

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
SCHOOL DISTRICT OF THE
BOROUGH OF HALEDON
COUNTY OF PASSAIC, NEW JERSEY
JUNE 30, 2024**

SCHOOL DISTRICT OF THE BOROUGH OF HALEDON
COUNTY OF PASSAIC, NEW JERSEY

AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE

	Page No.
Report of Independent Auditors	1
Scope of Audit	2
Administrative Practices and Procedures	2
Insurance	2
Official Bonds	2
P.L. 2020, c.44	2
Financial Planning, Accounting and Reporting	2
Examination of Claims	2
Payroll Account	3
Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	4
Board Secretary's Records	4
Fixed Assets	4
Treasurer's Records	4
Elementary and Secondary Education Act (E.S.E.A.) as Amended by the Every Student Succeeds Act (ESSA)	4
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	5
T.P.A.F. Reimbursement to the State for Federal Salary Expenditures	5
School Purchasing Programs	5
Contracts and Agreements Requiring Advertisement for Bids	5
School Food Service Programs	6
Student Body Activities	7
Application for State School Aid	7
Pupil Transportation	8
Testing for Lead of all Drinking Water in Educational Facilities	8
Follow-up on Prior Year Findings	8
Acknowledgment	8
Schedule of Audited Enrollments	9
Net Cash Resources	13
Excess Surplus Calculation	14
Audit Recommendations Summary	17



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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Borough of Haledon School District
County of Passaic, 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 Borough of Haledon School District in the County of Passaic for the year ended June 30, 2024, and have issued our report thereon dated January 15, 2025.

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

This report is intended for the information of the Borough of Haledon 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.

Steven D. Wielkatz

Steven D. Wielkatz, C.P.A.
Licensed Public School Accountant
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Certified Public Accountants
Pompton Lakes, New Jersey

January 15, 2025



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

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, 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 Exhibit J-20, Insurance Schedule contained in the District's ACFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Lameka Augustin	Board Secretary/School Business Administrator	\$100,000.00
Maria Gencarelli to 2/28/24	Treasurer of School Monies	\$210,000.00
John Griffen from 2/29/24	Treasurer of School Monies	\$210,000.00

There is a Public Employees' Faithful Performance Blanket Position Bond with the Selective Insurance Company covering all other employees with multiple coverage of \$500,000.

P.L. 2020, c.44

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

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

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

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 signature, certification or supporting documentation.

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.

Finding 2024-001: In a couple of instances eligible employees were not enrolled in the required pension plan.

Recommendation: That all eligible employees be enrolled in the required pension plan.

Finding 2024-002: In one instance payroll taxes were not remitted to the proper agency in a timely manner, resulting in penalties and interest being assessed.

Recommendation: That all payroll taxes be remitted to the proper agency in a timely manner.

Finding 2024-003: In a few instances employees no longer employed by the district were not removed from the health benefit plan in a timely manner.

Recommendation: That all employees no longer employed by the district be removed from the health benefit plan in a timely manner.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents, and business administrator) to the NJ Department of Treasury was filed by the March 15 due date.

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges 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 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 reserves 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.

Financial Planning, Accounting and Reporting, (continued)

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 specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. As a result of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The Board Secretary's records were examined and found to be in good condition.

Fixed Assets

The general fixed asset records were not updated for the additions and disposals of general fixed assets made during the year.

Finding 2024-004: The Fixed Asset Report was not updated for the 2023/2024 school year activity.

Recommendations: That the Fixed Asset Report be updated on a yearly basis for all activity that occurred during the school year.

Treasurer's Records

Treasurer's records were examined and found to be in good condition.

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

The study of compliance for E.S.E.A. indicated that there were no areas of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the ACFR.

