

BOARD OF EDUCATION
TOWNSHIP OF DOWNE SCHOOL DISTRICT
COUNTY OF CUMBERLAND
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS-
FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2022

TOWNSHIP OF DOWNE SCHOOL DISTRICT

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Township of Downe School District
220 Main Street
County of Cumberland
Newport, New Jersey 08345

We have audited, in accordance with generally accepted audit standards and **Government Auditing Standards** issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Township of Downe School District in the County of Cumberland for the year ended June 30, 2022, and have issued our report thereon dated February 15, 2023.

As part of our audit, we performed procedures required by the District of Administration and Finance, 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 issued in conjunction with the Annual Comprehensive Financial Report of the Board of education of the Township of Downe School District for the fiscal year ending June 30, 2022 and is intended for the information of School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant
No. 915
February 15, 2023

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Education, the records of the Student Activity Fund, Food Service Fund, After School Child Care Program and Special Revenue Fund 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**

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

| <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|--------------------|--|---------------|
| Lisa DiNovi | Board Secretary/Business Administrator | \$ 25,000 |
| Melissa A. Conover | Treasurer | 160,000 |

There is a Blanket Public Employee's faithful performance position Bond with New Jersey School Boards covering all other employees with multiple coverage of \$50,000.

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

Tuition Charges

These charges represent payments from parents of students not residing in the school district. Tuition appeared to be charged and received at the approved rate for the year under audit. In addition, there were no tuition students from billings to sending districts for the year under audit per N.J.A.C. 6A:23-3.1(f).

District Internal Control Policies

District boards of education and administration are responsible for developing internal controls policies and procedures and maintaining a strong internal control environment. NJAC 6A:23A-6.4 requires that the district's internal control policies include specific requirements at NJAC 6A:23A-6.5 through 6.13.

All Internal Control Policies were found in accordance with NJAC 6A:23A-6.5 through 6.13.

Examination of Claims

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

Financial Planning, Accounting and Reporting

Certification of Income Tax Compliance - The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (Superintendent and Business Administrator) to the N.J. Department of Treasury appeared to be filed by the March 15 due date.

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 and the School Business Administrator/Board Secretary, 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 treasurer of school monies with a warrant made to her order for the full amount of each payroll.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2022 for proper classification of orders as reserve for encumbrances (for goods not yet received or services not yet rendered) or accounts payable, and it was determined that open orders appeared properly classified and no blanket purchase orders were included in the balance of the reserves for encumbrances.

Obligations of federal grant awards and requests for reimbursement of Expenditures against those federal grants awards

No exceptions were noted.

Financial Planning, Accounting and Reporting (Continued)

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 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 errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings

None

B. Administrative Classification Findings

None

Board Secretary's Records

The financial records, books of accounts maintained by the Secretary were in satisfactory condition.

Acknowledgment of the Board's receipt of the Board Secretary and Treasurer's monthly financial reports was included in the minutes.

Monthly financial certificates of the Board Secretary and Board of Education for positive line item account status certifications (N.J.A.C. 6:2-2.13) were performed. Budgetary line item account transfers were approved monthly to cover any anticipated deficits.

Purchase orders were charged to the appropriate line item accounts in accordance with the State prescribed **Uniform Minimum Chart of Accounts (2R2) for New Jersey Public School.**

An analysis of cumulative budget transfers was examined to determine that transfers appear to be approved and recorded in accordance with Department of Education requirements regarding the ten percent rule on advertised budget line items.

Treasurer's Records

The Treasurer prepared cash reconciliations for the general operating account, payroll account and payroll agency account per N.J.S.A.18A:17-9.

All cash receipts were promptly deposited. (N.J.S.A.18A:17-34, 18A:17-9.1)

The Treasurer's records were in agreement with the records of the Board Secretary.

The Treasurer filed her reports in a timely manner.

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

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-A and II-A of the Elementary and Secondary Education Act as amended and reauthorized.

