

**BETHLEHEM TOWNSHIP SCHOOL DISTRICT
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS, FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**



Certified Public Accountants, PC
www.bkc-cpa.com

Independent Auditors' Report

Honorable President and Members
of the Board of Education
Bethlehem Township School District
County of Hunterdon, 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 Bethlehem Township School District in the County of Hunterdon for the fiscal year ended June 30, 2022, and have issued our report thereon dated March 7, 2023.

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 Bethlehem Township Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink that reads "BKC, CPAs, PC".

BKC, CPAs, PC

A handwritten signature in black ink that reads "MH".

Michael A. Holk, CPA, PSA
NO. 20CS00265600

March 7, 2023
Flemington, New Jersey

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

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Federal Identification Number 22-6001661

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
June 30, 2022

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Monies, 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 or Charter School Annual Comprehensive Financial Report (ACFR). Adequacy of insurance coverage is the responsibility of the Board of Education.

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

Surety bond coverage in force during the period was:

| <u>Name of Employee</u> | <u>Position</u> | <u>Amount</u> |
|-------------------------|--|---------------|
| Brian Latzke | Business Administrator/Board Secretary | \$ 200,000 |

P.L.2020,c.44

Our audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A.18A:16-13.3 (Chapter 44) submitted for the year on audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did include all health benefit plans offered by school district.

The school district project data certification was completed by the chief school administrator. The school district Chapter 44 data was submitted timely.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

Financial Planning, Accounting and Reporting

Examination of Claims

A review of claims paid during the period under review did indicate discrepancies with respect to signatures, certification or supporting documentation.

Finding 2022-02

Approval signatures and receiving signatures for goods and services were not obtained for all applicable payments.

Recommendation

Approval signatures and receiving signatures certifying goods or services are to be evident on all applicable payment forms.

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 premium amounts withheld due to the general fund.

It was suggested to the District to ensure applicable payroll forms are completed and evident for all applicable employees.

Finding 2022-06

A review of health benefit and dental withholdings indicated discrepancies with respect to accuracy.

Recommendation

Health and dental invoices and withholdings should be checked for accuracy.

Employee Position Control Roster

A 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.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

Financial Planning, Accounting and Reporting (continued)

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, and it was determined 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 reviewed for propriety and to determine that goods were received, and services were rendered, as of June 30.

Classification of Expenditures

The coding of expenditures was evaluated for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3.

A review of classification of expenditures during the period under review did not indicate any material discrepancies with respect to proper classification.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary did disclose material exceptions.

Finding 2022-01

The bank reconciliations, Board Secretary's report, and Treasurer's report were not in agreement prior to submission to the Board for approval and not accurate or fully complete.

Recommendation

The bank reconciliations, Board Secretary's report, and Treasurer's report should be in agreement, completed, and submitted in its entirety to the Board for approval on a timely basis.

Finding 2022-04

Various accounts did not have proper record keeping for activity.

Recommendation

The District must take continuous efforts to ensure that all record keeping be maintained in a complete and accurate manner.

Treasurer or Reconciler of Accounts' Records

Our review of the records of the Treasurer of School Monies did disclose exceptions.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

Financial Planning, Accounting and Reporting (continued)

Treasurer or Reconciler of Accounts' Records (continued)

Finding 2022-01

The bank reconciliations, Board Secretary's report, and Treasurer's report were not in agreement prior to submission to the Board for approval and not accurate or fully complete.

Recommendation

The bank reconciliations, Board Secretary's report, and Treasurer's report should be in agreement, completed, and submitted in its entirety to the Board for approval on a timely basis.

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

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

The District's special projects were approved as listed on Schedule A and Schedule B located in the ACFR.

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

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

TPAF Reimbursement

Our audit procedures included a test of the reimbursements filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

No reimbursement is due to the State to reimburse for the TPAF/FICA payments made by the State on-behalf of the District. The District had no employees with applicable salaries identified as being paid from federal funds.

Nonpublic State Aid

The District did not receive any non-public State Aid during the Fiscal Year 2022.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 States:

- “A. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by Resolution of the Board of Education without public advertising for bids and bidding therefor, except that the Board of Education may adopt a Resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent possesses a qualified purchasing agent certificate pursuant to Subsection B. of Section 9 of P.L.1971, c.198 (C.40A:11-9) the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.”
- “B. Commencing in the fifth year after the year in which P.L.1999, c.440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of the Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in Subsection A of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made.”

N.J.S.A. 18A-4 States:

“Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by Resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefor, except as is provided otherwise in this chapter or specifically by any other law.”

