \$ 2,113,331

Emergency reserve \$ 216,106

Tuition reserve \$ -0-

School Bus Advertising 50% Fuel Offset Reserve - current year \$ -0-

School Bus Advertising 50% Fuel Offset Reserve - prior year \$ -0-

Impact Aid General Fund Reserve (Sections 8002 and 8003) \$ -0-

Impact Aid Capital Fund Reserve (Sections 8007 and 8008) \$ -0-

Unemployment compensation \$ 521,195

Other state/governmental mandated reserve \$ -0-

Other Restricted Fund Balance not noted above \$ -0-

Total Other Restricted Fund Balance \$ 8,885,158 (C4)

ROXBURY TOWNSHIP SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
FISCAL YEAR ENDED JUNE 30, 2021

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2021-003: The District reviews the estimated related services costs for reasonableness and take extra care to ensure that all related services costs are reported on the ExAid application.

3. School Purchasing Program

None

4. School Food Service

2021-001: The District implement a standard meal counting system at each site location and take extra care to ensure that the daily meal count tally sheets maintained by each site location are complete and accurate and agree to the monthly reimbursement claim.

5. Student Body Activities

None

6. Application for State School Aid

2021-005: Speech only students be reported as regular education students.

7. Pupil Transportation

None

8. Facilities and Capital Assets

2021-006: The District continue to update its capital assets inventory records.

9. Travel Expense and Reimbursement Policy

None

10. Status of Prior Year's Finding/Recommendation

The prior year recommendation regarding the bank reconciliations for student activity accounts was resolved in the current year. The prior year recommendation regarding fixed assets was not resolved and remains as a current year recommendation.