

PAULSBORO SCHOOL DISTRICT

Paulsboro, New Jersey
County of Gloucester

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

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

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

The Honorable President and
Members of the Board of Education
Paulsboro School District
County of Gloucester, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Paulsboro School District, in the County of Gloucester, State of New Jersey, as of and for the fiscal year ended June 30, 2025, which were separately issued in the Annual Comprehensive Financial Report dated December 1, 2025.

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

This report is issued in conjunction with the Annual Comprehensive Financial Report of the Board of Education the Paulsboro School District, for the fiscal year ended June 30, 2025, and is intended for the information of the School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, PA



Raymond Colavita, CPA, RMA
Licensed Public School Accountant
No. 915
December 1, 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 School 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
Douglas McGarry	Board Secretary/School Business Administrator	\$222,000

There is a blanket dishonesty bond covering all other employees with the following coverage: \$100,000.00 per employee / \$500,000.00 per loss.

Tuition Charges

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

FINANCIAL PLANNING, ACCOUNTING, AND REPORTING

Examination of Claims

Sampled claims paid during the fiscal year under audit did not indicate any reportable noncompliance with respect to signatures, certification, or supporting documentation.

Payroll Account

The net salaries of sampled employees of the School District were deposited in the net payroll account. Employees' payroll deductions and the employer's share of fringe benefits were deposited in the payroll agency account.

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

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

Sampled payrolls were delivered to the Treasurer of School Moneys with a warrant made to her order for the full amount of the payroll.

Employee Position Control Roster

A sample of the Employee Position Control Roster indicated that it was in satisfactory condition and was approved by the county office submission with the 2024-2025 budget review checklist.

Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as encumbrances and accounts payable. Our sample did not indicate any reportable noncompliance with respect to classification of orders.

Travel

A sample of travel expenditures during the fiscal year under audit did not indicate any reportable noncompliance.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our randomly sampled expenditure transactions. We also tested the coding of all expenditures included in our compliance and single audit sampling procedures. In addition, a sample was selected that specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. Our samples did not indicate any reportable noncompliance with respect to classification of expenditures.

Board Secretary's Records

Our audit of the financial and accounting records maintained by the Board Secretary indicated that they were in satisfactory condition, with the exception of the following findings:

Finding No. 2025-1 (ACFR Finding No. 2025-1)

The School District's general ledger was not properly maintained. Material adjustments were required to properly reflect the School District's financial position as of June 30, 2025.

Recommendation

That the School District reviews and implements internal controls to ensure the accuracy of all financial reports.

Finding No. 2025-2 (ACFR Finding No. 2025-2)

Bank reconciliations for various funds were not prepared in accordance with N.J.S.A. 18A:17-9 and several bank reconciliations were not prepared in a timely manner on a monthly basis.

Recommendation

That the School District reviews and implements internal controls to ensure the accuracy of all financial reports and that formal monthly cash reconciliations for all School District funds be prepared on a timely basis.

Treasurer's Records

Our audit of the financial and accounting records maintained by the Board Office personnel indicated that they were not in satisfactory condition. See Finding No. 2025-2 (ACFR Finding No. 2025-2) above.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 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 review of transportation related contracts and purchases. Based on our review, the 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 review of transportation related purchases of goods and services.

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

The 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 the projects under Titles I, II, III and IV of the Every Student Succeeds Act.

The audit of compliance for E.S.S.A. did not indicate any reportable noncompliance.

Other Special Federal and / or State Projects

The School District's other special projects were approved as listed on exhibits K-3 and K-4 located in the ACFR.

Our audit of the federal and state funds on a sample basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the special revenue section of the ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned other special projects.

The audit of compliance for other special projects did not indicate any reportable noncompliance.

TPAF Reimbursement

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

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's final reports(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 and N.J.S.A. 18A:66-90. The expenditure was inspected subsequent to the reimbursement and no exceptions were noted.

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and the school contracts in general, are available on the following website:

<https://www.state.nj.us/dca/divisions>

Current statute is posted on the New Jersey Legislature website at: <http://www.njleg.state.nj.us/>
The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (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 \$20,200 for 2024-2025.

The School District's Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

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

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

SCHOOL FOOD SERVICE

The 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.

STUDENT BODY ACTIVITIES

Our audit of the financial and accounting records for student activities indicated that they were in satisfactory condition.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a sample of information reported in the Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low-income, and bilingual. We also performed an inspection of the School District procedures related to its completion. The information on the A.S.S.A. was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exceptions. 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 procedures appear to be adequate for the recording of student enrollment data.

FACILITIES AND CAPITAL ASSETS

Our audit of the financial and accounting records for facilities and capital assets indicated that they were in satisfactory condition.

MISCELLANEOUS

Continuing Disclosure Agreements

The School District complied with its most recent continuing disclosure agreements made in relation to prior year bond issuances.

