

SPARTA TOWNSHIP SCHOOL DISTRICT  
COUNTY OF SUSSEX  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022

SPARTA TOWNSHIP SCHOOL DISTRICT  
COUNTY OF SUSSEX  
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022  
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The Honorable President and Members  
of the Board of Education  
Sparta Township School District  
County of Sussex, NJ

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 financial statements of the Board of Education of the Sparta Township School District in the County of Sussex for the fiscal year ended June 30, 2022, and have issued our report thereon dated December 9, 2022.

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 letter does not affect our report dated December 9, 2022, on the financial statements of the Board.

We will review the status of the comments and recommendation during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions.

This report is intended for the information of the Sparta 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.

December 9, 2022  
Mount Arlington, New Jersey

*Nisivoccia, LLP*  
NISIVOCCIA, LLP

*Kathryn L. Mantell*  
\_\_\_\_\_  
Kathryn L. Mantell  
Licensed Public School Accountant #884  
Certified Public Accountant

SPARTA TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer, 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

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the District's CAFR.

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Kerry A. Keane	Treasurer	\$ 500,000
H. Ronald Smith	Interim Business Administrator/Board Secretary	500,000

P.L. 2020, Chapter 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 or charter school.

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

The data certification date does not reflect a submission date later than 60 days after the end of the enrollment period.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different 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. 6:20-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

SPARTA TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Roster

The net salaries of 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. Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the General Fund.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable

Classification of General and Administrative Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6:23-2.2(g) 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, we reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C 6A:23A-24. Overall compliance was noted.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

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 herein within the Special Revenue Section of the District's CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I, Title IIA and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for the E.S.E.A grants did not indicate any area of noncompliance.

SPARTA TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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 CAFR.

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 CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. 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.

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

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2022. The reimbursement form was reviewed, and no exceptions were noted.

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 therefore, 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 is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 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 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.A. 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 . . . ."

SPARTA TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022  
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

N.J.S.A. 18A: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 therefore, 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.

As per N.J.S.A. 18A:18A-3, the Board passed a resolution authorizing the Business Administrator as a qualified purchasing agent and increasing the bid threshold to \$44,000.

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 Attorney's opinion should be sought before a commitment is made.

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

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 provisions 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 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.

School Food Service

The financial transactions and statistical records of the School Food Service Fund were reviewed. The financial accounts and meal count records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

SPARTA TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022  
(Continued)

School Food Service (Cont'd)

The District utilizes a food service management company (FMSC) 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 FMSC Cost Reimbursable Fixed Price contract/addendum were reviewed and audited. The FMSC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$100,173. The operating results provision has been met. No exceptions were noted. 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. No exceptions were noted.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed, and costs were verified on a test basis. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

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 Fund. No exceptions were noted.

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.

Finding 2022-001:

Net cash resources exceeded three months average expenditures by \$46,730. As the District already has plans in place to reduce the excess, a formal recommendation is judged to be unwarranted.

Time sheets and labor costs provided to the District from the Food Service contractor were reviewed on a test basis without exception. Payroll records were maintained on all School Food Service employees authorized by the Board of Education. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records on a test basis. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. No exceptions were noted.

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 policy was reviewed for uniform administration throughout the school district. 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. No exceptions were noted.

U.S.D.A. Food Distribution Program commodities (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.



SPARTA TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022  
(Continued)

School Food Service (Cont'd)

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the ACFR Schedule B-5 does separate program and non-program revenue and program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled "Proprietary Funds", Section G of the ACFR.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Student Activities records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 15, 2021 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low income and bilingual students. We also performed a review of the District procedures related to its completion. The information reported on the A.S.S.A. was compared to the District work papers with no exceptions. The information included on the work papers was verified on a test basis with no 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 with one minor 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.

Facilities and Capital Assets

There were no active facilities projects funded with SDA grants during the current fiscal year.

