

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

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

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## AUDITOR'S MANAGEMENT REPORT

Honorable President and Members  
of the Board of Education  
Hackensack Board of Education  
Hackensack, 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 Hackensack Board of Education, as of and for the fiscal year ended June 30, 2024, and have issued our report thereon dated December 11, 2024.

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, 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*

LERCH, VINCI & BLISS, LLP  
Certified Public Accountants  
Public School Accountants

Jeffrey C. Bliss  
Public School Accountant  
PSA Number CS00932

Fair Lawn, New Jersey  
December 11, 2024

**HACKENSACK 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, Board Treasurer Designee, the activities of the Board of Education and the records of the various funds under the auspices of the Board of Education.

**Administrative Practices and Procedures**

**Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Schedule of Insurance contained in the district's Annual Comprehensive Financial Report ("ACFR").

**Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Lydia Singh	School Business Administrator/Board Secretary	\$550,000

There is an Employee Dishonesty Faithful Performance Crime Coverage policy with N.J. Schools Insurance Group covering all other employees with multiple coverage of \$500,000 per employee.

**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 appear to 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 comparison of tentative tuition charges and actual certified tuition charges was made. The District was not required to make any adjustments for the prior year.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under review did not indicate any material discrepancies with respect to signatures, certifications or supporting documentation.

**HACKENSACK 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**

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 salaries tested were approved by the Superintendent and were certified by the President of the Board and the Business Administrator/Board Secretary.

Salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld and due to the governmental funds.

- **Finding 2024-1** – Our audit of payroll tax reporting revealed several federal tax deposits that were not remitted timely.

**Recommendation** – The District remit its payroll tax deposits in a timely manner.

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

The School Business Administrator did not complete and file the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees in a timely manner.

**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.

**Travel**

The District has an approved Board travel policy as required by N.J.A.C. 6A:23A-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: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 N.J.A.C. 6A:23-8.3. As a result of the procedures performed, no material exceptions were noted, therefore, no additional procedures were deemed necessary to test the propriety of expenditure classification.

**Board Secretary's Records**

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

The Board Secretary's reports were presented monthly to the Board on a timely basis and were submitted to the executive county superintendent as prescribed by (N.J.S.A. 18A:17-9 and 18A:17-36).

Acknowledgment of the Board's receipt of the Board Secretary's monthly financial reports were included in the minutes.

The prescribed contractual order system was followed with exceptions as previously noted.

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

**Financial Planning, Accounting and Reporting (Continued)**

**Treasurer's Records**

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

➤ **Finding 2024-2 (ACFR Finding 2024-001 and 2024-003)** – With respect to the monthly financial reports of the Treasurer Designee:

- We noted the June 2024 Board Treasurer's report was not submitted to the County Superintendent by August 1 as required by N.J.S.A. 18A:17-36.
- Several accounts reflected on the monthly Treasurer's reports were not reconciled as the financial activity for several of these accounts reflected the bank statement activity and not the actual financial transactions of the District. In addition several invalid reconciling items were noted.

**Recommendation** – The year-end financial report of the Board Treasurer Designee be submitted to the County Superintendent in accordance with the requirements of N.J.S.A. 18A:17-36. In addition, accounts reflected on the Board Treasurer's report reflect all the financial transactions of the District and be supported by formal bank reconciliations.

**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 account are reported in the General Fund.

**Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Acts (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 Title I, II, III and IV of the Elementary and Secondary Education Act, as amended and reauthorized.

Our examination of the ESEA/ESSA 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 Exhibits K-3 and K-4 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. 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. No exceptions were noted.

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

**Financial Planning, Accounting and Reporting (Continued)**

**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 made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

**School Purchasing Programs**

**Contracts and Agreements Requiring Advertisement for Bids**

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

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c. 198 (c.40A:11-9), the board of education may establish that the bid threshold may be up to \$44,000. 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. The Board has designated the School Business Administrator as the qualified purchasing agent and established the bid threshold at \$44,000.

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 any individual payments, contracts or agreements were made for the performance of 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, as amended.

