RIVER EDGE BOARD OF EDUCATION AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS -FINANCIAL, COMPLIANCE AND PERFORMANCE JUNE 30, 2022



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Honorable President and Members of the Board of Trustees River Edge Township Public Schools River Edge, 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 River Edge Board of Education as of and for the fiscal year ended June 30, 2022 and have issued our report thereon dated March 10, 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 management the Board of Education, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

PKF O'Connor Davies. LLP

PKF O'Connor Davies, LLP Woodcliff Lake, New Jersey March 10, 2023

ann Higgins

Gary W. Higgins, CPA School Accountant #814

GENERAL COMMENTS

Scope of Audit

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

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on the Insurance Schedule contained in the District's ACFR.

Official Bonds

<u>Name</u>		Position	Amount
	Louise Napolitano	Board Secretary/Business Administrator	\$200,000
	Antoinette Kelly	Treasurer of School Monies	\$250,000

There is Employee Theft Coverage for all other employees in the amount of \$500,000 per loss.

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) to be submitted for the year of the 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.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

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

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

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

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

Financial Planning, Accounting and Reporting (Continued)

The required certification (E-CERTI) of compliance with requirements of income on compensation of District administration was filed with the New Jersey Department of Treasury by the due date.

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

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. No errors were noted.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed, no additional procedures were deemed necessary to test the proprietary of expenditure classification.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in excellent condition.

Bids received were summarized in the minutes (N.J.S.A.18A:18A-21).

Approved budgetary line accounts were not overexpended.

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

The prescribed contractual order system was followed.

The capital asset records were updated for the additions and disposals of capital assets made during the year.

Treasurer's Records

The Treasurer did perform cash reconciliations for the general operating account, payroll account and payroll agency account (N.J.S.A. 18A:17-36). Cash receipts tested were promptly deposited.

Financial Planning, Accounting and Reporting (Continued)

Elementary and Secondary Education Act (E.S.E.A.) as Amended by 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 II Part A of the Elementary and Secondary Education Act as amended.

Other Special Federal and/or State Projects

The District's 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 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 contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

I.D.E.A. Part B

Separate accounting records were maintained for each approved project. Grant application approvals and acceptance of grant funds were made by Board resolution.

T.P.A.F. Reimbursements

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

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

None.

Non-Public State Aid

Project completion reports were finalized and submitted to the State by the due date.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-3(A) are \$44,000 (with a qualified purchasing agent) and \$32,000 (without a qualified purchasing agent), respectively. The District's Business Administrator is qualified and the District, by Board resolution has increased the bid threshold to \$44,000. The law regulating bidding for public school transportation contracts under N.J.S.A. 18A:39-3 is currently \$20,200.

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.

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or goods or service, 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 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.

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 that purchases were made through the use of State contracts.

School Food Service

The District runs a program to provide milk to students in lieu of a traditional school food service program. No exceptions were noted regarding this program.

Summer Enrichment Program

The District maintains a separate bank account for the program. Cash receipts were recorded on electronic worksheets.

All receipts were promptly deposited.

Cash disbursements had proper supporting documentation.

Student Body Activities

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

All receipts were promptly deposited.

Cash disbursements had proper supporting documentation.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2021 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exceptions. The information that was included on the workpapers was verified without exceptions. 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.

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 exceptions. 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.

Transportation Aid was not tested as a major program for purposes of the State single audit and therefore limited procedures were performed over the DRTRS.

Facilities and Capital Assets

There was no SDA grant activity in the 2021/22 school year. Our procedures included a review of transactions relating to the Capital Reserve Account.

The District maintained records for their governmental and business type activities capital assets.

Testing for Lead of All Drinking Water in Educational Facilities

The District received an exemption from 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, as a result of not utilizing water outlets for consumption or food preparation in any facilities.

SCHEDULE OF MEAL COUNT ACTIVITY FOOD SERVICE FUND

NOT APPLICABLE FOR FISCAL YEAR 2022

SCHEDULE OF NET CASH RESOURCES FOOD SERVICE FUND

NOT APPLICABLE FOR FISCAL YEAR 2022

ACKNOWLEDGMENT

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

Respectfully submitted,

PKF O'Connor Davies, LLP

PKF O'CONNOR DAVIES, LLP

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Gary W. Higgins, Public School Accountant Certified Public Accountant

