

**BOARD OF EDUCATION  
CITY OF CORBIN  
COUNTY OF ATLANTIC**

**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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Tax ID Number 21-6000169

***INVERSO & STEWART, LLC***

**Certified Public Accountants**

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

The Honorable President and  
Members of the Board of Education  
Corbin City School District  
Corbin City, 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 Corbin City School District, in the County of Atlantic, as of and for the year ended June 30, 2023 and have issued my report thereon dated December 7, 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 Corbin City 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  
Certified Public Accountant  
Public School Accountant No. CS001095

December 7, 2023

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

**Scope of Audit**

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

Insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's ACFR.

**Officials Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Timothy Kelley	Board Secretary/School Business Administrator	\$ 5,000
Patricia Swanson	Assistant Business Administrator	110,000

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

Not applicable.

**Tuition Charges**

The School District is a sending district only. There are no tuition revenues applicable.

**Unemployment Compensation Insurance Fund**

Not applicable.

**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**

Not applicable.

**Employee Position Control Roster**

Not applicable.

**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 discrepancies to the classification of orders.

**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. 6:20-2A2(m) as part of my test of transactions of randomly selected expenditure items. 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-2.4. My review did not indicate any discrepancies.

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

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

**Elementary and Secondary Education Act of 1965 (E.S.E.A.), as amended by Every Student Succeeds Act (ESSA)**

Not Applicable.

**Other Special Federal and/or State Projects**

The district's school project's Special Projects were approved as listed on 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.

My review did not indicate any discrepancies.

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

Not Applicable.

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

There were no TPAF employee salaries charged to federal award expenditures that would require reimbursement to the State of New Jersey for TPAF Pension or FICA paid on-behalf of the district.

**Nonpublic State Aid**

Not Applicable.

**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 2022-23.

**School Purchasing Programs (Continued)**

**Contracts and Agreements Requiring Advertisement for Bids (Continued)**

The School District has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

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 for bids in accordance with the provision of N.J.S.A. 18A:18A-4, as amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

**School Food Service**

Not Applicable.

**Student Body Activities**

Not Applicable.

**Application for State School Aid**

The District is a sending district, therefore, no "On-Roll" students are reported on the October 15, 2022 Application for State School Aid (A.S.S.A.)

**Pupil Transportation**

My 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 results of my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

**Facilities and Capital Assets**

Not Applicable.

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

Not Applicable.

**Follow-up on Prior Year Findings**

In accordance with government auditing standards, my procedures included a review of all prior year findings. There were no prior year findings.

**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 Corbin City 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 No. CS001095

December 7, 2023

**SCHEDULE OF AUDITED ENROLLMENTS**

**Corbin City School District  
Application for State School Aid Summary  
Enrollment as of October 15, 2022**

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		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				
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
One	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Two	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Three	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Four	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Five	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Six	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Seven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eight	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SpEd Elementary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SpEd Middle School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SpEd High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sent to County Voc-Reg	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percentage Error					<u>0.00%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>			<u>0.00%</u>	<u>0.00%</u>



SCHEDULE OF AUDITED ENROLLMENTS

**Corbin City 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 Kindergarten	3	3	-	3	3	-	-	-	-	-	-	-
One	1	1	-	1	1	-	-	-	-	-	-	-
Two	1	1	-	1	1	-	-	-	-	-	-	-
Three	2	2	-	2	2	-	1	1	-	1	1	-
Four	-	-	-	-	-	-	-	-	-	-	-	-
Five	1	1	-	1	1	-	-	-	-	-	-	-
Six	-	-	-	-	-	-	-	-	-	-	-	-
Seven	-	-	-	-	-	-	-	-	-	-	-	-
Eight	1	1	-	1	1	-	-	-	-	-	-	-
Nine	2	2	-	2	2	-	-	-	-	-	-	-
Ten	1	1	-	1	1	-	-	-	-	-	-	-
Eleven	-	-	-	-	-	-	-	-	-	-	-	-
Twelve	1	1	-	1	1	-	-	-	-	-	-	-
Subtotal	13	13	-	13	13	-	1	1	-	1	1	-
SpEd Elementary	2	2	-	2	2	-	-	-	-	-	-	-
SpEd Middle School	1	1	-	1	1	-	-	-	-	-	-	-
SpEd High School	-	-	-	-	-	-	-	-	-	-	-	-
Sent to County Voc-Reg	1	1	-	1	1	-	-	-	-	-	-	-
Subtotal	4	4	-	4	4	-	-	-	-	-	-	-
Totals	17	17	-	17	17	-	1	1	-	1	1	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation			Tested	Verified	Errors
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors			
Reg. Public School , col. 1	55	55	-	55	55	-
Reg. Special Education, col. 4	7	7	-	7	7	-
Transported-Non-Public, col. 3	8	8	-	8	8	-
Special Needs, Col. 6	1	1	-	1	1	-
Subtotal	71	71	-	71	71	-
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Avg. Mileage - Regular Including Grade PK students	10.6	10.6
Avg. Mileage - Regular Excluding Grade PK students	10.6	10.6
Avg. Mileage - Special Ed. with Special Needs	8.3	8.3

