

**TOWNSHIP OF WEST DEPTFORD
SCHOOL DISTRICT
COUNTY OF GLOUCESTER**

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

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2023**



TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT
 Auditor's Management Report on Administrative
 Findings - Financial, Compliance and Performance

Table of Contents

	<u>Page</u>
Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
P.L.2020, c.44	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	3
Payroll Account	3
Employee Position Control Roster	3
Encumbrances and Accounts Payable	3
Travel	3
Classification of Expenditures	3
• General Classifications	3
• Administrative Classifications	3
Board Secretary's Records	3
Treasurer's Records	3
Pupil Transportation	4
Elementary and Secondary Education Act as amended by Every Student Succeeds Act (E.S.S.A.)	4
Other Special Federal and / or State Projects	4
TPAF Reimbursement	5
TPAF Reimbursement to the State for Federal Salary Expenditures	5
School Purchasing Programs	5
Contracts and Agreements Requiring Advertisement for Bids	5
School Food Service	6
Student Body Activities	7
Application for State School Aid (ASSA)	7
Facilities and Capital Assets	8
Miscellaneous	8
Follow-up on Prior Year Findings	8
Acknowledgment	9
Schedule of Meal Count Activity	10
Schedule of Net Cash Resources	11
Schedule of Audited Enrollments	12
Excess Surplus Calculation	16
Audit Recommendations Summary	18

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

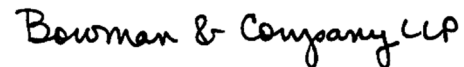
The Honorable President and
Members of the Board of Education
Township of West Deptford School District
County of Gloucester, New Jersey

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 Board of Education of the Township of West Deptford School, in the County of Gloucester, State of New Jersey, as of and for the fiscal year ended June 30, 2023, which were separately issued in the Annual Comprehensive Financial Report dated December 4, 2023.

As part of our audit, we also 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 issued in conjunction with the Annual Comprehensive Financial Report of the Board of Education of the Township of West Deptford School District, for the fiscal year ended June 30, 2023, and is intended for the information of the 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.

Respectfully submitted,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Carol A. McAllister
Certified Public Accountant
Public School Accountant No.238400

Voorhees, New Jersey
December 4, 2023

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator and the Superintendent, 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 Annual Comprehensive Financial Report (ACFR).

Official Bonds (N.J.S.A. 18A: 17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Steven Jakubowski	Board Secretary / School Business Administrator	\$ 500,000.00

There is a Public Employees' Dishonesty Coverage Policy with New Jersey Schools Insurance Group covering all other employees with multiple coverage of \$250,000.00.

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 under 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 less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease 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

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

Payroll Account

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

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

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium withholdings due to the general fund.

Sampled payrolls were delivered to the Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Employee Position Control Roster

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2022-2023 budget review checklist.

Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

Travel

Our procedures performed on travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

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 randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures..

Board Secretary's Records

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition.

Treasurer of School Moneys' Records

Our audit of the financial and accounting records maintained by the Superintendent indicated that they were in satisfactory condition.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

Pupil Transportation

Our audit procedures included a sample of on-roll status reported in the 2022-23 District Report of Transported Resident Students (DRTRS). The information that was reported on the DRTRS was verified to the DRTRS Eligibility Summary Report with exceptions. The results of our procedures are presented in the schedule of audited enrollments.

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

The School District's reported student count in the category of "Public School Students Excluding Vocational School Students" in the October 2022 DRTRS could not be verified to supporting documents.

Recommendation

The School District should implement procedures and maintain adequate workpapers to support student counts reported in each category to ensure students are correctly reported on the DRTRS.

We performed procedures over transportation related contracts and purchases. It appears the School District complied with proper bidding procedures and award of contracts.

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

The E.S.E.A. financial exhibits are contained within the special revenue section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I and Title III of the Every Student Succeeds Act.

The audit of compliance for E.S.E.A. did not indicate any reportable noncompliance.

Other Special Federal and / or State Projects

The School District's other special projects were approved as listed on exhibits K-3 and K-4 located in the ACFR.

Our audit of the federal and state funds on a sample 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 other special projects.

The audit of compliance for other special projects indicates the following reportable noncompliance:

Finding No. 2023-006 (ACFR Finding No. 2023-006)

The School District did not notify the Office of School Finance in writing that the School District's cost for individual students applied for decreased significantly from cost estimates included in the Extraordinary Aid application.

