

**ENGLEWOOD BOARD OF EDUCATION
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL COMPLIANCE AND PERFORMANCE
JUNE 30, 2024**

**ENGLEWOOD BOARD OF EDUCATION
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members
of the Board of Education
Englewood Board of Education
Englewood, 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 Englewood Board of Education as of and for the fiscal year ended June 30, 2024, and have issued our report thereon dated May 7, 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 for the information of management of the Board of Education, 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

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Certified Public Accountants
Public School Accountants

Jeffrey C. Bliss
Public School Accountant
PSA Number CS00932

Fair Lawn, New Jersey
May 7, 2025

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, 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 the Insurance Schedule contained in the district's ACFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Jason Jones	Acting Board Secretary/School Business Administrator	\$362,000
Robert Brown	Treasurer of School Monies	350,000

There is a Public Employees' Dishonesty Insurance Coverage with the New Jersey Schools Insurance Group (NJSIG) covering all other employees with multiple coverage of \$500,000.

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.

Tuition Charges

A comparison of tentative tuition charges was made.

Finding 2024-1 (ACFR Finding 2024-009) - On April 19, 2024 the District was the victim of a cyber attack that resulted in the full loss of all information technology (IT) supported systems which included finance, payroll, human resources and student information data bases.

Recommendation - An IT disaster recovery plan be developed and implemented which details the identification of possible threats, data backup and recovery strategies and the District regularly test the plan to ensure proper implementation.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any material discrepancies with respect to signatures, certification or 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.

Finding 2024-2 – Our audit revealed that the payroll deduction ledger and bank reconciliations were not completed for the Payroll Agency account for the months of April through June 2024.

Recommendation – The payroll deduction ledger and bank reconciliations be completed monthly for the Payroll Agency account.

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

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

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

Finding 2024-3 (ACFR Finding 2024-008) – Our audit revealed that overpayments were made to the IRS for payroll taxes related to the quarter ending June 30, 2024. It is noted that the overpayment was subsequently refunded to the District on April 15, 2025.

Recommendation – Federal payroll taxes paid and remitted be in agreement with the respective payroll records for each pay period.

Finding 2024-4 – (ACFR Finding 2024-004 and 2024-013) - Employee health benefit contributions were not transferred to the General Fund on a monthly basis.

Recommendation - Employee health benefit contributions be transferred to the General Fund and reimbursed to the health benefit appropriation account on a monthly basis.

The District maintains a personnel tracking and accounting (Position Control) system.

The required certification (E-Cert1) of compliance with requirements of income tax on compensation of District Administration was filed with the NJ Department of Treasury by the due date.

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.

Finding 2024-5 – (ACFR Finding 2024-005) - Our audit of year-end encumbrances and accounts payable revealed the following:

- Purchase orders classified as encumbrances were either misclassified or determined to be invalid at year end.
- Purchase orders classified as accounts payable were determined to be invalid at year end.
- Unrecorded accounts payable for services rendered during 2023/24.

Recommendation - Internal controls be enhanced to ensure that purchase orders are reviewed, properly classified and cancelled at year end if no longer valid. In addition, all liabilities be properly accrued as accounts payable at year end.

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 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 included administrative coding classifications to determine overall reliability and compliance with NJAC 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 Policy

The District had an approved board travel policy as required by N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12.

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in poor condition.

Finding 2024-6 (ACFR Finding 2024-002, 2024-010 and 2024-011) - Our audit of employee salary and related payroll charges revealed that sufficient supporting documentation was not available to substantiate the payroll charges for the period of April 16 through June 30, 2024.

Recommendation - Supporting payroll records be retained and made available to substantiate the amounts charged to the various salary and related payroll budget accounts.

Finding 2024-7 – (ACFR Finding 2024-007 and 2024-014) - We noted fifty-seven (57) budget line accounts in the General Fund and twelve (12) budget line accounts in the Special Revenue Fund that were overexpended at June 30, 2024.

Recommended - Internal controls be reviewed to ensure sufficient budget appropriations are available for each line item prior to the expenditure of funds in the General and Special Revenue Funds.

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

The prescribed contractual order system was followed with material exceptions noted.

Treasurer's Records

The Treasurer did perform reconciliations for all required accounts.

The Treasurer's cash balances were not in agreement with the reconciled cash balances as determined during the audit.

The Treasurer's records were not in agreement with the Board Secretary's records.