**SCHEDULE OF AUDITED ENROLLMENTS**

**Corbin City School District  
Application for State School Aid Summary  
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	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	-	-	-			
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
SpEd Elementary	2	2	-	2	2	-
SpEd Middle School	-	-	-	-	-	-
SpEd High School	-	-	-	-	-	-
Sent to County Voc-Reg	-	-	-	-	-	-
Subtotal	2	2	-	2	2	-
Totals	2	2	-	2	2	-
Percentage Error			0.00%			0.00%

**CORBIN CITY SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - Regular Districts**

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

2022-2023 Total General Fund Expenditures per the ACFR, Ex C-1	\$ <u>1,191,963</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	\$ _____	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2022-2023 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>1,191,963</u>	(B3)
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	\$ <u>23,839</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>16,772</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u><u>266,772</u></u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-23 (Per ACFR Budgetary Comparison Schedule C-1)	\$ <u>661,238</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ _____	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>17,272</u>	(C3)
Other Restricted Fund Balances	\$ <u>424,200</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>122,030</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u><u>97,736</u></u> (U1)

**CORBIN CITY SCHOOL DISTRICT**  
**EXCESS SURPLUS CALCULATION**

**SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE ENTER -0- \$                     - (E)

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

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$	<u>17,272</u>	(C3)
Reserved Excess Surplus [(E)]	\$	<u>                    -</u>	(E)
 Total [(C3) + (E)]	 \$	 <u>                    17,272</u>	 (D)

**Detail of Allowable Adjustments**

Impact Aid	\$	<u>                    </u>	(H)
Sale & Lease-back	\$	<u>                    </u>	(I)
Extraordinary Aid	\$	<u>                    -</u>	(J1)
Additional Nonpublic School Transportation Aid	\$	<u>                    2,496</u>	(J2)
Current Year School Bus Advertising Revenue	\$	<u>                    </u>	(J3)
Family Crisis Transportation Aid	\$	<u>                    </u>	(J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid	\$	<u>                    14,276</u>	(J5)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$	 <u>                    16,772</u>	 (K)

**Detail of Other Restricted Fund Balance**

Statutory restrictions:			
Approved unspent separate proposal	\$	<u>                    -</u>	
Sale/lease-back reserve	\$	<u>                    -</u>	
Capital reserve	\$	<u>                    -</u>	
Maintenance reserve	\$	<u>                    </u>	
Emergency reserve	\$	<u>                    250,000</u>	
Tuition reserve	\$	<u>                    174,200</u>	
School Bus Advertising 50% Fuel Offset Reserve - current year	\$	<u>                    </u>	
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$	<u>                    </u>	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$	<u>                    </u>	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$	<u>                    </u>	
Other state/government mandated reserves	\$	<u>                    </u>	
Reserve for Unemployment Fund	\$	<u>                    </u>	
Other Restricted Fund Balance not noted above	\$	<u>                    -</u>	
 Other Restricted Fund Balance not noted above	 \$	 <u>                    </u>	
 Total Other Restricted Fund Balance	 \$	 <u>                    424,200</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  
There were no prior year recommendations.