

**RIDGEFIELD PARK BOARD OF EDUCATION  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2023**

**RIDGEFIELD PARK BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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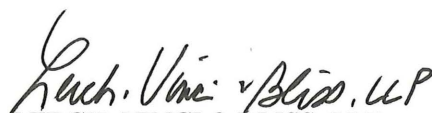
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Honorable President and Members  
of the Board of Education  
Ridgefield Park Board of Education  
712 Lincoln Avenue  
Ridgefield Park, New Jersey 07660

We have audited in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Ridgefield Park Board of Education as of and for the fiscal year ended June 30, 2023, and have issued our report thereon dated February 22, 2024.

As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey 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 management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

  
LERCH, VINCI & BLISS, LLP  
Certified Public Accountants  
Public School Accountants

  
Gary J. Vinci  
Public School Accountant  
PSA Number CS00829

Fair Lawn, New Jersey  
February 22, 2024

**RIDGEFIELD PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Accountant, the activities of the Board of Education, 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 the Insurance Schedule contained in the District's ACFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Dr. Giovanni Cusmano	Acting Board Secretary/ School Business Administrator	\$250,000

There is Public Employee Dishonesty with Faithful Performance coverage for all other employees in the amount of \$250,000.

P.L. 2020, c44

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 of audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did include all health benefit plans offered by the school district.

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

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were greater than estimated costs. The board made a proper adjustment to the billings to sending districts for the increase in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

**Financial Planning, Accounting and Reporting**

Examination of Claims

An examination of claims paid during the period under review indicated that the required signatures and certifications were obtained on the respective purchase orders and/or vouchers.

Payroll Account

The net salaries of all employees of the Board were deposited in the payroll account. Employees' payroll deductions and employer's share of payroll taxes were deposited in the payroll agency account.

Salary withholdings tested were promptly remitted to the proper agencies, including health benefits withholdings due to the General Fund.

**RIDGEFIELD PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**Financial Planning, Accounting and Reporting (Continued)**

Payroll Account (Continued)

The District completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

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

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

**Finding 2023-1** – The audit indicated that there was no supporting documentation available that an independent verification of employee federal payroll deductions remitted by the District’s third-party payroll provider was completed.

**Recommendation** – The District implement procedures to verify the payment of employee federal payroll deductions made by the third-party payroll provider.

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.

**Finding 2023-2** – Our audit of year end liabilities indicated certain open purchase orders were not properly classified as accounts payable or encumbrances. Additionally, certain purchase orders remained open at year end that were invalid.

**Recommendation** – Accounting procedures be reviewed and revised to ensure open purchase orders are reviewed at year end for accuracy, appropriateness and proper classification as accounts payable or encumbrances.

Travel

The District has an approved Board travel policy as required by N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12. No exceptions were noted pertaining to travel expense payments tested.

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-8.2. As a result of the procedures performed, no errors were noted, therefore, no additional procedures were deemed necessary to test the propriety of expenditure classifications.

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in good condition.

**Finding** – Certain budget appropriations were overexpended at June 30, 2023. This is a result of audit adjustments; therefore, an audit recommendation is not warranted.

**Finding 2023-3** – Our audit revealed the Special Revenue Fund original budget included in the District’s appropriation report was not in agreement with the adopted budget. Additionally, the General Fund modified budget was overstated as a result of prior year invalid purchase orders being rolled over to the 2022/23 budget.

**Recommendation** – The original budget included in the District’s Special Revenue Fund appropriation report be in agreement with the adopted budget. Additionally, the General Fund modified budget in the appropriation report be reconciled to the adopted budget and prior year audit adjustments.

**RIDGEFIELD PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**Financial Planning, Accounting and Reporting (Continued)**

Board Secretary's Records (Continued)

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

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

The Board Secretary's and the Treasurer's cash reports were presented monthly to the Board on a timely basis and were submitted to the executive county superintendent as prescribed by (N.J.S.A. 18A:17-9)

Board Designee – Bank Reconciliations

The Board has appointed the accountant as the designee to perform cash reconciliations.

The monthly bank reconciliations were in agreement with the records of the Board Secretary and designee that were approved in the official minutes.

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

The E.S.E.A./ESSA financial exhibits are contained within the Special Revenue section of the ACFR. This section of the ACFR documents the financial position pertaining to projects under Titles I, II, III and IV of the Elementary and Secondary Education Act.

