

**TOWNSHIP OF MONROE  
SCHOOL DISTRICT  
COUNTY OF GLOUCESTER**

**AUDITOR'S MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS-  
FINANCIAL, COMPLIANCE  
AND PERFORMANCE**

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2022**

**TOWNSHIP OF MONROE SCHOOL DISTRICT**  
Auditor's Management Report on Administrative  
Findings - Financial, Compliance and Performance

Table of Contents

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|   | <u>Page</u> |
|---|-------------|
| Auditor's Management Report on Administrative Findings - Financial,<br>Compliance and Performance | 1           |
| Scope of Audit  | 2           |
| Administrative Practices and Procedures   | 2           |
| Insurance   | 2           |
| Official Bonds  | 2           |
| P.L.2020, c.44  | 2           |
| Tuition Charges   | 2           |
| Financial Planning, Accounting, and Reporting   | 2           |
| Examination of Claims   | 2           |
| Payroll Account   | 2           |
| Employee Position Control Roster  | 3           |
| Encumbrances and Accounts Payable   | 3           |
| Travel  | 3           |
| Classification of Expenditures  | 3           |
| • General Classifications   | 3           |
| • Administrative Classifications  | 3           |
| Board Secretary's Records   | 3           |
| Board Designee's Records  | 3           |
| Pupil Transportation  | 4           |
| Elementary and Secondary Education Act as amended by Every<br>Student Succeeds Act (E.S.S.A.)     | 4           |
| Other Special Federal and / or State Projects   | 4           |
| TPAF Reimbursement  | 4           |
| TPAF Reimbursement to the State for Federal Salary Expenditures                                   | 4           |
| School Purchasing Programs  | 5           |
| Contracts and Agreements Requiring Advertisement for Bids   | 5           |
| School Food Service   | 5           |
| Public Health Emergency   | 5           |
| Student Body Activities   | 6           |
| Application for State School Aid (ASSA)   | 6           |
| Facilities and Capital Assets   | 6           |
| Miscellaneous   | 6           |
| Continuing Disclosure Agreements  | 6           |
| Testing for Lead of All Drinking Water in Education Facilities                                    | 7           |
| Follow-up on Prior Year Findings  | 7           |
| Acknowledgment  | 7           |
| Schedule of Audited Enrollments   | 8           |
| Excess Surplus Calculation  | 12          |
| Audit Recommendations Summary   | 14          |

**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

The Honorable President and  
Members of the Board of Education  
Township of Monroe School District  
County of Gloucester, 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 Board of Education of the Township of Monroe Township School District, in the County of Gloucester, State of New Jersey, as of and for the fiscal year ended June 30, 2022, which were separately issued in the Annual Comprehensive Financial Report dated March 14, 2023.

As part of our audit, we also 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 issued in conjunction with the Annual Comprehensive Financial Report of the Board of Education of the Township of Monroe School District, for the fiscal year ended June 30, 2022, and is intended for the information of the 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,



BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants



Michael J. Welding  
Certified Public Accountant  
Public School Accountant No. CS 00886

Woodbury, New Jersey  
March 14, 2023

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

**SCOPE OF AUDIT**

The audit covered the financial transactions of the Board Secretary / School Business Administrator and the Board Designee's Records, 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's Annual Comprehensive Financial Report ("ACFR").

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

| <u>Name</u>    | <u>Position</u>                                 | <u>Amount</u> |
|----------------|---|---------------|
| Lisa Schultz   | Board Secretary / School Business Administrator | \$ 446,000.00 |
| Bonnie Biddick | Board Designee                                  | 446,000.00    |

There is a Public Employees' Faithful Performance Blanket Position Bond with School Alliance Insurance Fund covering all other employees with multiple coverage of \$500,000.00.

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

The data submitted did 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. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING**

**Examination of Claims**

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

**Payroll Account**

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary / School Business Administrator.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)**

**Payroll Account (Cont'd)**

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

Sampled payrolls were delivered to the Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

**Employee Position Control Roster**

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2021-2022 budget review checklist.

**Encumbrances and Accounts Payable**

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

**Travel**

Our procedures performed on travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

**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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures. As a result of the procedures performed, a transaction error rate of 7.14% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

***Finding No. 2022-001 (ACFR Finding No. 2022-001)***

During our audit, we noted that the controls over recording and monitoring of the charging of budget accounts were insufficient to ensure compliance with recording expenditures in accordance with the Uniform Minimum Chart of Accounts.

