

HOPATCONG BOROUGH
SCHOOL DISTRICT
COUNTY OF SUSSEX
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024

HOPATCONG BOROUGH SCHOOL DISTRICT
COUNTY OF SUSSEX
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| Cover Letter | 1 |
| General Comments: | 2 |
| Scope of Audit | 2 |
| Administrative Practices and Procedures: | 2 |
| Insurance | 2 |
| Officials in Office and Surety Bonds | 2 |
| P.L. 2020, c.44 | 2 |
| Tuition Charges | 2 |
| Financial Planning, Accounting and Reporting: | 2 |
| Examination of Claims | 2 |
| Payroll Account and Position Control Roster | 3 |
| Reserve for Encumbrances and Accounts Payable | 3 |
| Classification of Expenditures | 3 |
| Board Secretary's Records | 3 |
| Treasurer's Records | 3 |
| Elementary and Secondary Education Act (E.S.E.A.) as amended by the | |
| Every Student Succeeds Act (E.S.S.A.) | 3 |
| Other Special Federal and/or State Projects | 4 |
| T.P.A.F. Reimbursement | 4 |
| T.P.A.F. Reimbursement to the State for Federal Salary Expenditures | 4 |
| School Purchasing Programs: | 4 |
| Contracts and Agreements Requiring Advertisement for Bids | 4 |
| School Food Service | 5 |
| Student Body Activities | 6 |
| Transportation | 6 |
| Application for State School Aid | 6 |
| Pupil Transportation | 7 |
| Facilities and Capital Assets | 7 |
| Travel Expense and Reimbursement Policy | 7 |
| Testing for Lead of all Drinking Water in Educational Facilities | 7 |
| Management Suggestions | 8 |
| Status of Prior Year's Findings/Recommendations | 8 |
| Schedule of Audited Enrollments | 9 |
| Excess Surplus Calculation | 13 |
| Summary of Recommendations | 15 |

November 22, 2024

The Honorable President and Members
of the Board of Education
Hopatcong Borough School District
County of Sussex, NJ

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 financial statements of the Board of Education of the Hopatcong Borough School District in the County of Sussex for the fiscal year ended June 30, 2024, and have issued our report thereon dated November 22, 2024.

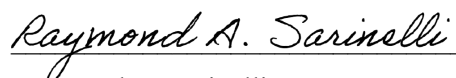
As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents. This letter does not affect our report dated November 22, 2024, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions and recommendation.

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

November 22, 2024
Mount Arlington, New Jersey

NISIVOCIA LLP



Raymond A. Sarinelli
Licensed Public School Accountant #2549
Certified Public Accountant

HOPATCONG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Education, the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's ACFR.

Officials in Office and Surety Bonds

| <u>Name</u> | <u>Position</u> | <u>Coverage</u> |
|--------------------|---|-----------------|
| Susan Dykstra | Treasurer of School Monies | \$ 300,000 |
| Jeffrey Hallenbeck | School Business Administrator/Board Secretary | 300,000 |

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 the school district.

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

The data certification date does not reflect a submission date later than 60 days after the end of the enrollment period.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The Board made a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review revealed overall compliance with respect to signatures, certification or supporting documentation.

HOPATCONG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Roster

The net salaries of 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 tested were approved by the Chief School Administrator and certified by the President of the Board and the School Business Administrator and the Chief School Administrator.

Salary withholdings were promptly remitted for health benefits withholding due to the General Fund.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

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. In addition to randomly selecting a test sample, we reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, minor errors were noted, no significant transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

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

The E.S.E.A. financial exhibits are contained herein within the Special Revenue Section of the District's ACFR. This section of the ACFR documents the financial position pertaining to projects under Title I, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

HOPATCONG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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.

Finding 2024-001:

During our review of the Preschool Education Aid, it was noted that the District's accounting system budget did not agree to the State budget document, however, no over-expenditure occurred. It is suggested the District review the accounting system and ensure the budgeted amounts for Preschool Education Aid agree to the state budget document.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions noted.

