

**LYNDHURST BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL COMPLIANCE AND PERFORMANCE
JUNE 30, 2022**

**LYNDHURST BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members
of the Board of Education
Lyndhurst Board of Education
Lyndhurst, 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 Lyndhurst Board of Education as of and for the fiscal year ended June 30, 2022, and have issued our report thereon dated January 25, 2023.

As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information and use of management, the Board of Education, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

Lerch, Vinci & Bliss, LLP

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

Jeffrey C. Bliss
Public School Accountant
PSA Number CS00932

Fair Lawn, New Jersey
January 25, 2023

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

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 various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

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

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Angelo DeSimone	Treasurer of School Monies	\$500,000
Mark Hayes, Ph. D.	Interim Board Secretary/School Business Administrator	\$500,000

There is an Employees' Dishonesty Faithful Performance Crime Coverage through SAIF covering all other employees with multiple coverage of \$500,000 per loss.

P.L. 2020, c44

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 of audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did appear to include all health benefit plans offered by the 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

A comparison of tentative tuition charges and actual certified tuition charges was made.

Financial Planning, Accounting and Reporting

Examination of Claims

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

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 tested were certified by the President of the Board, the Board Secretary/Business Administrator and the Superintendent.

Salary withholdings were promptly remitted by the District to the proper agencies, including health benefit withholdings due to the general fund for the payroll periods tested.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

The School Business Administrator completed and filed the required certification of compliance with federal and state law respecting the reporting of compensation for certain administrative employees.

The Board has implemented and maintains a personal tracking and accounting (Position Control) System.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the year end 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 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 included administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23A-8.3. As a result of the procedures performed, no material exceptions were noted, therefore, no additional procedures were deemed necessary to test the propriety of expenditure classification.

- **Finding 2022-1** – Our audit revealed expenditures for Required Maintenance of School Facilities, Custodial Services and Facilities Acquisition and Construction Services were not charged to the proper budget line accounts.

Recommendation – Greater care be exercised over classifying expenditures to ensure they are charged to the proper budget line accounts in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools.

Travel Policy

The District had an approved Board travel policy as required by N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12. No exceptions were noted pertaining to travel expense reimbursement payments tested during our audit.

Board Secretary's Records

The financial records, books of account and minutes maintained by the School Business Administrator/Board Secretary were maintained in good condition.

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

Acknowledgement of the Board's receipt of the Board Secretary's monthly financial reports were included in the minutes.

The prescribed contractual order system was followed with minor exceptions noted.

We noted two (2) budget line accounts were overexpended at June 30, 2022. These expenditures were the result of adjustments made during the audit. Therefore a recommendation is not deemed warranted.

- **Finding 2022-2** – We noted withdrawals from the Capital Reserve and Maintenance Reserve that were appropriated to incorrect budget line accounts or for expenditures that were not eligible for funding from the respective reserve in accordance with the New Jersey Administrative Code.

Recommendation – Procedures be reviewed and revised to ensure withdrawals from Capital Reserve and Maintenance Reserve are transferred to the appropriate budget line accounts and are for eligible costs and projects permitted in accordance with the New Jersey Administrative Code.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Financial Planning, Accounting and Reporting (Continued)

Treasurer's Records

The Treasurer's monthly report included the cash activity for all District accounts.

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

The Treasurer's cash balances were in agreement with the reconciled cash balance as determined during the audit.

Acknowledgement of the Board's receipt of the Treasurer's monthly financial reports was included in the minutes.

Elementary and Secondary School 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 ACFR. This section of the ACFR documents the financial position pertaining to projects under Titles I, II, III, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our examination 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.

➤ **Finding 2022-3.1 (ACFR Finding 2022-001)** -Our audit of the Federal CARES-ESSER, CRRSA-ESSER and ARP-ESSER grant programs revealed the following with respect to compliance with purchasing and contract awards:

- Our audit revealed two instances where contracts awards from a cooperative purchasing program vendor that exceeded the bid threshold were not approved in the minutes.
- We noted payments made for several goods and services which exceeded the quote threshold, however competitive quotations were not provided for audit.

Recommendation - Procedures be reviewed and revised to ensure purchases and contract awards are procured and approved in accordance with the Public School Contracts Law and Federal procurement regulations.

