

***HOBOKEN BOARD OF EDUCATION  
AUDITOR'S MANAGEMENT REPORT  
FISCAL YEAR ENDED JUNE 30, 2023***

***Barre & Company LLC  
Certified Public Accountants & Consultants***

HOBOKEN BOARD OF EDUCATION

AUDITOR’S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE

Table of Contents

	<u>Page No.</u>
Report of Independent Auditors .....	1
Scope of Audit.....	2
Administrative Practices and Procedures .....	2
Insurance .....	2
Official Bonds.....	2
Tuition Charges.....	2
Financial Planning, Accounting and Reporting .....	3
Examination of Claims .....	3
Payroll Account .....	3
Reserve for Encumbrances and Accounts Payable.....	3
Classification of Expenditures .....	3
• General Classifications .....	3
• Administrative Classifications.....	3
Board Secretary’s Records .....	4
Treasurer’s Records.....	4
Elementary and Secondary Education Act (E.S.E.A.) as Amended by the Every Student Succeeds Act (ESSA) .....	4
Other Special Federal and/or State Projects .....	4
T.P.A.F. Reimbursement.....	4
School Purchasing Programs.....	5
Contracts and Agreements Requiring Advertisement for Bids .....	5
School Food Service .....	6
After Care Program.....	7
Student Body Activities .....	7
Application for State School Aid .....	7
Pupil Transportation.....	7
Facilities and Capital Assets .....	8
Miscellaneous .....	N/A
Follow-up on Prior Year Findings .....	8
Acknowledgment.....	8
Schedule of Meal Count Activity.....	9
Net Cash Resource Schedule .....	11
Schedule of Audited Enrollments .....	12
Excess Surplus Calculation.....	16
Audit Recommendations Summary .....	20

**BARRE & COMPANY LLC**  
**CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS**  
*2204 Morris Avenue, Suite 206*  
*Union, New Jersey 07083*  
*908-686-3484*  
*FAX – 908-686-6055*  
*www.cpa-bc.com ♦ info@cpa-bc.com*

**Report of Independent Auditors**


Honorable President and  
Members of the Board of Education  
Hoboken Board of Education  
County of Hudson, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Hoboken Board of Education in the County of Hudson for the year ended June 30, 2023, and have issued our report thereon dated December 5, 2023.

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 report is intended for the information of the Hoboken Board of Education Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

  
BARRE & COMPANY LLC  
Certified Public Accountants  
Public School Accountants

  
Richard M. Barre, CPA  
Public School Accountant  
PSA Number CS-O1181

Union, New Jersey  
December 5, 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 school district's CAFR.

### Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Joyce A Goode	Board Secretary/School Business Administrator	\$ 375,000.00
Victoria M Lopez	Treasurer of School Monies	\$ 375,000.00

There is a an Employee's Dishonesty Faithful Performance Crime Coverage with the New Jersey School Board's Association Insurance Group 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 school district.

The school district data certification was not completed by the chief school administrator. The school district Chapter 44 data was submitted timely.

If the data certification date reflects submission date later than 60 days after the end of the enrollment period: The original data submission did require significant revision due to errors or omissions on the part of the school.

### Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment to the billings to sending districts in accordance with *N.J.A.C. 6A:23A-17.1(f)3*.

## **Administrative Findings – Financial, Compliance and Performance**

### **Financial Planning, Accounting and Reporting**

#### **Examination of Claims**

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

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

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**

The Board has implemented and maintains a personnel 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 proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted during our review.

#### **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 the all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. As a result of the procedures performed, a transaction error rate of 1.90% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

##### **A. General Classification Findings**

No exceptions or discrepancies were noted in the general classification of expenditures.

##### **B. Administrative Classification Findings**

No exceptions or discrepancies were noted in the administrative classification of expenditures.

## **Administrative Findings – Financial, Compliance and Performance**

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

#### Travel

The Board of Trustees has adopted a travel policy that complies with N.J.S.A. 18A-11-12.

#### Board Secretary's Records

Our review of the financial and accounting records maintained by the board secretary disclosed no exceptions or discrepancies.

#### Treasurer's Records

There were no items noted during our review of the records of the Treasurer.

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

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance and/or questionable cost.

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

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

Our audit of the federal and state funds on a test basis, indicated the obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

The study of compliance for the special projects did not indicate any areas of noncompliance.