***Recommendation***

That the School District improve the controls over recording and monitoring of the charging of budget accounts to ensure that the School District is in compliance with N.J.A.C. 6A:23A-16.2(f).

**Board Secretary's Records**

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

**Board Designee's Records**

Our audit of the financial and accounting records maintained by the Board Designee indicated that they were in satisfactory condition.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)**

**Pupil Transportation**

Our audit procedures included a sample of on-roll status reported in the 2021-22 District Report of Transported Resident Students (DRTRS). The information that was reported on the DRTRS was verified to the DRTRS Eligibility Summary Report with minor exceptions. The results of our procedures are presented in the schedule of audited enrollments.

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

**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 and IIA of the Every Student Succeeds Act.

An audit of compliance for E.S.E.A. was not required for school year 2021-22.

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

The School District's other special projects were approved as listed on exhibits K-3 and K-4 located in the ACFR.

Our audit of the federal and state funds on a sample 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 other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

**TPAF Reimbursement**

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

**TPAF Reimbursement to the State for Federal Salary Expenditures**

The amount of the expenditure charged to the current year's final reports for all federal awards for the School District to reimburse the State for 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 and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and no exceptions were noted.

**FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)**

**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 the school contracts in general, are available on the following website:

<https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at:

<http://www.njleg.state.nj.us/>

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000.00 (with a Qualified Purchasing Agent) and \$32,000.00 (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 \$20,200.00 for 2021-22.

The School District's 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.

Based on the results of our audit, 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.

**SCHOOL FOOD SERVICE**

**Public Health Emergency**

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency all public, charter, non-public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, school food authorities (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.

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 students during the emergency.

26500

**SCHOOL FOOD SERVICE (CONT'D)**

**Public Health Emergency (Cont'd)**

The school food service program was not selected as a major federal and / or State program. However, the program expenditures exceeded \$100,000.00 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. No exceptions were 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. No exceptions were noted.

The statement of revenues, expenses, and changes in fund net position (ACFR exhibit B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

We also inquired of management about the 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. We also inquired if the FSMC received a loan in accordance with the Paycheck Protection Plan (PPP) and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

Net cash resources did not exceed three months average expenditures.

**STUDENT BODY ACTIVITIES**

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

**APPLICATION FOR STATE SCHOOL AID**

Our audit procedures included a sample of information reported in the October 15, 2021 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers without exception. The information that was included on the workpapers was verified with minor exceptions. The results of our procedures are presented in the schedule of audited enrollments.

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

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

**FACILITIES AND CAPITAL ASSETS**

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

**MISCELLANEOUS**

**Continuing Disclosure Agreements**

The School District complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.



**MISCELLANEOUS (CONT'D)**

**Testing for Lead of All Drinking Water in Education Facilities**

The School District complied with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the 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).

**FOLLOW-UP ON PRIOR YEAR'S FINDINGS**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action had been taken on all prior year findings.

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2022.

**ACKNOWLEDGMENT**

We received the complete cooperation of all of the officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,



BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants



Michael J. Welding  
Certified Public Accountant  
Public School Accountant No. CS 00886