Finding 2024-8 – (ACFR Finding 2024-001) - Our audit of the monthly Treasurer's bank reconciliations revealed the following:

- The year-end bank reconciliations for the General Operating and Net Payroll accounts included numerous invalid outstanding checks.
- The bank reconciliations included numerous prior year outstanding checks.
- The Net Payroll account had a deficit balance at year end.

Recommendation - Invalid outstanding checks in the General Operating and Net Payroll accounts be reviewed and cleared of record and the cash deficit in the Net Payroll account be eliminated.

Finding 2024-9 – (ACFR Finding 2024-003 and 2024-012) - Our audit of the monthly Treasurer's report revealed the following:

- The Treasurer's report cash balances were not in agreement with the Board Secretary's cash balances for the year ended June 30, 2024.
- The Treasurer's and Board Secretary reports for the months of May and June 2024 were not approved by the Board in a timely manner.

Recommendation - The monthly financial reports and records of the Treasurer of School Monies and the Board Secretary be in agreement and submitted to the Board for approval in a timely manner.

Unemployment Compensation Insurance Account

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

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

Elementary and Secondary School 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 projects under Titles I, II, III and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our examination of the E.S.E.A. 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 Exhibit K-3 and Exhibit K-4 located in the ACFR.

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.

The financial exhibits contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

I.D.E.A.

Separate accounting records were maintained for each approved project. Grant applications approvals and acceptance of grant funds were made by Board resolution.

Finding 2024-10 – Our audit of the ESEA, IDEA and ESSER grant award programs revealed reimbursements were not requested and received timely for program expenditures incurred during the grant period.

Recommendation – Federal grant expenditure reimbursements be requested and collected on a timely basis for ESEA, IDEA and ESSER grant programs.

T.P.A.F. Reimbursements

Our audit procedures included a test of the semi-monthly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

Finding 2024-11 – (ACFR Finding 2024-006) - Our audit revealed that reimbursement requests were not submitted to the State for the employer's share of social security (FICA) contributions for Teachers Pension and Annuity Fund (TPAF) members regular base wages on a timely basis.

Recommendation - Internal controls be enhanced to ensure reimbursement requests are submitted to the State after each bi-monthly payroll for the employer's share of social security contributions for TPAF members eligible regular base wages on a timely basis.

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

The amount of expenditure charged to the current year's Final Report 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 not made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management.

Finding 2024-12 – Our audit revealed that the reimbursement due to the State of New Jersey for pension and social security for federally funded salaries was not remitted for both the fiscal years ending June 30, 2023 and 2024.

Recommendation – The reimbursement due to the State for TPAF pension and FICA for federally funded salaries be remitted to the State for both the fiscal years ended June 30, 2023 and 2024.

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

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 \$20,400. The Board has designated the School Business Administrator as the qualified purchasing agent.

The Board of Education 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 Board 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.

The results of our examination did not indicate 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 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, in certain instances.

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 purchases were made through the use of State contracts.

Finding 2024-13 – Our audit with respect to school purchasing revealed the following:

- Certain instances were noted where contract awards were made under a state contract or cooperative purchase agreements where the state contract or cooperative supporting documentation was not obtained and verified to the vendor invoice.
- Contract requirements for a contract awarded through national cooperative purchasing agreement was not adhered to.

Recommendation – Amounts paid per vendor invoices through state contract or cooperative purchasing agreements be verified to state contract or cooperative purchasing programs award documentation. In addition, contract requirements for national cooperative purchasing contract awards be adhered to.

Food Service Fund

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 ages of 18, as well as persons over 18 with disabilities as defined in the 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 financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Food Service Fund (Continued)

The district utilized 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 Costs Reimbursable Fixed Price contract were reviewed and audited. The FSMC contract does not include an operating results provision.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed, and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

Net cash resources did not exceed three months average expenditures.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The required verification procedures for free and reduced price applications were completed and available for review.

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

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the ACFR.

Finding 2024-14 – Our audit revealed the Food Service Operating Fund incurred a change in net position loss of \$186,791 for fiscal year 2023/24. This resulted in a deficit Unrestricted Net Position of \$35,077.

Recommendation – Corrective action be taken to eliminate the Unrestricted Net Position deficit in the Food Service Fund.

Finding 2024-15 – Customer sales per the Food Service Management Company's operating statement exceeded the customer sales per the District's revenue records.

Recommendation – The Food Service Management Company Sales revenues be reviewed and reconciled with the District sales records on a monthly basis.

Finding 2024-16 – Collections for the Food Service program were not deposited in a timely manner.

Recommendation – Collections from sales related to the Food Service program be deposited in a timely manner.

