

**TRENTON BOARD OF EDUCATION**

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

June 30, 2021

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

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## Independent Auditors' Report

Honorable President and Members  
of the Board of Education  
Trenton Board of Education  
Trenton, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Board of Education of the Trenton School District, County of Mercer as of and for the year ended June 30, 2021, and have issued our report thereon dated March 14, 2022.

As part of our audit, we performed procedures required by the 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 solely for the information and use of the Trenton School District's management, Board of Education members, others within the entity, and the New Jersey Department of Education and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

*PKF O'Connor Davies, LLP*

Cranford, New Jersey  
March 14, 2022

*David J. Gannon*

David J. Gannon  
Licensed Public School Accountant, No. 2305

**Trenton Board of Education  
Administrative Findings - Financial,  
Compliance and Performance**

**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

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

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Jayne Howard	Board Secretary/Business Administrator	\$1,000,000
James E. Bartolmei	Treasurer	\$1,000,000

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 \$1,000,000.

Tuition Charges

The District does not receive students from any sending districts. Therefore, this section is not applicable.

**Financial Planning, Accounting and Reporting**

Examination of Claims

An examination of claims paid during the period did not indicate any discrepancies with respect to signatures, certification or supporting documentation and no discrepancies or exceptions were noted.

Payroll Account, Human Resources and Position Control Roster

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.

## **Trenton Board of Education Administrative Findings - Financial, Compliance and Performance**

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

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

Payrolls were delivered to the Treasurer of school monies with a warrant made to his order for the full amount of each payroll.

Our review of the payroll accounts did not reveal any exceptions.

### Reserve for Encumbrances and Accounts Payable

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

### 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 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% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classifications.

### Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed no exceptions.

### Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer did not disclose any exceptions.

### 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 ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I and VI 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.

**Trenton Board of Education  
Administrative Findings - Financial,  
Compliance and Performance**

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A (K-3) and Schedule B (K-4) located in the ACFR.

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 ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects. The study of compliance for the special projects indicated the following area of improvement over the extraordinary aid state grant.

Extraordinary Aid

During our audit of the extraordinary aid grant, we noted that the District utilized the incorrect certified tuition rates when determining the allowable costs for a number of students. However, the District utilized the incorrect rates as a direct result of ambiguous guidance provided by the New Jersey Department of Education for reporting allowable extraordinary aid costs. This resulted in the District overstating its qualified costs in the extraordinary aid application. Subsequently this matter was reviewed with the New Jersey Department of Education and it was suggested that the District review its eligible costs to determine if there may have been other eligible costs that could have been submitted but were not. After re-reviewing its application, the District determined there were other allowable costs and as a result, any overstatement of eligible costs were at a level that was not material to the grant and did not reach the level of a questionable cost to be reported as a single audit finding. Therefore a finding and recommendation have not been included in this report.

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.

TPAF 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.

**Trenton Board of Education  
Administrative Findings - Financial,  
Compliance and Performance**

**School Purchasing Programs**

**Contracts and Agreements Requiring Advertisement for Bids**

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 transportation contracts under *N.J.S.A. 18A:39-3* is currently \$19,600 for 2020-21.

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 examination, no individual payments, contracts, or agreements were 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 to eligible students during the period of school closures.

During SY 2020-2021 the public health emergency was still applicable. As a result, School Food Authorities (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.

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.

**Trenton Board of Education  
Administrative Findings - Financial,  
Compliance and Performance**

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 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.

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 Procurement contract/addendum was reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision has been met. 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.

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.

Net cash resources did exceed three months average expenditures, which was a result of the COVID-19 pandemic and therefore no formal finding and recommendation was included. The District is aware of the condition and will continue to invest in its food service program until the appropriate amount of net cash resources is depleted.

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 submitted/certified in a timely manner.



**Trenton Board of Education  
Administrative Findings - Financial,  
Compliance and Performance**

Household surveys for free meals were reviewed for completeness and accuracy. An examination was conducted for compliance with all counting and claiming requirements. Under the Community Eligibility Provision (CEP) Program, all students attending the school district are eligible to receive a meal at no charge. Although specifically requested by the District, many household surveys were not completed by the parent/guardian. Since the District cannot control whether parents return the household surveys, nor can they withhold meals, the District is limited in its ability to enforce any requirements over the completion of the household surveys and therefore we have not included a comment and recommendation.

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 Position (ACFR Schedule B-5) does not 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 B of the ACFR.

