

**NEW BRUNSWICK BOARD OF EDUCATION  
COUNTY OF MIDDLESEX  
NEW JERSEY**

**AUDITOR'S MANAGEMENT REPORT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED  
JUNE 30, 2022**

**PREPARED BY**

**SAMUEL KLEIN AND COMPANY, LLP  
CERTIFIED PUBLIC ACCOUNTANTS**

**NEW BRUNSWICK BOARD OF EDUCATION  
COUNTY OF MIDDLESEX  
NEW JERSEY**

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

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## REPORT OF INDEPENDENT AUDITORS

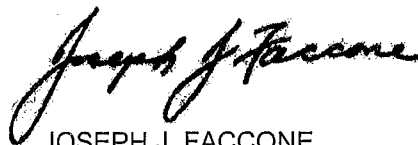
Honorable President and Members  
of the Board of Education  
New Brunswick School District  
County of Middlesex, New Jersey 08903

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 New Brunswick Board of Education in the County of Middlesex for the year ended June 30, 2022 and have issued our report thereon dated February 16, 2023.

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

This report is intended for the information of the New Brunswick Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

  
SAMUEL KLEIN AND COMPANY, LLP  
CERTIFIED PUBLIC ACCOUNTANTS



JOSEPH J. FACCONI  
Licensed Public School Accountant #194

Newark, New Jersey  
February 16, 2023

## NEW BRUNSWICK BOARD OF EDUCATION

### ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

#### Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education. Our audit scope was increased to include a detail examination of the operations related to the awarding, processing and paying of claims by the School District.

#### 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 Bonds

<u>Name</u>	<u>Position</u>	<u>Amount of Bond</u>
Richard D. Jannarone	Board Secretary/Business Administrator	\$500,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey Schools Insurance Group covering all other employees with multiple coverage of \$1,000,000.00.

##### 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 on 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 Board made a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

#### Financial Planning, Accounting and Reporting

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

In verifying expenditures, computations were tested on claims approved and paid. No attempt was made in this connection to establish proof of rendition, character or extent of services, nor quantities, nature, propriety of prices or receipt of materials, these elements being left necessarily to internal review in connection with approval of claims.

##### Examination of Claims

An examination of claims paid during the period under review revealed no discrepancies with respect to signatures, certification or supporting documentation.

### Payroll Account and Position Control Roster

The following procedures were followed with respect to payrolls:

Net salaries of all employees were deposited in the Payroll Bank Account.

All payroll deductions with Withholding Tax, Social Security, Employees' Pension Funds, Hospitalization Premiums and other items as well as the Board's Payroll Contributions, were deposited to the Payroll Agency Bank Account.

All payrolls were approved by the Superintendent of Schools and certified by the President and the Secretary of the Board of Education.

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

The propriety of deductions from individual salaries for Pensions, Social Security, Withholding Tax and other purposes was not verified as part of this examination.

### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30<sup>th</sup> for proper classification of orders as reserve for encumbrances and accounts payable.

### 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, a transaction error rate of 0.0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### Board Secretary's Records

The financial records and books of accounts maintained by the Board Secretary were in satisfactory condition. The prescribed contractual order system was followed.

District funds were provided and expended in the proper GAAP account codes based upon audit testing of transactions.

The School District's double entry system of accounting records was maintained in accordance with the Department of Education's prescribed GAAP Technical System Manual, pursuant to N.J.S.A. 18A:4-14 and N.J.A.C. 6:20-2A.

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

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

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance.

### Other Special Federal and State Projects

The District's Special Projects were approved as listed on Schedule A (K-3) and Schedule B (K-4) reflected 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 the special projects did not indicate any areas of noncompliance.

### TPAF Reimbursement

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

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

The reimbursement to the State for 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 subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days required by *N.J.S.A. 18A:66-90*. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Report(s) for all Federal awards.

### School Purchasing Programs

#### Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* is \$44,000.00 with a Qualified Purchasing Agent. The law regulating bidding for public school transportation contracts under *N.J.S.A. 18A:39-3* is \$20,200.00 for 2021-22.

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.

The results of our examination indicated that no 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*, as 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 reveal however, that purchases were made through the use of state contracts.

## **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 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.

During SY 2021-2022, the public health emergency was still applicable. 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) or the Summer Food Service Program (SFSP) option.

SFA's 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 SFA's 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.