Our examination 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.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibit K-3 and K-4 located in the ACFR.

The financial exhibits contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

**Finding 2023-4** – A review of the application for State Extraordinary Aid revealed there were certain immaterial costs claimed that did not agree to supporting documentation provided for audit.

**Recommendation** – Internal control procedures be reviewed and revised to ensure that tuition costs are accurately reported on the Application for State Extraordinary Aid.

IDEA Part B

Separate accounting records were maintained for each approved project. Grant application approvals and acceptance of grant funds were made by Board resolution.

Nonpublic State Aid

Project completion reports were finalized and transmitted to the Department of Education by the due date.

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly 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.

The amount of the expenditure charged to the current year's Final Reports 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 not made prior to the end of the 90 day grant liquidation period required by the Offices of Grants Management. The District is in the process of completing and filing the TPAF reimbursement.

**RIDGEFIELD PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**School Purchasing Programs**

**Contracts and Agreements Requiring Advertisement for Bids**

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The school business administrator has been designated as the qualified purchasing agent and the Board has approved by resolution the bid threshold at \$44,000. This law regulating bidding for public school transportation contracts under NJSA 18A:39-3 is currently \$20,200.

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 Board Attorney'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 goods or service, 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 the furnishing or hiring of any materials or supplies," in excess of the statutory threshold 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. 18-A: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 purchases were made through the use of State contracts.

**Finding 2023-5** – Our audit revealed that a contract awarded through a cooperative purchasing agreement was not supported by unit price documentation to determine if the amount on the invoice was accurate.

**Recommendation** – Supporting documentation (i.e. unit price amounts) be made available for audit for all cooperative purchasing agreements.

**Finding 2023-6** – Our audit indicated that purchases were made in excess of the quote threshold for bus repairs where there was no documentation to support competitive quotations were solicited by the District.

**Recommendation** – Purchasing procedures be enhanced to ensure competitive quotations are solicited and attached to purchase orders for all contract awards that exceed the quote threshold.

**School Food Service**

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

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

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. Exceptions were not noted.

We inquired of management about the public health emergency procedures/practices that the SFA instituted to provide meals to all students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations. We also inquired if the FSMC received a loan in accordance with the Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

**RIDGEFIELD PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**School Food Service (Continued)**

The financial transactions and records of the school food service fund were reviewed. The financial accounts, meal count records were reviewed on a test-check basis. Cash receipts and bank records were reviewed for timely deposit.

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 with no guarantee. All vendor discounts, rebates, and credits from vendors and/or the FSMC were traced and credited to the Food Service Account and reconciled to supporting documentation at least annually.

Expenditures were 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.

Net cash resources did exceed three-month average expenditures. Management has developed a financial plan to eliminate the excess net resources. The plan will take more than one year to be fully implemented.

The Statement of Revenues, Expenses, and Changes in the Fund Net Assets (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section of the ACFR.

**Student Body Activities**

The Board has a policy which clearly establishes the regulation of student activity funds.

All cash receipts were not promptly deposited.

**Finding 2023-7** – Our audit of High School student activities account indicated receipts collected were not always deposited in a timely manner.

**Recommendation** – All receipts collected in the High School activities account be deposited in a timely manner.

All cash disbursements had proper supporting documentation.

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2022 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, related services, 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 with immaterial exceptions. The information that was included on the workpapers was verified with immaterial exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District did maintain 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 with no exceptions.

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. No exceptions were noted in our review of transportation related purchases of goods and services.



**RIDGEFIELD PARK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**Facilities and Capital Assets**

The District had no SDA grant projects during the year.

The District maintained detailed capital assets financial records with a third-party provider.

**Finding 2023-8** – Our audit of the District’s capital assets report was not updated for the 2022/23 additions and deletions. Unrecorded additions of \$4,801,549 exist as of June 30, 2023.

**Recommendation** – The District update its capital asset records on a timely basis to include all current year activity.

**Testing for Lead of all Drinking Water in Education Facilities**

The school district adhered to all requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing of 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).

**Suggestions to Management**

- Prior year outstanding checks and reconciling items listed on the High School Activities and Athletic accounts be cleared of record.
- Supplies purchased for student activities be delivered to the District’s respective schools.