Our audit of the E.S.E.A. 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 study of compliance for E.S.E.A. indicated that all E.S.E.A. programs were in compliance, with the exception of the following finding:

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. The study of compliance for special projects indicated no areas of noncompliance.

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.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general are available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>.

The current statute is posted on the New Jersey Legislature website at: http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_pg42

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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 \$20,200 for 2021-2022.

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 Solicitor'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.

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 provisions of N.J.S.A. 18A:18A-4, amended.

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 not reveal any purchases by state contract. The review of contracts and agreements did not disclose any areas of statutory noncompliance.

Although a particular contract is exempt from the formal requirements of public advertising and competitive bidding, N.J.S.A. 18A:18A-37 requires that quotations be obtained, whenever practical, for any contract less than the bid threshold but 15% or more of that amount, except for contracts for professional services. All contracts and agreements, which are subject to quotations, shall be awarded on the basis of the lowest responsible quotation received, which is most advantageous to the Board of Education, price and other factors considered.

School Food Service

Public Health 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. 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.

School Food Service (Continued)

Public Health Emergency (Continued)

As a result, School Food Authorities (SFAs) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO). SFAs could also choose to participate in the National School Lunch Program utilizing standard counting and claiming practices.

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 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. However, the program expenditures exceeded \$100,000 in federal and/or State 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. Exceptions were not noted.

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. Exceptions were not 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.

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. Exceptions were not noted.

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

Net cash resources in the Food Service Fund exceeded three months average expenditures.

Finding 2022-1

Net cash resources exceeded three months average expenditures.

Recommendation

The Board should implement a corrective action plan to effectively reduce the net cash resources on hand through capital expenditure or otherwise.

Student Body Activities

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

All receipts appeared to be deposited promptly in the bank.

A monthly report of student activity funds is being submitted to the Board. Vouchers and supporting invoices were maintained for the student activity fund purchases. All disbursements appeared to be supported by appropriate documentation.

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 handicapped 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 the District workpapers with the exception of one more special education student on the district workpapers than was on the state summary. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollment

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.

The District participates in the SEMI program.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2021-2022 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

Facilities and Capital Assets

The general fixed asset records are required to be updated each year though implementation of in-house software or an outside vendor.

Our procedures included inquiry as to SDA grant agreements, if any, for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction. There were no existing NJSDA grants during 2021-2022.

Testing for Lead of all Drinking Water in Educational Facilities

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

The test results were put on the district's website as well as being available at the school facility.

Follow-up on Prior Years' Findings

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.

Acknowledgment

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

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.

A handwritten signature in blue ink, appearing to be 'Raymond Colavita', written over a faint circular stamp or watermark.

Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant No. 915

NET CASH RESOURCE SCHEDULE

**Net cash resources did exceed three months of expenditures
Proprietary Funds - Food Service
2022
Downe Township School District**

| <u>Net Cash Resources:</u> | | Food Service B - 4/5 |
|----------------------------|---|--|
| ACFR | * | Current Assets |
| B-4 | | Cash & Cash Equiv. \$ 22,294 |
| B-4 | | Due from Other Gov'ts 10,109 |
| B-4 | | Accounts Receivable 6,363 |
| B-4 | | Investments |
| | | |
| ACFR | | Current Liabilities |
| B-4 | | Less Accounts Payable |
| B-4 | | Less Accruals |
| B-4 | | Less Due to Other Funds |
| B-4 | | Less Deferred Revenue _____ |
| | | |
| Net Cash Resources | | <u>\$ 38,766.00</u> (A) |

Net Adj. Total Operating Expense:

| | | | |
|----------------------|---------------------|-------------------------------|------------|
| B-5 | Tot. Operating Exp. | 113,307 | |
| B-5 | Less Depreciation | (148) | |
| | | _____ | |
| Adj. Tot. Oper. Exp. | | <u>\$ 113,159.00</u> | (B) |

Average Monthly Operating Expense:

B / 10 \$ 11,315.90 **(C)**

Three times monthly Average:

3 X C \$ 33,947.70 **(D)**

| | | | |
|--|----|-----------------|--|
| TOTAL IN BOX A | \$ | 38,766.00 | |
| LESS TOTAL IN BOX D | \$ | 33,947.70 | |
| NET | \$ | <u>4,818.30</u> | |
| 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.