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

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a 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 Fixed Price or non-competitive emergency procurement contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$530,761.00. The operating results provision has been met. All vendor discounts, rebates and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

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

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the nonprofit status of the school food service.

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

The FSMC did not apply for and receive a loan in accordance with the Payroll Protection Plan.

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food.

Service employees were authorized by the board of education/board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were/were not submitted/certified in a timely manner.

## **School Food Service (Continued)**

### ***PUBLIC HEALTH EMERGENCY (Continued)***

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications/ or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the School System. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

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.

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

Exhibits reflecting child nutrition program operations are included in the section entitled Enterprise Funds, Section G of the ACFR.

### **Student Body Activities**

The Student Body Activity Fund encompasses nine (9) Elementary Schools, One (1) Middle School, One (1) Athletic Account and the High School.

Cash receipts and disbursements records submitted for examination were analyzed in detail. Cancelled checks and available vouchers and invoices were examined and compared to disbursement records. No exceptions were noted.

### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2021 Application for State School Aid (ASSA) 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 ASSA was compared to the District workpapers with exception. The information included as part of the workpapers was verified with exception. 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 has adequate written procedures for the recording of student enrollment data.

#### ***Finding 2022-01:***

##### ***Condition:***

We noted two (2) differences between the amounts presented on the October 15, 2021 ASSA count and the information presented in the District's workpapers relating to private school enrollment. The results of our procedures are presented in the Schedule of Audited Enrollments.

##### ***Recommendation:***

That greater care should be exercised when preparing the workpapers used to develop the ASSA private school enrollment count.



### **Pupil Transportation**

Our audit procedures included a test of on-roll status reported in the 2021-22 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. 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.

### **Federal Programs**

A Collaborative Federal Desk Monitoring Report was completed by the State of New Jersey, Department of Education for all Federal Programs related to SY 2021-2022. The New Jersey Department of Education reviewed the LEA's use of federal funds to determine if the LEA's programs are meeting their intended purposes and objectives. After the review, two (2) findings were noted by the Collaborative Monitoring Report as it relates to federal programs. A corrective action plan was created by the New Brunswick Board of Education to address any required actions arising from the monitoring report.

### **Testing for Lead of All Drinking Water in Educational Facilities**

The School District adhered to all the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The School District 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 Finding**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. There were none.


### **Miscellaneous**


The minutes indicate that the Report on Examination of Accounts for the 2020-2021 fiscal year was reviewed by the Board, a synopsis thereof distributed at a public meeting and a public discussion held.

Revenue and receipts were established and verified as to source and amount only insofar as the local records permitted.

**Acknowledgment**

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

  
SAMUEL KLEIN AND COMPANY, LLP  
CERTIFIED PUBLIC ACCOUNTANTS

  
JOSEPH J. FACCONI  
Licensed Public School Accountant #194

Newark, New Jersey  
February 16, 2023

**NEW BRUNSWICK BOARD OF EDUCATION**  
**ENTERPRISE FUND - FOOD SERVICE FUND**  
**SCHEDULE OF MEAL COUNT ACTIVITY**  
**NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**SCHEDULE OF MEAL COUNT ACTIVITY**

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>(OVER)/ UNDER- CLAIM</u>
National School Lunch	SSO-2021	466,365	466,365	466,365	None	\$ 4.32	None
National School Lunch	SSO-2022	759,528	759,528	759,528	None	\$ 4.56	None
	<b>TOTAL</b>	<u>1,225,893</u>	<u>1,225,893</u>	<u>1,225,893</u>			<u>None</u>
School Breakfast	SSO-2021	343,414	343,414	343,414	None	\$ 2.46	None
School Breakfast	SSO-2022	461,854	461,854	461,854	None	\$ 2.61	None
	<b>TOTAL</b>	<u>805,268</u>	<u>805,268</u>	<u>805,268</u>			<u>None</u>
After School Snacks	At-Risk (Area Eligible)	98,988	98,988	98,988	None	\$ 1.00	None
	<b>TOTAL</b>	<u>98,988</u>	<u>98,988</u>	<u>98,988</u>			<u>None</u>
<b>Total Net (Over)/Underclaim</b>							<u>\$ -</u>

**NEW BRUNSWICK BOARD OF EDUCATION**  
**ENTERPRISE FUND - FOOD SERVICE FUND**  
**SCHEDULE OF MEAL COUNT ACTIVITY**  
**NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - STATE**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

