

**School District of Piscataway Township
Piscataway, New Jersey**
**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS—
FINANCIAL, COMPLIANCE AND PERFORMANCE**
June 30, 2023

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

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INDEPENDENT AUDITORS' REPORT

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Piscataway Township School District, County of Middlesex as of and for the year ended June 30, 2023, and have issued our report thereon dated December 5, 2023.

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 solely for the information and use of the Piscataway Township Board of Education's management and Board members and the New Jersey Department of Education and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

PKF O'Connor Davies, LLP

Cranford, New Jersey
December 5, 2023

David J. Gannon

David J. Gannon, CPA
Licensed Public School Accountant, No. 2305

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**PISCATAWAY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE**

JUNE 30, 2023

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, 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 as detailed on J-20, Insurance Schedule contained in the District's 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>
David Oliveira	Board Secretary/School Business Administrator	\$455,000

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey School Boards Association Insurance Group covering all other employees with coverage of \$1,000,000.

P.L. 2020, c.44

Our audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A. 18A:16-13.3 (Chapter 44) submitted for the year on audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness. The data submitted did include all health benefit plans offered by the district. The School district data certification was completed by the chief school administrator. The school district Chapter 44 data was submitted timely. The original data submission did 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. The Board made a proper adjustment ("billing") to sending Districts for the increase (decrease) in per pupil costs in accordance with *N.J.A.C. 6A:23A-17.1(f)3*, which is performed as part of the District's annual budget process.

**PISCATAWAY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE**

JUNE 30, 2023

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period did not indicate any discrepancies with respect to signatures, certification or supporting documentation and no exceptions were noted.

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

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

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

Our review of the payroll accounts did not reveal any exceptions.

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 and no exceptions were noted.

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 our selected test samples, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. No exceptions were noted.

**PISCATAWAY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE**

JUNE 30, 2023

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed no exceptions.

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

The E.S.E.A./NCLB 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 Title I and Title VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A./N.C.L.B. indicated no instances of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The District's special projects were approved as listed on Schedules A (K-3) and B (K-4) 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.

The study of compliance for the special projects indicated no instances of noncompliance and/or questionable costs.

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.

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 prior to the end of the 90 day grant liquidation

PISCATAWAY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2023

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

Effective July 1, 2021 and thereafter, 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 currently \$20,200 for 2022-2023.

The District 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.

Based on the results of examination, 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

SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and *N.J.S.A.18A:18A-7*. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The 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.

PISCATAWAY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2023

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 Fixed Price Procurement contract/addendum was reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$126,350. 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 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 exceed three months average expenditures. See our other suggestion to management.

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.

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

PISCATAWAY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2023

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 Position (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section B of the ACFR

Student Body Activities

During our audit of the student activity funds, we did not note 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 that was included on the work papers 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 without exception.

**PISCATAWAY TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE**

JUNE 30, 2023

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.

Transportation Aid was not tested as a major program for purposes of the State Single Audit and therefore limited procedures were performed over the DRTRS.

Facilities and Capital Assets

Our procedures included a review of the New Jersey Schools Development Authority (“NJSDA”) grant agreements for consistency with recording NJSDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. No exceptions were noted in our review of NJSDA expenditures.

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)

Other Suggestion to Management

For the year ended June 30, 2023, the food service net cash resources exceeded three times the average food service monthly operating expenses. We suggest the District develop a plan for the excess funds to be utilized in the subsequent year’s allowable expenses that will further support the operation and enhance the child nutrition program, such as improving the nutritional quality of the food or purchasing equipment for the kitchen as outlined in 7 CFR 210.14(a).

Follow-up on Prior Year Findings

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations including findings. There were no prior year findings.

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.

