



***TOWNSHIP OF WESTFIELD  
SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY***

***AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS –  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
June 30, 2021***

**WESTFIELD SCHOOL DISTRICT  
UNION COUNTY, NEW JERSEY**

**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  
Westfield School District  
County of Union, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements as prescribed by the Division of Finance, Department of Education, State of New Jersey, the basic financial statements of the Board of Education of the Town of Westfield School District in the County of Union 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 Town of Westfield Board of Education'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.

March 1, 2022  
Cranford, New Jersey

A handwritten signature in black ink, appearing to read "A.G. Hodulik".

Andrew G. Hodulik  
Licensed Public School Accountant, No. 841

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

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 and accounts under the auspices of the Board of Education.

The audit did not and could not determine the character of services rendered for which payment had been made nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed. These details were necessarily covered by the approval of such claims. Revenues and receipts were established and verified as to sources and amount only insofar as the records permitted.

**ADMINISTRATIVE PRACTICES AND PROCEDURES**

Insurance

Fire insurance coverage was carried in amounts as detailed on Exhibit J-20 of the District's CAFR. The details of the various additional insurance coverages carried by the Board are also presented on this Exhibit. No attempt was made to determine the adequacy of coverage as part of this report. Adequacy of coverage is the responsibility of the Board of Education.

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

The following position was covered by a Surety Bond as at June 30, 2021:

Dana Sullivan, School Business Administrator/Board Secretary	\$ 455,000
--	------------

The Surety Bond coverage for the School Business Administrator/Board Secretary exceeded the minimum requirement as promulgated by the Department of Education.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. Differences in actual costs, as certified by the Department of Education pursuant to the provisions of N.J.A.C. 6A:23-3.1(f)3, from estimated costs billed by the Board during the period were adjusted as required.

**FINANCIAL PLANNING, ACCOUNTING AND REPORTING**

Examination of Claims

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

## **FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Cont'd.)**

### **Payroll Account**

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.

All payrolls 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.

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

### **Reserve for Encumbrances, Liability (Current) for 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 and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. The use of blanket orders during the school year was based on operating efficiencies, and controls over their utilization were good.

Tests of purchase orders classified as accounts payable at June 30, 2021 yielded no exceptions.

### **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 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 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, no coding errors were noted.

### **Investment of Idle Funds**

During the period under audit, the Board had all of the idle funds in its governmental fund types invested in interest bearing accounts. For the year ended June 30, 2021, the District reported \$192,373 of interest income, net of banking service charges, in accordance with its banking services agreement. This amount represents a decrease from the prior period.

## **FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Cont'd.)**

### **Board Secretary's Records**

The minutes maintained by the Board Secretary were in good condition.

During school year 2020-2021, the District performed cash reconciliation and transactional proof procedures to assure the accuracy of District generated records and timely bank reconciliations. These procedures allowed for the timely preparation of the monthly report of the Board Secretary. Cash balances were in agreement with the financial records of the Business Office.

### **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 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 instances of noncompliance and/or questionable costs.

### **Other Special Federal and/or State Projects**

The District's special projects were approved as listed on Schedules (K-3) and (K-4) located in the CAFR.

Our audit of the federal and state funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

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. Reimbursement**

Our audit procedures included a test of the biweekly 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 expenditures 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 as a result.

## **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 student transportation contracts under *N.J.S.A. 18A:39-3* is currently \$19,600 for 2020-2021.

The 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.

The results of our examination, performed on a test 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 provisions 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 FUND**

### **COVID – 19 EMERGENCY**

In accordance with the Governor's Declaration of Emergency pertaining to the COVID 19 Virus 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 Free and Reduced Price eligible students during the period of school closures.

Therefore, 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 Free and Reduced Price meal eligible students.

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 free and reduced price meal eligible students during the emergency.

The school food service program was not selected as a major federal and/or state program. Furthermore, the program expenditures did not exceed \$100,000 in federal and state support and the District does not participate in food service federal and/or state programs. Accordingly, the school food service fund was not subject to the expanded CNP audit requirements prescribed by the New Jersey Department of Agriculture.

