

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

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

JUNE 30, 2023

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

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Independent Auditors' Report

**Honorable President and Members
of the Board of Education
West Windsor-Plainsboro Regional School District
County of Mercer, New Jersey**

We have audited, in accordance with generally accepted auditing 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 West Windsor-Plainsboro Regional School District in the County of Mercer for the year ended June 30, 2023, and have issued our report thereon dated December 5, 2023.

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 solely for the information of the West Windsor-Plainsboro Regional School District Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

PKF O'Connor Davies, LLP

Cranford, New Jersey
December 5, 2023

Scott A. Clelland

Scott A. Clelland, CPA
Licensed Public School Accountant, No. 1049

**West Windsor-Plainsboro Regional School District
Administrative Findings-Financial,
Compliance and Performance**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Moneys, 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

Insurance coverage was carried in the amounts as detailed on 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)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Christopher Russo	Board Secretary/Assistant Superintendent for Finance and Support Services	\$695,000
Derek Mead	Comptroller	695,000
Jill Kristine Leitka	Treasurer of School Monies	695,000

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

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

Tuition Charges

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

**West Windsor-Plainsboro Regional School District
Administrative Findings-Financial,
Compliance and Performance**

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review was not conducted, however prior periods reviewed indicated no discrepancies with respect to signatures, certification 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 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.

Salary withholdings were promptly remitted to the proper agencies, including health benefit premium amounts withheld due to the general fund.

Payrolls were delivered to the Treasurer of school monies with a warrant made to his order for the full amount of each payroll.

An inquiry and subsequent review of the Position Control Roster did not identify any inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

No exceptions were identified relating to payroll and human resources testing procedures.

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 and no exceptions were identified.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23A-16.2(f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. As a result of the procedures performed, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

**West Windsor-Plainsboro Regional School District
Administrative Findings-Financial,
Compliance and Performance**

Board Secretary's Records

Our review of financial and accounting records maintained by the Board Secretary disclosed no exceptions.

Treasurer's Records

No exceptions were noted during our review of the financial and accounting records maintained by the Treasurer.

Pupil Transportation

Because Transportation Aid was not tested as a major program in the 2023 fiscal year, our audit procedures did not include 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.

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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

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 Title I of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no area of noncompliance or questionable costs.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A (K-3) and Schedule B (K-4) 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.

**West Windsor-Plainsboro Regional School District
Administrative Findings-Financial,
Compliance and Performance**

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. No exceptions were identified.

T.P.A.F. Reimbursement

This was included and tested as a major program during the period under review. Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for District employees who are members of the Teacher's 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 applicable 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. The expenditures were reviewed subsequent to the reimbursement and no exceptions were noted.

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 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.

The results of our examination indicated that no individual payments, contracts, or agreements were 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*.

**West Windsor-Plainsboro Regional School District
Administrative Findings-Financial,
Compliance and Performance**

School Food Service

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. None were identified.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA'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 Position (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 SFA instituted to provide meals to all students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations We also inquired if the FSMC received a loan in accordance with the Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section B of the ACFR.

Student Body Activities

During our review of the student activity funds, no material exceptions were identified.

Application for State School Aid

Because the General State Aid cluster was not tested as a major program in the 2023 fiscal year, our audit procedures did not include 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 did agree the ASSA summary report to the underlying District working papers without exception. We also performed a review of the District procedures related to its completion.

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

**West Windsor-Plainsboro Regional School District
Administrative Findings-Financial,
Compliance and Performance**

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

Facilities and Capital Assets

Our procedures included a review of New Jersey Schools Development Authority (“NJSDA”) grant close-outs, including a return of local funds to the General Fund and Capital Reserve, as well as a review of the collectability of receivable amounts. In addition, we reviewed the awarding of contracts for eligible facilities construction, expenditures in accordance with the Energy Savings Improvement Program, and capital asset (including construction in progress) additions and disposals. No exceptions were identified.

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.

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)*.

Other Suggestions to Management

For the year ended June 30, 2023, the food service net cash resources exceeded three times the average food service monthly operating expenses. We suggest the District develop a plan for the excess funds to be utilized in the subsequent year’s allowable expenses that will further support the operation and enhance the child nutrition program, such as improving the nutritional quality of the food or purchasing equipment for the cafeteria as outlined in 7 CFR 210.14(a).

