

**CITY OF MILLVILLE
BOARD OF EDUCATION**

**AUDITORS' MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2023**

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

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Honorable President and
Members of the Board of Education
City of Millville School District
County of Cumberland, New Jersey

REPORT OF INDEPENDENT AUDITORS

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 Millville Board of Education of the City of Millville, in the County of Cumberland, State of New Jersey, for the year ended June 30, 2023, and have issued our report thereon dated January 19, 2024.

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 Millville Board of Education's management, the New Jersey Department of Education (cognizant audit agency), other state and federal awarding agencies and pass-through entities, and is not intended and should not be used by anyone other than these parties.

Ford, Scott & Associates, L.L.C.

FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Michael S. Garcia

Michael S. Garcia
Certified Public Accountant
Licensed Public School Accountant
No. 2080

January 19, 2024

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING**

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, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

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

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Richard Davidson	Board Secretary/Administrator	\$500,000.00

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 included all health benefit plans offered by 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. The actual costs were less than estimated costs. The Board made proper adjustments to the billings of sending districts for the increase/decrease in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review noted minor discrepancies with respect to signatures, certifications or supporting documentation.

Payroll Account

The net salaries of all employees of the School District were deposited in the Payroll Account. Employees' payroll deductions and the 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 and the Board Secretary/Business Administrator.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents, and business administrator) to the NJ Department of Treasury was filed by the March 15 due date.

MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)

Reporting of employee compensation for income tax related purposes did comply with federal (or state) regulations regarding the compensation which is required to be reported.

Employee Position Control Roster

An inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

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 were found to be in satisfactory condition.

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-2.4. As a result of the procedures performed, no errors were noted, and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings

There were no general classification findings noted during the audit.

B. Administrative Classification Findings

There were no administrative classification findings noted during the audit.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary found to be in satisfactory condition.

Bids received were summarized in the minutes.

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

Budget appropriations were not greater than realized revenues and Board authorized use of surplus.

Purchase orders were charged to the appropriate line accounts in accordance with State prescribed Uniform Minimum Chart of Accounts (2R2), for New Jersey Public Schools.

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 with no exceptions. 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 the proper bidding procedures and award of contracts. The bid specifications

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

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.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001.

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 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. indicated no instances of noncompliance and questioned costs.

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 ACFR.

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

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

The study of compliance for special projects indicated the following areas of noncompliance:

Based upon our testing of the federal and state grants, there were no exceptions noted.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly 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 reimbursement to the State for 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 subsequent to the end of the 90 day grant liquidation period, but prior to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days) and properly recorded as obligated and not expended and as an unliquidated balance in the current year's Final Report for all federal awards.

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 Millville Board of Education currently has a Qualified Purchasing Agent. The law regulating bidding for public school 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 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.

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Based on the results of my examination, I did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4, amended.

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

Latchkey and Wraparound Programs

Based upon our audit of the financial transactions of the school district's Latchkey and Wraparound Programs no exceptions were noted.

School Food Services

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 free and reduced price meal eligible students during the emergency.

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.

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.

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 operation. The district runs the program in-house and does not utilize a FSMC.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts and meal count records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

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.

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Net cash resources did exceed three months average expenditures due to the influx of additional Federal and State Funding related to the COVID-19 Pandemic. The State of New Jersey Department of Agriculture has issued a letter dated October 4, 2023, to all School Districts indicating that these excess funds may be retained by the District and, that the District must develop a plan which projects how excess funds will be expended in support of the program during the upcoming school year. We suggest that the district develop a plan to utilize the excess funds on allowable expenses that support the Federal Child Nutrition Program, such as improving the nutritional quality of food or purchasing equipment for the kitchens and cafeterias as outlined in the Code of Federal Regulations, 7 CFR 210.14(a).

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 the 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 /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 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 ACFR.

Student Body Activities, Athletics and Scholarship Funds

Our review of student activity, athletic, and scholarship funds' financial transactions were maintained in satisfactory condition.

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, 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 district workpapers without 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.