SCHEDULE OF MEAL COUNT ACTIVITY

DOWNE TOWNSHIP SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS/MILKS SERVED AND OVER/UNDERCLAIM-FEDERAL
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

| <u>Program</u> | <u>Meal Category</u> | <u>Meals Claimed</u> | <u>Meals Tested</u> | <u>Meals Verified</u> | <u>(Over)/Under Difference</u> | <u>Rate</u> | <u>(Over)/Under Claim</u> |
|------------------------------|----------------------|----------------------|---------------------|-----------------------|--------------------------------|-------------|---------------------------|
| Seamless Summer Option (SSO) | | | | | | \$ | \$ |
| Breakfast | Free | 3,271 | 3,271 | 3,271 | | 2.4625 | |
| Breakfast | Free | 6,548 | 6,548 | 6,548 | | 2.6050 | |
| Lunch | Free | 5,633 | 5,633 | 5,633 | | 4.3175 | |
| Lunch | Free | 12,194 | 12,194 | 12,194 | | 4.5625 | |
| | TOTAL | <u>27,646</u> | <u>27,646</u> | <u>27,646</u> | | | <u>\$</u> |
| TOTAL NET OVERCLAIM | | | | | | | <u>\$</u> |

SCHEDULE OF MEAL COUNT ACTIVITY

DOWNE TOWNSHIP SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS/MILKS SERVED AND OVER/UNDERCLAIM-STATE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

| <u>Program</u> | <u>Meal Category</u> | <u>Meals Claimed</u> | <u>Meals Tested</u> | <u>Meals Verified</u> | <u>(Over)/Under Difference</u> | <u>Rate</u> | <u>(Over)/Under Claim</u> |
|------------------------------|----------------------|----------------------|---------------------|-----------------------|--------------------------------|-------------|---------------------------|
| Seamless Summer Option (SSO) | | | | | | | |
| | Lunch | 17,827 | 17,827 | 17,827 | | \$ 0.105 | \$ |
| | TOTAL | <u>17,827</u> | <u>17,827</u> | <u>17,827</u> | | | \$ |
| TOTAL NET OVERCLAIM | | | | | | | \$ |

SCHEDULE OF AUDITED ENROLLMENTS

DOWNE TOWNSHIP BOARD OF EDUCATION
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2021

