

BOARD OF EDUCATION OF THE  
TOWNSHIP OF VOORHEES SCHOOL DISTRICT  
COUNTY OF CAMDEN

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

FOR THE FISCAL YEAR ENDED  
JUNE 30, 2024



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

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance	1
Scope of Audit	2
Administrative Practices and Procedures	2
Insurance	2
Official Bonds	2
P.L.2020, c.44	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	2
Examination of Claims	2
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
Pupil Transportation	3
Elementary and Secondary Education Act (E.S.E.A.) 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	4
Contracts and Agreements Requiring Advertisement for Bids	4
School Food Service	5
Student Body Activities	6
Application for State School Aid (ASSA)	6
Facilities and Capital Assets	6
Miscellaneous	6
Continuing Disclosure Agreements	6
Testing for Lead of All Drinking Water in Education Facilities	6
Follow-up on Prior Year's Findings	6
Acknowledgment	7
Schedule of Net Cash Resources	8
Schedule of Meal Count Activity	9
Schedule of Audited Enrollments	10
Excess Surplus Calculation	14
Audit Recommendations Summary	16

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

The Honorable President and  
Members of the Board of Education  
Township of Voorhees School District  
County of Camden, 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 Voorhees School District, in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2024, which were separately issued in the Annual Comprehensive Financial Report dated January 8, 2025.

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 Voorhees School District, for the fiscal year ended June 30, 2024, 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*

BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants

*Todd R. Saler*

Todd R. Saler  
Certified Public Accountant  
Public School Accountant No. CS 02195

Voorhees, New Jersey  
January 8, 2025

## ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

### **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 Annual Comprehensive Financial Report (ACFR).

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount</u></b>
Helen G. Haley, CPA	Business Administrator/ Board Secretary	\$100,000.00
Danielle Trucano Kirey	Assistant Business Administrator	350,000.00
Michael Redfearn	Coordinator – CER Program	10,000.00

There is a Public Employee Blanket Crime policy through the Burlington County Insurance Pool Joint Insurance covering all other employees with the following coverage: \$500,000.00 per employee

#### **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.

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

### **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 2023-2024 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.

### **Pupil Transportation**

Our audit procedures included a sample of on-roll status reported in the 2023-24 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.

Our procedures also included a sample of transportation related contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in our sample of transportation related purchases of goods and services.

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

### **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, III 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 reports 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://nj.gov/dca/dlgs/programs/NJ\\_LAPL.shtml](https://nj.gov/dca/dlgs/programs/NJ_LAPL.shtml)

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 2023-24.

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.

## **SCHOOL PURCHASING PROGRAMS (CONT'D)**

### **Contracts and Agreements Requiring Advertisement for Bids (Cont'd)**

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. No exceptions were noted.

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 break-even. 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 not exceed three months 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.

Sampled applications for free and reduced price meals were tested for completeness and accuracy. 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.

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 13, 2023 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 exception. 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**

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

There were no Office of Fiscal Accountability and Compliance audit reports issued during the fiscal year ended June 30, 2024.

**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

*Todd R. Saler*

Todd R. Saler  
Public School Accountant No. CS 02195

**TOWNSHIP OF VOORHEES SCHOOL DISTRICT**  
 Schedule of Net Cash Resources  
 Net Cash Resources Did Not Exceed Three Months of Expenditures  
 Proprietary Funds - Food Service Fund  
 For the Fiscal Year Ended June 30, 2024

---

		<b>Food Service B - 4/5</b>
<b><u>Net Cash Resources:</u></b>		
<b>ACFR</b>	<b>Current Assets</b>	
B-4	Cash & Cash Equivalents	\$ 745,953.62
B-4	Due from Other Governments	22,149.91
B-4	Due from Other Funds	
B-4	Accounts Receivable	11,424.68
B-4	Investments	
<b>ACFR</b>	<b>Current Liabilities</b>	
B-4	Less Accounts Payable	(225,972.97)
B-4	Less Accruals	
B-4	Less Due to Other Funds	(194,730.04)
B-4	Less Unearned Revenue	<u>(30,963.17)</u>
	<b>Net Cash Resources</b>	<b>\$ 327,862.03</b>
		<b>(A)</b>
<b><u>Net Adjusted Total Operating Expense:</u></b>		
B-5	Total Operating Expenditures	\$ 1,428,300.89
B-5	Less Depreciation	<u>(37,271.40)</u>
	<b>Adjusted Total Operating Expense</b>	<b>\$ 1,391,029.49</b>
		<b>(B)</b>
<b><u>Average Monthly Operating Expense:</u></b>		
	<b>B / 10</b>	<b>\$ 139,102.95</b>
		<b>(C)</b>
<b><u>Three Times Monthly Average:</u></b>		
	<b>3 X C</b>	<b>\$ 417,308.85</b>
		<b>(D)</b>

