

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
COUNTY OF SOMERSET
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
COUNTY OF SOMERSET
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
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The Honorable President and Members
of the Board of Education
Borough of Bound Brook School District
County of Somerset, 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 financial statements of the Board of Education of the Borough of Bound Brook School District in the County of Somerset for the fiscal year ended June 30, 2024, and have issued our report thereon dated October 3, 2024.

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 letter does not affect our report dated October 3, 2024, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations, if any.

This report is intended for the information of the Borough of Bound Brook 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.

October 3, 2024
Mount Arlington, New Jersey

Nisivoccia LLP
NISIVOCIA LLP

Valerie A. Dolan

Valerie A. Dolan
Licensed Public School Accountant #2526
Certified Public Accountant

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer, 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

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's ACFR.

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Michael C. Gorski	Business Administrator/Board Secretary	\$ 350,000
Thomas Venanzi	Treasurer of School Monies	350,000

P.L. 2020, c.44

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

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

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

The data certification date does not reflect a submission date later than 60 days after the end of the enrollment period.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment to the billings to sending districts in accordance with N.J.A.C.6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation. Based on the results of our testing, we have no comments.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Roster

The net salaries of 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 approved by the Chief School Administrator and certified by the President of the Board and the School Business Administrator and the Chief School Administrator.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

Classification of Expenditures – General and Administrative

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. In addition to randomly selecting a test sample, we reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, no significant transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based upon these procedures, we have no comments.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based upon these procedures we have no comments.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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

The E.S.E.A. financial exhibits are contained herein within the Special Revenue Section of the District's ACFR. This section of the ACFR documents the financial position pertaining to projects under Title I, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

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.

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. Reimbursement

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

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2024. The reimbursement form was reviewed and no exceptions were noted.

Travel Expenses

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations include requirements for the District to establish a maximum travel amount for the year and to ensure that the maximum amount is not exceeded. The regulations also require that all travel must be preapproved by the Board of Education and Superintendent and that a brief report detailing the key issues addressed at the travel event must be submitted after the travel event has occurred. Overall compliance was noted.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

“When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section. Commencing in the fifth year after the year in which P.L.1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made”

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law”

Effective July 1, 2020 and thereafter the bid thresholds in accordance with *N.J.S.A.* 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A.* 18A:39-3 is currently \$22,400 for 2023-2024.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Attorney'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 the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. General compliance was noted.

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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.

School Food Service

The financial transactions and statistical records of the School Food Service Fund were reviewed. The financial accounts and 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/addendum were reviewed and audited. The FSMC contract did not include an operating results provision profit guarantee. No exceptions were noted. 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.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified on a test basis. Inventory records on food 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 nonprofit status of the School Food Service Fund. No exceptions were noted.

The SFA recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

The FSMC did not apply for and receive a loan in accordance with the Payroll Protection Plan.

Time sheets and labor costs provided to the District by the Food Service contractor were reviewed on a test basis without exception. Payroll records were maintained on all School Food Service employees authorized by the Board of Education. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records on a test basis. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. No exceptions were noted.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

School Food Service (Cont'd)

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 policy was reviewed for uniform administration throughout the school district. 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.

U.S.D.A. Food Distribution Program commodities (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the 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 "Proprietary Funds", Section G of the ACFR.

Finding 2024-001:

During our review of the food service program, it was noted that net cash resources exceeded three months average expenditures by \$79,287. As the District has formal plans in place to resolve the net excess cash resources, no formal recommendation is deemed to be warranted.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Student Activities records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based upon these procedures, we have no comments.

Application for State School Aid

Our audit procedures included a test of information reported in the October 16, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, low income students and bilingual education. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers without exception. The information that was included on the workpapers was verified on a test basis without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District did maintain workpapers on the prescribed State forms or their equivalent. The District has adequate written procedures for the recording of student enrollment data.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 2023-2024 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures 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.

Facilities and Capital Assets

Our procedures included a review of the NJSDA grant agreements for consistency with recording NJSDA revenue, transfer of local funds from the General Fund or from the Capital Reserve Account and awarding of contracts for eligible facilities construction. No exceptions were noted.

