

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

# PALISADES PARK SCHOOL DISTRICT

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Federal Identification Number 22-6002185



Certified Public Accountants, PC

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## Independent Auditors' Report

Honorable President and Members  
of the Board of Education  
Palisades Park Township School District  
County of Bergen, 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 Palisades Park Township School District in the County of Bergen for the fiscal year ended June 30, 2022, and have issued our report thereon dated March 17, 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 Palisades Park Township 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.

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

**BKC, CPAs, PC**

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

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

March 17, 2023  
Flemington, New Jersey

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Monies, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the School District Annual Comprehensive Financial Report (ACFR). Adequacy of insurance coverage is the responsibility of the Board of Education.

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

Surety bond coverage in force during the period was:

<u>Name of Employee</u>	<u>Position</u>	<u>Amount</u>
Eulalia Gillis	Interim Business Administrator	\$ 250,000
Diane Montemurro	Board Secretary	125,000

Finding 2022-001

Warrant (Current Account) checks were signed by the Board Secretary and School Business Administrator.

Recommendation

Warrant (Current Account) checks should be signed by the Board President, Board Secretary and Superintendent or Treasurer of School Monies per NJSA 18A:19-1.

P.L.2020,c.44

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

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

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

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

Financial Planning, Accounting and Reporting

Examination of Claims

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

We noted minor instances where receiving signatures were not clearly indicated on paid vouchers. We suggest that receiving signatures be clearly indicated for all paid vouchers.

Payroll Account

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

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

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

Finding 2022-002

Federal form I-9 was not on file for employees of the District.

Recommendation

The District should maintain Federal form I-9 for all employees.

Employee Position Control Roster

A review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g., pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered, and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received, and services were rendered, as of June 30.

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

Classification of Expenditures

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

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

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed minor exceptions.

Finding 2022-003

The minutes of the Board meetings were not signed by the Board Secretary.

Recommendation

Minutes of the Board meetings should be signed by the Board Secretary.

Treasurer or Reconciler of Accounts' Records

Our review of the records of the Reconciler of Accounts disclosed minor exceptions.

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 Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

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

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

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

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

TPAF Reimbursement

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

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the School District to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the School District for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90-day grant liquidation period required by the Office of Grants Management.

The reimbursement form was reviewed, and no exceptions were noted.

Nonpublic State Aid

Our review of the records of the Nonpublic State Aid did not disclose any exceptions.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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

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

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

School Purchasing Programs (continued)

Contracts and Agreements Requiring Advertisement for Bids (continued)

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

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

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$20,200 for 2021-22.

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

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

Our examination of the minutes indicated that contracts were awarded for the following:

Technology services	Transportation services	Security vestibules
Floor and tile replacement	Roof replacement	Food services management
Business office software	Wall padding for gymnasium	Masonry services
Resurface gymnasium floor	Nursing services	Paraprofessional services
Child study team services	Environmental consultants	

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

Based on the results of our examination, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.



**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

School Purchasing Programs (continued)

Contracts and Agreements Requiring Advertisement for Bids (continued)

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

Technology supplies

Purchases were also made through cooperative agreements for the following:

Cooperative purchasing	ABA Technician
SLEO III Officers	Transportation
Technology equipment & supplies	Room remediation services

Unemployment Compensation Insurance Fund

The Board has adopted the direct reimbursement method and has established an unemployment compensation insurance fund.

School Food Service

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, the District was required to institute alternate procedures to provide meals to students during the period of school closures. Governor Murphy's emergency declaration ended June 4, 2021; however, the United States Department of Agriculture's federal waiver continued through June 30, 2022. Food Service Agencies operated under this federal waiver.

During the year ended June 30, 2022, the public health emergency was still applicable. As a result, the District was required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP) option. The District could also choose to participate in the National School Lunch Program utilizing standard counting and claiming practices.

Therefore, the District was authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The District was also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

The District was notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

School Food Service (continued)

We inquired of management about the public health emergency procedures/practices that the District instituted to provide meals to all students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations.

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

Cash receipts and bank records were reviewed for timely deposit.

Finding 2022-004

The District did not maintain a general ledger for the food service account.

Recommendation

The District should implement a general ledger for the food service account.

The District utilizes a FSMC and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC Cost Reimbursable Fixed Price or Non-Competitive Emergency Procurement contract/addendum were reviewed and audited.