TOTAL IN BOX A	\$ 327,862.03
LESS TOTAL IN BOX D	\$ 417,308.85
NET	<b><u>(89,446.82)</u></b>

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 VOORHEES 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, 2024

<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	156,566	156,566	156,566	-	\$ 0.40	\$ -
	Reduced	9,288	9,288	9,288	-	3.85	-
	Free	33,961	33,961	33,961	-	4.25	-
	Total	199,815	199,815	199,815	-		-
National School Lunch	HHFKA - PB Lunch Only	199,815	199,815	199,815	-	0.08	-
School Breakfast (Regular Rate)	Paid	7,500	7,500	7,500	-	0.38	-
	Reduced	526	526	526	-	1.98	-
	Free	3,877	3,877	3,877	-	2.28	-
	Total	11,903	11,903	11,903	-		-
Total Net Underclaim / (Overclaim)							\$ -

**TOWNSHIP OF VOORHEES SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Schedule of Audited Enrollments  
 Enrollment as of October 13, 2023

	2024-2025 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 Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool																
Full Day Preschool	42		42				42		42							
Half Day Kindergarten																
Full Day Kindergarten	272		272				272		272							
One	290		290				290		290							
Two	310		310				310		310							
Three	269		269				269		269							
Four	280		280				280		280							
Five	280		280				280		280							
Six	279		279				279		279							
Seven	276		276				275		275							
Eight	262		262				262		262							
Nine																
Ten																
Eleven																
Twelve																
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14CR.)																
<b>Subtotal</b>	<b>2,560</b>	<b>-</b>	<b>2,560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,559</b>	<b>-</b>	<b>2,559</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Special Education-Elementary	261		261				26		26				12	12	12	12
Special Education-Middle School	140		140				14		14				5	4	4	4
Special Education-High School																
<b>Subtotal</b>	<b>401</b>	<b>-</b>	<b>401</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>-</b>
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Totals</b>	<b>2,961</b>	<b>-</b>	<b>2,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,599</b>	<b>-</b>	<b>2,599</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>-</b>
Percentage Error																

**TOWNSHIP OF VOORHEES SCHOOL DISTRICT**  
 Application for State School Aid Summary  
 Schedule of Audited Enrollments  
 Enrollment as of October 13, 2023

	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	37	37		17	17		4	4		3	3	
One	40	40		23	23		3	3		2	2	
Two	39	39		17	17		4	4		4	4	
Three	30	30		12	12		7	7		5	5	
Four	33	33		20	20		5	5		2	2	
Five	33	33		17	17		2	2		1	1	
Six	29	29		10	10		1	1		1	1	
Seven	33	33		10	10							
Eight	34	34		19	19							
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14CR.)												
Subtotal	308	308	-	145	145	-	26	26	-	18	18	-
Special Education-Elementary	50	50		28	28		7	7		5	5	
Special Education-Middle School	25	25		12	12							
Special Education-High School												
Subtotal	75	75	-	40	40	-	7	7	-	5	5	-
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-
Totals	383	383	-	185	185	-	33	33	-	23	23	-
Percentage Error												
Transportation												
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors				Reported	Re- Calculated	
Reg. - Public Schools, Col. 1	1,029	1,029		198	198					3.4	3.4	
Reg. - SpEd, Col. 4	140	140		27	27					3.4	3.4	
Transported - Non-Public, Col. 3	95	95		18	18					3.6	3.6	
Special Needs, Col. 6	160	160		29	29							
Totals	1,424	1,424	-	272	272	-						
Percentage Error												

