

UPPER FREEHOLD REGIONAL SCHOOL DISTRICT

Allentown, New Jersey
County of Monmouth

**Auditor's Management Report on Administrative Findings -
Financial, Compliance and Performance
YEAR ENDED JUNE 30, 2021**

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

TABLE OF CONTENTS

| | PAGE |
|--|-------------|
| Report of Independent Auditors - Auditor's Management Report on Administrative Findings, Financial Compliance and Performance | 1 |
| Scope of Audit | 3 |
| Administrative Practices and Procedures: | |
| Insurance | 3 |
| Official Bonds | 3 |
| Tuition Charges | 3 |
| Financial Planning, Accounting and Reporting: | |
| Examination of Claims | 3 |
| Payroll Account | 3 |
| Employee Position Control Roster | 4 |
| Reserve for Encumbrances and Accounts Payable | 4 |
| Classification of Expenditures | 4 |
| Board Secretary's Records | 4 |
| Treasurer's Records | 4 |
| Elementary & Secondary School Education Act (E.S.E.A.), as amended by the Improving America's Schools Act of 1994 (I.A.S.A.) | 4 |
| T.P.A.F. Reimbursement | 4 |
| T.P.A.F. Reimbursement as the State for Federal Salary Expenditures | 4 |
| School Purchasing Programs: | |
| Contracts & Agreements Requiring Advertisement for Bids | 5 |
| School Food Service | 5 |
| Student Body Activities | 6 |
| Application for State School Aid (ASSA) | 6 |
| Pupil Transportation | 6 |
| Facilities and Capital Assets | 6 |
| Miscellaneous | 7 |
| Follow-up on Prior Year Findings | 7 |
| Office of Fiscal Accountability and Compliance (OFAC) Findings | 7 |
| Acknowledgment | 7 |
| Additional Information: | |
| Schedule of Audited Enrollments | 11 |
| Schedule of Meal Count Activity | 14 |
| Net Cash Resource Schedule | 15 |
| Excess Surplus Calculation | 17 |
| Audit Recommendations Summary | 20 |



1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only

www.hfacpas.com

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

Honorable President and Members
of the Board of Education
Upper Freehold Regional School District
County of Monmouth
Allentown, New Jersey 08501

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Upper Freehold Regional School District in the County of Monmouth 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 School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Jerry W. Conaty
Certified Public Accountant
Public School Accountant, No. 2470

Lakewood, New Jersey
March 1, 2022

This page intentionally left blank



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

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

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

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|----------------|---|---------------|
| Patrick Pisano | Board Secretary/School Business Administrator | \$ 380,000.00 |

Tuition Charges

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

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

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

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

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

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

Employee Position Control Roster

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

Reserve for Encumbrances and Accounts Payable

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

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23 A-16.29(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0% percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Business Administrator/Board Secretary's Records

Our review of the financial and accounting records maintained by the Business Administrator/Board Secretary were found to be in satisfactory condition.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.) as Reauthorized by the No Child Left Behind Act of 2001.

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

T.P.A.F. Reimbursement

Our audit procedures included a sample test of the biweekly reimbursements forms filed with the Department of Education for district employees who are members of the 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 the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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 2020-21.

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 our tests on sample basis, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

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

School Food Service

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency all Public, Charter, and Non-Public schools were ordered to close effective 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, 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 in addition to the changes brought on by the Governor's waiver for the program requirements to the National School Nutrition Program.

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

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

The 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.

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.

Net cash resources did not exceed three months average expenditures.

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.

School Food Service (continued)

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.

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 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.

Student Body Activities

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

Application for State School Aid (ASSA)

Our audit procedures included a sample test of information reported in the October 15, 2020 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

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

Pupil Transportation

Our audit procedures included a sample test of on roll status reported in the 2020-2021 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a sample of transportation contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our sampling of transportation related purchases of goods and services.

Facilities and Capital Assets

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

Miscellaneous

The School District complied with its most recent continuing disclosure agreements in relation to prior year bond issuances.

Follow-up on Prior Year Findings

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year’s Auditor’s Management Report on Administrative Findings – Financial, Compliance and Performance. Corrective action had been taken on all prior year findings.

Office of Fiscal Accountability and Compliance (OFAC) Findings

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

Acknowledgment

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

Respectfully Submitted,
HOLMAN FRENIA ALLISON, P.C.