SCHEDULE OF AUDITED ENROLLMENTS

APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 15, 2021

		2021-2022 A		for State Scl	hool Aid		Sample for Verification						Private Schools for Disabled					
	Repo A.S	Reported on A.S.S.A. On Roll		ted on papers Roll		ors	Selecte	nple ed from papers	Verifi Reg	ed per sters Roll	Erro Reg	ors per gisters Roll	Reported on A.S.S.A. as Private	Sample for Verifi-	Sample	Sample		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors		
Half Day Preschool 3 year	7		7				7		7									
Half Day Preschool 4 year	8		8				8		8									
Full Day Kindergarten	155		155				98		98									
One	144		144				90		90									
Two	147		147				79		79									
Three	146		146				92		92									
Four	144		144				65		65									
Five	149		149				62		62									
Six	141		141				69		69									
Seven	-		-				-		-									
Eight	-		-				-		-									
Nine	-		-				-		-									
Ten	-		-				-		-									
Eleven	-		-				-		-									
Twelve	-		-				-		-									
Post-Graduate																		
Adult H.S. (15+CR.)																		
Adult H.S. (1-14 CR.)																		
Subtotal	1,041		1,041		-	-	570	-	570	-			-			-		
	,		ŕ															
Special Ed - Elementary	105		105				35		35				2	2	2			
Special Ed - Middle School	23		23				15		15				-	-	-			
Special Ed - High School	-		-				-		-				-	-	-			
Subtotal	128	-	128	-	-	-	50	-	50	-	-	-	2	2	2	-		
Co. Voc Regular																		
Co. Voc. Ft. Post Sec.																		
Totals	1,169		1,169		-	-	620	-	620	-	-		2	2	2	-		
Percentage Erro	r			:	0.00%	0.00%					0.00%	0.00%				0.00%		

SCHEDULE OF AUDITED ENROLLMENTS

RIVER EDGE BOARD OF EDUCATION APPLICATION FOR STATE SCHOOL AID SUMMARY (continued) ENROLLMENT AS OF OCTOBER 15, 2021

			Res	ident Low	Income			Sampl	le for Verificati	on		Res	ident LEP	Low Incom	e		Samp	le for Verificati	on
		Report A.S.S.	.A. as	Reported on Workpapers as		apers as		Selected to				ed on A. as	Workp	rted on papers as			Sample Selected	Verified to	
		Low Ir Full	ncome Shared	Low I Full	ncome Shared	Erro	ors Shared	from Workpapers	Application and Register	Sample Errors	LEP Low Full	Income Shared	LEP Lo Full	w Income Shared		rors Shared	from Workpapers	Application and Register	
Full Day Preschool																			
Full Day Kindergarten		- 4	-	- 4	-			4	- 4		2	-	- 2				- 2	2	
One		6	-	6	-			6	6		3	-	3	-			3	3	
Two		-	-	-	-			-	-		-	-	-	-			-	-	
Three		4	-	4	-			4	4		1	-	1	-			-	-	
Four		-	-	-	-			-	-		-	-	-	-			-	-	
Five		3	-	3	-			3	3		-	-	-	-			-	-	
Six		3	-	3	-			1	1		-	-	-	-			-	-	
Seven		-	-	-	-			-	-		-	-	-	-			-	-	
Eight		-	-	-	-			-	-		-	-	-	-			-	-	
Nine		-	-	-	-			-	-		-	-	-	-			-	-	
Ten Eleven		-	-	-	-			-	-		-	-	-	-			-	-	
Twelve		-	-	-	-			-	-		-	-	-	-			-	-	
Subtotal	-	20	-	20	-	-	-	18	18	-	6	-	6		-	-	5	5	-
Sp Ed - Elementary		3	-	3	-			3	3		-	-	-	-			-	-	
Sp Ed - Middle School		1	-	1	-			-	-		-	-	-	-			-	-	
Sp Ed - High School	-	-	-	-	-			-	-		-	-	-	-			-	-	
Subtotal		4	-	4	-	-	-	3	3	-	-	-	-	-	-	-	-	-	-
Total		24		24				21	21		6		6				5	5	
	Percentage Error					<u>0.00%</u>	<u>0.00%</u>			<u>0.00%</u>					<u>0.00%</u>	0.00%			<u>0.00%</u>
		Reported on DRTRS by District	Reported on DRTRS by County	Errors		Tested	Verified	Errors											
Regular - Public School		-	-			-	-												
Non-Public Transportation		-	-			-	-										_		
AIL Non-public		24	24			-	-										Reported	Recalculated	
Regular Special Education		11	11			-	-				Average mi						4.1	4.1	
Special Needs Totals	-	1 36	1 36			-	-		-		Average mi Average mi						4.1 7.2	4.1 7.2	
TOTAIS	-	30	30	-		-	-	-	-		Average m	neage - sp		auon with s	pecial ne	ceus	1.2	1.2	
	Percentage Error			0.00%	!			<u>0.00%</u>											