Recommendation

The School District develop and implement internal control procedures to ensure that proper notifications are provided to the Office of School Finance when a student's actual costs decrease significantly from cost estimates included in the Extraordinary Aid application.

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING (CONT'D)

TPAF Reimbursement

Our audit procedures included a sample of the biweekly reimbursements filed with the Department of Education for School District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's final report(s) for all federal awards for the School District to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the School District for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and no exceptions were noted.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

<https://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at:

<http://www.njleg.state.nj.us/>

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000.00 (with a Qualified Purchasing Agent) and \$32,000.00 (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 \$20,200.00 for 2022-23.

The School District's 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.

Based on the results of our audit, 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.

SCHOOL FOOD SERVICE

The financial transactions and statistical records of the school food service fund were audited. The financial accounts, meal count records, and eligibility applications were tested on a sample basis. The following exceptions were noted.

Finding No. 2023-003 (ACFR Finding No. 2023-003)

The School District's reported meal counts of free, reduced, and paid lunches and breakfasts served could not be verified to the School District's meal count records for 3 out of the 10 months tested. The discrepancy in meal counts activity caused estimated over claim of \$977.41 in federal funds.

Recommendation

The School District develop and implement internal control procedures to ensure meal counts reported agree to meal count records maintained by the District.

Cash receipts and bank records were sampled for timely deposit. No exceptions were noted.

The School 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 or fixed price or non-competitive emergency procurement contract / addendum were inspected and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$115,000.00. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the food service account and reconciled to supporting documentation at least annually.

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were sampled 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 months average expenditures.

Finding No. 2023-002 (ACFR Finding No. 2023-002)

The School District's Food Service Fund Net Cash Resources exceeded its three months average expenditures by \$696,886.34.

Recommendation

The School District monitor the finances of its Food Service Fund and create a plan to reduce the net cash resources below its three month average expenditures.

Sampled time sheets were tested and labor costs verified. Payroll records were maintained on all sampled school food service employees authorized by the School District. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted / certified in a timely manner.

SCHOOL FOOD SERVICE (CONT'D)

Sampled applications for free and reduced price meals were tested for completeness and accuracy, exceptions were noted. The number of free and reduced price meals claimed as served was compared to the number of valid applications and / or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was inspected for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for audit.

Finding No. 2023-004 (ACFR Finding No. 2023-004)

Several students reported as "low income" and receiving free or reduced price meals lacked appropriate qualifying documentation (Free and Reduced Lunch Application or Direct Certification).

Recommendation

The School District develop and implement procedures to ensure all eligibility determinations are supported by qualifying documentation (Free and Reduced Lunch Application or Direct Certification).

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

The statement of revenues, expenses, and changes in fund net position (ACFR exhibit 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 entitled Enterprise Funds, Section G of the ACFR.

STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample of information reported in the October 14, 2022 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers with certain exceptions noted. The information that was included on the workpapers was verified with certain exceptions noted. The results of our procedures are presented in the schedule of audited enrollments.

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

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

Finding No. 2023-005 (ACFR Finding No. 2023-005)

The School District's workpapers and corresponding documentation for On Roll, Resident Low Income, and Resident LEP Not Low Income did not agree with the submitted A.S.S.A. report. Several students reported as "low income" and receiving free or reduced price meals lacked appropriate qualifying documentation (Free and Reduced Lunch Application or Direct Certification).

Recommendation

The School District should maintain workpapers and corresponding documents to support submitted A.S.S.A. report and procedures should be in place to ensure that all eligibility determinations are supported by qualifying documentation (Free and Reduced Lunch Application or Direct Certification).

FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

MISCELLANEOUS

Continuing Disclosure Agreements

The School District complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.

Testing for Lead of All Drinking Water in Education Facilities

The School District complied with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for 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).

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action had been taken on all prior year findings with the exception of the following, which are repeated in this year's recommendations noted as current year finding:

Finding No. 2022-001 (ACFR Finding No. 2022-001) – current year finding 2023-002

The School District's Food Service Fund Net Cash Resources exceeded its three months average expenditures by \$615,098.77.

Finding No. 2022-002 (ACFR Finding No. 2022-002) – current year finding 2023-001

The School District's reported student counts in the categories of "Public School Students Excluding Vocational School Students" and "Special Education Public School Students" in the October 2021 DRTRS could not be verified to supporting documents.

Finding No. 2022-004 (ACFR Finding No. 2022-004) – current year finding 2023-005

The School District's workpapers and corresponding documentation for On Roll did not agree with the submitted A.S.S.A. report. There were sample errors noted in the test of low income.