Jerry W. Conaty
Certified Public Accountant
Public School Accountant, No. 2470

Lakewood, New Jersey
March 1, 2022

This page intentionally left blank

ADDITIONAL INFORMATION

This page intentionally left blank

UPPER FREEHOLD REGIONAL SCHOOL DISTRICT
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 | | | Workpapers | | | Errors | | | Reported on Selected from Workpapers | | | Verified per Registers 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 | | Full | Shared | |
| Full Day Preschool - 3 Yrs | 5 | - | - | 5 | - | - | 1 | - | - | 1 | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool - 4 Yrs | 13 | - | - | 13 | - | - | 2 | - | - | 2 | - | - | 2 | - | - | - | - | - | - | - | - | - | - | - |
| Half Day Kindergarten | 68 | - | - | 68 | - | - | 9 | - | - | 9 | - | - | 9 | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 8 | 44 | - | 8 | 44 | - | 1 | 6 | - | 1 | 6 | - | 1 | 6 | - | - | - | - | - | - | - | - | - | - |
| One | 81 | - | - | 81 | - | - | 11 | - | - | 11 | - | - | 11 | - | - | - | - | - | - | - | - | - | - | - |
| Two | 80 | - | - | 80 | - | - | 11 | - | - | 11 | - | - | 11 | - | - | - | - | - | - | - | - | - | - | - |
| Three | 76 | - | - | 76 | - | - | 10 | - | - | 10 | - | - | 10 | - | - | - | - | - | - | - | - | - | - | - |
| Four | 78 | - | - | 78 | - | - | 10 | - | - | 10 | - | - | 10 | - | - | - | - | - | - | - | - | - | - | - |
| Five | 89 | - | - | 89 | - | - | 12 | - | - | 12 | - | - | 12 | - | - | - | - | - | - | - | - | - | - | - |
| Six | 84 | - | - | 84 | - | - | 11 | - | - | 11 | - | - | 11 | - | - | - | - | - | - | - | - | - | - | - |
| Seven | 89 | - | - | 89 | - | - | 12 | - | - | 12 | - | - | 12 | - | - | - | - | - | - | - | - | - | - | - |
| Eight | 109 | - | - | 109 | - | - | 14 | - | - | 14 | - | - | 14 | - | - | - | - | - | - | - | - | - | - | - |
| Nine | 218 | - | - | 218 | - | - | 29 | - | - | 29 | - | - | 29 | - | - | - | - | - | - | - | - | - | - | - |
| Ten | 238 | - | - | 238 | - | - | 31 | - | - | 31 | - | - | 31 | - | - | - | - | - | - | - | - | - | - | - |
| Eleven | 236 | 4 | - | 236 | 4 | - | 31 | 1 | - | 31 | 1 | - | 31 | 1 | - | - | - | - | - | - | - | - | - | - |
| Twelve | 262 | 6 | - | 262 | 6 | - | 36 | 1 | - | 36 | 1 | - | 36 | 1 | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 1,734 | 54 | - | 1,734 | 54 | - | 231 | 8 | - | 231 | 8 | - | 231 | 8 | - | - | - | - | - | - | - | - | - | - |
| Special Ed - Elementary | 101 | - | - | 101 | - | - | 13 | - | - | 13 | - | - | 13 | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - Middle School | 76 | - | - | 76 | - | - | 10 | - | - | 10 | - | - | 10 | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - High School | 164 | 32 | - | 164 | 32 | - | 22 | - | - | 22 | - | - | 22 | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 341 | 32 | - | 341 | 32 | - | 45 | - | - | 45 | - | - | 45 | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 2,075 | 86 | - | 2,075 | 86 | - | 276 | 8 | - | 276 | 8 | - | 276 | 8 | - | - | - | - | - | - | - | - | - | - |
| Percentage Error | 0% | | | | | | | | | | | | | | | | | | | | | | | |

