BOARD OF EDUCATION TOWNSHIP OF WESTAMPTON COUNTY OF BURLINGTON

AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2021

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

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Tax ID Number 21-6006458

INVERSO & STEWART, LLC

Certified Public Accountants

651 Route 73 North, Suite 402 Marlton, New Jersey 08053 (856) 983-2244 Fax (856) 983-6674 E-Mail: rinverso@inversocpa.com -Member of-American Institute of CPAs New Jersey Society of CPAs

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

The Honorable President and Members of the Board of Education Westampton Township School District Westampton, New Jersey

I 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 Board of Education of the Westampton Township School District, in the County of Burlington for the year ended June 30, 2021, and have issued my report thereon dated January 28, 2022.

As part of my audit, I 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 Westampton Township Board of Education and the New Jersey Department of Education. However, this report is a matter of public record, and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants

Robert P. Inverso

Public School Accountant No. CS001095

Marlton, New Jersey January 28, 2022

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials Bonds

<u>Name</u>	Position	<u>A</u>	mount
Karen Greer	Board Secretary	\$	400,000

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$500,000.

Tuition Charges

There were no tuition charges which would require the School District to make the necessary adjustment per N.J.A.C. 6:23A-3.1(f)3.

Financial Planning, Accounting, and Reporting

Examination of Claims

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

Payroll Account

The net salaries of all employees of the School District were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary.

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

Financial Planning, Accounting, and Reporting (Continued)

Payroll Account (Continued)

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

The Payroll Account records were maintained in good condition.

Position Control Roster

No exceptions were noted during my examination of the Employee Position Control Roster

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. My review did not indicate any material discrepancies with respect to classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Travel

No exceptions were noted in my study of compliance for travel expenses.

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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. My review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in good condition.

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/ESSA. 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, II, and IV of the Elementary and Secondary Education Act, as amended and reauthorized.

The study of compliance for E.S.E.A/ESSA did not indicate any exceptions.

Other Special Federal and/or State Projects

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

My 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 did not indicate any exceptions.

T.P.A.F. Reimbursement

My audit procedures included a test of the biweekly reimbursements filed with the Department of Education for School 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 Reports for all federal awards for the school district to reimburse the state for 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

The study of compliance for Nonpublic State Aid did not indicate any exceptions.

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 School District 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.

School Purchasing Programs (Continued)

Based on the results of my examination, I 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, as amended.

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 (SFAs) 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.

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.

The district utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17- 34, and 19-1 through 19-4.1. Provisions of the FSMC Cost Reimbursable Fixed Price or Non-Competitive Emergency Procurement contract/addendum were reviewed and audited. The FSMC contract does not include an operating results provision which guarantees that the food service program will either break even, return a profit or incur a loss. 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.

School Food Service (Continued)

PUBLIC HEALTH EMERGENCY (Continued)

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

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.

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 and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

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

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

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

Student Body Activities

The financial records for the Student Activity Fund were maintained in satisfactory condition.

Application for State School Aid

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

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

The School District has adequate written procedures for the recording of student enrollment data.

Pupil Transportation

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

My procedures also included a review of transportation related contracts and purchases. Based on my review, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

Testing for Lead of all Drinking Water in Educational Facilities

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

Follow-up on Prior Year Findings

In accordance with government auditing standards, my procedures included a review of all prior year findings. There were no 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

I received the complete cooperation of all the officials of the Westampton Township School District, and I greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants

Robert P. Inverso

Public School Accountant

January 28, 2022

School Food Service

SCHEDULE OF MEAL COUNT ACTIVITY

WESTAMPTON TOWNSHIP SCHOOL DISTRICT

FOOD SERVICE FUND

$\underline{\text{NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - Federal}}$