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

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2024. The reimbursement form was reviewed, without exception.

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 \$17,500, 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 therefore, 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. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. 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.

HOPATCONG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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. 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 the year in which it is made"

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 therefore, except as is provided otherwise in this chapter or specifically by any other law"

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 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 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. General compliance was noted.

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.

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

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

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 the appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

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. No exceptions were noted.

HOPATCONG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

School Food Service (Cont'd)

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

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the ACFR Schedule B-5 does separate program and non-program revenue and program and non-program cost of goods sold.

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 if the FSMC received a PPP loan.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Student Activities records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records.

Finding 2024-002:

During our review of Student Body Activities, it was noted that greater care should be taken when adjusting for prior year stale dated items. As the District has already resolved this issue, a formal recommendation is not judged to be warranted.

Transportation

The financial transactions and billings pertaining to the Transportation Enterprise Fund were reviewed. The District completes the billing process based on anticipated costs that it will incur from transporting each participating district's students. Based on these procedures, we have no comments except as noted below.

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 16, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, bilingual education 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 limited exceptions. The information that was included on the workpapers was verified on a test basis with out exception. 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's written procedures for the recording of student enrollment data appear to be adequate.

HOPATCONG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 2023/2024 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. The District did purchase buses. A review of bid specifications for the purchase of buses for compliance with applicable statutes revealed there were no exceptions.

Facilities and Capital Assets

Finding 2024-003:

During our review of the District's capital asset appraisal report, it was noted that the original acquisition cost and the year acquired for several items has changed since the last appraisal was done in 2019. Additionally the fixed asset appraisal did not include capital assets acquired during the current year.

Recommendation:

It is recommended that the District request the fixed asset appraisal company to report all assets at their original acquisition cost and actual year acquired and provide a recapitulation of the current year activity.

Management Response:

The District will request the fixed asset appraisal company to report all assets at their original acquisition cost and actual year acquired and provide a recapitulation of the activity in the current year.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel amount for the year and to account that the maximum is not exceeded. The regulations also require that all travel be approved prior by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending. Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

Testing for Lead of All Drinking Water in Educational Facilities

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

HOPATCONG BOROUGH SCHOOL DISTRICT
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

Management Suggestions

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding if only at a desk review level by state and/or federal agencies. We strongly suggest that the District ensures that these funds are utilized in accordance with the applicable federal requirements especially with respect to procurement. Additionally, we strongly suggest that the District ensures that these funds are accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Federal and State Grant Receivables

It is suggested that federal and state grant requests for reimbursement are submitted on a regular basis to ensure timely collection, to lessen the impact on cash flow and to ensure full compliance with federal and state cash management requirements.

Status of Prior Year's Findings/Recommendations

The prior year recommendation regarding the reporting of resident LEP low income and not low income has been resolved. The prior year recommendation for fixed assets has not been resolved and is included in the current year report.

