

**BOARD OF EDUCATION  
TOWNSHIP OF CINNAMINSON  
COUNTY OF BURLINGTON**

**AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2023**

***INVERSO & STEWART, LLC***  
**Marlton, New Jersey**

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

The Honorable President and  
Members of the Board of Education  
Cinnaminson School District  
Cinnaminson, New Jersey

I 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 Board of Education of the Cinnaminson Township School District, in the County of Burlington, for the year ended June 30, 2023, and have issued my report thereon dated November 21, 2023.

As part of my audit, I performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the Cinnaminson Township Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

***INVERSO & STEWART, LLC***  
Certified Public Accountants



Robert P. Inverso  
Public School Accountant License #CS01095

Marlton, New Jersey  
November 21, 2023

**ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

**Scope of Audit**

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

**Administrative Practices and Procedures**

**Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the District's Annual Comprehensive Financial Report (ACFR).

**Officials Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Melissa Livengood	Board Secretary/School Business Administrator	\$ 300,000.00
Mark Gidjunis	Treasurer of School Moneys	300,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with School Alliance Insurance Fund covering all other employees with multiple coverage of \$500,000.

**P.L. 2020, c,44**

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

The data submitted did include all health benefit plans offered by 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. The proper increases/decreases were made by the Board to be in compliance with N.J.A.C. 6A:23-3.1(f)3.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under audit did not indicate any material noncompliance with respect to signatures, certifications or supporting documentation.

**Payroll Account**

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

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

**Financial Planning, Accounting and Reporting (Continued)**

**Payroll Account (Continued)**

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

Sampled payrolls were delivered to the Treasurer of School Moneys with a warrant made to his order for the full amount of each payroll.

**Employee Position Control Roster**

No exceptions were noted during my examination of the Employee Position Control Roster

**Reserve for Encumbrances and Accounts Payable**

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material noncompliance to the classification of orders.

**Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards**

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

**Travel**

No exceptions were noted in my study of compliance for travel expenses.

**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 my test of transactions of randomly sampled expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. My review did not indicate any material discrepancies with respect to classification of expenditures.

**Board Secretary/School Business Administrator's Record**

The financial and accounting records of the Board Secretary/School Business Administrator's office were maintained in satisfactory condition.

**Treasurer's Records**

The financial and accounting records of the Treasurer were maintained in satisfactory condition.

**Financial Planning, Accounting and Reporting (Continued)**

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

The E.S.E.A./ESSA financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I, IIA, III, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A./ESSA did not indicate any exceptions.

**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.

My 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.

The study of compliance for special projects indicated no areas of noncompliance and/or questionable costs.

**T.P.A.F. Reimbursement**

My 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.

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

The amount of the expenditure charged to the current year’s Final Reports 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.

**Nonpublic State Aid**

The study of compliance for nonpublic state aid indicated no areas of noncompliance and/or questionable costs.

**School Purchasing Programs**

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 School District’s 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 a violation of the statute, the solicitor’s opinion should be sought before a commitment is made.

Based on the results of my examination, I did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising of 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.

**School Food Service**

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, I 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. No exceptions were noted.

I 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. No exceptions were noted.

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

Net cash resources did not exceed three months average expenditures.

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

**Student Body Activities**

The financial records for the Student Activity Fund were maintained in satisfactory condition.

**Application for State School Aid**

My audit procedures included a test of information 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. I 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 no exceptions noted. The results of my 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 2022-23 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 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**

My audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

**Testing for Lead of all Drinking Water in Educational Facilities**

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

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

**Follow-up on Prior Years' Findings**

In accordance with government auditing standards, my procedures included a review of all prior year recommendations. Corrective action was taken on the prior year recommendation.

**Office of Fiscal Accountability and Compliance (OFAC) Findings**

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2023.