**UPPER FREEHOLD REGIONAL SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
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 LEP Low Income | Errors | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors |
| Half Day Kindergarten | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 7 | 7 | - | 5 | 5 | - | 2 | 2 | - | 2 | 2 | - |
| One | 2 | 2 | - | 2 | 2 | - | 1 | 1 | - | 1 | 1 | - |
| Two | 6 | 6 | - | 5 | 5 | - | - | - | - | - | - | - |
| Three | 2 | 2 | - | 2 | 2 | - | - | - | - | - | - | - |
| Four | 1 | 1 | - | 1 | 1 | - | - | - | - | - | - | - |
| Five | 6 | 6 | - | 5 | 5 | - | - | - | - | - | - | - |
| Six | 6 | 6 | - | 5 | 5 | - | - | - | - | - | - | - |
| Seven | 3 | 3 | - | 2 | 2 | - | - | - | - | - | - | - |
| Eight | 2 | 2 | - | 2 | 2 | - | - | - | - | - | - | - |
| Nine | 5 | 5 | - | 4 | 4 | - | - | - | - | - | - | - |
| Ten | 5 | 5 | - | 4 | 4 | - | - | - | - | - | - | - |
| Eleven | 4 | 4 | - | 3 | 3 | - | - | - | - | - | - | - |
| Twelve | 6.5 | 6.5 | - | 5 | 5 | - | - | - | - | - | - | - |
| Subtotal | 55.5 | 55.5 | - | 45 | 45 | - | 3 | 3 | - | 3 | 3 | - |
| Special Ed - Elementary | 22 | 22 | - | 16 | 16 | - | 4 | 4 | - | 3 | 3 | - |
| Special Ed - Middle School | 14 | 14 | - | 11 | 11 | - | - | - | - | - | - | - |
| Special Ed - High School | 8.5 | 8.5 | - | 7 | 7 | - | - | - | - | - | - | - |
| Subtotal | 44.5 | 44.5 | - | 34 | 34 | - | 4 | 4 | - | 3 | 3 | - |
| Totals | 100.0 | 100.0 | - | 79 | 79 | - | 7 | 7 | - | 6 | 6 | - |
| Percentage Error | 0.00% | | | 0.00% | | | 0.00% | | | 0.00% | | |

Transportation

| | Reported on DRTS by DOE/County | | | Reported on DRTRS by District | | | Sample for Verification | | |
|----------------------------------|--------------------------------|-------------------------------|--------|-------------------------------|----------|--------|---------------------------------|--------------------------------------|---------------|
| | Reported on DRTS by DOE/County | Reported on DRTRS by District | Errors | Tested | Verified | Errors | Sample Selected from Workpapers | Verified to Application and Register | Sample Errors |
| Reg. - Public Schools, col. 1 | 785 | 785 | - | 187 | 187 | - | - | - | - |
| Reg - Sp Ed, col. 4 | 61 | 61 | - | 14 | 14 | - | - | - | - |
| Transported - Non-Public, col. 3 | 27 | 27 | - | 6 | 6 | - | - | - | - |
| AIL - Non Public | 165 | 165 | - | 39 | 39 | - | - | - | - |
| Special Ed Spec, col. 6 | 34 | 34 | - | 8 | 8 | - | - | - | - |
| Totals | 1,072 | 1,072 | - | 254 | 254 | - | - | - | - |
| Percentage Error | 0.00% | | | 0.00% | | | 0.00% | | |

**UPPER FREEHOLD REGIONAL SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

| | Resident LEP NOT Low Income | | | | Sample for Verification | | | |
|----------------------------|---|---|--------|---------------------------------|-------------------------------------|---------------|---|-------|
| | Reported on A.S.A as LEP Not Low Income | Reported on Workpapers LEP Not Low Income | Errors | Sample Selected from Workpapers | Verified to Test Score and Register | Sample Errors | | |
| Half Day Kindergarten | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | - | - | - | - | - | - | - | - |
| One | 1 | 1 | - | 1 | 1 | - | 1 | - |
| Two | 1 | 1 | - | 1 | 1 | - | 1 | - |
| Three | - | - | - | - | - | - | - | - |
| Four | 4 | 4 | - | 3 | 3 | - | 3 | - |
| Five | - | - | - | - | - | - | - | - |
| Six | - | - | - | - | - | - | - | - |
| Seven | - | - | - | - | - | - | - | - |
| Eight | - | - | - | - | - | - | - | - |
| Nine | - | - | - | - | - | - | - | - |
| Ten | - | - | - | - | - | - | - | - |
| Eleven | - | - | - | - | - | - | - | - |
| Twelve | - | - | - | - | - | - | - | - |
| Subtotal | 6 | 6 | - | 5 | 5 | - | 5 | - |
| Special Ed - Elementary | 1 | 1 | - | 1 | 1 | - | 1 | - |
| Special Ed - Middle School | - | - | - | - | - | - | - | - |
| Special Ed - High School | - | - | - | - | - | - | - | - |
| Subtotal | 1 | 1 | - | 1 | 1 | - | 1 | - |
| Totals | 7 | 7 | - | 6 | 6 | - | 6 | - |
| Percentage Error | | | 0.00% | | | | | 0.00% |