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 \$20,200 for 2021-2022.

In accordance with N.J.S.A. 18A:18A-3A and N.J.A.C. 5:34-5 et. seq., the Board of Education has appointed a Qualified Purchasing Agent which allows the Board of Education to increase the bid threshold and to grant the authorization to negotiate contracts below the bid threshold.

The 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.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

School Purchasing Programs (continued)

Contracts and Agreements Requiring Advertisement for Bids (continued)

Our examination of the minutes indicated that contracts awarded included the following:

| | | |
|--------------------------|-------------------------|--------------------|
| Pest management services | Transportation services | Therapy services |
| Food service management | Shared services | Roof replacement |
| Snowplow services | Professional services | Insurance services |

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. Expenditures were reviewed, however, to determine whether any clear-cut violations existed.

Based on the results of our examination, 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.

Our examination indicated the following purchases were made using state contracts:

| | |
|---------------------------------|----------------------------|
| Technology equipment & supplies | Office & teaching supplies |
|---------------------------------|----------------------------|

Purchases made through cooperative agreements included the following:

| | |
|---------------------------------|---------------------------|
| Technology equipment & supplies | Technology services |
| Professional services | Window replacement |
| Transportation services | Paraprofessional services |

Unemployment Compensation Insurance Fund

The Board has adopted the contributory method and remits the entire employee deduction of unemployment compensation to the State.

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 as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, the District was required to institute alternate procedures to provide meals to students during the period of school closures. Governor Murphy's emergency declaration ended June 4, 2021; however, the United States Department of Agriculture's federal waiver continued through June 30, 2022. Food Service Agencies operated under this federal waiver.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

School Food Service (continued)

During the year ended June 30, 2022, the public health emergency was still applicable. As a result, the District was 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.

Therefore, the District was 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 District was 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.

The District was 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.

We inquired of management about the public health emergency procedures/practices that the District 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.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a 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 includes an operating results provision which guarantees that the food service program will breakeven. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the food service account and reconciled to supporting documentation at least annually.

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 District recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

The FSMC did not apply for a loan in accordance with the Payroll Protection Plan (PPP).

Net cash resources did exceed three months average expenditures. It has been determined that continued efforts have been made to reduce the cash balance below the three months average expenditures.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

School Food Service (continued)

The number of meals claimed for reimbursement was compared to sales and meal count records. 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 commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

The School District did provide the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

Exhibits reflecting Child Nutrition Program operations are included in the section titled Proprietary Funds, Section B of the ACFR.

Student Body Activities

Our review of the records of the student activity funds did not disclose any exceptions.

Application for State School Aid

We evaluated the information reported in the October 15, 2021 Application for State School Aid (ASSA) for onroll, private schools for the handicapped, low-income, and bilingual. We also performed a review of the District procedures related to its completion. The information on the ASSA was compared to the District workpapers. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed state forms or their equivalent.

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

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
June 30, 2022

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2021-22 District Report of Transported Resident Students (DRTRS). 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 review of facilities and capital assets did not disclose any exceptions.

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).

Miscellaneous

Finding 2022-03

The budget did not balance.

Recommendation

The District must make continuous efforts to ensure that the records and processes for budget preparation and submission be maintained and performed in a complete and accurate manner.

Finding 2022-05

Interfund account transfers were not made timely.

Recommendation

Interfund account transfers should be made on a timely basis.

Finding 2022-07

The petty cash account was not closed at the end of the fiscal year.

Recommendation

The District should ensure that all unused petty cash funds are returned to the depository and the account is closed at year end.

Follow-up on Prior Year Findings

Not Applicable.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
Net Cash Resource Schedule

Net cash resources did exceed three months of expenditures
Proprietary Funds - Food Service
For the Fiscal Year Ending June 30, 2022

| <u>Net cash resources</u> | | <u>Food Services Fund</u> | |
|---------------------------|-------------------------|-----------------------------------|-----|
| CAFR Schedule | Current Assets | | |
| B-4 | Cash & cash equivalents | \$ 17,353 | |
| B-4 | Accounts Receivable | 43,306 | |
| | Current liabilities | | |
| B-4 | Less: accounts payable | - | |
| B-4 | Less: deferred revenue | (1,617) | |
| | Net cash resources | <u>\$ 59,042</u> | (A) |

