

**MAYWOOD BOARD OF EDUCATION
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL COMPLIANCE AND PERFORMANCE
JUNE 30, 2023**

**MAYWOOD BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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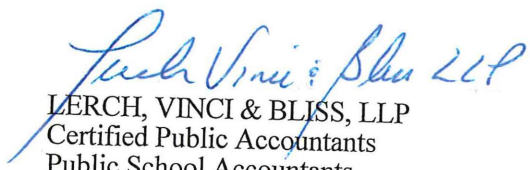
Honorable President and Members
of the Board of Trustees
Maywood Board of Education
Maywood, New Jersey

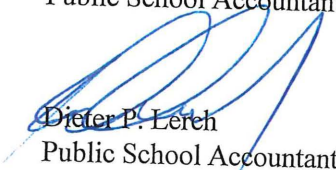
We have audited in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Maywood Board of Education in the County of Bergen as of and for the fiscal year ended June 30, 2023, and have issued our report thereon dated February 6, 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 for the information and use of management, the Board of Trustees, 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
Certified Public Accountants
Public School Accountants


Dieter P. Lerch
Public School Accountant
PSA Number CS00756

Fair Lawn, New Jersey
February 6, 2024

**MAYWOOD 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 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 the Insurance Schedule contained in the district's ACFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Jennifer Pfohl	Board Secretary/School Business Administrator	\$250,000
Charley Hangley	Treasurer of School Monies	260,000

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

Finding 2023-1 (ACFR Finding 2023-01) - Our audit of contracts revealed the amount paid to the architect/engineer exceeded the authorized contract amount. Furthermore, the contract change order payments were not properly supported.

Recommendation – The Board formally approve all contract amendments by resolution and such contracts be properly supported.

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.

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

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

Payrolls were delivered to the Treasurer of School Monies with a warrant made to his order for the full amount of each payroll.

The required certification (E-CERTI) of compliance with requirements for income tax on compensation of administrators (superintendent and business administrator) to the NJ Department of Treasury was filed by the due date.

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

Financial Planning, Accounting and Reporting (Continued)

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.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(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-8.3. As a result of the procedures performed, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in very good condition.

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following items:

Acknowledgment of the Board's receipt of the Board Secretary's and Treasurer's monthly financial reports was included in the minutes.

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

The capital asset records were updated for the additions and disposals of general fixed assets made during the year.

Treasurer's Records

The following items were noted during our review of the records of the Treasurer:

The Treasurer did perform cash reconciliations for the general operating account, payroll account and payroll agency account (N.J.S.A. 18A:17-36).

All cash receipts were promptly deposited.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Fiduciary Fund.

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 Fund of the ACFR. This section of the ACFR documents the financial position pertaining to projects under Title I, Title II, and Title IV of the Elementary and Secondary Education Act.

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.

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

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and 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.

The financial exhibits contained herein represent a true statement of 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.

T.P.A.F. 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 no exceptions were noted.

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 effective 2022-23.

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 has not designated the business administrator as the qualified purchasing agent.

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 Solicitor'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 goods or service, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

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

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

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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. Our examination did reveal, however, that the district purchased items through the use of State contracts.

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.

The School Food Service Program was not selected as a major federal or State program. However, the program expenditures exceeded \$100,000 in federal and/or state support. The District was subject to a Federal Single Audit however, expenditures did not exceed the \$187,500 floor.

The financial transactions and statistical records of the school food services were maintained in satisfactory condition.

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 contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$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 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. Net cash resources did not exceed three months average expenditures.

U.S.D.A. commodities were received and a separate inventory was 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. The Schedule B-5 does not separate program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds.

The District contracted with Pomptonian, Inc., to manage the operations of the school food services and deposited funds in accordance with applicable state statutes.

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

Student Activity Fund

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

Application for State School Aid

Our audit procedures included a test of information reported in the October 14, 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 with no exceptions. 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 2022-23 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions. The information that was included on the District report was verified. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

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).

Follow-up on Prior Year Findings

There were none.

