

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
SCHOOL DISTRICT OF THE
BOROUGH OF WOODLAND PARK
COUNTY OF PASSAIC, NEW JERSEY
JUNE 30, 2024**

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

SCHOOL DISTRICT OF THE BOROUGH OF WOODLAND PARK
COUNTY OF PASSAIC, NEW JERSEY

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Borough of Woodland Park School District
County of Passaic, 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 Borough of Woodland Park School District in the County of Passaic for the year ended June 30, 2024, and have issued our report thereon dated January 10, 2025.

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 for the information of the Borough of Woodland Park 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.

Steven D. Wielkatz

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Licensed Public School Accountant
No. 816

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Certified Public Accountants
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January 10, 2025



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

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, 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 district's ACFR.

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Paul Murphy	Board Secretary/School Business Administrator	\$225,000
Heather Barkenbush	Treasurer	225,000

There is a Public Employees' Faithful Performance Blanket Position Bond with The Selective Insurance Co. covering all other employees with multiple coverage of \$5,000.

P.L. 2020, c.44

Our audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A. 18A:16-13.3 (Chapter 44) submitted for the year on audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did include all health benefit plans offered by school district.

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

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any material discrepancies with respect to each of signature, certification or proper documentation.

Finding 2024-001: Political Disclosure Forms were not received from all vendors required to submit them.

Recommendations: That Political Disclosure Forms be received from all vendors required to submit them.

Payroll Account

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, the Board Secretary/School Business Administrator and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the General Fund.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents, and business administrator) to the NJ Department of Treasury was filed by the March 15 due date.

Reporting of employee compensation for income tax related purposes did comply with federal and state regulations regarding the compensation which is required to be reported.

Finding 2024-002: In a few instances employees were not paid according to their contract.

Recommendations: That all employees be paid according to their contract.

Finding 2024-003: In some instances employees no longer employed by the District were not removed from the dental insurance in a timely manner.

Recommendations: That employees no longer employed by the District be removed from the dental insurance plan in a timely manner.

Finding 2024-004: In some instances employees eligible to be enrolled in DCRP were not enrolled.

Recommendations: That all employees eligible to be enrolled in DCRP be enrolled.

Financial Planning, Accounting and Reporting, (continued)

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

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 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The Board Secretary's records were found to be in good condition.

Finding 2024-005: The budget account for Transfer of Funds to Charter Schools was overspent.

Recommendation: That no budget accounts be overspent.

Fixed Assets

Finding 2024-006: The general fixed asset records were not updated for all additions of general fixed assets made during the year.

Recommendation: That the fixed asset records be updated for all additions made during the year.

Treasurer's Records

Treasurer's records were examined and found to be in good condition.

Financial Planning, Accounting and Reporting, (continued)

Elementary and Secondary Education Act (E.S.E.A.) As Amended by the Every Student Succeeds Act (ESSA)

The E.S.E.A./ESSA financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to Title I, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended.

The study of compliance for E.S.E.A. indicated that there were no areas of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Schedule K-3 and Schedule 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.

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.

The study of compliance for the special projects indicated that there were no areas of noncompliance.

T.P.A.F. Reimbursement

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

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 not made prior to the end of 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

Finding 2024-007: The TPAF/FICA report was not filed in a timely manner.

Recommendation: That the TPAF/FICA report be filed in a timely manner.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-2 contains definitions for terms used throughout N.J.S.A. 18A:18A-1 et seq. It includes as subsection (p) the term ‘competitive contracting’, which is defined as “the method described in N.J.S.A. 18A:18A-4.1 through 18A:18A-4.5 and in rules promulgated by DCA at N.J.A.C. 5:34-4 of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or school business administrator; and the board of education awards a contract to a vendor or vendors from among the formal proposals received.” Also, subsection (aa) defines the term ‘concession’ to exclude vending machines.

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold when there is a “Qualified Purchasing Agent” (QPA) in the district as defined at N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.S.A. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years.

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. “In order to initiate competitive contracting, the board of education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in sections 45 of L. 1999, c.440 are desired to be contracted.”

Effective July 1, 2020 and thereafter, 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 currently \$22,400.

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 the furnishing or hiring of any materials or supplies," 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, amended.

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

School Food Service

SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A. 18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The school service program was not selected as a major federal or state program. However, the program expenditures exceeded \$100,000.00 in federal and state support.

