

**TOWNSHIP OF MONROE SCHOOL DISTRICT  
BOARD OF EDUCATION  
COUNTY OF MIDDLESEX, NEW JERSEY**

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

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

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

TABLE OF CONTENTS

|   |       |
|---|-------|
| Report of Independent Auditor   | 1     |
| Scope of Audit  | 2     |
| Administrative Practices and Procedures   | 2     |
| Insurance   | 2     |
| Official Bonds  | 2     |
| Tuition Charges   | 2     |
| Financial Planning, Accounting and Reporting  | 2-4   |
| Examination of Claims   | 2     |
| Payroll Account and Employee Position Control Roster  | 3     |
| Reserve for Encumbrances and Accounts Payable   | 3     |
| Travel  | 3     |
| Classification of Expenditures  | 3     |
| ◦ General Classifications   | 3     |
| ◦ Administrative Classifications  | 3     |
| Board Secretary's Records   | 3     |
| Treasurer's Records   | 3     |
| Elementary and Secondary Education Act as amended by the<br>Every Student Succeeds Act (ESSA) | 4     |
| Other Special Federal and/or State Projects   | 4     |
| T.P.A.F. Reimbursement  | 4     |
| School Purchasing Programs  | 4-5   |
| Contracts and Agreements Requiring Advertisement for Bids                                     | 4-5   |
| School Food Service   | 5-7   |
| Student Body Activities   | 7     |
| Application for State School Aid (ASSA)   | 7     |
| Pupil Transportation  | 7     |
| Facilities and Capital Assets   | 7     |
| Miscellaneous   | 8     |
| Testing for Lead of All Drinking Water in Educational Facilities                              | 8     |
| Follow-up on Prior Year Findings  | 8     |
| Acknowledgment  | 8     |
| Schedule of Meal Count Activity   | N/A   |
| Net Cash Resource Schedule  | N/A   |
| Schedule of Audited Enrollments   | 9-11  |
| Excess Surplus Calculation  | 12-14 |
| Audit Recommendation Summary  | 15    |



## REPORT OF INDEPENDENT AUDITOR

Honorable President and  
Members of the Board of Education  
Township of Monroe School District  
County of Middlesex, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Township of Monroe School District in the County of Middlesex for the year ended June 30, 2023, and have issued our report thereon dated December 4, 2023.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the finding 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 Monroe School District Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

Jump, Perry and Company, L.L.P.  
Toms River, New Jersey

Kathryn Perry, Partner  
Public School Accountant  
No. CS 20CS00226400

December 4, 2023

## **ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

### **Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Moneys, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

### **Administrative Practices and Procedures**

#### **Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the school district ACFR.

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

| <u>Name</u>      | <u>Position</u>                         | <u>Amount</u> |
|------------------|---|---------------|
| Laura Anne Allen | Business Administrator/ Board Secretary | \$750,000     |
| Dayna Barnosky   | Staff Accountant                        | \$750,000     |

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$250,000.

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.

If the data certification date reflects submission date later than 60 days after the end of the enrollment period: The original data submission did not require significant revision due to errors or omissions on the part of the district.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. Our comparison revealed that tuition appeared to be charged correctly.

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

##### **Examination of Claims**

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

### **Payroll Account**

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

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

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

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### **Employee Position Control Roster**

A review of the Position Control Roster was made and found that proper and consistent financial reporting, and that employee benefits are offered only to current employees and their eligible relations.

### **Reserve for Encumbrances and Accounts Payable**

A review of outstanding issued purchase orders was made as of June 30, 2023 for proper classification of orders as reserve for encumbrances and accounts payable.

### **Travel**

No findings.

### **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 specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C.6A:23A-8.3*. As a result of the procedures performed, a transaction error rate of 0.00 percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### **Board Secretary's Records**

Our review of the financial and accounting records maintained by the board secretary disclosed the following items.

No findings.

### **Treasurer's Records**

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

No findings.

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

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

**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 fiscal 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.

**T.P.A.F. Reimbursement**

Our audit procedures included a test of quarterly reimbursements 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(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

**School Purchasing Programs**

**Contracts and Agreements Requiring Advertisement for Bids**

*N.J.S.A.* 18A:18A-3 states:

1. 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 possesses a qualified purchasing agent certificate 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 \$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.

**School Purchasing Programs (Cont'd)**  
**Contracts and Agreements Requiring Advertisement for Bids (cont'd)**

2. 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 the 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.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.

Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

*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 2022-2023.

