MOUNTAIN LAKES SCHOOL DISTRICT COUNTY OF MORRIS NEW JERSEY

AUDITOR'S MANAGEMENT REPORT

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE FISCAL YEAR ENDED JUNE 30, 2023

PREPARED BY

SAMUEL KLEIN AND COMPANY, LLP CERTIFIED PUBLIC ACCOUNTANTS

MOUNTAIN LAKES SCHOOL DISTRICT COUNTY OF MORRIS NEW JERSEY

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

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Tax ID #22-6002121

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REPORT OF INDEPENDENT AUDITORS

Honorable President and Members of the Board of Education Mountain Lakes School District County of Morris, 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 Mountain Lakes School District in the County of Morris for the year ended June 30, 2023, and have issued our report thereon dated January 29, 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 Mountain Lakes Board of Education's management and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

JOSEPH J. FACCONE

Licensed Public School Accountant #194

SAMUEL KLEIN AND COMPANY, LLP CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey January 29, 2024

MOUNTAIN LAKES SCHOOL DISTRICT

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 District's ACFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Alex Ferreira	Business Administrator Board Secretary	\$120,000.00
D. Timothy Roberts	Treasurer of School Monies	300,000.00

There is a Public Employees' Faithful Performance Blanket Bond with the Selective Insurance covering all other employees with multiple coverage of \$100,000.00.

Tuition Charges

Not Applicable.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review revealed no discrepancies with respect to signatures, certification or supporting documentation.

In verifying expenditures, computations were tested on claims approved and paid. No attempt was made in this connection to establish proof of rendition, character or extent of services, nor quantities, nature, propriety of prices or receipt of materials, these elements being left necessarily to internal review in connection with approval of claims.

Payroll Account and Position Control Roster

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 of Schools and certified by the President of the Board and the Board Secretary/Business Administrator.

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

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

Payroll Account and Position Control Roster (Continued)

The propriety of deductions from individual salaries for Pensions, Social Security, Withholding Tax and other purposes was not verified as part of this examination.

Reserve for Encumbrances and Accounts Payable

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

All encumbrances, contracts, salaries and expenditures for state and federally funded projects were in accordance with laws and regulations and in conformity with procurement requirements.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

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 tested 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 0.0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classifications.

Board Secretary's Records

The financial records, books of accounts and minutes maintained by the Board Secretary were in satisfactory condition. The prescribed contractual order system was followed.

The School District's double entry system of account records were maintained in accordance with the Department of Education's prescribed <u>GAAP Technical Systems Manual</u>, pursuant to N.J.S.A. 18A:4-14 and N.J.A.C. 6:20-2A.

Revenue and receipts were established and verified as to source and amount only insofar as the local records permitted.

Treasurer's Records

The Treasurer's records were examined and found to be in agreement with records of the Board Secretary.

Acknowledgment of the Board's receipt of the Treasurer's Report was included in the minutes.

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 CAFR. 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 that there were no areas of noncompliance and/or 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. Expenditures of federal awards did not meet the \$750,000.00 expenditure threshold requiring a federal single audit.

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.

The study of compliance for the special projects indicated that there were no areas of noncompliance and/or questioned costs.

TPAF Reimbursement

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

TPAF Reimbursement to the State for Federal Salary Expenditures

The reimbursement to the State for 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 60 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 reported as obligated and not expended and as an unliquidated balance in the current year's Final Report(s) for all federal awards.

School Purchasing Program

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with *N.J.S.A.* 18A:18A-2 is \$44,000.00 with a Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under *N.J.S.A.* 18A:39-3 is \$19,600.00 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.

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

The results of our examination indicated 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 <u>N.J.S.A.</u> 18A:18A-4, as amended.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

School Food Service

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

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 Cost Reimbursable or Fixed Price contract/addendum 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.

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 nonprofit status of the school food service.

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 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.

The School District did provide the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

Student Activity and Athletic Funds

The School Activity Accounts, maintained on the cash basis, encompasses separate accounts for the seven elementary schools, one high school and the athletic accounts. Our review of the student activity fund did not determine any exceptions.

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 included as part of 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.

Pupil Transportation (Continued)

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.

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 did submit 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's Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action has been taken on all prior findings.

Acknowledgment

We received the complete cooperation of all the officials of the School District and greatly appreciate the courtesies extended to the members of the audit team.

