

WEEHAWKEN TOWNSHIP SCHOOL DISTRICT

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

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
 AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS -
 FINANCIAL, COMPLIANCE AND PERFORMANCE
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REPORT OF INDEPENDENT AUDITOR

The Honorable President and
Members of the Board of Education
Weehawken Township School District
Weehawken, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Weehawken Township School District in the County of Hudson for the year ended June 30, 2023, and have issued our report thereon dated February 28, 2024.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the Weehawken Township School District's management, and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.



DONOHUE, GIRONDA, DORIA & TOMKINS, LLC
Certified Public Accountants



MAURICIO CANTO
Certified Public Accountant
Licensed Public School Accountant
No. 2541

Secaucus, New Jersey
February 28, 2024

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023**

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

ADMINISTRATIVE PRACTICES AND PROCEDURES

Insurance

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)

There is an public employee's faithful performance blanket position bond with the North Jersey Insurance Service Fund covering all other employees with multiple coverage of \$250,000.

Finding 2023-001

The District did not have surety bond coverage for Board Secretary as required by section 18A:17-6. The District did not have surety bond coverage for treasurer of school monies as required by section 18A:17-32.

Recommendation:

The District obtain minimum surety bond coverage for Board Secretary as required by 18A:17-6 6 and for treasurer of school monies as required by section 18A:17-32.

Our audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A. 18A:16-13.3 submitted for the year on audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did include all health benefit plans offered by the School district. The school district data certification was completed by the chief school administrator. The school district Chapter 44 data was submitted timely.

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Examination of Claims

A test examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification and proper itemization and/or supporting documentation.

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 the Board's required payroll contributions were deposited in the Agency Reserve Account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)

Payroll Account and Position Control Roster (Continued)

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

Finding 2023-002

There were four instances where individuals were not removed timely from the District’s health benefits insurance plan.

Recommendation

The District should establish controls to monitor and ensure individuals are timely removed from the District’s employee health benefits insurance plan when no longer eligible.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2023 or proper classification of orders as reserve for encumbrances and accounts payable. No discrepancies were noted.

Travel

Finding 2023-003

There were several instances noted where travel expenses were expended from a budget appropriation other than the required appropriation for travel and two instances where travel requests were not approved by the Board before travel, but after.

Recommendation

The District only expend travel expenses from budget appropriation for travel to allow for adequate monitoring of travel expenses. The District establish controls and procedures to ensure travel request and approval process is complete before travel.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23-2.2(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 classification to determine overall reliability and compliance with *N.J.A.C. 6A:23-8.3*. As a result of the procedures performed, no transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings - No exceptions were noted

B. Administrative Classification Findings – No exceptions were noted

Board Secretary's Records/Business Administrator

Our review of the financial and accounting records maintained by the Board Secretary/Business Administrator disclosed the following finding:

Finding 2023-004

The District over-expended one general fund budget appropriation.

Recommendation

The District establish controls to ensure expenditures and liabilities are fully funded by budget appropriations before incurred and appropriation transfers are timely and sufficiently executed to prevent any over-expenditures of individual appropriations.

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Continued)

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 the projects under Titles I and VI of the Elementary and Secondary School Education Act as amended and reauthorized.

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.

T.P.A.F. Reimbursement

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.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report for all federal awards for the District to reimburse the State for the TPAF/FICA payment made by the State on-behalf of the District for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period required by the Office of Grants Management, but prior to the 90 days required by *N.J.S.A.* 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Report for all federal awards.

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:39-3(a) are \$44,000 with a Qualified Purchasing Agent (QPA) and \$32,000 without a QPA, respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A.* 18A:39-3 is currently \$20,200 for 2022-23.

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

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

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 provision of *N.J.S.A.* 18A:18A-4.

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

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023**

SCHOOL FOOD SERVICES

The District was authorized to solicit and award emergency noncompetitive procurements and contracts with its food service management company (FSMC) in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The District was 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.

The District was 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 District had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

We also inquired of school management, or appropriate school food service personnel, as to whether the District's expenditures of school food service revenues were limited to allowable direct and indirect costs. 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.

We inquired of management about the public health emergency procedures/practices that the District 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 District.

STUDENT BODY ACTIVITIES

Overall, cash receipts and disbursements records for the schools were maintained in satisfactory condition.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of information reported in the October 14, 2022, Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low income and bilingual. We also performed a review of the district procedures related to its completion. The information on the ASSA was compared to the district workpapers without exception. The information that was included on the workpapers was verified. 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 2022-23 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with some exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023**

PUPIL TRANSPORTATION (Continued)

Finding 2023-005

The District Report of Transported Resident Students (DRTRS) had many instances of incorrectly reported students as requiring transportation when they did not meet the mileage requirement to be transported and their individualized education plan (IEP) did not require transportation.