SCHEDULE OF MEAL COUNT ACTIVITY

PISCATAWAY TOWNSHIP SCHOOL DISTRICT

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -FEDERAL

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
National School Lunch (Regular and SSO Rate)	Paid	264,684	264,684	264,684	-	0.77	-
National School Lunch (Regular and SSO Rate)	Reduced	74,742	74,742	74,742	-	3.93	-
National School Lunch (Regular and SSO Rate)	Free	181,678	181,678	181,678	-	4.33	-
National School Breakfast (Regular and SSO Rate)	Paid	15,968	15,968	15,968	-	0.50	-
National School Breakfast (Regular and SSO Rate)	Reduced	5,492	5,492	5,492	-	1.96	-
National School Breakfast (Regular and SSO Rate)	Free	13,546	13,546	13,546	-	2.26	-
National School Breakfast (Severe Needs Rate)	Paid	55,521	55,521	55,521	-	2.67	-
National School Breakfast (Severe Needs Rate)	Reduced	22,977	22,977	22,977	-	2.37	-
National School Breakfast (Severe Needs Rate)	Free	45,388	45,388	45,388	-	0.50	-
After School Snack Program	Paid	-	-	-	-	1.08	-
After School Snack Program	Reduced	-	-	-	-	0.54	-
After School Snack Program	Free	-	-	-	-	0.09	-
	TOTAL	679,996	679,996	679,996			-
National School Lunch	HHFKA - PB Lunch Only	-	-	-	-	0.08	-
School Breakfast (Regular Rate)	Paid	-	-	-	-	0.50	-
	Reduced	-	-	-	-	1.96	-
	Free	-	-	-	-	2.26	-
	TOTAL	-	-	-			-
Total Net Overclaim							-

Auditor Notation:

(a) Reimbursement rates are subject to annual change. Rates indicated in this sample schedule are for illustrative purposes only. Refer to the detailed schedule of reimbursement rates presented on page II-60.29 of this Audit Program. (b) Overclaims or underclaims must be reflected by program on the Schedule of Findings and Questioned Costs (where applicable) and in the AMR. (c) If underclaims are identified and total \$100.00 or more by program, please contact the DOA for requirements to request reimbursement from USDA. Underclaim requests may or may not be approved by USDA for reimbursement. (d) Child and Adult Care Food Program-(CACFP)-At-Risk Dinners

SCHEDULE OF MEAL COUNT ACTIVITY

PISCATAWAY TOWNSHIP SCHOOL DISTRICT

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -STATE

ENTERPRISE FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
State Reimbursement -National School Lunch (Regular and SSO Rate)	Paid	336,173	336,173	336,173	-	0.060	-
State Reimbursement -National School Lunch (Regular and SSO Rate)	Reduced	103,211	103,211	103,211	-	0.070	-
State Reimbursement -National School Lunch (Regular and SSO Rate)	Free	240,612	240,612	240,612	-	0.070	-
	TOTAL	<u>679,996</u>	<u>679,996</u>	<u>679,996</u>			
	Total Net Overclaim						<u><u>-</u></u>

Auditor Notation:

(a) Reimbursement rates are subject to annual change. Rates indicated in this sample schedule are for illustrative purposes only. Refer to the detailed schedule of reimbursement rates presented on page II-60.29 of this Audit Program. (b) Overclaims or underclaims must be reflected by program on the Schedule of Findings and Questioned Costs (where applicable) and in the AMR. (c) State underclaims identified are not eligible for reimbursement.

PISCATAWAY TOWNSHIP SCHOOL DISTRICT

Net cash resources did not exceed three months of expenditures

Proprietary Funds - Food Service

FYE 2023

		Food Service		
		B - 4/5		
<u>Net Cash Resources:</u>				
CAFR	*	Current Assets		
B-4		Cash & Cash Equiv.	\$ 1,322,845	
B-4		Due from Other Gov'ts	111,739	
B-4		Accounts Receivable	148,064	
B-4		Investments		
CAFR		Current Liabilities		
B-4		Less Accounts Payable	(222,878)	
B-4		Less Accruals		
B-4		Less Due to Other Funds		
B-4		Less Unearned Revenue	<u>(64,666)</u>	
		Net Cash Resources	<u>\$ 1,295,104</u>	(A)

Net Adj. Total Operating Expense:

B-5		Tot. Operating Exp.	3,567,928	
B-5		Less Depreciation	<u>(42,902)</u>	
		Adj. Tot. Oper. Exp.	<u>\$ 3,525,026</u>	(B)

Average Monthly Operating Expense:

	B / 10	<u>\$ 352,503</u>	(C)
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Three times monthly Average:

	3 X C	<u>\$ 1,057,508</u>	(D)
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TOTAL IN BOX A	\$ 1,295,104
LESS TOTAL IN BOX D	<u>\$ 1,057,508</u>
NET	<u>\$ 237,596</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

