

**BOARD OF EDUCATION  
BOROUGH OF WEST CAPE MAY  
COUNTY OF CAPE MAY**

**AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2023**

***INVERSO & STEWART, LLC***  
**Marlton, New Jersey**

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

The Honorable President and  
Members of the Board of Education  
West Cape May School District  
West Cape May, New Jersey

I 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 Board of Education of the West Cape May School District, in the County of Cape May, as of and for the year ended June 30, 2023, and have issued my report thereon dated December 15, 2023.

As part of my audit, I 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 West Cape May Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

**INVERSO & STEWART, LLC**  
Certified Public Accountants



Robert P. Inverso  
Certified Public Accountant  
Public School Accountant No. CS001095

Marlton, New Jersey  
December 15, 2023

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

**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 school district's ACFR.

**Officials Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
John Thomas	Board Secretary/Business Administrator	\$ 130,000

There is a Public Employees' Faithful Performance Blanket Position Bond with New Jersey School Boards Association Insurance Group covering all other employees with multiple coverage of \$50,000.

**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**

A comparison of tuition charges was agreed to individuals' tuition contracts. No adjustments were necessary.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under audit did not indicate any material noncompliance with respect to signatures and certifications.

**Payroll Account**

The net salaries of all employees of the District 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 Board Secretary/Business Administrator.

**Financial Planning, Accounting and Reporting**

**Payroll Account (Continued)**

Salary withholdings were promptly remitted to the proper agencies.

Payrolls were delivered to the secretary of the board with a warrant made to his order for the full amount of each payroll.

The payroll records were maintained in satisfactory condition.

**Employee Position Control Roster**

No exceptions were noted during my examination of the Employee Position Control Roster.

**Reserve for Encumbrances and Accounts Payable**

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material discrepancies to the classification of orders.

**Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards**

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

**Travel**

No exceptions were noted in my study of compliance for travel expenses.

**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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. My review did not indicate any material discrepancies with respect to classification of expenditures.

**Board Secretary/School Business Administrator's Records**

The financial and accounting records of the Board Secretary/School Business Administrator's office were maintained in satisfactory condition.

**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 the projects under Titles I, Title IIA, and Title VI of the Elementary and Secondary 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.

My 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**

My audit procedures included a test of the biweekly reimbursements 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 Reports for all federal awards for the school district to reimburse the state for the TPAF/FICA payments made by the State on be-half 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 Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

**Finding No. 2023-001 (ACFR Finding No. 2023-001):**

The TPAF/FICA reimbursement to the State of New Jersey was not made within the 90 day grant liquidation period.

**Recommendation:**

That the TPAF/FICA reimbursement to the State of New Jersey for federal salary expenditures be made within the 90 day grant liquidation period.

**Nonpublic State Aid**

Not Applicable.

**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 \$20,200 for 2022-23.

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

Based on the results of my examination, I 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, as amended.

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

### **School Food Service**

For the fiscal year ended June 30, 2023, the Child Nutrition Program was run through a joint agreement with Cape May City School District and did not receive any federal and/or state funds.

Net cash resources did not exceed three months average expenditures.

### **Student Body Activities**

The financial records for the Student Activity Fund were maintained in satisfactory condition.

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

My 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 the handicapped, low-income and bilingual. I 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 exceptions noted. The results of my 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.

### **Finding No. 2023-002 (ACFR Finding No. 2023-002):**

The count for on-roll students did not agree to supporting documentation.

### **Recommendation:**

That care is exercised in preparing the Application for State School Aid.

### **Pupil Transportation**

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

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

### **Facilities and Capital Assets**

Not Applicable.

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

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

**Follow-up on Prior Years' Findings**

In accordance with government auditing standards, my procedures included a review of all prior findings. There were no prior year findings.

**Office of Fiscal Accountability and Compliance (OFAC) Findings**

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2023.