**SCHEDULE OF MEAL COUNT ACTIVITY**

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>(OVER)/ UNDER- CLAIM</u>
National School Lunch	SSO-2021	466,365	466,365	466,365	None	0.105	None
National School Lunch	SSO-2022	759,528	759,528	759,528	None	0.105	None
	TOTAL	<u>1,225,893</u>	<u>1,225,893</u>	<u>1,225,893</u>			<u>None</u>
<b>Total Net (Over)/Underclaim</b>							<b><u>\$ -</u></b>

# NEW BRUNSWICK BOARD OF EDUCATION NET CASH RESOURCE SCHEDULE

## Net Cash Resources Did Exceed Three Months of Expenditures Proprietary Funds - Food Service FYE 2022

<u>Net Cash Resources:</u>		Food Service B - 4/5	
<b>ACFR</b>	*	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 2,304,949.68
B-4		Due from Other Gov'ts	677,681.26
B-4		Accounts Receivable	
B-4		Investments	
<b>ACFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	(209.39)
B-4		Less Interfunds Payable	(1,444,501.98)
B-4		Less Due to Other Gov'ts	(210,375.27)
B-4		Less Deferred Revenue	
		<b>Net Cash Resources</b>	<b><u>\$ 1,327,544.30</u></b> (A)

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	8,344,220.15	
B-5	Less Depreciation	<u>(30,890.31)</u>	
	Adj. Tot. Oper. Exp.	<b><u>\$ 8,313,329.84</u></b>	(B)

**Average Monthly Operating Expense:**

B / 10	<b><u>\$ 831,332.98</u></b>	(C)
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**Three times monthly Average:**

3 X C	<b><u>\$ 2,493,998.95</u></b>	(D)
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TOTAL IN BOX A	<u>\$ 1,327,544.30</u>
LESS TOTAL IN BOX D	<u>\$ 2,493,998.95</u>
NET	<b><u>\$ (1,166,454.65)</u></b>

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.

SOURCE - USDA resource management comprehensive review form

SCHEDULE OF AUDITED ENROLLMENTS

NEW BRUNSWICK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021

	2022-2023 Application for State School Aid								Sample for Verification						Private Schools for Handicapped			
	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 Verification	Sample Verified	Sample Errors		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared						
Full Day Preschool 3 Years Old	87.0		87.0		-	-	3.0		3.0		-	-						
Full Day Preschool 4 Years Old	152.0		152.0		-	-	5.0		5.0		-	-						
Half Day Kindergarten	-		-		-	-	-		-		-	-						
Full Day Kindergarten	554.0		554.0		-	-	19.0		19.0		-	-						
One	589.0		589.0		-	-	20.0		20.0		-	-						
Two	517.0		517.0		-	-	19.0		19.0		-	-						
Three	543.0		543.0		-	-	19.0		19.0		-	-						
Four	582.0		582.0		-	-	20.0		20.0		-	-						
Five	575.0		575.0		-	-	20.0		20.0		-	-						
Six	547.0		547.0		-	-	19.0		19.0		-	-						
Seven	606.0		606.0		-	-	21.0		21.0		-	-						
Eight	562.0		562.0		-	-	20.0		20.0		-	-						
Nine	692.0		692.0		-	-	24.0		24.0		-	-						
Ten	520.0		520.0		-	-	18.0		18.0		-	-						
Eleven	409.0		409.0		-	-	14.0		14.0		-	-						
Twelve	427.0		427.0		-	-	15.0		15.0		-	-						
Sub-Total	7,342.0		7,342.0		-	-	256.0		256.0		-	-						
Special Ed - Elementary	715.0		715.0		-	-	25.0		25.0		-	-	13.0	10.0	10.0	-		
Special Ed - Middle	444.0	4.0	444.0	4.0	-	-	16.0		16.0		-	-	13.0	10.0	10.0	-		
Special Ed - High	408.0	8.0	408.0	8.0	-	-	14.0	1.0	14.0	1.0	-	-	37.0	28.0	26.0	2.0		
Sub-Total	1,567.0	12.0	1,567.0	12.0	-	-	55.0	1.0	55.0	1.0	-	-	63.0	48.0	46.0	2.0		
Totals	8,909.0	12.0	8,909.0	12.0	-	-	311.0	1.0	311.0	1.0	-	-	63.0	48.0	46.0	2.0		
Percentage Error					0.0%	0.0%					0.00%	0.00%				4.2%		

