BOROUGH OF WILDWOOD CREST SCHOOL DISTRICT COUNTY OF CAPE MAY

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

> FOR THE FISCAL YEAR ENDED JUNE 30, 2023



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 3 3 3 3 3 3
Board Secretary's Records	3
Treasurer's Records	4
Pupil Transportation	4
Elementary and Secondary Education Act as amended by	
the Every Student Succeeds Act (E.S.S.A.)	4
Other Special Federal and / or State Projects	4
TPAF Reimbursement	4
TPAF Reimbursement to the State for Federal Salary Expenditures	4
School Purchasing Programs	5
Contracts and Agreements Requiring Advertisement for Bids	5 5
School Food Service	5
Student Body Activities	5
Application for State School Aid (ASSA)	6
Facilities and Capital Assets	6
Miscellaneous	6
Follow-up on Prior Year Findings	6
Acknowledgment	6
Schedule of Meal Count Activity	N/A
Schedule of Net Cash Resources	N/A
Schedule of Audited Enrollments	7
Excess Surplus Calculation	11
Audit Recommendations Summary	13



<u>AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE</u> FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

The Honorable President and Members of the Board of Education Borough of Wildwood Crest School District Wildwood Crest, New Jersey 08260

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 Borough of Wildwood Crest School District, in the County of Cape May, 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 January 29, 2024.

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 Borough of Wildwood Crest 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

red S. Caltaliano

Certified Public Accountants
& Consultants

Fred S. Caltabiano
Certified Public Accountant

Public School Accountant No. CS00238100

Woodbury, New Jersey January 29, 2024

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary / School Business Administrator and the Treasurer of School Moneys, the activities of the Board of Education, 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>
James J. Lushok	Board Secretary / Business Administrator	\$ 90,000
Neil Young	Treasurer of School Moneys	200,000

There is a blanket dishonesty bond covering all other employees.

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.

If the data certification date reflects submission date later than 60 days after the end of the enrollment period: The original data submission did not require significant revision due to errors or omissions on the part of the district.

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.

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

Treasurer of School Moneys' Records

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

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 without exception. The results of our procedures are presented in the schedule of audited enrollments.

We performed procedures over transportation related contracts and purchases. It appears the School District complied with proper bidding procedures and award of contracts; no exceptions were noted.

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, II and IV 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 did not indicate any reportable noncompliance.

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 school food service program was not selected as a major federal and / or State program. However, the program expenditures exceeded \$100,000.00 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. No exceptions were noted.

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.

Non-program foods were not purchased, prepared, sold, or offered for sale by the School District.

Net cash resources did not exceed three months average expenditures.

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 without exception. The information that was included on the workpapers was verified without exceptions. 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.

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

Not applicable - no outstanding bonds

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

There were no audit findings for the fiscal year ended June 30, 2022.

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 Certified Public Accountants

Bowman & Company LLP

Fred S. Caltalians

& Consultants

Fred S. Caltabiano

Public School Accountant No.CS00238100

		2024 Application for State	School Aid	S	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	Sample for Verifi-	Sample	Sample
	Full Share	ed <u>Full</u> <u>Shared</u>	<u>Full</u> <u>Shared</u>	<u>Full</u> <u>Shared</u>	Full Shared	Full Shared	Schools	cation	Verified	Errors
Half Day Preschool										
Full Day Preschool	36	36		36	36					
Half Day Kindergarten	40	40		40	40					
Full Day Kindergarten	12	12		12	12					
One	19	19		19	19					
Two	19 17	19		19	19					
Three Four	17 22	17		17	17					
Five	22 19	22		22 19	22					
Six	18	19 18		18	19 18					
Seven	22	22		22	22					
Eight	22 18	18		18	18					
Nine	10	10		10	10					
Ten										
Eleven										
Twelve										
Post-Graduate										
Adult H.S. (15+CR.)										
Adult H.S. (1-14CR.)										
Subtotal	202	- 202 -		202 -	202 -					
Subiolai		- 202 -								
Special Education-Elementary	24	24		9	9					
Special Education-Middle School	17	17		6	6					
Special Education-High School										
Subtotal	41	- 41 -		15 -	15 -					
Gubiotai									· — — —	
Co. Voc Regular Co. Voc. Ft. Post Sec.			<u>-</u>							
Subtotal		<u> </u>	<u> </u>	<u>-</u>						
Totals	243	_ 243		217 -	217 -		_	_	-	
Totals										

