

**BELLEVILE BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL COMPLIANCE AND PERFORMANCE
JUNE 30, 2023**

**BELLEVILLE BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members
of the Board of Education
Belleville Board of Education
Belleville, 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 Belleville Board of Education as of and for the fiscal year ended June 30, 2023, and have issued our report thereon dated February 21, 2024.

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

This report is intended solely for the information and use 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.

Respectfully submitted,

Lerch, Vinci & Bliss, LLP

LERCH, VINCI & BLISS, LLP
Certified Public Accountants
Public School Accountants

Jeffrey C. Bliss
Public School Accountant
PSA Number CS00932

Fair Lawn, New Jersey
February 21, 2024

**BELLEVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School 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 Annual Comprehensive Financial Report (the "ACFR").

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Matthew Paladino	School Business Administrator/Board Secretary	\$425,000
John Calavano	Treasurer of School Monies	\$425,000

There is an Employees' Dishonesty Faithful Performance Crime Coverage through N.J. School Insurance Group covering all other employees with multiple coverage of \$500,000 per loss.

P.L. 2020, c44

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

The data submitted did appear to 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.

Financial Planning, Accounting and Reporting

Examination of Claims

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

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 certified by the President of the Board, the Board Secretary/Business Administrator and the Superintendent.

Salary withholdings were promptly remitted by the District to the proper agencies, including health benefit withholdings due to the general fund for the payroll periods tested.

**BELLEVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

The School Business Administrator did complete and file the required certification of compliance with federal and state law regarding the reporting of compensation for certain administrative employees.

The Board has implemented and maintains a personal tracking and accounting (Position Control) System.

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 year end 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.

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 included administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23A-8.3. As a result of the procedures performed, no material exceptions were noted, therefore, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Travel Policy

The District had an approved Board travel policy as required by N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12.

Board Secretary's Records

The financial records, books of account and minutes maintained by the School Business Administrator/Board Secretary were maintained in good condition.

The Board Secretary's and Treasurer's reports were presented monthly to the Board on a timely basis with exception noted and were submitted to the executive county superintendent as prescribed by N.J.S.A. 18A:17-9 and 18A:17-36 with exception noted.

Acknowledgement of the Board's receipt of the Board Secretary's monthly financial reports were included in the minutes.

The prescribed contractual order system was followed with minor exceptions noted.

- **Finding 2023-1 (ACFR Finding 2023-002)**– We noted the year-end Board Secretary and Treasurer's reports for June 2023 were not approved by the Board or submitted to the Executive County Superintendent timely. The Board approved the June 2023 reports on October 16, 2023, and were submitted to the County on January 11, 2024.

Recommendation – Internal control procedures be reviewed and revised to ensure the year-end Treasurer's and Board Secretary monthly reports for June are submitted timely to the Board and Executive County Superintendent as required.

We noted certain budget line accounts were over-expended at June 30, 2023. These overexpended budget line accounts were a result of adjustments made during the audit.

**BELLEVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Financial Planning, Accounting and Reporting (Continued)

Treasurer's Records

The Treasurer's monthly report included the cash activity for all District accounts.

The Treasurer's cash balances were in agreement with the reconciled cash balance as determined during the audit.

Acknowledgement of the Board's receipt of the Treasurer's monthly financial reports was included in the minutes.

Elementary and Secondary School 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 projects under Titles I, II, III, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our examination of the E.S.E.A. 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.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and Exhibit K-4 located in the ACFR.

Our examination 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 Fund section of the ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

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.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report 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 expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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 2022/2023.

If the purchasing agent is qualified 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 \$44,000. 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. The Board did appoint a qualified purchasing agent for the 2022/2023 fiscal year.

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

**BELLEVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

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 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 with exception, 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.