**TOWNSHIP OF MONROE 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 the Disabled        |                          |                 |               |
|----------------------------|--|------------|--------------------------------|------------|-------------|-------------|---------------------------------|--------------|--------------------------------|--------------|------------------------------|------------|---|--------------------------|-----------------|---------------|
|                            | Reported on A.S.S.A. On Roll               |            | Reported on Workpapers On Roll |            | Errors      |             | Sample Selected from Workpapers |              | Verified per Registers On Roll |              | Errors per Registers On Roll |            | Reported on A.S.S.A. as Private Schools | Sample for Verifi-cation | Sample Verified | Sample Errors |
|                            | Full                                       | Shared     | Full                           | Shared     | Full        | Shared      | Full                            | Shared       | Full                           | Shared       | Full                         | Shared     |   |                          |                 |               |
| Half Day Preschool         |  |            |                                |            |             |             |                                 |              |                                |              |                              |            |   |                          |                 |               |
| Full Day Preschool         | 94   |            | 94                             |            |             |             |                                 | 35           |                                | 35           |                              |            |   |                          |                 |               |
| Half Day Kindergarten      |  |            |                                |            |             |             |                                 |              |                                |              |                              |            |   |                          |                 |               |
| Full Day Kindergarten      | 341  |            | 341                            |            |             |             |                                 | 67           |                                | 67           |                              |            |   |                          |                 |               |
| One                        | 337  |            | 337                            |            |             |             |                                 | 110          |                                | 110          |                              |            |   |                          |                 |               |
| Two                        | 311  |            | 311                            |            |             |             |                                 | 95           |                                | 95           |                              |            |   |                          |                 |               |
| Three                      | 322  |            | 322                            |            |             |             |                                 | 96           |                                | 96           |                              |            |   |                          |                 |               |
| Four                       | 332  |            | 332                            |            |             |             |                                 | 50           |                                | 50           |                              |            |   |                          |                 |               |
| Five                       | 354  |            | 354                            |            |             |             |                                 | 354          |                                | 354          |                              |            |   |                          |                 |               |
| Six                        | 387  |            | 387                            |            |             |             |                                 | 387          |                                | 387          |                              |            |   |                          |                 |               |
| Seven                      | 389  |            | 389                            |            |             |             |                                 | 389          |                                | 389          |                              |            |   |                          |                 |               |
| Eight                      | 355  |            | 355                            |            |             |             |                                 | 355          |                                | 355          |                              |            |   |                          |                 |               |
| Nine                       | 386  |            | 386                            |            |             |             |                                 | 386          |                                | 386          |                              |            |   |                          |                 |               |
| Ten                        | 374  |            | 374                            |            |             |             |                                 | 374          |                                | 374          |                              |            |   |                          |                 |               |
| Eleven                     | 354  |            | 354                            |            |             |             |                                 | 354          |                                | 354          |                              |            |   |                          |                 |               |
| Twelve                     | 379  |            | 379                            |            |             |             |                                 | 379          |                                | 379          |                              |            |   |                          |                 |               |
| Post-Graduate              |  |            |                                |            |             |             |                                 |              |                                |              |                              |            |   |                          |                 |               |
| Adult H.S. (15+CR.)        |  |            |                                |            |             |             |                                 |              |                                |              |                              |            |   |                          |                 |               |
| Adult H.S. (1-14CR.)       |  |            |                                |            |             |             |                                 |              |                                |              |                              |            |   |                          |                 |               |
| <b>Subtotal</b>            | <b>4,715</b>                               | <b>---</b> | <b>4,715</b>                   | <b>---</b> | <b>---</b>  | <b>---</b>  | <b>---</b>                      | <b>3,431</b> | <b>---</b>                     | <b>3,431</b> | <b>---</b>                   | <b>---</b> | <b>---</b>                              | <b>---</b>               | <b>---</b>      | <b>---</b>    |
| Special Ed - Elementary    | 340  |            | 340                            |            |             |             |                                 | 76           |                                | 76           |                              |            | 21                                      | 18                       | 18              |               |
| Special Ed - Middle School | 256  |            | 256                            |            |             |             |                                 | 256          |                                | 256          |                              |            | 5                                       | 4                        | 4               |               |
| Special Ed - High School   | 315  |            | 315                            |            |             |             |                                 | 315          |                                | 315          |                              |            | 16                                      | 14                       | 14              |               |
| <b>Subtotal</b>            | <b>911</b>                                 | <b>---</b> | <b>911</b>                     | <b>---</b> | <b>---</b>  | <b>---</b>  | <b>---</b>                      | <b>647</b>   | <b>---</b>                     | <b>647</b>   | <b>---</b>                   | <b>---</b> | <b>42</b>                               | <b>36</b>                | <b>36</b>       | <b>---</b>    |
| Co. Voc. - Regular         |  |            |                                |            |             |             |                                 |              |                                |              |                              |            |   |                          |                 |               |
| Co. Voc. Ft. Post Sec.     |  |            |                                |            |             |             |                                 |              |                                |              |                              |            |   |                          |                 |               |
| <b>Subtotal</b>            | <b>---</b>                                 | <b>---</b> | <b>---</b>                     | <b>---</b> | <b>---</b>  | <b>---</b>  | <b>---</b>                      | <b>---</b>   | <b>---</b>                     | <b>---</b>   | <b>---</b>                   | <b>---</b> | <b>---</b>                              | <b>---</b>               | <b>---</b>      | <b>---</b>    |
| <b>Totals</b>              | <b>5,626</b>                               | <b>---</b> | <b>5,626</b>                   | <b>---</b> | <b>---</b>  | <b>---</b>  | <b>---</b>                      | <b>4,078</b> | <b>---</b>                     | <b>4,078</b> | <b>---</b>                   | <b>---</b> | <b>42</b>                               | <b>36</b>                | <b>36</b>       | <b>---</b>    |
| Percentage Error           |  |            |                                |            | <u>0.0%</u> | <u>0.0%</u> |                                 |              |                                |              |                              |            | <u>0.0%</u>                             | <u>0.0%</u>              |                 | <u>0.0%</u>   |