Other Special Federal and/or State Projects

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

Our examination 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 Fund section of the ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report 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.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$20,200 for 2020/2021.

If the purchasing agent is qualified 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 \$44,000. 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. The Board did not appoint a qualified purchasing agent for the 2020/2021 fiscal year.

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

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed; however, to determine whether any clear-cut violations existed.

The results of our examination did indicate certain individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," 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.

- **Finding 2022-3.2 (ACFR Finding 2022-002)** – Our audit of purchases and contract awards in excess of the bid threshold revealed the following as it related to compliance with the Public School Contracts Law and State procurement regulations:
- We noted payments to contractors for construction services which exceeded the bid threshold that were not awarded through a public bidding process. In addition, we noted the contract awards were not approved in the minutes nor was contract documentation on file.
 - We noted two instances for contracts awarded through a public bid process for which the public advertisement for bids and other bid documentation was not available for audit.
 - Our audit revealed several instances where purchases and contract awards from cooperative purchasing program vendors that exceeded the bid threshold were not approved in the minutes.
 - We noted cooperative purchasing program contract award information was not on file in the District and not being reviewed to ensure amounts invoiced were goods or services and prices in the approved cooperative purchasing program award.
 - We noted payments made for several goods and services which exceeded the quote threshold, however competitive quotations were not provided for audit.

Recommendation - Continued efforts be made over purchasing procedures to ensure all contract awards and purchases that exceed the bid and quote thresholds are procured in accordance with the requirements of the Public School Contracts Law and Federal and State procurement regulations. In addition, documentation be maintained on file to support the District's awards pursuant to the public bid process and cooperative purchasing programs.

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.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Food Service Fund

Public Health Emergency

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency all Public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, School Food Authorities (SFA) were required to institute alternate procedures to provide meals to eligible students during the period of school closures. 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.

As a result, School Food Authorities (SFA's) 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 students during the emergency.

The school food service program was selected and audited as a major federal program in accordance with Uniform Guidance.

The financial transactions and records of the school food services were maintained in good condition. The financial accounts and meal count records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

The district utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed. The FSMC contract includes operating results provisions which guarantees that the food service program will break even. The operating results provision has been met.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursement 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 FSMC did not apply for and did not receive a loan in accordance with the Payroll Protection Plan and therefore did not use such funds to pay for costs applicable to the Food Service Programs.

Net cash resources did not exceed three months average expenditures.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Food Service Fund (Continued)

Applications for free and reduced price meals were reviewed for completeness and accuracy as part of our audit of the Application for State School Aid (ASSA). The number of meals claimed was compared to the number of meals served.

U.S.D.A. commodities were received and a separate inventory were maintained on a first-in, first-out basis.

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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds.

Student Body Activities

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

Cash receipts and disbursements records were maintained in good condition.

All receipts appeared to be promptly deposited.

All cash disbursements tested had proper supporting documentation.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2021 Application for State School Aid (A.S.S.A.) for on-roll, 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 A.S.S.A. was compared to the district workpapers with minor exceptions noted. The information that was included on the workpapers was verified with immaterial exceptions noted. 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 had adequate written procedures for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 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 information that was included on the workpapers was verified with immaterial exceptions noted. 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 of transportation related purchases of goods and services, the District complied with proper bidding procedures and award of contracts.

Facilities and Capital Assets

The District had no SDA grant projects during the current year.

Testing for Lead of all Drinking Water in Educational Facilities

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

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Suggestions to Management

- The District should review the unpaid liabilities for the prior years' A4 surcharge and appropriate action be taken to clear them of record.
- District review and determine the origin of the refund from the IRS and take appropriate action to clear of record.
- Formal written policy be approved for the use of store cards.
- Formal written policy be approved for procedures regarding the use of Venmo by the Student Activity Accounts.
- A resolution (or memo) should be approved by the Board to recognize that audited legal costs exceeded 130% of the audited statewide average and to report the control measures that will be implemented to reduce such costs as appropriate and state reasons why such control measures may not reduce such costs, if applicable.