Student Body Activities

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

Cash receipts and disbursements records for the various schools were maintained in poor condition.

Cash disbursements did not have proper supporting documentation.

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Student Body Activities (Continued)

Finding 2024-17 - Our audit of the student body activities revealed the following:

- a) Cash receipt and cash disbursement ledgers were not prepared and made available for audit. (Middle School/Athletic Account).
- b) Monthly bank reconciliations were not prepared and made available for audit. (DMHS, Middle School, Athletic Account).
- c) Supporting documentation for cash receipts and cash disbursements was not made available (DMHS, Athletic Account)

Recommendation – Internal controls related to student body activities by reviewed and enhanced to ensure proper accounting records and procedures are implemented and maintained.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and limited English proficient. 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 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.

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

The District had adequate written procedures for the recording of student enrollment data.

Finding 2024-18 – Our audit of the Application for State School Aid (ASSA) revealed the following:

- On Roll - Students reported on the ASSA exceeded the number of students reported on the District workpapers by 15 students.
- Low Income - Students reported on the ASSA exceeded the number of students reported on the District workpapers by 210 students.
- LEP Low Income – Students reported on the ASSA exceeded the number of students reported on the District workpapers by 18 students.
- LEP Not Low Income – Students reported on the District workpapers exceeded the number of students reported on the ASSA by 25 students.

Recommendation – The number of students reported on the ASSA be reviewed and in agreement with the student reported in the District workpapers.

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. No exceptions were noted in our review of transportation related purchases of goods and services.

**ENGLEWOOD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Facilities and Capital Assets

The District had no State Schools Development Authority (SDA) grant agreements.

The capital asset records have been adjusted to include all capital asset additions.

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 Prior Year Findings

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

Suggestions to Management

- Balances due from students for Food Service program meals served should be reviewed and cleared of record.

**ENGLEWOOD BOARD OF EDUCATION
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDER CLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

SCHEDULE OF MEAL COUNT ACTIVITY

SCHEDULE OF MEAL COUNT ACTIVITY

<u>Program</u>	<u>Meals/Milks Category</u>	<u>Meals/Milks Claimed</u>	<u>Meals/Milks Tested</u>	<u>Meals/Milks Verified</u>	<u>Difference</u>
National School Lunch (Regular Rate)	Paid	45,394	28,901	28,901	-
	Reduced	42,798	18,249	18,249	-
	Free	<u>238,111</u>	<u>102,532</u>	<u>102,532</u>	<u>-</u>
	Total Lunch	<u>326,303</u>	<u>149,682</u>	<u>149,682</u>	<u>-</u>
School Breakfast (Regular)	Paid	15,710	9,354	9,354	
	Reduced	22,664	10,095	10,095	
	Free	<u>116,591</u>	<u>49,984</u>	<u>49,984</u>	<u>-</u>
	Total Breakfast	<u>154,965</u>	<u>69,433</u>	<u>69,433</u>	<u>-</u>
School Snacks (Regular)	Paid	-		-	
	Reduced	-		-	
	Free	<u>109,589</u>	<u>45,863</u>	<u>45,863</u>	<u>-</u>
	Total Snacks	<u>109,589</u>	<u>45,863</u>	<u>45,863</u>	<u>-</u>
		<u>590,857</u>	<u>264,978</u>	<u>264,978</u>	<u>-</u>

**ENGLEWOOD BOARD OF EDUCATION
NET CASH RESOURCE SCHEDULE
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

NET CASH RESOURCE SCHEDULE

Net cash resources did exceed three months of expenditures
Proprietary Funds - Food Service Fund
FYE 2024

Food
Service
B - 4/5

Net Cash Resources:

ACFR	*	Current Assets		
B-4		Cash	\$	-
B-4		Due from Other Gov'ts		349,841
ACFR		Current Liabilities		
B-4		Less Accounts Payable		(82,428)
B-4		Less Due to Other Funds		(313,576)
B-4		Less Unearned Revenue		(8,820)
		Net Cash Resources	\$	(54,983) (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	\$	2,567,356	
B-5	Less Depreciation		(40,641)	
	Adj. Tot. Oper. Exp.	\$	2,526,715	(B)

Average Monthly Operating Expense:

B / 10	\$	252,672	(C)
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Three times monthly Average:

3 X C	\$	758,015	(D)
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TOTAL IN BOX A	\$	(54,983)
LESS TOTAL IN BOX D	\$	(758,015)
NET	\$	(812,998)

Net Cash Resources does not exceed three months average expenditures.