SPARTA TOWNSHIP SCHOOL DISTRICT  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2022  
(Continued)

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel amount for the year and to account separately that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and Superintendent and that a brief report detailing the key issues addressed at the travel event must be submitted after the travel event has occurred.

Our review of the travel policies and records revealed that the District is complying with the travel regulations.

Testing for Lead of All Drinking Water in Educational Facilities

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

Management Suggestion

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding if only at a desk review level by state and/or federal agencies. We strongly suggest that the District ensures that these funds are utilized in accordance with the applicable federal requirements especially with respect to procurement. Additionally, we strongly suggest that the District ensures that these funds are accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Status of Prior Year's Findings/Recommendations

There were no prior year recommendations.

SPARTA TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF MEAL COUNT ACTIVITY  
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL  
FOOD SERVICE ENTERPRISE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Program	Meals Claimed	Meals Tested	Meals Verified	Difference	Rate	(Over)/ Under Claim
National School Lunch:						
Seamless Summer Option:						
July-December 2021	110,703	54,513	54,513	\$ - 0 -	\$ 4.32	\$ - 0 -
January-June 2022	158,866	35,156	35,156	- 0 -	\$ 4.56	- 0 -
	<u>269,569</u>	<u>89,669</u>	<u>89,669</u>	<u>- 0 -</u>		<u>- 0 -</u>
School Breakfast:						
Seamless Summer Option:						
July-December 2021	7,725	3,211	3,211	- 0 -	2.46	- 0 -
January-June 2022	12,082	2,306	2,306	- 0 -	2.61	- 0 -
	<u>19,807</u>	<u>5,517</u>	<u>5,517</u>	<u>- 0 -</u>		<u>- 0 -</u>
Total Net Overclaim						<u>\$ - 0 -</u>

SPARTA TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF NET CASH RESOURCES  
FOOD SERVICE FUND – ENTERPRISE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

**Net Cash Resources:**

<b>ACFR</b>	*	<b>Current Assets</b>		
B-4		Cash and Cash Equivalents	\$	459,406
B-4		Due from Other Governments		95,985
<b>ACFR</b>	*	<b>Current Liabilities</b>		
B-4		Less Accounts Payable		(108,226)
B-4		Less Unearned Revenue		(68,902)
				<hr/>
		<b>Net Cash Resources</b>	<b>\$</b>	<b>378,263</b>
				<b>(A)</b>

**Net Adjusted Total Operating Expense:**

B-5		Total Operating Expenses	\$	1,135,520
B-5		Less Depreciation		(30,406)
				<hr/>
		Adjusted Total Operating Expenses	<b>\$</b>	<b>1,105,114</b>
				<b>(B)</b>

**Average Monthly Operating Expense:**

	B / 10		<b>\$</b>	<b>110,511</b>
				<b>(C)</b>

**Three times monthly Average:**

	3 X C		<b>\$</b>	<b>331,533</b>
				<b>(D)</b>

TOTAL IN BOX A		\$	378,263	<b>(A)</b>
LESS TOTAL IN BOX D			331,533	<b>(D)</b>
NET		<hr/>	<hr/>	
		\$	46,730	
From above:				
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>				
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>				

\* Inventories are not to be included in total current assets.

SPARTA TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021

	2022-2023 Application for State School Aid						Sample for Verification					
	Reported on Revised ASSA		Reported on Workpapers		Errors		Sample Selected from Workpapers		Verified per Registers		Errors	
	On Roll	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Full Day Preschool 3 Years Old	12		12				12		12			
Full Day Preschool 4 Years Old	11		11				11		11			
Full Day Kindergarten	198		198				198		198			
Grade One	217		217				217		217			
Grade Two	196		196				196		196			
Grade Three	201		201				201		201			
Grade Four	195		195				195		195			
Grade Five	207		207				207		207			
Grade Six	192		192				192		192			
Grade Seven	188		188				188		188			
Grade Eight	209		209				209		209			
Grade Nine	227	2	227	2			227	2	227	2		
Grade Ten	208	1	208	1			208	1	208	1		
Grade Eleven	240	1	240	1			240	1	240	1		
Grade Twelve	213	1	213	1			213	1	213	1		
Subtotal	2,714	5	2,714	5			2,714	5	2,714	5		
Special Education:												
Elementary	171		171				17		17			
Middle	131		131				13		13			
High	170		170				17		17			
Subtotal	472		472				47		47			
Totals	3,186	5	3,186	5	-0-	-0-	2,761	5	2,761	5	-0-	-0-
Percentage Error					0.00%	0.00%					0.00%	0.00%