**Student Body Activities**

During our audit of the student activity funds, we did not note any exceptions.

**Application for State School Aid (ASSA)**

Our audit procedures included a test of information reported in the October 15, 2020 Application for State School Aid (ASSA) 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 work papers without material exceptions. The information that was included on the work papers was reviewed and the following area for opportunity of improvement was noted.

**2021-001**

*Finding:*

During our review for Application of State School Aid (ASSA), there were several instances where the student was counted as receiving bilingual services after the student had either exited the program or exited the school district prior to the ASSA submission date.

*Recommendation:*

We recommend that the students who exit the bilingual program are removed timely from the LEP on-roll count prior to submission to the State of New Jersey.

## **Trenton Board of Education Administrative Findings - Financial, Compliance and Performance**

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 exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. 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.

Transportation Aid was not tested as a major program for purposes of the State single audit and therefore limited procedures were performed over the DRTRS.

### **Facilities and Capital Assets**

The facilities projects of the District are fully administered by the New Jersey Schools Development Authority and therefore this section is not applicable.

### **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 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's Findings**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. There were no prior year findings and therefore no corrective action was required.

### **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.

**TRENTON BOARD OF EDUCATION**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**FOOD SERVICE FUND**

**NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -Federal  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
National School Lunch (Regula/Rate)	Paid	0	0	0	0	0.35	0.00
National School Lunch (Regular Rate)	Reduced	0	0	0	0	3.13	0.00
National School Lunch (Regular/SSO Rate)	Free	0	0	0	0	3.53	0.00
National School Breakfast (Regular/SSO Rate)	Free	752,436	752,436	752,436	0	3.51	0.00
National School Lunch (Regular/SSO Rate)	Free	754,049	754,049	754,049	0	2.26	0.00
	<b>TOTAL</b>	<b>1,506,485</b>	<b>1,506,485</b>	<b>1,506,485</b>			<b>0.00</b>
National School Lunch	HHFKA - PB Lunch Only	752,436	752,436	752,436	0	0.07	0.00
School Breakfast (Regular Rate)	Paid	0	0	0	0	0.32	0.00
	Reduced	0	0	0	0	1.59	0.00
	Free	0	0	0	0	1.89	0.00
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.00</b>

**Total Net Overclaim \_\_\_\_\_ -**

**Auditor Notation:**

(a) Reimbursement rates are subject to annual change. Rates indicated in this sample schedule are for illustrative purposes only. Refer to the detailed schedule of reimbursement rates presented on page II-60.29 of this Audit Program. (b) Overclaims or underclaims must be reflected by program on the Schedule of Findings and Questioned Costs (where applicable) and in the AMR. (c) If underclaims are identified and total \$100.00 or more by program, please contact the DOA for requirements to request reimbursement from USDA. Underclaim requests may or may not be approved by USDA for reimbursement. (d) Child and Adult Care Food Program-(CACFP)-At-Risk Dinners

**TRENTON BOARD OF EDUCATION**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**FOOD SERVICE FUND**

**NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -STATE**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
State Reimbursement - National School Lunch (Regular Rate)	Paid	0	0	0	0	0.050	0.00
State Reimbursement - National School Lunch (Regular Rate)	Reduced	0	0	0	0	0.055	0.00
State Reimbursement - National School Lunch (Regular Rate)	Free	0	0	0	0	0.055	0.00
	<b>TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>			
<b>Seamless Summer Option (SSO)</b>							
Lunch	Free	341,348	341,348	341,348	0	0.055	0.00
Lunch	Free	411,088	411,088	411,088	0	0.255	0.00
	<b>TOTAL</b>	<u>752,436</u>	<u>752,436</u>	<u>752,436</u>			
<b>Total Net Overclaim</b>							<u><u>0.00</u></u>

**Auditor Notation:**

(a) Reimbursement rates are subject to annual change. Rates indicated in this sample schedule are for illustrative purposes only. Refer to the detailed schedule of reimbursement rates presented on page II-60.29 of this Audit Program. (b) Overclaims or underclaims must be reflected by program on the Schedule of Findings and Questioned Costs (where applicable) and in the AMR. (c) State underclaims identified are not eligible for reimbursement.