JOSEPH J. FACCONE

Licensed Public School Accountant #194

SAMUEL KLEIN AND COMPANY, LLP CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey January 29, 2024

BOROUGH OF MOUNTAIN LAKES SCHOOL DISTRICT

<u>APPLICATION FOR STATE SCHOOL AID SUMMARY</u> <u>ENROLLMENT AS OF OCTOBER 14, 2022</u>

Full Shared Schools cation V Half Day Preschool Full Day Preschool Half Day Kindergarten O 0 0 O 0 O 0 O 0 O 0 O 0 O 0	ample Sample erified Errors
On Roll On Roll Errors Workpapers On Roll On Roll Private Verify-S Shared Full Shared Schools cation Verify-S Schools Schools Cation Verify-S Shared Full Day Preschool	
Full Shared Schools cation V Half Day Preschool Full Day Preschool Half Day Kindergarten O 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Half Day Preschool 0 0 0 0 0 Full Day Preschool 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	erified Errors
Full Day Preschool 0 0 0 0 Half Day Kindergarten 0 0 0 0	
Half Day Kindergarten 0 0 0	
Full Day Kindergarten 65 65 65 0 0 12 12 12	
Full Day Kindergarten 65 65 0 0 13 13 0 0	
One 57 57 0 0 11 11 0 0	
Two 63 63 0 0 12 12 0 0	
Three 64 64 0 0 12 12 0 0	
Four 68 68 0 0 13 13 0 0	
Five 78 78 0 0 15 15 0 0	
Six 78 78 0 0 15 15 0 0	
Seven 71 71 0 0 14 14 0 0	
Eight 85 85 0 0 17 17 0 0	
Nine 112 112 0 0 22 22 0 0	
Ten 119 119 0 0 23 23 0 0	
Eleven 123 123 0 0 24 24 0 0 0	
Twelve 133 133 0 0 25 25 0 0	
Post-Graduate 0 0 0 0	
Adult H.S. (15+CR.) 0 0 0	
Adult H.S. (1-14 CR.)	
Subtotal 1,116 0 1,116 0 0 0 0 216 0 216 0 0 0 0	0 0
Special Ed - Elementary 91 91 0 0 18 18 0 0 1 1 1	1 0
Special Ed - Middle School 54 56 (2) 0 10 10 0 0 2 2	2 0
Special Ed - High School 103 104 (1) 0 20 20 0 0 4 3	2 1
Subtotal 248 0 251 0 0 48 0 48 0 0 0 7 6	5 1
Co. Voc Regular 0 0 0	0
Co. Voc. Ft. Post Sec. 0 0 0	0
Totals 1,364 0 1,367 0 (3) 0 264 0 264 0 0 0 7 6	5 1
Percentage Error (a) (a) (a) (b) -0.22% 0.00% 0.00% #DIV/0!	16.67%

Notes to Auditor:

⁽a) Sample size obtained from table in Section I, Chapter 3 of the Audit Program. Amount tested for each category obtained from workpapers provided by district.

⁽b) Sample size based on total contracts using the table in Section I, Chapter 3 of the Audit Program.

BOROUGH OF MOUNTAIN LAKES SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 14, 2022

		Resident Low Income		S	ample for Verification		Reside	ent LEP Low Incom	e	Sample for V	erification	
	Reported on A.S.S.A. as Low	Reported on Workpapers as Low	_	Sample Selected from	Verified to Application	Sample	Reported on A.S.S.A. as LEP low	Reported on Workpapers as LEP low	_	Sample Selected from	Verified to Test Score	Sample
	Income	Income	Errors	Workpapers	and Register	Errors	Income	Income	Errors	Workpapers	and Register	Errors
Haif Day Preschool Full Day Preschool Haif Day Kindergarten Full Day Kindergarten One Two Three Four Five Six Seven Eight Nine Ten Eleven Twelve Post-Graduate	1	1	0 0 0 0 0 0 0 0 0 0 0	0	0	0 0 0 0 0 0 0 0 0 0			000000000000000000000000000000000000000			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Adult H.S. (15+CR.) Adult H.S. (1-14 CR.)			0			0			0			0
Subtotal	I	1	0	0	0	0	0	0	0	0	0	0
Special Ed - Elementary Special Ed - Middle Special Ed - High Subtotal	0	0 0	0 0 0 0	0	0	0 0 0	0		0 0 0			0 0 0
Co. Voc Regular Co. Voc. Ft. Post Sec. Totals	1	1	0 0	0 (c)	0	0 0	0	0	0 0 0	0	0	0 0
Percentage Error			0.00%	.,		#DIV/0!			#DIV/0!			#DIV/0!
												•
			T	portation				Notes to Auditor:				
	Renor	ted on Reporte		рогианоп				(c and d) Sample	size based on	resident		
	DRTI							low-income st	udents listed	on		
	DOE/	county Distr	ict Errors	Tested	Verified	Errors		workpapers us				
Reg Public Schools, col. 1 Reg -SpEd, col. 4 Transported - Non-Public, col. 3 Special Ed Spec, col. 6			08 0 0 27 0 5 0	73 18 3	73 18 3	0 0 0 0		Chapter 3 of the Chapte	tained from t	able in Section I,		
Totals		140 1	40 0	94	94_	0	D . 00					Recalculated
Percentage Error				(e)		0.00%	Reg Avg.(Mileag	e) = Regular Includir e) = Regular Excludir ial Ed with Special N	ng Grade PK		4.6 4.6 14.8	