**ENGLEWOOD BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 13, 2023
SCHEDULE OF AUDITED ENROLLMENTS**

	2024-2025 Application for State School Aid						Sample for Verification						Private Schools for Disabled				
	Reported on		Reported on		Errors		Sample		Verified per		Errors per		Reported on	Reported on	Sample		
	A.S.S.A.		Workpapers				Selected from		Register		Registers				A.S.S.A. as	Workpapers. as	for
	On Roll		On Roll				Workpapers	On Roll	On Roll	On Roll	Private	Private	Verifi-	Sample			Sample
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	Schools	cation	Verified	Errors
Full Day Preschool 3 Years Old	99		99		-		99		92		7		-	-	-	-	-
Full Day Preschool 4 Years Old	126		126		-		126		125		1		-	-	-	-	-
Full Day Kindergarten	132		132		-		132		128		4		-	-	-	-	-
Grade 1	143		143		-		144		143		1		-	-	-	-	-
Grade 2	144		144		-		144		144		-		-	-	-	-	-
Grade 3	117		119		(2)		119		118		1		-	-	-	-	-
Grade 4	134		136		(2)		136		135		1		-	-	-	-	-
Grade 5	122		122		-		122		121		1		-	-	-	-	-
Grade 6	120		120		-		120		119		1		-	-	-	-	-
Grade 7	151		153		(2)		153		150		3		-	-	-	-	-
Grade 8	162		162		-		162		160		2		-	-	-	-	-
Grade 9	230	2	222	2	8	-	164		151		13	-	-	-	-	-	-
Grade 10	251	3	251	3	-	-	195		193		2	-	-	-	-	-	-
Grade 11	240	6	241	6	(1)	-	187		183		4	-	-	-	-	-	-
Grade 12	218	3	218	3	-	-	162		161		1	-	-	-	-	-	-
Post- Graduate	-		-		-	-					-		-	-	-	-	-
Adult High School (15+ Credits)	-		-		-	-					-		-	-	-	-	-
Adult High School (1-14 Credits)	-		-		-	-					-		-	-	-	-	-
Subtotal	2,389	14	2,388	14	1	-	2,165	-	2,123	-	42	-	-	-	-	-	-
Sp Ed - Elementary	256		244		12		35		35		-		12.0	13.0	4.0	4.0	-
Sp Ed - Middle School	92		90		2		13		13		-		13.0	12.0	3.0	3.0	-
Sp Ed - High School	110	1	110	1	-	-	15		15		-		23.0	23.0	7.0	7.0	-
Subtotal	458	1	444	1	14	-	63	-	63	-	-		48.0	48.0	14.0	14.0	-
County Vocational - Regular					-						-						
County Vocational - F.T. Post-Second					-						-						
Subtotal	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-
Totals	2,847	15	2,832	15	15	-	2,228	-	2,186	-	42	-	48.0	48.0	14.0	14.0	-
Percentage Error					0.53%	0.00%					1.89%						0.00%