**Acknowledgment**

I received the complete cooperation of all the officials of the Cinnaminson Township School District, and I greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

***INVERSO & STEWART, LLC***  
Certified Public Accountants



Robert P. Inverso  
Certified Public Accountant  
Public School Accountant

November 21, 2023



**SCHEDULE OF AUDITED ENROLLMENTS**

**Cinnaminson Township School District**

**Application for State School Aid Summary**

**Enrollment as of October 15, 2022**

	<b>2023-2024 Application for State School Aid</b>						<b>Sample for Verification</b>						<b>Private Schools for Disabled</b>			
	Reported on ASSA <u>On Roll</u>		Reported on Workpapers <u>On Roll</u>		<u>Errors</u>		Sample Selected From <u>Workpapers</u>		Verified per Registers <u>On Roll</u>		Errors per Registers <u>On Roll</u>		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Varified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Pre K 4	10		10		-		1		1		-					
Full Day K	188		188		-		18		18		-					
One	199		199		-		21		21		-					
Two	191		191		-		19		19		-					
Three	181		181		-		19		19		-					
Four	181		181		-		19		19		-					
Five	159		159		-		16		16		-					
Six	219		219		-		23		23		-					
Seven	193		193		-		20		20		-					
Eight	201		201		-		21		21		-					
Nine	200		200		-		20		20		-					
Ten	201		201		-		21		21		-					
Eleven	168		168		-		16		16		-					
Twelve	190		190		-		19		19		-					
Subtotal	<u>2,481</u>	<u>-</u>	<u>2,481</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>253</u>	<u>-</u>	<u>253</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
SpEd Elementary	157		157				16		16				4	4	4	
SpEd Middle School	77		77				9		9				2	2	2	
SpEd High School	124		124				13		13				11	11	11	
Subtotal	<u>358</u>	<u>-</u>	<u>358</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>38</u>	<u>-</u>	<u>38</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>-</u>
Totals	<u>2,839</u>	<u>-</u>	<u>2,839</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>291</u>	<u>-</u>	<u>291</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>-</u>
Percentage Error					<u>0.00%</u>	<u>N/A</u>					<u>0.00%</u>	<u>N/A</u>			<u>0.00%</u>	<u>-</u>

Schedule of Audited Enrollments

**Cinnaminson Township School District**

Application for State School Aid Summary

Enrollment as of October 15, 2022

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day K	26	26	-	12	12	-	8	8	-	6	6	-
One	29	29	-	14	14	-	9	9	-	7	7	-
Two	22	22	-	10	10	-	5	5	-	4	4	-
Three	21	21	-	10	10	-	3	3	-	2	2	-
Four	22	22	-	10	10	-	5	5	-	4	4	-
Five	28	28	-	14	14	-	5	5	-	4	4	-
Six	24	24	-	11	11	-	1	1	-	1	1	-
Seven	26	26	-	12	12	-	3	3	-	2	2	-
Eight	26	26	-	12	12	-	-	-	-	1	1	-
Nine	26	26	-	12	12	-	2	2	-	1	1	-
Ten	23	23	-	10	10	-	2	2	-	1	1	-
Eleven	24	24	-	11	11	-	4	4	-	3	3	-
Twelve	24	24	-	11	11	-	2	2	-	1	1	-
Subtotal	321	321	-	149	149	-	49	49	-	37	37	-
SpEd Elementary	39	39	-	19	19	-	3	3	-	2	2	-
SpEd Middle School	29	29	-	15	15	-	5	5	-	4	4	-
SpEd High School	30	30	-	14	14	-	-	-	-	-	-	-
Subtotal	98	98	-	48	48	-	8	8	-	6	6	-
Totals	419	419	-	197	197	-	57	57	-	43	43	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

Transportation

	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Reported	Recalculated
	Reg. Public School , col. 1	1,172	1,172	-	254	254	-	
Reg. Special Education, col. 4	6	6	-	6	6	-	Avg. Mileage - Regular Including Grade PK students	3.2
Transported-Non-Public, col. 3	72	72	-	55	55	-	Avg. Mileage - Regular Excluding Grade PK students	3.2
Special Needs, Col. 6	78	78	-	59	59	-	Avg. Mileage - Special Ed. with Special Needs	4.9
	1,328	1,328	-	374	374	-		
Percentage Error			0.00%			0.00%		

