GLEN ROCK PUBLIC SCHOOLS
AUDITORS MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2025

GLEN ROCK PUBLIC SCHOOLS
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INDEPENDENT AUDITOR'S MANAGEMENT REPORT

Honorable President and Members
of the Board of Trustees
Glen Rock Public Schools
Glen Rock, 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 Glen Rock Board of Education as of and for the fiscal year ended June 30, 2025, and have issued our report thereon dated October 8, 2025.

As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Lerch, Vinci & Bliss, LLP

LERCH, VINCI & BLISS, LLP
Certified Public Accountants
Public School Accountants

Paul J. Lerch
Public School Accountant
PSA Number CS01118

Fair Lawn, New Jersey
October 8, 2025

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 Annual Comprehensive Financial Report "ACFR".

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

Name	Position	Amount
James Canellas, CPA	Board Secretary/School Business Administrator	$325,000
Antoinette Kelly	Treasurer of School Moneys	$325,000

There is a Public Employees' Blanket Position Bond with Selective American Insurance Company covering all other employees with multiple coverage of $250,000.

P.L. 2020, c44

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 of audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

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

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

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. Tuition charges were established by the Board of Education and are not subject to adjustment.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any discrepancies with respect to signatures, certification and approvals of supporting documentation.

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 tested were certified by the President of the Board and the Board Secretary/School Business Administrator and approved by the Chief School Administrator.

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

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

Payrolls were delivered to the Treasurer of School Monies with a warrant made to her order for the full amount of each payroll.

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

The District maintained an updated employee position control roster.

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 reserve 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. 6:23-16.2(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, no additional procedures were deemed necessary to test the propriety of expenditure classification.

Travel

The District had adopted a policy regulating travel. No exceptions were noted pertaining to travel expense reimbursement payments tested.

Board Secretary's Records

The financial records, books of account and minutes maintained by the School Business Administrator/Board Secretary were in good condition.

The Board Secretary's and Treasurer's reports were presented monthly to the Board on a timely basis and were submitted to the executive county superintendent as prescribed by (N.J.S.A. 18A:17-9 and 18A:17-36).

Acknowledgement of the Board's receipt of the Board Secretary and Treasurer's monthly financial reports was included in the minutes.

The prescribed contractual order system was followed.

Treasurer's Records

The Treasurer did perform cash reconciliations for all District accounts.

The Treasurer's bank reconciliations were in agreement with the records of the School Business Administrator/Board Secretary.

The Treasurer's cash balances were in agreement with the reconciled cash balance as determined during the audit.

Acknowledgement of the Board's receipt of the Treasurer's monthly financial reports was included in the minutes.

Financial Planning, Accounting and Reporting (Continued)

Unemployment Compensation Insurance

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance. The financial transactions of this fund are reported in the General Fund in accordance with GASB 84.

Elementary and Secondary Education Act (E.S.E.A.)/as amended by the Every Student Succeeds Act (ESSA)

The E.S.E.A./E.S.S.A. financial exhibits are contained within the Special Revenue section of the ACFR. This section of the ACFR documents the financial position pertaining to projects under Titles II of the Elementary and Secondary Education Act as amended.

Our examination 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.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibits K-3 and K-4 located in the ACFR.

Our audit of the federal and state funds on a 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.

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly 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. Reimbursements to the State for Federal Salary Expenditures

There were none.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 (as amended) and 18A:18A-3 are $44,000 (with a qualifying purchasing agent) and $32,000 (without a qualifying 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 for 2024/25.

The District's Board Secretary/Business Administrator is a Qualified Purchasing Agency and the Board has designated him as the QPA with a bid threshold of $44,000.

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

The Glen Rock Public Schools has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or goods or service, the result of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination did not indicate any individual payments, contracts or agreements which were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4, as amended.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977. Therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that the district purchased items through the use of State contracts.

School Food Service

SFA's 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 SFA's 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 through the age of 18 as well as persons over 18 with disabilities as defined in the regulations.

The financial transactions and statistical records of the school food service fund were maintained in good condition.

The District does not participate in the Child Nutrition Program.

Community School

Cash receipts and cash disbursements were maintained in good condition and in accordance with board policy.

