

*Auditor's Management Report*

*for the*

*Hamilton Township  
School District*

*in the*

*County of Mercer  
New Jersey*

*for the*

*Fiscal Year Ended  
June 30, 2024*

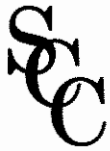


**AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE  
FINDINGS FINANCIAL AND COMPLIANCE**

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**SUPLEE, CLOONEY & COMPANY LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail [info@scnco.com](mailto:info@scnco.com)

**INDEPENDENT AUDITOR'S REPORT**

Honorable President and Members  
of the Board of Education  
Hamilton Township School District  
County of Mercer  
Hamilton, New Jersey 08527

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Township of Hamilton School District in the County of Mercer for the year ended June 30, 2024, and have issued our report dated January 10, 2025.

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

This report is intended solely for the information of the Township of Hamilton School District, County of Mercer, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

  
CERTIFIED PUBLIC ACCOUNTANTS

  
PUBLIC SCHOOL ACCOUNTANT NO. 2389

January 10, 2025

**Independent Auditor's Management Report of Administrative  
Findings Financial and Compliance**

**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 Hamilton Township School District Board of Education, the records of the various funds under the auspices of the Board of Education.

**Administrative Practices and Procedures**

**Insurance**

Insurance coverage was carried in the amounts as detailed in the District's ACFR. (See Exhibit J-20)

**Official Bonds**

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT OF BOND</u>
Thomas Venanzi	Treasurer of School Monies	\$750,000.00
Katherine Attwood	Board Secretary/ School Business Administrator	\$750,000.00

Adequacy of insurance coverage is the responsibility of the Board of Education.

**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 included all health benefit plans offered by the district. The district's school project data certification was completed by the chief school administrator.

The district's project Chapter 44 data was submitted timely.

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment ("billing") to sending Districts for the increase (decrease) in per pupil costs in accordance with N.J.A.C. 6A:23A-17.103, which is performed as part of the District's annual budget process.

## **Independent Auditor's Management Report of Administrative Findings Financial and Compliance**

### **Financial Planning, Accounting and Reporting**

#### **Examination of Claims**

Our audit of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

#### **Payroll Accounts**

The net salaries of all employees of the Board were deposited in the Net 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 Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

Salary withholdings were promptly remitted to the proper agencies including health benefits premium amounts withheld due to the general fund.

Payrolls were delivered to the treasurer of school monies with a warrant 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 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 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.

#### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2 (g) 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 selecting a test sample our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23 A-2.4. As a result of the procedures performed, no exceptions were noted.

#### **Board Secretary's Records**

The records maintained by the Board Secretary were in satisfactory condition and were in agreement with the records maintained by the Treasurer.

## **Independent Auditor's Management Report of Administrative Findings Financial and Compliance**

### **Treasurer's Records**

The records maintained by the Treasurer were in satisfactory condition and were in agreement with the records maintained by the Board Secretary/Business Administrator.

### **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 Titles I, II, III and VI of the Elementary and Secondary Education Act as amended and reauthorized

### **Other Special Federal and/or State Projects**

The District's Special Projects were approved as listed on 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. Reimbursement**

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

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. The expenditure was reviewed subsequent to the reimbursement.

### **School Purchasing Programs**

#### **Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A.18A:18A-3 states "a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$32,000.00, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefor, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) 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 \$44,000.00. Such authorization may be granted for each contract for by a general delegation of the power to negotiate and award such contracts pursuant to this section.



**Independent Auditor's Management Report of Administrative  
Findings Financial and Compliance**

**School Purchasing Programs (Continued)**

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

b. Commencing in the fifth year after the year in which P.L. 1999 c. 440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2 and shall round the adjustment to the nearest \$1,000.00. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of every year in which it is made. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

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

The Board of Education may, by resolution, approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2020, the bid threshold in accordance with N.J.S.A. 18A:18A-3(a) and (c) is \$32,000.00. In accordance with N.J.S.A. 40A:11-9 (b) the bid threshold for all purchases made by the District's qualified purchasing agent is \$44,000.00. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$20,200.00.

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 solicitor'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 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 provisions 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.

**Independent Auditor's Management Report of Administrative  
Findings Financial and Compliance**

**School Purchasing Programs (Continued)**

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

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 the district made purchases through the use of state contracts.

**School Food Service**

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.

The district utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with *N.J.S.A. 18A:17- 34*, and 19-1 through 19-4.1. Provisions of the FSMC Cost Reimbursable Fixed Price or Non- Competitive Emergency Procurement contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will break even. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

Expenditures were 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.

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

Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. No exceptions were noted.

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.