Resolutions were adopted authorizing the awarding of contracts and agreements for "Professional Services" per N.J.S.A. 18A:18A-5 and 19:44A in certain instances.

- **Finding 2024-3 (ACFR Finding 2024-002)**– Our audit of purchases and contract awards in excess of the bid threshold revealed the following as it related to compliance with the Public School Contracts Law and State procurement regulations.
- We noted certain purchases made which exceeded the bid threshold that were not awarded through a public bidding process. Board resolutions were not specific to indicated how contracts were procured.
  - We noted approved professional service contract awards for which the post-award contract advertisement notices were not provided for audit.
  - Our audit revealed certain instances where emergency purchases and contract awards were not submitted to the County Superintendent in a timely manner.
  - We noted cooperative purchasing program contract award information was not on file in the District and not being reviewed to ensure amounts invoiced were goods and services and prices in the approved cooperative purchasing program award.
  - We noted two contracts awarded that required a post award notice to the Office of the State Comptroller that were not filed as required.

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

**School Purchasing Programs (Continued)**

**Contracts and Agreements Requiring Advertisement for Bids (Continued)**

**Recommendation** – Continued efforts be made to improve procedures over purchasing to ensure all contract awards and purchases which exceed the bid threshold are procured and approved in accordance with the requirements of the Public School Contracts Law and State procurement regulations. In addition, documentation be maintained on file to support the District's awards under cooperative purchasing programs.

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**

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 school food service program was not selected as a major federal or State program. However, the program expenditures exceeded \$100,000 in federal and 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.

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. Exceptions were not noted.

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. We noted the FSMC did not receive a loan in accordance with the PPP.

The financial transactions and records of the school food service fund were maintained in good condition. The financial accounts and meal count records were reviewed on a test-check basis. Cash receipts and bank records were reviewed for timely deposits.

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 contract/addendum were reviewed. The FSMC contract includes an operating result provision which was met by the FSMC for the current fiscal year.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food 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.



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

**School Food Service (Continued)**

Applications for free and reduced price meals were reviewed for completeness and accuracy as part of our audit of the Application for State School Aid (ASSA).

USDA Food Distribution Program commodities were received and a separate inventory was maintained on a first-in, first-out basis.

The Statement of Revenues, Expenses, and Changes in Fund Net Position (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, Exhibits B-4 through B-6 of the ACFR.

**Student Body Activities**

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

➤ **Finding 2024-4** – Our review of the student accounts revealed the following:

- We noted certain school accounts that did not maintain formal or complete accounting ledgers.
- Formal bank reconciliations were not provided in certain instances.
- Pre-numbered receipts were not being utilized in certain instances.
- We noted one (1) deposit receipt form indicated certain monies were collected that did not appear to be deposited into the school account. School personnel stated these funds were collected for the PTA and not for the school's student activity fund.
- We noted instances where only one (1) authorized signature was obtained on check issued, however two (2) signatures are required.

**Recommendation** – Standardized accounting records and procedures be implemented and utilized for all student activity funds.

Cash receipts and cash disbursements records were maintained in good condition.

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 13, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, related services, bilingual students and low-income. 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 noted. The information that was included on the workpapers was verified with exceptions noted. 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 has adequate written procedures for the recording of student enrollment data.

**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.

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

**Pupil Transportation (Continued)**

- **Finding 2024-5 (ACFR Finding 2024-004)** – Our audit of the DRTRS indicated several students included in the pupil counts could not be verified to supporting documentation.

**Recommendation** - Greater care be exercised when completing the DRTRS to ensure student counts reported agree to supporting documentation.

**Facilities and Capital Assets**

The District had no SDA grant projects during the current year.

**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).

**Management Suggestions**

- Consideration be given to submit request for federal grant reimbursements on a more regular basis.
- The prior year tax levy receivable be reviewed and cleared of record if invalid.
- District review the practice of collecting outside organization monies in the student activity accounts.
- Assets reflected as “Construction in Progress” be reviewed and completed projects be placed in service and depreciated accordingly.
- The Treasurer Designee be covered by a surety bond in accordance with the New Jersey Administrative Code.

