

**LYNDHURST BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL COMPLIANCE AND PERFORMANCE
JUNE 30, 2023**

**LYNDHURST BOARD OF EDUCATION
TABLE OF CONTENTS**

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

	<u>Page No.</u>
Report of Independent Auditor	1
Scope of Audit	2
Administrative Practices and Procedures	2
Financial Planning, Accounting and Reporting	2-4
School Purchasing Programs	5
Food Service Fund	5-6
Student Body Activities	7
Application for State School Aid	7
Pupil Transportation	7
Facilities and Capital Assets	7
Testing for Lead of all Drinking Water in Educational Facilities	8
Suggestions to Management	8
Follow-Up Prior Year Findings	8
Schedule of Meal Count Activity – N/A	9
Net Cash Resource Schedule	10
Schedule of Audited Enrollments	11-13
Calculation of Excess Surplus	14
Recommendations	15-16
Acknowledgement	16



LERCH, VINCI & BLISS, LLP

CERTIFIED PUBLIC ACCOUNTANTS
REGISTERED MUNICIPAL ACCOUNTANTS

DIETER P. LERCH, CPA, RMA, PSA
GARY J. VINCI, CPA, RMA, PSA
JEFFREY C. BLISS, CPA, RMA, PSA
PAUL J. LERCH, CPA, RMA, PSA
JULIUS B. CONSONI, CPA, PSA
ANDREW D. PARENTE, CPA, RMA, PSA
ELIZABETH A. SHICK, CPA, RMA, PSA
ROBERT W. HAAG, CPA, RMA, PSA

DEBRA GOLLE, CPA
MARK SACO, CPA
ROBERT LERCH, CPA, PSA
CHRISTOPHER M. VINCI, CPA, PSA
CHRISTINA CUIFFO, CPA, PSA
JOHN CUIFFO, CPA, PSA

Honorable President and Members
of the Board of Education
Lyndhurst Board of Education
Lyndhurst, New Jersey

We have audited in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Lyndhurst Board of Education as of and for the fiscal year ended June 30, 2023, and have issued our report thereon dated January 16, 2024.

As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information and use of management, the Board of Education, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

Lerch, Vinci & Bliss, LLP

LERCH, VINCI & BLISS, LLP
Certified Public Accountants
Public School Accountants

Jeffrey C. Bliss
Public School Accountant
PSA Number CS00932

Fair Lawn, New Jersey
January 16, 2024

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, 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

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

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Angelo DeSimone	Treasurer of School Monies	\$500,000
Mark Hayes, Ph. D.	Interim School Business Administrator/Board Secretary (July 1, 2022 to December 31, 2022)	\$500,000
James Hyman	School Business Administrator/Board Secretary (January 1, 2023 to June 30, 2023)	\$500,000

There is an Employees' Dishonesty Faithful Performance Crime Coverage through SAIF covering all other employees with multiple coverage of \$500,000 per loss.

P.L. 2020, c44

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 of audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did appear to 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.

Financial Planning, Accounting and Reporting

Examination of Claims

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

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 tested were certified by the President of the Board, the Board Secretary/Business Administrator and the Superintendent.

Salary withholdings were promptly remitted by the District to the proper agencies, including health benefit withholdings due to the general fund for the payroll periods tested.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

- **Finding 2023-1** – Our audit of employee health benefit contributions revealed contribution amounts calculated were not in accordance with State regulations and contractual agreements.

Recommendation – Procedures be reviewed and revised to ensure employee health benefit contributions are calculated in accordance with State regulations and contractual agreements.

The School Business Administrator did not appear to complete and file the required certification of compliance with federal and state law regarding the reporting of compensation for certain administrative employees.

The Board has implemented and maintains a personal 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 goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the year end encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

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 all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection included administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23A-8.3. As a result of the procedures performed, no material exceptions were noted, therefore, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Travel Policy

The District had an approved Board travel policy as required by N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12. No exceptions were noted pertaining to travel expense reimbursement payments tested during our audit.

Board Secretary's Records

The financial records, books of account and minutes maintained by the School Business Administrator/Board Secretary were maintained in good condition.

