

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
COUNTY OF SOMERSET
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS –
FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
COUNTY OF SOMERSET
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
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January 26, 2024

The Honorable President and Members
of the Board of Education
Branchburg Township School District
County of Somerset, 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 financial statements of the Board of Education of the Branchburg Township School District in the County of Somerset for the fiscal year ended June 30, 2023, and have issued our report thereon dated January 26, 2024.

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 January 26, 2024, on the financial statements of the Board.

We will review the status of our suggestions and comments during our next audit engagement. We have already discussed the suggestions and any comments 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 and recommendations.

This report is intended for the information of the Branchburg 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.

Nisivoccia, LLP
NISIVOCCIA, LLP

Kathryn L. Mantell

Kathryn L. Mantell
Licensed Public School Accountant #884
Certified Public Accountant

BRANCBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, 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 ACFR.

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Beverly Vlietstra	Interim Business Administrator/Board Secretary (to April 3, 2023)	\$ 350,000
Sally Dolan	Business Administrator/Board Secretary (from April 3, 2023)	\$ 350,000

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 included all health benefit plans offered by the school district.

The school district data certification was completed by the chief school administrator and 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. 6A:23-3.1(f)3.

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.

BRANCBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Financial Planning, Accounting and Reporting

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 Chief School Administrator and certified by the President of the Board and the School Business Administrator and the Chief School Administrator.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendents, assistant superintendents, and business administrator) to the New Jersey Department of Treasury was filed by March 15th due date.

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. In addition to randomly selecting a test sample, we also reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, no transaction errors were noted, and no additional procedures were deemed necessary to test the propriety of expenditure classification.

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 the following findings.

Finding 2023-001:

The Board Secretary's Report for Fund 20 (Special Revenue Fund) included cash and fund balances for the elementary schools and middle school (which are required to be reported pursuant to GASB 84 "Fiduciary Funds"). However, the student activities cash accounts and activity were not clearly segregated from the federal, state, and local grants reported in Fund 20. Upon extensive analysis, we were able to assist the district in determining the student activities cash balances as of June 30, 2023. Since the Treasurer (appointed in October 2023) recommends monthly adjustments to the Board Secretary's Report for Fund 20 based upon the Treasurer's Report, and the business office created a separate cash account for the student activities accounts in Fund 20 in January 2024, corrective action is already in place and a formal recommendation is not warranted.

BRANCBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Board Secretary's Records (Cont'd)

Finding 2023-002:

The district did not obtain the County Superintendent approval for a \$3,060 transfer to capital outlay for facilities acquisition and construction services.

Recommendation:

It is recommended that the district obtains the required County Superintendent approval for transfers to capital outlay other than equipment.

Management Response:

The district will obtain the required County Superintendent approval for transfers to capital outlay other than equipment.

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

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the District's ACFR. This section of the ACFR documents the financial position pertaining to projects under Title I and Title IIA 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.

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.

T.P.A.F. Reimbursement

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

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

T.P.A.F Reimbursement to the State of 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, 2023. 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 . . ."

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 2022-23.

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.

BRANCBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

School Purchasing Programs (Cont'd)

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

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

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. No exceptions were noted.

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

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 \$45,000. 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 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.

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.

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

School Food Service (Cont'd)

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.

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 the following finding:

Finding 2023-003:

The elementary schools and middle school maintain records on QuickBooks; however, the QuickBooks cash receipts, disbursements and cash balances have not been adjusted for all reconciling items, and the QuickBooks cash reconciliations and reports are not submitted to the business office monthly for review.

Recommendation:

It is recommended that the business office establish procedures for the elementary schools and middle school for properly recording the QuickBooks cash receipts, disbursements and balances and for submitting monthly cash reconciliations and reports to the business office monthly for review.

Management Response:

The business office will establish procedures for the elementary schools and middle school for properly recording the QuickBooks cash receipts, disbursements and balances and for submitting monthly cash reconciliations and reports to the business office monthly for review.

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 15, 2022 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 on the A.S.S.A. was compared to the district's work papers with a few minor errors in full-time on-roll students. The information that was included in the district's work papers was verified on a test-check basis with a few minor errors in full-time on-roll students. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintenance work papers on the prescribed State forms or their equivalent.

The district has adequate written procedures for recording 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 with no 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. The bid specifications for the purchase of buses complied with applicable statutes.

Facilities and Capital Assets

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

Travel Expense and Reimbursement Policy

Travel regulations require each school 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 ensure that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and that a brief report which details the key topics 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 in general compliance with the travel regulations.

Testing for Lead of All Drinking Water in Educational Facilities

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

BRANCBURG TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Management Suggestions

Federal Grants Receivable

It is suggested that the district submits reimbursement requests for federal grant expenditures on a regular basis to ensure timely collection, improve cash flow, and ensure full compliance with federal cash management requirements.

Reconciling Food Service Management Contractor's (FSMC's) Operating Statement with District Records

It is suggested that the district reconciles the revenue and expenses per the FSMC's operating statement with the district's records monthly.

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 recorded in the state account numbers designated by the NJ Department of Education, and that any applicable Board policies are up to date with respect to federal grant requirements.