**ENGLEWOOD BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 13, 2023
SCHEDULE OF AUDITED ENROLLMENTS**

	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 ASSA as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected	Verified to Test Score and Register	Errors
Full Day Preschool 3 Years Old						-			-			-
Full Day Preschool 4 Years Old						-			-			-
Full Day Kindergarten	99	84	15.5	3.0	3.0	-	28.0	30.0	(2.0)	5.0	4.0	1.0
Grade 1	131	111	20.0	4.0	4.0	-	26.0	26.0	-	4.0	4.0	-
Grade 2	133	113	20.5	4.0	4.0	-	35.0	36.0	(1.0)	6.0	6.0	-
Grade 3	106	89	17.5	3.0	3.0	-	33.0	33.0	-	6.0	6.0	-
Grade 4	132	105	27.0	4.0	4.0	-	26.0	27.0	(1.0)	5.0	5.0	-
Grade 5	117	96	21.5	4.0	4.0	-	12.0	16.0	(4.0)	3.0	3.0	-
Grade 6	115	98	17.5	4.0	4.0	-	21.0	20.0	1.0	3.0	3.0	-
Grade 7	139	117	22.5	5.0	5.0	-	17.0	17.0	-	3.0	3.0	-
Grade 8	146	124	22.0	5.0	5.0	-	23.0	23.0	-	4.0	3.0	1.0
Grade 9	151	142	9.5	5.0	5.0	-	22.5	23.0	(0.5)	4.0	4.0	-
Grade 10	168	162	6.0	6.0	6.0	-	29.0	30.0	(1.0)	5.0	5.0	-
Grade 11	173	159	14.5	6.0	6.0	-	26.0	28.0	(2.0)	5.0	5.0	-
Grade 12	149	148	1.5	5.0	5.0	-	19.0	19.0	-	3.0	3.0	-
Post- Graduate						-			-			-
Adult High School (15+ Credits)	-	-	-	-	-	-			-	-	-	-
Adult High School (1-14 Credits)	-	-	-	-	-	-			-	-	-	-
Subtotal	1,759.0	1,543.5	215.5	58.0	58.0	-	317.5	328.0	(10.5)	56.0	54.0	2.0
Sp Ed - Elementary	196.0	209.0	(13.0)	6.0	6.0	-	50.0	28.0	22.0	5.0	5.0	-
Sp Ed - Middle School	80.0	80.0	-	3.0	3.0	-	4.0	1.0	3.0	-	-	-
Sp Ed - High School	83.0	75.5	7.5	3.0	3.0	-	3.0	-	3.0	-	-	-
Subtotal	359.0	364.5	(5.5)	12.0	12.0	-	57.0	29.0	28.0	5.0	5.0	-
Other (State)	-	-	-	-	-	-						
Subtotal	-	-	-	-	-	-						
Totals	2,118.0	1,908.0	210.0	70.0	70.0	-	374.5	357.0	17.5	61.0	59.0	2.0
Percentage Error			<u>9.92%</u>			<u>0.00%</u>			<u>4.67%</u>			<u>3.28%</u>

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools	395.0	395.0	-	22.0	22.0	-
Transported - Non Public	385.0	385.0	-	22.0	21.0	1.0
All Non Public	235.0	235.0	-	13.0	13.0	-
Regular - Special Ed	143.0	143.0	-	8.0	7.0	1.0
Special Needs	76.0	76.0	-	4.0	3.0	1.0
	1,234.0	1,234.0	-	69.0	66.0	3.0

Percentage Error 0.0% 4.3%

**ENGLEWOOD BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
ENROLLMENT AS OF OCTOBER 13, 2023
SCHEDULE OF AUDITED ENROLLMENTS**

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Errors
Full Day Kindergarten	13.0	15.0	(2.0)	4.0	4.0	-
Grade 1	17.0	19.0	(2.0)	6.0	6.0	-
Grade 2	18.0	18.0	-	5.0	5.0	-
Grade 3	14.0	14.0	-	4.0	4.0	-
Grade 4	9.0	10.0	(1.0)	3.0	3.0	-
Grade 5	6.0	5.0	1.0	1.0	1.0	-
Grade 6	3.0	2.0	1.0	-	-	-
Grade 7	9.0	9.0	-	3.0	3.0	-
Grade 8	17.0	16.0	1.0	5.0	5.0	-
Grade 9	5.0	6.0	(1.0)	2.0	2.0	-
Grade 10	13.0	13.0	-	4.0	4.0	-
Grade 11	13.0	13.0	-	4.0	4.0	-
Grade 12	8.0	9.0	(1.0)	3.0	3.0	-
Post- Graduate						-
Adult High School (15+ Credits)			-			-
Adult High School (1-14 Credits)			-			-
Subtotal	145.0	149.0	(4.0)	44.0	44.0	-
Sp Ed - Elementary	-	20.0	(20.0)	6.0	6.0	-
Sp Ed - Middle School	5.0	2.0	3.0	1.0	1.0	-
Sp Ed - High School	1.0	5.0	(4.0)	1.0	1.0	-
Subtotal	6.0	27.0	(21.0)	8.0	8.0	-
County Vocational - Regular						
County Vocational - F.T. Post-Second						
Subtotal						
Totals	151.0	176.0	(25.0)	52.0	52.0	-
Percentage Error			<u>-16.56%</u>			<u>0.00%</u>

**ENGLEWOOD BOARD OF EDUCATION
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

SECTION 1A

2023-2024 Total General Fund Expenditures per the ACFR	\$ 89,772,792
Increased by:	
Transfer to Special Revenue Fund	311,073
	90,083,865
Decreased by:	
On-Behalf TPAF Pension & Social Security	(14,293,517)
Assets Acquired Under Capital Leases/Lease Purchase Agreements	(393,661)
Adjusted 2023-2024 General Fund Expenditures	<u>\$ 75,396,687</u>
2% of Adjusted 2023-2024 General Fund Expenditures	<u>\$ 1,507,934</u>
Enter Greater of 2% of Adjusted 2023-2024 General Fund Expenditures or \$250,000	\$ 1,507,934
Increased by: Allowable Adjustments	<u>386,853</u>
Maximum Unreserved/Undesignated Fund Balance	<u>\$ 1,894,787</u>