#### I.D.E.A. Part B

Separate accounting records were maintained for each approved project. Grant application approvals and acceptance of grant funds were made by Board resolution.

#### T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements (electronic, but districts can print out the DOENET screen for an auditor) filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

## **Administrative Findings – Financial, Compliance and Performance**

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

#### **TPAF Reimbursement to the State for Federal Salary Expenditures**

The amount of the expenditure charged to the current year's Final Report(s) 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**

*N.J.S.A. 18A:18A-1* et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the NJ Local Agency Procurement Laws webpage:

<http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>.

Current statute is posted on the New Jersey Legislature (<http://www.njleg.state.nj.us/>) website.

Auditors should refer to Section I, Chapter 5, Bids & Contracts/Purchasing for highlights of *N.J.S.A. 18A:18A-3 and 4*.

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 \$22,400 effective July 1, 2023.

The district 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 Solicitor's opinion should be sought before a commitment is made.

Based on the results of our examination, we 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 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*.

## **Administrative Findings – Financial, Compliance and Performance**

### **School Food Service**

School Food Authorities (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 financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

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*. Provisions of the FSMC Cost Reimbursable or Fixed Price contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision has been met. 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.

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

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

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.

Net cash resources did exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process that Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

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 and/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 and free milk policy was reviewed for



## **Administrative Findings – Financial, Compliance and Performance**

### **School Food Service (Continued)**

uniform administration throughout the school system. 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.

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. 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.

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

No Exceptions Noted.

### **After School Program**

During our review of the after school program, there were no items noted.

### **Student Body Activities**

During our review of the student activity funds, there were no items noted.

### **Application for State School Aid**

Our 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 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 without exception. The information that was included on the workpapers was verified without exception. 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 written procedures appear to be adequate 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 results of our procedures are presented in the Schedule of Audited Enrollments.

## **Administrative Findings – Financial, Compliance and Performance**

### **Pupil Transportation (Continued)**

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding 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**

Our procedures included a review of the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

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

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

### **Testing for Lead of all Drinking Water in Educational Facilities (Continued)**

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

### **Follow-up on Prior Year Findings**

Not Applicable.

### **Acknowledgment**

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

School Food Service

**SCHEDULE OF MEAL COUNT ACTIVITY**

**HOBOKEN BOARD OF EDUCATION**

**FOOD SERVICE FUND**

**NUMBER FOR MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL**

**ENTERPRISE FUND**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Program	Meal Category	Meals Claimed	Meals Tested	Meals Verified	Difference	Rate	(Over) Under Claim
National School Lunch (Regular Rate)	Paid	110,920	49,914	49,914	-	0.77	\$ -
	Reduced	7,348	3,307	3,307	-	3.93	-
	Free	88,893	40,002	40,002	-	4.33	-
	TOTAL	207,161	93,223	93,223	-		-
National School Lunch (Regular Rate)	HHFKA - PB Lunch Only*	207,161	93,222	93,222	-	0.08	\$ -
	TOTAL	207,161	93,222	93,222	-		-
School Breakfast (Regular Rate)	Paid	1,640	738	738	-	0.50	\$ -
	Reduced	126	57	57	-	1.96	-
	Free	1,904	857	857	-	2.26	-
	TOTAL	3,670	1,652	1,652	-		\$ -
School Breakfast (Severe Need Rate)	Paid	3,869	1,741	1,741	-	0.50	\$ -
	Reduced	705	317	317	-	2.37	-
	Free	12,792	5,756	5,756	-	2.67	-
	TOTAL	17,366	7,814	7,814	-		\$ -
TOTAL NET OVERCLAIM							\$ -