The Board Secretary's and Treasurer's reports were presented monthly to the Board on a timely basis and were submitted to the executive county superintendent as prescribed by (N.J.S.A. 18A:17-9 and 18A:17-36).

Acknowledgement of the Board's receipt of the Board Secretary's monthly financial reports were included in the minutes.

The prescribed contractual order system was followed with minor exceptions noted.

We noted two (2) budget line accounts were overexpended at June 30, 2023. These expenditures were the result of adjustments made during the audit. Therefore a recommendation is not deemed warranted.

- **Finding 2023-2** – We noted the financial transactions of a \$253,202 capital financing (lease-purchase) agreement account with First Hope Bank for the acquisition of buses were not recorded in the District's accounting records. In addition, we noted the payment made from the account by the Fiscal Agent was not included on the bill list and therefore not approved by the Board.

Recommendation – The District record the transactions of its capital financing agreement account in their financial records and all payments from the account be approved by the Board.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Financial Planning, Accounting and Reporting (Continued)

Treasurer's Records

The Treasurer's monthly report included the cash activity for all District accounts.

The Treasurer's cash balances were in agreement with the reconciled cash balance as determined during the audit.

Acknowledgement of the Board's receipt of the Treasurer's monthly financial reports was included in the minutes.

Elementary and Secondary School 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 ACFR. This section of the ACFR documents the financial position pertaining to projects under Titles I, II, III, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our examination of the E.S.E.A. 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.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and Exhibit K-4 located in the ACFR.

Our examination 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.

- **Finding 2023-3 (ACFR Finding 2023-001)** – Our audit of salaries charged to the ESSER grant programs revealed time and effort activity reports were not completed for certain employees whose salaries were charged to the grant programs.

Recommendation – All employees charged to federally funded grant programs be included on the time and effort activity reports and certified semi-annually as required.

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

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report 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 exceptions were noted.

- **Finding 2023-4 (ACFR Finding 2023-002)** – Our audit of the Teachers Pension and Annuity Fund (TPAF) reimbursement to the State for salaries charged to Federal grant programs revealed not all TPAF pensionable wages were included for reimbursement. In addition, we noted a non-TPAF pension salary was incorrectly included for reimbursement.

Recommendation – Greater care be exercised when completing the TPAF reimbursement to the State for federally funded salaries to ensure all TPAF pensionable base wages are properly included for reimbursement to the State.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

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 2022/2023.

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c.198 (c.40A:11-9), the board of education may establish that the bid threshold may be up to \$44,000. 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. The Board did appoint a qualified purchasing agent for the 2022/2023 fiscal year.

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

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed; however, to determine whether any clear-cut violations existed.

The results of our examination indicated with one minor exception, 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.

- **Finding 2023-5** – Our audit revealed the post-award notices were not published in the District's official newspaper for professional service contract awards as required by the Public School Contracts Law.

Recommendation – Post-award notices be published in the District's official newspaper for professional service contract awards as required by the Public School Contracts Law.

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.

Food Service Fund

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.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Food Service Fund (Continued)

The school food service program was not selected as a major federal or State program. However, the program expenditures exceeded \$100,000 in federal support. Accordingly, we 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. Exceptions were not 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. Exceptions were not noted.

The financial transactions and records of the school food services were maintained in good condition. The financial accounts and records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

- **Finding 2023-6** – Our review of daily food sale receipts indicated they were not deposited in a timely manner.

Recommendation – Daily food sale receipts be deposited in a timely manner.

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 contract/addendum were reviewed. The FSMC contract includes operating results provisions which guarantees that the food service program will earn a profit of \$4,000. The operating results provision has been met.

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

The cash disbursement 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 FSMC did not apply for and did not receive a loan in accordance with the Payroll Protection Plan and therefore did not use such funds to pay for costs applicable to the Food Service Programs.

Net cash resources did not exceed three months average expenditures.

Applications for free and reduced price meals were reviewed for completeness and accuracy as part of our audit of the Application for State School Aid (ASSA).

U.S.D.A. commodities were received and a separate inventory were maintained on a first-in, first-out basis.