HOPATCONG BOROUGH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 16, 2023

| | 2024-2025 Application for State School Aid | | | | | | Sample for Verification | | | | | |
|--------------------------------|--|--------|--------------------------------|--------|--------|--------|---------------------------------|--------|--------------------------------|--------|------------------------------|--------|
| | Reported on A.S.A. On Roll | | Reported on Workpapers On Roll | | Errors | | Sample Selected from Workpapers | | Verified per Registers On Roll | | Errors per Registers On Roll | |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared |
| Full Day Preschool 4 Years Old | 19 | | 19 | | | | 19 | | 19 | | | |
| Full Day Kindergarten | 102 | | 103 | | (1) | | 103 | | 103 | | | |
| Grade One | 91 | | 92 | | (1) | | 92 | | 92 | | | |
| Grade Two | 94 | | 95 | | (1) | | 95 | | 95 | | | |
| Grade Three | 76 | | 76 | | | | 76 | | 76 | | | |
| Grade Four | 75 | | 76 | | (1) | | 76 | | 76 | | | |
| Grade Five | 97 | | 97 | | | | 97 | | 97 | | | |
| Grade Six | 84 | | 85 | | (1) | | 85 | | 85 | | | |
| Grade Seven | 95 | | 96 | | (1) | | 96 | | 96 | | | |
| Grade Eight | 80 | | 80 | | | | 80 | | 80 | | | |
| Grade Nine | 98 | | 98 | | | | 98 | | 98 | | | |
| Grade Ten | 82 | 2 | 82 | 2 | | | 82 | | 82 | | | |
| Grade Eleven | 84 | | 85 | | (1) | | 85 | | 85 | | | |
| Grade Twelve | 84 | | 84 | | | | 84 | | 84 | | | |
| Subtotal | 1,161 | 2 | 1,168 | 2 | (7) | | 1,168 | | 1,168 | | | |
| Special Ed - Elementary | 171 | | 172 | | (1) | | 13 | | 13 | | | |
| Special Ed - Middle School | 53 | | 53 | | | | 5 | | 5 | | | |
| Special Ed - High School | 79 | | 79 | | | | 7 | | 7 | | | |
| Subtotal | 303 | | 304 | | (1) | | 25 | | 25 | | | |
| Totals | 1,464 | 2 | 1,472 | 2 | (8) | | 1,193 | | 1,193 | | | |
| Percentage Error | | | | | -0.55% | 0.00% | | | | | 0.00% | 0.00% |

HOPATCONG BOROUGH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 16, 2023

| | Private Schools for Disabled | | | | | | Resident Low Income | | | | | |
|----------------------------|--|--|--------|-------------------------------|--------------------|------------------|---|---|--------|--|--|------------------|
| | Reported on A.S.S.A. as Private Schools | Reported on Workpapers as Private Schools | Errors | Sample for Verification | Sample Verified | Sample Errors | 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 |
| Full Day Kindergarten | | | | | | | | | | | | |
| Grade One | | | | | | | 27 | 27 | | 1 | 1 | |
| Grade Two | | | | | | | 28 | 28 | | 2 | 2 | |
| Grade Three | | | | | | | 34 | 34 | | 2 | 2 | |
| Grade Four | | | | | | | 17 | 17 | | 1 | 1 | |
| Grade Five | | | | | | | 23 | 24 | 1 | 2 | 2 | |
| Grade Six | | | | | | | 33 | 32 | (1) | 1 | 1 | |
| Grade Seven | | | | | | | 32 | 32 | | 1 | 1 | |
| Grade Eight | | | | | | | 31 | 31 | | 1 | 1 | |
| Grade Nine | | | | | | | 26 | 23 | (3) | 1 | 1 | |
| Grade Ten | | | | | | | 22 | 23 | 1 | 2 | 2 | |
| Grade Eleven | | | | | | | 35 | 35 | | 2 | 2 | |
| Grade Twelve | | | | | | | 23 | 23 | | 1 | 1 | |
| Subtotal | | | | | | | 20 | 20 | | 1 | 1 | |
| | | | | | | | 351 | 349 | (2) | 18 | 18 | |
| Special Ed - Elementary | 1 | 1 | | 1 | 1 | | 87 | 88 | 1 | 3 | 3 | |
| Special Ed - Middle School | 3 | 3 | | 1 | 1 | | 21 | 19 | (2) | 2 | 2 | |
| Special Ed - High School | 4 | 4 | | 2 | 2 | | 23 | 23 | | 2 | 2 | |
| Subtotal | | | | | | | 131 | 130 | (1) | 7 | 7 | |
| Totals | 4 | 4 | | 2 | 2 | | 482 | 479 | (3) | 25 | 25 | |
| Percentage Error | | | 0.00% | | | 0.00% | | | -0.62% | | | 0.00% |