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

ACKNOWLEDGMENT

We received the complete cooperation of all of the officials of the School District, and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

Bowman & Company LLP

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants

Carol A. McAllister

Carol A. McAllister
Certified Public Accountant
Public School Accountant No. CS 238400

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT
 Schedule of Meal Count Activity
 Food Service Fund
 Number of Meals Served and (Over) / Underclaim - Federal
 Enterprise Fund
 For the Fiscal Year Ended June 30, 2023

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>Estimated (Over) / Under Claim</u>
National School Lunch (Regular Rate)	Paid	96,599	96,599	96,687	88	\$ 0.77	\$ 67.76
	Reduced	14,930	14,930	14,945	15	3.93	58.95
	Free	<u>65,661</u>	<u>65,661</u>	<u>65,723</u>	<u>62</u>	4.33	<u>268.46</u>
	Total	<u>177,190</u>	<u>177,190</u>	<u>177,355</u>			<u>395.17</u>
National School Lunch	HHFKA - PB Lunch Only	<u>177,190</u>	<u>177,190</u>	<u>177,355</u>	<u>165</u>	0.08	<u>13.20</u>
School Breakfast (Severe Need Rate)	Paid	28,236	28,236	27,266	(970)	0.50	(485.00)
	Reduced	6,094	6,094	6,035	(59)	2.37	(139.83)
	Free	<u>26,672</u>	<u>26,672</u>	<u>26,387</u>	<u>(285)</u>	2.67	<u>(760.95)</u>
	Total	<u>61,002</u>	<u>61,002</u>	<u>59,688</u>	<u>(1,314)</u>		<u>(1,385.78)</u>
Total Net Underclaim / (Overclaim)							<u>\$ (977.41)</u>

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT
 Schedule of Net Cash Resources
 Net Cash Resources Did Exceed Three Months of Expenditures
 Proprietary Funds - Food Service Fund
 For the Fiscal Year Ended June 30, 2023

<u>Net Cash Resources:</u>	<u>Food Service B - 4/5</u>	
ACFR	Current Assets	
B-4	Cash & Cash Equivalents	\$ 546,763.14
B-4	Due from Other Governments	35,079.96
B-4	Due from Other Funds	534,326.96
B-4	Accounts Receivable	47,677.67
B-4	Investments	
ACFR	Current Liabilities	
B-4	Less Accounts Payable	(52,638.69)
B-4	Less Accruals	
B-4	Less Due to Other Funds	
B-4	Less Unearned Revenue	(16,111.34)
	Net Cash Resources	<u>\$ 1,095,097.70</u> (A)
 <u>Net Adjusted Total Operating Expense:</u>		
B-5	Total Operating Expenditures	\$ 1,333,844.01
B-5	Less Depreciation	(6,472.81)
	Adjusted Total Operating Expense	<u>\$ 1,327,371.20</u> (B)
 <u>Average Monthly Operating Expense:</u>		
	B / 10	<u>\$ 132,737.12</u> (C)
 <u>Three Times Monthly Average:</u>		
	3 X C	<u>\$ 398,211.36</u> (D)

TOTAL IN BOX A	\$ 1,095,097.70
LESS TOTAL IN BOX D	\$ 398,211.36
NET	<u>\$ 696,886.34</u>
From above:	
A is greater than D, cash exceeds 3 X average monthly operating expenses.	
D is greater than A, cash does not exceed 3 X average monthly operating expenses.	

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 14, 2022

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool	8		8					8		8						
Full Day Preschool	120		119		1			60		60						
Half Day Kindergarten																
Full Day Kindergarten	180		180					121		121						
One	157		157					56		56						
Two	163		167		(4)			109		109						
Three	194		194					194		194						
Four	165		165					165		165						
Five	148		147		1			147		147						
Six	171		171					171		171						
Seven	191		192		(1)			192		192						
Eight	168		168					168		168						
Nine	153		154		(1)			154		154						
Ten	148		148					148		148						
Eleven	144		145		(1)			145		145						
Twelve	162		162					162		162						
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
Subtotal	2,272	-	2,277	-	(5)	-	-	2,000	-	2,000	-	-	-	-	-	-
Special Education-Elementary	232		232					25		25			6	6	6	
Special Education-Middle School	130		130					14		14			6	6	6	
Special Education-High School	175		175					19		19			17	17	17	
Subtotal	537	-	537	-	-	-	-	58	-	58	-	-	29	29	29	-
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Subtotal					-	-							-	-	-	-
Totals	2,809	-	2,814	-	(5)	-	-	2,058	-	2,058	-	-	29	29	29	-
Percentage Error					<u>-0.18%</u>	<u>-</u>										<u>-</u>