- **Finding 2023-2 (ACFR Finding 2023-003)** – Our audit of purchases and contract awards in excess of the bid threshold revealed the following as it relates to compliance with Public School Contract Law and State procurement regulations:
 - We noted payments for consulting/recruiting services which exceeded the bid threshold that were not awarded through a public bid or competitive contracting process.
 - We noted certain cooperative purchasing program contract award information was not on file in the District and not being reviewed for certain purchases to ensure amounts invoiced were for goods or services awarded and prices paid in accordance with the cooperative purchasing program award.
 - We noted in certain instances where contracts in excess of the bid threshold were awarded “as per quote” or “as per contract” by Board resolution with no indication of procurement method process, (i.e. public bid, competitive contracting, cooperative purchasing program, professional services).

Recommendation – Continued efforts be made over purchasing procedures to ensure all contract awards and purchases that exceed the bid threshold are procured in accordance with the requirements of the Public School Contracts Law and State procurement regulations. In addition, contract award documentation be maintained on file in all instances to support the District’s purchases through cooperative purchasing programs.

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.

Food Service Fund

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

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

The school food service program was selected and audited as a major federal program in accordance with Uniform Guidance.

Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. Exceptions were not noted.

**BELLEVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Food Service Fund (Continued)

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. Exceptions were not noted.

The financial transactions and meal count records of the school food services were maintained in satisfactory condition. The financial accounts and meal count records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

- **Finding 2023-3** – Our audit of food sale revenue reported on the Food Service Management Company's operating statement revealed differences with the amounts reported in the Districts revenue report at year end. We noted the food sales reported in the District's records were less than the food sales reported by the Food Service Management Company.

Recommendation – The revenue reported on the Food Service Management Company's operating statement be compared to the amounts reported in the District's internal accounting records and any differences be reconciled on a monthly basis.

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 with exceptions noted. Provisions of the FSMC contract/addendum were reviewed. The approved FSMC contract includes operating results provisions which guarantees that the food service program will earn a profit of \$400,000. This operating results provision was not met.

- **Finding 2023-4 (ACFR Finding 2023-001)** – The Food Service Management Company was awarded a contract by Board resolution and submitted and approved by the State with a \$400,000 guaranteed profit provision for the 2022/2023 year. The contract was subsequently revised to a \$250,000 guaranteed profit provision for 2022/2023 that was neither approved by Board resolution nor submitted to the State for approval.

Recommendation – Any amendments to the approved Food Service Management Company's contract be approved by Board resolution and submitted to the State for approval as required.

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

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

- **Finding 2023-5** – Several expenditures reported in the Food Service Enterprise fund were determine not be for approved activities of the school food service program or were unreimbursed non-program catering events. Adjustments were made to either reclassify these expenditures or reimburse these expenditures from other funds.

Recommendation – Greater care be exercised to ensure expenditures reported in the Food Service Fund reflect only approved expenditures in connection with the school food service program and non-program catering services be reimbursed accordingly.

Net cash resources did exceed three months average expenditures. We noted the District has implemented a corrective action plan to eliminate the excess in net cash resources. The District indicated such plan will take more than one year to be fully implemented and to eliminate the excess in net cash resources that exists at June 30, 2023.

**BELLEVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Food Service Fund (Continued)

Applications for free and reduced price meals were reviewed for completeness and accuracy as part of our audit of the Application for State School Aid (ASSA).

U.S.D.A. commodities were received and a separate inventory were maintained on a first-in, first-out basis.

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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds.

Student Body Activities

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

Cash receipts and disbursements records were maintained in good condition.

- **Finding 2023-6** – Our audit of the High School student account revealed donations were collected at sporting events, however no accounting or reporting of the amounts collected by event was prepared. Additionally, it appears receipts collected were not turned over timely to the student activity treasurer.

Recommendation – A formal procedure be established to account and report for donations collected at sporting events and all such receipts be deposited in a timely manner.

All cash disbursements tested had proper supporting documentation.

Application for State School Aid

Our audit procedures included a test of information reported in the October 14, 2022 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 with minor exceptions noted. The information that was included on the workpapers was verified with immaterial exceptions noted. 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 had 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 2022-2023 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 information that was included on the workpapers was verified with immaterial exceptions noted. 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 of transportation related purchases of goods and services, the District complied with proper bidding procedures and award of contracts.

Facilities and Capital Assets

The District had no SDA grant projects during the current year.

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).