\*For "Federal PB Lunch" Healthy Hunger-Free Kids Act of 2010

School Food Service

**SCHEDULE OF MEAL COUNT ACTIVITY**

**HOBOKEN BOARD OF EDUCATION**

**FOOD SERVICE FUND**

**NUMBER FOR MEALS SERVED AND (OVER) UNDERCLAIM - STATE**

**ENTERPRISE FUND**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over) Under Claim</u>
State Reimbursement - National School Lunch (Regular Rate)	Paid	110,920	49,914	49,914	-	0.600	\$ -
	Reduced	7,348	3,307	3,307	-	0.070	-
	Reduced*	7,348	3,307	3,307	-	0.400	-
	Free	88,893	40,002	40,002	-	0.070	-
	<b>TOTAL</b>	<b>214,509</b>	<b>96,530</b>	<b>96,530</b>	<b>-</b>		<b>-</b>
State Reimbursement - School Breakfast (Regular Rate)	Paid	1,640	738	738	-	-	\$ -
	Reduced*	126	57	57	-	0.30	-
	Bkfst/Bell**	-	-	-	-	0.10	-
	Free	1,904	857	857	-	-	-
	<b>TOTAL</b>	<b>3,670</b>	<b>1,652</b>	<b>1,652</b>	<b>-</b>		<b>\$ -</b>
State Reimbursement - School Breakfast (Severe Need Rate)	Paid	3,869	1,741	1,741	-	-	\$ -
	Reduced*	705	317	317	-	0.30	-
	Bkfst/Bell**	-	-	-	-	0.10	-
	Free	12,792	5,756	5,756	-	-	-
	<b>TOTAL</b>	<b>17,366</b>	<b>7,814</b>	<b>7,814</b>	<b>-</b>		<b>\$ -</b>
<b>TOTAL NET OVERCLAIM</b>							<b>\$ -</b>

\*For Rule N.J.A.C. 2:36-1.1 "State Appropriation to Schools for Reduced-Price Breakfasts and Lunches"

\*For Rule N.J.A.C. 2:36-1.22 "State Appropriation to Schools for Breakfast After the Bell"

**HOBOKEN BOARD OF EDUCATION  
NET CASH RESOURCE SCHEDULE**

**Net cash resources did/did not exceed three months of expenditures  
Proprietary Funds - Food Service  
For the Fiscal Year Ended June 30, 2023**

<u>Net Cash Resources:</u>		<b>Food Service B - 4/5</b>	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 429,366.00
B-4		Due from Other Gov'ts	43,526.00
B-4		Accounts Receivable	175,040.00
B-4		Investments	-
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	-
B-4		Less Accruals	-
B-4		Less Due to Other Funds	-
B-4		Less Deferred Revenue	(18,671.00)
		<b>Net Cash Resources</b>	<b><u>\$ 629,261.00</u></b> (A)

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	\$ 1,351,866.00	
B-5	Less Depreciation	(16,853.00)	
	<b>Adj. Tot. Oper. Exp.</b>	<b><u>\$ 1,335,013.00</u></b>	(B)

**Average Monthly Operating Expense:**

B / 10	<b><u>\$ 133,501.30</u></b>	(C)
--------	-----------------------------	-----

**Three times monthly Average:**

3 X C	<b><u>\$ 400,503.90</u></b>	(D)
-------	-----------------------------	-----

TOTAL IN BOX A	\$	629,261.00	
LESS TOTAL IN BOX D	\$	400,503.90	
NET	\$	<b><u>228,757.10</u></b>	
From above:			
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>			
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>			

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

SOURCE - USDA resource management comprehensive review form

	2023-2024 Application for State School Aid						Sample for Verification				Private School 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 Verification	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Sample Verification	Sample Errors
Half Day Preschool																
Full Day Preschool																
Half Day Kindergarten																
Full Day Kindergarten																
One	238		238													
Two	242		242													
Three	224		224													
Four	190		190													
Five	149		149													
Six	125		125													
Seven	125		125													
Eight	99		99													
Nine	94		94													
Ten	113		113													
Eleven	147		147													
Twelve	95		95													
Post-Graduate	81		81													
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	1,922	-	1,922	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - Elementary	204		204													
Special Ed - Middle	90		90													
Special Ed - High	86		86													
Subtotal	380	-	380	-	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,302	-	2,302	-	-	-	-	-	-	-	-	-	-	-	-	-
Percentage Error					0.00%					0.00%					0.00%	0.00%

	Resident Low Income		Sample for Verification		Resident LEP Low Income		Sample for Verification	
	Reported on A.S.S.A. as Low Income	Workpapers as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Reported on A.S.S.A. as LEP Low Income	Workpapers as LEP Low Income	Sample Selected from Workpapers	Verified to Application and Register
Half Day Preschool								
Full Day Preschool								
Half Day Kindergarten								
Full Day Kindergarten								
One	43	43						
Two	56	56						
Three	61	61			3	3		
Four	57	57						
Five	48	48			1	1		
Six	54	54			2	2		
Seven	56	56			2	2		
Eight	41	41			2	2		
Nine	50	50			2	2		
Ten	66	66			3	3		
Eleven	90	90			3	3		
Twelve	68	68			1	1		
Post-Graduate	59	59						
Adult H.S. (15+CR.)								
Adult H.S. (1-14 CR.)								
Subtotal	749	749	-	-	19	19	-	-
Special Ed - Elementary	129	129			5	5		
Special Ed - Middle	76	76			1	1		
Special Ed - High	60	60						
Subtotal	265	265	-	-	6	6	-	-
Co. Voc. - Regular								
Co. Voc. Ft. Post Sec.								
Subtotal	-	-	-	-	-	-	-	-
Totals	1,014	1,014	-	-	25	25	-	-
Percentage Error			0.00%				0.00%	0.00%