Recommendation

The District Report of Transported Resident Students (DRTRS) not report students as requiring transportation when they do not meet the milage requirement to be transported and their individualized education plan (IEP) does not require transportation. The District review IEPs of transported students, when applicable, for eligibility of a transportation requirement and update IEPs accordingly.

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 SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the General Fund and awarding of contracts for eligible facilities construction. No exceptions were noted.

TESTING FOR LEAD OF ALL DRINKING WATER IN EDUCATIONAL FACILITIES

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

The District submitted the annual Statement of Assurance to the Department of Education pursuant to N.J.A.C. 6A:26-12.4(g).

FOLLOW-UP ON PRIOR YEAR FINDINGS


In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings.

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023**

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.

Donohue, Gironde, Doria & Tomkins LLC
DONOHUE, GIRONDA, DORIA & TOMKINS, LLC
Certified Public Accountants


MAURICIO CANTO
Certified Public Accountant
Licensed Public School Accountant
No. 2541

Secaucus, New Jersey
February 28, 2024

WEHAWKEN TOWNSHIP SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL-AID SUMMARY
 ENROLLMENT AS OF OCTOBER 14, 2022

SCHEDULE OF AUDITED ENROLLMENTS

	2023-2024 Application for State School Aid						Sample of Verification						Private Schools for Disabled					
	Reported on A.S.S.A. On Roll		Workpapers Selected from		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. Private Schools		Sample Verification		Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Sample Verified	Sample Errors	Sample Verified	Sample Errors
Full Day Preschool (4yr)	91	-	91	-	-	-	91	-	91	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	82	-	82	-	-	-	82	-	82	-	-	-	-	-	-	-	-	-
One	95	-	95	-	-	-	95	-	95	-	-	-	-	-	-	-	-	-
Two	71	-	71	-	-	-	71	-	71	-	-	-	-	-	-	-	-	-
Three	80	-	80	-	-	-	80	-	80	-	-	-	-	-	-	-	-	-
Four	69	-	69	-	-	-	69	-	69	-	-	-	-	-	-	-	-	-
Five	68	-	68	-	-	-	68	-	68	-	-	-	-	-	-	-	-	-
Six	77	-	77	-	-	-	77	-	77	-	-	-	-	-	-	-	-	-
Seven	79	-	79	-	-	-	79	-	79	-	-	-	-	-	-	-	-	-
Eight	89	-	89	-	-	-	89	-	89	-	-	-	-	-	-	-	-	-
Nine	75	-	75	-	-	-	75	-	75	-	-	-	-	-	-	-	-	-
Ten	93	-	93	-	-	-	93	-	93	-	-	-	-	-	-	-	-	-
Eleven	72	-	72	-	-	-	72	-	72	-	-	-	-	-	-	-	-	-
Twelve	85	-	85	-	-	-	85	-	85	-	-	-	-	-	-	-	-	-
Subtotal	1,126	-	1,126	-	-	-	1,126	-	1,126	-	-	-	-	-	-	-	-	-
Special Education-Elementary	73	-	73	-	-	-	73	-	73	-	-	-	-	-	1	1	1	-
Special Education-Middle	48	-	48	-	-	-	48	-	48	-	-	-	-	-	1	1	1	-
Special Education-Highschool	51	-	51	-	-	-	51	-	51	-	-	-	-	2	2	2	-	-
Subtotal	172	-	172	-	-	-	172	-	172	-	-	-	-	4	4	4	-	-
TOTALS	1,298	-	1,298	-	-	-	1,298	-	1,298	-	-	-	-	4	4	4	-	-
Percentage Error					0.00%													0.00%

WEHAWKEN TOWNSHIP SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL-AID SUMMARY
 ENROLLMENT AS OF OCTOBER 14, 2022

SCHEDULE OF AUDITED ENROLLMENTS

	Resident Low Income			Sample for Verification			Resident LEP/Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	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	Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	28	28	-	3	3	-	5	5	-	4	4	-
One	29	29	-	12	12	-	8	8	-	6	6	-
Two	29	29	-	10	10	-	5	5	-	4	4	-
Three	19	19	-	13	13	-	3	3	-	2	2	-
Four	23	23	-	15	15	-	3	3	-	3	3	-
Five	30	30	-	14	14	-	6	6	-	5	5	-
Six	30	30	-	16	16	-	1	1	-	1	1	-
Seven	29	29	-	11	11	-	4	4	-	3	3	-
Eight	35	35	-	14	14	-	4	4	-	3	3	-
Nine	27	27	-	12	12	-	3	3	-	2	2	-
Ten	34	34	-	16	16	-	9	9	-	7	7	-
Eleven	23	23	-	17	17	-	7	7	-	5	5	-
Twelve	25	25	-	18	18	-	1	1	-	1	1	-
Subtotal	361	361	-	171	171	-	59	59	-	46	46	-
Special Education-Elementary	38	38	-	13	13	-	1	1	-	1	1	-
Special Education-Middle	30	30	-	13	13	-	3	3	-	1	1	-
Special Education-Highschool	26	26	-	16	16	-	-	-	-	-	-	-
Subtotal	94	94	-	42	42	-	4	4	-	2	2	-
TOTALS	455	455	0.00%	213	213	-	63	63	0.00%	48	48	0.00%
Percentage Error												