Suggestions to Management

- Bills list submitted to the Board be signed by the School Business Administrator in lieu of payment approval signature on purchase orders.
- District review the 2023/2024 Preschool Education Aid budget carry-over balance anticipated and appropriated adjustments be made to appropriations to rebalance the budget.
- District review with its payroll accounting and reporting system software provider the ability to verify the electronic approvals of overtime hours processed for payment.
- District develop and implement a formal system to request payment on purchases and contract costs related to the former college property renovations and improvements project under the shared service agreement with the Township.

Follow-up Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations and corrective action was taken on all prior year findings.

**BELLEVILLE BOARD OF EDUCATION
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

SCHEDULE OF MEAL COUNT ACTIVITY

<u>Program</u>	<u>Meals Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Over/ (Under) Claim</u>	<u>Rate</u>	<u>Amount</u>
National School Lunch (Regular Rate)	Paid	174,155	52,083	52,083	-		
	Reduced	49,696	13,470	13,470	-		
	Free	230,747	63,595	63,595	-		
	SSO	<u>25,610</u>	<u>10,140</u>	<u>10,140</u>	-		
		<u>454,598</u>	<u>129,148</u>	<u>129,148</u>	-		
National School Breakfast (Regular Rate)	Paid	22,209	6,489	6,489	-		
	Reduced	2,482	683	683	-		
	Free	14,993	4,166	4,166	-		
	SSO	<u>24,675</u>	<u>9,903</u>	<u>9,903</u>	-		
		<u>64,359</u>	<u>21,241</u>	<u>21,241</u>	-		
National School Breakfast (Severe Rate)	Paid	126,053	36,712	36,712	-		
	Reduced	26,175	7,130	7,130	-		
	Free	124,180	34,346	34,346	-		
	SSO	<u>24,675</u>	<u>9,903</u>	<u>9,903</u>	-		
		<u>301,083</u>	<u>88,091</u>	<u>88,091</u>	-		
	<u>820,040</u>	<u>238,480</u>	<u>238,480</u>	-			

**BELLEVILLE BOARD OF EDUCATION
FOOD SERVICE FUND
NET CASH RESOURCE SCHEDULE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

		Food Service	
<u>Net Cash Resources:</u>			
ACFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 941,387
B-4		Due from Other Gov'ts	181,244
B-4		Accounts Receivable	328,514
B-4		Due from Other Funds	148,690
ACFR		Current Liabilities	
B-4		Less Accounts Payable	(249,992)
B-4		Less Unearned Revenue	(10,036)
			(260,028)
		Net Cash Resources	<u>\$ 1,339,807</u> (A)
<u>Net Adj. Total Operating Expense:</u>			
B-5		Tot. Operating Exp.	\$ 3,824,142
B-5		Less Depreciation	(60,479)
			(60,479)
		Adj. Tot. Oper. Exp.	<u>\$ 3,763,663</u> (B)
<u>Average Monthly Operating Expense:</u>			
		B / 10	<u>\$ 376,366</u> (C)
<u>Three times monthly Average:</u>			
		3 X C	<u>\$ 1,129,099</u> (D)

TOTAL IN BOX A	\$	1,339,807	
LESS TOTAL IN BOX D	\$	1,129,099	
NET	\$	<u>210,708</u>	

Net Cash Resources Exceed 3 Months Average Expenses.

**BELLEVILLE BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2022
SCHEDULE OF AUDITED ENROLLMENTS**

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Preschool 3 Years Old	163		163					14		14						
Full Day Preschool 4 Years Old	216		216					6		6						
Half Day Kindergarten																
Full Day Kindergarten	283		283					45		43						
Grade 1	272		272					46		43						
Grade 2	262		262					43		43						
Grade 3	249		249					41		41						
Grade 4	285		285					16		16						
Grade 5	277		277					21		21						
Grade 6	293		293					42		43						(1)
Grade 7	276		276					276		276						
Grade 8	289		289					289		289						
Grade 9	334		334					334		332						
Grade 10	359		359					359		358						
Grade 11	297		297					297		292						
Grade 12	285		285					285		283						
Post- Graduate	-		-													
Adult High School (15+ Credits)	-		-													
Adult High School (1-14 Credits)	-		-													
Subtotal	4,140	-	4,140	-	-	-		2,114		2,100						
Sp Ed - Elementary	333		332			1		31		31			10	3	3	-
Sp Ed - Middle School	171		171					16		16			4	1	1	-
Sp Ed - High School	218		218					20		20	-		23	7	7	-
Subtotal	722	-	721	-		1		67	-	67	-		37	11	11	-
County Vocational - Regular																
County Vocational - F.T. Post-Second																
Subtotal	-	-	-	-												
Totals	4,862	-	4,861	-		1		2,181	-	2,167	-		14	11	11	-
Percentage Error								0.02%		0.00%			0.64%	0.00%		0.00%