Testing for Lead of All Drinking Water in Educational Facilities

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

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Follow-Up on Prior Year Findings

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

Suggestions to Management

The District has accumulated Excess Cash Net Resources in the Food Service Fund due to the influx of additional Federal and State Funding related to the COVID-19 Pandemic. The State of New Jersey Department of Agriculture has issued a letter dated October 4, 2023 to all School Districts indicating that these excess funds may be retained by the District and, that the District must develop a plan which projects how excess funds will be expended in support of the program during the upcoming school year. We suggest that the district develop a plan to utilize the excess funds on allowable expenses that support the Federal Child Nutrition Program, such as improving the nutritional quality of food or purchasing equipment for the kitchens and cafeterias as outlined in the Code of Federal Regulations, 7 CFR 210.14(a).

Acknowledgment

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

Ford, Scott & Associates, L.L.C.
FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Michael S. Garcia
Michael S. Garcia
Certified Public Accountant
Licensed Public School Accountant
No. 2080

January 19, 2024

**MILLVILLE BOARD OF EDUCATION
FOOD SERVICES FUND
NUMBER OF MEALS SERVED AND (OVER) UNDER CLAIM - FEDERAL
FOR THE YEAR ENDED JUNE 30, 2023**

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Verified</u>	<u>Diff.</u>	<u>Rate</u>	<u>(Over) Under Claim</u>
National School Lunch Program	Paid	85,895	85,895	-	\$ 0.8700	\$ -
	Reduced	56,185	56,185	-	\$ 4.0300	-
	Free	<u>382,451</u>	<u>382,451</u>	<u>-</u>	\$ 4.4300	-
	Total	<u><u>524,531</u></u>	<u><u>524,531</u></u>	<u>-</u>		
School Breakfast	Paid	74,313	74,313	-	\$ 0.5000	-
	Reduced	35,339	35,339	-	\$ 2.3700	-
	Free	<u>271,292</u>	<u>271,292</u>	<u>-</u>	\$ 2.6700	-
	Total	<u><u>380,944</u></u>	<u><u>380,944</u></u>	<u>-</u>		
Snack Program	Free	<u>498</u>	<u>498</u>	<u>-</u>	\$ 1.0800	-
CACF - Dinner Program	Free	<u><u>46,793</u></u>	<u><u>46,793</u></u>	<u>-</u>	\$ 4.3300	-
Summer Feeding Program	Lunch	13,080	13,080	-	\$ 4.6625	-
	Breakfast	<u>10,317</u>	<u>10,317</u>	<u>-</u>	\$ 2.7050	-
	Total	<u><u>23,397</u></u>	<u><u>23,397</u></u>	<u>-</u>		
Grand Total		<u><u>976,163</u></u>	<u><u>976,163</u></u>	<u>-</u>		

NET CASH RESOURCE SCHEDULE

Net cash resources DID exceed three months of expenditures Proprietary Funds - Food Service FYE 2023

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	1,725,768.85
B-4		Due from Other Gov'ts	191,989.21
B-4		Accounts Receivable	579.94
B-4		Investments	-
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(2,408.10)
B-4		Less Accruals	
B-4		Less Due to Other Funds	(23,667.71)
B-4		Less Deferred Revenue	
		Net Cash Resources	<u>1,892,262.19</u> (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	4,276,345.70	
B-5	Less Depreciation	(120,223.00)	
	Adj. Tot. Oper. Exp.	<u>4,156,122.70</u>	(B)

Average Monthly Operating Expense:

B / 10	<u>415,612.27</u>	(C)
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Three times monthly Average:

3 X C	<u>1,246,836.81</u>	(D)
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TOTAL IN BOX A	\$ 1,892,262.19
LESS TOTAL IN BOX D	\$ 1,246,836.81
NET	<u>\$ 645,425.38</u>
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