Student Activity and Athletic Association Accounts

The Board has a policy, which clearly established the regulation of student activity funds.

Cash receipts and disbursements records for all students were maintained in satisfactory condition.

Application for State School Aid

Our 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, related services, 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 with no exceptions. The information that was included on the workpapers was verified with isolated exceptions. 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 written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2024-25 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions. The information that was included on the workpapers was verified with immaterial exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation-related contracts and purchases. Based on our review, the District did comply with proper bidding procedures and award of contracts.

Facilities and Capital Assets

Our procedures included a review of the transfer of local funds from the Capital Reserve Account and awarding of contracts for eligible facilities construction. No exceptions were noted. Capital assets financial records were prepared by a third party service provider and were properly maintained.

The capital asset records were updated for the additions and disposal of capital assets made throughout the year.

Miscellaneous

Testing for Lead of all Drinking Water in Educational Facilities

The school district adhered to all 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.

Suggestions to Management

There are none.

Follow-Up on Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations.

GLEN ROCK PUBLIC SCHOOLS
FOOD SERVICE FUND
NUMBER OF MEALS/MILKS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

SCHEDULE OF MEAL COUNT ACTIVITY

NOT APPLICABLE

FOOD SERVICE FUND
SCHEDULE OF NET CASH RESOURCES
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

NOT APPLICABLE

GLEN ROCK PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2024

	2025-26 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on Original A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Register On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Kindergarten	170		170		-	-	38		38		-	-				-
Grade 1	159		159		-	-	53		53		-	-				-
Grade 2	166		166		-	-	49		49		-	-				-
Grade 3	172		172		-	-	58		58		-	-				-
Grade 4	177		177		-	-	37		37		-	-				-
Grade 5	186		186		-	-	43		43		-	-				-
Grade 6	173		174		(1)	-	174		173		1	-				-
Grade 7	182		182		-	-	182		182		-	-				-
Grade 8	185		185		-	-	185		185		-	-				-
Grade 9	125		125		-	-	125	1	125	1	-	-				-
Grade 10	146	1	146	1	-	-	146		147		(1)	-				-
Grade 11	167		170		(3)	-	170	1	169	1	1	-				-
Grade 12	137	1	137	1	-	-	137		139		(2)	-				-
Subtotal	2,145	2	2,149	2	(4)	-	1,397	2	1,398	2	(1)	-	-	-	-	-
Sp Ed- Elementary	137		137		-	-	22		22		-	-	8	2	2	-
Sp Ed - Middle School	101		101		-	-	16		16		-	-	5	2	2	-
Sp Ed - High School	140	2	140	2	-	-	23		23		-	-	17	5	5	-
Subtotal	378	2	378	2	-	-	61	-	61	-	-	-	30	9	9	-
Totals	2,523	4	2,527	4	(4)	-	1,458	2	1,459	2	(1)	-	30	9	9	-
Percentage Error					-0.16%	0.00%					-0.07%	0.00%				0.00%

GLEN ROCK PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2024
SCHEDULE OF AUDITED ENROLLMENTS

	Resident Low Income			Sample for Verification		
	Reported on A.S.S.A	Reported on Workpapers	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	2	2	-	1	1	-
Grade 1	1	1	-			-
Grade 2	1	1	-			-
Grade 3	1	1	-			-
Grade 4	2	2	-	1	1	-
Grade 5	1	1	-			-
Grade 6	-	-	-	-		-
Grade 7	1	1	-	1	1	-
Grade 8	4	4	-	1	1	-
Grade 9	-	-	-	-		-
Grade 10	-	-	-	-		-
Grade 11	1	1	-			-
Grade 12	2	2	-	1	1	-
Subtotal	16	16	-	5	5	-
Sp Ed - Elementary	1	1	-			-
Sp Ed - Middle School	2	2	-	1	1	-
Sp Ed - High School	1	1	-	-	-	-
Subtotal	4	4	-	1	1	-
Totals	20	20	-	6	6	-
Percentage Error			0.00%			0.00%

	Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A	Reported on Workpapers	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	1	1	-			-
Grade 1	1	1	-	1	1	-
Grade 2	-	-	-			-
Grade 3	-	-	-			-
Grade 4	1	1	-			-
Grade 5			-			-
Grade 6			-			-
Grade 7			-			-
Grade 8			-			-
Grade 9			-			-
Grade 10			-			-
Grade 11			-			-
Grade 12			-			-
Subtotal	3	3	-	1	1	-
Sp Ed - Elementary			-			-
Sp Ed - Middle School			-			-
Sp Ed - High School			-			-
Subtotal	-	-	-	-	-	-
Totals	3	3	-	1	1	-
Percentage Error			0.00%			0.00%

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools	46	46	-	13	13	-
Transported - Non - Public			-			-
Special Ed. - Public	1	1	-	1	1	-
Special Needs - Public	43	43	-	13	13	-
	90	90	-	27	27	-
Percentage Error			0.00%			0.00%

GLEN ROCK PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 15, 2024
SCHEDULE OF AUDITED ENROLLMENTS

	Resident LEP Not Low Income				Sample for Verification		
	Reported on A.S.S.A	Reported on Workpapers	Errors		Sample Selected from Workpapers	Verified to Register	Sample Errors
Full Day Kindergarten	4	4	-		1	1	-
Grade 1	1	1	-		-		-
Grade 2	5	5	-		2	2	-
Grade 3	2	2	-		1	1	-
Grade 4	1	1	-				-
Grade 5	2	2	-		1	1	-
Grade 6	-	-	-				-
Grade 7	2	2	-		1	1	-
Grade 8	1	1	-				-
Grade 9	1	1	-				-
Grade 10	1	1	-				-
Grade 11	1	1	-				-
Grade 12			-				-
Subtotal	21	21	-		6	6	-
Sp Ed - Elementary	1	1	-		1	1	-
Sp Ed - Middle School			-				-
Sp Ed - High School			-				-
Subtotal	1	1	-		1	1	-
Totals	22	22	-	-	7	7	-
			0.00%				0.00%

GLEN ROCK PUBLIC SCHOOLS
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

2024-2025 Total General Fund Expenditures per the ACFR		$ 69,372,950
Increased by:		
Transfer from Capital Reserve to Capital Projects Fund		4,196,962
Decreased by:		
On-Behalf TPAF Pension & Social Security		13,156,456
Assets Acquired Under Capital and Other Financing Agreements		269,190
Adjusted 2024-2025 General Fund Expenditures		$ 60,144,266
2% of Adjusted 2024-2025 General Fund Expenditures	$ 1,202,885	
Increased by: Allowable Adjustment- Extraordinary Aid	330,944	
Maximum Unreserved/Undesignated Fund Balance		$ 1,533,829
Total General Fund - Fund Balance at June 30, 2025		$ 10,014,379
Decreased by:		
Legally Restricted Excess Surplus- Designated for Subsequent Year's Expenditures	$ 1,421,184	
Other Restricted and Assigned Fund Balances	5,350,226	
Year-End Encumbrances	387,956	
Total Unassigned Fund Balance		$ 2,855,013
Restricted Fund Balance - Excess Surplus		$ 1,321,184

Recapitulation of Excess Surplus at June 30, 2025

Excess Surplus - Designated for Subsequent Year's Expenditures		$ 1,421,184
Excess Surplus		1,321,184
Total		$ 2,742,368

Analysis Other Restricted and Assigned Fund Balance

Capital Reserve	$ 3,729,461	
Maintenance Reserve	625,410	
Emergency Reserve	209,796	
Unemployment Reserve	785,559	
Total Other Restricted Fund Balance		$ 5,350,226

RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Programs

There are none.

IV. School Food Services

There are none.

V. Community School

There are none.

VI. Student Body Activities

There are none.

VII. Pupil Transportation

There are none.

VIII. Application of State School Aid

There are none.

IX. Facilities and Capital Assets

There are none.

X. Miscellaneous

There are none.

XI. Status of Prior Years' Audit Findings/Recommendations

There were none.

ACKNOWLEDGMENT

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

Respectfully submitted,
LERCH, VINCI & BLISS, LLP

Paul J. Lerch
Public School Accountant
PSA Number CS01118