NORTH HANOVER TOWNSHIP SCHOOL DISTRICT

Wrightstown, New Jersey
County of Burlington

Auditor's Management Report on Administrative Findings -
Financial, Compliance and Performance
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE

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HOLT MCNALLY & ASSOCIATES
Certified Public Accountants & Advisors

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

Honorable President and Members
of the Board of Education
North Hanover Township School District
County of Burlington
Wrightstown, New Jersey

We 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 North Hanover Township School District in the County of Burlington for the year ended June 30, 2025, and have issued our report thereon dated December 15, 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 North Hanover Township School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

HOLT MCNALLY & ASSOCIATES, INC.
Certified Public Accountants & Advisors

Michael Holt

Michael Holt
Certified Public Accountant
Public School Accountant, No. 1148

Medford, New Jersey
December 15, 2025

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HOLT MCNALLY & ASSOCIATES
Certified Public Accountants & Advisors

ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the School District's ACFR.

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

Name	Position	Amount
Amy Lerner	Board Secretary/School Business Administrator	$ 275,000
Jodi Lennon	School Treasurer	$ 275,000

There is a Public Employee's Faithful Performance Blanket Position Bond with the New Jersey School Board Association Insurance Group covering all other employees with coverage of $25,000.

P.L. 2020, c. 44

Our audit procedures included an inquiry and subsequent review of health benefits 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 the School District.

The School District project data certification was completed by the Chief School Administrator. The School District Chapter 44 data was submitted timely.

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Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than the estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil cost in accordance with *N.J.A.C.6A:23A-17.1(f)3.*

Financial Planning, Accounting and Reporting

Examination of Claims

A sample examination of claims paid during the period under the review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account

The net salaries of sampled employees of the board were deposited in the Payroll Account. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the School Business Administrator/Board Secretary.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

Payrolls were delivered to the School Business Administrator/Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Employee Position Control Roster

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C.* 6A:23 A-16.29(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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% percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

Our review of the financial and accounting records maintained by the board secretary were found to be in satisfactory condition.

Treasurer’s Records

Our review of the financial and accounting records maintained by the Treasurer of School Monies were found to be 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. financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

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

Our audit of the federal and state funds on a sample 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. Reimbursement

Our audit procedures included a sample test of the biweekly reimbursement’s forms 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 Report(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A.18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website: http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html

Current statute is posted on the New Jersey Legislature (http://www.njleg.state.nj.us/) website.

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 a 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 our tests on sample basis, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of *N.J.S.A*. 18A:18A-4.

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

School Food Service

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 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 food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded $100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

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.

Net cash resources did not exceed three months average expenditures.

Application for State School Aid (ASSA)

Our audit procedures included a sample 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 and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion.

The information on the ASSA was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The School District maintained workpapers on the prescribed state forms or their equivalent.

The School District's written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a sample 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 our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a sample of transportation contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our sampling of transportation related purchases of goods and services.

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.

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 audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. 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

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,

HOLT MCNALLY & ASSOCIATES, INC.
Certified Public Accountants & Advisors

Michael Holt

Michael Holt
Certified Public Accountant
Public School Accountant, No. 1148

Medford, New Jersey
December 15, 2025

ADDITIONAL INFORMATION

SCHEDULE OF AUDITED ENROLLMENTS (1)

NORTH HANOVER TOWNSHIP 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 A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Preschool - 3 Yrs	100	-	100	-	-	-	18	-	18	-	-	-	-	-	-	-
Full Day Preschool - 4 Yrs	144	-	144	-	-	-	27	-	27	-	-	-	-	-	-	-
Full Day Kindergarten	159	-	159	-	-	-	29	-	29	-	-	-	-	-	-	-
One	145	-	145	-	-	-	27	-	27	-	-	-	-	-	-	-
Two	136	-	136	-	-	-	25	-	25	-	-	-	-	-	-	-
Three	145	-	145	-	-	-	27	-	27	-	-	-	-	-	-	-
Four	140	-	140	-	-	-	26	-	26	-	-	-	-	-	-	-
Five	128	-	128	-	-	-	24	-	24	-	-	-	-	-	-	-
Six	114	-	114	-	-	-	21	-	21	-	-	-	-	-	-	-
Subtotal	1,211	-	1,211	-	-	-	224	-	224	-	-	-	-	-	-	-
Special Ed - Elementary	189	-	189	-	-	-	35	-	35	-	-	-	4	3	3	-
Special Ed - Middle	31	-	31	-	-	-	6	-	6	-	-	-	2	2	2	-
Totals	1,431	-	1,431	-	-	-	265	-	265	-	-	-	6	5	5	-
Percentage Error					-	-					-	-				-

SCHEDULE OF AUDITED ENROLLMENTS (2)