### **School Food Service Fund (Cont'd.)**

We inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition reimbursement overclaims or underclaims and confirmed this would not be applicable due to non-participation in the Child Nutrition program.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The District utilizes a food service management company (FSMC) and is depositing and expending monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. No exceptions noted for items tested.

Expenditures were separately recorded as food, labor, benefits, and other costs. Vendor invoices were reviewed and costs verified and expenditure records were maintained in order to substantiate the status of the Food Service Fund.

Amounts collected for food sales are deposited to a Board account. The appropriate revenue and expense records were maintained in order to substantiate the non-profit status of the school food service.

The District's FSMC provided detailed program and non-program revenue and expenditure information necessary to execute the USDA mandated Non-Program Revenue Tool at least annually. However, the scope of our engagement did not include audit procedures to determine that this information was based upon USDA approved allocation procedures. Furthermore, the Service Organization Control Report (SOC 1, Type II) provided by the FSMC did not identify the FSMC's procedures to allocate program and non-program expenses as a significant internal control and no testing of these allocations was indicated in the report. A review of the standard FSMC contract language indicated that such testing has not been mandated.

The contractor maintained inventory on a first-in, first-out basis for the Food Distribution Program commodities received. The contractor maintains a separate inventory record for Food Distribution Program commodities, which is reconciled on a monthly basis to the physical inventory counts. There were no exceptions noted for items tested.

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

We also inquired of management about the emergency COVID-19 procedures/practices that the SFA instituted to provide meals to eligible 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.



### **Enterprise Fund – WRAP Program/School**

During the school year ended June 30, 2021, the District maintained the Kindergarten Wrap-Around Program at Lincoln School within the District.

Exhibits reflecting WRAP School/Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

### **Student Body Activities**

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

### **Application for State School Aid (A.S.S.A.)**

Our audit 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 District procedures relating to its completion. The information on the ASSA was compared to the District workpapers without exception. The information included on the workpapers was verified without 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 written procedures are adequate for the recording of student enrollment data.

### **Pupil Transportation**

Our procedures included a test of on-roll status reported in the 2020-2021 District Report of Resident Transported 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 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.

### **Capital Assets**

For the school year ended June 30, 2021, the District has created an internal record of Capital Assets and converted the inventory report provided by the outside firm to a District maintained inventory system. 2020-2021 acquisitions and deletions were posted based upon District records. Summary totals from this detailed listing have been included in the District's financial statements for the year ended June 30, 2021. The reporting system also provided the depreciation expense booked for depreciable assets for the school year ended June 30, 2021.

**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 did submit 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 Findings**

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

**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.

WESTFIELD SCHOOL DISTRICT

SCHEDULE OF AUDITED ENROLLMENTS

APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2020

	2020-2021 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 Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day PreK- 3 yr	8	-	8	-	-	-	1	-	1	-	-	-	-	-	-	-
Half Day PreK- 4 yr	8	-	8	-	-	-	1	-	1	-	-	-	-	-	-	-
Full Day PreK- 3yr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	167	-	167	-	-	-	9	-	9	-	-	-	-	-	-	-
One	404	-	404	-	-	-	21	-	21	-	-	-	-	-	-	-
Two	443	-	443	-	-	-	23	-	23	-	-	-	-	-	-	-
Three	396	-	396	-	-	-	21	-	21	-	-	-	-	-	-	-
Four	391	-	391	-	-	-	20	-	20	-	-	-	-	-	-	-
Five	412	-	412	-	-	-	22	-	22	-	-	-	-	-	-	-
Six	387	-	387	-	-	-	20	-	20	-	-	-	-	-	-	-
Seven	395	-	395	-	-	-	20	-	20	-	-	-	-	-	-	-
Eight	431	-	431	-	-	-	22	-	22	-	-	-	-	-	-	-
Nine	372	-	372	-	-	-	19	-	19	-	-	-	-	-	-	-
Ten	393	-	393	-	-	-	20	-	20	-	-	-	-	-	-	-
Eleven	380	-	380	-	-	-	19	-	19	-	-	-	-	-	-	-
Twelve	370	4	370	4	-	-	20	-	20	-	-	-	-	-	-	-
Subtotal	4,957	4	4,957	4	-	-	258	-	258	-	-	-	-	-	-	-
Special Ed - Elementary	381	-	381	-	-	-	20	-	20	-	-	-	5	5	5	-
Special Ed - Middle School	267	-	267	-	-	-	14	-	14	-	-	-	6	6	6	-
Special Ed - High School	332	12	332	12	-	-	20	-	20	-	-	-	38	32	32	-
Subtotal	980	12	980	12	-	-	54	-	54	-	-	-	49	43	43	-
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	5,937	16	5,937	16	-	-	312	-	312	-	-	-	49	43	43	-
Percentage Error																

