LINCOLN PARK BOROUGH SCHOOL DISTRICT

COUNTY OF MORRIS

AUDITORS' MANAGEMENT REPORT ON

ADMINISTRATIVE FINDINGS - FINANCIAL,

COMPLIANCE AND PERFORMANCE

FISCAL YEAR ENDED JUNE 30, 2023

LINCOLN PARK BOROUGH SCHOOL DISTRICT

COUNTY OF MORRIS

AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE

FINDINGS - FINANCIAL,

COMPLIANCE AND PERFORMANCE

FISCAL YEAR ENDED JUNE 30, 2023

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Mount Arlington, NJ Newton, NJ Bridgewater, NJ

973.298.8500 nisivoccia.com

Independent Member BKR International

November 6, 2023

The Honorable President and Members of the Board of Education Lincoln Park Borough School District County of Morris, NJ

We have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Lincoln Park Borough School District in the County of Morris for the fiscal year ended June 30, 2023, and have issued our report thereon dated November 6, 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 letter does not affect our report dated November 6, 2023, on the financial statements of the Board.

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

This report is intended for the information of the Lincoln Park Borough 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.

Licensed Public School Accountant #2602

Certified Public Accountant

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Moneys, 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>	Coverage
Nicole C. Schoening	Business Administrator/Board Secretary	\$ 220,000
Kelly Meehan	Treasurer of School Monies	220,000

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.

The data certification date does not reflect a submission date later than 60 days after the end of the enrollment period.

Financial Planning, Accounting and Reporting

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.

LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

FISCAL YEAR ENDED JUNE 30, 2023

(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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.

Payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the General Fund.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Classification of Expenditures General and Administration

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. Overall compliance was noted.

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 no comments except as noted herein.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer'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 the procedures we have no comments except as noted herein.

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 herein 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, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for the E.S.E.A. did not indicate any area of noncompliance.

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(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Other Special Federal and/or State Projects

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

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

T.P.A.F. Reimbursement to State for 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 "

LINCOLN PARK BOROUGH SCHOOL DISTRICT ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

FISCAL YEAR ENDED JUNE 30, 2023

(Continued)

School Purchasing Programs (Cont'd)

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

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.

In as much 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.

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 into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

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, we inquired of school management, or the 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.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. 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.

We inquired of management about the public health emergency procedures/practices that the SFA instituted to provide meals to all students, maintenance of all applicable production records, meal counts, noncompetitive procurements, modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations. We also inquired if the FSMC received a loan in accordance with the Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA if the FSMC received a PPP loan.

(Continued)

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 the procedures, we have no comments except noted herein.

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, bilingual education and low income 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 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 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 2022-2023 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report on a test basis 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. No exceptions were noted in our review of transportation related purchases of goods and services.

Travel Expense and Reimbursement Policy

Travel regulations require each 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 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 the approval must be itemized by event, event total cost, and individuals attending. Overall compliance was noted in our testing.

(Continued)

Testing for Lead of All Drinking Water in Educational Facilities

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

Facilities and Capital Assets

The District did not have any active SDA projects.

Management Suggestions

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

It is suggested that the District reconcile the revenue and expenses per the Food Service Management Contractor's Operating Statement with the District's records on a monthly basis.

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 accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Status of Prior Year's Findings/Recommendations

None

		TS	Shared																0-	0.00%
		Errors	Full																φ	%00.0
Sample for Verification	d per	sters Soll	Shared																0-	
ample for V	Verified per	Registers On Roll	Full		99	83	78	80	62	58	74	82	77	229		13	5		229	
S	ple	d from oapers	Shared																0	
	Sample	Selected from Workpapers	Full		99	83	78	80	79	58	74	82	77	229		13	5	18	695	
1		OTS	Shared																0	0.00%
School Aid		Errors	Full																þ	0.00%
2022-2023 Application for State School Aid	ted on	oapers Roll	Shared																0-	
Application	Reported on	Workpapers On Roll	Full		99	83	78	80	42	58	74	82	77	229		126	53	179	856	
022-2023	ted on	ASSA Roll	Shared																0	
2	Reported on	Revised ASSA On Roll	Full		99	83	78	80	79	58	74	82	77	229		126	53	179	856	
			. •	Half Day Preschool 4 Years Old	Full Day Kindergarten	Grade One	Grade Two	Grade Three	Grade Four	Grade Five	Grade Six	Grade Seven	Grade Eight	Subtotal	Special Education:	Elementary	Middle	Subtotal	Totals	Percentage Error