Follow-up on Prior Year’s Findings

There were no prior year findings.

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.

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

SCHEDULE OF AUDITED ENROLLMENTS

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 14, 2022

Note: Detailed testing over ASSA and DRTRS was not performed for the fiscal year ended June 30, 2023 as the General State Aid Cluster and Transportation Aid were not tested as major programs in the current year for Single Audit purposes.

	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		Reported on Workpapers Private Schools		Sample for Verifi-cation		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	
Half Day Preschool	12.0		12.0																
Full Day Preschool	12.0		12.0																
Half Day Kindergarten	433.0		433.0																
Full Day Kindergarten																			
One	512.0		512.0																
Two	530.0		530.0																
Three	577.0		577.0																
Four	586.0		586.0																
Five	615.0		615.0																
Six	665.0		665.0																
Seven	696.0		696.0																
Eight	719.0		719.0																
Nine	696.0		696.0																
Ten	687.0	1.0	687.0	1.0															
Eleven	704.0	13.0	704.0	13.0															
Twelve	738.0	9.0	738.0	9.0															
Post-Graduate																			
Adult H.S. (15+CR.)																			
Adult H.S. (1-14 CR.)																			
Subtotal	8,182.0	23.0	8,182.0	23.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Ed - Elementary	298.0		298.0																
Special Ed - Middle School	189.0		189.0																
Special Ed - High School	249.0	14.0	249.0	14.0		-													
Subtotal	736.0	14.0	736.0	14.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. - Regular																			
Co. Voc. Ft. Post Sec.																			
Totals	8,918.0	37.0	8,918.0	37.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percentage Error					0.00%	0.00%					0.00%	0.00%			0.00%				0.00%

SCHEDULE OF AUDITED ENROLLMENTS

**WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 14, 2022**

Note: Detailed testing over ASSA and DRTRS was not performed for the fiscal year ended June 30, 2023 as the General State Aid Cluster and Transportation Aid were not tested as major programs in the current year for Single Audit purposes.

	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 Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten	29.0	29.0					4.0	4.0				
Full Day Kindergarten												
One	51.0	51.0					10.0	10.0				
Two	30.0	30.0										
Three	39.0	39.0					4.0	4.0				
Four	38.0	38.0					2.0	2.0				
Five	25.0	25.0					1.0	1.0				
Six	48.0	48.0					1.0	1.0				
Seven	31.0	31.0					2.0	2.0				
Eight	38.0	38.0					1.0	1.0				
Nine	37.0	37.0					5.0	5.0				
Ten	38.0	38.0					1.0	1.0				
Eleven	36.0	36.0					1.0	1.0				
Twelve	50.0	50.0					3.0	3.0				
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	490.0	490.0	-	-	-	-	35.0	35.0	-	-	-	-
Special Ed - Elementary	55.0	55.0										
Special Ed - Middle	45.0	45.0	-									
Special Ed - High	49.0	49.0										
Subtotal	149.0	149.0	-	-	-	-	-	-	-	-	-	-
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	639.0	639.0	-	-	-	-	35.0	35.0	-	-	-	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation						Reported	Recalculated	
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors			
Reg. - Public Schools, col. 1	6,192.0	6,192.0							
Reg -SpEd, col. 4	148.0	148.0							
Transported - AIL, col.2 & Non-Public, col. 3	305.0	305.0							
Special Ed Spec, col. 6	27.0	27.0							
Totals	6,672.0	6,672.0	-	-	-	-			
Percentage Error			0.00%			0.00%			
							Reg Avg.(Mileage) = Regular Including Grade PK students (Part A)	4.1	4.1
							Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B)	4.1	4.1
							Spec Avg. = Special Ed with Special Needs	6.8	6.8

WEST WINDSOR- PLAINSBORO REGIONAL SCHOOL DISTRICT

SCHEDULE OF AUDITED ENROLLMENTS

APPLICATION FOR STATE SCHOOL AID SUMMARY

ENROLLMENT AS OF OCTOBER 14, 2022

Note: Detailed testing over ASSA and DRTRS was not performed for the fiscal year ended June 30, 2023 as the General State Aid Cluster and Transportation Aid were not tested as major programs in the current year for Single Audit purposes.