SECTION 2

Total General Fund - Fund Balance at June 30, 2024 (Per ACFR Budgetary Comparison Schedule/Statement)	\$ 13,933,719
Decreased by:	
Year End Encumbrances	1,300,094
Excess Surplus - Designated for Subsequent Year's Expenditures	3,000,000
Capital Reserve	1,682,261
Capital Reserve - Designated for Subsequent Year's Expenditures	3,000,000
Maintenance Reserve	428,216
Maintenance Reserve - Designated for Subsequent Year's Expenditures	100,000
Emergency Reserve	242,090
Emergency Reserve - Designated for Subsequent Expenditures	500,000
Unemployment Compensation Reserve	95,760
Total Unassigned Fund Balance	<u>\$ 3,585,298</u>

SECTION 3

Reserved Fund Balance - Excess Surplus	<u>\$ 1,690,511</u>
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Recapitulation of Excess Surplus as of June 30, 2024

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 3,000,000
Reserved Excess Surplus	<u>1,690,511</u>
Total Excess Surplus	<u>\$ 4,690,511</u>

Detail of Allowable Adjustments

Extraordinary Aid	\$ 219,133
Non Public Transportation	<u>167,720</u>
	<u>\$ 386,853</u>

ENGLEWOOD BOARD OF EDUCATION RECOMMENDATIONS

I. Administrative Practices and Procedures

1. It is recommended that an IT disaster recovery plan be developed and implemented which details the identification of possible threats, data backup and recovery strategies and the District regularly test the plan to ensure proper implementation.

II. Financial Planning, Accounting and Reporting

It is recommended that:

2. The payroll deduction ledger and bank reconciliations be completed monthly for the Payroll Agency account.
3. Federal payroll taxes paid and remitted be in agreement with the respective payroll records for each pay period.
4. Employee health benefit contributions be transferred to the General Fund and reimbursed to the health benefit appropriation account on a monthly basis.
5. Internal controls be enhanced to ensure that purchase orders are reviewed, properly classified and cancelled at year end if no longer valid. In addition, all liabilities be properly accrued as accounts payable at year end.
6. Supporting payroll records be retained and made available to substantiate the amounts charged to the various salary and related payroll budget accounts.
7. Internal controls be reviewed to ensure sufficient budget appropriations are available for each line item prior to the expenditure of funds in the General and Special Revenue Funds.
8. Invalid outstanding checks in the General Operating and Net Payroll accounts be reviewed and cleared of record and the cash deficit in the Net Payroll account be eliminated.
9. The monthly financial reports and records of the Treasurer of School Monies and the Board Secretary be in agreement and submitted to the Board for approval in a timely manner.
- * 10. Federal grant expenditure reimbursements be requested and collected on a timely basis for ESEA, IDEA and ESSER grant programs.
11. Internal controls be enhanced to ensure reimbursement requests are submitted to the State after each bi-monthly payroll for the employer's share of social security contributions for TPAF members eligible regular base wages on a timely basis.
- * 12. The reimbursement due to the State for TPAF pension and FICA for federally funded salaries be remitted to the State for both the fiscal years ended June 30, 2023 and 2024.

III. School Purchasing Program

- * 13. It is recommended that amounts paid per vendor invoices through state contract or cooperative purchasing agreements be verified to state contract or cooperative purchasing programs award documentation. In addition contract requirements for national cooperative purchasing contract awards be adhered to.

IV. School Food Services

It is recommended that:

14. Corrective action be taken to eliminate the unrestricted net position deficit in the Food Service Fund.
15. The Food Service Management Company Sales revenues be reviewed and reconciled with the District sales records on a monthly basis.
16. Collections from sales related to the Food Service program be deposited in a timely manner.

V. Student Body Activities

17. It is recommended that internal controls related to student body activities be reviewed and enhanced to ensure proper accounting records and procedures are implemented and maintained.

**ENGLEWOOD BOARD OF EDUCATION
RECOMMENDATIONS**

VI. Application for State School Aid

18. It is recommended that the number of students reported on the ASSA be reviewed and in agreement with the student reported in the District workpapers.

VII. Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations and corrective action was taken on all prior year findings.

ACKNOWLEDGEMENT

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



Jeffrey C. Bliss
Certified Public Accountant
Public School Accountant