**WESTFIELD SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)  
ENROLLMENT AS OF OCTOBER 15, 2020**

**SCHEDULE OF AUDITED ENROLLMENTS**

	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
Half Day Kindergarten	1	1	-	1	1	-	-	-	-	-	-	-
One	3	3	-	3	3	-	-	-	-	-	-	-
Two	3	3	-	3	3	-	-	-	-	-	-	-
Three	2	2	-	2	2	-	-	-	-	-	-	-
Four	3	3	-	2	2	-	2	2	-	1	1	-
Five	3	3	-	2	2	-	-	-	-	-	-	-
Six	1	1	-	1	1	-	-	-	-	-	-	-
Seven	2	2	-	1	1	-	-	-	-	-	-	-
Eight	4	4	-	2	2	-	-	-	-	-	-	-
Nine	3	3	-	3	3	-	2	2	-	2	2	-
Ten	3	3	-	2	2	-	1	1	-	1	1	-
Eleven	4	4	-	4	4	-	-	-	-	-	-	-
Twelve	2	2	-	2	2	-	-	-	-	-	-	-
Subtotal	34	34	-	28	28	-	5	5	-	4	4	-
Sp Ed - Elementary	5	5	-	5	5	-	1	1	-	1	1	-
Sp Ed - Middle School	9	9	-	7	7	-	1	1	-	1	1	-
Sp Ed - High School	21.50	21.50	-	14	14	-	-	-	-	-	-	-
Subtotal	36	36	-	26	26	-	2	2	-	2	2	-
Total	70	70	-	54	54	-	7	7	-	6	6	-
Percentage Error												

	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Tested	Verified	Errors
Regular - Public School	188	188	-	-	-
Non-Public Transportation	79	79	-	-	-
AIL Non-public	273	273	-	-	-
Regular Special Education	19	19	-	-	-
Special Needs	146	146	-	-	-
Totals	705	705	-	-	-

	Reported	Recalculated
Average mileage - regular including Grade PK students	6.8	6.8
Average mileage - regular excluding Grade PK students	6.8	6.8
Average mileage - special education with special needs	6.9	6.9

Percentage Error

**SCHEDULE OF AUDITED ENROLLMENTS**

**WESTFIELD SCHOOL DISTRICT  
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 Kindergarten	4	4		3	3	
Full Day Kindergarten	-	-	-	-	-	-
One	3	3	-	2	2	-
Two	4	4	-	4	4	-
Three	3	3	-	2	2	-
Four	3	3	-	3	3	-
Five	1	1	-	1	1	-
Six	-	-	-	-	-	-
Seven	2	2	-	2	2	-
Eight	-	-	-	-	-	-
Nine	2	2	-	2	2	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	1	1	-	1	1	-
Subtotal	<u>23</u>	<u>23</u>	<u>-</u>	<u>20</u>	<u>20</u>	<u>-</u>
Sp Ed - Elementary	3	3	-	3	3	-
Sp Ed - Middle School	-	-	-	-	-	-
Sp Ed - High School	-	-	-	-	-	-
Subtotal	<u>3</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>
Total	<u>26</u>	<u>26</u>	<u>-</u>	<u>23</u>	<u>23</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - REGULAR DISTRICT**