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 solicitor's opinion should be sought before a commitment is made.

The results of our examination indicated that no individual payments, contracts, or agreements were 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.

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

**School Food Service**

As a result, School Food Authorities (SFAs) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO). SFAs could also choose to participate in the National School Lunch Program utilizing standard counting and claiming practices.

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.

**School Food Service (cont'd)**

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.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records were reviewed on a test-check basis. Cash receipts and bank records were reviewed for timely deposit. No exceptions noted.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC Cost Reimbursable Fixed Price or Non-Competitive Emergency Procurement contract were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually. No exceptions noted.

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 expenditures 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.

The FSMC did not apply for and receive a loan in accordance with the Payroll Protection Plan.

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. 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.



### **School Food Service (cont'd)**

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.

### **Student Body Activities**

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

### **Application for State School Aid (ASSA)**

Our audit procedures included a test of information reported on the October 15, 2022 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

The district 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 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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Facilities and Capital Assets**

Our procedure included a review of any transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

## **Miscellaneous**

### **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.

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**

N/A

### **Acknowledgment**

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

**MONROE TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 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 Registers On Roll |        | Errors per Registers On Roll |        | Reported on A.S.S.A. as 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         | 43  | -      | 43                             | -      | -      | -      | 2                               | -      | 2                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| Full Day Preschool         | -   | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| Half Day Kindergarten      | 260   | -      | 260                            | -      | -      | -      | 12                              | -      | 12                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Full Day Kindergarten      | -   | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| One                        | 366   | -      | 366                            | -      | -      | -      | 16                              | -      | 16                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Two                        | 350   | -      | 350                            | -      | -      | -      | 16                              | -      | 16                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Three                      | 376   | -      | 376                            | -      | -      | -      | 17                              | -      | 17                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Four                       | 435   | -      | 435                            | -      | -      | -      | 20                              | -      | 20                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Five                       | 410   | -      | 410                            | -      | -      | -      | 18                              | -      | 18                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Six                        | 511   | -      | 511                            | -      | -      | -      | 23                              | -      | 23                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Seven                      | 484   | -      | 484                            | -      | -      | -      | 22                              | -      | 22                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Eight                      | 533   | -      | 533                            | -      | -      | -      | 24                              | -      | 24                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Nine                       | 535   | -      | 535                            | -      | -      | -      | 24                              | -      | 24                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Ten                        | 575   | -      | 575                            | -      | -      | -      | 26                              | -      | 26                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Eleven                     | 584   | -      | 584                            | -      | -      | -      | 26                              | -      | 26                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Twelve                     | 494   | -      | 494                            | -      | -      | -      | 22                              | -      | 22                             | -      | -                            | -      | -                                       | -                        | -               | -             |
| Post-Graduate              | -   | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| Adult H.S. (15+CR.)        | -   | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| Adult H.S. (1-14 CR.)      | -   | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| Subtotal                   | 5,956                                       | -      | 5,956                          | -      | -      | -      | 268                             | -      | 268                            | -      | -                            | -      | -                                       | -                        | -               | -             |
| Special Ed - Elementary    | 376   | -      | 376                            | -      | -      | -      | 17                              | -      | 17                             | -      | -                            | -      | 3                                       | 3                        | 3               | -             |
| Special Ed - Middle School | 230   | -      | 230                            | -      | -      | -      | 10                              | -      | 10                             | -      | -                            | -      | 6                                       | 5                        | 5               | -             |
| Special Ed - High School   | 371   | -      | 371                            | -      | -      | -      | 17                              | -      | 17                             | -      | -                            | -      | 11                                      | 9                        | 9               | -             |
| Subtotal                   | 977   | -      | 977                            | -      | -      | -      | 44                              | -      | 44                             | -      | -                            | -      | 20                                      | 17                       | 17              | -             |
| Co. Voc. - Regular         | -   | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| Co. Voc. Ft. Post Sec.     | -   | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -                        | -               | -             |
| Totals                     | 6,933                                       | -      | 6,933                          | -      | -      | -      | 312                             | -      | 312                            | -      | -                            | -      | 20                                      | 17                       | 17              | -             |
|                            |   |        |                                |        | 0.00%  | 0.00%  |                                 |        |                                |        |                              |        | 0.00%                                   | 0.00%                    |                 | 0.00%         |