**TRENTON BOARD OF EDUCATION**

**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	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$2,104,813
B-4		Due from Other Gov'ts	966,271
B-4		Accounts Receivable	
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	(1,194,488)
B-4		Less Accruals	(27,867)
B-4		Less Due to Other Funds	
B-4		Less Unearned Revenue	<u>(5,323)</u>
		<b>Net Cash Resources</b>	<u><u>\$ 1,843,406.00</u></u> (A)

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	4,886,740	
B-5	Less Depreciation	<u>(66,521)</u>	
	Adj. Tot. Oper. Exp.	<u><u>\$ 4,820,219.00</u></u>	(B)

**Average Monthly Operating Expense:**

	B / 10	<u><u>\$ 482,021.90</u></u>	(C)
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**Three times monthly Average:**

	3 X C	<u><u>\$ 1,446,065.70</u></u>	(D)
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TOTAL IN BOX A	\$	1,843,406.00	
LESS TOTAL IN BOX D	\$	<u>1,446,065.70</u>	
NET	\$	<u><u>397,340.30</u></u>	
From above:			
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>			
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>			

\* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

**TRENTON BOARD OF EDUCATION**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 15, 2020**

	2021-2022 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools			
Full Day Preschool (3 years)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool (4 years)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	1,095	-	1,095	-	-	-	9	-	9	-	-	-	-	-	-	-
One	1,164	-	1,164	-	-	-	27	-	27	-	-	-	-	-	-	-
Two	1,117	-	1,117	-	-	-	35	-	35	-	-	-	-	-	-	-
Three	1,035	-	1,035	-	-	-	30	-	30	-	-	-	-	-	-	-
Four	900	-	900	-	-	-	28	-	28	-	-	-	-	-	-	-
Five	971	-	971	-	-	-	30	-	30	-	-	-	-	-	-	-
Six	750	-	750	-	-	-	21	-	21	-	-	-	-	-	-	-
Seven	644	-	644	-	-	-	17	-	17	-	-	-	-	-	-	-
Eight	619	-	619	-	-	-	21	-	21	-	-	-	-	-	-	-
Nine	723	-	723	-	-	-	24	-	24	-	-	-	-	-	-	-
Ten	802	-	802	-	-	-	20	-	20	-	-	-	-	-	-	-
Eleven	665	4	665	4	-	-	19	-	19	-	-	-	-	-	-	-
Twelve	571	5	571	5	-	-	15	-	15	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15 + CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	11,056	9	11,056	9	-	-	296	-	296	-	-	-	-	-	-	-
Sp Ed - Elementary	507	-	507	-	-	-	9	-	9	-	-	-	28	18	18	-
Sp Ed - Middle School	457	-	457	-	-	-	7	-	7	-	-	-	64	40	40	-
Sp Ed - High School	502	3	502	3	-	-	6	-	6	-	-	-	69	43	43	-
Subtotal	1,466	3	1,466	3	-	-	22	-	22	-	-	-	161	101	101	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - First Post Secondary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	12,522	12	12,522	12	-	-	318	-	318	-	-	-	161.0	101	101	-
Percentage Error					0.00%	0.00%					0.00%	0.00%				0.00%

