

**WEST ORANGE BOARD OF EDUCATION  
AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2021**

**WEST ORANGE BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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## AUDITOR’S MANAGEMENT REPORT

Honorable President and  
Members of the Board of Education  
West Orange Board of Education  
West Orange, New Jersey

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 basic financial statements of the West Orange Board of Education in the County of Essex as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated February 8, 2022.

As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey 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 West Orange Board of Education’s management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Public School Accountants

Dieter P. Lerch  
Public School Accountant  
PSA Number CS00756

Fair Lawn, New Jersey  
February 8, 2022

**WEST ORANGE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**Scope of Audit**

The audit covered the financial transactions of the Business Administrator/Board Secretary 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**

Fire insurance coverage was carried in the amounts as detailed on the Schedule of Insurance contained in the Statistical Section of the District's Comprehensive Annual Financial Report (the "CAFR").

**Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Tonya Flowers	Business Administrator/ Board Secretary	\$550,000
Joseph Gregory Antonucci	Treasurer of School Monies	\$600,000

There is a Public Employees' Faithful Performance Blanket Bond with the Selective Insurance Company covering all other employees with multiple coverage of \$100,000.

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment, as applicable, to the billings to sending districts in accordance with N.J.A.C. 6A:23A-17.1(f)3.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**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 expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3.

**Payroll/Personnel**

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.

**Finding 2021-1** – Our audit indicated that overpayments were made to an employee due to the miscalculation of the semi-monthly gross pay attributed to the individual. Such overpayments were refunded to the District prior to year end.

**Recommendation** – It is recommended that greater care be exercised in the calculation of payroll with respect to employee gross pay.

**WEST ORANGE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**Financial Planning, Accounting and Reporting (Continued)**

Payroll/Personnel (Continued)

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

Salary withholdings were properly remitted to the proper agencies except as noted below, including health benefits withholding due to the general fund.

The District filed the required certification (E-CERT1) of compliance with requirements for income tax compensation of certain administrators with the NJ Department of Treasury.

Employee Position Control Roster

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

Reserve for Encumbrances and Accounts Payable

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

Travel

The Board of Trustees has adopted a travel policy that complies with N.J.S.A. 18A:11-12.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in very good condition.

The prescribed contractual order system was followed.

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

Acknowledgement of the Board's receipt of the Board Secretary and Treasurer's monthly financial reports was included in the minutes. The monthly certification of the availability of line item appropriations and fund balances were also approved.

The Board Secretary's and Treasurer's monthly reports were presented to the Board on a timely basis and were submitted to the Executive County Superintendent as prescribed by N.J.S.A. 18A:17-9 and 18A:17-36.

Treasurer's Records

The Treasurer did perform cash reconciliations for all accounts required.

All cash receipts were promptly deposited.

Unemployment Compensation Insurance

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Expendable Trust Fund.

**WEST ORANGE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**Financial Planning, Accounting and Reporting (Continued)**

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

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

The audit indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

I.D.E.A. Part B

Separate accounting records were maintained for each approved project grant application approvals and acceptance of grant funds were made by Board resolution.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and Exhibit K-4 located in the CAFR.

Our audit indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

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

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly reimbursement forms 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.

Nonpublic State Aid

Project Completion Reports were finalized and transmitted to the State by the due date.

**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 currently \$19,600. The Board has designated the Business Administrator/Board Secretary as the qualified purchasing agent.

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

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.

**WEST ORANGE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**School Purchasing Programs (Continued)**

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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

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. Our examination did reveal, however, that purchases were made through the use of State contracts.

**Finding 2021-2** – Our audit indicated that emergency contracts were awarded which did not include a maximum amount in the official minute approval.

**Recommendation** – It is recommended that the awarding of emergency contracts include a maximum not to exceed amount.

**School Food Service**

Public Health Emergency

In accordance with the Governor's Declaration of Emergency pertaining to COVID-19, all public, charter and 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 2020-2021, the public health emergency was still applicable. As a result, School Food Service 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.

SFA's 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 SFA's 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.

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

The school food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

We inquired of management about the public health emergency procedures/practices that the SFA instituted to provide meals to all students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations. We also inquired if the FSMC received a loan in accordance with the Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

Net cash resources exceeded three months' average expenditures.

