

**INDEPENDENT AUDITOR'S MANAGEMENT  
REPORT ON ADMINISTRATIVE FINDINGS**

**FINANCIAL, COMPLIANCE AND  
PERFORMANCE**

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**JUNE 30, 2024**

**GALLEROS ROBINSON  
CERTIFIED PUBLIC ACCOUNTANTS LLP**

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

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## INDEPENDENT AUDITOR'S REPORT

To the Honorable President and  
Members of Board of Education  
Garwood Public School District  
County of Union, 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 Garwood Public School District (the "School District") in the County of Union, State of New Jersey for the year ended June 30, 2024, and have issued our report thereon dated March 25, 2025.

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

This report is intended for the information of the School District Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink that reads "Leonora Galleros".

Leonora Galleros, CPA  
Public School Accountant  
PSA No. 20CS00239400

A handwritten signature in black ink that reads "Galleros Robinson CPAs, LLP".

Galleros Robinson CPAs, LLP  
Certified Public Accountants

March 25, 2025  
Cream Ridge, New Jersey

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**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 Monies, the activities of the Board of Education of Garwood Public School District (the "School District"), and the records of the various funds under the auspices of the Board of Education.

**Administrative Practices and Procedures**

Insurance

Required insurance coverages are carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the School District's ACFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Bernadette Pinto	School Business Administrator	\$200,000
David Oliviera	Treasurer	\$190,000

Adequate insurance is in effect with a duly licensed and authorized insurance company for all employees for the faithful performance of their duties.

Health Benefits – Chapter 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.

Tuition Charges

A review of the financial statements indicated that the School District charged no tuition for any student attending the School District.

**Financial Planning, Accounting, and Reporting**

Examination of Claims

Upon examination of claims paid during the period under audit, we noted that claims were approved by designated individuals, certified and supporting documents were maintained.

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

**Financial Planning, Accounting, and Reporting - Continued**

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were approved by the designee of the School District and were certified by the President of the Board, the Board Secretary/Business Administrator and the Chief School Administrator. In addition, salary withholdings were remitted to the proper agencies.

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

Payrolls were delivered to the treasurer of school monies with warrants made to his order for the full amount of each payroll

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and changes made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

Reserve for Encumbrances and Accounts Payable

A review of outstanding purchase orders was made as of June 30, 2024, for proper classification of purchase orders as Reserved for Encumbrances or Accounts Payable and noted the finding below:

***Finding 2024-001 (ACFR 2024-001)***

There was no timely analysis of outstanding purchase orders at June 30 and preparation of the separate listings of purchase orders comprising the balance sheet account balances for accounts payable and reserve for encumbrances. Numerous audit adjustments and trial balance revisions were needed to adjust the accounting records to properly reflect the true balances as of June 30, 2024 taking into consideration both the status of the orders at June 30 as well as their subsequent liquidation.

**Recommendation**

Purchase orders should be reviewed for proper classification at June 30 as accounts payable or reserve for encumbrances based upon whether the goods have been received or the services rendered. All orders that will not be liquidated within the suggested time frame of 60 to 90 days of year-end should be cancelled. Reconciliations of the adjusted June 30 balances for accounts payable and reserve for encumbrances should be performed and the required schedules be prepared for the year-end audit.

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

**Financial Planning, Accounting, and Reporting - Continued**

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

Travel Policy

A travel policy was adopted by the Board as required by N.J.A.C. 6A:23A A-6.13 and N.J.S.A. 18A:11-12.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(g) and line item details as described in the Budget Summary Key as part of our test of transactions of judgmentally selected expenditure items.

We also reviewed coding of all expenditures included in our Compliance and Single Audit testing procedures. In addition to the selected expenditure items, we specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23-8.2. As a result of the procedures performed, a minimal transaction error rate was noted and no additional procedures were deemed necessary to test the propriety of expenditure classifications.