The financial transactions and statistical records of the School Food Service Fund were maintained in satisfactory condition. The financial accounts, meal count records were reviewed on a test-check basis. Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

The number of meals claimed for reimbursement was verified against 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. Meals claimed did agree with meal count records.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed 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 policy is uniformly administered throughout the School System. The required verification procedures for free and reduced price applications was completed and available for review.

The 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 contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will not cost the District anything to operate. The operating results provision has been met. All vendor discounts, rebates and credits from the FSMC were tracked and credited to the Food Service Accounts and reconciled to supporting documentation at least annually.

School Food Service, (continued)

Expenditures were separately recorded as food, labor and other cost. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees of the food service management company. No exceptions were noted.

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. No comment is being made as this was the result of the use of the federal waiver.

USDA Food Distribution Program commodities were received and a separate 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 Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

The School District food management company maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

We also 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; modifications 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 G of the ACFR.

Student Activity Fund

A cash receipts and disbursements record is maintained in satisfactory condition.

Cash disbursements had proper signatures and supporting documentation.

Application for State School Aid

Our audit procedures included a test 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 a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the 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 District maintained workpapers on the prescribed state forms or their equivalent.

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

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2023-2024 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. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

Miscellaneous

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 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.

Suggestions to Management

1. There exist old outstanding checks items on the Districts bank reconciliations that should be reviewed and cleared of record.

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.

Respectfully submitted,

Steven D. Wielkotz

Steven D. Wielkotz, C.P.A.
Licensed Public School Accountant
No. 816

Wielkotz & Company, LLC

WIELKOTZ & COMPANY, LLC
Certified Public Accountants
Pompton Lakes, New Jersey

SCHEDULE OF AUDITED ENROLLMENTS

WOODLAND PARK SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2023

Year ended June 30, 2024

Enrollment category	2024-2025 Application for State School Aid						Sample for Verification						Private Schools for the Handicapped			
	Reported on A.S.A. on roll		Reported on workpapers on roll		Errors		Sample Selected from Workpapers		Registers on roll		Errors per Registers On Roll		Reported on A.S.A. as Private Schools	Sample for Verification	Sample Verified	Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Preschool 3yrs	75		75				75		75							
Full Day Preschool 4yrs	93		93				93		93							
Full Day Kindergarten	100		100				100		100							
One	115		115				115		115							
Two	108		108				108		108							
Three	95		95				95		95							
Four	107		107				107		107							
Five	106		106				106		106							
Six	100		100				100		100							
Seven	98		98				98		98							
Eight	91		91				91		91							
Subtotal	1,088		1,088				1,088		1,088							
Special Ed. Elementary	118		118				25		25							
Special Ed. Middle School	56		56				12		12				2	2	2	
Special Ed. High School	1,262		1,262				1,125		1,125				2	2	2	
Percentage																

SCHEDULE OF AUDITED ENROLLMENTS

WOODLAND PARK SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2023

Year ended June 30, 2024

Enrollment category	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	Sample selected from workpapers	Verified to Application and Register	Errors	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Errors
Full Day Preschool 3yrs	46	46	19	19		1	1	1
Full Day Preschool 4yrs	63	63	25	25		6	6	5
One	48	48	18	18		5	4	4
Two	45	45	17	17		6	5	5
Three	48	48	18	18		5	4	4
Four	52	52	20	20		3	3	3
Five	43	43	16	16		3	3	3
Six	48	48	18	18		3	3	3
Seven	29	29	11	11		4	4	3
Eight	63	63	24	24		1	1	1
Special Ed. Elementary	29	29	11	11		37	37	32
Special Ed. Middle School	514	514	197	197				
	514	514	197	197		37	37	32

Percentage

Category	Transportation			
	Reported on DRTS by DOE/county	Reported on DRTS by District	Tested	Verified
Regular - Public Schools, col. 1	10	10	7	7
Regular - Special Education, col. 4	13	13	8	8
Transported - Non-Public, col. 3	68	68	47	47
Special needs, col. 6	51	51	35	35
Totals	142	142	97	97

Reported	Re-cal.
5.9	5.9
2.4	2.4

Percentage

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SCHEDULE OF AUDITED ENROLLMENTS

**WOODLAND PARK SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2023**

Year ended June 30, 2024

Enrollment category	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	Sample Selected from Workpapers	Verified to Test score and Register	Sample Errors
Full Day Preschool 3yrs					
Full Day Preschool 4yrs					
Full Day Kindergarten	1	1	1	1	
One	2	2	2	2	
Two	4	4	4	4	
Three	6	6	6	6	
Four	3	3	3	3	
Five	4	4	4	4	
Six	4	4	4	4	
Seven	2	2	2	2	
Eight	1	1	1	1	
Special Ed. Elementary	2	2	2	2	
Special Ed. Middle School	1	1	1	1	
	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	
	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	
Percentage					