Net cash resources **did**/did not exceed three months of expenditures

Net adjusted total operating expenses

| | | | |
|-----|---------------------------------------|-------------------|-----|
| B-5 | Total operating expenses | \$ 110,393 | |
| B-5 | Less: depreciation | (2,866) | |
| | Net adjusted total operating expenses | <u>\$ 107,527</u> | (B) |

Average monthly operating expense

| | | |
|----------|------------------|-----|
| (B) / 10 | <u>\$ 10,753</u> | (C) |
|----------|------------------|-----|

Three months of average monthly operating expense

| | | |
|---------|------------------|-----|
| (C) X 3 | <u>\$ 32,259</u> | (D) |
|---------|------------------|-----|

| | | |
|---|------------------|-----|
| Net cash resources | \$ 59,042 | (A) |
| Three months of average monthly operating expense | <u>32,259</u> | (D) |
| Excess cash resources | <u>\$ 26,783</u> | |

From above:

A is greater than D, cash exceeds three months of average monthly operating expenses.

D is greater than A, cash does not exceed three months of average monthly operating expenses.

Net cash resources did exceed three months of expenditures

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2021

| | 2022 - 2023 Application for State School Aid | | | | | | Sample for Verification | | | | | | Private Schools for Disabled | | | |
|-----------------------------------|--|----------|-------------------------------------|----------|--------------|--------------|---------------------------------------|----------|-------------------------------------|----------|-----------------------------------|--------------|--|------------------------------------|--------------------|------------------|
| | Reported on ASSA Onroll | | Reported on Workpapers Onroll | | Errors | | Sample Selected from Workpapers | | Verified per Registers Onroll | | Errors per Registers Onroll | | Reported on ASSA 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 preschool age 3 | 9 | - | 9 | - | - | - | 7 | - | 7 | - | - | - | - | - | - | - |
| Full day preschool age 3 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Half day preschool age 4 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full day preschool age 4 | 9 | - | 9 | - | - | - | 6 | - | 6 | - | - | - | - | - | - | - |
| Half day kindergarten | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Full day kindergarten | 37 | - | 37 | - | - | - | 14 | - | 14 | - | - | - | - | - | - | - |
| One | 36 | - | 36 | - | - | - | 19 | - | 19 | - | - | - | - | - | - | - |
| Two | 27 | - | 27 | - | - | - | 12 | - | 12 | - | - | - | - | - | - | - |
| Three | 17 | - | 17 | - | - | - | 10 | - | 10 | - | - | - | - | - | - | - |
| Four | 32 | - | 32 | - | - | - | 14 | - | 14 | - | - | - | - | - | - | - |
| Five | 37 | - | 38 | - | 1 | - | 20 | - | 20 | - | - | - | - | - | - | - |
| Six | 34 | - | 36 | - | 2 | - | 16 | - | 16 | - | - | - | - | - | - | - |
| Seven | 29 | - | 28 | - | (1) | - | 12 | - | 12 | - | - | - | - | - | - | - |
| Eight | 31 | - | 33 | - | 2 | - | 19 | - | 19 | - | - | - | - | - | - | - |
| Nine | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Ten | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Eleven | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Twelve | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Post - graduate | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult HS (15+CR) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult HS (1-14CR) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | <u>298</u> | <u>-</u> | <u>302</u> | <u>-</u> | <u>4</u> | <u>-</u> | <u>149</u> | <u>-</u> | <u>149</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Special education - elementary | 34 | - | 34 | - | - | - | 15 | - | 15 | - | - | - | - | - | - | - |
| Special education - middle | 27 | - | 27 | - | - | - | 16 | - | 16 | - | - | - | - | - | - | - |
| Special education - high school | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | <u>61</u> | <u>-</u> | <u>61</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>31</u> | <u>-</u> | <u>31</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| County vocational - regular | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| County vocational - f/t post sec. | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | <u>359</u> | <u>-</u> | <u>363</u> | <u>-</u> | <u>4</u> | <u>-</u> | <u>180</u> | <u>-</u> | <u>180</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Percentage error | | | | | <u>1.11%</u> | <u>0.00%</u> | | | | | <u>0.00%</u> | <u>0.00%</u> | | | | <u>0.00%</u> |