**Follow-up Prior Year Findings**

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

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

**NOT APPLICABLE**

**HACKENSACK BOARD OF EDUCATION  
FOOD SERVICE FUND  
SCHEDULE OF NET CASH RESOURCES  
ENTERPRISE FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

<u>Net Cash Resources:</u>		Food Service B - 4/5	
<b>CAFR</b>	<b>*</b>	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 342,022
B-4		Due from Other Gov'ts	255,095
B-4		Due from Other Fund	
B-4		Accounts Receivable	381,667
B-4		Investments	
<b>Assets Acquired Under Leases Issued</b>		<b>Current Liabilities</b>	
<b>CAFR</b>		Less Accounts Payable	(247,939)
B-4		Less Accruals	(1,169)
B-4		Less Due to Other Funds	
B-4		Less Unearned Revenue	(9,703)
		<b>Net Cash Resources</b>	<b>\$ 719,973 (A)</b>

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	\$ 4,125,942	
B-5	Less Depreciation	(99,205)	
	<b>Adj. Tot. Oper. Exp.</b>	<b>\$ 4,026,737</b>	<b>(B)</b>

Average Monthly Operating Expense:

B / 10	<b>\$ 402,674</b>	<b>(C)</b>
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Three times monthly Average:

3 X C	<b>\$ 1,208,022</b>	<b>(D)</b>
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TOTAL IN BOX A	719,973
LESS TOTAL IN BOX D	(1,208,021)
NET	<b>(488,048)</b>

From above:

**Net Cash Resources Did Not Exceed Three Months of Average Expenditures**

**HACKENSACK 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	Sample			
	A.S.S.A.		Workpapers				Selected from		Register		Registers		A.S.S.A. as	from			
	On Roll		On Roll				Workpapers		On Roll		On Roll		Private	Work-	Sample	Sample	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	papers	Verified	Errors	
Half Day Preschool 3 yrs					-	-			-	-			-	-	-	-	
Half Day Preschool 4 yrs					-	-			-	-			-	-	-	-	
Full Day Preschool 3 yrs					-	-			-	-			-	-	-	-	
Full Day Preschool 4 yrs	150		150		-	-	43		42		1	-	-	-	-	-	
Half Day Kindergarten					-	-			-	-			-	-	-	-	
Full Day Kindergarten	270		270		-	-	83		83		-	-	-	-	-	-	
Grade 1	282		282		-	-	61		61		-	-	-	-	-	-	
Grade 2	280		280		-	-	77		77		-	-	-	-	-	-	
Grade 3	250		250		-	-	67		67		-	-	-	-	-	-	
Grade 4	251		251		-	-	64		64		-	-	-	-	-	-	
Grade 5	280		280		-	-	280		280		-	-	-	-	-	-	
Grade 6	271		271		-	-	271		271		-	-	-	-	-	-	
Grade 7	260		260		-	-	260		260		-	-	-	-	-	-	
Grade 8	306	-	306		-	-	306		306		-	-	-	-	-	-	
Grade 9	333	7	333	7	-	-	333	7	328	7	5	-	-	-	-	-	
Grade 10	378	9	378	9	-	-	378	9	376	8	2	1	-	-	-	-	
Grade 11	381	4	381	4	-	-	381	4	384	4	(3)	-	-	-	-	-	
Grade 12	326	4	326	4	-	-	326	4	325	4	1	-	-	-	-	-	
Adult School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	4,018	24	4,018	24	-	-	2,930	24	2,924	23	6	1	-	-	-	-	
Special Ed - Elementary	624		624		-	-	38		38	-	-	-	19	6	6	-	
Special Ed - Middle	207		207		-	-	13		13	-	-	-	21	6	6	-	
Special Ed - High	283	1	283	2	-	(1)	18	2	18	2	-	-	45	14	14	-	
Subtotal	1,114	1	1,114	2	-	(1)	69	2	69	2	-	-	85	26	26	-	
Totals	5,132	25	5,132	26	-	(1)	-	2,999	26	2,993	25	6	1	85	26	26	-
Percentage Error					0.00%	-4.00%					0.20%	3.85%				0.00%	

