

**BOARD OF EDUCATION**  
**TOWNSHIP OF PITTSBORO SCHOOL DISTRICT**  
**COUNTY OF SALEM**  
**AUDITOR'S MANAGEMENT REPORT ON**  
**ADMINISTRATIVE FINDINGS -**  
**FINANCIAL, COMPLIANCE AND PERFORMANCE**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2023**

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## REPORT OF INDEPENDENT AUDITORS

Honorable President and  
Members of the Board of Education  
Township of Pittsgrove School District  
County of Salem, New Jersey 08318

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

As part of our audit, we performed procedures required by the Division of Administration and Finance, 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 issued in conjunction with the Annual Comprehensive Financial report of the Board of Education of the Township of Pittsgrove School, for the fiscal year ending June 30, 2023 and is intended for the information of the Pittsgrove Township 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,

**NIGHTLINGER, COLAVITA & VOLPA, P.A.**



Raymond Colavita, C.P.A., R.M.A.  
Licensed Public School Accountant  
No. 915  
November 30, 2023

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

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and District personnel entrusted with duties formally under the auspices of the Treasurer of School Monies, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

**Administrative Practices and Procedures**

**Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit 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>
Darren Harris	School Business Administrator/ Board Secretary	\$ 250,000

There is a Public Employees' Faithful Performance Blanket Position Bond with Selective Insurance Company covering all employees with coverage of \$100,000.

**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 school district.

The school district data certification was completed by the chief school administrator. The school district Chapter 44 data was submitted timely.

**Tuition Charges**

There were charges representing payments from parents of students not residing in the school district.

In addition, a comparison of tentative tuition charges and actual certified tuition charges was made. The Board appeared to make proper adjustment to the billings of sending districts for the adjustments in per pupil costs in accordance with **N.J.A.C. 6A:23A-17.1(f)3**.

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

### **District Internal Control Policies**

District boards of education and administration are responsible for developing internal controls policies and procedures and maintaining a strong internal control environment. NJAC 6A:23A-6.4 requires that the district's internal control policies include specific requirements at NJAC 6A:23A-6.5 through 6.13.

Internal Control Policies were found in accordance with NJAC 6A:23A-6.5 through 6.13, with the exception of Segregation of Duties (NJAC 6A:23A-6.5).

### **Examination of Claims**

An examination of claims paid during the period under review indicated that they appeared proper with respect to certification and itemization.

### **Unemployment Compensation Insurance Trust Fund**

The Board has adopted the percentage method and maintains an Unemployment Compensation Insurance Trust Fund.

### **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 were approved by the Superintendent and were certified by the President of the Board and the School 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.

An inquiry and subsequent review of the Position Control Roster did not find any discrepancies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

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

A review of outstanding issued purchase orders was made as of June 30, 2023 for goods not yet received or services not yet rendered, and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered as of June 30, 2023.

The District's personnel performed an analysis of outstanding purchase orders at June 30 and prepared separate listings of those comprising accounts payable and those representing reserve for encumbrances. There were no exceptions noted in our examination of encumbrances and accounts payable.

## **Classification of Expenditures (Cont'd)**

### **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% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

- A. **General Classification Findings** - NONE
- B. **Administrative Classification Findings** - NONE

### **Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures Against Those Federal Grants Awards**

No exceptions were noted.

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

The financial records and board minutes of the Board Secretary were in satisfactory condition.

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

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

Monthly financial certifications of the Board Secretary and Board of Education for positive line item account status certification (**N.J.A.C. 6:20-2.13**) were approved monthly.

### **Treasurer's Records – Board Secretary's Office**

Board Secretary personnel performed cash reconciliations for the general operating account, payroll account and payroll agency account per **N.J.S.A. 18A:17-9**.

Cash receipts appeared to be deposited promptly.

The Treasury records were in agreement with the records of the Board Secretary. The Treasury reports were filed in a timely manner.

