

**TENAFLY BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2023**

**TENAFLY BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members
of the Board of Education
Tenafly Board of Education
500 Tenafly Road
Tenafly, New Jersey 07670

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 Tenafly Board of Education as of and for the fiscal year ended June 30, 2023, and have issued our report thereon dated December 7, 2023.

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 Education, 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.

Respectfully submitted,


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


Gary J. Vinci
Public School Accountant
PSA Number CS00829

Fair Lawn, New Jersey
December 7, 2023

**TENAFLY 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 the Treasurer of School Moneys, 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 in Exhibit J-20 of the District's Annual Comprehensive Financial Report (the "ACFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Dr. Victor Anaya	Board Secretary/School Business Administrator	\$50,000
Michele Rainere	Assistant School Business Administrator	50,000
Sheryl Leidig	Treasurer of School Monies	370,000

There is a Public Employees' Faithful Performance Blanket Position Bond with Selective Insurance covering all other employees with multiple coverage of \$500,000.

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 and was submitted in a timely manner.

Tuition Charges

The District has entered into a five-year contract with the Alpine Board of Education to receive Alpine's high school students. The tuition charges for the 2022/2023 school year, by contract, are the State certified rates for the 2021/2022 school year. The final tuition rate was calculated as a tuition adjustment in accordance with NJAC 6A:23A-17.1. The tuition rate for all other students are determined annually by the Board, and are not subject to adjustment.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any discrepancies with respect to each of signature, certifications or supporting documentation.

Payroll Account

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

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

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

**TENAFLY 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)

Finding 2023-1 – Our audit noted that a payroll agency ledger by deduction was maintained by the District, however, the ending balance was not in agreement with the bank reconciliation.

Recommendation – The payroll agency ledger be reconciled and in agreement with the monthly bank reconciliation.

The District filed the required certificate (E-CERTI) of compliance with requirements for income tax compensation of certain administrators with the NJ Department of Treasury.

The District maintains a personnel tracking and accounting (Position Control) system.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 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 reserve 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.

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, a separate test was made to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3 as it relates to administrative coding classification.

Finding 2023-2 – Our audit noted that certain Special Revenue Fund expenditures were not recorded to the proper function and/or object budget account code.

Recommendation – The District utilize the Department of Education’s Minimum Chart of Accounts and approved grant budgets for assistance with the reporting of Special Revenue Fund budget expenditures.

Travel

The Board of Trustees has adopted a travel policy that complies with N.J.S.A. 18A:11-12.

Board Secretary's Records

The financial records, books of account and minutes were maintained by the School Business Administrator/Board Secretary.

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

The Board Secretary’s and Treasurer’s monthly financial reports were presented 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 and 18A:17-36.

**TENAFLY 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)

Finding 2023-3 – Our audit noted that the state debit credit memo for CSSD tuition and the Commission for the Blind was not recorded as an expenditure in the District's General Fund budgetary accounting records. In addition, the adjustment required in the Special Revenue Fund for the refund of non-public grant funds was recorded twice. The audit adjustment resulted in an over-expenditure of the tuition to CSSD budget account.

Recommendation – The District review its procedures relating to the recording of state aid adjustments and debit/credit memorandums.

Finding 2023-4 – Our audit of the Capital Projects Fund noted that the modified budget was not in agreement with the audit balances.

Recommendation – The Capital Projects Fund modified budget be reviewed to ensure accurate project balances.

Finding 2023-5 – The District's year-end liability for unused sick and vacation time did not include accumulated time for certain employees. An audit adjustment was made to reasonably estimate the year-end liability.

Recommendation – The District review its contractual agreements pertaining to the accumulation of unused sick and vacation time and implement procedures to accurately calculate the year-end liability.

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

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

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.

IDEA Part B

Grant application approvals and acceptance of grant funds were made by Board resolution.

Other Special Federal and/or State Projects

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

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.

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

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.

Salaries and wages charged to Special Revenue Fund federal grants were not subject to the calculation for the TPAF/FICA reimbursement and therefore no reimbursement was due to the State.