**MILLVILLE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 14, 2022**

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled									
	Reported on A.S.A. On Roll		Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.A. as Private Schools		Reported on Workpapers		Errors		Sample for Verification			
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared		
Full Day Preschool - 3 Years	212	-	212	-	-	-	13	-	13	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Preschool - 4 Years	284	-	284	-	-	-	18	-	18	-	-	-	-	-	-	-	-	-	-	-	-	
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Kindergarten	269	-	269	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	-	-	-	
One	262	-	262	-	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	-	-	
Two	245	-	245	-	-	-	15	-	15	-	-	-	-	-	-	-	-	-	-	-	-	
Three	255	-	255	-	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	-	-	
Four	217	-	217	-	-	-	14	-	14	-	-	-	-	-	-	-	-	-	-	-	-	
Five	232	-	232	-	-	-	15	-	15	-	-	-	-	-	-	-	-	-	-	-	-	
Six	211	-	211	-	-	-	13	-	13	-	-	-	-	-	-	-	-	-	-	-	-	
Seven	264	-	264	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	-	-	-	
Eight	256	-	256	-	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	-	-	
Nine	350	-	350	-	-	-	22	-	22	-	-	-	-	-	-	-	-	-	-	-	-	
Ten	344	-	344	-	-	-	22	-	22	-	-	-	-	-	-	-	-	-	-	-	-	
Eleven	252	-	252	-	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	-	-	
Twelve	280	-	280	-	-	-	18	-	18	-	-	-	-	-	-	-	-	-	-	-	-	
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adult H.S. (1-14+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	3,933	-	3,933	-	-	-	248	-	248	-	-	-	-	-	-	-	-	-	-	-	-	
Special Ed - Elementary	356	-	356	-	-	-	22	-	22	-	-	-	-	3	-	3	-	-	-	3	-	
Special Ed - Middle School	256	-	256	-	-	-	16	-	16	-	-	-	-	4	-	4	-	-	-	3	-	
Special Ed - High School	422	-	422	-	-	-	26	-	26	-	-	-	-	7	-	7	-	-	-	6	-	
Subtotal	1,034	-	1,034	-	-	-	64	-	64	-	-	-	-	14	-	14	-	-	-	12	-	
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Co. Voc. - FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Totals	4,967	-	4,967	-	-	-	312	-	312	-	-	-	-	14	-	14	-	-	-	12	-	
Percentage Error					0.00%					0.00%												0.00%

**MILLVILLE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 14, 2022**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification			Notes
	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Sample Selected from Workpapers	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors		
Full Day Preschool - 3 Years	156	156	13	13	-	-	-	-	-	-	-	-	
Full Day Preschool - 4 Years	215	215	18	18	-	-	-	-	-	-	-	-	
Half Day Kindergarten	208	208	17	17	-	12	12	8	8	7	7	-	
Full Day Kindergarten	212	212	18	18	-	12	12	7	7	8	8	-	
One Two	183	183	15	15	-	14	14	8	8	8	8	-	
Three	198	198	17	17	-	7	7	6	6	6	6	-	
Four	163	163	14	14	-	10	10	8	8	8	8	-	
Five	166	166	14	14	-	4	4	3	3	3	3	-	
Six	151	151	13	13	-	5	5	3	3	3	3	-	
Seven	175	175	15	15	-	8	8	4	4	4	4	-	
Eight	164	164	14	14	-	3	3	2	2	2	2	-	
Nine	241	241	20	20	-	1	1	1	1	1	1	-	
Ten	226	226	19	19	-	4	4	3	3	3	3	-	
Eleven	152	152	13	13	-	4	4	2	2	2	2	-	
Twelve	140	140	12	12	-	4	4	-	-	-	-	-	
Post-Graduate Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	
Adult H.S. (1-14+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	2,750	2,750	232	232	-	84	84	55	55	55	55	-	
Special Ed - Elementary	302	302	25	25	-	14	14	10	10	10	10	-	
Special Ed - Middle School	204	204	17	17	-	2	2	2	2	2	2	-	
Special Ed - High School	304	304	25	25	-	2	2	2	2	2	2	-	
Subtotal	810	810	67	67	-	18	18	14	14	14	14	-	
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	
Co. Voc. - FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	
Totals	3,560	3,560	299	299	-	102	102	69	69	69	69	-	
Percentage Error			0.00%			0.00%		0.00%		0.00%		0.00%	