(Continued)

**TOWNSHIP OF MONROE SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Schedule of Audited Enrollments  
 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 Application, Test Score and Register | Sample Errors |
| Half Day Preschool               |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
| Full Day Preschool               | 18                                 | 18                                   |            | 3                               | 3                                    |               |  |  |            |                                 |  |               |
| Half Day Kindergarten            |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
| Full Day Kindergarten            | 101                                | 101                                  |            | 6                               | 6                                    |               | 7  | 7  |            | 5                               | 5  |               |
| One                              | 78                                 | 78                                   |            | 4                               | 4                                    |               | 7  | 7  |            | 6                               | 5  | 1             |
| Two                              | 92                                 | 92                                   |            | 4                               | 4                                    |               | 8  | 8  |            | 6                               | 6  |               |
| Three                            | 100                                | 100                                  |            | 7                               | 7                                    |               | 6  | 6  |            | 4                               | 3  | 1             |
| Four                             | 101                                | 101                                  |            | 7                               | 7                                    |               | 10   | 10                                       |            | 8                               | 7  | 1             |
| Five                             | 109                                | 109                                  |            | 26                              | 25                                   | 1             | 4  | 4  |            | 3                               | 3  |               |
| Six                              | 104                                | 104                                  |            | 25                              | 25                                   |               | 1  | 1  |            | 1                               | 1  |               |
| Seven                            | 117                                | 117                                  |            | 27                              | 25                                   | 2             | 1  | 1  |            | 1                               | 1  |               |
| Eight                            | 88                                 | 88                                   |            | 21                              | 20                                   | 1             | 1  | 1  |            | 1                               | 1  |               |
| Nine                             | 78                                 | 78                                   |            | 19                              | 19                                   |               | 1  | 1  |            | 1                               | 1  |               |
| Ten                              | 86                                 | 86                                   |            | 20                              | 19                                   | 1             | 2  | 2  |            | 2                               | 2  |               |
| Eleven                           | 89                                 | 89                                   |            | 21                              | 19                                   | 2             | 1  | 1  |            | 1                               |  | 1             |
| Twelve                           | 87                                 | 87                                   |            | 21                              | 18                                   | 3             |  |  |            |                                 |  |               |
| Post-Graduate                    |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
| Adult H.S. (15+CR.)              |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
| Adult H.S. (1-14CR.)             |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
| <b>Subtotal</b>                  | <b>1,248</b>                       | <b>1,248</b>                         | <b>---</b> | <b>211</b>                      | <b>201</b>                           | <b>10</b>     | <b>49</b>  | <b>49</b>                                | <b>---</b> | <b>39</b>                       | <b>35</b>  | <b>4</b>      |
| Special Education-Elementary     | 133                                | 133                                  |            | 8                               | 7                                    | 1             | 3  | 3  |            | 2                               | 2  |               |
| Special Education-Middle School  | 108                                | 108                                  |            | 26                              | 25                                   | 1             |  |  |            |                                 |  |               |
| Special Education-High School    | 128                                | 128                                  |            | 29                              | 28                                   | 1             | 1  | 1  |            |                                 |  |               |
| <b>Subtotal</b>                  | <b>369</b>                         | <b>369</b>                           | <b>---</b> | <b>63</b>                       | <b>60</b>                            | <b>3</b>      | <b>4</b>   | <b>4</b>                                 | <b>---</b> | <b>2</b>                        | <b>2</b>   | <b>---</b>    |
| Co. Voc. - Regular               |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
| Co. Voc. Ft. Post Sec.           |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
| <b>Subtotal</b>                  | <b>---</b>                         | <b>---</b>                           | <b>---</b> | <b>---</b>                      | <b>---</b>                           | <b>---</b>    | <b>---</b>   | <b>---</b>                               | <b>---</b> | <b>---</b>                      | <b>---</b>                                       | <b>---</b>    |
| <b>Totals</b>                    | <b>1,617</b>                       | <b>1,617</b>                         | <b>---</b> | <b>274</b>                      | <b>261</b>                           | <b>13</b>     | <b>53</b>  | <b>53</b>                                | <b>---</b> | <b>41</b>                       | <b>37</b>  | <b>4</b>      |
| Percentage Error                 |                                    |                                      | 0.0%       |                                 |                                      | 4.98%         |  |  | 0.0%       |                                 |  | 10.81%        |
| Transportation                   |                                    |                                      |            |                                 |                                      |               |  |  |            |                                 |  |               |
|                                  | Reported on DRTRS by DOE/County    | Reported on DRTRS by District        | Errors     | Tested                          | Verified                             | Errors        |  |  |            | Reported                        | Re-Calculated                                    |               |
| Reg. - Public Schools, Col. 1    | 2,472                              | 2,472                                |            | 218                             | 218                                  |               | Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)   |  |            | 4.3                             | 4.3  |               |
| Reg. - SpEd, Col. 4              | 569                                | 569                                  |            | 50                              | 45                                   |               | 5 Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B) |  |            | 4.3                             | 4.3  |               |
| Transported - Non-Public, Col. 3 | 308                                | 308                                  |            | 28                              | 26                                   |               | 2 Spec. Avg. (Mileage) = Special Ed. with Special Needs              |  |            | 13.4                            | 13.3   |               |
| Special Needs, Col. 6            | 68                                 | 68                                   |            | 7                               | 6                                    | 1             |  |  |            |                                 |  |               |
| <b>Totals</b>                    | <b>3,417</b>                       | <b>3,417</b>                         | <b>---</b> | <b>303</b>                      | <b>295</b>                           | <b>8</b>      |  |  |            |                                 |  |               |
| Percentage Error                 |                                    |                                      | 0.0%       |                                 |                                      | 2.6%          |  |  |            |                                 |  |               |