Testing for Lead of All Drinking Water in Educational Facilities

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

Management Suggestions:

Federal Grant Receivables

It is suggested that federal grant requests for reimbursements are submitted on a regular basis to ensure timely collection, to lessen the impact on cash flows and to ensure full compliance with federal and state cash management requirements.

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding if only at a desk review level by state and/or federal agencies. We strongly suggest that the District ensures that these funds are utilized in accordance with the applicable federal requirements, especially with respect to procurement. Additionally, we strongly suggest that the District ensures that these funds are accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Status of Prior Year's Findings/Recommendations

The District had no prior year audit findings.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
SCHEDULE OF MEAL COUNT ACTIVITY
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDER CLAIM
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>
National School Lunch (Severe Rate)	Paid	46,155	16,274	16,274	-0-	\$ 0.42	\$ -0-
	Reduced	22,670	7,916	7,916	-0-	3.87	-0-
	Free	179,165	62,597	62,597	-0-	4.27	-0-
Total		<u>247,990</u>	<u>86,787</u>	<u>86,787</u>			<u>-0-</u>
National School Lunch (HHFKA)	PB Lunch	<u>247,990</u>	<u>86,787</u>	<u>86,787</u>	-0-	0.08	<u>-0-</u>
School Breakfast (Severe Rate)	Paid	76,989	24,879	24,879	-0-	0.38	-0-
	Reduced	23,686	7,770	7,770	-0-	2.43	-0-
	Free	174,646	57,579	57,579	-0-	2.73	-0-
Total		<u>275,321</u>	<u>90,228</u>	<u>90,228</u>			<u>-0-</u>
After School Snack (Severe Rate)	Free	<u>11,200</u>	<u>4,575</u>	<u>4,575</u>	-0-	1.17	<u>-0-</u>
Total		<u>11,200</u>	<u>4,575</u>	<u>4,575</u>			<u>-0-</u>
Summer Food Service Program - COVID - 19							
Lunch	Free	4,343	1,149	1,149	-0-	4.48	-0-
Breakfast	Free	1,152	1,148	1,148	-0-	2.57	-0-
Total		<u>5,495</u>	<u>2,297</u>	<u>2,297</u>			<u>-0-</u>
Total Net Overclaim							<u>\$ -0-</u>

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS – FINANCIAL COMPLIANCE AND PERFORMANCE
SCHEDULE OF NET CASH RESOURCES
FOOD SERVICE FUND
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Current Assets: *

Cash and Cash Equivalents	\$ 510,622
Intergovernmental Accounts Receivable	284,483
Other Accounts Receivable	109,243
	<u>904,348</u>

Current Liabilities:

Accounts Payable	(145,885)
Interfund Payable	(71,397)
Unearned Revenue	(5,751)
	<u>(223,033)</u>

Net Cash Resources	<u>\$ 681,315 (A)</u>
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Net Adjusted Total Operating Expense:

Total Operating Expenses	\$ 2,016,478
Less: Depreciation Expense	<u>(9,722)</u>

Adjusted Total Operating Expenses	<u>\$ 2,006,756 (B)</u>
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Average Monthly Operating Expenses:

(B) / 10	<u>\$ 200,676 (C)</u>
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Three Times Monthly Average Operating Expenses:

3 x (C)	<u>\$ 602,028 (D)</u>
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Net Cash Resources	\$ 681,315 (A)
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Less: Three Times Monthly Average Operating Expenses	<u>(602,028) (D)</u>
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Exceed / (Does not Exceed)	<u>\$ 79,287 **</u>
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* Inventories are not to be included in total current assets.