Schedule of Audited Enrollments

**Cinnaminson Township School District**

Application for State School Aid Summary

Enrollment as of October 15, 2022

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Full Day K	13	13	-	11	11	-
One	18	18	-	15	15	-
Two	10	10	-	6	6	-
Three	6	6	-	5	5	-
Four	4	4	-	2	2	-
Five	1	1	-	1	1	-
Six	-	-	-	-	-	-
Seven	2	2	-	1	1	-
Eight	2	2	-	1	1	-
Nine	3	3	-	2	2	-
Ten	2	2	-	3	3	-
Eleven	2	2	-	2	2	-
Twelve	3	3	-	2	2	-
Subtotal	<u>66</u>	<u>66</u>	<u>-</u>	<u>51</u>	<u>51</u>	<u>-</u>
SpEd Elementary	3	3	-	2	2	-
SpEd Middle School	2	2	-	1	1	-
SpEd High School	<u>2</u>	<u>2</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
Subtotal	<u>7</u>	<u>7</u>	<u>-</u>	<u>4</u>	<u>4</u>	<u>-</u>
Totals	<u><u>73</u></u>	<u><u>73</u></u>	<u><u>-</u></u>	<u><u>55</u></u>	<u><u>55</u></u>	<u><u>-</u></u>
Percentage Error			<u><u>0.00%</u></u>			<u><u>0.00%</u></u>

**CINNAMINSON TOWNSHIP SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - Regular Districts**

**A. 2% Calculation of Excess Surplus**

2022-23 Total General Fund Expenditures per the ACFR, Ex C-1	\$ <u>64,795,518</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ (11,663,788)	(B2a)
Assets Acquired Under Capital Leases	\$ (566,129)	(B2b)
 Adjusted 2022-23 General Fund Expenditures [(B)+(B1s)+(B2s)]	 \$ <u>52,565,601</u>	 (B3)
 2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	 \$ <u>1,051,312</u>	 (B4)
Enter Greater of (B4) or \$250,000	\$ <u>1,051,312</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>987,531</u>	(K)
 Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u><u>2,038,843</u></u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-23 (Per ACFR Budgetary Comparison Schedule C-1)	\$ <u>19,091,234</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ <u>1,083,453</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>3,223,447</u>	(C3)
Other Restricted Fund Balances	\$ <u>7,274,443</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>1,386,178</u>	(C5)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u><u>6,123,713</u></u> (U1)

**CINNAMINSON TOWNSHIP SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 4,084,870 (E)

**Recapitulation of Excess Surplus as of June 30, 2023**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>3,223,447</u>	(C3)
Reserved Excess Surplus [(E)]	\$ <u>4,084,870</u>	(E)
<b>Total [(C3) + (E)]</b>	\$ <u><u>7,308,317</u></u>	<b>(D)</b>

**Detail of Allowable Adjustments**

Impact Aid	\$ _____	(H)
Sale & Lease-back	\$ _____	(I)
Extraordinary Aid	\$ <u>963,507</u>	(J1)
Additional Nonpuplic School Transportation Aid	\$ <u>24,024</u>	(J2)
Current Year School Bus Advertising Revenue	\$ _____	(J3)
Family Crisis Transportation Aid	\$ _____	(J4)
Supplemental Stabilization Aid	\$ _____	(J5)
Maintenance of Equity Aid	\$ _____	(J6)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)+(J6)]	\$ <u>987,531</u>	 (K)

**Detail of Other Restricted Fund Balance**

Statutory restrictions:		
Approved unspent separate proposal	\$ _____	
Sale/lease-back reserve	\$ _____	
Capital reserve	\$ <u>4,248,663</u>	
Maintenance reserve	\$ <u>2,535,876</u>	
Emergency reserve	\$ _____	
Tuition reserve	\$ _____	
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ _____	
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ _____	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ _____	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ _____	
Other state/government mandated reserves	\$ _____	
Reserve for Unemployment Fund	\$ <u>489,904</u>	
Other Restricted Fund Balance not noted above	\$ _____	
 Total Other Restricted Fund Balance	\$ <u><u>7,274,443</u></u>	 (C4)

AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2023

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

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. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

Corrective action was taken on the prior year recommendation.