**BELLEVILLE BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2022**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Errors	Sampled Selcted from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool			-									
Full Day Preschool			-									
Half Day Kindergarten			-									
Full Day Kindergarten	156	156	-	2	2	-	29	28	1	5	5	-
Grade 1	149	149	-	6	5	1	21	20	1	4	4	-
Grade 2	155	155	-	4	4	-	26	24	2	4	4	-
Grade 3	160	160	-	6	5	1	23	16	7	3	3	-
Grade 4	185	185	-	3	3	-	13	10	3	2	2	-
Grade 5	168	168	-	4	3	1	12	11	1	2	2	-
Grade 6	180	180	-	5	4	1	9	8	1	1	1	-
Grade 7	187	187	-	5	3	2	12	9	3	2	2	-
Grade 8	187	187	-	4	4	-	18	16	2	3	3	-
Grade 9	208	208	-	6	6	-	15	15	-	3	3	-
Grade 10	212	212	-	4	4	-	8	6	2	1	1	-
Grade 11	171	171	-	3	3	-	16	14	2	2	2	-
Grade 12	167	167	-	5	5	-	14	13	1	2	2	-
Post- Graduate			-									-
Adult High School (15+ Credits)			-									-
Adult High School (1-14 Credits)			-									-
Subtotal	2,285	2,285	-	57	51	6	216	190	26	34	34	-
Sp Ed - Elementary	214	214	-	4	4	-	8	12	(4)	2	2	-
Sp Ed - Middle School	117	123	(6)	6	4	2	5	4	1	1	1	-
Sp Ed - High School	150	150	-	6	6	-	2	2	-	1	1	-
Subtotal	481	487	(6)	16	14	2	15	18	(3)	4	4	-
County Vocational - Regular			-									-
County Vocational - F.T. Post-Second			-									-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,766.0	2,772.0	(6.0)	73	65	8	231	208	23	38	38	-
Percentage Error			<u>-0.22%</u>			<u>10.96%</u>			<u>9.96%</u>			<u>0.00%</u>

Transportation

	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
	Reg. - Public Schools	195	195	-	27	20
Reg -SpEd	217	217	-	31	30	1
Transported - Non-Public	1	1	-	1	1	-
Special Ed Spec	43	43	-	6	9	(3)
Totals	456	456	-	65	60	5
Percentage Error					<u>8%</u>	

**BELLEVILLE BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2022**

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT low Income		Sample Selected from Workpapers	Verified to Register	Sample Errors
Half Day Preschool 3 Years Old						
Half Day Preschool 4 Years Old						
Full Day Preschool 3 Years Old						
Full Day Preschool 4 Years Old						
Half Day Kindergarten						
Full Day Kindergarten	7	7	-	1	1	-
Grade 1	22	22	-	4	4	-
Grade 2	13	13	-	2	2	-
Grade 3	9	9	-	2	2	-
Grade 4	13	13	-	2	2	-
Grade 5	13	13	-	2	2	-
Grade 6	10	9	1	1	1	-
Grade 7	6	6	-	1	1	-
Grade 8	9	9	-	1	1	-
Grade 9	17	17	-	3	3	-
Grade 10	14	14	-	3	3	-
Grade 11	15	15	-	2	2	-
Grade 12	11	11	-	1	1	-
Post- Graduate			-			
Adult High School (15+ Credits)			-			
Adult High School (1-14 Credits)			-			
Subtotal	159	158	1	25	25	
Sp Ed - Elementary	1	1	-	1	1	-
Sp Ed - Middle School	-	-	-	-	-	-
Sp Ed - High School	-	-	-	-	-	-
Subtotal	1	1	-	1	1	
County Vocational - Regular						
County Vocational - F.T. Post-Second						
Subtotal						
Totals	160	159	1	26	26	
Percentage Error			<u>0.63%</u>			<u>0.00%</u>