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

## TOWNSHIP OF VOORHEES SCHOOL DISTRICT

Application for State School Aid Summary

Schedule of Audited Enrollments

Enrollment as of October 13, 2023

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low <u>Income</u>	Reported on Workpapers as NOT Low <u>Income</u>	<u>Errors</u>	Sample Selected from <u>Workpapers</u>	Verified to Test Score <u>and Register</u>	Sample <u>Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten	10	10		6	6	
One	11	11		8	8	
Two	17	17		12	12	
Three	3	3		2	2	
Four	12	12		8	8	
Five	7	7		5	5	
Six	2	2		1	1	
Seven	6	6		5	5	
Eight	4	4		2	2	
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14CR.)						
Subtotal	72	72	-	49	49	-
Special Education-Elementary	6	6		4	4	
Special Education-Middle School						
Special Education-High School						
Subtotal	6	6	-	4	4	-
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Subtotal	-	-	-	-	-	-
Totals	78	78	-	53	53	-
Percentage Error			-			-

**TOWNSHIP OF VOORHEES SCHOOL DISTRICT**

Application for State School Aid Summary

Schedule of Audited Enrollments

Enrollment as of October 13, 2023

---

**Military Connected Students**

---

Reported on A.S.S.A. as <u>Military Connected 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

2023-24 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

\$ 77,394,510.27 (B)

11,000,000.00 (B1a)  
805,628.00 (B1b)  
805,628.00 (B1c)  
805,628.00 (B1d)

Decreased by:

On-Behalf TPAF Pension & Social Security  
Assets Acquired Under Capital Leases

13,330,557.22 (B2a)  
2,806,001.80 (B2b)

Adjusted 2023-24 General Fund Expenditures [(B)+(B1s)-(B2s)]

\$ 73,063,579.25 (B3)

2% of Adjusted 2023-24 General Fund Expenditures

[(B3) times .02]

Enter Greater of (B4) or \$250,000

Increased by: Allowable Adjustment \*

\$ 1,461,271.58 (B4)  
1,461,271.58 (B5)  
1,245,180.00 (K)

Maximum Unassigned Fund Balance [(B5) + (K)]

\$ 2,706,451.58 (M)

#### SECTION 2

Total General Fund - Fund Balances at June 30, 2024

(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

\$ 22,211,502.12 (C)  
1,805,933.82 (C1)  
1,300,000.00 (C2)  
13,518,196.36 (C3)  
1,298,074.00 (C4)  
1,298,074.00 (C5)

Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]

\$ 4,289,297.94 (U1)

#### SECTION 3

Restricted Fund Balance - Excess Surplus \*\*\* [(U1)-(M)] IF NEGATIVE ENTER -0-

\$ 1,582,846.36 (E)

##### Recapitulation of Excess Surplus as of June 30, 2024

Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures \*\*

Restricted - Excess Surplus \*\*\* [(E)]

\$ 1,300,000.00 (C3)  
1,582,846.36 (E)

Total Excess Surplus [(C3)+(E)]

\$ 2,882,846.36 (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 & Maintenance of Equity Aid

#### Detail of Allowable Adjustments

Federal Impact Aid	\$	-	(H)
Sale & Lease-back			(I)
Extraordinary Aid		1,201,955.00	(J1)
Additional Nonpublic School Transportation Aid		43,225.00	(J2)
Current Year School Bus Advertising Revenue Recognized			(J3)
Family Crisis Transportation Aid			(J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid			(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$	1,245,180.00	(K)

\*\* This amount represents the June 30, 2024 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.

\*\*\* Amounts must agree to the June 30, 2024 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		9,553,272.11
Capital reserve		2,919,207.12
Maintenance reserve		190,950.05
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		854,767.08
[Other Restricted Fund Balance not noted above]****		
Total Other Restricted Fund Balance	\$	13,518,196.36 (C4)

**TOWNSHIP OF VOORHEES SCHOOL DISTRICT**  
Audit Recommendations Summary  
For the Fiscal Year Ended June 30, 2024

---

Recommendations:

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. Follow-Up on Prior Year Findings

A review was performed on the prior year recommendations and corrective action was taken on the one prior year finding.