The FSMC contract does not include an operating results provision which guarantees that the food service program will break even. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the food service account and reconciled to supporting documentation at least annually.

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

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

Net cash resources exceeded three months average expenditures.

Finding 2022-005

Net cash resources exceeded three months average expenditures.

Recommendation

The District should make a continuing effort to reduce net cash resources to under three months average expenditures.

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

School Food Service (continued)

The number of meals claimed for reimbursement was compared to sales and meal count records. Reimbursement claims were submitted/certified in a timely manner.

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

USDA Food Distribution Program (food and commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

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

Exhibits reflecting Child Nutrition Program operations are included in the section entitled proprietary funds, Section B of the ACFR.

Schedule of Meal Count Activity

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Under Claim</u>
National School Lunch	Free	87,001	87,001	-	\$ 4.318	\$ -
National School Lunch	Free	123,116	123,116	-	4.563	-
Breakfast	Free - severe	5,394	5,394	-	2.4625	-
Breakfast	Free - severe	6,508	6,508	-	2.6050	-

Student Body Activities

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

## **PALISADES PARK SCHOOL DISTRICT**

**June 30, 2022**

### Application for State School Aid

Our audit procedures included a test of the 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. 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's written procedures appear to be adequate for the recording of student enrollment data.

### Finding 2022-006

Students listed as low income were not supported by free/reduced lunch application or direct certification.

### Recommendation

The District should ensure that students listed as low income are supported by a free/reduced application or direct certification.

### Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2021-22 District Report of Transported Resident Students (DRTRS). The results of our procedures are presented in the Schedule of Audited Enrollments.

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

### Facilities and Capital Assets

Our review of facilities and capital assets did not disclose any exceptions.

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

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

The School District did submit the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

Miscellaneous

We noted that the student aid account records lacked some details that may be beneficial in tracking activity. We suggest that the District implement a system of tracking activity and balances for the student aid account.

We noted minor instances where the athletic director approval signature was not evident for all cash disbursements. We suggest that the athletic director approve all disbursements prior to check issuance.

Follow-up on Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with exception for finding 2021-04, which is repeated as finding 2022-005.

**PALISADES PARK SCHOOL DISTRICT**  
**Net Cash Resource Schedule**

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

<u>Net Cash Resources</u>		<u>Food Services Fund</u>	
CAFR Schedule	Current assets		
B-4	Cash & cash equivalents	\$ 475,083	
B-4	Accounts receivable	52,239	
	Current liabilities		
B-4	Less: accounts payable	(54,875)	
B-4	Less: deferred revenue	(4,847)	
	Net cash resources	<u>\$ 467,600</u>	(A)

Net cash resources did exceed three months of expenditures.

Net Adjusted Total Operating Expenses

B-5	Total operating expenses	\$ 968,203	
B-5	Less: depreciation	(13,895)	
	Net adjusted total operating expenses	<u>\$ 954,308</u>	(B)

Average Monthly Operating Expense

(B) / 10	<u>\$ 95,431</u>	(C)
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Three Months of Average Monthly Operating Expense

(C) X 3	<u>\$ 286,292</u>	(D)
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Net cash resources	\$ 467,600	(A)
Three months of average monthly operating expense	<u>286,292</u>	(D)
Excess cash resources	<u>\$ 181,308</u>	

From above:

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

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

Net cash resources did exceed three months of expenditures.

**PALISADES PARK SCHOOL DISTRICT**  
**Application for State School Aid Summary**  
**Schedule of Audited Enrollments - Enrollment as of October 15, 2021**