SCHEDULE OF AUDITED ENROLLMENTS

NEW BRUNSWICK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021

	Low Income									Sample for Verification								
	Free Reported on A.S.S.A. as Low Income	Free Reported on A.S.S.A. as Low Income S/T	Reduced Reported on A.S.S.A. as Low Income	Free Reported on Workpapers as Low Income	Free Reported on Workpapers as Low Income S/T	Reduced Reported on Workpapers as Low Income	Free Errors	Free Errors S/T	Reduced Errors	Free Sample Selected from Workpapers	Free Sample Selected from Workpapers S/T	Reduced Sample Selected from Workpapers	Free Verified to Application and Register	Free Verified to Application and Register S/T	Reduced Verified to Application and Register	Free Sample Errors	Free Sample Errors S/T	Reduced Sample Errors
Full Day Preschool 3 Years Old	52.0		10.0	52.0			-	-	-	2.0		3.0	2.0		3.0	-	-	-
Full Day Preschool 4 Years Old	106.0		14.0	106.0			-	-	-	5.0		4.0	5.0		4.0	-	-	-
Half Day Kindergarten	-		-	-			-	-	-	-		-	-		-	-	-	-
Full Day Kindergarten	408.0		53.0	408.0			-	-	-	18.0		13.0	18.0		13.0	-	-	-
One	439.0		63.0	439.0			-	-	-	20.0		16.0	20.0		16.0	-	-	-
Two	401.0		53.0	401.0			-	-	-	13.0		13.0	13.0		13.0	-	-	-
Three	420.0		67.0	420.0			-	-	-	19.0		17.0	19.0		17.0	-	-	-
Four	467.0		63.0	467.0			-	-	-	21.0		15.0	21.0		15.0	-	-	-
Five	439.0		86.0	439.0			-	-	-	20.0		21.0	20.0		21.0	-	-	-
Six	452.0		59.0	452.0			-	-	-	20.0		15.0	20.0		15.0	-	-	-
Seven	488.0		54.0	488.0			-	-	-	22.0		13.0	22.0		13.0	-	-	-
Eight	433.0		75.0	433.0			-	-	-	20.0		18.0	20.0		18.0	-	-	-
Nine	535.0		79.0	535.0			-	-	-	24.0		20.0	24.0		20.0	-	-	-
Ten	370.0		78.0	370.0			-	-	-	17.0		17.0	17.0		17.0	-	-	-
Eleven	294.0		68.0	294.0			-	-	-	13.0		17.0	13.0		17.0	-	-	-
Twelve	309.0		61.0	309.0			-	-	-	14.0		15.0	14.0		15.0	-	-	-
Sub-Total	5,613.0		881.0	5,613.0		0.0	-	-	-	253.0		219.0	253.0		219.0	-	-	-
Special Ed - Elementary	589.0		71.0	589.0			-	-	71.0	27.0		18.0	27.0		18.0	-	-	-
Special Ed - Middle	384.0	3.0	36.0	384.0	3.0		-	-	36.0	17.0		9.0	17.0		9.0	-	-	-
Special Ed - High	328.0	7.0	33.0	328.0	7.0		-	-	33.0	15.0		8.0	15.0		8.0	-	-	-
Sub-Total	1,299.0	10.0	140.0	1,299.0	10.0	0.0	-	-	140.0	59.0		35.0	59.0		35.0	-	-	-
Totals	6,912.0	10.0	1,021.0	6,912.0	10.0	0.0	-	-	140.0	312.0		254.0	312.0		254.0	-	-	-
Percentage Error							0.0%	0.0%	0.0%							0.0%	0.0%	0.0%

	Transportation						Reported	Recalculated
	Reported on DRTS by DOE	Reported on DRTS by District	Errors	Tested	Verified	Errors		
Reg. - Public Schools	1,267.0	1,267.0	-	163.0	163.0	-	Average Mileage - Regular Including Grade PK Students	3.7
Trans. Nonpublic	10.0	10.0	-	1.0	1.0	-		
Reg. - Special Education	356.0	356.0	-	51.0	51.0	-		
Nonpublic Schools (AIL)	96.0	96.0	-	14.0	14.0	-	Average Mileage - Regular Special Education	7.4
Spec. - Special Needs	206.0	206.0	-	30.0	30.0	-		
Totals	1,935.0	1,935.0	-	279.0	279.0	-		
Percentage Error			0.00%			0.00%		