**Independent Auditor's Management Report of Administrative  
Findings Financial and Compliance**

**School Food Service (Continued)**

Applications for free and reduced-price meals were reviewed for completeness and accuracy. The number of free and reduced-price meals claimed as served was compared to the number of valid applications /or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced-price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced-price applications were completed and available for review.

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.

**Student Body Activities**

The records for the Student Body Activities were maintained in satisfactory condition.

**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.

**Facilities and Capital Assets**

Our procedures included a review of the SDA grant agreements for consistency with recording SDA revenue, transfer of local funds from the general or capital reserve account, and awarding of contracts for eligible facilities construction. No exceptions were noted.

**Independent Auditor's Management Report of Administrative  
Findings Financial and Compliance**

**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 onroll, private schools for the disabled, 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 without exception. The information that was included on the workpapers was verified with no 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 has adequate written procedures for the recording of student enrollment data.

**Miscellaneous**

The school district adhered to 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 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's Audit Findings**

In accordance with Government Auditing Standards, our procedures included a review of the prior year audit recommendations. There were no prior year audit findings.

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

	2024-25 Application for State School Aid (10/15/23 data)					Sample for Verification			Errors per		Private School for Disabled		
	Reported as on Roll		Reported on Workpapers on Roll		Errors	Sample Selected from Workpapers		Registers on Roll	Full	Shared	Reported on Private Schools	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Full	Shared	Full					
Half Day PreK-3 year old	16		16			1		1					
Half Day PreK-4 year old	110		110			3		3					
Full Day PreK-3 year old													
Full Day PreK-4 year old													
Half Day K													
Full Day K	770		770			20		20					
One	826		826			24		24					
Two	777		777			20		20					
Three	781		781			20		20					
Four	704		704			18		18					
Five	736		736			19		19					
Six	731		731			19		19					
Seven	786		786			20		20					
Eight	770		770			20		20					
Nine	968		968			25		25					
Ten	857	2	857	2		1		1					
Eleven	553	101	553	101		3		3					
Twelve	662	91	662	91		18		18					
Post-Graduate													
Adult H.S. (15+ CR.)													
Adult H.S. (1-14 CR.)													
Subtotal	10,147	194	10,147	194		268	6	268		6			
Sp. Ed. - Elementary	788		788			22		22			13	10	
Sp. Ed. - Middle School	476		476			14		14			13	10	
Sp. Ed. - High School	532	94	532	94		14	3	14		3	31.5	23	
Subtotal	1,796	94	1,796	94		50	3	50		3	57.5	43	
Co. Voc. - Regular													
Co. Voc. Ft. Post Sec.													
Totals	11,943	288	11,943	288		318	9	318		9	57.5	43	
Percentage Error					0%				0%				0%

Half Day PreK-3 year old  
Half Day PreK-4 year old  
Full Day PreK-3 year old  
Full Day PreK-4 year old

Co. Voc. - Regular  
Co. Voc. Ft. Post Sec.  
Sp Ed Alt Voc High  
Res. Mental Health Center  
DCF Regional Day School  
DYFS Residential CTRS  
Train Sch/Secure Care  
Juvenile Detention Center

Reg. - Public Schools, col. A 2,3,4,5  
Reg - Sp Ed, col. A 8,9,10  
Nonpublic Transported, col. A6  
Special Ed Spec, col. B 1,2,3,6,7,8

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

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.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
Half Day PreK-4 year old						
Full Day PreK-3 year old						
Full Day PreK-4 year old						
Half Day K	31	31		16	16	
Full Day K	19	19		12	12	
One	10	10		8	8	
Two	15	15		8	8	
Three	10	10		6	6	
Four	9	9		6	6	
Five	12	12		8	8	
Six	15	15		8	8	
Seven	16	16		10	10	
Eight	24	24		12	12	
Nine	23	23		12	12	
Ten	25	25		14	14	
Eleven	14.5	14.5		8	8	
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	223.5	223.5		128	128	
Special Ed - Elementary	6	6		2	2	
Special Ed - Middle	1	1		1	1	
Special Ed - High	1	1		1	1	
Subtotal	8	8		4	4	
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	231.5	231.5		132	132	
Percentage Error			0%			0%