Transportation

DOE/County	Reported on DRTS by District		Tested		Verified		Errors
	Reported on District	District	Errors	Tested	Verified	Errors	
Reg. - Public Schools, col. 1	1,744	1,744	-	201	201	-	-
Reg - Sp Ed, col. 4	448	448	-	52	52	-	-
AIL NONPUBLIC	100	100	-	12	12	-	-
Transported - Non-Public, col. 3	-	-	-	-	-	-	-
Special Ed Spec, col. 6	221	221	-	26	26	-	-
Totals	2,513	2,513	-	291	291	-	-
Percentage Error				0.00%			0.00%

Reg Avg. (Mileage) = Regular Including Grade PK Students (Part A) 4.0
 Reg Avg. (Mileage) = Regular Excluding Grade PK Students (Part B) 4.1
 Spec Avg. = Special Ed with Special Needs 7.9

Reported	Recalculated
4.0	4.0
4.1	4.1
7.9	7.9

MILLVILLE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 14, 2022

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.A as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Preschool - 3 Years	-	-	-	-	-	-
Full Day Preschool - 4 Years	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	1	1	-	1	1	-
One						
Two						
Three						
Four						
Five						
Six						
Seven	1	1	-	1	1	-
Eight	4	4	-	3	3	-
Nine						
Ten	2	2	-	2	2	-
Eleven	1	1	-	1	1	-
Twelve	2	2	-	2	2	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-
Adult H.S. (1-14+CR.)	-	-	-	-	-	-
Subtotal	11	11	-	10	10	-
Special Ed - Elementary	-	-	-	-	-	-
Special Ed - Middle School	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-	-	-
Totals	11	11	-	10	10	-
Percentage Error			0.00%			0.00%

**CITY OF MILLVILLE SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2023**

SECTION 1B - School Based Budgeting Districts

2022-2023 Total General Fund Expenditures reported on Exh.(C-1)		\$	<u>116,511,880.19</u>	(A)
Increased by Applicable Operating Transfers				
Transfer from Capital Outlay to Capital Projects		\$	<u> </u>	(A1a)
Transfer from Capital Reserve to Capital Projects		\$	<u> </u>	(A1a)
Transfer from G/F to SRF for Preschool-Regular		\$	<u> </u>	(A1a)
Transfer from G/F to SRF for Preschool-Inclusion		\$	<u>597,060.00</u>	(A1a)
Less: Expenditures allocated to restricted federal resources as reported on Exhibit D-2		\$	<u>1,700,000.00</u>	(A1b)
2022-2023 Adjusted General Fund & Other State Expenditures {(A)-(A1)}		\$	<u>115,408,940.19</u>	(A2)
Decreased by:				
On-Behalf TPAF Pension & Social Security		\$	<u>21,238,508.98</u>	(A3)
General Fund 10 Assets Acquired Under Capital Leases (C-1a)		\$	<u> -</u>	(A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases :				
Assets Acquired Under Capital Leases in Fund 15 Reported on Exhibit C-1a		\$	<u> </u>	(A5)
Combined General Fund Contribution & State Resource % of Fund 15 Resources Reported on Exhibit D-2		\$	<u> </u>	(A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)+(A6)]		\$	<u> </u>	(A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]		\$	<u> -</u>	(A8)
2022-2023 General Fund Expenditures [(A2)-(A3)-(A8)]		\$	<u>94,170,431.21</u>	(A9)
2% of Adjusted 2022-2023 General Fund Expenditures [(A9) times .02]		\$	<u>1,883,408.62</u>	(A10)
Enter Greater of (A11) or \$250,000		\$	<u>1,883,408.62</u>	(A11)
Increased by: Allowable Adjustment*		\$	<u>274,161.00</u>	(K)
Maximum Unassigned Fund Balance [(A12)+(K)]		\$	<u>2,157,569.62</u>	(M)