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT
 Application for State School Aid Summary
 Schedule of Audited Enrollments
 Enrollment as of October 14, 2022

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application, Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	59	52	7	12	11	1	3	3		3	3	
One	43	38	5	6	6		1	1		1	1	
Two	47	48	(1)	11	10	1	1	1		1	1	
Three	52	50	2	19	19							
Four	56	46	10	18	18		2	2		2	2	
Five	49	39	10	14	13	1						
Six	38	41	(3)	16	15	1						
Seven	38	46	(8)	18	16	2						
Eight	43	44	(1)	17	14	3	2	2		2	2	
Nine	41	44	(3)	17	16	1	1	1		1	1	
Ten	30	30		12	12			1	(1)	1	1	
Eleven	26	30	(4)	11	11							
Twelve	22	23	(1)	9	8	1						
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14CR.)												
Subtotal	544	531	13	180	169	11	10	11	(1)	11	11	-
Special Education-Elementary	70	65	5	7	6	1	2	2		2	2	
Special Education-Middle School	58	58		22	14	8						
Special Education-High School	72	73	(1)	26	22	4	2	1	1	1	1	
Subtotal	200	196	4	55	42	13	4	3	1	3	3	-
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Subtotal			-			-	-	-	-	-	-	-
Totals	744	727	17	235	211	24	14	14		14	14	-
Percentage Error			2.28%			10.21%			-			-

	Transportation						Reg. Avg. (Mileage) = Regular Including Grade PK students (Part A)	Reg. Avg. (Mileage) = Regular Excluding Grade PK students (Part B)	Spec. Avg. (Mileage) = Special Ed. with Special Needs	Reported	Re-Calculated
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors					
Reg. - Public Schools, Col. 1	1,598	1,598		245	208	37			3.8	3.8	
Reg. - SpEd, Col. 4	55	55		8	8				3.9	3.9	
Transported - Non-Public, Col. 3	58	58		9	9				7.4	7.4	
Special Needs, Col. 6	51	51		10	10						
Totals	1,762	1,762	-	272	235	37					
Percentage Error			-			13.60%					

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT

Application for State School Aid Summary

Schedule of Audited Enrollments

Enrollment as of October 14, 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 Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	2	3	(1)	3	3	
One	5	5		4	4	
Two	3	3		3	3	
Three	1	1		1	1	
Four	2	2		2	2	
Five	1	1		1	1	
Six	1	1		1	1	
Seven						
Eight	1	1		1	1	
Nine						
Ten	1	1		1	1	
Eleven	2	2		2	2	
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	19	20	(1)	19	19	
Special Education-Elementary	1	1		1	1	
Special Education-Middle School						
Special Education-High School	1	2	(1)	2	2	
Subtotal	2	3	(1)	3	3	-
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	-	-	-	-	-	-
Totals	21	23	(2)	22	22	
Percentage Error			-10%			-

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT

Application for State School Aid Summary

Schedule of Audited Enrollments

Enrollment as of October 14, 2022

Military Connected Students

Reported on A.S.S.A. as Military Connected <u>Students</u>	Sample for <u>Verification</u>	Sample <u>Verified</u>	Sample <u>Errors</u>
-	-	-	-

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT / N/A TO CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

SECTION 1

2% Calculation of Excess Surplus

2022-23 Total General Fund Expenditures Reported on ACFR Exhibit C-1	\$ 65,593,373.34 (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>1,000,000.00 (B1b)</u>
Transfer from General Fund to SRF for PreK-Regular	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u>(B1d)</u>
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>11,989,901.80 (B2a)</u>
Assets Acquired Under Capital Leases	<u>(B2b)</u>
Adjusted 2022-23 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 54,603,471.54 (B3)</u>
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	<u>\$ 1,092,069.43 (B4)</u>
Enter Greater of (B4) or \$250,000	<u>1,092,069.43 (B5)</u>
Increased by: Allowable Adjustment *	<u>269,167.00 (K)</u>
Maximum Unassigned Fund Balance [(B5) + (K)]	<u>\$ 1,361,236.43 (M)</u>