Board Secretary's Records

We reviewed the Board Secretary's financial and accounting records maintained by the Business Office and disclosed the following items:

***Finding 2024-002 (ACFR 2024-001)\****

The financial records were not readily available during the audit. Numerous journal entries and revisions to the initial trial balances were made to reflect correct balances at June 30, 2024. During our audit, we noted the following:

- a. Monthly bank reconciliation were not timely performed which resulted to significant reconciling items at the end of the year such as cash issues pertain to missing or inaccurate receipts. Several journal entries were recorded to correct cash balances and reconcile with the Treasurer's Report.
- b. There were also missing or inaccurate non-cash journal entries leading to inaccurate receivables, liabilities and fund balances.

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

**Financial Planning, Accounting, and Reporting - Continued**

Board Secretary's Records - Continued

***Finding 2024-002 (ACFR 2024-001)\* - Continued***

***Recommendation***

We recommend that all receipts and disbursements be entered accurately and timely into the district's finance software to ensure proper cash balances matching to the treasurer's reconciliation. Also, timely monthly closing procedures and reconciliation should be enforced throughout the year.

Treasurer's Records

Monthly reports and reconciliation of accounts were prepared and presented to the Board. However, the reports were not presented in a timely manner. Please refer to Finding 2024-002.

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

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

Other Special Federal and/or State Projects

The School District's special projects were approved as listed on Schedules A and B 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.

***Finding 2024-003 (ACFR 2024-001)***

Revenue, expenses and receivables of Special Revenue Fund balances were not timely reconciled to reimbursements. As a result, there were numerous journal entries to correct various account balances.

***Recommendation***

The School District should implement controls to ensure that reimbursement requests are submitted monthly or at least quarterly basis, to liquidate grant funds.

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

**Financial Planning, Accounting, and Reporting - Continued**

Teachers' Pension Annuity Fund (TPAF) Reimbursement

Our audit procedures included a test of the electronic reimbursements filed with the Department of Education for School District employees who are members of the Teacher's Pension Annuity Fund. We noted no exceptions.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the School District to reimburse the State for the TPAF/FICA payments made by the State on behalf of the School District for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90-day grant liquidation period required by the Office of Grants Management. During the fiscal year, the School District did not charge TPAF employees in its federally funded programs, thus, no reimbursement was necessary.

**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 \$20,200 for 2023-24.

The School District board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where 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 examination, 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.



**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

**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.

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.

Non-program foods were not purchased, prepared, sold, or offered for sale, comment in kind.

We inquired of management about the public health emergency procedures/practices that the SFA instituted to provide meals to all students, maintenance of all applicable production records; meal counts; noncompetitive procurements; modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations. We also inquired if the FSMC received a loan in accordance with the Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

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

**Student Body Activities**

Student activities during the fiscal year ended June 30, 2024 were accounted for. No exceptions were noted in this area.

**School District Enrollment System/School District 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 bilingual. We also performed a review of the district procedures related to its completion. The information that was included on the workpapers was verified with minor exceptions.

**Pupil Transportation**

Our audit procedures included a test of on-roll status reported in the 2023-24 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.

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

**Pupil Transportation - Continued**

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 review of transfers of local funds from the general fund or from the capital reserve account, awarding of contracts for eligible facilities construction, and the District's capital assets ledger.

***Finding 2024-004\****

The School District did not update the Capital Assets ledger during the fiscal year ended 2023 and 2024.

**Recommendation**

The School District should maintain and update its capital assets ledger at least annually.

**Miscellaneous**

**Testing for Lead of All Drinking Water in Educational Facilities**

The School District adhered to all the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities. The School District submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

**Follow-up on Prior Year Findings**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. Repeat recommendations are identified with an asterisk (\*). All other recommendations had been addressed through corrective actions.

During the year ended June 30, 2024 and as of the audit report date, there are no report issued by the Office of Fiscal Accountability and Compliance (OFAC) that we need to report on.