Status of Prior Year's Findings/Recommendations

There were no prior year recommendations.

BRANCBURG TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF MEAL COUNT ACTIVITY
ENTERPRISE FUND – FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDER CLAIM - FEDERAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

<u>Program</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>
National School Lunch (Regular Rate):						
Free	6,542	2,001	2,001	- 0 -	\$ 4.33	\$ - 0 -
Reduced	1,006	329	329	- 0 -	\$ 3.93	- 0 -
Paid	<u>102,872</u>	<u>36,166</u>	<u>36,166</u>	- 0 -	\$ 0.77	<u>- 0 -</u>
Total	<u>110,420</u>	<u>38,496</u>	<u>38,496</u>			<u>- 0 -</u>
National School Lunch HHFKA - PB Lunch Only	110,420	38,496	38,496	- 0 -	\$ 0.08	<u>- 0 -</u>
Total Net (Over)/ Under Claim						<u>\$ - 0 -</u>

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF NET CASH RESOURCES
ENTERPRISE FUND - FOOD SERVICE FUND
FISCAL YEAR ENDED JUNE 30, 2023

Net Cash Resources:

ACFR	*	Current Assets		
B-4		Cash and Cash Equivalents	\$	235,041
B-4		Due from Other Governments		7,851
B-4		Accounts Receivable		2,606
ACFR	*	Current Liabilities		
B-4		Less Accounts Payable		
B-4		Less Unearned Revenue		(35,618)
				<hr/>
		Net Cash Resources	\$	209,880 (A)
				<hr/> <hr/>

Net Adjusted Total Operating Expense:

B-5		Total Operating Expenses	\$	704,454
B-5		Less Depreciation		(3,255)
				<hr/>
		Adjusted Total Operating Expenses	\$	701,199 (B)
				<hr/> <hr/>

Average Monthly Operating Expense:

B / 10	\$	70,120 (C)
		<hr/> <hr/>

Three times monthly Average:

3 X C	\$	210,360 (D)
		<hr/> <hr/>

TOTAL IN BOX A	\$	209,880	(A)
LESS TOTAL IN BOX D		210,360	(D)
NET	\$	(480)	
<hr/> <hr/>			

From above:

A is greater than D, cash exceeds 3 X average monthly operating expenses.
D is greater than A, cash does not exceed 3 X average monthly operating expenses.

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

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022

	2023-24 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	On Roll	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Preschool - 3 Yrs Old	12		19		(7)		12		19		(7)	
Half Day Preschool - 4 Yrs Old	9		9		(1)		9		9		(1)	
Full Day Kindergarten	131		132		(1)		131		132		(1)	
Grade One	121		121		(1)		121		121		(1)	
Grade Two	138		139		(1)		138		139		(1)	
Grade Three	124		124		(1)		124		124		(1)	
Grade Four	129		130		(1)		129		130		(1)	
Grade Five	111		111				111		111			
Grade Six	124		124				124		124			
Grade Seven	105		105				105		105			
Grade Eight	117		117				117		117			
Subtotal	1,121		1,131		(10)		1,121		1,131		(10)	
Special Education:												
Elementary	106		105		1		11		11			
Middle	64		64				6		6			
Subtotal	170		169		1		17		17			
Totals	1,291	- 0 -	1,300	- 0 -	(9)	- 0 -	1,138	- 0 -	1,148	- 0 -	(10)	- 0 -

-0.69% 0.00%

-0.87% 0.00%

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022

	Private Schools for Disabled				Resident Low Income				
	Reported on ASSA as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten									
Grade One					6.0	6.0	1.0	1.0	
Grade Two					6.0	6.0	1.0	1.0	
Grade Three					2.0	2.0	1.0	1.0	
Grade Four					5.0	5.0	1.0	1.0	
Grade Five					7.0	7.0	1.0	1.0	
Grade Six					3.0	3.0	1.0	1.0	
Grade Seven					6.0	6.0	1.0	1.0	
Grade Eight					4.0	4.0	1.0	1.0	
Grade Nine					6.0	6.0	1.0	1.0	
Grade Ten					7.0	7.0			
Grade Eleven					4.5	4.5			
Grade Twelve					3.0	3.0			
Subtotal					9.0	9.0	1.0	1.0	
					68.5	68.5	9.0	9.0	
Special Education:									
Elementary School					14.0	14.0	2.0	2.0	
Middle School	4.0	1.0	1.0		10.0	10.0	1.0	1.0	
High School	9.0	2.0	2.0		9.0	9.0	1.0	1.0	
Subtotal	13.0	3.0	3.0		33.0	33.0	4.0	4.0	
Totals	13.0	3.0	3.0	- 0 -	101.5	101.5	13.0	13.0	- 0 -
Percentage Error				0.00%			0.00%		0.00%

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022

	Resident LEP Low Income					
	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores, Application and Register	Sample Errors
Grade One	3	3		1	1	
Grade Three	1	1		1	1	
Grade Four	3	3		1	1	
Grade Nine	2	2				
Grade Eleven	2	2		1	1	
Subtotal	<u>11</u>	<u>11</u>		<u>4</u>	<u>4</u>	
Special Education:						
Elementary School	1	1				
Subtotal	<u>1</u>	<u>1</u>				
Totals	<u>12</u>	<u>12</u>	<u>- 0 -</u>	<u>4</u>	<u>4</u>	<u>- 0 -</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