**WEST ORANGE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**Summer Enrichment Program**

The Summer Enrichment Program was suspended for the 2020-21 fiscal year due to COVID-19.

**Student Body Activities**

The Board has a policy which clearly established the regulation of student activity funds.

**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, bilingual and low-income. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to District workpapers with immaterial exceptions. The information on the workpapers was verified with immaterial 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 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 2020-21 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with immaterial exceptions. The information on the DRTRS was verified with immaterial 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. 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 Energy Savings Incentive Program Lease Purchase Agreement and the awarding of contracts relating to the project.

**Testing for Lead of all Drinking Water in Educational Facilities**

The school district adhered to all requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

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



**WEST ORANGE BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**Follow-up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations, including findings.

**Suggestion to Management**

- The District develop a plan to reduce net cash resources in the food service below the maximum of three months' average expenditures.

**WEST ORANGE BOARD OF EDUCATION  
FOOD SERVICE FUND  
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Not Applicable

**WEST ORANGE BOARD OF EDUCATION  
FOOD SERVICE FUND  
NET CASH RESOURCE SCHEDULE  
ENTERPRISE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**Net cash resources did exceed three months of expenditures  
Proprietary Funds - Food Service  
FYE 2021**

<u>Net Cash Resources:</u>		<b>Food Service B - 4/5</b>	
<b>CAFR</b>	<b>*</b>	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 1,663,345
B-4		Due from Other Gov'ts	257,988
B-4		Accounts Receivable	65,977
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	(181,137)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Unearned Revenue	<u>(73,798)</u>
		<b>Net Cash Resources</b>	<b><u>\$ 1,732,375.00</u></b> (A)

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	1,776,049	
B-5	Less Depreciation	<u>(46,704)</u>	
	Adj. Tot. Oper. Exp.	<b><u>\$ 1,729,345.00</u></b>	(B)

**Average Monthly Operating Expense:**

B / 10 **\$ 172,934.50** (C)

**Three times monthly Average:**

3 X C **\$ 518,803.50** (D)

TOTAL IN BOX A	\$	<u>1,732,375.00</u>	
LESS TOTAL IN BOX D	\$	<u>518,803.50</u>	
NET	\$	<b><u>1,213,571.50</u></b>	
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

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

	2021-2022 Application for State School Aid						Sample for Verification						On Roll - Special Education			Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Register On Roll		Errors per Registers On Roll		Sample for Verification	Sample Verified	Sample Errors	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							
Half Day Preschool 3 Years Old	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Preschool 4 Years Old	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 3 Years Old	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 4 Years Old	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	393	-	393	-	-	-	55	-	55	-	-	-	-	-	-	-	-	-	-
Grade 1	421	-	421	-	-	-	80	-	80	-	-	-	-	-	-	-	-	-	-
Grade 2	432	-	432	-	-	-	56	-	56	-	-	-	-	-	-	-	-	-	-
Grade 3	421	-	421	-	-	-	57	-	57	-	-	-	-	-	-	-	-	-	-
Grade 4	418	-	418	-	-	-	71	-	71	-	-	-	-	-	-	-	-	-	-
Grade 5	372	-	372	-	-	-	56	-	56	-	-	-	-	-	-	-	-	-	-
Grade 6	473	-	473	-	-	-	473	-	473	-	-	-	-	-	-	-	-	-	-
Grade 7	434	-	434	-	-	-	240	-	240	-	-	-	-	-	-	-	-	-	-
Grade 8	414	-	414	-	-	-	175	-	175	-	-	-	-	-	-	-	-	-	-
Grade 9	442	-	442	-	-	-	442	-	442	-	-	-	-	-	-	-	-	-	-
Grade 10	429	-	429	-	-	-	429	-	429	-	-	-	-	-	-	-	-	-	-
Grade 11	434	-	434	-	-	-	434	-	434	-	-	-	-	-	-	-	-	-	-
Grade 12	466	-	466	-	-	-	466	-	466	-	-	-	-	-	-	-	-	-	-
Post- Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult High School (15+ Credits)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult High School (1-14 Credits)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	5,549	-	5,549	-	-	-	3,034	-	3,034	-	-	-	-	-	-	-	-	-	-
Sp Ed - Elementary	412	-	412	-	-	-	40	-	40	-	-	29	29	-	-	24	14	14	-
Sp Ed - Middle School	266	-	266	-	-	-	81	-	81	-	-	15	15	-	-	35	21	21	-
Sp Ed - High School	410	2	409	2	1	-	410	2	409	2	1	26	26	-	-	52	30	30	-
Subtotal	1,088	2	1,087	2	1	-	531	-	530	2	1	70	70	-	-	111	65	65	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - F.T. Post-Second	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	6,637	2	6,636	2	1	-	3,565	-	3,564	2	1	70	70	-	-	111	65	65	-
Percentage Error					0.02%					0.03%				0.00%		-			0.00%