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

The financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

Financial Planning, Accounting and Reporting, (continued)

The study of compliance for the special projects indicated that there were no areas of noncompliance and/or questioned costs.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements form filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

T.P.A.F. 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 (or charter school or renaissance school project) for those employees whose salaries are identified as being paid from federal funds was made prior to the end of 60 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

N.J.S.A. 18A:18A-2 contains definitions for terms used throughout N.J.S.A. 18A:18A-1 et seq. It includes as subsection (p) the term 'competitive contracting', which is defined as "the method described in N.J.S.A. 18A:18A-4.1 through 18A:18A-4.5 and in rules promulgated by DCA at N.J.A.C. 5:34-4 of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or school business administrator; and the board of education awards a contract to a vendor or vendors from among the formal proposals received." Also, subsection (aa) defines the term 'concession' to exclude vending machines.

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold when there is a "Qualified Purchasing Agent" (QPA) in the district as defined at N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.S.A. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years.

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. "In order to initiate competitive contracting, the board of education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in sections 45 of L. 1999, c.440 are desired to be contracted."

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

School Purchasing Programs, (continued)

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the current year. Where questions arise 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.

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

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

School Food Service Programs

The financial transactions and statistical records of the school food service program were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash Receipts and bank records were reviewed for timely deposit.

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 fixed price contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$25,000.00. The operating results provision has been met. All vendor discounts, rebates and credits from the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

The number of meals claimed for reimbursement were compared to the 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. Meals claimed did agree with meal count records.

The District is a Community Eligibility School and utilized the State of New Jersey Household Information Survey to determine a student's low-income status for ASSA reporting.

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 exceed three months average expenditures. No comment is being made as this was due to the COVID emergency.

School Food Service Programs (continued)

U.S.D.A. Food Distribution Program commodities were received and a separate 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.

The School District's food management company maintains the detailed revenue and expenditure information necessary in order to execute the U.S.D.A. mandated Non-Program Food Revenue Tool at least annually.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the Annual Comprehensive Financial Report.

Student Body Activities

During our review of the student activity funds, the following items were noted.

Cash and disbursement records were maintained in good order.

All cash receipts were promptly deposited in the bank and the disbursements contained supporting documentation.

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, 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. The results of our procedures are presented in the Schedule of Audited Enrollments.

***Finding 2024-05:** The student counts on the District workpapers were not in agreements with the amounts reported on the A.S.S.A. Data listing as detailed on the schedule of audited enrollments.

Recommendation: That the amounts reported on the A.S.S.A. be in agreement with the student counts on the District workpapers.

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 2023-2024 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions. 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.

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. Corrective action had been taken on all prior year findings with the exception of the items marked with an “*”.

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 the audit team.

Steven D. Wielkotz

Steven D. Wielkotz, C.P.A.
Public School Accountant
No. 816

Wielkotz & Company, LLC

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Certified Public Accountants
Pompton Lakes, New Jersey

SCHEDULE OF AUDITED ENROLLMENTS

BOROUGH OF HALEDON SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2023

Enrollment Category	2024 - 2025 Application for State School Aid			Sample for Verification			Private School for Disabled			
	Reported on ASSA on Roll	Reported on Workpapers on Roll	Errors	Sample Selected from Workpapers		Verified per Registers on Roll	Reported on ASSA as Private School	Sample for Verification	Sample Verified	Errors
				Full	Full					
Full Day Preschool - 3YR			0							
Full Day Preschool-4YR	55	55	0	55	55					
Full Day Kindergarten	75	75	0	75	75					
One	91	91	0	91	91					
Two	93	93	0	93	93					
Three	82	82	0	82	82					
Four	93	93	0	93	93					
Five	92	92	0	92	92					
Six	71	71	0	71	71					
Seven	112	112	0	112	112					
Eight	108	108	0	108	108					
Subtotal	872	872	0	872	872					
Special Ed. Elementary	87	88	-1	23	23		2	2	1	1
Special Ed. Middle School	29	29	0	7	7		4	4	4	0
Subtotal	116	117	-1	30	30		6	6	5	1
Totals	988	989	-1	902	902		6	6	5	1
Percentage Error			-0.10%							20.00%

SCHEDULE OF AUDITED ENROLLMENTS (cont.)