SECTION 2

Total General Fund - Fund Balances at June 30, 2023 (Per ACFR Budgetary Comparison Schedule, Ex. C-1)	<u>\$ 7,007,515.77 (C)</u>
Decreased by:	
Year-End Encumbrances	<u>81,469.58 (C1)</u>
Legally Restricted - Designated for Subsequent Year's Expenditures	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	<u>2,937,388.26 (C3)</u>
Other Restricted Fund Balances ****	<u>656,369.71 (C4)</u>
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	<u>1,207,323.44 (C5)</u>
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 2,124,964.78 (U1)</u>

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	<u>\$ 763,728.35 (E)</u>
---	--------------------------

Recapitulation of Excess Surplus as of June 30, 2023

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ 2,937,388.26 (C3)
Restricted - Excess Surplus *** [(E)]	<u>763,728.35 (E)</u>
Total Excess Surplus [(C3)+(E)]	<u>\$ 3,701,116.61 (D)</u>

EXCESS SURPLUS CALCULATION (CONT'D)

REGULAR DISTRICT / CHARTER SCHOOL / RENAISSANCE SCHOOL PROJECT

Footnotes:

* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

(H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve – General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

(J1) Extraordinary Aid;

(J2) Additional Nonpublic School Transportation Aid;

(J3) Recognized current year School Bus Advertising Revenue; and

(J4) Family Crisis Transportation Aid.

(J5) Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023

Detail of Allowable Adjustments

Federal Impact Aid	\$ - (H)
Sale & Lease-back	<u> (I)</u>
Extraordinary Aid	<u>239,721.00 (J1)</u>
Additional Nonpublic School Transportation Aid	<u>29,446.00 (J2)</u>
Current Year School Bus Advertising Revenue Recognized	<u> (J3)</u>
Family Crisis Transportation Aid	<u> (J4)</u>
Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023	<u> (J5)</u>
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	 <u>\$ 269,167.00 (K)</u>

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

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

**** Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Office of School Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	<u> </u>
Capital reserve	<u>520,943.27</u>
Maintenance reserve	<u> </u>
Emergency reserve	<u> </u>
Tuition reserve	<u> </u>
School bus advertising 50% fuel offset reserve - current year	<u> </u>
School bus advertising 50% fuel offset reserve - prior year	<u> </u>
Impact Aid General Fund Reserve (Sections 8002 and 8003)	<u> </u>
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	<u> </u>
Other state/government mandated reserves	<u> </u>
Restricted for Unemployment	<u>135,426.44</u>
[Other Restricted Fund Balance not noted above]****	<u> </u>
 Total Other Restricted Fund Balance	 <u>\$ 656,369.71 (C4)</u>

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT
Audit Recommendations Summary
For the Fiscal Year Ended June 30, 2023

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

The School District should implement procedures and maintain adequate workpapers to support student counts reported in each category to ensure students are correctly reported on the DRTRS.

The School District develop and implement internal control procedures to ensure that proper notifications are provided to the Office of School Finance when a student's actual costs decrease significantly from cost estimates included in the Extraordinary Aid application.

3. School Purchasing Programs

None

4. School Food Service

The School District develop and implement internal control procedures to ensure meal counts reported agree to meal count records maintained by the District.

The School District monitor the finances of its Food Service Fund and create a plan to reduce the net cash resources below its three month average expenditures.

The School District develop and implement procedures to ensure all eligibility determinations are supported by qualifying documentation (Free and Reduced Lunch Application or Direct Certification).

5. Student Body Activities

None

6. Application for State School Aid

The School District should maintain workpapers and corresponding documents to support submitted A.S.S.A. report and procedures should be in place to ensure that all eligibility determinations are supported by qualifying documentation (Free and Reduced Lunch Application or Direct Certification).

TOWNSHIP OF WEST DEPTFORD SCHOOL DISTRICT
Audit Recommendations Summary (Cont'd)
For the Fiscal Year Ended June 30, 2023

Recommendations (Cont'd):

7. Facilities and Capital Assets

None

8. Miscellaneous

None

9. Follow-Up on Prior Year Findings

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings, with the exception of the following, which are repeated in this year's recommendations:

The School District's Food Service Fund Net Cash Resources exceeded its three months average expenditures by \$615,098.77.

The School District's reported student counts in the categories of "Public School Students Excluding Vocational School Students" and "Special Education Public School Students" in the October 2021 DRTRS could not be verified to supporting documents.

The School District's workpapers and corresponding documentation for On Roll did not agree with the submitted A.S.S.A. report. There were sample errors noted in the test of low income.