**RIDGEFIELD PARK BOARD OF EDUCATION  
FOOD SERVICE FUND  
SCHEDULE OF MEAL COUNT ACTIVITY  
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM  
ENTERPRISE FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**NOT APPLICABLE**

**FOOD SERVICE ENTERPRISE FUND  
CALCULATION OF NET CASH RESOURCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**Current Assets**

Cash and Cash Equivalents	\$	314,596
Due from Other Governments		112,315
Accounts Receivable		67,547
		494,458

**Current Liabilities**

Less:		
Accounts Payable		(10,827)
Unearned Revenue		(12,741)
		(23,568)

<b>Net Cash Resources</b>	<b>\$</b>	<b>470,890</b>
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**Adjusted Total Operating Expense:**

Total Operating Expenses	\$	1,369,991
Less Depreciation		(12,828)
		1,357,163
		\$ 1,357,163

<b><u>Average Monthly Operating Expense:</u></b>	<b>\$</b>	<b>135,716</b>
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<b><u>Three Times Monthly Average:</u></b>	<b>\$</b>	<b>407,149</b>
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Total Net Cash Resources	\$	470,890
Three Times Monthly Average		407,149
		63,741
Excess Net Cash Resources	\$	63,741

**RIDGEFIELD PARK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2022  
SCHEDULE OF AUDITED ENROLLMENTS**

	2023-24 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 - 3yr																	
Half Day Preschool - 4yr																	
Full Day Preschool - 3yr																	
Full Day Preschool - 4yr	7.0		7.0					7.0		7.0							
Half Day Kindergarten																	
Full Day Kindergarten	97.0		97.0					24.0		24.0							
One	73.0		73.0					22.0		22.0							
Two	96.0		96.0					26.0		26.0							
Three	99.0		99.0					36.0		36.0							
Four	103.0		103.0					37.0		37.0							
Five	123.0		123.0					48.0		48.0							
Six	100.0		100.0					35.0		35.0							
Seven	107.0		107.0					107.0		107.0							
Eight	129.0		129.0					129.0		129.0							
Nine	180.0	2.0	180.0	2.0	-	-	180.0	2.0	176.0	2.0	4.0						
Ten	192.0	1.0	193.0	1.0	(1.0)	-	193.0	1.0	187.0	1.0	6.0						
Eleven	194.0	1.0	194.0			1.0	194.0		194.0	1.0	-	(1.0)					
Twelve	189.0	-	189.0	-	-	-	189.0	-	188.0	-	1.0	-					
Subtotal	<u>1,689.0</u>	<u>4.0</u>	<u>1,690.0</u>	<u>3.0</u>	<u>(1.0)</u>	<u>1.0</u>	<u>1,227.0</u>	<u>3.0</u>	<u>1,216.0</u>	<u>4.0</u>	<u>11.0</u>	<u>(1.0)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Ed - Elementary	141.0	-	140.0	-	1.0	-	39.0	-	39.0	-	-	-	4.0	4.0	3.0	1.0	
Special Ed - Middle School	87.0	-	87.0	-	-	-	54.0	-	54.0	-	-	-	5.0	5.0	5.0	-	
Special Ed - High School	132.0	2.0	130.0	1.0	2.0	1.0	130.0	1.0	131.0	2.0	(1.0)	(1.0)	10.0	10.0	8.0	2.0	
Subtotal	<u>360.0</u>	<u>2.0</u>	<u>357.0</u>	<u>1.0</u>	<u>3.0</u>	<u>1.0</u>	<u>223.0</u>	<u>1.0</u>	<u>224.0</u>	<u>2.0</u>	<u>(1.0)</u>	<u>(1.0)</u>	<u>19.0</u>	<u>19.0</u>	<u>16.0</u>	<u>3.0</u>	
Totals	<u>2,049.0</u>	<u>6.0</u>	<u>2,047.0</u>	<u>4.0</u>	<u>2.0</u>	<u>2.0</u>	<u>1,450.0</u>	<u>4.0</u>	<u>1,440.0</u>	<u>6.0</u>	<u>10.0</u>	<u>(2.0)</u>	<u>19.0</u>	<u>19.0</u>	<u>16.0</u>	<u>3.0</u>	
Percentage Error					<u>0.10%</u>	<u>33.33%</u>					<u>0.69%</u>	<u>-50.00%</u>					<u>15.79%</u>