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

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on	Reported on	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on	Reported on	Errors	Sample Selected from Worpapers	Verified to Test Score and Register	Errors
	A.S.S.A as	Workpapers as					A.S.S.A as	Workpapers as				
	Low Income	Low Income					LEP Low Income	LEP Low Income				
Half Day Preschool 3 yrs	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Preschool 4 yrs	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 3 yrs	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 4 yrs	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	142.0	142.0	-	16.0	16.0	-	37.0	37	-	15.0	15.0	-
Grade 1	140.0	140.0	-	15.0	15.0	-	34.0	34	-	12.0	12.0	-
Grade 2	157.0	157.0	-	17.0	17.0	-	36.0	36	-	16.0	16.0	-
Grade 3	149.0	149.0	-	16.0	16.0	-	35.0	35	-	15.0	15.0	-
Grade 4	133.0	133.0	-	15.0	15.0	-	33.0	33	-	13.0	13.0	-
Grade 5	178.0	178.0	-	20.0	20.0	-	34.0	34	-	14.0	14.0	-
Grade 6	154.0	154.0	-	17.0	17.0	-	32.0	32	-	14.0	14.0	-
Grade 7	141.0	141.0	-	15.0	15.0	-	22.0	22	-	9.0	9.0	-
Grade 8	166.0	165.0	1.0	18.0	18.0	-	22.0	22	-	9.0	9.0	-
Grade 9	159.0	159.0	-	17.0	17.0	-	20.0	20	-	9.0	9.0	-
Grade 10	151.5	151.0	0.5	17.0	17.0	-	24.0	24	-	8.0	8.0	-
Grade 11	152.5	152.0	0.5	17.0	17.0	-	36.0	36	-	16.0	16.0	-
Grade 12	132.0	132.0	-	15.0	15.0	-	16.0	16	-	7.0	7.0	-
Subtotal	1,955.0	1,953.0	2.0	215.0	215.0	-	381.0	381.0	-	157.0	157.0	-
Special Ed - Elementary	386.0	380.0	6.0	42.0	41.0	1.0	56.0	64	(8.0)	2.0	2.0	-
Special Ed - Middle	138.0	135.0	3.0	15.0	15.0	-	3.0	5	(2.0)	2.0	2.0	-
Special Ed - High	168.5	162.5	6.0	19.0	19.0	-	3.0	3	-	1.0	1.0	-
Subtotal	692.5	677.5	15.0	76.0	75.0	1.0	62.0	72.0	(10.0)	5.0	5.0	-
Totals	2,647.5	2,630.5	17.0	291.0	290.0	1.0	443.0	453.0	(10.0)	162.0	162.0	-
Percentage Error			0.64%			0.34%			-2.26%			0.00%

	Transportation					
	Reported on	Reported on	Errors	Tested	Verified	Errors
	DRTRS by DOE/County	DRTRS by District				
Reg. - Public Schools	296.0	296.0	-	37.0	27.0	10.0
Transported - Non - Public	-	-	-			-
Special Ed. - w/o Spec Needs	31.0	31.0	-	4.0	2.0	2.0
Special Ed - w/ Spec Needs	182.0	182.0	-	23.0	22.0	1.0
	509.0	509.0	-	64.0	51.0	13.0
Percentage Error			0.00%			20.31%