	Reported Income	Reported on A.S.S.A. Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Sample for Verification Verified to Application and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	4	4				
One	6	6				
Two	2	2				
Three	6	6				
Four						
Five	2	2				
Six	1	1				
Seven						
Eight	1	1				
Nine	1	1				
Ten						
Eleven	1	1				
Twelve	2	2				
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	26	26	-	-	-	-
Special Ed - Elementary						
Special Ed - Middle	1	1				
Special Ed - High	1	1				
Subtotal						
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal						
Totals	27	27	-	-	-	-
Percentage Error			0.00%			0.00%



	Reported on DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors
	45	45				
	25	25				
Totals	70	70	-	-	-	-
Percentage Error						0.00%

Reg. - Public Schools, col. 1  
 Reg. - SpEd, col. 4  
 Transported - Non-Public, col. 3  
 Special Ed Spec, col. 6

Reg Avg. (Mileage) = Regular Including Grade PK students (Part A)  
 Reg Avg. (Mileage) = Regular Excluding Grade PK students (Part B)  
 Spec Avg. = Special Ed with Special Needs

Reported	Recalculated
1.7	1.7
If Applicable 14.8	14.8

**Military Connected Students**

Reported on A. S. S. A. as Military Connected Students	Sample for Verification	Errors
0	0	0

## EXCESS SURPLUS CALCULATION

*N.J.S.A. 18A:7F-7* requires that excess surplus for regular school districts and charter schools/renaissance school projects is calculated using 2% for June 30, 2005 and thereafter. Pursuant to P.L. 2007, c.62, the minimum is \$250,000, effective with the year ending June 30, 2007.

Charter schools and renaissance school projects are not subject to the excess surplus limitations. Accordingly, charter school auditors are not required to document the calculation of excess surplus.

### CALCULATION:

Complete Sections 1 and 2. If the total of Section 2 is **greater** than the applicable portion of Section 1, enter the difference in Section 3. If the difference results in a negative, enter a zero in Section 3. The applicable sections are to be submitted as part of the Auditor's Management Report.

Note that beginning with the excess surplus calculation for the year ending June 30, 2012 the transfer to food services is not an allowable adjustment (increase) to total general fund expenditures.

### **School Bus Advertising Revenue:**

Districts were provided guidance to budget and recognize current year school bus advertising revenue on line 315, 10-1992. Under *N.J.S.A. 18A:7F-7.1* and *N.J.S.A. 18A:39-31*, an adjustment to the audited excess surplus calculation is permitted in the year revenue earned under a school bus advertising contract is recognized by the district. Statute doesn't state that the district is limited to the amount not used to reduce fuel costs; accordingly, the full amount may be used as an adjustment to excess surplus in the year of recognition/receipt only. Refer to illustration on page III-4.39 – Line (J3).

*N.J.S.A. 18A:39-31* requires that 50 percent (50%) of recognized school bus advertising revenue be used to offset the fuel costs of providing pupil transportation services. Of the total revenue recognized, any portion of the 50% required by statute to be used as an offset to fuel costs in the year of revenue recognition, but not used for that purpose **must** be established as a restricted fund balance at year end. Report the restricted year end balances on Audsum lines 90028 (Bus Advertising Revenue Reserved for Fuel Costs – Current Year Adjustment), and Audsum 90029 (Bus Advertising Revenue Reserved for Fuel Costs – Prior Year Adjustment). Include the amount(s) as adjustments in the "Detail of Other Restricted Fund Balance" calculation (refer to illustration on page III-4.34 of this Audit Program). Note that the school district budget software will preload these amounts from Audsum onto the Recapitulation of Balances Line 15 in the columns for the respective years. The prior year balance in this reserve (Audsum line 90029) was budgeted in the subsequent year's budget (2022-2023) and the current year balance in this reserve (Audsum line 90028) must be budgeted in the 2<sup>nd</sup> subsequent year's budget (2023-2024). An edit will verify that the amounts on lines 90028 and 90029 are budgeted as a revenue source. Line 90028 will preload onto Line D-2 of the budgetary calculation of Additional Excess Surplus report in the 2023-2024 budget software.

