

**LODI BOARD OF EDUCATION  
AUDITOR'S MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2024**

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

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# LERCH, VINCI & BLISS, LLP

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## AUDITOR'S MANAGEMENT REPORT

Honorable President and  
Members of the Board of Trustees  
Lodi Board of Education  
8 Hunter Street  
Lodi, New Jersey 07644

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 Lodi Board of Education as of and for the fiscal year ended June 30, 2024, and have issued our report thereon dated October 29, 2024.

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

This report is intended solely for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

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

Gary J. Vinci  
Public School Accountant  
PSA Number CS00829

Fair Lawn, New Jersey  
October 29, 2024

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

**Scope of Audit**

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

**Administrative Practices and Procedures**

**Insurance**

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

**Official Bonds** (N.J.S.A. 18A:17-26, 18A:17-32)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Michael Rinderknecht	Interim Board Secretary/School Business Administrator (August 1, 2023 - June 30, 2024)	\$ 500,000
Nicholas Cipriano	Board Secretary/School Business Administrator (July 1, 2023 – August 15, 2023)	\$ 500,000

There is a Public Employees' Dishonesty with Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$100,000.

**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 included all health benefit plans offered by the District, was completed by the Chief School Administrator and was submitted timely.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

**Payroll Account**

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls tested were certified by the Board President, Board Secretary/School Business Administrator and Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefit contributions withheld and due to the General Fund.

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

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

**Payroll Account (Continued)**

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

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

**Year-End 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 the New Jersey Administrative Code (N.J.A.C.) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition, to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. As a result of the procedures performed, no additional testing was deemed necessary to test the propriety of expenditure classifications.

**Travel Policy**

The District has an approved Board travel policy as required by NJAC 6A:23A-6.13 and NJSA 18A:11-12. No exceptions were noted pertaining to travel expense reimbursement payments tested.

**Board Secretary's Records**

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

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

The prescribed contractual order system was followed. Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

**Finding 2024-1** – Our audit of Capital Projects Fund indicated that expenditures in the energy savings lease escrow account were not reported in accordance with the Uniform Minimum Chart of Accounts.

**Recommendation** – All transactions included in the energy savings lease escrow account be charged in accordance with the Uniform Minimum Chart of Accounts.

**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 projects under the Elementary and Secondary Education Act as amended and reauthorized.

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

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

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

Our examination indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

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

The district's Special Projects were approved as listed on Exhibit K-3 and Exhibit K-4 located in the ACFR.

Our examination indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

**Teachers Pension and Annuity Fund**

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

The amount of the expenditure charged to the current year for all federal awards to 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 and no exceptions were noted.

**Non Public State Aid**

Project completion reports were finalized and transmitted to the State by the due date.

**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 (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 18A:39-3 is currently \$20,200. The Board has designated the School Business Administrator as the Qualified Purchasing Agent for the District.

**Contracts and Agreements Requiring Advertisement for Bids**

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 Board Attorney's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed; however, to determine whether any clear-cut violations existed.

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. Our examination did reveal, however, that purchases were made through the use of State contracts.

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

**Food Service Fund**

SFA's were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A. 18A:18A-7. The SFA's were also authorized to submit contract modifications to their existing cost reimbursable or fixed price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFA's were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The 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 utilized a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. Provisions of the FSMC contract were reviewed and audited. The FSMC contract did not include a guarantee of return. Vendor discounts, rebates and credits from vendors and/or FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

Expenses 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 expense records were maintained in order to substantiate the non-profit status of the school food service.

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.

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.

U.S.D.A. Food Distribution Program Food and/or 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 Position (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

Exhibits reflecting Child Nutrition Program operations are included in the section of the ACFR entitled Enterprise Funds.

The Food Service Fund net cash resources exceeded the maximum amount permitted by the New Jersey State Department of Education. Management is aware and has implemented a multi-year plan to reduce available net cash resources. Therefore, an audit recommendation is not warranted.

**Student Activity and Athletic Association Accounts**

The Board has established policies and procedures regarding student activity funds.

Cash disbursements were supported by proper documentation.

**Finding 2024-2** – Our audit of athletic account receipts indicated that deposits were not always made in a timely manner.

**Recommendation** – Athletic account receipts be deposited in a timely manner.

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

**Application for State School Aid**

Our audit procedures included a test information reported in the October 13, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, 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 with no exceptions. The information that was included on the workpapers was verified with immaterial 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 had adequate written procedures for the recording of student enrollment data.

**Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2023-24 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The information on the DRTRS was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures included a review of transportation related contracts and purchases. Based on our review, and except as previously noted, the district complied with proper bidding procedures and award of contracts.

**Facilities and Capital Assets**

The district maintains a capital assets ledger.