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

Financial Planning, Accounting and Reporting (Continued)

Non Public State Aid

Project completion report were finalized and transmitted to the State by the due date.

Finding 2023-6 – Our audit of the Special Revenue Fund grants noted the following:

- Certain grant budgets were not in agreement with the grant awards and/or available funds. We noted differences with the Title II, Title III, ESSER II, ACSERS and the non-public security, nursing and textbook grants.
- ESSER II and ESSER II-Learning Acceleration grants were overexpended by \$100,682. An audit adjustment was made to reclassify the expenditures to the General Fund. This adjustment resulted in an overexpenditures of the Speech, OT, PT and Related Services salaries budget accounts.
- The non-public completion report was not in agreement with the audited balances. Prior year encumbrances were included in the report as current year expenditures.

Recommendation – It is recommended that greater care be taken in the recording of special revenue fund grant budgets. In addition, non-public grant expenditures be reviewed to ensure that only current year expenditures are reported in the year-end grant report.

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 law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$20,200.

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c.198 (c.40A:11-9), the Board of Education may establish that the bid threshold may be up to \$44,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section. The Board has designated the Business Administrator/Board Secretary as the qualified purchasing agent.

The 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 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 the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination indicated that no 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 thresholds where there had been no advertising for bids in accordance with the provision of N.J.S. 18A:18A-4 except as noted below:

Finding 2023-7 – Our audit noted that the school district did not notify the County Superintendent's office for emergency contracts awarded by the Board.

Recommendation – The District adhere to the statutory requirements for awarding emergency contracts as detailed in N.J. Local Finance Notice No. 2021-15.

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

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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 that purchases were made through the use of state contracts.

School Food Service

The District does not participate in the Child Nutrition Program.

The financial transactions and statistical records of the school food services were maintained in good condition. The financial accounts were reviewed on a test-check basis.

Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursement records reflected expenditures for program related goods and services. The food service management company is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34 and 19-1 through 19-4.1. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

The District contracted with Pomptonian, Inc. to manage the school food services operations. Provisions of the FSMC contract/addendum were reviewed. The Food Service management company contract did not include an operating result provision for the 2022-2023 school year. All vendor discounts, rebates and credits from vendors and/or FSMC were tracked and credited to the Food Service account and reconciled to supporting documentation at least annually.

Student Body Activity

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

Finding 2023-8 – Our audit of the Student Activity Funds noted the following:

- Monies collected for athletic gate admissions were not always deposited in a timely manner.
- Purchases were made utilizing a personal credit card of a district employee.

Recommendation – Internal controls over the student activity accounts be reviewed and enhanced to ensure that the Board policies are being adhered to.

SACC (School Age Childcare) and Tiger Tots Programs

Separate cash receipt and disbursement journals and billing records were maintained for the SACC program.

Finding 2023-9 – The District did not charge direct expenses including payroll taxes, pension and health benefits to its SACC and Tiger Tots programs during the 2022-2023 school year. In addition, the District does not have a written cost allocation plan to charge indirect expenses to the programs.

Recommendation – Direct expenses for personnel charged to SACC and Tiger Tots be charged to the respective programs. In addition, the District prepare a written cost allocation plan to charge indirect costs to the programs.

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

SACC (School Age Childcare) and Tiger Tots Programs (Continued)

The financial records of the Tiger Tots program were maintained in good condition.

Application for State School Aid

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

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

The District has adequate written procedures for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2022-2023 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our procedures included a review of the transfer of local funds from the General Fund or from the Capital Reserve Account, and awarding of contracts for eligible facilities construction.

Finding 2023-10 – Our audit revealed that balances per the district’s capital asset inventory report are not in agreement with the audit balances. In addition, certain current year additions were not included in the report.

Recommendation – The capital asset report be reviewed, accurately reported and reconciled to the audit balances.

Testing for Lead of all Drinking Water in Educational Facilities

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

The school district did submit the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Suggestions to Management

- Reconciling items on the Athletic account bank reconciliation be reviewed and cleared of record.
- Efforts be made to collect the prior year receivable balance of the Non Public Digital Divide grant.
- Prior year SAMSHA unexpended funds be returned to the grantor.