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2023

	2024-2025 Application for State School Aid						Sample for Verification					
	Reported on		Reported on		Errors		Sample		Verified per		Errors per	
	A.S.S.A.		Workpapers				Selected from		Registers		Registers	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Full Day Preschool 3 Years Old	32		32				32		32			
Full Day Preschool 4 Years Old	80		80				80		80			
Full Day Kindergarten	117		117				117		117			
Grade One	102		102				102		102			
Grade Two	112		112				112		112			
Grade Three	112		112				112		112			
Grade Four	92		92				92		92			
Grade Five	113		113				113		113			
Grade Six	124		124				124		124			
Grade Seven	117		117				117		117			
Grade Eight	121		121				121		121			
Grade Nine	180	5	180	5			180	5	180	5		
Grade Ten	158	5	158	5			158	5	158	5		
Grade Eleven	151	3	151	3			151	3	151	3		
Grade Twelve	130	4	130	4			130	4	130	4		
Subtotal	1,741	17	1,741	17			1,741	17	1,741	17		
Special Ed - Elementary	149		149				13		13			
Special Ed - Middle School	79		79				6		6			
Special Ed - High School	74	1	74	1			6		6			
Subtotal	302	1	302	1			25		25			
Totals	2,043	18	2,043	18	-0-	-0-	1,766	17	1,766	17	-0-	-0-
Percentage Error					0.00%	0.00%					0.00%	0.00%

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2023

	Private Schools for Disabled						Resident Low Income					
	Reported on A.S.A. as Private Schools	Reported on Workpapers as Private Schools	Errors	Sample for Verification	Sample Verified	Sample Errors	Reported on A.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten												
Grade One							79	79		1	1	
Grade Two							84	84		2	2	
Grade Three							93	93		1	1	
Grade Four							89	89		1	1	
Grade Five							73	73		1	1	
Grade Six							78	78		2	2	
Grade Seven							96	96		2	2	
Grade Eight							92	92		2	2	
Grade Nine							93	93		2	2	
Grade Ten							120	120		2	2	
Grade Eleven							104	104		1	1	
Grade Twelve							97.5	98		1	1	
Subtotal							71.5	71.5		2	2	
							1,170	1,170		20	20	
Special Ed - Elementary	2	2		1	1		118	118		2	2	
Special Ed - Middle School	5	5		2	2		74	74		1	1	
Special Ed - High School	9	9		1	1		59	59		2	2	
Subtotal	16	16		4	4		251.0	251		5	5	
Totals	16	16	-0-	4	4	-0-	1,421	1,421	-0-	25	25	-0-
Percentage Error			0.00%			0.00%			0.00%			0.00%

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2023

	Resident LEP Low Income				
	Reported on A.S.A. as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores, Application and Register
					Sample Errors
Full Day Kindergarten					
Grade One	40	40		2	2
Grade Two	36	36		2	2
Grade Three	53	53		2	2
Grade Four	40	40		2	2
Grade Five	32	32		2	2
Grade Six	24	24		2	2
Grade Seven	29	29		1	1
Grade Eight	31	31		2	2
Grade Nine	27	27		2	2
Grade Ten	35	35		1	1
Grade Eleven	39	39		2	2
Grade Twelve	28	28		1	1
Subtotal	13	13		1	1
	427	427		22	22
Special Ed - Elementary					
Special Ed - Middle School	33	33		1	1
Special Ed - High School	11	11		1	1
Subtotal	1	1		1	1
	45	45		3	3
Totals	472	472	-0-	25	25
Percentage Error			0.00%		-0-
			0.00%		0.00%

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2023

	Resident LEP Not Low Income					
	Reported on A.S.S.A. as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores and Register	Sample Errors
Full Day Kindergarten	4	4		1	1	
Grade One	3	3				
Grade Two	2	2				
Grade Three	3	3		1	1	
Grade Four	3	3		1	1	
Grade Five	6	6				
Grade Six	5	5		1	1	
Grade Seven	3	3				
Grade Eight	4	4		1	1	
Grade Nine	5	5		1	1	
Grade Ten	2	2		1	1	
Grade Eleven	3	3				
Grade Twelve	4	4		1	1	
Subtotal	47	47		8	8	
Special Ed - Elementary	2	2		1	1	
Special Ed - High School						
Subtotal	2	2		1	1	
Totals	49	49	-0-	9	9	-0-
Percentage Error			0.00%			0.00%