| | 2022-2023 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 | | | |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Private Schools | Sample for Verification | Sample Verified | Sample Errors |
| Full Day PS 3 Yr Old | 8 | | 8 | | | | | 5 | | 5 | | | | | | |
| Full Day PS 4 Yr Old | 12 | | 12 | | | | | 7 | | 7 | | | | | | |
| Full Day Kindergarten | 13 | | 13 | | | | | 8 | | 8 | | | | | | |
| One | 14 | | 14 | | | | | 9 | | 9 | | | | | | |
| Two | 15 | | 15 | | | | | 9 | | 9 | | | | | | |
| Three | 14 | | 14 | | | | | 9 | | 9 | | | | | | |
| Four | 8 | | 8 | | | | | 5 | | 5 | | | | | | |
| Five | 13 | | 13 | | | | | 8 | | 8 | | | | | | |
| Six | 13 | | 13 | | | | | 8 | | 8 | | | | | | |
| Seven | 11 | | 11 | | | | | 7 | | 7 | | | | | | |
| Eight | 10 | | 10 | | | | | 6 | | 6 | | | | | | |
| Nine | | | | | | | | | | | | | | | | |
| Ten | | | | | | | | | | | | | | | | |
| Eleven | | | | | | | | | | | | | | | | |
| Twelve | | | | | | | | | | | | | | | | |
| Post-Graduate | | | | | | | | | | | | | | | | |
| Adult H.S. (15+CR.) | | | | | | | | | | | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | | | | | | | | | | | |
| Subtotal | 131 | 0 | 131 | 0 | 0 | 0 | | 81 | 0 | 81 | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Ed - Elementary | 13 | | 13 | | 0 | | | 8 | | 8 | | | 1 | 1 | 1 | |
| Special Ed - Middle | 13 | | 13 | | 0 | | | 8 | | 8 | | | | | | |
| Special Ed - High | | | | | | | | | | | | | 1 | | | |
| Subtotal | 26 | 0 | 26 | 0 | 0 | 0 | | 16 | 0 | 16 | 0 | 0 | 2 | 1 | 1 | 0 |
| Totals | 157 | 0 | 157 | 0 | 0 | 0 | | 97 | 0 | 97 | 0 | 0 | 2 | 1 | 1 | 0 |
| Percentage Error | | | | | 0.00% | 0.00% | | | | | | | 0.00% | 0.00% | | 0.00% |

SCHEDULE OF AUDITED ENROLLMENTS

**DOWNE TOWNSHIP BOARD OF EDUCATION
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2021**

| | 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 Test Score and Register | Sample Errors |
| Full Day PS 3 Yr Old | | | | | | | | | | | | |
| Full Day PS 4 Yr Old | | | | | | | | | | | | |
| Half Day Kindergarten | | | | | | | | | | | | |
| Full Day Kindergarten | | 5 | 5 | 4 | 4 | | | | | | | |
| One | | 7 | 7 | 5 | 5 | | | | | | | |
| Two | | 5 | 5 | 4 | 4 | | | | | | | |
| Three | | 6 | 6 | 5 | 5 | | | | | | | |
| Four | | 4 | 4 | 3 | 3 | | | | | | | |
| Five | | 4 | 4 | 3 | 3 | | | | | | | |
| Six | | 4 | 4 | 3 | 3 | | | | | | | |
| Seven | | 3 | 3 | 2 | 2 | | | | | | | |
| Eight | | 4 | 4 | 3 | 3 | | | | | | | |
| Nine | | | | | | | | | | | | |
| Ten | | | | | | | | | | | | |
| Eleven | | | | | | | | | | | | |
| Twelve | | | | | | | | | | | | |
| Post Graduate | | | | | | | | | | | | |
| Adult H.S. (15+CR.) | | | | | | | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | | | | | | | |
| Subtotal | 42 | 42 | 0 | 32 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Ed - Elementary | 11 | 11 | | 8 | 8 | | | | | | | |
| Special Ed - Middle | 6 | 6 | | 5 | 5 | | | | | | | |
| Special Ed - High | | | | | | | | | | | | |
| Subtotal | 17 | 17 | 0 | 13 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Co. Voc. - Regular | | | | | | | | | | | | |
| Co. Voc. Ft. Post Sec. | | | | | | | | | | | | |
| Totals | 59 | 59 | 0 | 45 | 45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | Errors | Avg. Mileage | |
|--------------------------|---------------------------------|-------------------------------|--------------|-----------|-----------|--------------|--------------|---------------|
| | | | | | | | Reported | Re-Calculated |
| Reg. - Public Schools | 99 | 99 | | 68 | 68 | | | |
| Reg. - Special Ed. | 13 | 13 | | 9 | 9 | | | |
| Transported - Non-Public | | | | | | | | |
| Aid in Lieu - Non-Public | 1 | 1 | | 1 | 1 | | | |
| Special Needs - Public | 20 | 20 | | 14 | 14 | | | |
| Totals | 133 | 133 | 0 | 92 | 92 | 0 | | |
| Percentage Error | | | <u>0.00%</u> | | | <u>0.00%</u> | | |

| | Reported | Re-Calculated |
|--|----------|---------------|
| Avg. Mileage - Regular Including Grade PK students | 7.5 | |
| Avg. Mileage - Regular Excluding Grade PK students | 8.1 | |
| Avg. Mileage - Special Ed with Special Needs | 17.1 | |