		sident Low Income		Sam	ple for Verificatio	n		Resident LEP Low Inc	ome	Sample for Verification		
Half Day Preschool	Reported on A.S.S.A. as Low <u>Income</u>	Reported on Workpapers as Low <u>Income</u>	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample <u>Errors</u>	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	<u>Errors</u>	Sample Selected from Workpapers	Verified to Application, Test Score and Register	Sample <u>Errors</u>
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten	6	6		4	4		2	2		2	2	
One	5	5		5	5		2	2		2	2	
Two	7	7		5	5		1	1		1	1	
Three	7 4	7 4		4	4							
Four	•	-		3	3		0	0			0	
Five Six	6 6	6 6		6 4	6 4		2	2		2	2	
Seven	о 4	4		4	4							
Seven Eight	7	7		6	6							
Light Nine Ten Eleven Twelve Post-Graduate Adult H.S. (15+CR.) Adult H.S. (1-14CR.)												
Subtotal	52	52	_	41	41		7	7	-	7	7	
Special Education-Elementary Special Education-Middle School Special Education-High School	11 7	11 7		6 5	6 5		1	1		1	1	
Subtotal	18_	18_		11	11_		1	1	-	1	1	
Co. Voc Regular Co. Voc. Ft. Post Sec.												
Subtotal										<u> </u>		
Totals	70	70		52	52		8	8	-	8	8	
Percentage Error								_	-	<u>.</u>		
			Trans	portation								
	Reported on DRTRS by DOE/County	Reported on DRTRS by <u>District</u>	<u>Errors</u>	<u>Tested</u>	<u>Verified</u>	<u>Errors</u>					Reported	Re- <u>Calculate</u>
Reg Public Schools, Col. 1 Reg SpEd, Col. 4 Transported - Non-Public, Col. 3	28	28		28	28		Reg. Avg. (Milea	age) = Regular Includii age) = Regular Exclud age) = Special Ed. wi	ng Grade PK stude		11.4 11.4 22.9	11.4 11.4 22.9
Special Needs, Col. 6	7	7		7	7		Spec. Avg. (Mile	aye) - Speciai E0. Wi	in opecial needs		22.9	22.8
Totals	35	35		35	35							

	Reported on	dent LEP NOT Low Income Reported on		Sample for Verification				
	A.S.S.A. as NOT Low <u>Income</u>	Workpapers as NOT Low Income	<u>Errors</u>	Sample Selected from Workpapers	Verified to Test Score and Register	Sample <u>Errors</u>		
Half Day Preschool	<u>income</u>	<u>moemo</u>	<u> </u>	<u>vvontpapero</u>	<u>ana regiotor</u>	LITOIS		
Full Day Preschool								
Half Day Kindergarten								
Full Day Kindergarten								
One								
Two	3	3		3	3			
Three								
Four	1	1		1	1			
Five								
Six								
Seven	1	1		1	1			
Eight								
Nine								
Ten Eleven								
Twelve								
Post-Graduate								
Adult H.S. (15+CR.)								
Adult H.S. (1-14CR.)								
Subtotal	5	5		5	5			
Special Education-Elementary								
Special Education-Middle School	1	1		1	1			
Special Education-High School								
Subtotal	1	1	_	1	1	_		
				<u> </u>		_		
Co. Voc Regular								
Co. Voc. Ft. Post Sec.								
Subtotal	<u>-</u> _	<u>-</u>						
Totals	6	6	_	6	6	-		
Percentage Error			-					

Military Connected Students					
Reported on					
A.S.S.A. as					
Military Connected	Sample for	Sample	Sample		
Students	Verification	Verified	Errors		
			·		
<u>-</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 Increased by: Transfer from Capital Outlay to Capital Projects Fund Transfer from Capital Reserve to Capital Projects Fund Transfer from General Fund to SRF for PreK-Regular Transfer from General Fund to SRF for PreK-Inclusion	\$ 10,126,903.76 (B) (B1a) (B1b) (B1c) (B1c) (B1d)
Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases Adjusted 2022-23 General Fund Expenditures [(B)+(B1s)-(B2s)]	1,877,963.38 (B2a) 32,618.13 (B2b) \$ 8,229,449.25 (B3)
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment *	\$ 164,588.99 (B4) 250,000.00 (B5) 77,198.00 (K)
Maximum Unassigned Fund Balance [(B5) + (K)] SECTION 2	\$ 327,198.00 (M)
Total General Fund - Fund Balances at June 30, 2023 (Per ACFR Budgetary Comparison Schedule, Ex. C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Other Restricted Fund Balances **** Assigned Fund Balance - Designated for Subsequent Year's Expenditures	\$ 5,122,450.30 (C) (C1) (C2) 664,118.92 (C3) 3,193,209.95 (C4) 140,901.08 (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 1,124,220.35 (U1)
SECTION 3	
Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ 797,022.35 (E)
Recapitulation of Excess Surplus as of June 30, 2023	
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures ** Restricted - Excess Surplus *** [(E)]	\$ 664,118.92 (C3) 797,022.35 (E)
Total Excess Surplus [(C3)+(E)]	\$ 1,461,141.27 (D)

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		(I)
Extraordinary Aid	 56,847.00	(J1)
Additional Nonpublic School Transportation Aid		(J2)
Current Year School Bus Advertising Revenue Recognized		(J3)
Family Crisis Transportation Aid		(J4)
Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023	20,351.00	(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$ 77,198.00	(K)

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

Detail of Other Restricted Fund Balance

Statutory restrictions:

Statutory restrictions.	
Approved unspent separate proposal	\$ -
Sale/lease-back reserve	
Capital reserve	2,796,246.00
Maintenance reserve	388,960.00
Emergency reserve	
Tuition reserve	
School bus advertising 50% fuel offset reserve - current year	
School bus advertising 50% fuel offset reserve - prior year	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	
Other state/government mandated reserves	
Restricted for Unemployment	8,003.95
[Other Restricted Fund Balance not noted above]****	
Total Other Restricted Fund Balance	\$ 3,193,209.95 (C4)

^{***} 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.

Audit Recommendation Summary For the Fiscal Year Ended June 30, 2023

Recommendations:

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. Facilities and Capital Assets

None

8. Miscellaneous

None

9. Follow-Up on Prior Year Findings

There were no Prior Year Audit Findings/Recommendations