

**BOARD OF EDUCATION  
CITY OF BURLINGTON  
COUNTY OF BURLINGTON**

**AUDITORS MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
- FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2025**

***INVERSO & STEWART, LLC***  
**Marlton, New Jersey**

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

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

The Honorable President and  
Members of the Board of Education  
Burlington City School District  
County of Burlington, New Jersey

I have audited, in accordance with generally accepted audit 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 Burlington City School District, in the County of Burlington for the year ended June 30, 2025, and have issued my report thereon dated November 28, 2025.

As part of my audit, I 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 Burlington City Board of Education and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

***INVERSO & STEWART, LLC***

Certified Public Accountants



Robert P. Inverso  
Certified Public Accountant  
Public School Accountant No. CS001095

November 28, 2025

## **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 district's ACFR.

#### **Officials Bonds**

| <u>Name</u>  | <u>Position</u>                               | <u>Amount</u> |
|--------------|-----------------------------------------------|---------------|
| Ingrid Walsh | Board Secretary/School Business Administrator | \$ 310,000    |

There is a Public Employees' Faithful Performance Blanket Position Bond with the Burlington County Joint Insurance Group 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 included 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 greater than the estimated costs. The Board made the proper adjustment to the billings to sending districts for the increase/decrease in per pupil costs in accordance with N.J.A.C. 6:23-3.1(f) 3.

### **Financial Planning, Accounting and Reporting**

#### **Examination of Claims**

An examination of claims paid during the period under audit did not indicate any material noncompliance with respect to signatures, certifications, or supporting documentation.

#### **Payroll Account**

The net salaries of all employees of the District 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.

## **Financial Planning, Accounting and Reporting (Continued)**

### **Payroll Account (Continued)**

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

### **Employee Position Control Roster**

No exceptions were noted during my examination of the Employee Position Control Roster

### **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. My review did not indicate any material discrepancies to the classification of orders.

### **Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards**

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

### **Travel**

No exceptions were noted in my study of compliance for travel expenses.

### **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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. My review did not indicate any material discrepancies with respect to classification of expenditures.

### **Board Secretary/Business Administrator's Records**

The financial and accounting records of the Board Secretary/Business Administrator's office were reviewed and were maintained in satisfactory condition.

### **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 the projects under Title I, Title II, and Title III of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA).

No exceptions were noted in my study of compliance for the E.S.E.A./ESSA projects.

### **Other Special Federal and/or State Projects**

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the ACFR.

My 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.

## **Financial Planning, Accounting and Reporting (Continued)**

### **Other Special Federal and/or State Projects (Continued)**

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 special projects indicated no areas of noncompliance and/or questionable costs.

### **T.P.A.F. Reimbursement**

My 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.

### **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 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 expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

### **Nonpublic State Aid**

The study of compliance for nonpublic state aid indicated no areas of noncompliance and/or questionable costs.

### **School Purchasing Programs**

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 \$22,400 for 2024-25.

The district 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 a violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Based on the results of my examination, I 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 of bids in accordance with the provision of N.J.S.A.18A:18A-4.

Resolutions were adopted authorizing the award 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 reviewed. The financial accounts, meal count records were reviewed on a test-check basis. No exceptions were noted.

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

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 Cost Reimbursable Fixed Price contract were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$32,000. 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. No exceptions were noted.

### **School Food Service (Continued)**

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed, 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. 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. No exceptions were noted.

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. 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.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications /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 reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

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 Assets (ACFR Schedule 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.

### **Latchkey Program**

The financial records for the Latchkey Program were maintained in satisfactory condition.

### **Student Body Activities**

The financial records for the Student Activity Fund were maintained in satisfactory condition.

### **Application for State School Aid**

My audit procedures included a test of information reported in the October 15, 2024 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I 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 with no exceptions noted. The results of my 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**

My procedures included a test of on roll status reported in the 2024-2025 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 my procedures are presented in the Schedule of Audited Enrollments.

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

### **Facilities and Capital Assets**

My procedures included a review of the SDA grant agreement for consistency with recording SDA revenue and awarding of contracts for eligible facilities construction.

### **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.

### **Follow-up on Prior Year Findings**

In accordance with government auditing standards, my procedures included a review of all prior year findings. There were no prior year findings.

### **Office of Fiscal Accountability and Compliance (OFAC) Findings**

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2025.