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE - CONTINUED**

**Acknowledgment**

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

Respectfully submitted,



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Leonora Galleros, CPA  
Public School Accountant  
PSA No. 20CS00239400



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Galleros Robinson CPAs, LLP  
Certified Public Accountants

March 25, 2025  
Cream Ridge, New Jersey

**GARWOOD PUBLIC SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023**

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A.		Reported on Workpapers		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as	Sample for	Sample Verified	Sample Errors
	On Roll		On Roll				On Roll		On Roll		Private	Verifi-				
	Full	Shared	Full	Shared			Full	Shared	Full	Shared	Schools	cation				
	Full Day Kindergarten	29	-	29	-	-	-	16	-	16	-	-	-	-	-	-
One	30	-	30	-	-	-	17	-	17	-	-	-	-	-	-	-
Two	35	-	35	-	-	-	22	-	22	-	-	-	-	-	-	-
Three	42	-	42	-	-	-	26	-	26	-	-	-	-	-	-	-
Four	33	-	33	-	-	-	21	-	21	-	-	-	-	-	-	-
Five	27	-	27	-	-	-	15	-	15	-	-	-	-	-	-	-
Six	37	-	37	-	-	-	22	-	22	-	-	-	-	-	-	-
Seven	37	-	37	-	-	-	21	-	21	-	-	-	-	-	-	-
Eight	31	-	31	-	-	-	18	-	18	-	-	-	-	-	-	-
Subtotal	301	-	301	-	-	-	178	-	178	-	-	-	-	-	-	-
Special Ed - Elementary	38	-	38	-	-	-	22	-	22	-	-	-	-	-	-	-
Special Ed - Middle School	11	-	11	-	-	-	8	-	8	-	-	-	-	-	-	-
Subtotal	49	-	49	-	-	-	30	-	30	-	-	-	-	-	-	-
Totals	350	-	350	-	-	-	208	-	208	-	-	-	-	-	-	-
Percentage Error					-	-					-	-				

**GARWOOD PUBLIC SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023**

	<b>Resident Low Income</b>			<b>Sample for Verification</b>			<b>Resident LEP Low Income</b>			<b>Sample for Verification</b>		
	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	3	3	-	2	2	-	-	-	-	-	-	-
One	4	4	-	3	3	-	-	-	-	-	-	-
Two	7	7	-	5	5	-	2	2	-	2	2	-
Three	9	9	-	7	7	-	2	2	-	2	2	-
Four	6	6	-	5	5	-	2	2	-	2	2	-
Five	3	3	-	2	2	-	1	1	-	1	1	-
Six	7	7	-	5	5	-	1	1	-	1	1	-
Seven	4	4	-	3	3	-	1	1	-	1	1	-
Eight	5	5	-	4	4	-	-	-	-	-	-	-
Subtotal	48	48	-	36	36	-	9	9	-	9	9	-
Special Ed - Elementary	11	11	-	8	8	-	-	-	-	-	-	-
Special Ed - Middle	6	6	-	5	5	-	-	-	-	-	-	-
Subtotal	17	17	-	13	13	-	-	-	-	-	-	-
Totals	65	65	-	49	49	-	9	9	-	9	9	-
Percentage Error			-			-			-			-

Transportation						
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	138	138	-	86	86	-
Transported - Non-Public, col. 3	-	-	-	-	-	-
Transported - Non-Public AIL, col.	-	-	-	-	-	-
Reg -SpEd, col. 4	11	11	-	6	6	-
Special Ed Spec, col. 6	7	7	-	4	4	-
Courtesy Students	1	1	-	1	1	-
Totals	157	157	-	97	97	-
Percentage Error						-

**GARWOOD PUBLIC SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023**

	<b>Resident LEP NOT Low Income</b>			<b>Sample for Verification</b>		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	-	-	-	-	-	-
One	-	-	-	-	-	-
Two	1	1	-	1	1	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	1	1	-	1	1	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Subtotal	2	2	-	2	2	-
Co. Voc. - Regular					3	
Co. Voc. Ft. Post Sec.						
Totals	2	2	-	2	5	-
Percentage Error			-			-