SCHEDULE OF AUDITED ENROLLMENTS

**PISCATAWAY TOWNSHIP SCHOOL DISTRICT
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.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 3 Years					-	-											
Half Day Preschool 4 Years					-	-											
Full Day Preschool 3 Years	234		234		-	-	234		234								
Full Day Preschool 4 Years	284		284		-	-	284		284								
Full Day Preschool					-	-											
Full Day Kindergarten	442		442		-	-	126		126								
One	498		498		-	-	135		135								
Two	482		482		-	-	133		133								
Three	461		461		-	-	124		124								
Four	470		470		-	-	244		244								
Five	430		430		-	-	225		225								
Six	451		451		-	-	173		173								
Seven	446		446		-	-	146		146								
Eight	487		487		-	-	146		146								
Nine	433		433		-	-	433		433								
Ten	483		483		-	-	483		483								
Eleven	437		437		-	-	437		437								
Twelve	499		499		-	-	499		499								
Post-Graduate																	
Adult H.S. (15+CR.)																	
Adult H.S. (1-14 CR.)																	
Subtotal	6,537	-	6,537	-	-	-	3,822	-	3,822	-	-	-	-	-	-	-	-
Special Ed - Elementary	331		331		-	-	51		51		-	-	1	1	1		
Special Ed - Middle School	164		164		-	-	68		68		-	-	2	2	2		
Special Ed - High School	292	1	292	1	-	-	292		292		-	-	10	8	8		
Subtotal	787	1	787	1	-	-	411	-	411	-	-	-	13	11	11		-
Co. Voc. - Regular																	
Co. Voc. Ft. Post Sec.																	
Totals	7,324	1	7,324	1	-	-	4,233	-	4,233	-	-	-	13	11	11		-
Percentage Error					0.00%	0.00%					0.00%	0.00%					0.00%

SCHEDULE OF AUDITED ENROLLMENTS

**PISCATAWAY TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)
ENROLLMENT AS OF OCTOBER 14, 2022**

	Resident Low Income						Sample for Verification			Resident LEP Low Income						Sample for Verification		
	Reported on A.S.S.A. as Low Income		Reported on Workpapers as Low Income		Errors		Sample Selected from	Verified to Application	Sample	Reported on A.S.S.A. as LEP Low Income		Reported on Workpapers as LEP Low Income		Errors		Sample Selected from	Verified to Application	Sample
	Full	Shared	Full	Shared	Full	Shared	Workpapers	and Register	Errors	Full	Shared	Full	Shared	Full	Shared	Workpapers	and Register	Errors
Full Day Preschool					-			-										-
Full Day Preschool 3 Years	56		56		-		7	7	-									-
Full Day Preschool 4 Years	91		91		-		11	11	-									-
Full Day Kindergarten	138		138		-		25	25	-	32		32						-
One	153		153		-		18	18	-	25		25			18		18	-
Two	174		174		-		24	24	-	39		39			15		15	-
Three	163		163		-		20	20	-	36		36			12		12	-
Four	145		145		-		18	18	-	33		33			3		3	-
Five	153		153		-		12	12	-	31		31			6		6	-
Six	158		158		-		14	14	-	24		24			3		3	-
Seven	158		158		-		9	9	-	12		12			6		6	-
Eight	184		184		-		21	21	-	13		13			3		3	-
Nine	151		151		-		20	20	-	10		10			7		7	-
Ten	180		180		-		19	19	-	15		15			2		2	-
Eleven	157		157		-		12	12	-	10		10			5		5	-
Twelve	190		190		-		17	17	-	15		15			2		2	-
Subtotal	2,251	-	2,251	-	-	-	247	247	-	295	-	295	-	-	82		82	-
Sp Ed - Elementary	136		136		-		19	19	-	12		12			4		4	-
Sp Ed - Middle School	92		92		-		14	14	-	1		1			-		-	-
Sp Ed - High School	130		130		-		11	11	-	2		2			1		1	-
Subtotal	358	-	358	-	-	-	44	44	-	15	-	15	-	-	5		5	-
Total	2,609	-	2,609	-	-	-	291	291	-	310	-	310	-	-	87		87	-

Percentage Error 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

	Reported on DRTRS by District	Reported on DRTRS by County	Errors	Tested	Verified	Errors
Regular - Public School	3,434	3,434	-	-	-	-
Non-Public Transportation	237	237	-	-	-	-
ALL Non-public	237	237	-	-	-	-
Regular Special Education	78	78	-	-	-	-
Special Needs	331	331	-	-	-	-
Totals	4,317	4,317	-	-	-	-

Average mileage - regular including Grade PK students 3.6 3.6
 Average mileage - regular excluding Grade PK students 4.4 4.4
 Average mileage - special education with special needs 4.4 4.4