BOROUGH OF HALEDON SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2023

<u>Enrollment Category</u>	<u>Residential Low Income</u>			<u>Sample for Verification</u>			<u>Residential LEP Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Errors</u>	<u>Reported on ASSA as Low Income</u>	<u>Reported on Workpapers as Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Errors</u>
Full Day Kindergarten	54	52	2	20	20	0	5	5	0	4	4	0
One	74	72	2	27	27	0	8	10	-2	7	7	0
Two	65	65	0	23	23	0	15	15	0	11	9	2
Three	61	60	1	22	22	0	13	14	-1	10	10	0
Four	66	64	2	23	23	0	7	6	1	5	5	0
Five	60	60	0	21	21	0	2	2	0	2	2	0
Six	51	51	0	18	18	0	9	7	2	5	5	0
Seven	66	76	-10	23	23	0	11	9	2	7	6	1
Eight	77	76	1	27	27	0	7	7	0	5	5	0
Subtotal	574	576	-2	204	204	0	77	75	2	56	53	3
Special Ed. Elementary	56	62	-6	20	20	0	3	3	0	2	2	0
Special Ed. Middle School	23	20	3	8	8	0			0			0
Subtotal	79	82	-3	28	28	0	3	3	0	2	2	0
Totals	653	658	-5	232	232	0	80	78	2	58	55	3
Percentage Error			<u>-0.77%</u>			<u>0.00%</u>			<u>2.50%</u>			<u>5.17%</u>

SCHEDULE OF AUDITED ENROLLMENTS (cont.)

BOROUGH OF HALEDON SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2023

<u>Enrollment Category</u>	<u>Residential LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA</u> <u>as Not Low Income</u>	<u>Reported on</u> <u>Workpapers</u> <u>as Not Low Income</u>	<u>Errors</u>	<u>Sample Selected</u> <u>from</u> <u>Workpapers</u>	<u>Verified to</u> <u>Application</u> <u>and Register</u>	<u>Errors</u>
Full Day Kindergarten	1	1	0	1	1	0
One	11	7	4	4	4	0
Two	1	1	0	1	1	0
Three	5	4	1	4	4	0
Four	4	4	0	4	4	0
Five	2	3	-1	3	3	0
Six	0	0	0	0	0	0
Seven	4	4	0	4	4	0
Eight	1	2	-1	2	2	0
Subtotal	29	26	3	23	23	0
Special Ed. Elementary	0	0	0	0	0	0
Special Ed. Middle School	1	0	1	0	0	0
Subtotal	1	0	1	0	0	0
Totals	30	26	4	23	23	0
Percentage Error			13.33%			0.00%

SCHEDULE OF AUDITED ENROLLMENTS (cont.)

BOROUGH OF HALEDON SCHOOL DISTRICT
Application for State School Aid Summary
Enrollment as of October 15, 2023

	Reported on DRTRS by DOE/County	Transportation				
		Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular - Public Schools, col. 1	11	11	0	8	8	0
Regular Special Ed, col. 4	6	6	0	5	5	0
Transported - Non-Public, col. 2	0	0	0	0	0	0
Nonpublic ALL, col. 3	21	21	0	16	16	0
Special Ed. Special, col. 6	14	14	0	11	11	0
Totals	52	52	0	40	40	0
Percentage Error			0.00%			0.00%

	Reported	Re- Calculated
Reg. Avg.(Mileage) = Regular Including Grade PK Students (Part A)	3.4	3.4
Spec. Avg. = Special Ed with Special Needs	4.9	4.9

NET CASH RESOURCE SCHEDULE

HALEDON BOARD OF EDUCATION

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

<u>Net Cash Resources:</u>		Food Service B - 4/5	
ACFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 325,003.84
B-4		Due from Other Gov'ts	45,375.98
B-4		Accounts Receivable	
B-4		Due from Other Funds	55,105.47
ACFR		Current Liabilities	
B-4		Less Accounts Payable	(46,716.44)
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	(294.93)
		Net Cash Resources	<u>\$ 378,473.92</u> (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	861,234.23	
B-5	Less Depreciation	(19,740.05)	
Adj. Tot. Oper. Exp.		<u>\$ 841,494.18</u>	(B)

Average Monthly Operating Expense:

B / 10	<u>\$ 84,149.42</u>	(C)
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Three times monthly Average:

3 X C	<u>\$ 252,448.25</u>	(D)
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TOTAL IN BOX A	<u>\$ 378,473.92</u>
LESS TOTAL IN BOX D	<u>\$ (252,448.25)</u>
NET	<u>\$ 126,025.67</u>

From above:

A is greater than D, cash exceeds 3 X average monthly operating expenses.