SCHEDULE OF AUDITED ENROLLMENTS

RIVER EDGE BOARD OF EDUCATION APPLICATION FOR STATE SCHOOL AID SUMMARY (continued) ENROLLMENT AS OF OCTOBER 15, 2021

	Resident LEP NOT Low Income Sample for Verification				n	
	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 Preschool Full Day Kindergarten One Two Three Four Five Six Seven Eight Nine	34 15 5 5 3 2 1	34 15 5 5 3 2 1		24 12 5 4 2 2 1	24 12 5 4 2 2 1	
Ten Eleven Twelve Subtotal	65	65			50	
Sp Ed - Elementary Sp Ed - Middle School Sp Ed - High School Subtotal	3	3		2	2	
Total	68	68		52	52	
Percentage Error			0.00%			0.00%

EXCESS SURPLUS CALCULATION

JUNE 30, 2022

<u>SECTION 1 - Regular District</u> B. 4% Calculation of Excess Surplus			
2021-22 Total General Fund Expenditures per the ACFR, Ex. C-1	\$	23,990,743	(B)
Increased by Applicable Operating Transfers:			
Transfer to Other Enterprise Funds	\$		(B1a)
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, Post-Retirement Contributions, Long-Term Disability Insurance and Social Security	¢	4 (52 9 47	
-	\$	4,652,847	·
Assets Acquired Under Capital Leases	\$	-	(B2b)
Adjusted 2021-22 General Fund Expenditures [(B) + (B1s) - (B2s)]	\$	19,337,896	(B3)
4% of Adjusted 2021-22 General Fund Expenditures			
[(B3) times .04]	\$	773,516	(B4)
Enter Greater of (B4) or \$250,000	\$	773,516	(B5)
Increased by: Allowable Adjustment*	\$	508,535	(K)
Maximum Unassigned/Undesignated - Unreserved Fund Balance $[(B5) + (K)]$	\$	1,282,051	(M)
<u>SECTION 2</u>			
Total General Fund - Fund Balances at 6-30-2022			
(Per ACFR Budgetary Comparison Schedule C-1)	\$	6,300,081	(C)
Decreased by:			
Year-end Encumbrances	\$	231,284	(C1)
Legally Restricted - Designated for Subsequent Year's			
Expenditures	\$	-	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's			
Expenditures**	\$	500,000	(C3)
Other Restricted Fund Balances****	\$	3,786,746	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent			
Year's Expenditures	\$	-	(C5)
Total Unassigned Fund Balance			
[(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$	1,782,051	(U1)

EXCESS SURPLUS CALCULATION

JUNE 30, 2022

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ 500,000	(E)
<u>Recapitulation of Excess Surplus as of June 30, 2022</u>		
Reserved Excess Surplus - Designated for Subsequent Year's		
Expenditures **	\$ 500,000	(C3)
Reserved Excess Surplus *** [(E)]	\$ 500,000	(E)
Total Excess Surplus [(C3)+(E)]	\$ 1,000,000	(D)
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 <u>not</u> 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 July 2022

Detail of Allowable Adjustments

Impact Aid	\$	-	(H)
Sales & Lease-back	\$	-	(I)
Extraordinary Aid	\$	501,575	(J1)
Additional Nonpublic School Transportation Aid	\$	6,960	(J2)
Current Year School Bus Advertising Revenue Recognized	\$	-	(J3)
Family Crisis Transportation Aid	\$	-	(J4)
Maintenance of Equity Aid and State Military Impact Aid Received July 2022	<u>\$</u>		(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$	508,535	(K)

- ** This amount represents the June 30, 2022 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.
- *** Amount must agree to the June 30, 2022 ACFR and must agree to Audit Summary Worksheet 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 any other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

EXCESS SURPLUS CALCULATION

JUNE 30, 2022

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ 3,376,775
Maintenance reserve	\$ 231,378
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	\$ -
Impact Aid Capital Fund Reserve	\$ -
Other state/government mandated reserves	\$ -
Reserve for unemployment	\$ 178,593
Other Restricted Fund Balance not noted above	\$ -

Total Other Restricted Fund Balance

<u>\$ 3,786,746</u> (C4)

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. <u>Student Body Activities</u>

There are none.

VI. Application for State School Aid

There are none.

VII. <u>Pupil Transportation</u>

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. <u>Miscellaneous</u>

There are none.

Status of Prior Years' Audit Findings/Recommendations

There were no prior year recommendations.