### **Acknowledgment**

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

Respectfully submitted,

**INVERSO & STEWART, LLC**  
Certified Public Accountants



Robert P. Inverso  
Certified Public Accountant  
Public School Accountant No. CS001095

November 28, 2025

**School Food Service**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**BURLINGTON CITY SCHOOL DISTRICT**

**FOOD SERVICE FUND**

**NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL**

**ENTERPRISE FUND**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

| <u>PROGRAM</u>                              | <u>MEAL<br/>CATEGORY</u> | <u>MEALS<br/>CLAIMED</u> | <u>MEALS<br/>TESTED</u> | <u>MEALS<br/>VERIFIED</u> | <u>DIFFERENCE</u> | <u>RATE</u> | <u>(OVER)<br/>UNDER<br/>CLAIM</u> |
|---------------------------------------------|--------------------------|--------------------------|-------------------------|---------------------------|-------------------|-------------|-----------------------------------|
| National School Lunch<br>(Regula/Rate)      | Paid                     | 39,072                   | 39,072                  | 39,072                    | -                 | 0.44        | \$ -                              |
| National School Lunch<br>(Regular Rate)     | Reduced                  | 21,188                   | 21,188                  | 21,188                    | -                 | 4.05        | \$ -                              |
| National School Lunch<br>(Regular/SSO Rate) | Free                     | 140,863                  | 140,863                 | 140,863                   | -                 | 4.45        | \$ -                              |
|                                             | TOTAL                    | 201,123                  | 201,123                 | 201,123                   |                   |             | \$ -                              |
| HHFKA - PB Lunch                            |                          |                          |                         |                           |                   |             |                                   |
| National School Lunch                       | Only                     | 201,123                  | 201,123                 | 201,123                   | -                 | 0.09        | \$ -                              |
|                                             | TOTAL                    | 201,123                  | 201,123                 | 201,123                   |                   |             | \$ -                              |
| School Breakfast                            |                          |                          |                         |                           |                   |             |                                   |
| (Severe Needs Rate)                         | Paid                     | 18,093                   | 18,093                  | 18,093                    | -                 | 0.39        | \$ -                              |
|                                             | Reduced                  | 9,474                    | 9,474                   | 9,474                     | -                 | 2.54        | \$ -                              |
|                                             | Free                     | 63,784                   | 63,784                  | 63,784                    | -                 | 2.84        | \$ -                              |
|                                             | TOTAL                    | 91,351                   | 91,351                  | 91,351                    |                   |             | \$ -                              |
| Summer Food Service                         |                          |                          |                         |                           |                   |             |                                   |
| (SFSP)                                      | <u>VENDED RATE</u>       |                          |                         |                           |                   |             |                                   |
|                                             | Breakfast                | 3,250                    | 3,250                   | 3,250                     | -                 | 0.233       | \$ -                              |
|                                             | Lunch or Supper          | 3,122                    | 3,122                   | 3,122                     | -                 | 4.0875      | \$ -                              |
|                                             | Supplement               | -                        | -                       | -                         | -                 | 0.955       | \$ -                              |
|                                             | TOTAL                    | 6,372                    | 6,372                   | 6,372                     | -                 |             | \$ -                              |
| <b>Total Net Overclaim</b>                  |                          |                          |                         |                           |                   |             | <b>\$ -</b>                       |

**BURLINGTON CITY SCHOOL DISTRICT  
NET CASH RESOURCE SCHEDULE**

**Net cash resources did not exceed three months of expenditures  
Proprietary Funds - Food Service  
For the fiscal year ended June 30, 2025**