SECTION 2 - All Districts

Total General Fund - Fund Balances @ June 30, 2023		\$	<u>14,298,991.79</u>	(C)
Decreased by:				
Year End Encumbrances		\$	<u>1,133,904.00</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures		\$	<u> </u>	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures**		\$	<u> </u>	(C3)
Other Restricted/Reserved Fund Balances ****		\$	<u>9,761,025.29</u>	(C4)
Assigned - Designated for Subsequent Year's Expenditures		\$	<u>2,200,000.00</u>	(C5)
Additional Assigned Fund Balance - Unreserved Designated for Subsequent Year's Expenditures July 1, 2023-August 1, 2023		\$	<u> </u>	(C6)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			<u>1,204,062.50</u>	(U)

SECTION 3 - All Districts

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

Recapitulation of Excess Surplus as of June 30, 2023

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures**	\$	_____ - (C3)
Restricted Excess Surplus***[(E)]	\$	_____ - (E)
Total [(C3)+(E)+(F)]	\$	_____ - (D)

* This adjustment line (line (K) as detailed below) is to be utilized when applicable for: Impact Aid, Sale and Lease-back, Extraordinary Aid, Additional Nonpublic School Transportation Aid, and recognized current year School Bus Advertising Revenue. Extraordinary Aid and Additional Nonpublic Transportation Aid received after June 30 is limited to the amount of revenue recognized in the audit year that was not appropriated.

Detail of Allowable Adjustments

Impact Aid	\$	_____ - (H)
Sale & Lease-back	\$	_____ - (I)
Extraordinary Aid	\$	_____ 242,961.00 (J1)
Additional Nonpublic Transportation Aid	\$	_____ 31,200.00 (J2)
Current Year School Bus Advertising Revenue Recognized	\$	_____ - (J3)
Family Crisis Transportation Aid	\$	_____ - (J4)
Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023	\$	_____ - (J5)
Total Adjustments[(H)+(I)+(J1)+(J2)]	\$	_____ 274,161.00 (K)

** This amount represents the June 30, 2023 Excess Surplus (C3 above) and must be included in the 2021-22 Audit Summary Worksheet Line 90031. This amount was to be appropriated in the 2022-23 general fund budget.

*** See (E) above. The Amount must agree to the June 30, 2023 ACFR and Audit Summary Worksheet Line 90030.

**** Amount for Other Restricted Fund Balances must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant Commissioner of Finance prior to September 30.

Detail of Other Restricted/Reserved Fund Balance

Statutory restrictions:

Approved unspent separate proposal	\$	_____
Sale/lease-back reserve	\$	_____
Capital reserve (N-1)	\$	_____ 6,877,859.90
Maintenance reserve (N-2)	\$	_____ 1,650,000.00
Tuition reserve (N-3)	\$	_____
Emergency reserve (N-4)	\$	_____ 100,200.00
School Bus Advertising 50% Fuel Offset Reserve-current year (N-5)	\$	_____
School Bus Advertising 50% Fuel Offset Reserve-prior year (N-6)	\$	_____
Impact Aid General Revenue Fund Reserve (Sections 8002 and 8003) (N-7)	\$	_____
Impact Aid General Revenue Fund Reserve (Sections 8007 and 8008) (N-8)	\$	_____
Other state/government mandated reserve	\$	_____
Reserve for Unemployment Fund	\$	_____ 1,132,965.39
Other Restricted/Reserved Fund Balances not noted above ****	\$	_____
Total Other Restricted/Reserved Fund Balance	\$	_____ 9,761,025.29 (C4)

AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2023
CITY OF MILLVILLE BOARD OF EDUCATION

RECOMMENDATIONS

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Programs
None
4. School Food Service
None
5. Student Body Activities
None
6. Application for State School Aid
None
7. Pupil Transportation
None
8. Facilities and Capital Assets
None
9. Miscellaneous
None
10. Status of Prior Year Audit Findings/Recommendations
Not Applicable