**MONROE TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 14, 2022**

**SCHEDULE OF AUDITED ENROLLMENTS**

|                         | <u>Resident Low Income</u>                  |   |              | <u>Sample for Verification</u>        |  |                  | <u>Resident LEP Low Income</u>                  |   |              | <u>Sample for Verification</u>        |   |                  |
|-------------------------|---|---|--------------|---------------------------------------|--|------------------|---|---|--------------|---------------------------------------|---|------------------|
|                         | Reported on<br>A.S.S.A. as<br>Low<br>Income | Reported on<br>Workpapers as<br>Low<br>Income | Errors       | Sample<br>Selected from<br>Workpapers | Verified to<br>Application<br>and Register | Sample<br>Errors | Reported on<br>A.S.S.A. as<br>LEP low<br>Income | Reported on<br>Workpapers as<br>LEP low<br>Income | Errors       | Sample<br>Selected from<br>Workpapers | Verified to<br>Test Score<br>and Register | Sample<br>Errors |
|                         | Half Day Preschool                          | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| Full Day Preschool      | -   | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| Half Day Kindergarten   | 7   | 7   | -            | 3                                     | 3  | -                | 1   | 1   | -            | 1                                     | 1   | -                |
| Full Day Kindergarten   | -   | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| One                     | 25  | 25  | -            | 12                                    | 12   | -                | 3   | 3   | -            | 3                                     | 3   | -                |
| Two                     | 19  | 19  | -            | 9                                     | 9  | -                | 4   | 4   | -            | 3                                     | 3   | -                |
| Three                   | 19  | 19  | -            | 9                                     | 9  | -                | 2   | 2   | -            | 2                                     | 2   | -                |
| Four                    | 14  | 14  | -            | 7                                     | 7  | -                | 1   | 1   | -            | 1                                     | 1   | -                |
| Five                    | 24  | 24  | -            | 12                                    | 12   | -                | 1   | 1   | -            | 1                                     | 1   | -                |
| Six                     | 27  | 27  | -            | 13                                    | 13   | -                | -   | -   | -            | -                                     | -   | -                |
| Seven                   | 14  | 14  | -            | 7                                     | 7  | -                | 1   | 1   | -            | 1                                     | 1   | -                |
| Eight                   | 24  | 24  | -            | 12                                    | 12   | -                | 2   | 2   | -            | 2                                     | 2   | -                |
| Nine                    | 27  | 27  | -            | 13                                    | 13   | -                | 1   | 1   | -            | 1                                     | 1   | -                |
| Ten                     | 21  | 21  | -            | 10                                    | 10   | -                | 2   | 2   | -            | 2                                     | 2   | -                |
| Eleven                  | 21  | 21  | -            | 10                                    | 10   | -                | 2   | 2   | -            | 2                                     | 2   | -                |
| Twelve                  | 29  | 29  | -            | 14                                    | 14   | -                | 2   | 2   | -            | 2                                     | 2   | -                |
| Post-Graduate           | -   | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| Adult H.S. (15+CR.)     | -   | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| Adult H.S. (1-14 CR.)   | -   | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| Subtotal                | <u>271</u>                                  | <u>271</u>                                    | <u>-</u>     | <u>131</u>                            | <u>131</u>                                 | <u>-</u>         | <u>22</u>                                       | <u>22</u>   | <u>-</u>     | <u>21</u>                             | <u>21</u>                                 | <u>-</u>         |
|                         |   |   |              |                                       |  |                  |   |   |              |                                       |   |                  |
| Special Ed - Elementary | 52  | 52  | -            | 25                                    | 25   | -                | 5   | 5   | -            | 3                                     | 3   | -                |
| Special Ed - Middle     | 36  | 36  | -            | 17                                    | 17   | -                | 2   | 2   | -            | 2                                     | 2   | -                |
| Special Ed - High       | 50  | 50  | -            | 24                                    | 24   | -                | 1   | 1   | -            | 1                                     | 1   | -                |
| Subtotal                | <u>138</u>                                  | <u>138</u>                                    | <u>-</u>     | <u>66</u>                             | <u>66</u>                                  | <u>-</u>         | <u>8</u>  | <u>8</u>  | <u>-</u>     | <u>6</u>                              | <u>6</u>                                  | <u>-</u>         |
|                         |   |   |              |                                       |  |                  |   |   |              |                                       |   |                  |
| Co. Voc. - Regular      | -   | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| Co. Voc. Ft. Post Sec.  | -   | -   | -            | -                                     | -  | -                | -   | -   | -            | -                                     | -   | -                |
| Totals                  | <u>409</u>                                  | <u>409</u>                                    | <u>-</u>     | <u>197</u>                            | <u>197</u>                                 | <u>-</u>         | <u>30</u>                                       | <u>30</u>   | <u>-</u>     | <u>27</u>                             | <u>27</u>                                 | <u>-</u>         |
|                         |   |   |              |                                       |  |                  |   |   |              |                                       |   |                  |
| Percentage Error        |   |   | <u>0.00%</u> |                                       |  | <u>0.00%</u>     |   |   | <u>0.00%</u> |                                       |   | <u>0.00%</u>     |