| <b>Net Cash Resources:</b>                        |                                       | <b>Food Service<br/>B - 4/5</b> |                        |
|---------------------------------------------------|---------------------------------------|---------------------------------|------------------------|
| <b>ACFR</b>                                       | <b>* Current Assets</b>               |                                 |                        |
| <b>B-4</b>                                        | Cash & Cash Equivalents               | \$                              | 14,864                 |
| <b>B-4</b>                                        | Intergovernmental Accounts Receivable |                                 | 211,820                |
| <b>B-4</b>                                        | Other Accounts Receivable             |                                 | -                      |
| <b>B-4</b>                                        | Interfund Accounts Receivable         |                                 | 3,112                  |
| <b>ACFR</b>                                       | <b>Current Liabilities</b>            |                                 |                        |
| <b>B-4</b>                                        | Less: Accounts Payable                |                                 | (114,711)              |
| <b>B-4</b>                                        | Less: Compensated Absences Payable    |                                 | -                      |
| <b>B-4</b>                                        | Less: Interfund Accounts Payable      |                                 | -                      |
| <b>B-4</b>                                        | Less: Unearned revenue                |                                 | (6,331)                |
| <b>Net Cash Resources</b>                         |                                       | <b>\$</b>                       | <b>108,754 ( A )</b>   |
| <b>Net Adjustment To Total Operating Expense:</b> |                                       |                                 |                        |
| <b>B-5</b>                                        | Total Operating Expense               |                                 | 1,413,361              |
| <b>B-5</b>                                        | Less: Depreciation                    |                                 | (17,062)               |
|                                                   | Adjusted Total Operating Expense      | <b>\$</b>                       | <b>1,396,299 ( B )</b> |
| <b>Average Monthly Operating Expense:</b>         |                                       |                                 |                        |
|                                                   | B / 10                                | <b>\$</b>                       | <b>139,630 ( C )</b>   |
| <b>Three times monthly Average:</b>               |                                       |                                 |                        |
|                                                   | 3 X C                                 | <b>\$</b>                       | <b>418,890 ( D )</b>   |

|                                                                                          |           |                  |
|------------------------------------------------------------------------------------------|-----------|------------------|
| TOTAL IN BOX A                                                                           | \$        | 108,754          |
| LESS TOTAL IN BOX D                                                                      |           | (418,890)        |
| NET                                                                                      | <b>\$</b> | <b>(310,136)</b> |
| From above:                                                                              |           |                  |
| <b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>         |           |                  |
| <b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b> |           |                  |

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

SOURCE - USDA resource management comprehensive review form.

**SCHEDULE OF AUDITED ENROLLMENTS**

**Burlington City School District  
Application for State School Aid Summary  
Enrollment as of October 15, 2024**

|                    | 2025-2026 Application for State School Aid |        |                        |        |        |        | Sample for Verification |        |              |        |            |        | Private Schools for Disabled        |                              |                 |               |
|--------------------|--------------------------------------------|--------|------------------------|--------|--------|--------|-------------------------|--------|--------------|--------|------------|--------|-------------------------------------|------------------------------|-----------------|---------------|
|                    | Reported on ASSA                           |        | Reported on Workpapers |        | Errors |        | Sample Selected From    |        | Verified per |        | Errors per |        | Reported on ASSA as Private Schools | Sample for Verifi-<br>cation | Sample Verified | Sample Errors |
|                    | On Roll                                    |        | On Roll                |        |        |        | Workpapers              |        | Registers    |        | Registers  |        |                                     |                              |                 |               |
|                    | Full                                       | Shared | Full                   | Shared | Full   | Shared | Full                    | Shared | Full         | Shared | Full       | Shared | Full                                | Shared                       |                 |               |
| Full Day Pre K3    | 65                                         |        | 65                     |        | -      |        | 11                      |        | 11           |        | -          |        |                                     |                              |                 |               |