The Statement of Revenues, Expenses, and Changes in Fund Net Position (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.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Student Body Activities

The Board has a policy, which clearly established the regulation of student activity funds.

Cash receipts and disbursements records were maintained in good condition.

All receipts appeared to be promptly deposited.

All cash disbursements tested had proper supporting documentation.

- **Finding 2023-7** – Our audit of the student athletic account revealed sporting event gate receipts were not deposited in a timely manner.

Recommendation – Sporting event gate receipts be deposited in a timely manner.

- **Finding 2023-8** – Our audit of the Elementary Schools Student Account revealed disbursement for items which appeared for non-student related type activities, clubs or organizations.

Recommendation – Payments from the Elementary Schools Student Account be only for student related type activities, clubs and organizations.

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 with minor exceptions noted. The information that was included on the workpapers was verified with immaterial exceptions noted. 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 had 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 without exception. The information that was included on the workpapers was verified with immaterial exceptions noted. 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 of transportation related purchases of goods and services, the District complied with proper bidding procedures and award of contracts.

Facilities and Capital Assets

The District had no SDA grant projects during the current year.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Testing for Lead of all Drinking Water in Educational Facilities

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

Suggestions to Management

- Formal written policy be approved for the use of store cards.
- Formal written policy be approved for procedures regarding the use of Venmo by the Student Activity Accounts.
- The District formally approve by resolution the discontinuation of the Preschool Program Enterprise Fund.
- Scholarship awards be approved in the District minutes.
- The payroll check distribution verification conducted in November of 2022 be submitted to the County Office.
- Differences noted between quarterly pension reports and payroll records be reconciled and appropriate action be taken to resolve differences noted.

Follow-up Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations and corrective action was taken on all prior year findings.

**LYNDHURST BOARD OF EDUCATION
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

NOT APPLICABLE

**LYNDHURST BOARD OF EDUCATION
FOOD SERVICE FUND
NET CASH RESOURCE SCHEDULE
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

<u>Net Cash Resources:</u>		Food Service	
ACFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 49,635
B-4		Due from Other Gov'ts	37,530
B-4		Accounts Receivable	13,615
ACFR		Current Liabilities	
B-4		Less Accounts Payable	(52,873)
B-4		Less Due to Other Funds	(90,706)
B-4		Less Unearned Revenue	(21,052)
		Net Cash Resources	\$ (63,851) (A)
<u>Net Adj. Total Operating Expense:</u>			
B-5		Tot. Operating Exp.	\$ 1,478,741
B-5		Less Depreciation	(1,126)
		Adj. Tot. Oper. Exp.	\$ 1,477,615 (B)
<u>Average Monthly Operating Expense:</u>			
		B / 10	\$ 147,762 (C)
<u>Three times monthly Average:</u>			
		3 X C	\$ 443,285 (D)

TOTAL IN BOX A	\$	63,851	
LESS TOTAL IN BOX D	\$	443,285	
NET	\$	(379,434)	
Net Cash Resources Do Not Exceed 3 Months Average Expenses.			