	2022 - 2023 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA Onroll		Reported on Workpapers Onroll		Errors		Sample Selected from Workpapers		Verified per Registers Onroll		Errors per Registers Onroll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool Age 3	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 3	19	-	17	-	2	-	4	-	3	-	1	-	-	-	-	-
Half Day Preschool Age 4	12	-	12	-	-	-	5	-	5	-	-	-	-	-	-	-
Full Day Preschool Age 4	33	-	33	-	-	-	7	-	7	-	-	-	-	-	-	-
Half Day Kindergarten	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	132	-	132	-	-	-	37	-	37	-	-	-	-	-	-	-
One	125	-	124	-	1	-	18	-	18	-	-	-	-	-	-	-
Two	109	-	109	-	-	-	19	-	19	-	-	-	-	-	-	-
Three	126	-	126	-	-	-	15	-	15	-	-	-	-	-	-	-
Four	118	-	118	-	-	-	17	-	17	-	-	-	-	-	-	-
Five	108	-	108	-	-	-	19	-	19	-	-	-	-	-	-	-
Six	115	-	115	-	-	-	14	-	14	-	-	-	-	-	-	-
Seven	103	-	103	-	-	-	14	-	14	-	-	-	-	-	-	-
Eight	113	-	113	-	-	-	12	-	12	-	-	-	-	-	-	-
Nine	113	-	113	-	-	-	15	-	15	-	-	-	-	-	-	-
Ten	97	-	97	-	-	-	22	-	22	-	-	-	-	-	-	-
Eleven	107	-	107	-	-	-	13	-	13	-	-	-	-	-	-	-
Twelve	113	-	113	-	-	-	12	-	12	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,547	-	1,544	-	3	-	243	-	242	-	1	-	-	-	-	-
Special Education - Elementary	79	-	77	-	2	-	12	-	12	-	-	-	2	2	2	-
Special Education - Middle	51	-	51	-	-	-	9	-	9	-	-	-	4	4	-	4
Special Education - High School	40	-	40	-	-	-	8	-	8	-	-	-	-	-	-	-
Subtotal	170	-	168	-	2	-	29	-	29	-	-	-	6	6	2	4
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - Full-Time Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	1,717	-	1,712	-	5	-	272	-	271	-	1	-	6	6	2	4
Percentage error					<u>0.29%</u>	<u>0.00%</u>					<u>0.37%</u>	<u>0.00%</u>				<u>66.67%</u>

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

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score & Register	Sample Errors
Half Day Preschool Age 3	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 3	4	2	2	-	-	-	-	-	-	-	-	-
Half Day Preschool Age 4	4	1	3	-	-	-	-	-	-	-	-	-
Full Day Preschool Age 4	11	2	9	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	1	(1)	-	-	-
Full Day Kindergarten	49	16	33	1	1	-	29	29	-	12	12	-
One	54	33	21	18	18	-	23	23	-	8	8	-
Two	72	47	25	11	11	-	33	33	-	15	15	-
Three	75	37	38	12	12	-	40	40	-	19	19	-
Four	62	38	24	7	7	-	25	25	-	12	12	-
Five	72	40	32	9	9	-	23	23	-	13	13	-
Six	67	37	30	11	11	-	17	17	-	9	9	-
Seven	58	33	25	5	5	-	17	17	-	5	5	-
Eight	53	23	30	7	7	-	14	14	-	7	7	-
Nine	50	23	27	5	5	-	22	22	-	10	10	-
Ten	36	17	19	5	5	-	8	8	-	2	2	-
Eleven	51	22	29	5	5	-	20	20	-	3	3	-
Twelve	57	24	33	8	8	-	17	17	-	10	10	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (15+CR)	-	-	-	-	-	-	-	-	-	-	-	-
Adult HS (1-14CR)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	775	395	380	104	104	-	288	289	(1)	125	125	-
Special Education - Elementary	51	32	19	9	9	-	-	-	-	-	-	-
Special Education - Middle	30	19	11	4	4	-	-	-	-	-	-	-
Special Education - High School	15	9	6	2	2	-	2	1	1	-	-	-
Subtotal	96	60	36	15	15	-	2	1	1	-	-	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-
Cty Vocational - F/T Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
Total	871	455	416	119	119	-	290	290	-	125	125	-
Percentage error			<u>47.76%</u>				<u>0.00%</u>			<u>0.00%</u>		<u>0.00%</u>



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

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
Full Day Kindergarten	40	40	-	21	21	-
One	28	28	-	11	11	-
Two	5	5	-	3	3	-
Three	13	13	-	6	6	-
Four	9	9	-	5	5	-
Five	6	6	-	1	1	-
Six	8	8	-	2	2	-
Seven	4	4	-	2	2	-
Eight	10	10	-	2	2	-
Nine	22	22	-	5	5	-
Ten	23	23	-	11	11	-
Eleven	12	12	-	1	1	-
Twelve	6	6	-	1	1	-
Special Education - Elementary	1	1	-	1	1	-
	<u>187</u>	<u>187</u>	<u>-</u>	<u>72</u>	<u>72</u>	<u>-</u>