| Full Day Pre K 4   | 86                                         |        | 86                     |        | -      |        | 12                      |        | 12           |        | -          |        |                                     |                              |                 |               |
| Full Day K         | 101                                        |        | 101                    |        | -      |        | 21                      |        | 21           |        | -          |        |                                     |                              |                 |               |
| One                | 105                                        |        | 105                    |        | -      |        | 15                      |        | 15           |        | -          |        |                                     |                              |                 |               |
| Two                | 107                                        |        | 107                    |        | -      |        | 14                      |        | 14           |        | -          |        |                                     |                              |                 |               |
| Three              | 93                                         |        | 93                     |        | -      |        | 16                      |        | 16           |        | -          |        |                                     |                              |                 |               |
| Four               | 92                                         |        | 92                     |        | -      |        | 13                      |        | 13           |        | -          |        |                                     |                              |                 |               |
| Five               | 97                                         |        | 97                     |        | -      |        | 12                      |        | 12           |        | -          |        |                                     |                              |                 |               |
| Six                | 85                                         |        | 85                     |        | -      |        | 13                      |        | 13           |        | -          |        |                                     |                              |                 |               |
| Seven              | 68                                         |        | 68                     |        | -      |        | 14                      |        | 14           |        | -          |        |                                     |                              |                 |               |
| Eight              | 78                                         |        | 78                     |        | -      |        | 15                      |        | 15           |        | -          |        |                                     |                              |                 |               |
| Nine               | 107                                        |        | 107                    |        | -      |        | 17                      |        | 17           |        | -          |        |                                     |                              |                 |               |
| Ten                | 129                                        |        | 129                    |        | -      |        | 17                      |        | 17           |        | -          |        |                                     |                              |                 |               |
| Eleven             | 105                                        |        | 105                    |        | -      |        | 18                      |        | 18           |        | -          |        |                                     |                              |                 |               |
| Twelve             | 94                                         |        | 94                     |        | -      |        | 14                      |        | 14           |        | -          |        |                                     |                              |                 |               |
| Subtotal           | 1,412                                      | -      | 1,412                  | -      | -      | -      | 222                     |        | 222          | -      | -          | -      | -                                   | -                            | -               | -             |
| SpEd Elementary    | 161                                        |        | 161                    |        | -      |        | 22                      |        | 22           |        | -          |        | 4                                   | 4                            | 4               | -             |
| SpEd Middle School | 84                                         |        | 84                     |        | -      |        | 15                      |        | 15           |        | -          |        | 3                                   | 3                            | 3               | -             |
| SpEd High School   | 123                                        |        | 123                    |        | -      |        | 20                      |        | 20           |        | -          |        | 12                                  | 12                           | 12              | -             |
| Subtotal           | 368                                        | -      | 368                    | -      | -      | -      | 57                      |        | 57           | -      | -          | -      | 19                                  | 19                           | 19              | -             |
| Totals             | 1,780                                      | -      | 1,780                  | -      | -      | -      | 279                     |        | 279          | -      | -          | -      | 19                                  | 19                           | 19              | -             |
| Percentage Error   |                                            |        |                        |        | 0.00%  | -      |                         |        |              |        | 0.00%      | -      |                                     |                              |                 | 0.00%         |