Follow-up Prior Year Findings

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

**LYNDHURST BOARD OF EDUCATION
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

SCHEDULE OF MEAL COUNT ACTIVITY

<u>Program</u>	<u>Meals Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Over (Under) Claim Meals</u>	<u>Rate per Meal</u>	<u>Total Over (Under) Claim Amount</u>
National School Lunch	SSO	<u>227,829</u>	<u>40,039</u>	<u>40,039</u>	-	\$ -	<u>\$ -</u>
	Total Lunch	<u><u>227,829</u></u>	<u><u>40,039</u></u>	<u><u>40,039</u></u>	<u>-</u>		<u><u>-</u></u>
National School Breakfast	SSO	<u>31,016</u>	<u>5,922</u>	<u>5,922</u>	-	\$ -	<u>-</u>
	Total Lunch	<u><u>31,016</u></u>	<u><u>5,922</u></u>	<u><u>5,922</u></u>	<u>-</u>		<u><u>-</u></u>
Total Overclaim							<u><u>\$ -</u></u>

**LYNDHURST BOARD OF EDUCATION
FOOD SERVICE FUND
NET CASH RESOURCE SCHEDULE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

<u>Net Cash Resources:</u>		Food Service	
ACFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 189,129
B-4		Due from Other Gov'ts	101,892
B-4		Accounts Receivable	18,922
ACFR		Current Liabilities	
B-4		Less Due to Other Funds	(145,872)
B-4		Less Unearned Revenue	<u>(28,188)</u>
		Net Cash Resources	<u>\$ 135,883</u> (A)
 <u>Net Adj. Total Operating Expense:</u>			
B-5		Tot. Operating Exp.	\$ 1,601,993
B-5		Less Depreciation	<u>(1,126)</u>
		Adj. Tot. Oper. Exp.	<u>\$ 1,600,867</u> (B)
 <u>Average Monthly Operating Expense:</u>			
		B / 10	<u>\$ 160,087</u> (C)
 <u>Three times monthly Average:</u>			
		3 X C	<u>\$ 480,260</u> (D)

TOTAL IN BOX A	\$	135,883	
LESS TOTAL IN BOX D	\$	480,260	
NET	\$	<u>(344,377)</u>	
Net Cash Resources Do Not Exceed 3 Months Average Expenses.			

LYNDHURST BOARD OF EDUCATION
 APPLICATION FOR STATE SCHOOL AID
 ENROLLMENT AS OF OCTOBER 15, 2021
 SCHEDULE OF AUDITED ENROLLMENTS

	2022-2023 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on		Reported on		Errors		Sample		Verified per		Errors per		Reported on	Sample		
	A.S.S.A.		Workpapers				Selected from	Register	Registers		A.S.S.A. as	for	Sample	Sample		
	On Roll	On Roll	On Roll	On Roll	Workpapers	On Roll	On Roll	On Roll	Private	Verifi-	Verified	Errors				
Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors	
Half Day Preschool 3 Years Old	11		11		-	-	11		11		-	-				
Half Day Preschool 4 Years Old	11		11		-	-	11		14		(3)	-				
Full Day Preschool 3 Years Old					-	-					-	-				
Full Day Preschool 4 Years Old	5		5		-	-	5		4		1	-				
Half Day Kindergarten					-	-					-	-				
Full Day Kindergarten	161		161		-	-	39		37		2	-				
Grade 1	130		130		-	-	47		44		3	-				
Grade 2	153		153		-	-	33		33		-	-				
Grade 3	157		157		-	-	61		58		3	-				
Grade 4	155		155		-	-	89		88		1	-				
Grade 5	152		152		-	-	71		69		2	-				
Grade 6	176		176		-	-	176		171		5	-				
Grade 7	150		150		-	-	150		148		2	-				
Grade 8	180		180		-	-	180		179		1	-				
Grade 9	173		173		-	-	173		174		(1)	-				
Grade 10	163	2	163	2	-	-	163	1	164	2	(1)	(1)				
Grade 11	176	2	176	2	-	-	176	1	176	2	-	(1)				
Grade 12	160		160		-	-	160		160		-	-				
Post- Graduate					-	-					-	-				
Adult High School (15+ Credits)					-	-					-	-				
Adult High School (1-14 Credits)					-	-					-	-				
Subtotal	2,113	4	2,113	4	-	-	1,545	2	1,530	4	15	(2)	-	-	-	-
Sp Ed - Elementary	161		161		-	-	22		21		1	-	3	2	2	-
Sp Ed - Middle School	111		110		1	-	20		20		-	-	1	1	1	-
Sp Ed - High School	113		113		-	-	19		19		-	-	11	10	10	-
Subtotal	385	-	384	-	1	-	61	-	60	-	1	-	15	13	13	-
County Vocational - Regular					-	-					-	-				
County Vocational - F.T. Post-Second					-	-					-	-				
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,498	4	2,497	4	1	-	1,606	2	1,590	4	16	(2)	15	13	13	-
Percentage Error					0.04%	0.00%					-1.00%	0.00%				0.00%

