

INTERLAKEN SCHOOL DISTRICT

**AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**FOR THE FISCAL YEAR ENDED
JUNE 30, 2024**

**INTERLAKEN SCHOOL DISTRICT
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

TABLE OF CONTENTS

	<u>Page No.</u>
Report of Independent Auditors	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
P.L. 2020,c.44	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account and Position Control Roster	2
Reserve for Encumbrances and Accounts Payable	2
Classification of Expenditures	2
General Classifications	2
Administrative Classifications	2
Board Secretary's Records	3
Treasurer's Records	3
Elementary and Secondary Education Act as amended by Every Student Succeeds Act (ESSA)	3
Other Special State Projects	3
T.P.A.F. Reimbursement	3
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	3 to 4
Application for State School Aid (ASSA)	4
Pupil Transportation	4
Follow-up on Prior Year Findings	4
Acknowledgment	4
Schedule of Audited Enrollments	5 to 7
Excess Surplus Calculation	8 to 9
Audit Recommendations Summary	10

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Interlaken School District
County of Monmouth, New Jersey

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Interlaken School District in the County of Monmouth for the year ended June 30, 2024, and have issued our report thereon dated December 17, 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 report is intended for the information of the Interlaken 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.



Licensed Public School Accountant

No. 2183

ALVINO & SHECHTER, L.L.C.

December 17, 2024

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the School Business Administrator, 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

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>
Frank Gripp III	School Business Administrator	\$225,000.00

P.L. 2020,c.44

The District has no employees receiving health benefits.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account and Position Control Roster

Due to the District only having one employee a salary account, agency account and a position control roster were not maintained. Salary deductions were correctly remitted to the proper agency.

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.

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 state financial assistance audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings

None

B. Administrative Classification Findings

None

Board Secretary's Records

The records of the Board Secretary were properly maintained during the fiscal year ended June 30, 2024.

Treasurer's Records

The District passed a resolution on July 27, 2011 in accordance with Chapter 39, P.L. 2010, not to appoint a treasurer of school monies and to have the School Business Administrator assume the duties of the treasurer of school monies.

All records/reports formerly kept by the treasurer were properly maintained by the School Business Administrator for the fiscal year ended June 30, 2024.

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

There were no Title I funds received for the fiscal year ended June 30, 2024.

Other Special State Projects

There were no special state project funds received for the fiscal year ended June 30, 2024.

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. The following exceptions were noted.

Finding 2024 -001 (AMR):

The only employee of the district, the School Business Administrator is a part time employee and was ruled ineligible to be covered by the Teachers' Pension and Annuity Fund. However, the district reported his wages as being covered by TPAF and incorrectly submitted and received the biweekly reimbursements for the year ended June 30, 2024.

Recommendation:

That only wages of employees covered by the Teachers' Pension and Annuity Fund be reported on the biweekly reimbursement filed with the Department of Education and all funds incorrectly received be returned to the Department of Education.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000.00 (with a qualified Purchasing Agent) and \$32,000.00 (without a qualified Purchasing Agent). The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$22,400.00 for 2023-24.

The board of education has the responsibility of determining whether the expenditure 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 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 minutes, vouchers and other supporting records indicate that no bids were required to be advertised during the year.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2023 Application for State School Aid (A.S.S.A.) for on roll, private school for the handicapped, low-income and bilingual. 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 without 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 has adequate written procedures for the recording of student enrollment data.

Pupil Transportation

Our 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.

Our procedures also included a review of transportation related contracts. 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 service.

Follow-up on Prior Year Findings

There were no prior year findings.

Acknowledgment

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

SCHEDULE OF AUDITED ENROLLMENTS

INTERLAKEN SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2023

	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		Registers		Registers		A.S.S.A. as	for		
	On Roll		On Roll				Workpapers	On Roll	On Roll	On Roll	Private	Verifi-	Sample	Sample		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors
Half Day Preschool																
Full Day Preschool																
Half Day Kindergarten																
Full Day Kindergarten																
One																
Two																
Three																
Four																
Five																
Six																
Seven																
Eight																
Nine																
Ten																
Eleven																
Twelve																
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Ed - Elementary																
Special Ed - Middle School																
Special Ed - High School																
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Percentage Error					0%	0%					0%	0%				0%