## **Financial Planning, Accounting and Reporting (Cont'd)**

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

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

Our audit of the E.S.E.A. 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 study of compliance for E.S.E.A. indicated that all E.S.E.A. programs were in compliance.

### **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. The study of compliance for special projects indicated no areas 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 60 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-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general are available on the website: [http://www.state.nj.us/dca/divisions/dlgs/programs/ps\\_contracts.html](http://www.state.nj.us/dca/divisions/dlgs/programs/ps_contracts.html).

The current statute is posted on the New Jersey Legislature website at: [http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC\\_Frame\\_pg42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_pg42).

## **School Purchasing Programs (Cont'd)**

### **Contracts and Agreements Requiring Advertisement for Bids (Cont'd)**

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 Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or 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.

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

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. Our examination did reveal, however, that Computers and Supplies were purchased from vendors approved for state contract.

The review of contracts and agreements did not disclose any areas of statutory noncompliance.

Although a particular contract is exempt from the formal requirements of public advertising and competitive bidding, N.J.S.A. 18A:18A-37 requires that quotations be obtained, whenever practical, for any contract less than the bid threshold but 15% or more of that amount, except for contracts for professional services. All contracts and agreements, which are subject to quotations, shall be awarded on the basis of the lowest responsible quotation received, which is most advantageous to the Board of Education, price and other factors considered.

### **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.



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

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

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. No exceptions noted.

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. No exceptions noted. 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.

### **Finding 2023-1 (ACFR 2023-1)**

Net cash resources exceeded three months average expenditures.

### **Recommendation**

The Board should implement a corrective action plan to effectively reduce the net cash resources on hand through capital expenditure or otherwise.

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. No exceptions noted.

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. No exceptions were noted.

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

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold. No exceptions were noted.

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

### **S.A.C.C. Account (School Age Childcare)**

S.A.C.C. activity (representing miscellaneous childcare program fee revenues and payment of related operating expenditures) is reported as an enterprise fund.

The analysis of Receipts and Disbursements submitted for audit, as adjusted, reconciled with the bank at June 30, 2023. Deposits were generally traceable to the monthly bank statements and made on a timely basis. Expenditures were supported by invoices and other documentation. Receipts and disbursements were reconciled to the bank account.

The Board Policy should also be reviewed, in order to address the various issues related to requirements for continuation of participation.

Sufficient documentation is being sought to maintain a record of the proper status of childcare services provided to each individual, along with the corresponding revenue charged in the SACC Enterprise Fund. As a result, internal control over billing and collection of SACC accounts receivable will be strengthened through on-going revision of procedures and related documentation.

### **Student Body Activities**

Cash receipts and disbursements journals were maintained in good condition and reconciled to the monthly bank statements. Deposits were traceable to the bank and made on a timely basis. Expenditures were supported by invoices and other documentation.

### **Internal Service Funds**

Cash receipts and disbursements journals were maintained in good condition and reconciled to the monthly bank statements. Deposits were traceable to the bank and made on a timely basis. Expenditures were supported by invoices and other documentation.

Balances of accounts receivable, accounts payable and inventory, within the various Internal Service Funds of the District were reviewed, analyzed and adjusted by the Board Office prior to the completion of the financial statements as of June 30, 2023. The reported inventory is housed at a commercial warehouse and is currently being pursued for sale or usage.

### **Application for State School Aid**

Our audit procedures included a test of the information reported in the October 15, 2022 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, and low-income. 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.

### **Application for State School Aid (Cont'd)**

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 and 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, which is 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, Capital Assets and Capital Leases**

The remaining balance of capital leases payable, as shown on the Statement of Net Position at June 30, 2023, is \$124,607.

Our procedures included a review of the NJSDA grant agreements, if any, for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. There were no open NJSDA projects as of June 30, 2023.

### **Testing for Lead of all Drinking Water in Educational Facilities**

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

The test results were posted on the district's website as well as being available at the school facility.