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

2020-21 Total General Fund Expenditures per the CAFR "C-1"	\$ <u>128,276,940</u> (B)
Increased by Applicable Operating Transfers:	
Transfer from Capital Outlay to Capital Projects Fund	\$ _____ (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ <u>9,173,351</u> (B1b)
Transfer from General Fund to SRF for Pre-K Regular	\$ _____ (B1c)
Transfer from General Fund to SRF for Pre-K Inclusion	\$ _____ (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ <u>20,914,759</u> (B2a)
Assets Acquired Under Capital Leases	\$ _____ (B2b)
Adjusted 2020-21 General Fund Expenditures [(B)+(B1s)-B2s]	<u>116,535,532</u> (B3)
4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04]	\$ <u>4,661,421</u> (B4))
Enter Greater of (B4) or \$250,000	\$ <u>4,661,421</u> (B5)
Increased by: Allowable Adjustment*	\$ <u>1,142,645</u> (K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$ <u><u>5,804,066</u></u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/21 (Per CAFR Budgetary Comparison schedule/statement)	\$ <u>16,548,185</u> (C)
Decreased by:	
Reserve for Encumbrances	\$ <u>1,259,798</u> (C1)
Legally Restricted -Designated for Subsequent Year's Expenditures	\$ _____ (C2)
Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>1,863,906</u> (C3)
Other Reserved Fund Balances****	\$ <u>8,622,498</u> (C4)
Assigned Unreserved Fund Balance - Designated for Subsequent Year's Expenditures	\$ <u>246,682</u> (C5)
Additional Assigned Fund Balance-Unreserved-Designated for Subsequent Year Expenditures July 1-August 1, 2021	\$ _____ (C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$ <u><u>4,555,301</u></u> (U1)

**SECTION 3**

Restricted Fund Balance-Excess Surplus ***((U1-(M)) If negative enter -0-	\$ _____ (E)
<b><u>Recapitulation of Excess Surplus as of June 30, 2021</u></b>	
Reserved Excess Surplus-Designated for Subsequent Year's Expenditures**	\$ <u>1,863,906</u> (C3)
Reserved Excess Surplus***(E)	\$ _____ (E)
Total Excess Surplus [(C3) +(E)]	\$ <u><u>1,863,906</u></u> (D)

**Footnotes:**

\*Allowable adjustment to expenditures on line K must be 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 NJSA 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 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 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4).
- (I) Sale and Leaseback (Refer to 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

Notes to auditor: Refer to audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Non public School Transportation Aid

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ 1,051,585	(J1)
Additional Nonpublic School Transportation Aid	\$ 91,060	(J2)
Current year School Bus Advertising Rev. Recognized	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)]	\$ 1,142,645	(K)

\*\* 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 CAFR and must agree to Audit Summary Worksheet Line 90030.

\*\*\*\*Amount for Other Reserved 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 any other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**Detail of Other Reserved Fund Balance**

Statutory restrictions:

Approved unspent separate proposal (see below)	\$ _____
Sale/lease-back reserve	\$ _____
Capital Reserve	\$ 6,154,605
Maintenance Reserve	\$ 1,096,012
Emergency Reserve	\$ 1,000,000
Tuition Reserve	\$ _____
School Bus Advertising 50% Fuel Offset Reserve-current year	\$ _____
School Bus Advertising 50% Fuel Offset Reserve-prior year	\$ _____
Impact Aid General Fund Reserve (Sec. 8002 & 8003)	\$ _____
Impact Aid Capital Fund Reserve (Sec. 8007 & 8008)	\$ _____
Reserve for Unemployment	\$ 371,881
Other state/government mandated reserve	\$ _____
(Other Restricted Fund Balance not noted above)****	\$ _____
Total Other Reserved Fund Balance	\$ 8,622,498 (C4)



WESTFIELD SCHOOL DISTRICT  
AUDIT RECOMMENDATIONS SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

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

None

10. Status of Prior Year Audit Findings/Recommendations

There were no prior year recommendations. No correction action was required.