**TENAFLY BOARD OF EDUCATION
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

NOT APPLICABLE

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

NOT APPLICABLE

**DISTRICT DOES NOT PARTICIPATE IN
NATIONAL SCHOOL LUNCH PROGRAM**

**TENAFLY BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 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 Register On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample from Work- papers	Sample Verfied	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Kindergarten	152		152				47		47							
Grade 1	191		191				44		44							
Grade 2	185		185				47		47							
Grade 3	194		194				53		53							
Grade 4	233		233				55		55							
Grade 5	247		247				62		62							
Grade 6	260		260				237		237							
Grade 7	253		253				256		256							
Grade 8	253		253				229		229							
Grade 9	222		222				267		267							
Grade 10	256		256				241		241							
Grade 11	243		243				272		272							
Grade 12	268		268				251		251							
Subtotal	2,957	-	2,957	-	-	-	2,061	-	2,061	-	-	-	-	-	-	-
Special Ed - Elementary	175		175				41		41				13	4	4	
Special Ed - Middle	134		134				127		127				8	3	3	
Special Ed - High	208		208				199		199				25	8	8	
Subtotal	517	-	517	-	-	-	367	-	367	-	-	-	46	15	15	-
Totals	3,474	-	3,474	-	-	-	2,428	-	2,428	-	-	-	46	15	15	-
Percentage Error	<u>0.00%</u>						<u>0.00%</u>						<u>0.00%</u>			

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

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on	Reported on	Errors	Sample	Verified to	Sample	Reported on	Reported on	Errors	Sample	Verified to	Errors
	A.S.S.A as	Workpapers as					A.S.S.A as	Workpapers as				
Low	Low	Workpapers as	Workpapers	Application	Workpapers	LEP	LEP Low	Workpapers as	Workpapers and Register	Workpapers and Register	Workpapers and Register	Errors
Income	Income	Income	Workpapers	and Register	Workpapers	Low Income	Income	Income	Workpapers and Register	Workpapers and Register	Workpapers and Register	Errors
Full Day Kindergarten	1	1		1	1							
Grade 1	3	3		2	2	2	2		2	2		
Grade 2	3	3		2	2							
Grade 3	4	4		3	3							
Grade 4	7	7		5	5							
Grade 5	10	10		8	8							
Grade 6	5	5		4	4							
Grade 7	3	3		2	2							
Grade 8	10	10		8	8							
Grade 9	5	5		4	4							
Grade 10	4	4		3	3	1	1		1	1		
Grade 11	3	3		2	2							
Grade 12	7	7		5	5							
Subtotal	65	65	-	49	49	-	3	3	-	3	3	-
Special Ed - Elementary	10	10		8	8		2	2		1	1	
Special Ed - Middle	9	9		7	7							
Special Ed - High	13	14	(1)	9	9							
Subtotal	32	33	(1)	24	24	-	2	2	-	1	1	-
Totals	97	98	(1)	73	73	-	5	5	-	4	4	-
Percentage Error			-1.03%			0.00%			0.00%			0.00%

	Transportation			Tested	Verified	Errors	
	Reported on	Reported on	Errors				
	DRTRS by	DRTRS by					
DOE/County	District	DOE/County	District	DOE/County	District	DOE/County	District
Regular - Public	95.0	95.0		16.0	16.0		
Transported - NonPublic	1.0	1.0		1.0	1.0		
Regular - Special Ed	11.0	11.0		1.0	1.0		
Special Ed - Special Needs	60.0	60.0		10.0	10.0		
Subtotal	167.0	167.0	-	28.0	28.0	-	
Percentage Error			0.00%			0.00%	