(Continued)

**TOWNSHIP OF MONROE SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Schedule of Audited Enrollments  
 Enrollment as of October 15, 2021

|                                 | Resident LEP NOT Low Income                            |  |                    | Sample for Verification                      |   |                         |
|---------------------------------|--|--|--------------------|--|---|-------------------------|
|                                 | Reported on<br>A.S.S.A. as<br>NOT Low<br><u>Income</u> | Reported on<br>Workpapers as<br>NOT Low<br><u>Income</u> | <u>Errors</u>      | Sample<br>Selected from<br><u>Workpapers</u> | Verified to<br>Application,<br>Test Score<br>and Register | Sample<br><u>Errors</u> |
| Half Day Preschool              |  |  |                    |  |   |                         |
| Full Day Preschool              |  |  |                    |  |   |                         |
| Half Day Kindergarten           |  |  |                    |  |   |                         |
| Full Day Kindergarten           | 10   | 10   |                    | 6  | 6   |                         |
| One                             | 6  | 6  |                    | 4  | 4   |                         |
| Two                             | 3  | 3  |                    | 3  | 3   |                         |
| Three                           | 3  | 3  |                    | 3  | 3   |                         |
| Four                            | 2  | 2  |                    | 2  | 2   |                         |
| Five                            |  |  |                    |  |   |                         |
| Six                             | 1  | 1  |                    | 1  | 1   |                         |
| Seven                           | 2  | 2  |                    | 2  | 2   |                         |
| Eight                           | 2  | 2  |                    | 2  | 2   |                         |
| Nine                            | 1  | 1  |                    | 1  | 1   |                         |
| Ten                             |  |  |                    |  |   |                         |
| Eleven                          | 1  | 1  |                    | 1  | 1   |                         |
| Twelve                          |  |  |                    |  |   |                         |
| Post-Graduate                   |  |  |                    |  |   |                         |
| Adult H.S. (15+CR.)             |  |  |                    |  |   |                         |
| Adult H.S. (1-14CR.)            |  |  |                    |  |   |                         |
| Subtotal                        | <u>31</u>  | <u>31</u>  | <u>---</u>         | <u>25</u>                                    | <u>25</u>   | <u>---</u>              |
| Special Education-Elementary    | 4  | 4  |                    | 4  | 4   |                         |
| Special Education-Middle School | 2  | 2  |                    | 1  | 1   |                         |
| Special Education-High School   |  |  |                    |  |   |                         |
| Subtotal                        | <u>6</u>   | <u>6</u>   | <u>---</u>         | <u>5</u>                                     | <u>5</u>  | <u>---</u>              |
| Co. Voc. - Regular              |  |  |                    |  |   |                         |
| Co. Voc. Ft. Post Sec.          |  |  |                    |  |   |                         |
| Subtotal                        | <u>---</u>   | <u>---</u>   | <u>---</u>         | <u>---</u>                                   | <u>---</u>  | <u>---</u>              |
| Totals                          | <u><u>37</u></u>                                       | <u><u>37</u></u>   | <u><u>---</u></u>  | <u><u>30</u></u>                             | <u><u>30</u></u>  | <u><u>---</u></u>       |
| Percentage Error                |  |  | <u><u>0.0%</u></u> |  |   | <u><u>0.0%</u></u>      |