**SCHEDULE OF AUDITED ENROLLMENTS**

**Burlington City School District  
Application for State School Aid Summary  
Enrollment as of October 15, 2024**

|                    | Resident Low Income                     |                                               |        | Sample for Verification                  |                                               |                  | Resident LIEP Low Income                    |                                                   |        | Sample for Verification                  |                                              |                  |
|--------------------|-----------------------------------------|-----------------------------------------------|--------|------------------------------------------|-----------------------------------------------|------------------|---------------------------------------------|---------------------------------------------------|--------|------------------------------------------|----------------------------------------------|------------------|
|                    | Reported on<br>ASSA as<br>Low<br>Income | Reported on<br>Workpapers as<br>Low<br>Income | Errors | Sample<br>Selected<br>from<br>Workpapers | Verified to<br>Application<br>and<br>Register | Sample<br>Errors | Reported on<br>ASSA as<br>LEP Low<br>Income | Reported on<br>Workpapers as<br>LEP Low<br>Income | Errors | Sample<br>Selected<br>from<br>Workpapers | Verified to<br>Test Score<br>and<br>Register | Sample<br>Errors |
| Full Day K         | 76                                      | 76                                            | -      | 17                                       | 17                                            | -                | 8                                           | 8                                                 | -      | 6                                        | 6                                            | -                |
| One                | 80                                      | 80                                            | -      | 20                                       | 20                                            | -                | 8                                           | 8                                                 | -      | 6                                        | 6                                            | -                |
| Two                | 74                                      | 74                                            | -      | 19                                       | 19                                            | -                | 8                                           | 8                                                 | -      | 6                                        | 6                                            | -                |
| Three              | 72                                      | 72                                            | -      | 17                                       | 17                                            | -                | 8                                           | 8                                                 | -      | 6                                        | 6                                            | -                |
| Four               | 73                                      | 73                                            | -      | 17                                       | 17                                            | -                | 10                                          | 10                                                | -      | 9                                        | 9                                            | -                |
| Five               | 78                                      | 78                                            | -      | 18                                       | 18                                            | -                | 4                                           | 4                                                 | -      | 3                                        | 3                                            | -                |
| Six                | 65                                      | 65                                            | -      | 15                                       | 15                                            | -                | 3                                           | 3                                                 | -      | 2                                        | 2                                            | -                |
| Seven              | 44                                      | 44                                            | -      | 11                                       | 11                                            | -                | 3                                           | 3                                                 | -      | 2                                        | 2                                            | -                |
| Eight              | 51                                      | 51                                            | -      | 13                                       | 13                                            | -                | 4                                           | 4                                                 | -      | 3                                        | 3                                            | -                |
| Nine               | 52                                      | 52                                            | -      | 13                                       | 13                                            | -                | 1                                           | 1                                                 | -      | 1                                        | 1                                            | -                |
| Ten                | 60                                      | 60                                            | -      | 15                                       | 15                                            | -                | 6                                           | 6                                                 | -      | 4                                        | 4                                            | -                |
| Eleven             | 36                                      | 36                                            | -      | 9                                        | 9                                             | -                | 3                                           | 3                                                 | -      | 2                                        | 2                                            | -                |
| Twelve             | 38                                      | 38                                            | -      | 10                                       | 10                                            | -                | 3                                           | 3                                                 | -      | 2                                        | 2                                            | -                |
| Subtotal           | 799                                     | 799                                           | -      | 194                                      | 194                                           | -                | 69                                          | 69                                                | -      | 52                                       | 52                                           | -                |
| SpEd Elementary    | 124                                     | 124                                           | -      | 31                                       | 31                                            | -                | 2                                           | 2                                                 | -      | 2                                        | 2                                            | -                |
| SpEd Middle School | 63                                      | 63                                            | -      | 16                                       | 16                                            | -                | 4                                           | 4                                                 | -      | 3                                        | 3                                            | -                |
| SpEd High School   | 53                                      | 53                                            | -      | 13                                       | 13                                            | -                |                                             |                                                   | -      |                                          |                                              | -                |
| Subtotal           | 240                                     | 240                                           | -      | 60                                       | 60                                            | -                | 6                                           | 6                                                 | -      | 5                                        | 5                                            | -                |
| Totals             | 1,039                                   | 1,039                                         | -      | 254                                      | 254                                           | -                | 75                                          | 75                                                | -      | 57                                       | 57                                           | -                |
| Percentage Error   |                                         |                                               | 0.00%  |                                          |                                               | 0.00%            |                                             |                                                   | 0.00%  |                                          |                                              | 0.00%            |