Percentage Error 0.00% 0.00%

SCHEDULE OF AUDITED ENROLLMENTS

**PISCATAWAY TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)
ENROLLMENT AS OF OCTOBER 14, 2022**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
Full Day Preschool			-			-
Full Day Kindergarten	43	43	-	-	-	-
One	45	45	-	36	36	-
Two	26	26	-	12	12	-
Three	26	26	-	19	19	-
Four	33	33	-	6	6	-
Five	21	21	-	2	2	-
Six	12	12	-	6	6	-
Seven	9	9	-	6	6	-
Eight	8	8	-	1	1	-
Nine	4	4	-	3	3	-
Ten	4	4	-	1	1	-
Eleven	6	6	-	2	2	-
Twelve	6	6	-	12	12	-
Subtotal	<u>243</u>	<u>243</u>	-	<u>106</u>	<u>106</u>	-
Sp Ed - Elementary	12	12	-	4	4	-
Sp Ed - Middle School	-	-	-	-	-	-
Sp Ed - High School	1	1	-	-	-	-
Subtotal	<u>13</u>	<u>13</u>	-	<u>4</u>	<u>4</u>	-
Total	<u>256</u>	<u>256</u>	-	<u>110</u>	<u>110</u>	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

PISCATAWAY TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

June 30, 2023

SECTION 1 - Regular District

B. 2% Calculation of Excess Surplus

2022-23 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 150,958,258	(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	\$ 264,612	(B1d)
Decreased by:		
On-Behalf TPAF Pension, Medical, Long-Term Disability & Social Security	\$ 28,519,122	(B2a)
Assets Acquired Under Capital Leases	\$ 2,983,896	(B2b)
Adjusted 2022-23 General Fund Expenditures [(B) + (B1s) - (B2s)]	\$ 119,719,852	(B3)
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	\$ 2,394,397	(B4)
Enter Greater of (B4) or \$250,000	\$ 2,394,397	(B5)
Increased by: Allowable Adjustment*	\$ 1,112,849	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5) + (K)]	\$ 3,507,246	(M)

SECTION 2

Total General Fund - Fund Balances at 6-30-2023 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 61,020,278	(C)
Decreased by:		
Year-end Encumbrances	\$ 2,765,377	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ -	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 6,503,360	(C3)
Other Restricted Fund Balances****	\$ 37,516,924	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ 3,049,257	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$ 11,185,360	(U1)

PISCATAWAY TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

June 30, 2023

SECTION 3

Restricted Fund Balance - Excess Surplus ***	
[(U1)-(M)] IF NEGATIVE ENTER -0-	\$ <u>7,678,114</u> (E)

Recapitulation of Excess Surplus as of June 30, 2023

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ 6,503,360 (C3)
Reserved Excess Surplus *** [(E)]	\$ <u>7,678,114</u> (E)
 Total Excess Surplus [(C3)+(E)]	 \$ <u>14,181,474</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.

Detail of Allowable Adjustments

Impact Aid	\$ - (H)
Sales & Lease-back	\$ - (I)
Extraordinary Aid	\$ <u>688,828</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>73,944</u> (J2)
Supplemental Stabilization Aid	\$ <u>350,077</u> (J3)
Family Crisis Transportation Aid	\$ - (J4)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	 \$ <u>1,112,849</u> (K)

PISCATAWAY TOWNSHIP SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

June 30, 2023

- ** This amount represents the June 30, 2023 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.
- *** Amount must agree to the June 30, 2023 ACFR and the sum of the two lines must agree to Audit Summary Line 90030.
- **** 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 any other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Office of School Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ 28,160,921
Maintenance reserve	\$ 6,555,332
Emergency reserve	\$ 1,000,000
Waiver offset reserve - Designated for subsequent year	\$ -
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	\$ -
Impact Aid Capital Fund Reserve	\$ -
Other state/government mandated reserve	\$ 1,800,671
[Other Restricted Fund Balance not noted above]****	\$ -
Total Other Restricted Fund Balance	\$ 37,516,924 (C4)

PISCATAWAY TOWNSHIP SCHOOL DISTRICT
COUNTY OF MIDDLESEX

RECOMMENDATIONS

June 30, 2023

I. **Administration Practices and Procedures**

There are none.

II. **Financial Planning, Accounting and Reporting**

There are none.

III. **School Purchasing Program**

There are none.

IV. **School Food Service**

There are none.

V. **Student Body Activities**

There are none.

VI. **Application for State School Aid**

There are none.

VII. **Pupil Transportation**

There are none.

VIII. **Facilities and Capital Assets**

There are none.

IX. **Miscellaneous**

There are none.

X. **Status of Prior Year Audit Findings/Recommendations**

There are none.