NET CASH RESOURCE SCHEDULE

WOODLAND PARK SCHOOL DISTRICT

Net cash resources did exceed three months of expenditures
Proprietary Funds - Food Service
FYE 2024

<u>Net Cash Resources:</u>		Food Service B - 4/5	
ACFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 150,057.63
B-4		Due from Other Gov'ts	78,267.59
B-4		Accounts Receivable	56,576.82
ACFR		Current Liabilities	
B-4		Less Accounts Payable	<u>(29,381.27)</u>
		Net Cash Resources	<u>\$ 255,520.77</u> (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	793,023.51	
B-5	Less Depreciation	<u>(24,389.11)</u>	
		Adj. Tot. Oper. Exp.	<u>\$ 768,634.40</u> (B)

Average Monthly Operating Expense:

B / 10	<u>\$ 76,863.44</u>	(C)
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Three times monthly Average:

3 X C	<u>\$ 230,590.32</u>	(D)
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TOTAL IN BOX A	\$ 255,520.77
LESS TOTAL IN BOX D	\$ (230,590.32)
NET	<u>\$ 24,930.45</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.

* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

WOODLAND PARK BOARD OF EDUCATION
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 26,998,367.41	(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	\$ 58,320.00	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ 5,490,578.79	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 23-24 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ 21,566,108.62	(B3)
2% of Adjusted 2023-24 General Fund Expenditures [(B3) times .04]	\$ 431,322.17	(B4)
Enter Greater of (B4) or \$250,000	\$ 431,322.17	(B5)
Increased by: Allowable Adjustment*	\$ 95,550.00	(K)
Maximum Unassigned/Undesignated Fund Balance [(B5)+(K)]	\$ 526,872.17	(M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-24 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 2,723,011.10	(C)
Decreased by:		
Year End Encumbrances	\$ 3,810.98	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Designated for Subsequent Year's Expenditures**	\$ 144,328.76	(C3)
Other Restricted Fund Balances****	\$ 1,943,613.97	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ 63,580.24	(C5)
Total Unassigned/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 567,677.15	(U1)

SECTION 3

Restricted Fund Balance - Excess Surplus***[(U1)-(M)] IF NEGATIVE ENTER -0- \$ 40,804.98 (E)

Recapitulation of Excess Surplus as of June 30, 2024

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>144,328.76</u> (C3)
Reserved Excess Surplus***[(E)]	\$ <u>40,804.98</u> (E)
Total [(C3)+(E)]	\$ <u>185,133.74</u> (D)

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:7-F-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, effective for the year ending June 30, 2015 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), Extraordinary Aid;
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid
- (J3) Current Year School Bus Advertising Revenue Recognized
- (J4) Family Crisis Transportation Aid.
- Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ <u>64,610.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>30,940.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	_____ (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u>95,550.00</u> (K)

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

*** Amounts must agree to the June 30, 2024 ACFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

**** Amount of Other Reserved Fund Balance 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal

Sale/lease-back reserve

Capital reserve

Maintenance reserve

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 General Fund Reserve (Sections 8007 and 8008)

Other state/government mandated reserve

Reserve for Unemployment Fund

[Other Restricted Fund Balance not noted above]****

\$ _____

\$ _____

\$ 1,879,721.55

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ 63,892.42

\$ _____

Total Other Restricted Fund Balance

\$ 1,943,613.97 (C4)

**BOROUGH OF WOODLAND PARK
BOARD OF EDUCATION**

**AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2024-001: That Political Disclosure Forms be received from all vendors required to submit them.

Finding 2024-002: That all employees be paid according to their contract.

Finding 2024-003: That employees no longer employed by the District be removed from the dental insurance plan in a timely manner.

Finding 2024-004: That all employees eligible to be enrolled in DCRP be enrolled.

Finding 2024-005: That no budget accounts be overspent.

Finding 2024-006: That the fixed asset records be updated for all additions made during the year.

Finding 2024-007: That the TPAF/FICA report be filed in a timely manner.

3. School Purchasing Programs

None

4. School Food Service

None

**BOROUGH OF WOODLAND PARK
BOARD OF EDUCATION**

**AUDIT FINDINGS & RECOMMENDATIONS SUMMARY
(Continued)**

5. Student Activity Fund

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 all prior year findings.