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2021 (continued)

| | Resident Low Income | | | Sample for Verification | | | Resident LEP Low Income | | | Sample for Verification | | |
|-----------------------------------|--------------------------------|--------------------------------------|--------------|---------------------------------|------------------------------------|---------------|------------------------------------|--|--------------|---------------------------------|-----------------------------------|---------------|
| | Reported on ASSA as Low Income | Reported on Workpapers as Low Income | Errors | Sample Selected from Workpapers | Verified to Application & Register | Sample Errors | Reported on ASSA as LEP Low Income | Reported on Workpapers as LEP Low Income | Errors | Sample Selected from Workpapers | Verified to Test Score & Register | Sample Errors |
| Half day preschool age 3 | - | - | - | - | - | - | - | - | - | - | - | - |
| Full day preschool age 3 | - | - | - | - | - | - | - | - | - | - | - | - |
| Half day preschool age 4 | - | - | - | - | - | - | - | - | - | - | - | - |
| Full day preschool age 4 | - | - | - | - | - | - | - | - | - | - | - | - |
| Half day kindergarten | - | - | - | - | - | - | - | - | - | - | - | - |
| Full day kindergarten | 1 | 1 | - | 1 | 1 | - | - | - | - | - | - | - |
| One | - | - | - | - | - | - | - | - | - | - | - | - |
| Two | 1 | 1 | - | 1 | 1 | - | - | - | - | - | - | - |
| Three | 1 | 2 | (1) | 2 | 1 | 1 | - | - | - | - | - | - |
| Four | 1 | 1 | - | 1 | 1 | - | - | - | - | - | - | - |
| Five | 2 | 1 | 1 | 1 | 1 | - | - | - | - | - | - | - |
| Six | 1 | 1 | - | 1 | - | 1 | - | - | - | - | - | - |
| Seven | 1 | - | 1 | - | - | - | - | - | - | - | - | - |
| Eight | - | - | - | - | - | - | - | - | - | - | - | - |
| Nine | - | - | - | - | - | - | - | - | - | - | - | - |
| Ten | - | - | - | - | - | - | - | - | - | - | - | - |
| Eleven | - | - | - | - | - | - | - | - | - | - | - | - |
| Twelve | - | - | - | - | - | - | - | - | - | - | - | - |
| Post - graduate | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult HS (15+CR) | - | - | - | - | - | - | - | - | - | - | - | - |
| Adult HS (1-14CR) | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | <u>8</u> | <u>7</u> | <u>1</u> | <u>7</u> | <u>5</u> | <u>2</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Special education - elementary | 2 | 3 | (1) | 3 | 3 | - | - | - | - | - | - | - |
| Special education - middle | 3 | 2 | 1 | 2 | 1 | 1 | - | - | - | - | - | - |
| Special education - high school | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | <u>5</u> | <u>5</u> | <u>-</u> | <u>5</u> | <u>4</u> | <u>1</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| County vocational - regular | - | - | - | - | - | - | - | - | - | - | - | - |
| County vocational - f/t post sec. | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | <u>13</u> | <u>12</u> | <u>1</u> | <u>12</u> | <u>9</u> | <u>3</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Percentage error | | | <u>7.69%</u> | | | <u>25.00%</u> | | | <u>0.00%</u> | | | <u>0.00%</u> |

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
Application for State School Aid Summary
Schedule of Audited Enrollments - Enrollment as of October 15, 2021 (continued)

| | 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 & Register | Sample Errors |
| N/A | - | - | - | - | - | - |
| | - | - | - | - | - | - |
| Total | - | - | - | - | - | - |
| Percentage error | | | <u>0.00%</u> | | | <u>0.00%</u> |
| | Transportation | | | | | |
| | Reported on DRTRS by DOE/County | Reported on DRTRS by District | Errors | Tested | Verified | Sample Errors |
| Regular & special education without special needs in-district | | | | | | |
| Public | 206 | 206 | - | 109 | 105 | 4 |
| Non-public | - | - | - | - | - | - |
| Aid-in-lieu non-public | 6 | 6 | - | 3 | 3 | - |
| Special education public | 79 | 79 | - | 39 | 39 | - |
| Special education with special needs & out of district special education without special needs | | | | | | |
| Public with special needs | 1 | 1 | - | 1 | 1 | - |
| Private school disabled with special needs | - | - | - | - | - | - |
| Out of district public school disabled without special needs | 2 | 2 | - | 1 | 1 | - |
| Out of district private school disabled without special needs | - | - | - | - | - | - |
| Total | <u>294</u> | <u>294</u> | <u>-</u> | <u>153</u> | <u>149</u> | <u>4</u> |
| Percentage error | | | <u>0.00%</u> | | | <u>2.61%</u> |