**HACKENSACK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID  
ENROLLMENT AS OF OCTOBER 15, 2023  
SCHEDULE OF AUDITED ENROLLMENTS**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Errors
Half Day Preschool 3 yrs	-	-	-	-	-	-
Full Day Preschool 3 yrs	-	-	-	-	-	-
Half Day Preschool 4 yrs	-	-	-	-	-	-
Full Day Preschool 4 yrs	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	32	32	-	7	7	-
Grade 1	37	37	-	8	8	-
Grade 2	30	30	-	6	6	-
Grade 3	22	22	-	5	5	-
Grade 4	34	34	-	7	7	-
Grade 5	16	16	-	4	4	-
Grade 6	23	23	-	5	5	-
Grade 7	26	26	-	5	5	-
Grade 8	24	24	-	5	5	-
Grade 9	21	21	-	5	5	-
Grade 10	23	23	-	5	5	-
Grade 11	31	31	-	7	7	-
Grade 12	27	28	(1)	6	6	-
Adult School	-	-	-	-	-	-
Subtotal	346	347	(1)	75	75	-
Special Ed - Elementary	45	45	-	10	10	-
Special Ed - Middle	4	4	-	1	1	-
Special Ed - High	2	2	-	1	1	-
Subtotal	51	51	-	12	12	-
Totals	397	398	(1)	87	87	-
Percentage Error			<u>-0.25%</u>			<u>0.00%</u>

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

**SECTION 1A - Two Percent (2%) - Calculation of Excess surplus**

2023-2024 Total General Fund Expenditures per the ACFR	\$ 168,174,028
Increased by:	
Transfer Out - Special Revenue Fund - Preschool Program/Student Activities	714,707
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>28,716,017</u>
Adjusted 2023-2024 General Fund Expenditures	<u>\$ 140,172,718</u>
2% of Adjusted 2023-2024 General Fund Expenditures	\$ 2,803,454
Allowable Adjustment - Unbudgeted Extraordinary Aid	<u>587,059</u>
Maximum Unreserved/Undesignated Fund Balance	<u>\$ 3,390,513</u>

**SECTION 2**

Total General Fund - Fund Balance at June 30, 2024	\$ 27,190,782
Decreased by:	
Year-End Encumbrances	2,588,875
Other Restricted Fund Balances - Capital Reserve	8,538,006
Other Restricted Fund Balance - Maintenance Reserve	1,082,125
Other Restricted Fund Balance - Emergency Reserve	316,103
Other Restricted Fund Balance - Unemployment Compensation	1,029,005
Excess Surplus - Designated for Subsequent Year's Expenditures	2,654,562
Assigned - Designated for Subsequent Year's Expenditures	<u>4,919,472</u>
Total Unreserved/Undesignated Fund Balance	<u>\$ 6,062,634</u>

**SECTION 3**

Restricted Fund Balance - Excess Surplus	<u>\$ 2,672,121</u>
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**Recapitulation of Excess Surplus as of June 30, 2024**

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 2,654,562
Restricted Excess Surplus	<u>2,672,121</u>
Total	<u>\$ 5,326,683</u>



**HACKENSACK BOARD OF EDUCATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**RECOMMENDATIONS**

**I. Administration Practices and Procedures**

There are none.

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

It is recommended that:

1. The District remit its payroll tax deposits in a timely manner.
2. The year-end financial report of the Board Treasurer Designee be submitted to the County Superintendent in accordance with the requirements of N.J.S.A. 18A:17-36. In addition, accounts reflected on the Board Treasurer's report reflect all financial transactions of the District and be supported by formal bank reconciliations.

**III. School Purchasing Program**

- \* 3. It is recommended that continued efforts be made to improve procedures over purchasing to ensure all contract awards and purchases which exceed the bid threshold are procured and approved in accordance with the requirements of the Public School Contracts Law and State procurement regulations. In addition, documentation be maintained on file to support the District's awards under cooperative purchasing programs.

**IV. School Food Service**

There are none.

**V. Student Body Activities**

4. It is recommended that standardized accounting records and procedures be implemented and utilized for all student activity funds.

**VI. Application for State School Aid**

There are none.

**VIII. Pupil Transportation**

5. It is recommended that greater care be exercised when completing the DRTRS to ensure student counts reported agree to supporting documentation.

**IX. Facilities and Capital Assets**

There are none.

**X. Miscellaneous**

There are none.

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

A review was performed on all prior years' recommendations and corrective action was taken on all, except those denoted with an asterisk (\*).

## 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  
Public School Accountant  
Certified Public Accountant