SCHEDULE OF MEAL COUNT ACTIVITY

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

| PROGRAM | MEAL CATEGORY | MEALS CLAIMED | MEALS TESTED | MEALS VERIFIED | DIFFERENCE | RATE | (OVER) UNDER CLAIM |
|--|------------------------|---------------|---------------|----------------|------------|--------|--------------------|
| National School Lunch (Regula/Rate) | Paid | - | - | - | - | 0.33 | - |
| National School Lunch (Regular Rate) | Reduced | - | - | - | - | 3.11 | - |
| National School Lunch (Regular/SSO Rate) | Free | 57,820 | 57,820 | 57,820 | - | 3.51 | - |
| | TOTAL | <u>57,820</u> | <u>57,820</u> | <u>57,820</u> | | | <u>-</u> |
| National School Lunch | HHFKA - PB Lunch Only | 57,820 | 57,820 | 57,820 | - | 0.07 | - |
| School Breakfast (Regular Rate) | Paid | - | - | - | - | 0.32 | - |
| | Reduced | - | - | - | - | 1.59 | - |
| | Free | - | - | - | - | 1.89 | - |
| | TOTAL | <u>-</u> | <u>-</u> | <u>-</u> | | | <u>-</u> |
| Special Milk | Paid | | | | - | 0.2025 | - |
| After School Snacks | Paid | - | - | - | - | 0.08 | - |
| | Reduced | - | - | - | - | 0.48 | - |
| | Free (Area Eligible) | - | - | - | - | 0.96 | - |
| | TOTAL | <u>-</u> | <u>-</u> | <u>-</u> | | | <u>-</u> |
| Seamless Summer Option (SSO) | | | | | | | |
| Breakfast | Free | 41,810 | 41,810 | 41,810 | - | 1.89 | - |
| Lunch | Free | - | - | - | - | 3.51 | - |
| | | <u>41,810</u> | <u>41,810</u> | <u>41,810</u> | | | <u>-</u> |
| National School Lunch | HHFKA - PB Lunch Only | - | - | - | - | 0.07 | - |
| Child & Adult Care Food | | | | | | | |
| CACFP - Food | Free | - | - | - | - | 3.51 | - |
| CACFP - Cash-in-lieu of USDA Foods | Free | - | - | - | - | 0.245 | - |
| Summer Food Service (SFSP) | <u>SELF-PREP RATES</u> | | | | | | |
| | Breakfast | - | - | - | - | 2.375 | - |
| | Lunch or Supper | - | - | - | - | 4.1525 | - |
| | Supplement | - | - | - | - | 0.9775 | - |
| | TOTAL | <u>-</u> | <u>-</u> | <u>-</u> | | | <u>-</u> |
| | <u>VENDED RATE</u> | | | | | | |
| | Breakfast | - | - | - | - | 2.33 | - |
| | Lunch or Supper | - | - | - | - | 4.0875 | - |
| | Supplement | - | - | - | - | 0.955 | - |
| | TOTAL | <u>-</u> | <u>-</u> | <u>-</u> | | | <u>-</u> |

NET CASH RESOURCE SCHEDULE

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

| <u>Net Cash Resources:</u> | | Food Service B - 4/5 | |
|----------------------------|---|----------------------------|----------------------|
| CAFR | * | Current Assets | |
| B-4 | | Cash & Cash Equiv. | 88,748.13 |
| B-4 | | Due from Other Gov'ts | 53,833.56 |
| B-4 | | Accounts Receivable | 0.00 |
| B-4 | | Investments | 0.00 |
| CAFR | | Current Liabilities | |
| B-4 | | Less Accounts Payable | (39,565.56) |
| B-4 | | Less Accruals | 0.00 |
| B-4 | | Less Due to Other Funds | 0.00 |
| B-4 | | Less Deferred Revenue | 0.00 |
| | | Net Cash Resources | \$ 103,016.13 |
| | | | (A) |

Net Adj. Total Operating Expense:

| | | | | |
|-----|--|----------------------|----------------------|------------|
| B-5 | | Tot. Operating Exp. | 412,266.55 | |
| B-5 | | Less Depreciation | (22,452.00) | |
| | | Adj. Tot. Oper. Exp. | \$ 389,814.55 | (B) |

Average Monthly Operating Expense:

| | | | | |
|--|--|--------|---------------------|------------|
| | | B / 10 | \$ 38,981.46 | (C) |
|--|--|--------|---------------------|------------|

Three times monthly Average:

| | | | | |
|--|--|-------|----------------------|------------|
| | | 3 X C | \$ 116,944.38 | (D) |
|--|--|-------|----------------------|------------|

| | | | |
|---------------------|--|-----------------------|--|
| TOTAL IN BOX A | | \$ 103,016.13 | |
| LESS TOTAL IN BOX D | | \$ 116,944.38 | |
| NET | | \$ (13,928.25) | |

From above:

A is greater than D, cash exceeds 3 X average monthly operating expenses.