SCHEDULE OF AUDITED ENROLLMENTS

DOWNE TOWNSHIP BOARD OF EDUCATION
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2021

| | <u>Resident LEP NOT Low Income</u> | | | <u>Sample for Verification</u> | | |
|-------------------------|------------------------------------|----------------------|---------------|--------------------------------|---------------------|---------------|
| | <u>Report On</u> | <u>Report On</u> | | <u>Sample</u> | <u>Verified to</u> | |
| | <u>A.S.S.A. as</u> | <u>Workpapers as</u> | | <u>Selected From</u> | <u>Application</u> | <u>Sample</u> |
| | <u>NOT Low</u> | <u>NOT Low</u> | | <u>Workpapers</u> | <u>and Register</u> | <u>Errors</u> |
| | <u>Income</u> | <u>Income</u> | <u>Errors</u> | | | |
| Full Day PS 3 Yr Old | | | | | | |
| Full Day PS 4 Yr Old | | | | | | |
| Half Day Kindergarten | | | | | | |
| Full Day Kindergarten | | | | | | |
| One | | | | | | |
| Two | | | | | | |
| Three | | | | | | |
| Four | | | | | | |
| Five | | | | | | |
| Six | | | | | | |
| Seven | | | | | | |
| Eight | | | | | | |
| Nine | | | | | | |
| Ten | | | | | | |
| Eleven | | | | | | |
| Twelve | | | | | | |
| Post Graduate | | | | | | |
| Adult H.S. (15+CR.) | | | | | | |
| Adult H.S. (1-14 CR.) | | | | | | |
| Subtotal | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Special Ed - Elementary | | | | | | |
| Special Ed - Middle | | | | | | |
| Special Ed - High | | | | | | |
| Subtotal | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Co. Voc. - Regular | | | | | | |
| Co. Voc. Ft. Post Sec. | | | | | | |
| Totals | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Percentage Error | | | <u>0.00%</u> | | | <u>0.00%</u> |

DOWNE TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

SECTION 1

A. 4% Calculation of Excess Surplus

| | | | | | |
|--|--|----|-----------------------------|--|----------------------------------|
| 2021-2022 Total General Fund Expenditures per the ACFR, Ex. C-1 | | \$ | <u>4,194,616</u> | | |
| Increased by: | | | | | |
| Transfer from Capital Outlay to Capital Projects Fund | | | <u> </u> | | (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund | | | <u> </u> | | (B1b) |
| Transfer from General Fund to SRF for PreK-Regular | | | <u> </u> | | (B1c) |
| Transfer from General Fund to SRF for PreK-Inclusion | | | <u> </u> | | (B1d) |
| Decreased by: | | | | | |
| On-Behalf TPAF Pension & Social Security | | | <u>214,065</u> | | (B2a) |
| Assets Acquired Under Capital Leases | | | <u> </u> | | (B2b) |
| Adjusted 2021-2022 General Fund Expenditures [(B)+(B1s)-(B2s)] | | | <u><u>3,980,551</u></u> | | (B3) |
| 4% of Adjusted 2021-2022 General Fund Expenditures [(B3) times .04] | | | <u>159,222</u> | | (B4) |
| Enter Greater of (B4) or \$250,000 | | | <u>250,000</u> | | (B5) |
| Increased by: Allowable Adjustment* | | | <u>109,866</u> | | (K) |
| Maximum Unassigned/Undesignated-Unreserved Fund Balance[(B5)+(K)] | | | | | \$ <u><u>359,866</u></u> (M) |