SPARTA TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021

	Private Schools for Disabled				Resident Low Income					
	Reported on ASOA Private Schools	Reported on Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on ASOA as Low Income	Reported on Workpapers as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten						5	5	1	1	1
Grade One						8	8	1	1	1
Grade Two						9	9	1	1	1
Grade Three						8	8	1	1	1
Grade Four						8	8	1	1	1
Grade Five						8	8	1	1	1
Grade Six						4	4	1	1	1
Grade Seven						9	9	1	1	1
Grade Eight						6	6	1	1	1
Grade Nine						6	6	1	1	1
Grade Ten						7	7	1	1	1
Grade Eleven						6	6	1	1	1
Grade Twelve						6	6	1	1	1
Subtotal						90	90	13	13	13
Special Education:										
Elementary School	6	6	1	1		13	13	1	1	1
Middle School	3	3	1	1		11	11	1	1	1
High School	8	8	2	2		13	13	1	1	1
Subtotal	17	17	4	4		37	37	3	3	3
Totals	17	17	4	4	- 0 -	127	127	16	16	- 0 -
Percentage Error					0.00%			0.00%		0.00%

SPARTA TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021

	<u>Resident LEP Low Income</u>					
	<u>Reported on ASSA as LEP Low Income</u>	<u>Reported on Workpapers as LEP Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Test Scores, Application and Register</u>	<u>Sample Errors</u>
Grade Two	1	1		1	1	
Grade Four	1	1		1	1	
Subtotal	<u>2</u>	<u>2</u>		<u>2</u>	<u>2</u>	
Totals	<u>2</u>	<u>2</u>	<u>- 0 -</u>	<u>2</u>	<u>2</u>	<u>- 0 -</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

SPARTA TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021

	Resident LEP Not Low Income					
	Reported on ASSA as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores and Register	Sample Errors
Full Day Kindergarten	1	1				
Grade One	3	3		1	1	
Grade Two	2	2		1	1	
Grade Three	4	4		1	1	
Grade Four	5	5		1	1	
Grade Five	1	1				
Grade Eight	2	2		1	1	
Grade Ten	1	1		1	1	
Grade Eleven	1	1		1	1	
Grade Twelve	2	2		1	1	
Subtotal	<u>22</u>	<u>22</u>		<u>8</u>	<u>8</u>	
Special Education:						
Elementary School	<u>2</u>	<u>2</u>		<u>2</u>	<u>2</u>	
Subtotal	<u>2</u>	<u>2</u>		<u>2</u>	<u>2</u>	
Totals	<u>24</u>	<u>24</u>	<u>- 0 -</u>	<u>10</u>	<u>10</u>	<u>- 0 -</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>



SPARTA TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2021

	Transportation					Errors
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	
Regular - Public Schools	1,377	1,377		25	24	(1)
Regular - Special Education	565	565		25	25	
Transported - Non Public	234	234		25	25	
AIL - Non Public	1	1		1	1	
Special Needs - Public	3	3		2	2	
Special Needs - Private	18	18		4	4	
Totals	<u>2,198</u>	<u>2,198</u>	<u>- 0 -</u>	<u>82</u>	<u>81</u>	<u>(1)</u>
Percentage Error			<u>0.00%</u>			<u>-1.23%</u>

	<u>Reported</u>	<u>Recalculated</u>
Average Mileage - Regular Including Grade PK Students	4.6	4.6
Average Mileage - Regular Excluding Grade PK Students	4.6	4.6
Average Mileage - Special Education with Special Needs	26.1	26.1