		Errors																0.00%
	Verified to Application	and Register	1 0	٦ -	2	1	1	П		1	11		n	1	4	5	2	
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Resident I		Errors																0.00%
	Reported on Workpapers	as Low Income	13	8	16	11	7	12	15	6	108		28	10	38	146	2	
	Reported on ASSA	Income	13	` ∞	16	11	7	12	15	6	108		28	10	38	146		
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ls for Disabled	Sample	Verification											2		2	C	1	
Private Schools for		Errors																0.00%
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	Reported on ASSA	Schools											4		4	4	-	
	-	•	Full Day Kindergarten	Grade Two	Grade Three	Grade Four	Grade Five	Grade Six	Grade Seven	Grade Eight	Subtotal	Special Education:	Elementary School	Middle School	Subtotal	Totals		Percentage Error

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		11	coldent LL1	Low meome		
	Reported on	Reported on		Sample	Verified to	
	ASSA as	Workpapers		Selected	Test Scores,	
	LEP Low	as LEP Low		from	Application	Sample
	Income	Income	Errors	Workpapers	and Register	Errors
Full Day Kindergarten	5	5		1	1	
Grade One	3	3		1	1	
Grade Three	2	2		1	1	
Grade Four	1	1				
Grade Five	2	2		1	1	
Subtotal	13	13		4	4	
Special Education:						
Subtotal						
Totals	13	13		4	4	
Percentage Error			0.00%			0.00%

Resident LEP Not Low Income

		1/68	Ident LEF IN	of Low Income		
	Reported on	Reported on		Sample		
	ASSA as	Workpapers		Selected	Verified to	
	LEP Not	as LEP Not		from	Test Scores	Sample
	Low Income	Low Income	Errors	Workpapers	and Register	Errors
•						
Full Day Kindergarten	4	4		1	1	
Grade One	3	3				
Grade Two	1	1				
Grade Three	3	3		1	1	
Grade Four	3	3				
Grade Five	1	1				
Grade Seven	1	1		1	1	
Subtotal	16	16		3	3	
·						
Special Education:						
Middle School	1	1		1	1	
Subtotal	1	1		1	1	
	_			_		
Totals	17	17		4	4	
,						
Percentage Error			0.00%			0.00%

			Transpo	ortation		
	Reported on DRTRS	Reported on DRTRS	F	T 1	T7 'C' 1	Б
	by DOE	by District	Errors	Tested	Verified	Errors
Regular - Public Schools	659	659		19	19	
Regular - Special Education	44	44		2	2	
Transported - Non Public						
AIL - Non Public	72	72		2	2	
Special Needs - Public	18	18		1	1	
Special Needs - Private	6	6		1	1	
Totals	799	799		25	25	
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	5.5	5.5
Average Mileage - Regular Excluding Grade PK Students	5.5	5.5
Average Mileage - Special Education with Special Needs	7.2	7.2