SECTION 2

| | | | | | |
|--|--|----|-----------------------------|--|-----------------------------------|
| Total General Fund - Fund Balances @ 6-30-22 (Per ACFR Budgetary Comparison Schedule C-1) | | \$ | <u>1,231,400</u> | | |
| Decreased by: | | | | | |
| Year-end Encumbrances | | | <u>16,233</u> | | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures (Capital Reserve) | | | <u> </u> | | (C2) |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures** | | | <u>255,286</u> | | (C3) |
| Other Restricted Fund Balances**** | | | <u>532,360</u> | | (C4) |
| Assigned Fund balance Unreserved - Designated for Subsequent Year's Expenditures | | | <u> </u> | | (C5) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | | | | | \$ <u><u>427,521</u></u> (U1) |

DOWNE TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

SECTION 3

Section 1

Restricted Fund Balance- Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 67,655 (E)

Recapitulation of Excess Surplus as of June 30, 2022

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures** 255,286 (C3)

Reserved Excess Surplus ***[(E)] 67,655 (E)

Total Excess Surplus [(C3) + (E)] \$ 322,941 (D)

Footnotes:

* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L. 2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve-General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

- (I) Sale & Lease-Back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.
- (J5) Maintenance of Equity Aid and State Military Impact Aid received July 2022

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

Detail of Allowable Adjustments

| | | |
|--|-----------------------|---------|
| Impact Aid | \$ _____ | (H) |
| Sale & Lease-Back | _____ | (I) |
| Extraordinary Aid | <u>109,576</u> | (J1) |
| Additional Nonpublic School Transportation Aid | <u>290</u> | (J2) |
| Current Year School Bus Advertising Revenue Recognized | _____ | (J3) |
| Family Crisis Transportation Aid | _____ | (J4) |
| Maintenance of Equity Aid and State Military Impact Aid received July 2022 | _____ | (J5) |
| Total Adjustments [(H) + (I) + (J1) + (J2) + (J3) + (J4)+(J5)] | \$ <u>109,866</u> | (K) |

** This amount represents the June 30, 2022 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2022 ACFR 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 another type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

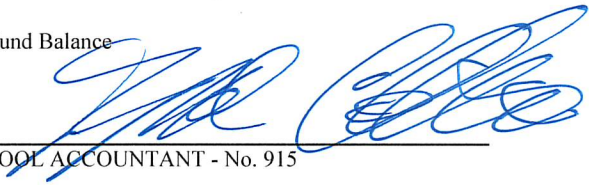
DOWNE TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION

Detail of Other Restricted Fund Balance

Statutory restrictions:

| | |
|---|----------------|
| Approved unspent separate proposal | \$ _____ |
| Sale/lease-back reserve | _____ |
| Capital reserve | <u>400,060</u> |
| Maintenance reserve | <u>74,352</u> |
| Emergency Reserve | <u>33,507</u> |
| 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 (Sections 8007 and 8008) | _____ |
| Impact Aid General Fund Reserve (Sections 8002 and 8003) | _____ |
| Other state/government mandated reserve | _____ |
| Reserve for Unemployment Fund | <u>24,441</u> |
| [Other Restricted Fund Balance not noted above] **** | _____ |

Total Other Restricted Fund Balance \$ 532,360 (C4)



SIGNATURE OF PUBLIC SCHOOL ACCOUNTANT - No. 915

**AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2022
Township of Downe School District**

Recommendations:

1. Administrative Practices and Procedures - None
2. Financial Planning, Accounting and Reporting
3. School Purchasing Programs - None
4. School Food Service –

Finding 2022-1

The Board should implement a corrective action plan to effectively reduce the net cash resources on hand in the Food Service Fund through capital expenditure or otherwise.

5. Student Body Activities - None
6. Application for State School Aid - None
7. Pupil Transportation - None
8. Facilities and Capital Assets
9. Miscellaneous - None
10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.