**Transportation**

|                                    | Reported on<br>DRTRS by<br>DOE | Reported on<br>DRTRS by<br>District | Errors | Tested | Verified | Errors |                                                    |              |
|------------------------------------|--------------------------------|-------------------------------------|--------|--------|----------|--------|----------------------------------------------------|--------------|
|                                    |                                |                                     |        |        |          |        | Reported                                           | Recalculated |
| Reg. Public School , col. 1        | 107                            | 107                                 | -      | 61     | 61       | -      |                                                    |              |
| Reg. Special Education, col. 4     | 67                             | 67                                  | -      | 38     | 38       | -      | Avg. Mileage - Regular Including Grade PK students | 6.1          |
| AIL Transported-Non-Public, col. 3 | -                              | -                                   | -      | -      | -        | -      | Avg. Mileage - Regular Excluding Grade PK students | 6.2          |
| Special Needs, Col. 6              | 46                             | 46                                  | -      | 26     | 26       | -      | Avg. Mileage - Special Ed. with Special Needs      | 8.9          |
|                                    | 220                            | 220                                 | -      | 125    | 125      | -      |                                                    |              |
| Percentage Error                   |                                |                                     | 0.00%  |        |          | 0.00%  |                                                    |              |

# SCHEDULE OF AUDITED ENROLLMENTS

## Burlington City School District Application for State School Aid Summary Enrollment as of October 15, 2024

|                    | Resident LIEP NOT Low Income                |                                                   |        | Sample for Verification                  |                                               |                  |
|--------------------|---------------------------------------------|---------------------------------------------------|--------|------------------------------------------|-----------------------------------------------|------------------|
|                    | Reported on<br>ASSA as<br>NOT Low<br>Income | Reported on<br>Workpapers as<br>NOT Low<br>Income | Errors | Sample<br>Selected<br>from<br>Workpapers | Verified to<br>Application<br>and<br>Register | Sample<br>Errors |
| Full Day K         | 4                                           | 4                                                 | -      | 3                                        | 3                                             | -                |
| One                | -                                           | -                                                 | -      | -                                        | -                                             | -                |
| Two                | 3                                           | 3                                                 | -      | 3                                        | 3                                             | -                |
| Three              | 2                                           | 2                                                 | -      | 2                                        | 2                                             | -                |
| Four               | 2                                           | 2                                                 | -      | 2                                        | 2                                             | -                |
| Five               | 1                                           | 1                                                 | -      | 1                                        | 1                                             | -                |
| Six                | 1                                           | 1                                                 | -      | 1                                        | 1                                             | -                |
| Seven              | -                                           | -                                                 | -      | -                                        | -                                             | -                |
| Eight              | 4                                           | 4                                                 | -      | 3                                        | 3                                             | -                |
| Nine               | 1                                           | 1                                                 | -      | 1                                        | 1                                             | -                |
| Ten                | 6                                           | 6                                                 | -      | 5                                        | 5                                             | -                |
| Eleven             | 4                                           | 4                                                 | -      | 3                                        | 3                                             | -                |
| Twelve             | 1                                           | 1                                                 | -      | 1                                        | 1                                             | -                |
| Subtotal           | 29                                          | 29                                                | -      | 25                                       | 25                                            | -                |
| SpEd Elementary    | -                                           | -                                                 | -      | -                                        | -                                             | -                |
| SpEd Middle School | -                                           | -                                                 | -      | -                                        | -                                             | -                |
| SpEd High School   | -                                           | -                                                 | -      | -                                        | -                                             | -                |
| Subtotal           | -                                           | -                                                 | -      | -                                        | -                                             | -                |
| Totals             | 29                                          | 29                                                | -      | 25                                       | 25                                            | -                |
| Percentage Error   |                                             |                                                   | 0.00%  |                                          |                                               | 0.00%            |

## BURLINGTON CITY SCHOOL DISTRICT

### EXCESS SURPLUS CALCULATION

#### SECTION 1 - Regular Districts

##### A. 2% Calculation of Excess Surplus

|                                                                           |                      |                            |
|---------------------------------------------------------------------------|----------------------|----------------------------|
| 2024-25 Total General Fund Expenditures per the ACFR, Ex C-1              | \$ <u>50,717,776</u> | (A)                        |
| Increased by:                                                             |                      |                            |
| Transfer from Capital Outlay to Capital Projects Fund                     | \$ _____             | (A1a)                      |
| Transfer from Capital Reserve to Capital Projects Fund                    | \$ _____             | (A1a)                      |
| Transfer from General Fund to SRF for Preschool - Regular                 | \$ _____             | (A1a)                      |
| Transfer from General Fund to SRF for Preschool - Inclusion               | \$ <u>230,355</u>    | (A1a)                      |
| Adjusted 2024-25 General Fund & Other State Expenditures [(A)+A1a)-(Aib)] |                      | \$ <u>50,948,131</u> (A2)  |
| Decreased by:                                                             |                      |                            |
| On-Behalf TPAF Pension & Social Security                                  |                      | \$ <u>(9,438,150)</u> (A3) |
| Assets Acquired Under Financed Purchases                                  |                      | \$ _____ (A8)              |
| Adjusted 2024-2025 General Fund Expenditures [(B)+(B1s)+(B2s)]            |                      | \$ <u>41,509,981</u> (A9)  |
| 2% of Adjusted 2024-2025 General Fund Expenditures [(B3) times .02]       | \$ <u>830,200</u>    | (B4)                       |
| Enter Greater of (B4) or \$250,000                                        | \$ <u>830,200</u>    | (B5)                       |
| Increased by: Allowable Adjustment                                        | \$ <u>167,320</u>    | (K)                        |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]                   |                      | \$ <u>997,520</u> (M)      |

#### SECTION 2

|                                                                                              |                      |                          |
|----------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Total General Fund - Fund Balances @ 6-30-25<br>(Per ACFR Budgetary Comparison Schedule C-1) | \$ <u>19,709,793</u> | (C)                      |
| Decreased by:                                                                                |                      |                          |
| Year-end Encumbrances                                                                        | \$ <u>1,946,207</u>  | (C1)                     |
| Legally Restricted - Designated for Subsequent Year's Expenditures                           | \$ _____             | (C2)                     |
| Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures            | \$ <u>4,591,737</u>  | (C3)                     |
| Other Restricted Fund Balances                                                               | \$ <u>6,200,464</u>  | (C4)                     |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures           | \$ <u>65,279</u>     | (C5)                     |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]                                 |                      | \$ <u>6,906,106</u> (U1) |