D is greater than A, cash does not exceed 3 X average monthly operating expenses.

* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

HALEDON SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 23,826,671.09	(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	\$ 145,800.00	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ 4,455,105.52	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
Adjusted 23-24 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ 19,517,365.57	(B3)
2% of Adjusted 2023-24 General Fund Expenditures		
[(B3) times .04]	\$ 390,347.31	(B4)
Enter Greater of (B4) or \$250,000	\$ 390,347.31	(B5)
Increased by: Allowable Adjustment*	\$ 79,347.00	(K)
Maximum Unassigned/Undesignated Fund Balance [(B5)+(K)]		\$ 469,694.31 (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-24		
(Per ACFR Budgetary Comparison Schedule C-1)	\$ 9,480,655.85	(C)
Decreased by:		
Year End Encumbrances	\$ 638,595.92	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Designated for Subsequent Year's Expenditures**	\$ 907,565.29	(C3)
Other Restricted Fund Balances****	\$ 6,306,866.86	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ _____	(C5)
Total Unassigned/Undesignated Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ 1,627,627.78 (U1)

SECTION 3

Restricted Fund Balance - Excess Surplus***[(U1)-(M)] IF NEGATIVE ENTER -0- \$ 1,157,933.47 (E)

Recapitulation of Excess Surplus as of June 30, 2024

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ <u>907,565.29</u> (C3)
Reserved Excess Surplus***[(E)]	\$ <u>1,157,933.47</u> (E)
Total [(C3)+(E)]	\$ <u>2,065,498.76</u> (D)

Footnotes:

- * Allowable Adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
- (H) Federal Impact Aid. The passage of P.L. 2015, c. 46 amended N.J.S.A. 18A:7-F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2015 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve - General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), Extraordinary Aid;
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid
- (J3) Current Year School Bus Advertising Revenue Recognized
- (J4) Family Crisis Transportation Aid.
- Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ <u>69,792.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>9,555.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	_____ (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ <u>79,347.00</u> (K)

** This amount represents the June 30, 2023 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2024 ACFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

**** Amount of Other Reserved Fund Balance must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal

Sale/lease-back reserve

Capital reserve

Maintenance reserve

Emergency reserve

Tuition reserve

School Bus Advertising 50% Fuel Offset Reserve - current year

School Bus Advertising 50% Fuel Offset Reserve - prior year

Impact Aid General Fund Reserve (Sections 8002 and 8003)

Impact Aid General Fund Reserve (Sections 8007 and 8008)

Other state/government mandated reserve

Reserve for Unemployment Fund

[Other Restricted Fund Balance not noted above]****

Total Other Restricted Fund Balance

\$	
\$	
\$	4,860,000.00
\$	882,962.00
\$	250,000.00
\$	
\$	
\$	
\$	
\$	
\$	313,904.86
\$	
\$	
\$	6,306,866.86 (C4)

BOROUGH OF HALEDON SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2024-001: That all eligible employees be enrolled in the required pension plan.

Finding 2024-002: That all payroll taxes be remitted to the proper agency in a timely manner.

Finding 2024-003: That all employees no longer employed by the district be removed from the health benefit plan in a timely manner.

Finding 2024-004: That the Fixed Asset Report be updated on a yearly basis for all activity that occurred during the school year.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Activity Fund

None

6. Application for State School Aid

***Finding 2024-005:** That the amounts reported on the A.S.S.A. be in agreement with the student counts on the District workpapers.

7. Pupil Transportation

None

BOROUGH OF HALEDON SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

(Continued)

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings with the exception of the items marked with an “x”.