LYNDHURST BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2021
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 ASSA as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected	Verified to Register	Errors
	Half Day Kindergarten			-			-			-		
Full Day Kindergarten	43.0	43.0	-	4.0	4.0	-	5.0	5.0	-	5.0	5.0	-
Grade 1	36.0	36.0	-	3.0	3.0	-	3.0	3.0	-	3.0	3.0	-
Grade 2	37.0	37.0	-	2.0	2.0	-	4.0	4.0	-	2.0	2.0	-
Grade 3	31.0	31.0	-	4.0	4.0	-	1.0	1.0	-	1.0	1.0	-
Grade 4	44.0	44.0	-	3.0	3.0	-	4.0	4.0	-	3.0	3.0	-
Grade 5	46.0	46.0	-	4.0	4.0	-	1.0	1.0	-	1.0	1.0	-
Grade 6	21.0	21.0	-	5.0	5.0	-	1.0	1.0	-	1.0	1.0	-
Grade 7	23.0	23.0	-	4.0	4.0	-	-	-	-	-	-	-
Grade 8	45.0	45.0	-	6.0	6.0	-	1.0	1.0	-	1.0	1.0	-
Grade 9	34.0	34.0	-	4.0	4.0	-	-	-	-	-	-	-
Grade 10	25.5	25.5	-	5.0	5.0	-	1.0	1.0	-	1.0	1.0	-
Grade 11	35.0	35.0	-	7.0	7.0	-	2.0	2.0	-	2.0	2.0	-
Grade 12	32.0	32.0	-	6.0	6.0	-	-	-	-	-	-	-
Post- Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult High School (15+ Credits)	-	-	-	-	-	-	-	-	-	-	-	-
Adult High School (1-14 Credits)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	452.5	452.5	-	57.0	57.0	-	23.0	23.0	-	20.0	20.0	-
Sp Ed - Elementary	45.0	44.0	1.0	3.0	3.0	-	2.0	1.0	1.0	1.0	1.0	-
Sp Ed - Middle School	35.0	36.0	(1.0)	2.0	2.0	-	-	-	-	-	-	-
Sp Ed - High School	45.0	44.0	1.0	2.0	2.0	-	1.0	1.0	-	1.0	1.0	-
Subtotal	125.0	124.0	1.0	7.0	7.0	-	3.0	2.0	1.0	2.0	2.0	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - F.T. Post-Second	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	577.5	576.5	1.0	64.0	64.0	-	26.0	25.0	1.0	22.0	22.0	-
Percentage Error		<u>0.17%</u>			<u>0.00%</u>			<u>3.85%</u>			<u>0.00%</u>	

	Transportation					
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors
	Reg. - Public Schools	61.0	61.0	-	18.0	18.0
Regular - Special Ed	28.0	28.0	-	8.0	7.0	1.0
Transported - Non Public	-	-	-	-	-	-
Special Needs	84.0	84.0	-	26.0	25.0	1.0
Subtotal	173.0	173.0	-	52.0	50.0	2.0

Percentage Error 0.0% 3.8%

LYNDHURST BOARD OF EDUCATION
 APPLICATION FOR STATE SCHOOL AID
 ENROLLMENT AS OF OCTOBER 15, 2021
 SCHEDULE OF AUDITED ENROLLMENTS