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

	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	Sample Errors	Reported on ASSA as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected	Verified to Test Score and Register	Errors
Half Day Preschool 3 Years Old			-			-						
Half Day Preschool 4 Years Old			-			-						-
Full Day Preschool 3 Years Old			-			-						-
Full Day Preschool 4 Years Old			-			-						-
Half Day Kindergarten			-			-						-
Full Day Kindergarten	70	69	1	3	3	-	17	17	-	6	6	-
Grade 1	134	134	-	4	4	-	23	23	-	4	4	-
Grade 2	130	130	-	4	4	-	20	20	-	6	6	-
Grade 3	158	158	-	4	4	-	19	19	-	5	5	-
Grade 4	153	152	1	3	3	-	16	16	-	4	3	1
Grade 5	126	126	-	6	6	-	7	7	-	3	3	-
Grade 6	209	208	1	5	5	-	18	18	-	4	3	1
Grade 7	180	180	-	4	4	-	8	8	-	4	4	-
Grade 8	149	149	-	5	5	-	7	7	-	2	2	-
Grade 9	190	190	-	5	5	-	7	7	-	2	2	-
Grade 10	166	166	-	5	5	-	11	11	-	4	4	-
Grade 11	188	187	1	5	5	-	12	12	-	3	3	-
Grade 12	186	186	-	4	4	-	10	10	-	2	2	-
Post- Graduate			-			-			-			-
Adult High School (15+ Credits)			-			-			-			-
Adult High School (1-14 Credits)			-			-			-			-
<b>Subtotal</b>	<b>2,039</b>	<b>2,035</b>	<b>4</b>	<b>57</b>	<b>57</b>	<b>-</b>	<b>175</b>	<b>175</b>	<b>-</b>	<b>49</b>	<b>47</b>	<b>-</b>
Sp Ed - Elementary	178	178	-	5	5	-	10	10	-	2	2	-
Sp Ed - Middle School	144	144	-	4	4	-	3	3	-	1	1	-
Sp Ed - High School	208	208	-	5	5	-	1	1	-	1	-	1
<b>Subtotal</b>	<b>530</b>	<b>530</b>	<b>-</b>	<b>14</b>	<b>14</b>	<b>-</b>	<b>14</b>	<b>14</b>	<b>-</b>	<b>4</b>	<b>3</b>	<b>-</b>
County Vocational - Regular			-			-			-			-
County Vocational - F.T. Post-Second			-			-			-			-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Totals</b>	<b>2,569</b>	<b>2,565</b>	<b>4</b>	<b>71</b>	<b>71</b>	<b>-</b>	<b>189</b>	<b>189</b>	<b>-</b>	<b>53</b>	<b>50</b>	<b>3</b>
Percentage Error			<u>0.16%</u>			<u>0.00%</u>						<u>5.66%</u>

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools	2,560	2,560	-	45	45	-
Transported - Non Public	-	-	-	-	-	-
ALL Non-Public	729	729	-	9	9	-
Regular - Special Ed	67	62	5	11	11	-
Special Needs	435	435	-	7	7	-
<b>Subtotal</b>	<b>3,791</b>	<b>3,786</b>	<b>5</b>	<b>72</b>	<b>72</b>	<b>-</b>