**Acknowledgment**

I received the complete cooperation of all the officials of the school district, and I greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

**INVERSO & STEWART, LLC**



Robert P. Inverso  
Certified Public Accountant  
Public School Accountant No. CS001095

December 15, 2023



**SCHEDULE OF AUDITED ENROLLMENTS**

**West Cape May School District**

**Application for State School Aid Summary**

**Enrollment as of October 15, 2022**

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi- cation	Sample Varified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day PreK-4yr	2		4		(2)		2		2		0					
Full Day K	7		7		-		5		5		0					
One	15		16		(1)		11		11		0					
Two	8		9		(1)		6		6		0					
Three	7		7		-		5		5		0					
Four	10		13		(3)		8		8		0					
Five	9		9		-		7		7		0					
Six	8		10		(2)		6		6		0					
					-											
Subtotal	66	-	75	-	(9)	-	50	-	50	-	0	-	-	-	-	-
SpEd Elementary	7		7		-		5		5		0					
SpEd Middle School	3		3		-		2		2		0					
Subtotal	10	-	10	-	-	-	8	-	8	-	0	-	-	-	-	-
Totals	76	-	85	-	(9)	-	58	-	58	-	0	-	-	-	-	-
Percentage Error					<u>-11.8%</u>	<u>N/A</u>					<u>0.0%</u>	<u>N/A</u>				<u>N/A</u>

**Schedule of Audited Enrollments**

**West Cape May School District**

**Application for State School Aid Summary**

**Enrollment as of October 15, 2022**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA 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 K	1	1	-	1	1	-	1	1	-	1	1	-
One	6	6	-	5	5	-	5	5	-	4	4	-
Two	-	-	-	-	-	-	-	-	-	-	-	-
Three	2	2	-	2	2	-	1	1	-	1	1	-
Four	2	2	-	1	1	-	1	1	-	1	1	-
Five	-	-	-	-	-	-	-	-	-	-	-	-
Six	1	1	-	1	1	-	1	1	-	1	1	-
	<u>12</u>	<u>12</u>	<u>-</u>	<u>10</u>	<u>10</u>	<u>-</u>	<u>9</u>	<u>9</u>	<u>-</u>	<u>8</u>	<u>8</u>	<u>-</u>
SpEd Elementary	2	2	-	2	2	-	1	1	-	1	1	-
SpEd Middle School	1	1	-	1	1	-	-	-	-	-	-	-
Subtotal	<u>3</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>
Totals	<u>15</u>	<u>15</u>	<u>-</u>	<u>13</u>	<u>13</u>	<u>-</u>	<u>10</u>	<u>10</u>	<u>-</u>	<u>9</u>	<u>9</u>	<u>-</u>
Percentage Error			<u>0.0%</u>			<u>0.0%</u>			<u>0.0%</u>			<u>0.0%</u>

	Transportation							
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors	Reported	Recalculated
Reg. Public School , col. 1	-	-	-	-	-	-		
Reg. Special Education, col. 4	-	-	-	-	-	-		
Transported-Non-Public, col. 3	2	2	-	2	2	-	Avg. Mileage - Regular Including Grade PK students	12.9
Special Needs, Col. 6	3	3	-	3	3	-	Avg. Mileage - Regular Excluding Grade PK students	12.9
	<u>5</u>	<u>5</u>	<u>-</u>	<u>5</u>	<u>5</u>	<u>-</u>	Avg. Mileage - Special Ed. with Special Needs	10.4
Percentage Error			<u>0.0%</u>			<u>0.0%</u>		

**Schedule of Audited Enrollments**

**West Cape May School District**

**Application for State School Aid Summary**

**Enrollment as of October 15, 2022**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA 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 Pre K 4						
Full Day K						
One						
Two	2	2		2	2	
Three						
Four						
Five						
Six						
Seven						
Eight						
Subtotal	<u>2</u>	<u>2</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>-</u>
SpEd Elementary	-	-		-	-	
SpEd Middle School	-	-		-	-	
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>-</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>-</u></u>
Percentage Error			<u><u>-</u></u>			<u><u>-</u></u>

**WEST CAPE MAY SCHOOL DISTRICT**

**EXCESS SURPLUS CALCULATION**

**SECTION 1 - Regular Districts**

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

2022-23 Total General Fund Expenditures per the ACFR, Ex C-1	\$ <u>2,457,688</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	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(403,925)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 2022-23 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>2,053,763</u>	(B3)
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	\$ <u>41,075</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>624</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u><u>250,624</u></u> (M)

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-23 (Per ACFR Budgetary Comparison Schedule C-1)	\$ <u>879,569</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ _____	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>165,585</u>	(C3)
Other Restricted Fund Balances	\$ <u>263,588</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>110,580</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u><u>339,816</u></u> (U1)



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

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

That the TPAF/FICA reimbursement to the State of New Jersey for federal salary expenditures be made within the 90 day grant liquidation period.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

That care is exercised in preparing the Application for State School Aid.

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

There were no prior year findings/recommendations.