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten	74.0	74.0				
Full Day Kindergarten						
One	58.0	58.0				
Two	37.0	37.0				
Three	26.0	26.0				
Four	11.0	11.0				
Five	12.0	12.0				
Six	14.0	14.0				
Seven	13.0	13.0				
Eight	10.0	10.0				
Nine	9.0	9.0				
Ten	3.0	3.0				
Eleven	9.0	9.0				
Twelve	6.0	6.0				
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	<u>282.0</u>	<u>282.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Ed - Elementary						
Special Ed - Middle	1.0	1.0				
Special Ed - High	2.0	2.0				
Subtotal	<u>3.0</u>	<u>3.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>285.0</u>	<u>285.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

JUNE 30, 2023

SECTION 1

A. 2% Calculation of Excess Surplus

2022-23 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 232,914,767	(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, PRM, LTD and Social Security	\$ 40,939,082	(B2a)
Assets Acquired Under Capital Leases	\$ 1,115,776	(B2b)
Adjusted 2022-23 General Fund Expenditures [(B) + (B1s) - (B2s)]	\$ 190,859,909	(B3)
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .04]	\$ 3,817,198	(B4)
Enter Greater of (B4) or \$250,000	\$ 3,817,198	(B5)
Increased by: Allowable Adjustment*	\$ 2,746,626	(K)
Maximum Unassigned/Undesignated - Unreserved Fund Balance [(B5) + (K)]	\$ 6,563,824	(M)

SECTION 2

Total General Fund - Fund Balances at 6-30-23 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 71,150,502	(C)
Decreased by:		
Assigned Year End Encumbrances	\$ 11,317,664	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ -	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 13,190,885	(C3)
Other Restricted Fund Balances****	\$ 19,454,835	(C4)
Assigned Fund Balance-Unreserved- Designated for Subsequent Year's Expenditures	\$ 5,909,366	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 21,277,752	(U1)

WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

JUNE 30, 2023

SECTION 3

Restricted Fund Balance - Excess Surplus ***	
[(U1)-(M)] IF NEGATIVE ENTER -0-	\$ 14,713,928 (E)

Recapitulation of Excess Surplus as of June 30, 2023

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ 13,190,885 (C3)
Reserved Excess Surplus *** [(E)]	\$ 14,713,928 (E)
 Total Excess Surplus [(C3)+(E)]	 \$ 27,904,813 (D)

* **Detail of Allowable Adjustments**

Impact Aid	\$ - (H)
Sales & Lease-back	\$ - (I)
Extraordinary Aid	\$ 2,619,180 (J1)
Additional Nonpublic School Transportation Aid	\$ 127,446 (J2)
Current Year School Bus Advertising Revenue Recognized	\$ - (J3)
Family Crisis Transportation Aid	\$ - (J4)
Supplemental Stabilization Aid received in April 2023	\$ - (J5)
Maintenance of Equity Aid received in July 2023	\$ - (J6)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$ 2,746,626 (K)

** This amount represents the June 30, 2022 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.

*** Amount 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 Division of Administration and Finance prior to September 30.

WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

JUNE 30, 2023

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal	\$	-
Sale/lease-back reserve	\$	-
Capital reserve	\$	15,258,921
Emergency reserve	\$	1,000,000
Maintenance reserve	\$	1,507,167
Tuition reserve	\$	-
School Bus Advertising 50% Fuel Offset-current year	\$	-
School Bus Advertising 50% Fuel Offset-prior year	\$	-
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$	-
Impact Aid General Fund Reserve (Sections 8007 and 8008)	\$	-
Other State / government madated reserve	\$	-
Reserve for Unemployment Fund	\$	1,688,747
[Other Restricted Fund Balance not noted above]****	\$	-
Total Other Restricted Fund Balance	\$	19,454,835 (C4)

**West Windsor-Plainsboro Regional School District
Administrative Findings-Financial,
Compliance and Performance**

Audit Recommendations Summary

June 30, 2023

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Programs
None
4. School Food Service
None
5. Student Body Activities
None
6. Application for State School Aid
None
7. Pupil Transportation
None
8. Facilities and Capital Assets
None
9. Miscellaneous
None
10. Status of Prior Year Audit Findings/Recommendations
No prior year findings noted.