**RIDGEFIELD PARK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2022  
SCHEDULE OF AUDITED ENROLLMENTS**

	<b>Resident Low Income</b>			<b>Sample for Verification</b>			<b>Resident LEP Low Income</b>			<b>Sample for Verification</b>		
	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
Half Day Preschool - 3yr												
Half Day Preschool - 4yr												
Full Day Preschool - 3yr												
Full Day Preschool - 4yr												
Half Day Kindergarten												
Full Day Kindergarten	38.0	39.0	(1.0)	3.0	3.0		8.0	8.0		3.0	3.0	
One	37.0	37.0	-	3.0	3.0		4.0	4.0		1.0	1.0	
Two	50.0	49.0	1.0	4.0	4.0		6.0	7.0	(1.0)	2.0	2.0	
Three	38.0	38.0		3.0	3.0		5.0	5.0		2.0	2.0	
Four	46.0	46.0		4.0	4.0		4.0	3.0	1.0	1.0	1.0	
Five	50.0	50.0		4.0	4.0		4.0	4.0		1.0	1.0	
Six	42.0	42.0		3.0	2.0	1.0	3.0	3.0		1.0	1.0	
Seven	44.0	44.0		4.0	4.0		5.0	5.0		1.0	1.0	
Eight	60.0	60.0		5.0	5.0		4.0	4.0		1.0	1.0	
Nine	49.5	50.5	(1.0)	4.0	4.0		7.0	7.0		2.0	2.0	
Ten	58.0	59.0	(1.0)	5.0	5.0		3.0	2.0	1.0	1.0	1.0	
Eleven	66.5	67.0	(0.5)	6.0	6.0		6.0	6.0		2.0	2.0	
Twelve	49.0	49.0		4.0	4.0	-	7.0	7.0		2.0	2.0	
Subtotal	<u>628.0</u>	<u>630.5</u>	<u>(2.5)</u>	<u>52.0</u>	<u>51.0</u>	<u>1.0</u>	<u>66.0</u>	<u>65.0</u>	<u>1.0</u>	<u>20.0</u>	<u>20.0</u>	<u>-</u>
Special Ed - Elementary	71.0	68.0	3.0	6.0	5.0	1.0	4.0	4.0	-	1.0	1.0	-
Special Ed - Middle	54.0	53.0	1.0	4.0	3.0	1.0	2.0	2.0	-	1.0	1.0	-
Special Ed - High	60.5	57.5	3.0	5.0	5.0	-	1.0	1.0	-	-	-	-
Subtotal	<u>185.5</u>	<u>178.5</u>	<u>7.0</u>	<u>15.0</u>	<u>13.0</u>	<u>2.0</u>	<u>7.0</u>	<u>7.0</u>	<u>-</u>	<u>2.0</u>	<u>2.0</u>	<u>-</u>
Totals	<u>813.5</u>	<u>809.0</u>	<u>4.5</u>	<u>67.0</u>	<u>64.0</u>	<u>3.0</u>	<u>73.0</u>	<u>72.0</u>	<u>1.0</u>	<u>22.0</u>	<u>22.0</u>	<u>-</u>
<b>Percentage Error</b>			<u>0.55%</u>			<u>4.48%</u>			<u>1.37%</u>			<u>0.00%</u>

	<b>Transportation</b>					
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg - Public Schools, col. 1	22.0	22.0	-	6.0	6.0	-
Reg -SpEd, col. 4	6.0	6.0	-	3.0	2.0	1.0
Transported - Non-Public, col. 3			-			-
Special Ed Spec, col. 6	73.0	73.0	-	21.0	22.0	(1.0)
Totals	<u>101.0</u>	<u>101.0</u>	<u>-</u>	<u>30.0</u>	<u>30.0</u>	<u>-</u>
<b>Percentage Error</b>			<u>0.00%</u>			<u>0.00%</u>