**TOWNSHIP OF MONROE SCHOOL DISTRICT**  
Application for State School Aid Summary  
Schedule of Audited Enrollments  
Enrollment as of October 15, 2021

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| <u>Military Connected Students</u>                                     |                                    |                            |                          |
|--|------------------------------------|----------------------------|--------------------------|
| <u>Reported on<br/>A.S.S.A. as<br/>Military Connected<br/>Students</u> | <u>Sample for<br/>Verification</u> | <u>Sample<br/>Verified</u> | <u>Sample<br/>Errors</u> |
| <u>-</u>   | <u>-</u>                           | <u>-</u>                   | <u>-</u>                 |



**EXCESS SURPLUS CALCULATION (CONT'D)**

**REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT**

**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 and 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 in July 2022

**Detail of Allowable Adjustments**

|   |                       |
|---|-----------------------|
| Federal Impact Aid  | _____ (H)             |
| Sale & Lease-back   | _____ (I)             |
| Extraordinary Aid   | \$ 529,284.00 (J1)    |
| Additional Nonpublic School Transportation Aid                                | 74,741.00 (J2)        |
| Current Year School Bus Advertising Revenue Recognized                        | _____ (J3)            |
| Family Crisis Transportation Aid  | _____ (J4)            |
| Maintenance of Equity Aid and State Military Impact Aid received in July 2022 | _____ (J5)            |
| <br>Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]                      | <br>\$ 604,025.00 (K) |

\*\* This amount represents the Excess Surplus (C3 above) generated during June 30, 2021 and must be included in the Audit Summary Line 90031. This amount was to be appropriated in the 2021-2022 general fund budget.

\*\*\* Amounts must agree to the June 30, 2022 ACFR and must agree to Audit Summary Line 90030.

\*\*\*\* Amount for Other Restricted 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.

**Detail of Other Restricted Fund Balance**

Statutory restrictions:

|   |                          |
|---|--------------------------|
| Approved unspent separate proposal                            | _____                    |
| Sale/lease-back reserve                                       | _____                    |
| Capital reserve   | \$ 5,245,267.37          |
| Maintenance reserve   | 100,012.44               |
| Emergency reserve   | _____                    |
| 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 8002 and 8003)      | _____                    |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008)      | _____                    |
| Other state/government mandated reserves                      | _____                    |
| Restricted for Unemployment                                   | 400,906.76               |
| [Other Restricted Fund Balance not noted above]****           | _____                    |
| <br>Total Other Restricted Fund Balance                       | <br>\$ 5,746,186.57 (C4) |

**TOWNSHIP OF MONROE SCHOOL DISTRICT**  
Audit Recommendations Summary  
For the Fiscal Year Ended June 30, 2022

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Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

That the School District improve the controls over recording and monitoring of the charging of budget accounts to ensure that the School District is in compliance with N.J.A.C. 6A:23A-16.2(f).

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Follow-Up on Prior Year Findings

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