**Transportation**

|   | Reported on<br>DRTRS by<br>DOE/county | Reported on<br>DRTRS by<br>District | Errors   | Tested     | Verified   | Errors    |  |                 |                     |
|---|---------------------------------------|-------------------------------------|----------|------------|------------|-----------|--|-----------------|---------------------|
|   | Reg. - Public Schools, col. 1         | 4,489                               | 4,489    | -          | 189        | 189       | -  |                 |                     |
| Reg -SpEd, col. 4                                 | 636                                   | 636                                 | -        | 25         | 25         | -         |  |                 |                     |
| Transported - AIL, col. 2 &<br>Non-Public, Col. 3 | 310                                   | 310                                 | -        | 19         | 19         | -         |  |                 |                     |
| Special Ed Spec, col. 6                           | 181                                   | 181                                 | -        | 31         | 31         | -         |  |                 |                     |
| Totals  | <u>5,616</u>                          | <u>5,616</u>                        | <u>-</u> | <u>264</u> | <u>264</u> | <u>-</u>  |  |                 |                     |
|   |                                       |                                     |          |            |            |           |  |                 |                     |
| Percentage Error                                  |                                       |                                     |          |            |            | <u>0%</u> | Reg Avg.(Mileage) = Regular Including Grade PK students (Part A) | Reported<br>4.7 | Recalculated<br>4.7 |
|   |                                       |                                     |          |            |            |           | Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B) | 4.7             | 4.7                 |
|   |                                       |                                     |          |            |            |           | Spec Avg. = Special Ed with Special Needs                        | 6.0             | 6.0                 |

**MONROE TOWNSHIP BOARD OF EDUCATION**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 14, 2022**

**SCHEDULE OF AUDITED ENROLLMENTS**

|                         | <u>Resident LEP NOT Low Income</u>                        |   |               | <u>Sample for Verification</u>                 |   |                          |
|-------------------------|---|---|---------------|--|---|--------------------------|
|                         | <u>Reported on<br/>A.S.S.A. as<br/>NOT Low<br/>Income</u> | <u>Reported on<br/>Workpapers as<br/>NOT Low<br/>Income</u> | <u>Errors</u> | <u>Sample<br/>Selected from<br/>Workpapers</u> | <u>Verified to<br/>Application<br/>and Register</u> | <u>Sample<br/>Errors</u> |
| Half Day Preschool      | -   | -   | -             | -  | -   | -                        |
| Full Day Preschool      | -   | -   | -             | -  | -   | -                        |
| Half Day Kindergarten   | 25  | 25  | -             | 19   | 19  | -                        |
| Full Day Kindergarten   | -   | -   | -             | -  | -   | -                        |
| One                     | 11  | 11  | -             | 8  | 8   | -                        |
| Two                     | 7   | 7   | -             | 5  | 5   | -                        |
| Three                   | 10  | 10  | -             | 8  | 8   | -                        |
| Four                    | 6   | 6   | -             | 5  | 5   | -                        |
| Five                    | 1   | 1   | -             | 1  | 1   | -                        |
| Six                     | 5   | 5   | -             | 4  | 4   | -                        |
| Seven                   | 3   | 3   | -             | 2  | 2   | -                        |
| Eight                   | 5   | 5   | -             | 4  | 4   | -                        |
| Nine                    | 2   | 2   | -             | 2  | 2   | -                        |
| Ten                     | 1   | 1   | -             | 1  | 1   | -                        |
| Eleven                  | 3   | 3   | -             | 2  | 2   | -                        |
| Twelve                  | 2   | 2   | -             | 2  | 2   | -                        |
| Post-Graduate           | -   | -   | -             | -  | -   | -                        |
| Adult H.S. (15+CR.)     | -   | -   | -             | -  | -   | -                        |
| Adult H.S. (1-14 CR.)   | -   | -   | -             | -  | -   | -                        |
| Subtotal                | <u>81</u>   | <u>81</u>   | <u>-</u>      | <u>63</u>                                      | <u>63</u>   | <u>-</u>                 |
| Special Ed - Elementary | 7   | 7   | -             | 5  | 5   | -                        |
| Special Ed - Middle     | 4   | 4   | -             | 3  | 3   | -                        |
| Special Ed - High       | 3   | 3   | -             | 2  | 2   | -                        |
| Subtotal                | <u>14</u>   | <u>14</u>   | <u>-</u>      | <u>10</u>                                      | <u>10</u>   | <u>-</u>                 |
| Co. Voc. - Regular      | -   | -   | -             | -  | -   | -                        |
| Co. Voc. Ft. Post Sec.  | -   | -   | -             | -  | -   | -                        |
| Totals                  | <u>95</u>   | <u>95</u>   | <u>-</u>      | <u>73</u>                                      | <u>73</u>   | <u>-</u>                 |
| Percentage Error        |   |   | <u>0.00%</u>  |  |   | <u>0.00%</u>             |