HAMILTON TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF MEAL COUNT ACTIVITY  
FOOD SERVICE FUND  
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>OVER/ (UNDER) CLAIM</u>
National School Lunch	Paid	286,175	286,175	0.00	\$0.420	\$0.00
	Reduced	106,147	106,147	0.00	3.870	\$0.00
	Free	<u>477,224</u>	<u>477,224</u>	<u>0.00</u>	4.270	<u>\$0.00</u>
<u>TOTAL</u>		<u>869,546</u>	<u>869,546</u>	<u>0.00</u>		<u>\$0.00</u>
National School Lunch	HHFKA - PB Lunch Only	869,546	869,546	0.00	\$0.060	\$0.00
School Breakfast Program (Non-Severe Need)	Paid	4,706	4,706	0.00	\$0.380	\$0.00
	Reduced	1,084	1,084	0.00	1.980	\$0.00
	Free	<u>2,573</u>	<u>2,573</u>	<u>0.00</u>	2.280	<u>\$0.00</u>
<u>TOTAL</u>		<u>8,363</u>	<u>8,363</u>	<u>0.00</u>		<u>\$0.00</u>
School Breakfast Program (Severe Need)	Paid	66,580	66,580	0.00	\$0.380	\$0.00
	Reduced	31,947	31,947	0.00	2.430	\$0.00
	Free	<u>168,200</u>	<u>168,200</u>	<u>0.00</u>	2.730	<u>\$0.00</u>
<u>TOTAL</u>		<u>266,727</u>	<u>266,727</u>	<u>0.00</u>		<u>\$0.00</u>



# **HAMILTON TOWNSHIP SCHOOL DISTRICT** **NET CASH RESOURCE SCHEDULE - FOOD SERVICE** **FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

A School Food Authority is required to maintain a nonprofit School Food Service. The nonprofit status of the School Food Service is determined by evaluating net cash resources. Net cash resources may not exceed three months average expenditures.

As Illustrated in the schedule below, the Districts Net Cash Resources (\$1,508,887.84)  
do not exceed three months average expenditures (\$1,519,419.63)

<b><u>Net Cash Resources:</u></b>		<b>Food Service B - 4/5</b>
<b>CAFR</b>	<b>Current Assets*</b>	
B-4	Cash & Cash Equivalents	\$1,454,076.99
B-4	Accounts Receivable	368,381.20
<b>CAFR</b>	<b>Current Liabilities</b>	
B-4	Less Accruals	(257,303.11)
B-4	Less Due to Other Funds	0.00
B-4	Less Unearned Revenue	(56,267.24)
	<b>Net Cash Resources</b>	<b><u>\$1,508,887.84</u> (A)</b>
<b><u>Net Adj. Total Operating Expense:</u></b>		
B-5	Tot. Operating Exp.	\$5,143,550.10
B-5	Less Depreciation	(78,818.00)
	<b>Adj. Tot. Oper. Exp.</b>	<b><u>\$5,064,732.10</u> (B)</b>
<b><u>Average Monthly Operating Expense:</u></b>		
	<b>B / 10</b>	<b><u>\$506,473.21</u> (C)</b>
<b><u>Three times monthly Average:</u></b>		
	<b>3 X C</b>	<b><u>\$1,519,419.63</u> (D)</b>

TOTAL IN BOX A	\$1,508,887.84	
LESS TOTAL IN BOX D	(\$1,519,419.63)	
NET	<u>(\$10,531.79)</u>	<<...Deficit

**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.

## EXCESS SURPLUS CALCULATION

### SECTION 1

General Fund Expenditures:

Fiscal Year Ended June 30, 2024	\$280,214,249
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Increased by:

Transfer from Capital Outlay to Capital Projects	14,452,614
	294,666,863

Less On-Behalf TPAF Pension and Social Security	\$49,938,091	
	49,938,091	

Adjusted General Fund Expenditures	244,728,772
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Excess Surplus Percentage	2.00%
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Subtotal	4,894,575
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Increased by:

Extraordinary Aid (Unbudgeted)	1,240,703	
Non-Public Transportation Aid (Unbudgeted)	242,924	
	1,483,627	

Maximum Unreserved/Undesignated Fund Balance	\$6,378,202
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### SECTION 2

Total General Fund Balance	\$26,285,693
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Decreased by:

Restricted:

Excess Surplus - Designated for Subsequent Year's Expenditures

Capital Reserve	\$3,257,875
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Maintenance Reserve	840,297
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State Unemployment Insurance	2,603,047
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Assigned:

Year End Encumbrances	4,794,489
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Designated for Subsequent Year's Expenditures	5,000,000
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	16,495,709
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Total Unassigned Fund Balance	9,789,984
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Restricted Fund Balance-Excess Surplus	\$3,411,782
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### SECTION 3

Recapitulation of Excess Surplus as of June 30, 2024:

Restricted Excess Surplus-Designated for Subsequent Years Expenditures	-0-
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Restricted Excess Surplus	3,411,782
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Total	\$3,411,782
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**Independent Auditor's Management Report of Administrative  
Findings Financial and Compliance**

**RECOMMENDATIONS**

**Administrative Practices and Procedures**

None

**Financial Planning, Accounting and Reporting**

None

**School Purchasing Program**

None

**School Food Service**

None

**Student Body Activities**

None

**Pupil Transportation**

None

**Facilities and Capital Assets**

None

**Application for State School Aid**

None

**Miscellaneous**

None

**Prior Year Audit Findings**

Not Applicable.