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT low Income	Errors	Sample Selected From Workpapers	Verified to Application	Errors
Half Day Kindergarten			-			-
Full Day Kindergarten	5	5	-	4	4	-
Grade 1	1	1	-	1	1	-
Grade 2	1	1	-	1	1	-
Grade 3	1	1	-	1	1	-
Grade 4	-	-	-	-	-	-
Grade 5	1	1	-	1	1	-
Grade 6	1	1	-	1	1	-
Grade 7	2	2	-	2	2	-
Grade 8	1	1	-	1	1	-
Grade 9	2	2	-	1	1	-
Grade 10	-	-	-	-	-	-
Grade 11	2	2	-	2	2	-
Grade 12	5	5	-	3	3	-
Post- Graduate			-			-
Adult High School (15+ Credits)			-			-
Adult High School (1-14 Credits)			-			-
Subtotal	22	22	-	18	18	-
Sp Ed - Elementary	-	1	(1)	-	-	-
Sp Ed - Middle School	1	1	-	1	1	-
Sp Ed - High School	1	1	-	1	1	-
Subtotal	2	3	(1)	2	2	-
County Vocational - Regular						
County Vocational - F.T. Post-Second						
Subtotal						
Totals	24	25	(1)	20	20	-
Percentage Error			<u>-4.17%</u>			<u>0.00%</u>

**LYNDHURST BOARD OF EDUCATION
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

SECTION 1A

2021-2022 Total General Fund Expenditures per the ACFR	\$ 57,084,374
Increased by:	
Transfer to Special Revenue Fund	60,000
Transfer to Capital Projects Fund	155,988
Decreased by:	
On-Behalf TPAF Pension & Social Security	(10,439,417)
Assets Acquired Under Capital Financing Agreements	<u>(216,777)</u>
Adjusted 2021-2022 General Fund Expenditures	<u>\$ 46,644,168</u>
1.5% of Adjusted 2021-2022 General Fund Expenditures	<u>\$ 699,663</u>
Enter Greater of 1.5% of Adjusted 2021-2022 General Fund Expenditures or \$250,000	\$ 699,663
Increased by: Allowable Adjustments	<u>418,402</u>
Maximum Unassigned Fund Balance	<u>\$ 1,118,065</u>

SECTION 2

Total General Fund - Fund Balance at June 30, 2022 (Per CAFR Budgetary Comparison Schedule/Statement)	\$ 3,563,125
Decreased by:	
Year End Encumbrances	(384,734)
Other Restricted Fund Balances - Disallowed Grant Costs	(301,224)
Other Restricted Fund Balances - Capital Reserve	(1,136,783)
Other Restricted Fund Balances - Maintenance Reserve	<u>(622,319)</u>
Unassigned Fund Balance	<u>\$ 1,118,065</u>
Fund Balance - Excess Surplus	<u>\$ -</u>

SECTION 3

Recapitulation of Excess Surplus as of June 30, 2022

Excess Surplus	\$ -
Excess Surplus - Designated for Subsequent Year's Expenditures	<u>-</u>
	<u>\$ -</u>

Detail of Allowable Adjustments

Extraordinary Aid	\$ 390,852
Non Public School Transportation Aid	<u>27,550</u>
	<u>\$ 418,402</u>

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Greater care be exercised over classifying expenditures to ensure they are charged to the proper budget line accounts in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
2. Procedures be reviewed and revised to ensure withdrawals from Capital Reserve and Maintenance Reserve are transferred to the appropriate budget line accounts and are for eligible costs and projects permitted in accordance with the New Jersey Administrative Code.

III. School Purchasing Program

It is recommended that:

- * 3. Continued efforts be made over purchasing procedures to ensure all contract awards and purchases that exceed the bid and quote thresholds are procured in accordance with the requirements of the Public School Contracts Law and Federal and State procurement regulations. In addition, documentation be maintained on file to support the District's awards pursuant to the public bid process and cooperative purchasing programs.

IV. School Food Services

There are none.

V. Student Body Activities

There were none.

VI. Application for State School Aid

There are none.

VII. Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

RECOMMENDATIONS

IX. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations and corrective action was taken on all prior year findings, except the recommendations denoted by an asterisk.

ACKNOWLEDGEMENT

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

Respectfully submitted,

LERCH, VINCI & BLISS, LLP



Jeffrey C. Bliss
Certified Public Accountant
Public School Accountant