**LYNDHURST BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2022
SCHEDULE OF AUDITED ENROLLMENTS**

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled				
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Register On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Veri- cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Half Day Preschool 3 Years Old	9		9		-	-	9		9		-	-					
Half Day Preschool 4 Years Old	23		12		11	-	12		23		(11)	-					
Full Day Preschool 3 Years Old					-	-					-	-					
Full Day Preschool 4 Years Old			11		(11)	-	11		-		11	-					
Half Day Kindergarten					-	-					-	-					
Full Day Kindergarten	182		182		-	-	59		59		-	-					
Grade 1	166		166		-	-	29		29		-	-					
Grade 2	134		134		-	-	66		66		-	-					
Grade 3	158		158		-	-	85		85		-	-					
Grade 4	156		156		-	-	57		57		-	-					
Grade 5	161		161		-	-	89		89		-	-					
Grade 6	168		168		-	-	168		168		-	-					
Grade 7	175		175		-	-	175		174		1	-					
Grade 8	153		153		-	-	153		153		-	-					
Grade 9	182		182		-	-	182		182		-	-					
Grade 10	185		185		-	-	185		185		-	-					
Grade 11	170	2	170	2	-	-	170	2	169	2	1	-					
Grade 12	168	2	168	2	-	-	168	2	170	2	(2)	-					
Post- Graduate					-	-					-	-					
Adult High School (15+ Credits)					-	-					-	-					
Adult High School (1-14 Credits)					-	-					-	-					
Subtotal	2,190	4	2,190	4	-	-	1,618	4	1,618	4	-	-	-	-	-	-	-
Sp Ed - Elementary	164		164		-	-	26		25		1	-	3	2	2	-	-
Sp Ed - Middle School	110		110		-	-	18		18		-	-	1	1	1	-	-
Sp Ed - High School	115		117		(2)	-	18		17		1	-	13	3	3	-	-
Subtotal	389	-	391	-	(2)	-	62	-	60	-	2	-	17	6	6	-	-
County Vocational - Regular					-	-					-	-					
County Vocational - F.T. Post-Second					-	-					-	-					
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,579	4	2,581	4	(2)	-	1,680	4	1,678	4	2	-	17	6	6	-	-
Percentage Error					-0.08%	0.00%					-0.12%	0.00%					0.00%

**LYNDHURST BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2022
SCHEDULE OF AUDITED ENROLLMENTS**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A 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	Verified to Register	Errors
	Half Day Kindergarten			-			-			-		
Full Day Kindergarten	53	53	-	5	5	-	6	6	-	2	2	-
Grade 1	55	55	-	5	5	-	3	4	(1)	1	1	-
Grade 2	38	38	-	4	4	-	2	2	-	1	1	-
Grade 3	42	43	(1)	4	4	-	8	8	-	2	2	-
Grade 4	37	37	-	3	3	-	1	1	-	1	1	-
Grade 5	48	48	-	4	4	-	1	1	-	1	1	-
Grade 6	50	50	-	5	5	-	3	3	-	1	1	-
Grade 7	47	46	1	4	4	-	1	1	-	1	1	-
Grade 8	37	37	-	3	3	-	3	3	-	1	1	-
Grade 9	55	55	-	6	6	-	5	5	-	1	1	-
Grade 10	36	36	-	3	3	-	2	2	-	1	1	-
Grade 11	34	34	-	3	3	-	1	1	-	1	1	-
Grade 12	34	34	-	3	3	-	1	1	-	1	-	1
Post- Graduate	-	-	-	-	-	-	-	-	-	-	-	-
Adult High School (15+ Credits)	-	-	-	-	-	-	-	-	-	-	-	-
Adult High School (1-14 Credits)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	566	566	-	52	52	-	37	38	(1)	15	14	1
Sp Ed - Elementary	59	54	5	5	5	-	1	-	1	-	-	-
Sp Ed - Middle School	39	35	4	3	3	-	1	1	-	1	1	-
Sp Ed - High School	35	39	(4)	4	4	-	1	1	-	1	1	-
Subtotal	133	128	5	12	12	-	3	2	1	2	2	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - F.T. Post-Second	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	699	694	5	64	64	-	40	40	-	17	16	1
Percentage Error			<u>0.72%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>5.88%</u>

	Transportation					
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors
	Reg. - Public Schools	57.0	57	-	18	17.0
Regular - Special Ed	11.0	11	-	3	4.0	(1.0)
Transported - Non Public	-	-	-	-	-	-
Special Needs	98.0	98	-	31	29.5	1.5
	<u>166.0</u>	<u>166.0</u>	<u>-</u>	<u>52.0</u>	<u>50.5</u>	<u>1.5</u>