**BELLEVILLE BOARD OF EDUCATION
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

SECTION 1A - Calculation of Excess surplus

2022-2023 Total General Fund Expenditures per the AFCR		\$ 116,352,165
Increased by:		
Transfer to Special Revenue Fund (Preschool)	\$ 817,445	
Transfer to Capital Projects Fund	<u>600,000</u>	
		<u>1,417,445</u>
		117,769,610
Decreased by:		
On-Behalf TPAF Pension & Social Security		(19,373,553)
Assets Acquired Under Captial Financing Agreement and Leases		(3,281,013)
Assets Acquired Under IT Subscription Arrangements		(2,469,070)
Insurance Recovery Funded Expenditures		<u>(132,347)</u>
Adjusted 2022/2023 General Fund Expenditures		<u>\$ 92,513,627</u>
1.5% of Adjusted 2022/23 General Fund Expenditures		\$ 1,387,704
Increased by:		
Allowable Adjustment - Extraordinary Aid	\$ 180,874	
Allowable Adjustment - Non-Public Transportation	<u>89,856</u>	
		<u>270,730</u>
Maximum Unreserved/Undesignated Fund Balance		<u>\$ 1,658,434</u>

SECTION 2

Total General Fund - Fund Balance at June 30, 2023		\$ 9,969,172
Decreased by:		
Reserved for Encumbrances	2,094,077	
Other Reserved Fund Balances - Capital Reserve	4,077,898	
Other Reserved Fund Balances - Maintenance Reserve	1,666,091	
Unemployment Compensation Reserve	213,755	
Assigned - Insurance Recovery Expenditures	165,361	
Assigned - Designated for Subsequent Years Expenditures	<u>93,556</u>	
Unreserved - Designated for Subsequent Year's Expenditures		<u>8,310,738</u>
Total Unreserved/Undesignated Fund Balance		<u>\$ 1,658,434</u>

SECTION 3

Reserved Fund Balance - Excess Surplus		<u>\$ -</u>
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Recapitulation of Excess Surplus as of June 30, 2023

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures		
Reserved Excess Surplus		<u>-</u>
Total		<u>\$ -</u>

**BELLEVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Internal control procedures be reviewed and revised to ensure the year-end Treasurer's and Board Secretary monthly reports for June are submitted timely to the Board and Executive County Superintendent as required.

III. School Purchasing Program

- * 2. It is recommended that continued efforts be made over purchasing procedures to ensure all contract awards and purchases that exceed the bid threshold are procured in accordance with the requirements of the Public School Contracts Law and State procurement regulations. In addition, contract award documentation be maintained on file in all instances to support the District's purchases through cooperative purchasing programs.

IV. School Food Services

It is recommended that:

3. The revenue reported on the food service management company's operating statement be compared to the amounts reported in the District's internal accounting records and any differences be reconciled on a monthly basis.
4. Any amendments to the approved Food Service Management Company's contract be approved by Board resolution and submitted to the State for approval as required.
5. Greater care be exercised to ensure expenditures reported in the Food Service Fund reflect only approved expenditures in connection with the school food service program and non-program catering services be reimbursed accordingly.

V. Student Body Activities

6. It is recommended that a formal procedure be established to account and report for donations collected at sporting events, and all such receipts be deposited in a timely manner.

VI. Application for State School Aid

There are none.

VII. Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations and corrective action was taken on all prior year findings except the recommendation denoted with an asterisk (*).

**BELLEVILE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

ACKNOWLEDGEMENT

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

Respectfully submitted,

LERCH, VINCI & BLISS, LLP



Jeffrey C. Bliss
Certified Public Accountant
Public School Accountant