**GARWOOD PUBLIC SCHOOL DISTRICT  
(COUNTY OF UNION, NEW JERSEY)**

**EXCESS SURPLUS CALCULATION**

**June 30, 2024**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 11,655,794	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ -	(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)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ 1,572,542	(B2a)
Assets Acquired Under Capital Leases	\$ -	(B2b)
Adjusted 2023-24 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ 10,083,252	(B3)
2% of Adjusted 2023-24 General Fund Expenditures [(B3) times .04]	\$ 201,665	(B4)
Enter Greater of (B4) or \$250,000	\$ 250,000	(B5)
Increased by: Allowable Adjustment *	\$ 170,834	(K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$ 420,834	(M)

**SECTION 2**

Total General Fund - Fund Balances @ 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 1,400,418	(C)
Decreased by:		
Year-end Encumbrances	\$ 76,816	(C1)
Legally Restricted – Designated for Subsequent Year's Expenditures	\$ 40,231	(C2)
Legally Restricted - Excess Surplus – Designated for Subsequent Year's Expenditures **	\$ -	(C3)
Other Restricted Fund Balances ****	\$ 487,051	(C4)
Assigned Fund Balance – Unreserved- Designated for Subsequent Year's Expenditures	\$ -	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 796,320	(U1)
Excess Surplus at June 30, 2024	\$ 375,486	

**SECTION 3**

Restricted Fund Balance – Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ 375,486	(E)
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**Recapitulation of Excess Surplus as of June 30, 2024**

Reserved Excess Surplus – Designated for Subsequent Year's Expenditures **	\$ -	(C3)
Reserved Excess Surplus ***[(E)]	\$ 375,486	(E)
Total Excess Surplus [(C3) + (E)]	\$ 375,486	(D)

**Detail of Allowable Adjustments**

Impact Aid	\$ -	(H)
Sale and Lease Back	-	(I)
Extraordinary Aid	170,834	(J1)
Additional Nonpublic School Transportation Aid	-	(J2)
Current Year School Bus Advertising Revenue Recognized	-	(J3)
Family Crisis Transportation Aid	-	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ 170,834	(K)

**Detail of Other Restricted Fund Balances**

Statutory restrictions:		
Capital reserve	\$ 427,775	
Unemployment Compensation	59,276	
Total Other Restricted Fund Balances	\$ 487,051	(C4)

**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**AUDIT RECOMMENDATIONS SUMMARY - CONTINUED**

**I. Administrative Practices and Procedures**

There are none.

**II. Financial Planning, Accounting and Reporting**

1. Purchase orders should be reviewed for proper classification at June 30 as accounts payable or reserve for encumbrances based upon whether the goods have been received or the services rendered. All orders that will not be liquidated within the suggested time frame of 60 to 90 days of year-end should be cancelled. Reconciliations of the adjusted June 30 balances for accounts payable and reserve for encumbrances should be performed and the required schedules be prepared for the year-end audit.
2. We recommend that all receipts and disbursements be entered accurately and timely into the district's finance software to ensure proper cash balances matching to the treasurer's reconciliation. Also, timely monthly closing procedures and reconciliation should be enforced throughout the year\*.
3. The School District should implement controls to ensure that reimbursement requests are submitted monthly or at least quarterly basis, to liquidate grant funds.

**III. School Purchasing Programs**

There are none.

**IV. School Food Service**

There are none.

**V. Student Body Activities**

There are none.



**GARWOOD PUBLIC SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY**

**AUDIT RECOMMENDATIONS SUMMARY - CONTINUED**

**VI. Application for State Aid**

Not Applicable.

**VII. Pupil Transportation**

Not Applicable.

**VIII. Facilities and Capital Assets**

4. The School District should maintain and update its capital assets ledger at least annually\*.

**IX. Miscellaneous**

There are none.

**X. Status of Prior Years' Audit Findings/Recommendations**

A review was performed on all prior year recommendations. Corrective actions had been completed or are still in process on prior findings, with the exception of those that are identified as repeat or partially similar to findings in this year's recommendation. Repeat recommendations are identified with an asterisk (\*).