HOPATCONG BOROUGH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 16, 2023

| | Resident LEP Low Income | | | | | Sample Errors |
|--------------------------|---|--|--------|--|--|------------------|
| | Reported on A.S.S.A. as LEP Low Income | Reported on Workpapers LEP Low Income | Errors | Sample Selected from Workpapers | Verified to Test Scores, Application and Register | |
| | | | | | | |
| Full Day Kindergarten | 3 | 3 | | | | |
| Grade One | 7 | 7 | | 1 | 1 | |
| Grade Two | 1 | 1 | | 1 | 1 | |
| Grade Three | 1 | 1 | | | | |
| Grade Four | 2 | 2 | | 1 | 1 | |
| Grade Five | 8 | 8 | | | | |
| Grade Six | 2 | 2 | | | | |
| Grade Seven | 3 | 3 | | | | |
| Grade Eight | 2 | 2 | | | | |
| Grade Nine | 3 | 3 | | 1 | 1 | |
| Grade Ten | 4 | 4 | | | | |
| Grade Eleven | 5 | 5 | | 1 | 1 | |
| Grade Twelve | 3 | 3 | | | | |
| Subtotal | 44 | 44 | | 5 | 5 | |
| Special Ed - Elementary | 6 | 6 | | 1 | 1 | |
| Special Ed - High School | | | | | | |
| Subtotal | 6 | 6 | | 1 | 1 | |
| Totals | 50 | 50 | | 6 | 6 | |

Percentage Error

0.00%

0.00%

| | Resident LEP Not Low Income | | | | | Sample Errors |
|-------------------------|---|---|--------|--|--|------------------|
| | Reported on A.S.S.A. as LEP Not Low Income | Reported on Workpapers as LEP Not Low Income | Errors | Sample Selected from Workpapers | Verified to Test Scores and Register | |
| Full Day Kindergarten | 1 | 1 | | | | |
| Grade One | 4 | 4 | | 1 | 1 | |
| Grade Two | 6 | 6 | | | | |
| Grade Three | 3 | 3 | | 1 | 1 | |
| Grade Four | 2 | 2 | | 1 | 1 | |
| Grade Five | 0 | 0 | | | | |
| Grade Seven | 1 | 1 | | | | |
| Grade Eight | 3 | 3 | | | | |
| Grade Nine | 2 | 2 | | | | |
| Grade Ten | 2 | 2 | | 1 | 1 | |
| Grade Eleven | 0 | 0 | | | | |
| Grade Twelve | 2 | 2 | | 1 | 1 | |
| Subtotal | 28 | 28 | | 5 | 5 | |
| | | | | | | |
| Special Ed - Elementary | 2 | 2 | | 1 | 1 | |
| Subtotal | 2 | 2 | | 1 | 1 | |
| Totals | 30 | 30 | | 6 | 6 | |

Percentage Error

0.00%

0.00%

HOPATCONG BOROUGH SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 16, 2023

| | Transportation | | | | | |
|-----------------------------|--------------------------------|-------------------------------------|--------|--------|----------|--------|
| | Reported on DRTRS by DOE | Reported on DRTRS by District | Errors | Tested | Verified | Errors |
| Regular - Public Schools | 464 | 464 | | 17 | 17 | |
| Regular - Special Education | 20 | 20 | | 2 | 2 | |
| AIL - Non Public | 79 | 79 | | 3 | 3 | |
| Special Needs - Public | 117 | 117 | | 2 | 2 | |
| Special Needs - Private | 8 | 8 | | 1 | 1 | |
| Totals | 688 | 688 | -0- | 25 | 25 | -0- |
| Percentage Error | | | 0.00% | | | 0.00% |

| | <u>Reported</u> | <u>Recalculated</u> |
|--|-----------------|---------------------|
| Average Mileage - Regular Including Grade PK Students | 6.6 | 6.6 |
| Average Mileage - Regular Excluding Grade PK Students | 6.6 | 6.6 |
| Average Mileage - Special Education with Special Needs | 4.7 | 4.7 |