NORTH HANOVER TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2024

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	50	50	-	24	24	-	4	4	-	3	3	-
One	57	57	-	27	27	-	3	3	-	3	3	-
Two	43	43	-	21	21	-	3	3	-	3	3	-
Three	49	49	-	24	24	-	6	6	-	5	5	-
Four	58	58	-	28	28	-	5	5	-	4	4	-
Five	40	40	-	19	19	-	2	2	-	2	2	-
Six	34	34	-	16	16	-	1	1	-	1	1	-
Subtotal	331	331	-	159	159	-	24	24	-	21	21	-
Special Ed - Elementary	55	55	-	26	26	-	7	7	-	6	6	-
Special Ed - Middle	4	4	-	2	2	-	1	1	-	1	1	-
Totals	390	390	-	187	187	-	32	32	-	28	28	-
Percentage Error			-			-			-			-

	Transportation					
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	443	443	-	147	147	-
Reg -SpEd, col. 4	167	167	-	55	55	-
AIL, col 2	23	23	-	8	8	-
Special Ed Spec, col. 6	68	68	-	18	18	-
Totals	701	701	-	228	228	-
Percentage Error			-			-

SCHEDULE OF AUDITED ENROLLMENTS (3)

NORTH HANOVER TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2024

	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	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	1	1	-	1	1	-
One	-	-	-	-	-	-
Two	2	2	-	2	2	-
Three	1	1	-	1	1	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Subtotal	4	4	-	4	4	-
Special Ed - Elementary	2	2	-	2	2	-
Special Ed - Middle	-	-	-	-	-	-
Subtotal	2	2	-	2	2	-
Totals	6	6	-	6	6	-
Percentage Error			0.00%			0.00%

EXCESS SURPLUS CALCULATION

REGULAR DISTRICTS

SECTION 1

A. 2% Calculation of Excess Surplus

2024-2025 Total General Fund Expenditures per the ACFR, Ex. C-1	$	37,579,467	(B)		
Increased by:					
Transfer from Capital Outlay to Capital Projects Fund	$	-	(B1a)		
Transfer from Capital Reserve (Impact Aid - Capital) to Capital Projects Fund	$	15,646,200	(B1b)		
Transfer from General Fund to SRF for PreK-Regular	$	-	(B1c)		
Transfer from General Fund to SRF for PreK-Inclusion	$	214,998	(B1d)		
Decreased by:					
On-Behalf TPAF Pension & Social Security	$	7,103,089	(B2a)		
Assets Acquired Under Financed Purchases	$	-	(B2b)		
Adjusted 2024-2025 General Fund Expenditures [(B)+(B1s)-(B2s)]	$	46,337,576	(B3)		
2% of adjusted 2024-2025 General Fund Expenditures [(B3) times .02]	$	926,752	(B4)		
Enter Greater of (B4) or $250,000	$	926,752	(B5)		
Increased by: Allowable Adjustment *	$	227,753	(K)		
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]			$	1,154,505	(M)

SECTION 2

Total General Fund - Fund Balances @ 06/30/2025 (Per ACFR Budgetary Comparison Schedule C-1)	$	50,827,608	(C)		
Decreased by:					
Year-End Encumbrances	$	672,283	(C1)		
Legally Restricted - Designated for Subsequent Year's Expenditures	$	-	(C2)		
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	$	-	(C3)		
Other Restricted Fund Balances ****	$	49,250,490	(C4)		
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	$	-	(C5)		
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			$	904,835	(U1)

REGULAR DISTRICTS (continued):

SECTION 3

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

Recapitulation of Excess Surplus as of June 30, 2025

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	$ -	(C3)
Reserved Excess Surplus *** [(E)]	$ -	(E)
Total Excess Surplus [(C3) + (E)]	$ -	(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:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 7002 and Section 7003 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 (7002 of 7003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
(J1) Extraordinary Aid;
(J2) Additional Nonpublic School Transportation Aid;
(J3) Recognized current year School Bus Advertising Revenue; and
(J4) Family Crisis Transportation Aid.
(J5) Supplemental Stabilization Aid

Detail of Allowable Adjustments

Impact Aid	$ 227,753	(H)
Sale & Lease-back	$ -	(I)
Extraordinary Aid	$ -	(J1)
Additional Nonpublic School Transportation Aid	$ -	(J2)
Current Year School Bus Advertising Revenue Recognized	$ -	(J3)
Family Crisis Transportation Aid	$ -	(J4)
Supplemental Stabilization Aid received April 2024 & Maintenance of Equity Aid received July 202	$ -	(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	$ 227,753	(K)

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

*** Amount must agree to the June 30, 2025 ACFR and must agree to Audit Summary Line 90030.

**** Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not legally imposed by another type of government such as the judicial branch of government must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory Restrictions:		
Approved Unspent Separate Proposal	$ -	
Sale/Lease-Back Reserve	$ -	
Capital Reserve	$ 2,146,153	
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 7002 and 7003)	$ 44,106,476	
Impact Aid Capital Fund Reserve (Sections 7007 and 7008)	$ 2,683,197	
Reserve for Unemployment Fund	$ 314,664	
[Other Restricted Fund Balance Not Noted Above] ****	$ -	
Total Other Restricted Fund Balance	$ 49,250,490	(C4)

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2025

North Hanover School District

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.