### **Follow-up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendation, with the exception of the following:

#### **Finding 2022-1**

Net cash resources exceeded three months average expenditures.

**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.

Respectfully submitted,

**NIGHTLINGER, COLAVITA & VOLPA, P.A.**

A handwritten signature in cursive script, appearing to read "Raymond Colavita".

Raymond Colavita, C.P.A., R.M.A.  
Licensed Public School Accountant  
No. 915

**SCHEDULE OF AUDITED ENROLLMENTS**

**PITTSBURGH TOWNSHIP BOARD OF EDUCATION  
APPLICATION OR 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 Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared					
Full Day Preschool 3 Years Old	57		57					9		9							
Full Day Preschool 4 Years Old	58		58					9		9							
Full Day Kindergarten	88		88					14		14							
One	101		101					16		16							
Two	113		113					18		18							
Three	95		95					15		15							
Four	82		82					13		13							
Five	99		99					16		16							
Six	109		109					18		18							
Seven	109		109					18		18							
Eight	94		94					15		15							
Nine	117		117					19		19							
Ten	105		105					17		17							
Eleven	99	6	99	6				16	1	16	1						
Twelve	86	6	86	6				14	1	14	1						
Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14 CR.)																	
Subtotal	1,412	12	1,412	12	0	0	227	2	227	2	0	0	0	0	0	0	0
Special Ed - Elementary	114		114				18		18								
Special Ed - Middle	65		65				10		10								
Special Ed - High	77	4	77	4			12	1	12	1			5	2	2		
Subtotal	256	4	256	4	0	0	40	1	40	1	0	0	5	2	2	0	0
Totals	1,668	16	1,668	16	0	0	267	3	267	3	0	0	5	2	2	0	0
Percentage Error					0.00%	0.0%					0.00%	0.00%				0.00%	

**SCHEDULE OF AUDITED ENROLLMENTS**

**PITTSBURGH TOWNSHIP BOARD OF EDUCATION  
APPLICATION OR STATE SCHOOL AID SUMMARY  
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 Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected From Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	26	26		11	11							
One	25	25		11	11		1	1				
Two	36	36		15	15		2	2				
Three	18	18		8	8							
Four	19	19		8	8		3	3		1	1	
Five	33	33		14	14		2	2				
Six	25	25		11	11		2	2				
Seven	40	40		17	17		2	2				
Eight	28	28		12	12		1	1				
Nine	28	28		12	12		2	2				
Ten	41	41		17	17		3	3		1	1	
Eleven	17.5	17.5		7	7		1	1				
Twelve	14.5	14.5		6	6		1	1				
Post Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
<b>Subtotal</b>	<b>351</b>	<b>351</b>	<b>0</b>	<b>149</b>	<b>149</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>
Special Ed - Elementary	44	44		19	19		3	3		1	1	
Special Ed - Middle	26	26		11	11		3	3		1	1	
Special Ed - High	41	41		17	17							
<b>Subtotal</b>	<b>111.0</b>	<b>111.0</b>	<b>0</b>	<b>47</b>	<b>47</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
<b>Totals</b>	<b>462.0</b>	<b>462.0</b>	<b>0</b>	<b>196</b>	<b>196</b>	<b>0</b>	<b>26</b>	<b>26</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>
Percentage Error			<u>0.00%</u>			<u>0.48%</u>						

**TRANSPORTATION**

	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors		Reported	Re-Calculated
Reg. - Public Schools	1,070.0	1,070.0	0	212	212	0	Avg. Mileage - Regular Including Grade PK students	5.8	
Reg. - Special Ed.	156.5	156.5	0	31	31	0	Avg. Mileage - Regular Excluding Grade PK students	5.8	
AIL - Non-Public	70.0	70.0	0	14	14	0	Avg. Mileage - Special Ed with Special Needs	12.5	
Transported - Non-Public									
Special Needs - Public	36.5	36.5	0	7	7	0			
<b>Totals</b>	<b>1,333.0</b>	<b>1,333.0</b>	<b>0</b>	<b>264.0</b>	<b>264.0</b>	<b>0</b>			
Percentage Error			<u>0.0%</u>			<u>0.0%</u>			