**MAYWOOD BOARD OF EDUCATION
FOOD SERVICE FUND
SCHEDULE OF MEAL COUNT ACTIVITY
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

NOT APPLICABLE

NET CASH RESOURCE SCHEDULE

Net cash resources did/did not exceed three months of expenditures Proprietary Funds - Food Service FYE 2023

<u>Net Cash Resources:</u>		Food Service B - 4/5	
ACFR	Current Assets		
B-4	Cash & Cash Equiv.	\$ 48,500	
B-4	Due from Other Gov'ts	7,840	
B-4	Accounts Receivable	21,645	
B-4	Investments		
ACFR	Current Liabilities		
B-4	Less Accounts Payable	(5,904)	
B-4	Less Accruals	(7,327)	
B-4	Less Due to Other Funds		
	Net Cash Resources	\$ 64,754.00	(A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	379,523	
B-5	Less Depreciation	(2,170)	
	Adj. Tot. Oper. Exp.	\$ 377,353.00	(B)

Average Monthly Operating Expense:

	B / 10	\$ 37,735.30	(C)
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Three times monthly Average:

	3 X C	\$ 113,205.90	(D)
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TOTAL IN BOX A	\$ 64,754.00	
LESS TOTAL IN BOX D	113,205.90	
NET	\$ (48,451.90)	
From above:		
A is greater than D, cash exceeds 3 X average monthly operating expenses.		
D is greater than A, cash does not exceed 3 X average monthly operating expenses.		

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

SOURCE - USDA resource management comprehensive review form

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 15TH 2022**

	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		Reported on Workpapers On Roll		Errors		Reported on A.S.S.A. as Private Schools	Reported on Workpapers Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared						
Half Day Preschool - 3 years					-	-												
Half Day Preschool - 4 years	-		-		-	-	-		-		-							
Half Day Kindergarten					-	-					-							
Full Day Kindergarten	83		83		-	-	83		83		-							
1st Grade	95		95		-	-	95		95		-							
2nd Grade	101		101		-	-	101		101		-							
3rd Grade	91		91		-	-	91		91		-							
4th Grade	75		75		-	-	75		75		-							
5th Grade	78		78		-	-	78		78		-							
6th Grade	104		104		-	-	104		104		-							
7th Grade	86		86		-	-	86		86		-							
8th Grade	85		85		-	-	85		85		-							
9th Grade	-		-		-	-	-		-		-							
10th Grade	-		-		-	-	-		-		-							
11th Grade	-		-		-	-	-		-		-							
12th Grade	-		-		-	-	-		-		-							
Subtotal	798	-	798	-	-	-	798	-	798	-	-	-	-	-	-	-	-	
Spec Ed - Elementary	110		110		-	-					-		2	2	1	1	-	
Spec Ed - Middle School	42		42		-	-					-		3	3	1	1	-	
Spec Ed - High School	-		-		-	-					-		6	6	2	2	-	
Subtotal	152	-	152	-	-	-	-	-	-	-	-	-	11	11	4	4	-	
Totals	950	-	950	-	-	-	798	-	798	-	-	-	11	11	4	4	-	
Percentage Error					<u>0.00%</u>												<u>0.00%</u>	

MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 15TH 2022

	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 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
Half Day Pre-School (3 Yrs)			-			-			-			-
Half Day Pre-School (4 Yrs)			-			-			-			-
Half Day Kindergarten			-			-			-			-
Full Day Kindergarten	5	5	-	2	2	-	1	1	-	1	1	-
1st Grade	14	14	-	4	4	-	5	5	-	2	2	-
2nd Grade	16	16	-	5	5	-			-			-
3rd Grade	5	5	-	2	2	-	2	2	-	1	1	-
4th Grade	11	11	-	3	3	-	1	1	-	1	1	-
5th Grade	5	5	-	2	2	-			-			-
6th Grade	14	14	-	4	4	-	1	1	-	1	1	-
7th Grade	8	8	-	2	2	-	1	1	-	1	1	-
8th Grade	11	11	-	3	3	-	3	3	-	1	1	-
9th Grade	11	11	-			-	1	1	-			-
10th Grade	12	12	-	-	-	-	2	2	-			-
11th Grade	6	6	-	-	-	-	-	-	-			-
12th Grade	10	10	-	-	-	-	-	-	-			-
Subtotal	128	128	-	27	27	-	17	17	-	8	8	-
Spec Ed - Elementary	21	21	-	6	6	-	-	-	-	-	-	-
Spec Ed - Middle School	10	10	-	3	3	-	-	-	-	-	-	-
Spec Ed - High School	11	11	-			-	-	-	-	-	-	-
Subtotal	42	42	-	9	9	-	-	-	-	-	-	-
Totals	170	170	-	36	36	-	17	17	-	8	8	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