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
Excess Surplus Calculation

SECTION 1

4% Calculation of Excess Surplus

| | | |
|---|---------------------|-----------------------|
| 2021-22 Total General Fund Expenditures per the ACFR, Exhibit C-1 | \$ 9,918,902 | (B) |
| Increased by: | | |
| Transfer from Capital Outlay to Capital Projects Fund | - | (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund | - | (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 | 1,821,127 | (B2a) |
| Assets Acquired Under Leases | <u>-</u> | (B2b) |
| Adjusted 2021 - 2022 General Fund Expenditures [(B)+(B1s)-(B2s)] | <u>\$ 8,097,775</u> | (B3) |
| 4% of Adjusted 0 - 0 General Fund Expenditures [(B3) Times .04] | \$ 323,911 | (B4) |
| Enter Greater of (B4) or \$250,000 | 323,911 | (B5) |
| Increased by: Allowable Adjustment | <u>24,711</u> | (K) |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)] | | <u>\$ 348,622 (M)</u> |

SECTION 2

| | | |
|--|--------------|-------------------------|
| Total General Fund - Fund Balances @ 06/30/2022 (Per ACFR Budgetary Comparison Schedule C-1) | \$ 4,624,490 | (C) |
| Decreased by: | | |
| Year-End Encumbrances | 208,978 | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures | - | (C2) |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures | 815,624 | (C3) |
| Other Restricted Fund Balances | 2,497,079 | (C4) |
| Assigned Fund Balance - Designated for Subsequent Year's Expenditures | <u>-</u> | (C5) |
| Total Unreserved/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | | <u>\$ 1,102,809 (U)</u> |

BETHLEHEM TOWNSHIP SCHOOL DISTRICT
Excess Surplus Calculation (continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U)-(M)] if Negative Enter -0- \$ 754,187 (E)

Recapitulation of Excess Surplus as of June 30, 2022

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 815,624 (C3)
 Restricted Excess Surplus 754,187 (E)

Total [(C3) + (E)] \$ 1,569,811 (D)

Detail of Allowable Adjustments

| | | | |
|---|----|--------------|------|
| Impact Aid | \$ | - | (H) |
| Sale and Lease Back | | - | (I) |
| Extraordinary Aid | | 22,971 | (J1) |
| Additional Nonpublic Transportation Aid | | <u>1,740</u> | (J2) |

Total Adjustments \$ 24,711 (K)

Detail of Other Restricted Fund Balance

| | | | |
|---|----|-----------|--|
| Approved Unspent Separate Proposal | \$ | - | |
| Unspent Capital Outlay SGLA | | - | |
| Sale/Lease-Back Reserve | | - | |
| Capital Reserve | | 1,906,527 | |
| Maintenance Reserve | | 590,552 | |
| Emergency Reserve | | - | |
| Unemployment Claims | | - | |
| Other Reserves | | - | |
| Other State/Government Mandated Reserve | | <u>-</u> | |

Total Other Restricted Fund Balance \$ 2,497,079 (C4)

BKC, CPAs, PC

BKC, CPAs, PC

MA

Michael A. Holk, CPA, PSA
 NO. 20CS00265600

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

Acknowledgment

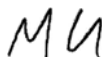
The foregoing conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our examination of the financial statements, and this report of such conditions does not modify our report dated March 7, 2023.

Should any questions arise as to our comments, please do not hesitate to contact us.

We desire to express our appreciation for the assistance and courtesies rendered by the school officials and employees during the course of the examination.



BKC, CPAs, PC



Michael A. Holk, CPA, PSA

No. 20CS00265600

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2022-01

The bank reconciliations, Board Secretary's report, and Treasurer's report should be in agreement and completed and submitted in its entirety to the Board for approval on a timely basis.

2022-02

Approval signatures and receiving signatures certifying goods or services are to be evident on all applicable payment forms.

2022-04

The District must take continuous efforts to ensure that all recordkeeping be maintained in a complete and accurate manner.

2022-06

Health and dental invoices and withholdings should be checked for accuracy.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

2022-04

The District must take continuous efforts to ensure that all recordkeeping be maintained in a complete and accurate manner.

6. Application for State School Aid

None

7. Pupil Transportation

None

BETHLEHEM TOWNSHIP SCHOOL DISTRICT

June 30, 2022

8. Facilities and Capital Assets

None

9. Miscellaneous

2022-03

The District must make continuous efforts to ensure that the records and processes for budget preparation and submission be maintained and performed in a complete and accurate manner.

2022-05

Interfund account transfers should be made on a timely basis.

2022-07

The District should ensure petty cash funds are returned to the depository and the account is closed at year end.

10. Status of Prior Year Audit Findings/Recommendations

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with the exception of 2021-001.