Transportation			
Reported on DRTRS by DOE/County	Reported on DRTRS by District	Tested	Verified
1	1	1	1
21	21	18	1
14	14	13	13
429	429	-	-
465	465	32	15
TOTALS			
Percentage Error		0.00%	53.13%

Regulation (Milenge) = Regular including Grade PK Students (Part A)			
Regulation (Milenge) = Regular excluding Grade PK Students (Part B)			
Special Avg = Special Ed.w./Special Needs			
Reported	Recalculated	Reported	Recalculated
0.8	0.8	0.8	0.8
0.8	0.8	0.8	0.8
13.9	13.9	13.9	13.9

WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL-AID SUMMARY
 ENROLLMENT AS OF OCTOBER 14, 2022

SCHEDULE OF AUDITED ENROLLMENTS

	Reported on A.S.A. as NOT Low Income		Resident LEP NOT Low Income		Sample for Verification		
	4	9	4	9	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten							
One	9	9	4	9	3	3	-
Two	5	5	-	5	4	4	-
Three	7	7	-	7	5	5	-
Four	6	6	-	6	5	5	-
Five	2	2	-	2	2	2	-
Six	5	5	-	5	4	4	-
Seven	1	1	-	1	1	1	-
Eight	5	5	-	5	4	4	-
Nine	4	4	-	4	3	3	-
Ten	7	7	-	7	5	5	-
Eleven	4	4	-	4	3	3	-
Twelfth	9	9	-	9	7	7	-
Subtotal	68	68	-	68	51	51	-
Special Education-Elementary	-	-	-	-	-	-	-
Special Education-Middle	1	1	-	1	1	1	-
Special Education-Highschool	1	1	-	1	1	1	-
Subtotal	2	2	-	2	2	2	-
TOTALS	70	70	-	70	53	53	-
Percentage Error							0.00%

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

SECTION 1

Calculation A: 4 Percent Excess Surplus

2022-23 Total General Fund Expenditures per the ACFR, Exhibit C-1	<u>\$ 34,739,560</u> (A)
Increased by Applicable Operating Transfers:	
Transfer from Capital Outlay to Capital Projects	<u>-</u> (A1a)
Transfer from Reserve to Capital Projects	<u>-</u> (A1a)
Transfer from G/F to SRF for Preschool - Regular	<u>-</u> (A1a)
Transfer from G/F to SRF for Preschool - Inclusion	<u>-</u> (A1a)
Less:	
Expenditures Allocated to Restricted Federal Resources as Reported on Exhibit D-2	<u>-</u> (A1b)
2022-23 Adjusted General Fund & Other State Expenditures [(A) - (A1)-(A1b)]	<u>\$ 34,739,560</u> (A2)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>\$ (5,558,562)</u> (A3)
Assets Acquired Under Financed Purchases:	
General Fund 10 Assets Acquired Under Financed Purchases reported on Exhibit C-1a	<u>\$ -</u> (A4)
Add:	
General Fund & State Resources Portion of Fund 15	
Assets Acquired Under Financed Purchases:	
Assets Acquired Under Financed Purchases in Fund 15 reported on Exhibit C-1a	<u>-</u> (A5)
Combined General Fund Contribution & State Resources % of Fund 15 Resources Reported on Exhibit D-2	<u>0.00%</u> (A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Financed Purchases [(A5) x (A6)]	<u>-</u> (A7)
Total Assets Acquired Under Financed Purchases [(A4) + (A7)]	<u>-</u> (A8)
2022-23 General Fund Expenditures [(A2) - (A3) - (A8)]	<u>\$ 29,180,998</u> (A9)
2% of Adjusted 2022-2023 General Fund Expenditures [(A9) x 2%]	<u>\$ 583,620</u> (A10)
Enter Greater of (A10) or \$250,000	<u>583,620</u> (A11)
Increased by: Allowable Adjustment*	<u>467,969</u> (K)
Maximum Unassigned Fund Balance [(A11) + (K)]	<u>\$ 1,051,589</u> (M)