**TRENTON BOARD OF EDUCATION**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)**

**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 Application and Register	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared				Full	Shared	Full	Shared	Full	Shared				Full
Full Day Preschool 3 Years	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 4 Years	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	438	-	438	-	-	-	9	-	9	111	-	111	-	-	-	6	6	-	-
One	807	-	807	-	-	-	27	11	16	239	-	239	-	-	-	12.0	12.0	-	-
Two	854	-	854	-	-	-	35	20	15	273	-	273	-	-	-	13.0	12.0	-	-
Three	783	-	783	-	-	-	30	14	16	230	-	230	-	-	-	12.0	11.0	1	-
Four	671	-	671	-	-	-	28	12	16	207	-	207	-	-	-	14.0	12.0	2	-
Five	700	-	700	-	-	-	30	8	22	186	-	186	-	-	-	12.0	12.0	-	-
Six	651	-	651	-	-	-	21	13	8	137	-	137	-	-	-	13.0	9.0	4	-
Seven	462	-	462	-	-	-	17	9	8	50	-	50	-	-	-	14.0	11.0	2	-
Eight	444	-	444	-	-	-	21	16	5	79	-	79	-	-	-	13.0	13.0	-	-
Nine	616	-	616	-	-	-	24	8	16	130	-	130	-	-	-	13.0	11.0	2	-
Ten	564	-	564	-	-	-	20	8	12	132	-	132	-	-	-	13.0	11.0	2	-
Eleven	404	-	404	-	-	-	19	8	11	106	-	106	-	-	-	13.0	12.0	1	-
Twelve	291	-	291	-	-	-	15	-	15	40	-	40	-	-	-	13.0	10.0	3	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15 + CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	7,685	-	7,685	-	-	-	296	127	169	1,920	-	1,920	-	-	-	161	142	17	-
Sp Ed - Elementary	414	-	414	-	-	-	9	9	-	94	-	94	-	-	-	-	-	-	-
Sp Ed - Middle School	402	-	402	-	-	-	7	7	-	32	-	32	-	-	-	-	-	-	-
Sp Ed - High School	413	-	413	-	-	-	6	6	-	8	-	8	-	-	-	-	-	-	-
Subtotal	1,229	-	1,229	-	-	-	22	22	-	134	-	134	-	-	-	-	-	-	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - First Post Secondary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	8,914	-	8,914	-	-	-	318	149	169	2,054	-	2,054	-	-	-	161	142	17	-
Percentage Error							0.00%	0.00%		53.14%					0.00%	0.00%			10.56%
	Reported on DRTRS by DOE/County	Reported on DRTRS by District		Errors		Tested	Verified	Errors											
Regular - Public School	2,228.5	2,228.5	-	-	-	-	-	-											
Non-Public Transportation	58.5	58.5	-	-	-	-	-	-											
All Non Public	222.0	222.0	-	-	-	-	-	-											
Regular Special Education	426.0	426.0	-	-	-	-	-	-											
Special Needs	1,343.0	1,343.0	-	-	-	-	-	-											
Totals	4,278.0	4,278.0	-	-	-	-	-	-											
Percentage Error		0.00%						0.00%											
									Average mileage - regular including Grade PK students										
									Average mileage - regular excluding Grade PK students										
									Average mileage - special education with special needs										
									Reported	Recalculated									
									3.4	3.4									
									3.4	3.4									
									4.0	4.0									

**TRENTON BOARD OF EDUCATION**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)**

**ENROLLMENT AS OF OCTOBER 15, 2020**

	<b>Resident LEP NOT Low Income</b>			<b>Sample for Verification</b>		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	245.0	245.0	-	5.0	5.0	-
One	167.0	167.0	-	10.0	9.0	-
Two	132.0	132.0	-	12.0	10.0	-
Three	127.0	127.0	-	12.0	12.0	-
Four	129.0	129.0	-	10.0	9.0	-
Five	154.0	154.0	-	11.0	10.0	-
Six	48.0	48.0	-	11.0	7.0	4
Seven	98.0	98.0	-	11.0	11.0	-
Eight	86.0	86.0	-	11.0	8.0	2
Nine	61.0	61.0	-	11.0	9.0	1
Ten	205.0	205.0	-	11.0	7.0	3
Eleven	102.0	102.0	-	11.0	10.0	1
Twelve	89.0	89.0	-	13.0	9.0	4
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15 + CR)	-	-	-	-	-	-
Adult H.S. (1-14 CR)	-	-	-	-	-	-
Subtotal	<u>1,643</u>	<u>1,643</u>	<u>-</u>	<u>139</u>	<u>116</u>	<u>15</u>
Sp Ed - Elementary	23	23	-	-	-	-
Sp Ed - Middle School	3	3	-	-	-	-
Sp Ed - High School	2	2	-	-	-	-
Subtotal	<u>28</u>	<u>28</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
County Vocational - Regular	-	-	-	-	-	-
County Vocational - First Post Secondary	-	-	-	-	-	-
Total	<u>1,671</u>	<u>1,671</u>	<u>-</u>	<u>139</u>	<u>116</u>	<u>15</u>
Percentage Error			<u>0.00%</u>			<u>10.79%</u>