**RIDGEFIELD PARK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2022  
SCHEDULE OF AUDITED ENROLLMENTS**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	5.0	5.0	-	2.0	2.0	-
One	2.0	2.0	-	-	-	-
Two	3.0	2.0	1.0	1.0	1.0	-
Three	2.0	2.0	-	1.0	1.0	-
Four	3.0	4.0	(1.0)	1.0	1.0	-
Five	2.0	2.0	-	1.0	1.0	-
Six	2.0	2.0	-	1.0	1.0	-
Seven	-	-	-	-	-	-
Eight	2.0	2.0	-	1.0	1.0	-
Nine	1.0	1.0	-	-	-	-
Ten	4.0	5.0	(1.0)	1.0	1.0	-
Eleven	3.0	3.0	-	1.0	1.0	-
Twelve	3.0	3.0	-	1.0	1.0	-
Subtotal	<u>32.0</u>	<u>33.0</u>	<u>(1.0)</u>	<u>11.0</u>	<u>11.0</u>	<u>-</u>
Special Ed - Elementary	2.0	2.0	-	-	-	-
Special Ed - Middle	-	-	-	-	-	-
Special Ed - High	-	-	-	-	-	-
Subtotal	<u>2.0</u>	<u>2.0</u>	<u>-</u>	<u>0.0</u>	<u>0.0</u>	<u>-</u>
Totals	<u>34.0</u>	<u>35.0</u>	<u>(1.0)</u>	<u>11.0</u>	<u>11.0</u>	<u>0.0</u>
Percentage Error			<u>-2.94%</u>			<u>0.00%</u>

**RIDGEFIELD PARK BOARD OF EDUCATION  
CALCULATION OF EXCESS SURPLUS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

2022-2023 Total General Fund Expenditures (Budgetary Basis)		\$ 54,372,380
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ 809,463	
Transfer from Capital Reserve to Capital Projects Fund	<u>503,550</u>	
		<u>1,313,013</u>
		55,685,393
Decreased by:		
On-Behalf TPAF Pension & Social Security		<u>10,801,752</u>
Adjusted 2022-2023 General Fund Expenditures		<u>\$ 44,883,641</u>
1.5% of Adjusted 2022-2023 General Fund Expenditures		<u>\$ 673,255</u>
Enter Greater of 1.5% of Adjusted 2022-2023 General Fund Expenditures or \$250,000		\$ 673,255
Increased by:		
Allowable Adjustments		
Extraordinary Aid		<u>1,130,057</u>
Maximum Unassigned Fund Balance		<u>\$ 1,803,312</u>
Total General Fund - Fund Balance at June 30, 2023		\$ 12,206,300
Decreased by:		
Restricted - Capital Reserve	\$ 8,477,255	
Restricted - Maintenance Reserve	1,494,922	
Committed - Year End Encumbrances	131,209	
Assigned - Year End Encumbrances	<u>299,602</u>	
		<u>10,402,988</u>
Total Unassigned Fund Balance		<u>\$ 1,803,312</u>
Excess Surplus		<u>\$ -</u>

**RIDGEFIELD PARK BOARD OF EDUCATION  
RECOMMENDATIONS**

**I. Administrative Practice and Procedures**

There are none.

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

It is recommended that:

1. The District implement procedures to verify the payment of employee federal payroll deductions made by the third-party payroll provider.
- \* 2. Accounting procedures be reviewed and revised to ensure open purchase orders are reviewed at year end for accuracy, appropriateness and proper classification as accounts payable or encumbrances.
3. The original budget included in the District's Special Revenue Fund appropriation report be in agreement with the adopted budget. Additionally, the General Fund modified budget in the appropriation report be reconciled to the adopted budget and prior year audit adjustments.
4. Internal control procedures be reviewed and revised to ensure that tuition costs are accurately reported on the Application for State Extraordinary Aid.

**III. School Purchasing Program**

It is recommended that:

- \* 5. Supporting documentation (i.e. unit price amounts) be made available for audit for all cooperative purchasing agreements.
6. Purchasing procedures be enhanced to ensure competitive quotations are solicited and attached to purchase orders for all contract awards that exceed the quote threshold.

**IV. School Food Service Program**

There are none.

**V. Student Body Activities**

7. It is recommended that all receipts collected in the High School activities account be deposited in a timely manner.

**VI. Application for State School**

There are none.

**VII. Pupil Transportation**

There are none.

**VIII. Facilities and Capital Assets**

8. It is recommended that the District update its capital asset records on a timely basis to include all current year activity.

**IX. Miscellaneous**

There are none.

**X. Status of Prior Years' Audit Findings/Recommendations**

A review was performed on the prior years' recommendations and corrective action was taken on all except those denoted with an asterisk (\*).

## **ACKNOWLEDGEMENT**

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