SECTION 2

Total General Fund - Fund Balances at June 30, 2023	<u>\$ 6,638,908</u> (C)
Decreased by:	
Year-end Encumbrances	<u>(63,374)</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u>-</u> (C2)
Excess Surplus - Designated for Subsequent Year's Expenditures**	<u>(1,361,742)</u> (C3)
Other Restricted Fund Balances****	<u>(1,900,000)</u> (C4)
Assigned - Designated for Subsequent Year's Expenditures	<u>(1,209,060)</u> (C5)
Total Unassigned Fund Balance [(C) - (C1) - (C2) - (C3) - (C4) - (C5)]	<u>\$ 2,104,732</u> (U)

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

SECTION 3

Restricted Fund Balance - Excess Surplus**[(U) - (M)] IF NEGATIVE ENTER -0-	<u>\$ 1,053,143 (E)</u>
Summary:	
Restricted Excess Surplus - Designated for Subsequent Year's Expenditures**	<u>\$ 1,361,742 (C3)</u>
Restricted Excess Surplus**[(E)]	<u>1,053,143 (E)</u>
Total [(C3) + (E)]	<u>\$ 2,414,885 (D)</u>

* This adjustment line (line (K) as detailed below) is to utilized for Impact Aid, Sale and Lease-back, Extraordinary Aid, and Additional Nonpublic School Transportation Aid, and unbudgeted FICA Wage Freeze Grant Revenue, if applicable. Extraordinary Aid and Additional Nonpublic School Transportation Aid for 2022-23 received after June 30 is limited to the amount of revenue recognized in the audit year that was not appropriated.

Detail of Allowable Adjustments

Impact Aid	<u>\$ - (H)</u>
Sale & Lease-back	<u>- (I)</u>
Extraordinary Aid	<u>467,969 (J1)</u>
Additional Nonpublic School Transportation Aid	<u>- (J2)</u>
Current Year School Bus Advertising Revenue Recognized	<u>- (J3)</u>
Family Crisis Transportation Aid	<u>- (J4)</u>
Maintenance of Equity Aid and Military Impact Aid	<u>- (J5)</u>
Total Adjustments [(H) + (I) + (J1) + (J2) + (J3) + (J4) + (J5)]	<u>\$ 467,969 (K)</u>

** See (E) above. The amount must agree with the June 30, 2022 ACFR and Audit Summary Worksheet Line 90030.

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

**** Amount for Other Restricted Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to that Assistant to the Commissioner – Field Services prior to September 30

- (N1) Capital reserve at June 30, 2023
- (N2) Maintenance reserve minimum required under EFCFA
- (N3) Tuition reserve at June 30, 2023
- (N4) Emergency reserve at June 30, 2023
- (N5) School bus fuel offset reserve – current year - June 30, 2023
- (N6) School bus fuel offset reserve – prior year - June 30, 2023
- (N7) Impact Aid general fund reserve at June 30, 2023
- (N8) Impact Aid capital fund reserve at June 30, 2023

Detail of Other Restricted/Reserved Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	<u>-</u>
Sale/lease-back reserve	<u>-</u>
Capital reserve (N-1)	<u>950,000</u>
Maintenance reserve (N-2)	<u>950,000</u>
Tuition reserve (N-3)	<u>-</u>
Emergency reserve (N-4)	<u>-</u>
School Bus Advertising 50% Fuel Offset Reserve - current year (N-5)	<u>-</u>
School Bus Advertising 50% Fuel Offset Reserve - prior year (N-6)	<u>-</u>
Impact Aid General Fund Reserve (Section 8002 and 8003) (N-7)	<u>-</u>
Impact Aid Capital Fund Reserve (Section 8007 and 8008) (N-8)	<u>-</u>
Total Other Restricted/Reserved Fund Balance	<u>\$ 1,900,000 (C4)</u>

**WEEHAWKEN TOWNSHIP SCHOOL DISTRICT
AUDIT RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

1. Administrative Practices and Procedures

- The District obtain minimum surety bond coverage for Board Secretary as required by 18A:17-6 and for treasurer of school monies as required by section 18A:17-32.

2. Financial Planning, Accounting and Reporting

- The District should establish controls to monitor and ensure individuals are timely removed from the District's employee health benefits insurance plan when no longer eligible.
- The District only expend travel expenses from budget appropriation for travel to allow for adequate monitoring of travel expenses. The District establish controls and procedures to ensure travel request and approval process is complete before travel.
- The District establish controls to ensure expenditures and liabilities are fully funded by budget appropriations before incurred and appropriation transfers are timely and sufficiently executed to prevent any over-expenditures of individual appropriations.

3. School Purchasing Programs

None

4. School Food Services

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

- The District Report of Transported Resident Students (DRTRS) had many instances of incorrectly reported students as requiring transportation when they did not meet the mileage requirement to be transported and their individualized education plan (IEP) did not require transportation.

8. Facilities and Capital Assets

None

9. Testing for Lead and All Drinking Water in Educational Facilities

None

10. Follow-Up on Prior Year Findings

Not Applicable