	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		1	1	
Grade One						
Grade Three	2	2		1	1	
Grade Four						
Grade Seven	1	1				
Grade Eight	1	1		1	1	
Grade Nine	1	1				
Subtotal	<u>6</u>	<u>6</u>		<u>3</u>	<u>3</u>	
Special Education:						
Elementary School	1	1		1	1	
Subtotal	<u>1</u>	<u>1</u>		<u>1</u>	<u>1</u>	
Totals	<u>7</u>	<u>7</u>	<u>- 0 -</u>	<u>4</u>	<u>4</u>	<u>- 0 -</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	1,361.5	1,361.5		17.0	17.0	
Regular - Special Education	67.0	67.0		2.0	2.0	
Transported - Non Public	3.5	3.5		1.0	1.0	
AIL - Non Public	134.0	134.0		3.0	3.0	
Special Needs - Public	52.0	52.0		1.0	1.0	
Special Needs - Private	10.0	10.0		1.0	1.0	
Totals	1,628.0	1,628.0	- 0 -	25.0	25.0	- 0 -
Percentage Error			0.00%			0.00%

	Reported	Re- calculated
Average Mileage - Regular Including Grade PK Students	5.9	5.9
Average Mileage - Regular Excluding Grade PK Students	5.9	5.9
Average Mileage - Special Education with Special Needs	7.8	7.8

BRANCHBURG TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

Section 1 - REGULAR DISTRICT

2022-23 Total General Fund Expenditures per the ACFR (Exhibit C-1)	\$ 56,365,357 (B)	
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ - 0 - (B1a)	
Transfer from Capital Reserve to Capital Projects Fund	\$ - 0 - (B1b)	
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ 7,256,624 (B2a)	
Assets Acquired Under Financed Purchases and Leases	\$ - 0 - (B2b)	
Adjusted 2022-23 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 49,108,733 (B3)</u>	
2% of Adjusted 2022-23 General Fund Expenditures [(B5) times .02]	\$ 982,175 (B4)	
Enter Greater of (B4) or \$250,000	<u>\$ 982,175 (B5)</u>	
Increased by: Allowable Adjustments	<u>\$ 844,744 (K)</u>	
Maximum Unassigned Fund Balance [(B5)+(K)]		<u>\$ 1,826,919 (M)</u>

Section 2

Total General Fund - Fund Balances @ 6/30/23	\$ 14,870,858 (C)	
(Per ACFR Budgetary Comparison Schedule C-1)		
Decreased by:		
Assigned - Year End Encumbrances	\$ 2,261,901 (C1)	
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ - 0 - (C2)	
Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 900,000 (C3)	
Other Restricted Fund Balances	\$ 7,938,969 (C4)	
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ 1,943,069 (C5)</u>	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]		<u>\$ 1,826,919 (U1)</u>

Section 3

Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER - 0 -	<u>\$ - 0 - (E)</u>
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BRANCBURG TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Section 3

Recapitulation of Excess Surplus as of June 30, 2023

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 900,000 (C3)
Restricted Excess Surplus [(E)]	\$ - 0 - (E)
Total [(C3)+(E)+(F)]	<u>\$ 900,000 (D)</u>

Detail of Allowable Adjustments

Impact Aid	\$ - 0 - (H)
Sale and Lease Back	\$ - 0 - (I)
Extraordinary Aid	\$ 802,936 (J1)
Additional Nonpublic School Transportation Aid	\$ 41,808 (J2)
Current Year School Bus Advertising Revenue Recognized	\$ - 0 - (J3)
Family Crisis Transportation Aid	\$ - 0 - (J4)
Supplemental Stabilization Aid (April 2023) Maintenance of Equit Aid (July 2023)	\$ - 0 - (J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	<u>\$ 844,744 (K)</u>

Detail of Other Restricted Fund Balances

Statutory Restrictions:	
Approved Unspent Separate Proposal	\$ - 0 -
Sale/Lease-Back Reserve	\$ - 0 -
Capital Reserve	\$ 4,857,056
Maintenance Reserve	\$ 423,800
Emergency Reserve	\$ 120,000
Tuition Reserve	\$ 1,785,003
Unemployment Compensation	\$ 753,110
Other State/Governmental Mandated Reserve	\$ - 0 -
Other Restricted Fund Balance not Noted Above	\$ - 0 -
Total Other Restricted Fund Balances	<u>\$ 7,938,969 (C4)</u>

BRANCBURG TOWNSHIP SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2023-002: the district obtains the required County Superintendent approval for transfers to capital outlay other than equipment.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

Finding 2023-003: the business office establishes procedures for the elementary schools and middle school for properly recording the QuickBooks cash receipts, disbursements and balances and for submitting monthly cash reconciliations and reports to the business office monthly for review.

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Travel Expense and Reimbursement Policy

None

10. Status of Prior Year's Findings/Recommendations

There were no prior year recommendations.