BOROUGH OF MOUNTAIN LAKES SCHOOL DISTRICT

APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 14, 2022

	Residen	Sample for Verification				
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool			0			0
Full Day Preschool			0			0
Half Day Kindergarten			0			ő
Full Day Kindergarten			0			ŏ
One	1	0	1	1	0	1
Two	-	1	(1)	-	Ť	0
Three	1	1	0	1	1	0
Four			0	_	_	0
Five	2	2	0	2	2	0
Six	2	2	0	2	2	0
Seven			0		_	0
Eight			0			0
Nine	1	1	0	1	1	0
Ten			0			0
Eleven			0			0
Twelve			0			0
Post-Graduate			0			0
Adult H.S. (15+CR.)			0			0
Adult H.S. (1-14 CR.)			0			0
Subtotal	7	7	0	7	6	1
Special Ed - Elementary			. 0			0 .
Special Ed - Middle			0			0
Special Ed - High	1	0	1	0	0	0
Subtotal	1	00	1	0	0	0
Co. Voc Regular			0			0
Co. Voc. Ft. Post Sec.						0_
Totals	8	7	$\cdot \cdot \cdot 1$	7	6	. 1
Percentage Error			12.50%	(f)		14.29%

Notes to Auditor:

 ⁽f) Sample size based on resident
 LEP NOT low-income students listed on
 workpapers using table in Section I,
 Chapter 3 of the Audit Program.

BOROUGH OF MOUNTAIN LAKES SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY ENROLLMENT AS OF OCTOBER 14, 2022

Military	Connected	Students

C	
for	
Verify- San	ple Sample
cation Veri	fied Errors
	Verify- Sam

MOUNTAIN LAKES SCHOOL DISTRICT COUNTY OF MORRIS FISCAL YEAR ENDED JUNE 30, 2023

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus		
2022-23 Total General Fund Expenditures per the ACFR, Ex. C-1	\$47,195,090.60 (B)	
Increased by: Transfer to Food Service Fund Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund	\$ 33,538.31 (B1a) \$ - (B1b) \$ - (B1c)	
Decreased by: On-Behalf TPAF Pension and Social Security Assets Acquired Under Capital Leases	\$ 9,889,162.00 (B2a) \$ - (B2b)	
Adjusted 22-23 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$37,339,466.91</u> (B3)	
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment *	\$ 746,789.34 (B4) \$ 746,789.34 (B5) \$ 19,789.00 (K)	
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ 766,578.34 (M)
SECTION 2		
Total General Fund - Fund Balances @ 6-30-23 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year Ended Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures** Other Restricted Fund Balances **** Assigned - Fund Balance - Designated for Subsequent Year's Expenditures Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 7,468,270.62 (C) \$ 460,983.42 (C1) \$ - (C2) \$ - (C3) \$ 5,775,645.20 (C4) \$ - (C5)	<u>\$ 1,231,642.00</u> (U1)

MOUNTAIN LAKES SCHOOL DISTRICT COUNTY OF MORRIS FISCAL YEAR ENDED JUNE 30, 2023

SECTION 3

Restricted Fund Balance - Excess S	Surplus***[(U2)-(M)] IF NEGATIVE ENTER -0-		465,063.66	(E)
Recapitulation of Excess Surplus as o	of June 30, 2023			
Reserved Excess Surplus - Designa Expenditures**	ated for Subsequent Year's	_\$_	-	(C3)
Reserved Excess Surplus***[(E)]		_\$	465,063.66	(E)
Total Excess Surplus [(C3) + (E)]		\$	465,063.66	(D)

Detail of Allowable Adjustments

Impact Aid	\$ -	(H)
Sale and Lease-Back	\$ _	(l)
Extraordinary Aid	\$ 19,789.00	(J1)
Additional Nonpublic School Transportation Aid	\$ -	(J2)
Supplemental Stabilization Aid	\$ _	(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)]	\$ 19,789.00	(K)

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

Amount for Other Reserved 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

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

MOUNTAIN LAKES SCHOOL DISTRICT COUNTY OF MORRIS FISCAL YEAR ENDED JUNE 30, 2023

SECTION 3 (Continued)

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Capital outlay for a district with a capital outlay Cap Waiver	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ 3,733,256.86
Maintenance reserve	\$ 1,470,000.00
Tuition reserve	\$ 200,000.00
Unemployment reserve	\$ 372,388.34
Other state/government mandated reserve	\$ -
[Other Restricted Fund Balance not noted above] ****	\$ -
Total Other Restricted Fund Balance	<u>\$ 5,775,645.20</u> (C4)

MOUNTAIN LAKES SCHOOL DISTRICT AUDIT RECOMMENDATIONS SUMMARY FISCAL YEAR ENDED JUNE 30, 2023

Recommendations:

1.	<u>Administrative</u>	<u>Practices</u>	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

None

9. Follow-Up on Prior Year's Findings

None

10. Miscellaneous

None

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