**SCHEDULE OF AUDITED ENROLLMENTS**

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

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Report On</u> <u>A.S.S.A. as</u> <u>NOT Low</u> <u>Income</u>	<u>Report On</u> <u>Workpapers as</u> <u>NOT Low</u> <u>Income</u>	<u>Errors</u>	<u>Sample</u> <u>Selected From</u> <u>Workpapers</u>	<u>Verified to</u> <u>Application</u> <u>and Register</u>	<u>Sample</u> <u>Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten		1				
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
Post Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	1	1	0	0	0	0
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Subtotal	0	0	0	0	0	0
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	1	1	0	0	0	0

Percentage Error

0.00%

0.00%

**PITTSBORO TOWNSHIP SCHOOL DISTRICT**  
**EXCESS SURPLUS CALCULATION**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

2022-23 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ <u>37,671,867</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	<u>153,621</u>	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	<u>6,692,539</u>	(B2a)
Assets Acquired Under Capital Leases	<u>365,000</u>	(B2b)
 Adjusted 2022-23 General Fund Expenditures [(B)+(B1s)-(B2s)]	 <u><u>30,767,949</u></u>	 (B3)
 2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	  <u>615,359</u>	  (B4)
Enter Greater of (B4) or \$250,000	<u>615,359</u>	(B5)
Increased by: Allowable Adjustment*	<u>431,185</u>	(K)
 Maximum Unassigned/Undesignated-Unreserved Fund Balance[(B5)+(K)]	  <u><u>\$ 1,046,544</u></u>	  (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-23 (Per ACFR Budgetary Comparison Schedule C-1)	\$ <u>6,375,390</u>	(C)
Decreased by:		
Year-end Encumbrances	<u>406,221</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	_____	(C2)      Capital
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	<u>676,615</u>	(C3)      Surplus
Other Restricted Fund Balances****	<u>2,410,550</u>	(C4)
Assigned Fund balance Unreserved - Designated for Subsequent Year's Expenditures	<u>87,256</u>	(C5)      Other
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	  <u><u>\$ 2,794,748</u></u>	  (U1)

**SECTION 3**

Restricted Fund Balance- Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ <u><u>1,748,204</u></u>	(E)
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**Recapitulation of Excess Surplus as of JUNE 30, 2023**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	676,615	(C3)
Reserved Excess Surplus ***[(E)]	<u>1,748,204</u>	(E)
 Total Excess Surplus [(C3) + (E)]	  <u><u>\$ 2,424,819</u></u>	  (D)



**PITTSBORO TOWNSHIP SCHOOL DISTRICT**  
**EXCESS SURPLUS CALCULATION**

**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 & 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.
  - (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	<u>408,323</u>	(J1)
Additional Nonpublic School Transportation Aid	<u>22,862</u>	(J2)
Current Year School Bus Advertising Revenue Recognized	_____	(J3)
Family Crisis Transportation Aid	_____	(J4)
Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023	_____	(J5)
Total Adjustments [(H) + (I) + (J1) + (J2) + (J3) + (J4) + (J5)]	\$ <u>431,185</u>	(K)

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

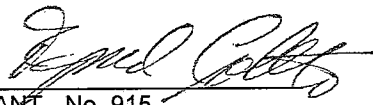
\*\*\* Amounts must agree to the June 30, 2023 ACFR and must agree to Audit Summary Worksheet Line 90030.