Percentage Error 0.0% 2.9%

**LYNDHURST BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2022
SCHEDULE OF AUDITED ENROLLMENTS**

	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	Errors
Half Day Kindergarten			-			-
Full Day Kindergarten	11	11	-	3	3	-
Grade 1	6	5	1	1	1	-
Grade 2	2	2	-	1	1	-
Grade 3	4	4	-	1	1	-
Grade 4	-	-	-	-	-	-
Grade 5	4	4	-	1	1	-
Grade 6	3	3	-	1	1	-
Grade 7	2	2	-	1	1	-
Grade 8	1	1	-	1	1	-
Grade 9	2	2	-	1	1	-
Grade 10	3	3	-	1	1	-
Grade 11	-	-	-	-	-	-
Grade 12	1	1	-	1	1	-
Post- Graduate			-			-
Adult High School (15+ Credits)			-			-
Adult High School (1-14 Credits)			-			-
Subtotal	39	38	1	13	13	-
Sp Ed - Elementary	-	-	-	-	-	-
Sp Ed - Middle School	1	1	-	1	1	-
Sp Ed - High School	1	1	-	1	1	-
Subtotal	2	2	-	2	2	-
County Vocational - Regular						
County Vocational - F.T. Post-Second						
Subtotal						
Totals	41	40	1	15	15	-
Percentage Error			<u>2.44%</u>			<u>0.00%</u>

**LYNDHURST BOARD OF EDUCATION
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

SECTION 1A

2022-2023 Total General Fund Expenditures per the ACFR	\$	58,951,062
Increased by:		
Transfer to Special Revenue Fund		75,000
Decreased by:		
On-Behalf TPAF Pension & Social Security		(10,636,662)
Assets Acquired Under Other Financing Agreements		<u>(283,828)</u>
Adjusted 2022-2023 General Fund Expenditures	\$	<u>48,105,572</u>
1.5% of Adjusted 2022-2023 General Fund Expenditures	\$	<u>721,584</u>
Enter Greater of 1.5% of Adjusted 2022-2023 General Fund Expenditures or \$250,000	\$	721,584
Increased by: Allowable Adjustments		<u>378,560</u>
Maximum Unassigned Fund Balance		<u>\$ 1,100,144</u>

SECTION 2

Total General Fund - Fund Balance at June 30, 2023 (Per CAFR Budgetary Comparison Schedule/Statement)	\$	3,001,752
Decreased by:		
Year End Encumbrances		(312,136)
Other Restricted Fund Balances - Disallowed Grant Costs		(301,224)
Other Restricted Fund Balances - Capital Reserve		(1,001,370)
Other Restricted Fund Balances - Maintenance Reserve		<u>(286,878)</u>
Unassigned Fund Balance	\$	<u>1,100,144</u>
Fund Balance - Excess Surplus	\$	<u>-</u>

SECTION 3

Recapitulation of Excess Surplus as of June 30, 2023

Excess Surplus	\$	-
Excess Surplus - Designated for Subsequent Year's Expenditures		<u>-</u>
	\$	<u>-</u>

Detail of Allowable Adjustments

Extraordinary Aid	\$	347,672
Non Public School Transportation Aid		<u>30,888</u>
	\$	<u>378,560</u>

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Procedures be reviewed and revised to ensure employee health benefit contributions are calculated in accordance with State regulations and contractual agreements.
2. The District record the transactions of its capital financing agreement account in their financial records and all payments from the account be approved by the Board.
3. All employees charged to federally funded grant programs be included on the time and effort activity reports and certified semi-annually as required.
4. Greater care be exercised when completing the TPAF reimbursement to the State for federally funded salaries to ensure all TPAF pensionable base wages are properly included for reimbursement to the State.

III. School Purchasing Program

5. It is recommended that post-award notices be published in the District's official newspaper for professional service contract awards as required by the Public School Contracts Law.

IV. School Food Services

6. It is recommended that daily food sale receipts be deposited in a timely manner.

V. Student Body Activities

It is recommended that:

7. Sporting event gate receipts be deposited in a timely manner.
8. Payments from the Elementary Schools Student Account be only for student related type activities, clubs and organizations.

VI. Application for State School Aid

There are none.

VII. Transportation

There are none.

**LYNDHURST BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

RECOMMENDATIONS

VIII. Facilities and Capital Assets

There are none.

IX. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations and corrective action was taken on all prior year findings.

ACKNOWLEDGEMENT

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

Respectfully submitted,

LERCH, VINCI & BLISS, LLP



Jeffrey C. Bliss
Certified Public Accountant
Public School Accountant