**Excess Surplus Calculation- Regular Districts N/A to Charter School/Renaissance School Project**

| Section 1   | Amount                     | Amount                    |
|---|----------------------------|---------------------------|
| A. 2% Calculation of Excess Surplus   |                            |                           |
| 2022-23 Total General Fund Expenditures per the ACFR, Ex. C-1                 |                            | \$ <u>160,751,662</u> (B) |
| Increased by:   |                            |                           |
| Transfer from Capital Outlay to Capital Projects Fund                         |                            | \$ _____ (B1a)            |
| Transfer from Capital Reserve to Capital Projects Fund                        |                            | \$ _____ (B1b)            |
| Transfer from General Fund to SRF for PreK-Regular                            |                            | \$ _____ (B1c)            |
| Transfer from General Fund to SRF for PreK-Inclusion                          |                            | \$ _____ (B1d)            |
| Decreased by:   |                            |                           |
| On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases | \$ <u>28,156,833</u> (B2a) | \$ _____ (B2b)            |
| Adjusted 2022-23 General Fund Expenditures [(B)+(B1s)-(B2s)]                  | \$ <u>132,594,829</u> (B3) |                           |
| 2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]             | \$ <u>2,651,897</u> (B4)   |                           |
| Enter Greater of (B4) or \$250,000  | \$ <u>2,651,897</u> (B5)   |                           |
| Increased by: Allowable Adjustment *  | \$ <u>620,684</u> (K)      |                           |
| Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]            |                            | \$ <u>3,272,581</u> (M)   |

| Section 2   | Amount                   | Amount                   |
|---|--------------------------|--------------------------|
| Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1) |                          |                          |
| Decreased by:   | \$ <u>10,694,184</u> (C) |                          |
| Year-end Encumbrances   | \$ <u>284,570</u> (C1)   |                          |
| Legally Restricted – Designated for Subsequent Year’s Expenditures                          | \$ <u>4,428,785</u> (C2) |                          |
| Legally Restricted - Excess Surplus – Designated for Subsequent Year’s Expenditures **      | \$ <u>1,033,770</u> (C3) |                          |
| Other Restricted Fund Balances ****   | \$ _____ (C4)            |                          |
| Assigned Fund Balance – Unreserved- Designated for Subsequent Year’s Expenditures           | \$ <u>238,162</u> (C5)   |                          |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]                                |                          | \$ <u>4,708,897</u> (U1) |

| Section 3  | Amount | Amount                   |
|--|--------|--------------------------|
| Restricted Fund Balance – Excess Surplus*** [(U1)–(M)] <b>If Negative Enter -0</b> |        | \$ <u>1,436,316</u> (E)  |
| Recapitulation of Excess Surplus as of June 30, 2023                               |        |                          |
| Reserved Excess Surplus – Designated for Subsequent Year’s Expenditures **         |        | \$ <u>1,033,770</u> (C3) |

|  |        |                                |
|--|--------|--------------------------------|
| Section 3                                | Amount | Amount                         |
| Reserved Excess Surplus <b>***</b> [(E)] |        | \$ <u>1,436,316</u> (E)        |
| Total Excess Surplus [(C3) + (E)]        |        | \$ <u><u>2,470,086</u></u> (D) |

**Footnotes:**

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

- (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.