Testing for Lead of All Drinking Water in Education Facilities

The School District complied with all the requirements of N.J.A.C. 6A:26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The School District submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Corrective action has not been taken on all prior year findings, noted as current year finding 2025-1 and 2025-2:

2024-1: The School District's general ledger was not properly maintained. Material adjustments were required to properly reflect the School District's financial position as of June 30, 2025.

2024-2: Bank reconciliations for various funds were not prepared in accordance with N.J.S.A. 18A:17-9 and several bank reconciliations were not prepared in a timely manner on a monthly basis.

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

ACKNOWLEDGMENT

We received the complete cooperation of all of the officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, PA

A handwritten signature in black ink, appearing to read "Raymond Colavita", written in a cursive style.

Raymond Colavita, CPA, RMA
Licensed Public School Accountant
No. 915
December 1, 2025

SCHEDULE OF AUDITED ENROLLMENTS

BOROUGH OF PAULSBORO BOARD OF EDUCATION
APPLICATION OR 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 Verification	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared			
Full Day Preschool 3 Years Old	23		23				5		5								
Full Day Preschool 4 Years Old	43		43				9		9								
Full Day Kindergarten	69		69				15		15								
One	62		62				13		13								
Two	64		64				14		14								
Three	64		64				14		14								
Four	66		66				14		14								
Five	67		65		2		14		14								
Six	59		59				13		13								
Seven	56		55		1		12		12								
Eight	61		61				13		13								
Nine	74		74				16		16								
Ten	88		88				19		19								
Eleven	60		57		3		13		13								
Twelve	65		65				14		14								
Post-Graduate																	
Adult H.S. (15+CR.)																	
Adult H.S. (1-14 CR.)																	
Subtotal	921	0	915	0	6	0	198	0	198	0	0	0	0	0	0	0	0
Special Ed - Elementary	99		100		(1)		21		21				8	2	2		
Special Ed - Middle	49		49				11		11				8	2	2		
Special Ed - High	105		105				23		23				6	1	1		
Subtotal	253	0	254	0	(1)	0	55	0	55	0	0	0	22	5	5	0	0
Totals	1,174	0	1,169	0	5	0	253	0	253	0	0	0	22	5	5	0	0
Percentage Error					0.43%	0.0%					0.00%	0.00%	0.00%				

SCHEDULE OF AUDITED ENROLLMENTS

**BOROUGH OF PAULSBORO BOARD OF EDUCATION
APPLICATION OF 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	46	46		14	14							
One	47	47		14	14		5	5		2	2	
Two	52	52		16	16							
Three	49	49		15	15		1	1				
Four	51	51		16	16							
Five	47	47		14	14							
Six	44	44		14	14							
Seven	43	43		13	13		1	1				
Eight	43	43		13	13		1	1				
Nine	43	43		13	13		2	2		1	1	
Ten	41	41		13	13		1	1				
Eleven	33	33		10	10							
Twelve	27.0	27.0		8	8							
Post Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	566	566	0	173	173	0	11	11	0	3	3	0
Special Ed - Elementary	76	76		23	23		2	2		1	1	
Special Ed - Middle	41	41		13	13		2	2		1	1	
Special Ed - High	70	70		22	22		1	1				
Subtotal	187.0	187.0	0	58	58	0	5	5	0	2	2	0
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	753.0	753.0	0	231	231	0	16	16	0	5	5	0
Percentage Error		0.00%			0.00%			0.00%			0.00%	

TRANSPORTATION

	Reported on DTRS by DOE/County	Reported on DTRS by District	Errors	Tested	Verified	Errors		Reported	Re-Calculated
Reg. - Public Schools	1,046.0	1,046.0	0	214	214	0	Avg. Mileage - Regular Including Grade PK students	5.7	
Reg. - Special Ed.	117.0	117.0	0	24	24	0	Avg. Mileage - Regular Excluding Grade PK students	5.6	
AIL - Non-Public	48.0	48.0	0	10	10	0	Avg. Mileage - Special Ed with Special Needs	6.5	
Transported - Non-Public									
Special Needs - Public	79.0	79.0	0	16	16	0			
Totals	1,290.0	1,290.0	0	264.0	264.0	0			
Percentage Error		0.0%			0.0%				

SCHEDULE OF AUDITED ENROLLMENTS

BOROUGH OF PAULSBORO BOARD OF EDUCATION
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2024

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	Report On A.S.S.A. as NOT Low Income	Report On Workpapers as NOT Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One	2	2		1	1	
Two						
Three						
Four						
Five	1	1				
Six						
Seven	1	1				
Eight						
Nine						
Ten	1	1				
Eleven						
Twelve	1	1				
Post Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	6	6	0	1	1	0
Special Ed - Elementary	1	1				
Special Ed - Middle						
Special Ed - High						
Subtotal	1	1	0	0	0	0
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	7	7	0	1	1	0