Percentage Error 0.13% 0%

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

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT low Income	Errors	Sample Selected From Workpapers	Verified to Application	Errors
Half Day Preschool 3 Years Old			-			-
Full Day Preschool 3 Years Old			-			-
Half Day Preschool 4 Years Old			-			-
Full Day Preschool 4 Years Old			-			-
Half Day Kindergarten			-			-
Full Day Kindergarten	11	11	-	9	9	-
Grade 1	10	10	-	7	7	-
Grade 2	7	7	-	6	6	-
Grade 3	4	4	-	3	3	-
Grade 4	8	8	-	3	3	-
Grade 5	3	3	-	2	2	-
Grade 6	7	7	-	5	5	-
Grade 7	3	3	-	2	2	-
Grade 8	5	5	-	5	5	-
Grade 9	3	3	-	3	3	-
Grade 10	3	3	-	2	2	-
Grade 11	5	5	-	5	5	-
Grade 12	3	3	-	3	3	-
Post- Graduate			-			-
Adult High School (15+ Credits)			-			-
Adult High School (1-14 Credits)			-			-
<b>Subtotal</b>	<b>72</b>	<b>72</b>	<b>-</b>	<b>55</b>	<b>55</b>	<b>-</b>
Sp Ed - Elementary			-			-
Sp Ed - Middle School	2		2	1	1	-
Sp Ed - High School			-			-
<b>Subtotal</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>
County Vocational - Regular						
County Vocational - F.T. Post-Second						
<b>Subtotal</b>						
<b>Totals</b>	<b>74</b>	<b>72</b>	<b>2</b>	<b>56</b>	<b>56</b>	<b>-</b>
Percentage Error			<u>2.7%</u>			<u>0%</u>

**WEST ORANGE BOARD OF EDUCATION  
CALCULATION OF EXCESS SURPLUS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**SECTION 1A - Four Percent (4%) - Calculation of Excess**

2020-2021 Total General Fund Expenditures per the CAFR		\$ 185,655,283
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ 30,233,288	
		<u>30,233,288</u>
Adjusted 2020-2021 General Fund Expenditures		<u>\$ 155,421,995</u>
4% of Adjusted 2020-2021 General Fund Expenditures		\$ 6,216,880
Increased by:		
Allowable Adjustment *		<u>3,481,266</u>
Maximum Unassigned Fund Balance		<u>\$ 9,698,146</u>

**SECTION 2**

Total General Fund - Fund Balance at June 30, 2021 (Per CAFR Budgetary Comparison Schedule C-1)		\$ 16,119,989
Decreased by:		
Reserved for Encumbrances	\$ 1,040,911	
Other Restricted Fund Balance - Capital Reserve	1,333,141	
Other Restricted Fund Balance - Maintenance Reserve	1,000,000	
Other Restricted Fund Balance - Emergency Reserve	664,429	
Other Restricted Fund Balance - Unemployment Reserve	402,794	
Assigned - Designated for Subsequent Year's Expenditures	1,500,000	
Assigned - FFCRA/SEMI	<u>24,690</u>	
		<u>5,965,965</u>
Total Unassigned Fund Balance		<u>\$ 10,154,024</u>

**SECTION 3**

<b>Fund Balance - Excess Surplus</b>		<u>455,878</u>
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\* **Detail of Allowable Adjustments**

Unbudgeted Extraordinary Aid		\$ 3,419,856
Unbudgeted Additional Nonpublic School Transportation Aid		<u>61,410</u>
Total Adjustments		<u>\$ 3,481,266</u>

**WEST ORANGE BOARD OF EDUCATION  
RECOMMENDATIONS**

**I. Administrative Practices and Procedures**

There are none.

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

1. It is recommended that greater care be exercised in the calculation of payroll with respect to employee gross pay.

**III. School Purchasing Program**

2. It is recommended that the awarding of emergency contracts include a maximum not to exceed amount.

**IV. School Food Services**

There are none.

**V. Summer Enrichment Program**

There are none.

**VI. Student Body Activities**

There are none.

**VII. Application for State School Aid**

There are none.

**VIII. Pupil Transportation**

There are none.

**IX. Facilities and Capital Assets**

There are none.

**X. Miscellaneous**

There are none.



**WEST ORANGE BOARD OF EDUCATION  
RECOMMENDATIONS**

**XI. Status of Prior Years' Audit Findings/Recommendations**

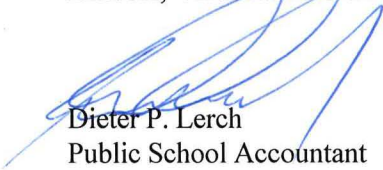
A review was performed on all prior years' recommendations and corrective action was taken on all.

**ACKNOWLEDGEMENT**

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

Respectfully submitted,

LERCH, VINCI & HIGGINS, LLP



Dieter P. Lerch  
Public School Accountant  
PSA Number CS00756