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

		TOR THE HISC	IL TEAN LINDED	JOINE 30, 2021			(
<u>PROGRAM</u>	MEAL <u>CATEGORY</u>	MEALS CLAIMED	MEALS TESTED	MEALS <u>VERIFIED</u>	DIFFERENCE	<u>RATE</u>	(OVER) UNDER <u>CLAIM</u>	
National School Lunch (Regula/Rate)	Paid	-	-	-	-	0.33	\$ -	
National School Lunch (Regular Rate) National School Lunch (Regular/SSO	Reduced	-	-	-	-	3.11	\$ -	
Rate)	Free	-	-	-	-	3.51	\$ -	•
	TOTAL_						\$ -	
National School Lunch	HHFKA - PB Lunch Only –				-	0.07	\$ -	· <u> </u>
School Breakfast (Regular Rate)	Paid Reduced Free _ TOTAL _	- - - -	- - - -	- - - -	- - -	0.32 1.59 1.89	\$ - \$ - \$ - \$ -	
Seamless Summer Option (SSO)							
Breakfast	Free	45,800	45,800	45,800	-	1.89	\$ -	
Lunch	Free	45,676	45,676	45,676	-	3.51	\$ -	
	TOTAL_	91,476	91,476	91,476			\$ -	

WESTAMPTON TOWNSHIP SCHOOL DISTRICT NET CASH RESOURCE SCHEDULE

Net cash resources did not exceed three months of expenditures Proprietary Funds - Food Service For the fiscal year ended June 30, 2021

Net Cash Res	ources:	Food Service B - 4/5			
CAFR *	Current Assets				
B-4	Cash & Cash Equivalents	\$	136,760		
B-4	Intergovernmental Accounts Receivable		25,943		
B-4	Interfund Accounts Receivable		-		
B-4	Other Accounts Receivable		3,231		
CAFR	Current Liabilities				
B-4	Less: Accounts Payable		(6,999)		
B-4	Less: Compensated Absences Payable		-		
B-4	Less: Interfund Accounts Payable		(48,731)		
B-4	Less: Unearned revenue		(12,558)		
	Net Cash Resources	\$	97,646	(A)	
Net Adjustm	ent To Total Operating Expense:				
B-5	Total Operating Expense		392,743		
B-5	Less: Depreciation		(23,624)		
	Adjusted Total Operating Expense	\$	369,119	(B)	
Average Mor	nthly Operating Expense:				
	B/10	\$	36,912	(C)	
Three times i	monthly Avereage:				
	3 X C	\$	110,736	(D)	
	TOTAL IN BOX A	\$	97,646		
	LESS TOTAL IN BOX D		(110,736)		
	NET		(13,090)		
From above:					
_	than D, cash exceeds 3 X average monthly operating expe				
D is greater	than A, cash does not exceed 3 X average monthly opera	ting exp	penses.		

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

SOURCE - USDA resource management comprehensive review form.

SCHEDULE OF AUDITED ENROLLMENTS

Westampton Township School District

Application for State School Aid Summary

Enrollment as of October 15, 2020

	2021-2022 Application for State School Aid						s	ample foi	r Verificatio	Private Schools for Disabled						
	Report ASS <u>On F</u> Full	SA	Work	rted on papers <u>Roll</u> Shared	<u>Er</u> Full	rors Shared	Selecte	mple ed From <u>papers</u> Shared	Regi	ed per isters <u>Roll</u> Shared	Reg	rs per isters <u>Roll</u> Shared	Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
Half Day Pre K 3 Half Day Pre K 4 Full Day K One Two Three Four Five Six Seven Eight	2 11 81 79 93 74 94 83 81 101 102		2 11 81 79 93 74 94 83 81 101 102		- - - - - - - -		2 11 81 79 93 74 94 83 81 101		2 11 81 79 93 74 94 83 81 101 102							
Subtotal	801		801				801		801							
SpEd Elementary SpEd Middle School	117 60		117 60				117 60		117 60				1 3	1 3	1 3	
Subtotal	177		177_				177_		177_				4	4	4	
Totals	978		978				978		978			<u> </u>	4	4	4	
Percentage Error					0.00%						0.00%	. <u>-</u>				0.00%