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2023

	Transportation				
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified
Regular - Public Schools	60	60		6	6
Regular - Special Education	17	17		2	2
Special Needs Public	18	18		2	2
Special Needs Private	10	10		1	1
Totals	105	105	-0-	11	11
Percentage Error			0.00%		-0-
			0.00%		0.00%

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	6.1	6.1
Average Mileage - Regular Excluding Grade PK Students	6.1	6.1
Average Mileage - Special Education with Special Needs	9.6	9.6

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2024

EXCESS SURPLUS CALCULATION

Section 1 - REGULAR DISTRICT

2023-2024 Total General Fund Expenditures per the ACFR	\$ 50,748,656 (B)	
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ 1,565,165 (B1a)	
Transfer from Capital Reserve to Capital Projects Fund	\$ -0- (B1b)	
Transfer from General Fund to Special Revenue Fund for Pre K - Regular	\$ -0- (B1c)	
Transfer from General Fund to Special Revenue Fund for Pre K - Inclusion	\$ 259,437 (B1d)	
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ 8,766,173 (B2a)	
Assets Acquired Under Leases, Financed Purchases and SBITAs	\$ -0- (B2b)	
Adjusted 2023-2024 General Fund Expenditures [(B)+(B1's)-(B2's)]	\$ 43,807,085 (B3)	
2% of Adjusted 2023-2024 General Fund Expenditures [(B3) times .02]	\$ 876,142 (B4)	
Enter Greater of (B4) or \$250,000	\$ 876,142 (B5)	
Increased by: Allowable Adjustment	\$ 257,200 (K)	
Maximum Unassigned Fund Balance [(B5)+(K)]		\$ 1,133,342 (M)

Section 2

Total General Fund - Fund Balances @ 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 13,859,009 (C)	
Decreased by:		
Year-End Encumbrances	\$ -0- (C1)	
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ -0- (C2)	
Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 2,375,432 (C3)	
Other Restricted Fund Balances	\$ 7,267,758 (C4)	
Assigned - Designated for Subsequent Year's Expenditures	\$ 222,535 (C5)	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ 3,993,284 (U1)

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Section 3

Restricted Fund Balance-Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0-	<u>\$ 2,859,942</u> (E)
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Recapitulation of Excess Surplus as of June 30, 2024

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ 2,375,432</u> (C3)
Restricted Excess Surplus [(E)]	<u>\$ 2,859,942</u> (E)

Total [(C3)+(E)+(F)]	<u>\$ 5,235,374</u> (D)
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Detail of Allowable Adjustments

Impact Aid	<u>\$ -0-</u> (H)
Sale and Lease Back	<u>\$ -0-</u> (I)
Extraordinary Aid	<u>\$ 257,200</u> (J1)
Additional Nonpublic School Transportation Aid	<u>\$ -0-</u> (J2)
 Total Adjustments [(H)+(I)+(J1)+(J2)]	 <u>\$ 257,200</u> (K)

Detail of Other Restricted Fund Balance

Statutory Restrictions	<u>\$ -0-</u>
Approved Unspent Separate Proposal	<u>\$ -0-</u>
Capital Outlay for a District with a Capital Outlay SGLA	<u>\$ -0-</u>
Sale/Lease-Back Reserve	<u>\$ -0-</u>
Capital Reserve	<u>\$ 5,578,782</u>
Emergency Reserve	<u>\$ 267,420</u>
Maintenance Reserve	<u>\$ 1,016,597</u>
Tuition Reserve	<u>\$ -0-</u>
Unemployment Compensation	<u>\$ 404,959</u>
Other State/Governmental Mandated Reserve	<u>\$ -0-</u>
Other Restricted Fund Balance not Noted Above	<u>\$ -0-</u>
 Total Other Restricted Fund Balance	 <u>\$ 7,267,758</u>

BOROUGH OF BOUND BROOK SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
FISCAL YEAR ENDED JUNE 30, 2024

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Program
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. Travel Expenses
None
10. Miscellaneous
None
11. Status of Prior Year's Findings/Recommendations
None