D is greater than A, cash does not exceed 3 X average monthly operating expenses.

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

SOURCE - USDA resource management comprehensive review form

This page intentionally left blank

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 4% Calculation of Excess Surplus

| | |
|---|-------------------------------------|
| 2020-2021 Total General Fund Expenditures per the CAFR, Ex. C-1 | \$ <u>43,204,401.29</u> (B) |
| Increased by: | |
| Transfer from Capital Outlay to Capital Projects Fund | \$ <u>-</u> (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund | \$ <u>-</u> (B1b) |
| Transfer from General Fund to SRF for PreK-Regular | \$ <u>-</u> (B1c) |
| Transfer from General Fund to SRF for PreK-Inclusion | \$ <u>-</u> (B1d) |
| Decrease by: | |
| On-Behalf TPAF Pension & Social Security | \$ <u>7,122,263.05</u> (B2a) |
| Assets Acquired Under Capital Leases | \$ <u>190,357.37</u> (B2b) |
| Adjusted 2020-2021 General Fund Expenditures [(B)+(B1s)-(B2s)] | \$ <u><u>35,891,780.87</u></u> (B3) |
| 4% of Adjusted 2020-2021 General Fund Expenditures [(B3) times .04] | \$ <u>1,435,671.23</u> (B4) |
| Enter Greater of (B4) or \$250,000 | \$ <u>1,435,671.23</u> (B5) |
| Increased by: Allowable Adjustment * | \$ <u>188,438.00</u> (K) |
| Maximum Unassigned Fund Balance [(B5)+(K)] | \$ <u><u>1,624,109.23</u></u> (M) |

SECTION 2

| | |
|---|------------------------------------|
| Total General Fund - Fund Balances @ 6/30/2021 (Per CAFR Budgetary Comparison Schedule C-1) | \$ <u>8,030,261.90</u> (C) |
| Decreased by: | |
| Year-End Encumbrances | \$ <u>475,206.00</u> (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures | \$ <u>-</u> (C2) |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures** | \$ <u>500,000.51</u> (C3) |
| Other Restricted Fund Balances **** | \$ <u>5,430,946.16</u> (C4) |
| Assigned Fund Balance - Designated for Subsequent Year's Expenditures | \$ <u>-</u> (C5) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | \$ <u><u>1,624,109.23</u></u> (U1) |

REGULAR DISTRICT (continued):

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-] \$ - (E)

Recapitulation of Excess Surplus as of June 30, 2021

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** \$ 500,000.51 (C3)
Reserved Excess Surplus *** [(E)] \$ - (E)

Total Excess Surplus [(C3)+(E)] \$ 500,000.51 (D)

Footnotes:

- *Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
- (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016 the 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> 174,494.00</u> | (J1) |
| Additional Nonpublic School Transportation Aid | \$ <u> 13,944.00</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> 188,438.00</u> | (K) |

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

*** Amounts must agree to the June 30, 2021 CAFR and must agree to Audit Summary Line 90030.

**** Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

REGULAR DISTRICT (continued):

Detail of Other Restricted Fund Balance

Statutory Restrictions:

| | |
|---|--------------------------|
| Approved Unspent Separate Proposal | \$ - |
| Sale/Lease-Back Reserve | \$ - |
| Capital Reserve | \$ 1,532,562.90 |
| Maintenance Reserve | \$ 1,981,771.65 |
| Emergency Reserve | \$ 47,767.00 |
| Tuition Reserve | \$ 1,365,685.00 |
| 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 Capital Fund Reserve (Sections 8007 and 8008) | \$ - |
| Other State/Government Mandated Reserve | \$ - |
| Reserve for Unemployment Fund | \$ 503,159.61 |
| [Other Restricted Fund Balance Not Noted Above] **** | \$ - |
| Total Other Restricted Fund Balance | \$ 5,430,946.16 (C4) |

**UPPER FREEHOLD REGIONAL SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
YEAR ENDED JUNE 30, 2021**

SCHOOL DISTRICT

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

10. Status of Prior Year Audit Findings/Recommendations

None