Schedule of Audited Enrollments

Westampton Township School District

Application for State School Aid Summary

Enrollment as of October 15, 2020

	Resident Low Income		Sample for Verification		on	Resident LEP Low Income Sample for Verification	Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors		nple ors	
Full Day K	13	13	_	7	7	_	3 3 - 3 3	_	
One	21	21	-	12	12	-	1 1 - 1 1	-	
Two	23	23	-	13	13	-	1 1 - 1 1	-	
Three	12	12	-	7	7	-	1 1 - 1 1	-	
Four	20	20	-	11	11	-		-	
Five	20	20	-	11	11	-		-	
Six	17	17	-	10	10	-		-	
Seven	20	20	-	11	11	-	1 1 - 1 1	-	
Eight	29	29_		17_	17_		<u>-</u>		
Subtotal	175	175		99	99				
SpEd Elementary	28	28		16	16				
SpEd Middle School	23	23	-	14	14	-		-	
SpEd Middle School									
Subtotal	51_	51_		30_	30_				
DCF Reg Day School	1_	1_					<u></u>		
	1	1					<u>-</u>		
Totals	227	227		129	129		<u> </u>		
Percentage Error			0.00%			0.00%	0.00% 0.0	0%	
			Transpo	rtation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Departed Development		
Reg. Public School , col. 1	501	501	_	197	197	_	Reported Recalculated		
Reg. Special Education, col. 4	89	89	-	68	68	-	Avg. Mileage - Regular Including Grade PK students 3.3 3.3		
Transported-Non-Public, col. 3	44	44	-	38	38	-	Avg. Mileage - Regular Including Grade PK students 3.3 3.3 Avg. Mileage - Regular Excluding Grade PK students 3.3 3.3		
Special Needs, Col. 6	40	40	-	38 34	38 34	-	Avg. Mileage - Regular Excluding Grade PK students 3.3 3.3 Avg. Mileage - Special Ed. with Special Needs 2.8 2.8		
opedal Neeus, Col. 0	40	40_		34	34		Avg. Milleage - Special Eu. Will Special Needs 2.0 2.0		
	674	674		337	337_				
Percentage Error					_				
			0.00%			0.00%			

Schedule of Audited Enrollments

Westampton Township School District

Application for State School Aid Summary

Enrollment as of October 15, 2020

	Resid	ent LEP NOT Low In	ncome	Sal	mple for Verificatio	n
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day K	-	-	_	_	-	_
One	1	1	-	1	1	-
Two	1	1	-	1	1	-
Three	2	2	-	2	2	-
Four	2	2	-	2	2	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	1	1		1	1	
Subtotal	7	7		7_	7	
SpEd Elementary	_	-	-	-	_	-
SpEd Middle School						
Subtotal			<u>-</u>			
Totals	7	7	<u> </u>	7	7	
Percentage Error			0.00%			0.00%

WESTAMPTON TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 4% Calculation of Excess Surplus

2020-21 Total General Fund Expenditures per the ACFR, Ex C-1 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases	\$(B1a) \$(B1b) \$(B1c) \$(B1d) \$(B703,058) (B2a) \$(B2b)
Adjusted 2020-21 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$14,291,244_ (B3)
4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] SECTION 2 Total General Fund - Fund Balances @ 6-30-21 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year-end Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 571,650 (B4) \$ 571,650 (B5) \$ 88,799 (K) \$ 660,449 (M) \$ 103,420 (C1) \$ (C2) \$ 585,099 (C3) \$ 3,724,763 (C4)
Other Restricted Fund Balances	` '
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ (C5)

\$_____938,001_(U1)

Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]

WESTAMPTON TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0-	\$	277,552 (E)
Recapitulation of Excess Surplus as of June 30, 2021		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures Reserved Excess Surplus [(E)]	\$ \$	585,099 (C3) 277,552 (E)
Total [(C3) + (E)]	\$	862,651 (D)
Detail of Allowable Adjustments		

Impact Aid	\$_		(H)
Sale & Lease-back	\$		(I)
Extraordinary Aid	\$	76,039	(J1)
Additional Nonpuplic School Transportation Aid	\$	12,760	(J2)
Current Year School Bus Advertising Revenue	\$		(J3)
Family Crisis Transportation Aid	\$		(J4)

Total Adjustments [(H)+(J)+(J)+(J)+(J)+(J)] \$ _____ 88,799 (K)

Detail of Other Restricted Fund Balance

\$_		_
\$		_
\$	3,147,749	_
\$_	547,787	_
\$_		_
\$_		-
\$_		_
\$_		_
\$		-
\$_		
\$_		_
\$_	29,227	-
\$_		
\$_	3,724,763	(C4)
	· \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 3,147,749 \$ 547,787 \$ 547,787 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

AUDIT RECOMMENDATIONS SUMMARY For the Fiscal Year Ended June 30, 2021

Recommendations:

None

None

1. Administrative Practices and Procedures

2. Financial Planning. Accounting and Reporting

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
	None
10.	Status of Prior Year Audit Findings/Recommendations
	There were no prior year findings.