Percentage error 0.00% 0.00%

	Transportation					
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Sample Errors
Regular - Public Schools	15	15	-	12	12	-
Co Voc-Regular	48	48	-	35	35	-
Public School with Special Needs	9	9	-	8	8	-
Private School Disable with Special Needs	4	4	-	3	3	-
Out of School District Public without Special Needs	3	3	-	2	2	-
Out of School District Private Special Ed without Special Needs	2	2	-	2	2	-
Total	<u>81</u>	<u>81</u>	<u>-</u>	<u>62</u>	<u>62</u>	<u>-</u>

Percentage 0.00% 0.00%

**PALISADES PARK SCHOOL DISTRICT**  
**Excess Surplus Calculation**

**SECTION 1**

4% Calculation of Excess Surplus

2021 - 2022 Total General Fund Expenditures per the ACFR, Exhibit C-1	\$ 33,190,865 (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 & Social Security	6,579,868	(B2a)
Assets Acquired Under Leases	<u>231,036</u>	(B2b)
Adjusted 2021 - 2022 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 26,379,961</u>	(B3)
4% of Adjusted 2021 - 2022 General Fund Expenditures [(B3) Times .04]	\$ 1,055,198	(B4)
Enter Greater of (B4) or \$250,000	1,055,198	(B5)
Increased by: Allowable Adjustment	<u>379,032</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		<u><u>\$ 1,434,230</u></u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 06/30/2022 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 8,141,239	(C)
Decreased by		
Year-End Encumbrances	757,690	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	-	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	1,430,721	(C3)
Other Restricted Fund Balances	3,443,710	(C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	<u>251,215</u>	(C5)
Total Unassigned Fund Balance		
Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		<u><u>\$ 2,257,903</u></u> (U)

**PALISADES PARK SCHOOL DISTRICT**  
**Excess Surplus Calculation (continued)**

**SECTION 3**

Restricted Fund Balance - Excess Surplus [(U)-(M)] if Negative Enter -0- \$ 823,673 (E)

Recapitulation of Excess Surplus as of June 30, 2022

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 1,430,721 (C3)  
 Restricted Excess Surplus 823,673 (E)

Total [(C3) + (E)] \$ 2,254,394 (D)

Detail of Allowable Adjustments

Impact Aid \$ - (H)  
 Sale and Lease Back - (I)  
 Extraordinary Aid 379,032 (J1)  
 Additional Nonpublic Transportation Aid - (J2)

Total Adjustments \$ 379,032 (K)

Detail of Other Restricted Fund Balance

Approved Unspent Separate Proposal \$ -  
 Sale/Lease - Back Reserve -  
 Capital Reserve 2,555,286  
 Emergency Reserve -  
 Maintenance Reserve 840,169  
 Tuition Reserve -  
 Unemployment Claims 48,255  
 Other Reserves -  
 Other State/Government Mandated Reserve -

Total Other Restricted Fund Balance \$ 3,443,710 (C4)

*BKC, CPAs, PC*

**BKC, CPAs, PC**

*MA*

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

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

\* \* \* \* \*

Acknowledgment

The foregoing conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our examination of the financial statements, and this report of such conditions does not modify our report dated March 17, 2023.

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

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



**BKC, CPAs, PC**



Michael, A. Holk, CPA, PSA

No. 20CS00265600

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

Recommendations:

1. Administrative Practices and Procedures

2022-001 Warrant (Current Account) checks should be signed by the Board President, Board Secretary and Superintendent or Treasurer of School Monies per NJSA 18A:19-1.

2. Financial Planning, Accounting and Reporting

2022-002 The District should maintain Federal form I-9 for all employees.

2022-003 Minutes of Board meetings should be signed by the Board Secretary.

3. School Purchasing Programs

None

4. School Food Service

2022-004 The District should maintain a general ledger for the food service account.

2022-005 The District should make a continuing effort to reduce net cash resources to under three months average expenditures.

5. Student Body Activities

None

6. Application for State School Aid

2022-006 The District should ensure that students listed as low income are supported by a free/reduced lunch application or direct certification.

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

**PALISADES PARK SCHOOL DISTRICT**  
**June 30, 2022**

10. Status of Prior Year Audit Findings/Recommendations

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings except for finding 2021-04, which has been repeated as finding 2022-005.