SPARTA TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2022

**EXCESS SURPLUS CALCULATION**

**Section 1 - REGULAR DISTRICT**

2021-2022 Total General Fund Expenditures per the ACFR	<u>\$ 86,536,049</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ - 0 -</u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ - 0 -</u>	(B1b)
Decreased by:		
On-Behalf TPAF Pension and Social Security	<u>\$ 16,201,722</u>	(B2a)
Assets Acquired Under Financed Purchases and Leases	<u>\$ 750,000</u>	(B2b)
Adjusted 2021-2022 General Fund Expenditures [(B) + (B1's) - (B2's)]	<u>\$ 69,584,327</u>	(B3)
4% of Adjusted 2021-2022 General Fund Expenditures [(B3) times .04]	<u>\$ 2,783,373</u>	(B4)
Enter Greater or (B4) or \$250,000	<u>\$ 2,783,373</u>	(B5)
Increased by: Allowable Adjustments	<u>\$ 171,553</u>	(K)
Maximum Unassigned Fund Balance [(B5) + (K)]		<u>\$ 2,954,926</u> (M)

**Section 2**

Total General Fund - Fund Balances @ 6/30/2022 (Per ACFR Budgetary Comparison Schedule C-1)	<u>\$ 9,406,989</u>	(C)
Decreased by:		
Year-end Encumbrances	<u>\$ 501,648</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ - 0 -</u>	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ - 0 -</u>	(C3)
Other Restricted Fund Balances	<u>\$ 5,004,699</u>	(C4)
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ 750,000</u>	(C5)
Total Unassigned Fund Balance [(C1) - (C1) - (C2) - (C3) - (C4) - (C5)]		<u>\$ 3,150,642</u> (U1)

**Section 3**

Restricted Fund Balance - Excess Surplus [(U1 - (M)) IF NEGATIVE, ENTER \$ - 0 -		<u>\$ 195,716</u> (E)
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SPARTA TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2022  
(Continued)

**EXCESS SURPLUS CALCULATION**

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

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ - 0 - (C3)
Restricted Excess Surplus [(E)]	<u>\$ 195,716 (E)</u>
Total [(C3) + (E) + (F)]	<u><u>\$ 195,716 (D)</u></u>

**Detail of Allowable Adjustments**

Impact Aid	<u>\$ - 0 - (H)</u>
Sale and Lease-Back	<u>\$ - 0 - (I)</u>
Extraordinary Aid	<u>\$ 160,757 (J1)</u>
Additional Nonpublic School Transportation Aid	<u>\$ 10,796 (J1)</u>
Total Adjustments [(H) + (I) + (J1) + (J2)]	<u><u>\$ 171,553 (K)</u></u>

**Detail of Other Restricted Fund Balance**

Statutory Restrictions	<u>\$ - 0 -</u>
Approved Unspent Separate Proposal	<u>\$ - 0 -</u>
Sale/Lease-Back Reserve	<u>\$ - 0 -</u>
Capital Reserve	<u>\$ 3,918,607</u>
Maintenance Reserve	<u>\$ 711,633</u>
Tuition Reserve	<u>\$ - 0 -</u>
Unemployment Compensation	<u>\$ 374,459</u>
Other State/Governmental Mandated Reserve	<u>\$ - 0 -</u>
Other Restricted Fund Balance not Noted Above	<u>\$ - 0 -</u>
Total Other Restricted Fund Balance	<u><u>\$ 5,004,699 (C4)</u></u>

SPARTA TOWNSHIP SCHOOL DISTRICT  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2022

It is recommended that:

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Program  
None
4. School Food Service  
None
5. Student Body Activities  
None
6. Application for State School Aid  
None
7. Pupil Transportation  
None
8. Facilities and Capital Assets  
None
9. Status of Prior Year's Findings/Recommendations  
There were no prior year recommendations