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

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Worpapers	Verified to Application and Register	Errors
Full Day Kindergarten	11	11		4	4	
Grade 1	15	15		5	5	
Grade 2	17	17		6	6	
Grade 3	13	13		4	4	
Grade 4	18	18		6	6	
Grade 5	11	11		4	4	
Grade 6	7	7		2	2	
Grade 7	14	14		5	5	
Grade 8	10	10		3	3	
Grade 9	8	8		3	3	
Grade 10	6	6		2	2	
Grade 11	10	10		3	3	
Grade 12	3	3		1	1	
Subtotal	143	143	-	48	48	-
Special Ed - Elementary	2	2	-	1	1	
Special Ed - Middle	4	4		1	1	
Special Ed - High	2	4	(2)	1	1	
Subtotal	8	10	(2)	3	3	-
Totals	151	153	(2)	51	51	-
Percentage Error			<u>-1.32%</u>			<u>0.00%</u>

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

2022-2023 Total General Fund Budgetary Expenditures		\$ 96,310,584
Increased by:		
Transfer from Capital Reserve to Capital Projects Fund	\$ 2,885,583	
Transfer to Special Revenue Fund - Athletics	<u>101,000</u>	
		2,986,583
		99,297,167
Decreased by:		
On-Behalf TPAF Pension & Social Security	17,800,175	
Other Financing Agreements	<u>2,276,295</u>	
		20,076,470
Adjusted 2022-2023 General Fund Expenditures		<u>\$ 79,220,697</u>
2% of Adjusted 2022-2023 General Fund Expenditures		\$ 1,584,414
Increased by:		
Allowable Adjustments - Excess Revenues		
Extraordinary Aid	2,084,109	
Non Public Transportation	<u>62,088</u>	
		2,146,197
Maximum Unassigned Fund Balance		<u>\$ 3,730,611</u>
•		
Total General Fund - Fund Balance, June 30, 2023 (Budgetary Basis) (Per CAFR Budgetary Comparison Schedule C-1)	\$ 9,955,877	
Decreased by:		
Encumbrances	\$ 339,757	
Other Restricted Fund Balances		
Capital Reserve	2,070,600	
Maintenance Reserve	611,850	
Emergency Reserve	306,900	
Unemployment Compensation	399,994	
Assigned - Designated for Subsequent Year's Budget	<u>2,500,000</u>	
		6,229,101
Total Unassigned Fund Balance		<u>\$ 3,726,776</u>
Fund Balance - Excess Surplus		<u>\$ -</u>

**TENAFLY BOARD OF EDUCATION
RECOMMENDATIONS**

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

- * 1. The payroll agency ledger be reconciled and in agreement with the monthly bank reconciliation.
- * 2. The District utilize the Department of Education's Minimum Chart of Accounts and approved grant budgets for assistance with the reporting of Special Revenue Fund budget expenditures.
- 3. The District review its procedures relating to the recording of state aid adjustments and debit/credit memorandums.
- 4. The Capital Projects Fund modified budget be periodically reviewed to ensure accurate project balances.
- 5. The District review its contractual agreements pertaining to the accumulation of unused sick and vacation time and implement procedures to accurately calculate the year-end liability.
- 6. Greater care be taken in the recording of special revenue fund grant budgets. In addition, non-public grant expenditures be reviewed to ensure that only current year expenditures are reported in the year-end grant report.

III. School Purchasing Program

- * 7. It is recommended that the District adhere to the statutory requirements for awarding emergency contracts as detailed in N.J. Local Finance Notice No. 2021-15.

IV. School Food Services

There are none.

V. Student Body Activities

- * 8. It is recommended that internal controls over the student activity accounts be reviewed and enhanced to ensure that the Board policies are being adhered to.

VI. SACC / Tiger Tots Programs

- * 9. It is recommended that direct expenses for personnel charged to SACC and Tiger Tots be charged to the respective programs. In addition, the District prepare a written cost allocation plan to charge indirect costs to the programs.

VII. Application for State School Aid

There are none.

VIII. Pupil Transportation

There are none.

**TENAFLY BOARD OF EDUCATION
RECOMMENDATIONS**

IX. Facilities and Capital Assets

- * 10. It is recommended that the capital asset report be reviewed, accurately reported and reconciled to the audit balances.

X. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations. Corrective action was taken on the prior year recommendations, 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.