Percentage Error

0.00%

0.00%

PAULSBORO SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION - REGULAR DISTRICTS

SECTION 1

A. 2% Calculation of Excess Surplus

2024-25 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 36,560,397 (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	156,453 (B1a)
Transfer from Capital Reserve to Capital Projects Fund	(B1b)
Transfer from General Fund to SRF for PreK-Regular	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	(B1d)
Decrease by:	
On-Behalf TPAF Pension & Social Security	5,302,927 (B2a)
Assets Acquired Under Capital Leases	(B2b)
Adjusted 2024-2025 General Fund Expenditures [(B)+(B1s)-(B2s)]	<u>\$ 31,413,923 (B3)</u>
2% of Adjusted 2024-2025 General Fund Expenditures [(B3) times .02]	<u>\$ 628,278 (B4)</u>
Enter Greater of (B4) or \$250,000	<u>628,278 (B5)</u>
Increased by: Allowable Adjustment *	<u>167,987 (K)</u>
Maximum Unassigned Fund Balance [(B5)+(K)]	<u>\$ 796,265 (M)</u>

SECTION 2

Total General Fund - Fund Balances @ 6/30/2025	
Per ACFR Budgetary Comparison Schedule C-1	<u>\$ 9,398,814 (C)</u>
Decreased by:	
Year-End Encumbrances	709,627 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	1,301,720 (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	3,495,060 (C3)
Other Restricted Fund Balances ****	1,238,626 (C4)
Assigned Fund Balance - Designated for Subsequent Year's Expenditures	156,753 (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	<u>\$ 2,497,028 (U1)</u>

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-	<u>\$ 1,700,763 (E)</u>
---	-------------------------

Recapitulation of Excess Surplus as of June 30, 2024

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	3,495,060 (C3)
Reserved Excess Surplus *** [(E)]	<u>1,700,763 (E)</u>
Total Excess Surplus [(C3)+(E)]	<u><u>5,195,823 (D)</u></u>

PAULSBORO SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION - REGULAR DISTRICTS

REGULAR DISTRICT (continued):

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 Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the Reserve - General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);

(I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);

(J1) Extraordinary Aid;

(J2) Additional Nonpublic School Transportation Aid;

(J3) Recognized Current Year School Bus Advertising revenue; and

(J4) Family Crisis Transportation Aid.

(J5) Supplemental Stabilization Aid & Maintenance of Equity Aid

Detail of Allowable Adjustments

Federal Impact Aid	\$ _____	(H)
Sale & Lease-back	_____	(I)
Extraordinary Aid	167,987	(J1)
Additional Nonpublic School Transportation Aid	_____	(J2)
Current Year School Bus Advertising Revenue Recognized	_____	(J3)
Family Crisis Transportation Aid	_____	(J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid	_____	(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$ 167,987	(K)

** This amount represents Excess Surplus (C3 above) generated during June 30, 2025 and must be included in the Audit Summary Line 90031.

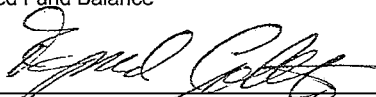
*** Amounts must agree to the June 30, 2025 ACFR and must agree to Audit Summary Line 90030.

**** 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 state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the 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	678,588
Maintenance Reserve	560,038
Emergency Reserve	_____
Tuition Reserve	_____
School Bus Advertising 50% Fuel Offset Reserve - Current Year	_____
School Bus Advertising 50% Fuel Offset Reserve - Prior Year	_____
Impact Aid General Fund Reserve (Sections 8002 and 8003)	_____
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	_____
Other State/Government Mandated Reserve	_____
[Other Restricted Fund Balance Not Noted Above] ****	_____
Total Other Restricted Fund Balance	\$ 1,238,626 (C4)


SIGNATURE OF PUBLIC SCHOOL ACCOUNTANT - No. 915

**Paulsboro School District
Audit Recommendations Summary
For The Year Ending June 30, 2025**

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2025-1

Recommendation: That the School District reviews and implements internal controls to ensure the accuracy of all financial reports.

Finding 2025-2

Recommendation: That the School District reviews and implements internal controls to ensure the accuracy of all financial reports and that formal monthly cash reconciliations for all School District funds be prepared on a timely basis.

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

**Paulsboro School District
Audit Recommendations Summary
For The Year Ending June 30, 2025**

10. Follow-Up on Prior Year Findings

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings, with the exception of the following, which is repeated in this year's recommendations:

Finding 2024-1

Recommendation: That the School District reviews and implements internal controls to ensure the accuracy of all financial reports.

Finding 2024-2

Recommendation: That the School District reviews and implements internal controls to ensure the accuracy of all financial reports and that formal monthly cash reconciliations for all School District funds be prepared on a timely basis.