LINCOLN PARK BOROUGH SCHOOL DISTRICT EXCESS SURPLUS CALCULATION YEAR ENDED JUNE 30, 2023

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2022-2023 Total General Fund Expenditures per the ACFR, Ex. C-1 Increased by:	\$ 28,644,545 (B)
Transfer from Capital Outlay to Capital Projects Fund	\$ -0- (B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ -0- (B1a) \$ -0- (B1b)
Transfer from General Fund to SRF for PreK-Regular	. `
Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion	<u> </u>
Transfer from General Fund to SKF for Frek-inclusion	\$ -0- (B1d)
Decreased by:	
On-Behalf TPAF Pension and Social Security	\$ 4,051,261 (B2a)
Assets Acquired Under Leases, Financed Purchases & SBITAs	\$ -0- (B2b)
•	
Adjusted 2022-2023 General Fund Expenditures [(B)+(B1's)-(B2's)]	\$ 24,593,284 (B3)
2% of Adjusted 2022-2023 General Fund Expenditures [(B3) times .02]	\$ 491,866 (B4)
Enter Greater of (B4) or \$250,000	\$ 491,866 (B5)
Increased by: Allowable Adjustment	\$ 151,191 (K)
16 ' 17 ' 18 18 1 F(86) (77)	
Maximum Unassigned Fund Balance [(B5)+(K)]	\$ 643,057 (M)
Maximum Unassigned Fund Balance [(B5)+(K)] SECTION 2	<u>\$ 643,057</u> (M)
SECTION 2	````
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023	
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1)	````
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023	\$ 2,353,799 (C)
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by:	\$ 2,353,799 (C) \$ 143,331 (C1)
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures	\$ 2,353,799 (C) \$ 143,331 (C1)
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Restricted - Excess Surplus - Designated for Subsequent	\$ 2,353,799 (C) \$ 143,331 (C1) \$ -0- (C2)
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures	\$ 2,353,799 (C) \$ 143,331 (C1) \$ -0- (C2) \$ -0- (C3)
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures Other Restricted Fund Balances	\$ 2,353,799 (C) \$ 143,331 (C1) \$ -0- (C2) \$ -0- (C3) \$ 1,317,411 (C4)
SECTION 2 Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 2,353,799 (C) \$ 143,331 (C1) \$ -0- (C2) \$ -0- (C3) \$ 1,317,411 (C4)

LINCOLN PARK BOROUGH SCHOOL DISTRICT EXCESS SURPLUS CALCULATION YEAR ENDED JUNE 30, 2023

YEAR ENDED JUNE 30, 2 (Continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE, ENTER -0-	\$ -0- (E)
Recapitulation of Excess Surplus as of June 30, 2023	
Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ -0- (C3)
Restricted Excess Surplus [(E)]	\$ -0- (E)
Total $[(C3)+(E)+(F)]$	\$ -0- (D)
Detail of Allowable Adjustments	
Impact Aid	\$ -0- (H)
Sale and Lease Back	\$ -0- (I)
Extraordinary Aid	\$ 150,071 (J1)
Additional Nonpublic School Transportation Aid	\$ 1,120 (J2)
Current Year School Bus Advertising Revenue Recognized	\$ -0- (J3)
Family Crisis Transportation Aid	\$ -0- (J4)
Supplemental Stabilization Aid received April 2023	<u> </u>
& Maintenance of Equity Aid received July 2023	\$ -0- (J5)
Total Adjustments ((H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5))	\$ 151,191 (K)
Detail of Other Restricted Fund Balance	
Statutory restrictions:	
Approved unspent separate proposal	\$ -0-
Sale/lease-back reserve	\$ -0-
Capital reserve	\$ 541,376
Maintenance reserve	\$ 130,765
Emergency reserve	\$ -0-
Tuition reserve	\$ 600,000
School Bus Advertising 50% Fuel Offset Reserve – current year	\$ -0-
School Bus Advertising 50% Fuel Offset Reserve – prior year	\$ -0-
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ -0-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ -0-
Unemployment compensation	\$ 45,270
Other state/governmental mandated reserve	\$ -0-
Other Restricted Fund Balance not noted above	\$ -0-
Total Other Restricted Fund Balance	\$ 1,317,411 (C4)

LINCOLN PARK BOROUGH SCHOOL DISTRICT SUMMARY OF RECOMMENDATIONS YEAR ENDED JUNE 30, 2023

It is recommended that:

1.

	None
2.	Financial Planning, Accounting and Reporting
	None
3.	School Purchasing Program
	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.	Status of Prior Year's Findings/Recommendations
	None

Administrative Practices and Procedures