SCHEDULE OF AUDITED ENROLLMENTS

INTERLAKEN SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2023

	<u>Resident Low Income</u>			<u>Sample for Verification</u>			<u>Resident LEP Low Income</u>			<u>Sample for Verification</u>		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten												
One												
Two												
Three												
Four												
Five												
Six												
Seven												
Eight												
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0
Special Ed - Elementary												
Special Ed - Middle												
Special Ed - High												
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	0	0	0	0	0	0	0	0	0	0	0	0
Percentage Error			0%			0%			0%			0%

<u>Transportation</u>								
	Reported on DRTS by DOE/County	Reported on DRTS by District	Errors	Tested	Verified	Errors	Reported	Recalculated
Reg. - Public Schools, col. 1	51	51		51	51			
Reg -SpEd, col. 4	2	2		2	2			
Non-Public AIL, col 3	9	9		9	9			
Transported - Non-Public, col. 2	14	14		14	14			
Special Ed Spec, col. 6	2	2		2	2			
Totals	78	78	0	78	78	0	5.8	5.8
Percentage Error			0%			0%	5.8	5.8
							5.0	5.0

Reg Avg.(Mileage) = Regular Including Grade PK students (Part A)
 Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part A)
 Spec. Avg.(Mileage) = Special ed with special needs

SCHEDULE OF AUDITED ENROLLMENTS

INTERLAKEN SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2023

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Percentage Error			<u>0%</u>			<u>0%</u>

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ <u>1,179,182.79</u> (B)
Increased by Applicable Transfers:	
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 Pre K - Regular	\$ _____(B1c)
Transfer from General Fund to SRF for Pre K - Inclusion	\$ _____(B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ _____(B2a)
Assets Acquired Under Capital Assets	\$ _____(B2b)
Adjusted 2023-2024 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$ <u>1,179,182.79</u> (B3)
2% of Adjusted 2023-2024 General Fund Expenditures [(B3) times.02]	\$ <u>23,583.66</u> (B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000.00</u> (B5)
Increased by: Allowable Adjustment	\$ <u>6,439.00</u> (K)
Maximum Unassigned/Undesignated - Unreserved Fund Balance [(B5)+(K)]	\$ <u>256,439.00</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-24 (Per ACFR Budgetary Comparison Schedule C-1)	\$ <u>346,845.80</u> (C)
Decreased by:	
Year-End Encumbrances	\$ _____(C1)
Legally Restricted-Designated for Subsequent Year's Expenditures	\$ _____(C2)
Legally Restricted-Excess Surplus-Designated for Subsequent Year's Expenditures	\$ _____(C3)
Other Restricted Fund Balances	\$ <u>58,733.30</u> (C4)
Assigned Fund Balance - Unreserved-Designated for Subsequent Year's Expenditures	\$ <u>22,500.00</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ <u>265,612.50</u> (U1)

SECTION 3

Restricted Fund Balance-Excess Surplus [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 9,173.50(E)

Recapitulation of Excess Surplus as of June 30, 2024

Restricted Excess Surplus-Designated for Subsequent Year's
Expenditures \$.00(C3)
Restricted Excess Surplus [(E)] \$ 9,173.50(E)
Total [(C3)+(E)] \$ 9,173.50(D)

Detail of Allowable Adjustments

Impact Aid \$ (H)
Sales & Lease-back \$ (I)
Extraordinary Aid \$ (J1)
Additional Nonpublic School Transportation Aid \$ 6,439.00(J2)
Current Year School Bus Advertising Revenue Recognized \$ (J3)
Family Crisis Transportation Aid \$ (J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid \$ (J5)

Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)] \$ 6,439.00(K)

Detail of Other Restricted Fund Balance

Statutory restrictions:
Approved unspent separate proposal \$
Sale/lease-back reserve \$
Capital reserve \$ 36,595.30
Maintenance reserve \$
Emergency reserve \$ 22,138.00
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 Capital 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 \$ 58,733.30(C4)

INTERLAKEN SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

That only wages of employees covered by the Teachers' Pension and Annuity Fund be reported on the biweekly reimbursements filed with the Department of Education and all funds incorrectly received be returned to the Department of Education.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Follow-up on Prior Year Findings

None