## BURLINGTON CITY SCHOOL DISTRICT

### EXCESS SURPLUS CALCULATION

#### SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 5,908,586 (E)

#### Recapitulation of Excess Surplus as of June 30, 2025

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \$ 4,591,737 (C3)

Reserved Excess Surplus [(E)] \$ 5,908,586 (E)

Total [(C3) + (E)] \$ 10,500,323 (D)

#### Detail of Allowable Adjustments

|                                                        |    |         |      |
|--------------------------------------------------------|----|---------|------|
| Impact Aid                                             | \$ |         | (H)  |
| Sale & Lease-back                                      | \$ |         | (I)  |
| Extraordinary Aid                                      | \$ | 167,320 | (J1) |
| Additional Nonpublic School Transportation Aid         | \$ |         | (J2) |
| Current Year School Bus Advertising Revenue Recognized | \$ |         | (J3) |
| Family Crisis Transportation Aid                       | \$ |         | (J4) |
| Supplemental Stabilization Aid                         | \$ |         | (J5) |
| Maintenance of Equity Aid                              | \$ |         | (J5) |

Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)] \$ 167,320 (K)

#### Detail of Other Restricted Fund Balance

|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
| Statutory restrictions:                                        |                          |
| Approved unspent separate proposal                             | \$                       |
| Capital outlay for a district with a capital outlay cap waiver | \$                       |
| Sale/lease-back reserve                                        | \$                       |
| Capital reserve                                                | \$ <u>4,052,625</u>      |
| Maintenance reserve                                            | \$ <u>1,085,377</u>      |
| Tuition Reserve                                                | \$                       |
| Emergency reserve                                              | \$ <u>496,088</u>        |
| 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)       | \$                       |
| Reserve for Unemployment Fund                                  | \$ <u>566,374</u>        |
| Other Restricted Fund Balance not noted above                  | \$                       |
| Total Other Restricted Fund Balance                            | \$ <u>6,200,464</u> (C4) |

**BURLINGTON CITY SCHOOL DISTRICT**  
**Encumbrances**  
**For the Fiscal Year Ended June 30, 2025**

Encumbrances per the June 30, 2025 Board Secretary Report

\$ 1,946,207

| Description                                                       | Total by<br>Category | Amount<br>Properly<br>Encumbered | Encumbrances<br>Cancelled<br>Through Audit<br>Adjustments |
|-------------------------------------------------------------------|----------------------|----------------------------------|-----------------------------------------------------------|
| School Sponsored Athletics - Instruction - Supplies & Materials   | \$ 2,469             | \$ 2,469                         | \$ -                                                      |
| Instruction - Tuition to Other LEAs Within State                  | 6,372                | 6,372                            | -                                                         |
| Instruction - Tuition to Private School for Disabled Within State | 20,520               | 20,520                           | -                                                         |
| Attendance & Social Work Services - Other Purchased Services      | 732                  | 732                              | -                                                         |
| Health Services - Other Purchased Services                        | 433                  | 433                              | -                                                         |
| General Administration - Architectural/Engineering Services       | 2,500                | 2,500                            | -                                                         |
| General Administration - BOE In House Training/Supplies           | 485                  | 485                              | -                                                         |
| Required Maintenance - Cleaning, Repair & Maint. Services         | 8,646                | 8,646                            | -                                                         |
| Custodial Services - Cleaning, Repair & Maint. Services           | 486                  | 486                              | -                                                         |
| Custodial Services - General Supplies                             | 3,102                | 3,102                            | -                                                         |
| Custodial Services - Energy (Natural Gas)                         | 13,462               | 13,462                           | -                                                         |
| Custodial Services - Energy (Electricity)                         | 26,200               | 26,200                           | -                                                         |
| Facilities Acquisition and Construction Services                  |                      |                                  |                                                           |
| Architectural/Engineering Services                                | 35,326               | 35,326                           | -                                                         |
| Construction Services                                             | 1,825,474            | 1,825,474                        | -                                                         |
|                                                                   | <u>1,946,207</u>     | <u>1,946,207</u>                 | <u>-</u>                                                  |

Total Encumbrances Cancelled During the Audit

-

Fund Balance Reserved for Encumbrances in the ACFR

\$ 1,946,207

AUDIT RECOMMENDATIONS SUMMARY  
For the Fiscal Year Ended June 30, 2025

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. Status of Prior Year Audit Findings/Recommendations

There were no prior year findings/recommendations.