SCHEDULE OF AUDITED ENROLLMENTS

NEW BRUNSWICK BOARD OF EDUCATION  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2021

	Resident LEP NOT Low Income			Sample for Verification			Bilingual Education Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers NOT 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 LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Preschool 3 Years Old	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 4 Years Old	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	49.0	49.0	-	24.0	24.0	-	237.0	237.0	-	28.0	28.0	-
One	31.0	31.0	-	15.0	15.0	-	297.0	297.0	-	36.0	36.0	-
Two	27.0	27.0	-	13.0	13.0	-	171.0	171.0	-	21.0	21.0	-
Three	32.0	32.0	-	16.0	16.0	-	215.0	215.0	-	26.0	26.0	-
Four	23.0	23.0	-	11.0	11.0	-	269.0	269.0	-	32.0	32.0	-
Five	22.0	22.0	-	11.0	11.0	-	175.0	175.0	-	21.0	21.0	-
Six	11.0	11.0	-	5.0	5.0	-	88.0	88.0	-	11.0	11.0	-
Seven	17.0	17.0	-	8.0	8.0	-	86.0	86.0	-	10.0	10.0	-
Eight	16.0	16.0	-	8.0	8.0	-	86.0	86.0	-	10.0	10.0	-
Nine	38.0	38.0	-	18.0	18.0	-	119.0	119.0	-	14.0	14.0	-
Ten	29.0	29.0	-	14.0	14.0	-	73.0	73.0	-	9.0	9.0	-
Eleven	3.0	3.0	-	1.0	1.0	-	46.0	46.0	-	6.0	6.0	-
Twelve	13.0	13.0	-	6.0	6.0	-	73.0	73.0	-	9.0	9.0	-
Sub-Total	311.0	311.0	-	150.0	150.0	-	1,935.0	1,935.0	-	233.0	233.0	-
Special Ed - Elementary	13.0	13.0	-	6.0	6.0	-	327.0	327.0	-	39.0	39.0	-
Special Ed - Middle	2.0	2.0	-	1.0	1.0	-	78.0	78.0	-	10.0	10.0	-
Special Ed - High	2.0	2.0	-	1.0	1.0	-	19.0	19.0	-	2.0	2.0	-
Sub-Total	17.0	17.0	-	8.0	8.0	-	424.0	424.0	-	51.0	51.0	-
Totals	328.0	328.0	-	158.0	158.0	-	2,359.0	2,359.0	-	284.0	284.0	-
Percentage Error			0.00%			0.00%			0.00%			0.00%



**SCHEDULE OF AUDITED ENROLLMENTS**

**NEW BRUNSWICK BOARD OF EDUCATION**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 15, 2021**

<u>Military Connected Students</u>			
<u>Reported on A.S.S.A. as Military Connected Students</u>	<u>Sample for Verification</u>	<u>Sample Verified</u>	<u>Sample Errors</u>
<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>

**NEW BRUNSWICK BOARD OF EDUCATION**  
**COUNTY OF MIDDLESEX**  
**FISCAL YEAR ENDED JUNE 30, 2022**

**EXCESS SURPLUS CALCULATION**

**SCHOOL BASED BUDGET DISTRICT**

**SECTION 1**

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

2021-22 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ <u>229,239,548.84</u> (B)	
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____ (B1a)	
Transfer from Capital Reserve to Capital Projects Fund	\$ _____ (B1b)	
Transfer from General Fund to SRF for PreK-Regular	\$ _____ (B1c)	
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____ (B1d)	
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ <u>40,405,447.06</u> (B2a)	
Assets Acquired Under Capital Leases	\$ _____ (B2b)	
Adjusted 2021-22 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>188,834,101.78</u> (B3)	
4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04]	\$ <u>7,553,364.07</u> (B4)	
Enter Greater of (B4) or \$250,000	\$ <u>7,553,364.07</u> (B5)	
Increased by: Allowable Adjustment *	\$ <u>657,777.00</u> (K)	
Maximum Unassigned/Undesignated-Unreserved		\$ <u>8,211,141.07</u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-2022 (Per ACFR Budgetary Comparison Schedule C-1)	\$ <u>55,409,231.42</u> (C)	
Decreased by:		
Year-end Encumbrances	\$ <u>5,885,338.32</u> (C1)	
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ <u>19,200,000.00</u> (C2)	
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ _____ (C3)	
Other Restricted Fund Balances ****	\$ <u>22,127,338.03</u> (C4)	
Assigned - Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ _____ (C5)	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u>8,196,555.07</u> (U1)