\*\*\*\* 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 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	<u>1,681,855</u>	
Maintenance reserve	<u>728,695</u>	
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 8007 and 8008)	_____	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	_____	
Other state/government mandated reserve	_____	
Reserve for Unemployment Fund	_____	
[Other Restricted Fund Balance not noted above] ****	_____	
Total Other Restricted Fund Balance	\$ <u>2,410,550</u>	(C4)



## NET CASH RESOURCE SCHEDULE

**Net cash resources did exceed three months of expenditures  
Proprietary Funds - Food Service  
FYE 2023  
Pittsgrove Township Board of Education**

<u>Net Cash Resources:</u>		Food Service G - 1/2	
<b>ACFR</b>	*	<b>Current Assets</b>	
G-1		Cash & Cash Equiv.	\$ 462,700
G-1		Due from Other Gov'ts	71,674
G-1		Accounts Receivable	0
G-1		Investments	
<b>ACFR</b>		<b>Current Liabilities</b>	
G-1		Less Accounts Payable	(125,986)
G-1		Less Accruals	
G-1		Less Due to Other Funds	(3,810)
G-1		Less Deferred Revenue	(22,343)
		<b>Net Cash Resources</b>	<b><u>\$ 382,235</u></b> (A)

Net Adj. Total Operating Expense:

G-2	Tot. Operating Exp.	888,019	
G-2	Less Depreciation	(16,507)	
	Adj. Tot. Oper. Exp.	<b><u>\$ 871,512</u></b>	(B)

Average Monthly Operating Expense:

B / 10	<b><u>\$ 87,151</u></b>	(C)
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Three times monthly Average:

3 X C	<b><u>\$ 261,454</u></b>	(D)
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TOTAL IN BOX A	\$	382,235
LESS TOTAL IN BOX D	\$	261,454
NET	\$	<b><u>120,781</u></b>

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 MEAL COUNT ACTIVITY

PITTSBORO SCHOOL DISTRICT  
FOOD SERVICE FUND  
NUMBER OF MEALS/MILKS SERVED AND OVER/UNDERCLAIM-STATE  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>(Over)/Under Difference</u>	<u>Rate</u>	<u>(Over)/Under Claim</u>
State Reimb. - National School Lunch	Paid	78,347	78,347	78,347		\$ 0.06	\$
	Reduced	9,715	9,715	9,715		0.47	
	Free	49,983	49,983	49,983		0.07	
	<b>TOTAL</b>	<b>138,045</b>	<b>138,045</b>	<b>138,045</b>			<b>\$</b>
State Reimb. - National School Breakfasts Reduced		6,648	6,648	6,648		\$ 0.30	\$
State Reimb. - After Bell Breakfast	Paid/Reduced/Free	6,538	6,538	6,538		\$ 0.10	\$
Seamless Summer Option (SSO)	Breakfast						
	Free	5,158	5,158	5,158		\$ 0.10	\$
	Lunch	Free	4,757	4,757	4,757		0.10
	<b>TOTAL</b>	<b>9,915</b>	<b>9,915</b>	<b>9,915</b>			<b>\$</b>
<b>TOTAL NET OVERCLAIM</b>							<b>\$</b>

**AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2023**

**BOARD OF EDUCATION OF THE TOWNSHIP OF PITTSBORO**

Recommendations:

1. Administrative Practices and Procedures - None
2. Financial Planning, Accounting and Reporting - None
3. School Purchasing Programs - None
4. School Food Service

**Finding 2023-1 (ACFR 2023-1)**

**Recommendation**

The Board should implement a corrective action plan to effectively reduce the net cash resources on hand through capital expenditure or otherwise.

5. Student Body Activities - None
6. Application for State School Aid - None
7. Charter School Enrollment System (CHE) (Applicable to audits of charter schools)  
None
8. Pupil Transportation - None
9. Facilities and Capital Assets - None
10. Miscellaneous - None
11. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.

**Finding 2022-1**

**Recommendation**

The Board should implement a corrective action plan to effectively reduce the net cash resources on hand through capital expenditure or otherwise.

**Status:** Unresolved