**(new) (J5) Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023**

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

*Detail of Allowable Adjustments*

|  |                       |
|--|-----------------------|
| Impact Aid   | \$ (H)                |
| Sale & Lease-back  | \$ (I)                |
| Extraordinary Aid  | \$ 523,964 (J1)       |
| Additional Nonpublic School Transportation Aid   | \$ 96,720 (J2)        |
| Current Year School Bus Advertising Revenue Recognized   | \$ (J3)               |
| Family Crisis Transportation Aid   | \$ (J4)               |
| <b>(new) Supplemental Stabilization Aid received April 2023 &amp; Maintenance of Equity Aid received July 2023</b> | <b>\$ (J5)</b>        |
| <b>Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4) +(J5)]</b>   | <b>\$ 620,684 (K)</b> |

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

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

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

**Detail of Other Restricted Fund Balance**

|   |                     |
|---|---------------------|
| Statutory restrictions:                                       |                     |
| Approved unspent separate proposal                            | \$ _____            |
| Sale/lease-back reserve                                       | \$ _____            |
| Capital reserve   | \$ 22,552           |
| Maintenance reserve   | \$ _____            |
| Emergency reserve   | \$ _____            |
| Tuition reserve   | \$ _____            |
| School Bus Advertising 50% Fuel Offset Reserve – current year | \$ _____            |
| School Bus Advertising 50% Fuel Offset Reserve –prior year    | \$ _____            |
| Impact Aid General Fund Reserve (Sections 8002 and 8003)      | \$ _____            |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008)      | \$ _____            |
| Other state/government mandated reserve                       | \$ _____            |
| Reserve for Unemployment Fund                                 | \$ 215,610          |
| [Other Restricted Fund Balance not noted above]****           | \$ _____            |
| <br>Total Other Restricted Fund Balance                       | <br>\$ 238,162 (C4) |

*The following example illustrates the proper calculation of the 2 percent excess surplus for districts not required to use school-based budgeting (SBB). Note that the references (a), (b), etc. are for purposes of this illustration only.*

**Example:**

The school district had total general fund expenditures (from exhibit C-1 of ACFR) of \$7,500,000. Included in the general fund expenditures were “On-Behalf State Aid Payments” (TPAF Pension & Social Security) of \$405,000 and Assets Acquired Under Capital Lease of \$182,000. General fund transfers to other funds not included in the general fund expenditures of the ACFR, but added to the calculation, Transfer from Capital Outlay to Capital Projects of \$60,000; Transfer from Capital Reserve to Capital Projects (augment SCC/SDA grant) of \$12,000; Trans. from General Fund to SRF for Preschool - Regular of \$10,000; and Trans. from General Fund to SRF for Preschool - Inclusion of \$5,000. The district received \$2,000 in federal impact aid revenue during 2022-23 and recognized \$1,000 of School Bus Advertising Revenue during 2022-23. The June 30, 2023 general ledger reflects that the district had the following: \$4,900 of year-end “other purposes” encumbrances reported in the “Committed” fund balance category (GASBS 54); \$9,000 legally restricted reported in the “Restricted” fund balance category (GASBS 54) from an unexpended 2021-22 additional spending proposal required to be designated/appropriated in the 2023-24 budget; \$45,000 reserved June 30, 2022 excess surplus required to be designated/appropriated in the 2023-24 budget reported in the “Restricted” fund balance category (GASBS 54); \$90,000 unreserved and designated in the 2023-24 budget reported in the “Assigned” fund balance category (GASBS 54); and \$395,000 unreserved/undesigned reported in the “Unassigned” fund balance category (GASBS 54) prior to calculating June 30, 2023 excess surplus.

|   |          |     |             |     |
|---|----------|-----|-------------|-----|
| 2022-23 Total General Fund Expenditures                   |          |     | \$7,500,000 | (a) |
| Increased by Applicable Operating transfers:              | \$60,000 | (b) |             |     |
| Transfer from Capital Outlay to Capital Projects          | 12,000   | (b) |             |     |
| Transfer from Capital Reserve to Capital Projects         | 10,000   | (b) |             |     |
| Trans. from General Fund to SRF for Preschool (Regular)   | 5,000    | (b) |             |     |
| Trans. from General Fund to SRF for Preschool (Inclusion) |          |     |             |     |



TOWNSHIP OF MONROE SCHOOL DISTRICT  
AUDIT RECOMMENDATION SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

It is recommended that:

1. Administrative Practices and Procedures  
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. Miscellaneous  
None
10. Status of Prior Year Findings/Recommendations  
There were no prior year audit findings or recommendations.