	Transportation			Transportation		
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools	309	309	-	50	50	-
Transported - Non-Public	27	27	-	4	4	-
Transported AIL	51	51				
Regular Special Ed w/o special Transportation Needs	23.5	23.5	-	4	4	-
Special Needs - Public	28.5	28.5	-	5	5	-
Totals	439	439	-	63	63	-
			<u>0.00%</u>			<u>0.00%</u>

**MAYWOOD BOARD OF EDUCATION
A.S.S.A.
SCHEDULE OF AUDITED ENROLLMENTS
OCTOBER 15TH 2022**

	Resident LEP Not 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 Register	Sample Errors
Half Day Pre-School (3 Yrs)			-			-
Half Day Pre-School (4 Yrs)	-	-	-			-
Half Day Kindergarten	-	-	-	-		-
Full Day Kindergarten	6	6	-	2	2	-
1st Grade	6	6	-	2	2	-
2nd Grade	7	7	-	2	2	-
3rd Grade	1	1	-			-
4th Grade	1	1	-			-
5th Grade	4	4	-	1	1	-
6th Grade	-	-	-			-
7th Grade	1	1	-			-
8th Grade	2	2	-	1	1	-
9th Grade	1	1	-			-
10th Grade	5.5	5.5	-			-
11th Grade	3	3	-			-
12th Grade	1	1	-			-
Subtotal	39	39	-	8	8	-
Spec Ed - Elementary	1	1	-	1	1	-
Spec Ed - Middle School	-	-	-			-
Spec Ed - High School	-	-	-			-
Subtotal	1	1	-	1	1	-
Totals	39.5	39.5	-	9	9	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

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

SECTION 1A - Two Percent (2%) - Calculation of Excess surplus (2022-23 expenditures of \$100 million or less)

2022-23 Total General Fund Expenditures per the ACFR	\$ 26,622,881
Decreased by:	
On-Behalf TPAF Pension & Social Security	3,719,873
Adjusted 22-23 General Fund Expenditures	\$ 22,903,008
2% of Adjusted 2022-23 General Fund Expenditures	\$ 458,060
Allowable Adjustment - Extraordinary Aid & Nonpublic Transportation	303,058
Maximum Unreserved/Undesignated Fund Balance	\$ 761,118

SECTION 2

Total General Fund - Fund Balance at June 30, 2023	\$ 4,100,767
Decreased by:	
Year-end Encumbrance	\$ 41,537
Excess Surplus - Designated for Subsequent Year's Expenditures	598,524
Capital Reserve	913,902
Capital Reserve - Designated for Subsequent Year's Expenditures	70,000
Maintenance Reserve	225,000
Maintenance Reserve - Designated for Subsequent Year's Expenditures	25,000
Unemployment Compensation	113,641
Assigned, Designated for Subsequent Year's Expenditures	779,304
Total Unreserved/Undesignated Fund Balance	\$ 1,333,859

SECTION 3

Reserved Fund Balance - Excess Surplus	\$ 572,741
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Recapitulation of Excess Surplus as of June 30, 2023

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 598,524
Reserved Excess Surplus	572,741
Total	\$ 1,171,265

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

RECOMMENDATIONS

I. Administrative Practices and Procedures

1. It is recommended that the Board formally approve all contract amendments by resolution and such contracts be properly supported.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

There are none.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

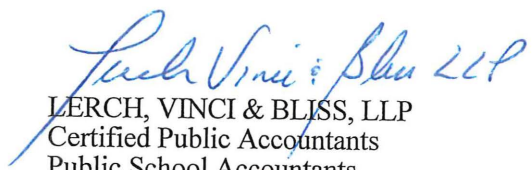
X. Status of Prior Years' Audit Findings/Recommendations

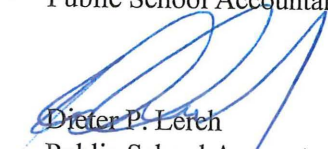
There were none.

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
Certified Public Accountants
Public School Accountants


Dieter P. Lerch
Public School Accountant
PSA Number CS00756