TRENTON BOARD OF EDUCATION

EXCESS SURPLUS CALCULATION

JUNE 30, 2021

SECTION 1

**A. 4% Calculation of Excess Surplus**

2020-21 Total General Fund Expenditures Reported on Exhibit C-1	\$ 307,931,083 (A)	
Increased by Applicable Operating Transfers		
Transfer from Capital Outlay to Capital Projects	\$ - (A1a)	
Transfer from Capital Reserve to Capital Projects	\$ - (A1a)	
Transfer from G/F to SRF for Preschool - Regular	\$ - (A1a)	
Transfer from G/F to SRF for Preschool - Inclusion	\$ - (A1a)	
Less: Expenditures Allocated to Restricted Federal Resources as Reported on Exhibit D-2	\$ 871,151 (A1b)	
2020-21 Adjusted General Fund and Other State Expenditures [(A)+(A1a)-(A1b)]		<u>\$ 307,059,932 (A2)</u>
Decreased by:		
On-Behalf TPAF Pension, Post-Retirement Contributions, Long-Term Disability Insurance and Social Security		<u>\$ 38,816,774 (A3)</u>
Assets Acquired Under Capital Leases:	\$ -	
General Fund 10 Assets Acquired Under Capital Leases reported on Exhibit C-1a	\$ - (A4)	
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired under Capital Leases:		
Assets Acquired Under Capital Leases in Fund 15 reported on Exhibit C-1a	\$ - (A5)	
Combined General Fund Contribution & State Resources Percent of Fund 15 Resources Reported on Exhibit D-2	99.27% (A6)	
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)*(A6)]	\$ - (A7)	
Total Assets Acquired Under Capital Leases [(A4)+(A7)]		<u>\$ - (A8)</u>
2020-21 General Fund Expenditures [(A2)-(A3)-(A8)]		<u>\$ 268,243,158 (A9)</u>
4% of Adjusted 2020-21 General Fund Expenditures [(A9) times .04]		<u>\$ 10,729,726 (A10)</u>
Enter Greater of (A10) or \$250,000		<u>\$ 10,729,726 (A11)</u>
Increased by: Allowable Adjustment*		<u>\$ 2,542,169 (K)</u>
Maximum Unassigned Fund Balance [(A11) + (K)]		<u>\$ 13,271,895 (M)</u>

**TRENTON BOARD OF EDUCATION**

**EXCESS SURPLUS CALCULATION**

**JUNE 30, 2021**

**SECTION 2**

Total General Fund - Fund Balances at June 30, 2021 (Per ACFR Budgetary Comparison Schedule C-1)	\$ <u>60,456,509</u> (C)
Decreased by:	
Year-end Encumbrances	\$ <u>8,824,300</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>          -</u> (C2)
Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>20,145,010</u> (C3)
Other Restricted/Reserved Fund Balances****	\$ <u>295,141</u> (C4)
Assigned - Designated for Subsequent Year's Expenditures	\$ <u>283,042</u> (C5)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	 \$ <u>30,909,016</u> (U)

**SECTION 3**

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ <u>17,637,121</u> (E)
 Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	 \$ <u>20,145,010</u> (C3)
Reserved Excess Surplus *** [(E)]	\$ <u>17,637,121</u> (E)
 Total Excess Surplus [(C3)+(E)]	 \$ <u>37,782,131</u> (D)

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 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 School 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>2,477,590</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>64,579</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>2,542,169</u> (K)

**TRENTON BOARD OF EDUCATION**

**EXCESS SURPLUS CALCULATION**

**JUNE 30, 2021**

\*\* 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 ACFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

\*\*\*\* Amount for Other Restricted/Reserved Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant to the Commissioner - Field Services prior to September 30.

**Detail of Other Restricted/Reserved Fund Balance**

**Statutory restrictions:**

Approved unspent separate proposal	\$	-
Sale/lease-back reserve	\$	-
Capital reserve (N-1)	\$	-
Maintenance reserve (N-2)	\$	295,141
Tuition reserve (N-3)	\$	-
Emergency reserve (N-4)	\$	-
School Bus Advertising 50% Fuel Offset Reserve - current year (N-5)	\$	-
School Bus Advertising 50% Fuel Offset Reserve - prior year (N-6)	\$	-
Impact Aid General Fund Reserve (Sections 8002 and 8003) (N-7)	\$	-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008) (N-8)	\$	-
<b>[Other Restricted/Reserved Fund Balance not noted above]****</b>	\$	-
<b>Total Other Restricted/Reserved Fund Balance</b>	\$	295,141 (C4)

TRENTON BOARD OF EDUCATION  
COUNTY OF MERCER

RECOMMENDATIONS

June 30, 2021

I. **Administration Practices and Procedures**

There are none.

II. **Financial Planning, Accounting and Reporting**

There are none.

III. **School Purchasing Program**

There are none.

IV. **School Food Service**

There are none.

V. **Student Body Activities**

There are none.

VI. **Application for State School Aid**

2021-001 - We recommend that the students who exit the bilingual program are removed timely from the LEP on-roll count prior to submission to the State of New Jersey.

VII. **Pupil Transportation**

There are none.

VIII. **Facilities and Capital Assets**

There are none.

IX. **Status of Prior Year Audit Findings/Recommendations**

Corrective action has been taken on prior year audit findings.