**NEW BRUNSWICK BOARD OF EDUCATION  
COUNTY OF MIDDLESEX  
FISCAL YEAR ENDED JUNE 30, 2022**

**SECTION 3**

Restricted Fund Balance - Excess Surplus\*\*\*[(U2)-(M)] IF NEGATIVE ENTER -0- \$ 0.00 (E)

**Recapitulation of Excess Surplus as of June 30, 2022**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>0.00</u> (C3)
Reserved Excess Surplus***[(E)]	\$ <u>0.00</u> (E)
<b>Total Excess Surplus [(C3) + (E)]</b>	<b>\$ <u>0.00</u> (D)</b>

\* This adjustment line (line (K) as detailed below) is to be utilized for Impact Aid, Sale, Lease-back, Extraordinary Aid, Additional Nonpublic School Transportation Aid, and recognized current year School Bus Advertising Revenue, if applicable. Extraordinary Aid and Additional Nonpublic School Transportation Aid for 2021-22 received after June 30 is limited to the amount of revenue recognized in the audit year that was not appropriated.

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale and Lease-Back	\$ _____	(I)
Extraordinary Aid	\$ <u>657,777.00</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ _____	(J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
<b>Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]</b>	<b>\$ <u>657,777.00</u></b>	<b>(K)</b>

\*\* 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 Restricted/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.

**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Sale/Lease-Back Reserve	\$ _____
Capital Reserve	\$ <u>11,802,338.03</u>
Maintenance Reserve	\$ <u>10,325,000.00</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 8002 and 8003)	\$ _____
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____
Other State/Government Mandated Reserve	\$ _____
[Other Restricted Fund Balance Not Noted Above] ****	\$ _____
<b>Total Other Restricted Fund Balance</b>	<b>\$ <u>22,127,338.03</u> (C4)</b>

**NEW BRUNSWICK BOARD OF EDUCATION**  
**ENCUMBRANCES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Encumbrances June 30, 2022

\$5,885,338.32

<u>Description</u>	<u>Total by Category</u>	<u>Amount Properly Encumbered</u>	<u>Encumbrances Cancelled Through Audit Adjustments</u>
Payroll	\$ 560,000.00	\$ 560,000.00	\$
Purchased Professional Education Services	579,244.76	579,244.76	
Cleaning, Repairs and Maintenance Services	446,734.97	446,734.97	
Tuition Within State - Regular	127,867.76	127,867.76	
Tuition Within State - Special	993,773.60	993,773.60	
Tuition to Tuition for the Disabled Within State	1,024,645.63	1,024,645.63	
Other Purchased Services	961,285.66	961,285.66	
Miscellaneous Purchased Services	696.32	696.32	
Purchased Professional and Technical Services	23,368.25	23,368.25	
Electricity	437,496.67	437,496.67	
Natural Gas	146,307.71	146,307.71	
Supplies and Material	8,195.35	8,195.35	
General Supplies	62,836.67	62,836.67	
Transportation	81,643.20	81,643.20	
Other Objects	15,669.57	15,669.57	
Miscellaneous Expenditures	48,798.69	48,798.69	
Capital Outlay	366,773.51	366,773.51	
	<u>5,885,338.32</u>	<u>5,885,338.32</u>	<u>-</u>
 Total Encumbrances Cancelled During the Audit			 <u>-</u>
 Fund Balance Reserved for Encumbrances in the ACFR			 <u><u>\$5,885,338.32</u></u>

**NEW BRUNSWICK BOARD OF EDUCATION**  
**AUDIT RECOMMENDATIONS SUMMARY**  
**FISCAL YEAR ENDED JUNE 30, 2022**

Recommendations:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Program  
None
4. Student Body Activities  
None
5. School Food Service  
None
6. Application for State School Aid  
That greater care should be exercised when preparing the workpapers used to develop the ASSA private school enrollment count.
7. Pupil Transportation  
None
8. Federal Programs  
None
9. Facilities and Capital  
None
10. Follow-Up on Prior Year's Findings  
None
11. Miscellaneous  
None