HOPATCONG BOROUGH SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2024

REGULAR DISTRICT

SECTION 1

2% Calculation of Excess Surplus

| | |
|---|---------------------------|
| 2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1 | <u>\$39,995,259</u> (B) |
| Increased by: | |
| Transfer from Capital Outlay to Capital Projects Fund | <u>\$ -0-</u> (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund | <u>\$ 523,397</u> (B1b) |
| Transfer from General Fund to SRF for PreK - Regular | <u>\$ -0-</u> (B1c) |
| Transfer from General Fund to SRF for PreK - Inclusion | <u>\$ 145,510</u> (B1d) |
| Decreased by: | |
| On-Behalf TPAF Pension and Social Security | <u>\$ 7,619,027</u> (B2a) |
| Assets Acquired Under Leases and Financed Purchases | <u>\$ 642,948</u> (B2b) |
| Adjusted 2023-24 General Fund Expenditures [(B)+(B1's)-(B2's)] | <u>\$32,402,191</u> (B3) |
| 2% of Adjusted 2023-24 General Fund Expenditures [(B3) times .02] | <u>\$ 648,044</u> (B4) |
| Enter Greater of (B4) or \$250,000 | <u>\$ 648,044</u> (B5) |
| Increased by: Allowable Adjustments | <u>\$ 35,945</u> (K) |
| Maximum Unassigned Fund Balance [(B5)+(K)] | <u>\$ 683,989</u> (M) |

SECTION 2

| | |
|--|--------------------------|
| Total General Fund - Fund Balances @ 6/30/24 (Per ACFR Budgetary Comparison Schedule C-1) | <u>\$ 4,218,226</u> (C) |
| Decreased by: | |
| Year-End Encumbrances | <u>\$ 338,609</u> (C1) |
| Legally Restricted: | |
| Designated for Subsequent Year's Expenditures | <u>\$ -0-</u> (C2) |
| Excess Surplus - Designated for Subsequent Year's Expenditures | <u>\$ 711,222</u> (C3) |
| Other Restricted Fund Balance | <u>\$ 1,624,336</u> (C4) |
| Assigned Fund Balance: | |
| Designated for Subsequent Year's Expenditures | <u>\$ 732,027</u> (C5) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | <u>\$ 812,032</u> (U1) |

HOPATCONG BOROUGH SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2024
(Continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0- \$ 128,043 (E)

Recapitulation of Excess Surplus as of June 30, 2024

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 711,222 (C3)

Restricted Excess Surplus [(E)] \$ 128,043 (E)

Total [(C3)+(E)] \$ 839,265 (D)

Detail of Allowable Adjustments

Impact Aid \$ -0- (H)

Sale & Lease-back \$ -0- (I)

Extraordinary Aid \$ -0- (J1)

Additional Nonpublic School Transportation Aid \$ 35,945 (J2)

Current Year School Bus Advertising Revenue Recognized \$ -0- (J3)

Supplemental Stabilization Aid \$ -0- (J4)

Total Adjustments [(H)+(I)+(J1)+(J2)] \$ 35,945 (K)

Detail of Other Restricted Fund Balance

Statutory Restrictions:

Approved Unspent Separate Proposal \$ -0-

Sale/Lease-back Reserve \$ -0-

Capital Reserve \$ 1,468,509

Maintenance Reserve \$ 80,099

Emergency Reserve \$ -0-

Tuition Reserve \$ -0-

Other State/Government Mandated Reserve \$ -0-

Unemployment Compensation \$ 75,728

Other Restricted Fund Balance Not Noted Above \$ -0-

Total Other Restricted Fund Balance \$ 1,624,336 (C4)

HOPATCONG BOROUGH SCHOOL DISTRICT
SUMMARY OF RECOMMENDATIONS
FISCAL YEAR ENDED JUNE 30, 2024

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Program
None
4. Enterprise Funds
None
5. Student Body Activities
None
6. Application for State School Aid
None
7. Pupil Transportation
None
8. Facilities and Capital Assets
2024-003: The District request the fixed asset appraisal company to report all assets at their original acquisition cost and actual year acquired and provide a recapitulation of the current year ending balance from the prior year ending balance.
9. Travel Expense and Reimbursement Policy
None
10. Status of Prior Year's Findings/Recommendations
The prior year recommendation regarding the reporting of resident LEP low income and not low income has been resolved. The prior year recommendation for fixed assets has not been resolved and is included in the current year report.