In the recapitulation of fund balance reported at the end of the Budgetary Comparison Schedule (Exhibit C-1), the reserve for each of two possible years should be reported separately. Separate lines are provided in the Audsum data collection (line 90028 for current year and line 90029 for subsequent year) for each applicable year's reserve. GASBS No. 54 requires the further categorization of the bus advertising reserve for fuel costs account balance on the Governmental Funds Balance Sheet (Exhibit B-1). Based upon the withdrawal requirements, the bus advertising reserve for fuel costs has significant externally imposed restrictions on its use and should be categorized as "Restricted" fund balance. The same categorization is applicable to the General Fund Budgetary Comparison Schedule (Exhibit C-1).

**EXCESS SURPLUS CALCULATION**

**HOBOKEN BOARD OF EDUCATION**

**SECTION 1**

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

2022-23 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 78,639,323 (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:	
Oh-Behalf TPAF Pension & Social Security	(12,664,575) (B2a)
Assets Acquired Under Capital Leases	- (B2b)
Adjusted 2022-23 General Fund Expenditures	<u>65,974,748 (B3)</u>
2% of Adjusted 2022-23 General Fund Expenditures	<u>1,319,495 (B4)</u>
Enter Greater of (B4) or \$250,000	1,319,495 (B5)
Increased by: Allowable Adjustment *	<u>821,835 (K)</u>
Maximum Unassigned Fund Balance/Undesignated-Unreserved Fund Balance	<u>\$ 2,141,330 (M)</u>

**SECTION 2**

Total General Fund - Fund Balance @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 10,299,119 (C)
Decrease by:	
Year-end Encumbrances	(578,301) (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	(4,321,665) (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	- (C3)
Other Restricted Fund Balances ****	(2,813,621) (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	- (C5)
Total Unassigned Fund Balance	<u>2,585,532 (U1)</u>

**SECTION 3**

Restricted Fund Balance - Excess Surplus ***	<u>\$ 444,202 (E)</u>
--	-----------------------

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

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ - (C3)
Reserved Excess Surplus ***	<u>444,202 (E)</u>
Total Excess Surplus	<u>444,202 (D)</u>

**EXCESS SURPLUS CALCULATION**

**HOBOKEN BOARD OF EDUCATION**

Footnotes:

\* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L. 2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve - General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-Back (Refer to the Audit Program Section II, Chapter 10);

(J1) Extraordinary Aid;

(J2) Additional Nonpublic School Transportation Aid;

(J3) Recognized Current Year School Bus Advertising Revenue; and

(J4) Family Crisis Transportation Aid.

(J5) Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid and State Military Impact Aid received July 2023

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

**Detail of Allowable Adjustments**

Impact Aid	\$ 130,589 (H)
Sale & Lease-Back	- (I)
Extraordinary Aid	549,031 (J1)
Additional Nonpublic School Transportation Aid	- (J2)
Current Year School Bus Advertising Revenue Recognized	- (J3)
Family Crisis Transportation Aid	- (J4)
Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid and State Military Impact Aid received July 2023	<u>142,215 (J5)</u>
Total Adjustments	<u>\$ 821,835 (K)</u>

\*\* This amount represents the June 30, 2023 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

\*\*\* Amounts must agree to the June 30, 2023 ACFR and must agree to Audit Summary Worksheet Line 90030.

\*\*\*\* Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by an other type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	-
Capital reserve	(2,502,348)
Maintenance reserve	(301,433)
Emergency reserve	(9,840)
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 reserve	-
Reserve for Unemployment Fund	-
[Other Restricted Fund Balance not noted above] ****	<u>-</u>
Total Other Restricted Fund Balance	<u>\$ (2,813,621) (C4)</u>

**HOBOKEN BOARD OF EDUCATION  
AUDIT RECOMMENDATIONS SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**Findings and 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. After School Care Program

None

6. Student Body Activities

None

7. Application for State School Aid/Charter School Enrollment System/Charter School Aid

None

8. Pupil Transportation

None

9. Facilities and Capital Assets

None

10. Miscellaneous

None

11. Status of Prior Year Audit Findings/Recommendations

None