**Miscellaneous**

**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, including findings.

**Suggestions to Management**

- Reconciling items on the Net Payroll and Payroll Agency bank reconciliations be reviewed and cleared.
- Interfunds be liquidated before year end.



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

**NOT APPLICABLE**

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

**Current Assets**

Cash and Cash Equivalents	\$ 440,247
Due from Other Governments	184,883
Accounts Receivable	141,836

**Current Liabilities**

Accounts Payable	(20,089)
Unearned Revenue	<u>(11,495)</u>

<b>Net Cash Resources</b>	<b><u>\$ 735,382</u></b>
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**Adjusted Total Operating Expense:**

Total Operating Expenses	\$ 1,841,946
Less Depreciation	<u>(19,750)</u>
<b>Adjusted Total Operating Expense</b>	<b><u>\$ 1,822,196</u></b>

<b><u>Average Monthly Operating Expense:</u></b>	<b><u>\$ 182,220</u></b>
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<b><u>Three Times Monthly Average:</u></b>	<b><u>\$ 546,659</u></b>
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Total Net Cash Resources	\$ 735,382
Three Times Monthly Average	<u>546,659</u>

<b>Excess Net Cash Resources</b>	<b><u>\$ 188,723</u></b>
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**LODI BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID  
ENROLLMENT AS OF OCTOBER 13, 2023  
SCHEDULE OF AUDITED ENROLLMENTS**

	2024-2025 Application for State School Aid						Sample for Verification						On Roll - Special Education			Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Register On Roll		Errors per Registers On Roll		Sample for Veri- cation	Sample Verified	Sample Errors	Reported on A.S.S.A. as Private Schools	Sample for Verifi- cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared							
Half Day 4year Preschool	118		118				26		26										
Full Day Kindergarten	187		187				10		10										
Grade 1	201		201				29		29										
Grade 2	225		225				56		56										
Grade 3	203		203				53		52		1								
Grade 4	200		200				39		39										
Grade 5	214		214				25		25										
Grade 6	202		202				202		202										
Grade 7	204		204				204		204										
Grade 8	234		234				234		234										
Grade 9	184	8	184	8			184	8	185	8	(1)					4	1	1	-
Grade 10	185	3	185	3			185	3	187	2	(2)	1				2	1	1	-
Grade 11	194	2	194	2			194	2	194	2						12	3	3	-
Grade 12	233	7	233	7	-	-	233	7	233	7	-	-				18	5	5	-
Subtotal	2,784	20	2,784	20	-	-	1,674	20	1,676	19	(2)	1	-	-	-		-	-	-
Sp Ed - Elementary	96		96		-	-	20		20		-	-	21	21		4	1	1	-
Sp Ed - Middle School	66		66		-	-	66		65		1	-	16	16	-	2	1	1	-
Sp Ed - High School	97	10	97	10	-	-	97	10	98	10	(1)	-	21	21	-	12	3	3	-
Subtotal	259	10	259	10	-	-	183	10	183	10	-	-	58	58	-	18	5	5	-
Totals	3,043	30	3,043	30	-	-	1,857	30	1,859	29	(2)	1	58	58	-	18	5	5	-
Percentage Error					0.00%	0.00%					-0.11%	3.33%			0.00%				0.00%

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

	Low Income			Sample for Verification		
	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application	Sample Errors
Half Day Preschool						
Full Day Kindergarten	103.0	103.0		4.0	4.0	
Grade 1	114.0	114.0		5.0	5.0	
Grade 2	122.0	122.0		5.0	5.0	
Grade 3	107.0	107.0		5.0	5.0	
Grade 4	106.0	106.0		5.0	5.0	
Grade 5	114.0	114.0		5.0	5.0	
Grade 6	118.0	118.0		5.0	5.0	
Grade 7	106.0	106.0		5.0	5.0	
Grade 8	114.0	114.0		5.0	5.0	
Grade 9	81.0	81.0		4.0	4.0	
Grade 10	86.0	86.0		4.0	4.0	
Grade 11	80.0	80.0		4.0	4.0	
Grade 12	97.0	97.0		4.0	4.0	
Subtotal	1,348	1,348	-	60	60	-
Sp Ed - Elementary	63.0	63.0	-	5.0	5.0	-
Sp Ed - Middle School	32.0	32.0	-	2.0	2.0	-
Sp Ed - High School	56.0	56.0	-	3.0	3.0	-
Subtotal	151	151	-	10	10	-
Totals	1,499	1,499	-	70	70	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

	Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected	Verified to Test Score and Register	Sample Errors
	12	12		4	4	
	18	18		5	4	1
	23	23		7	7	
	17	17		5	5	
	13	13		4	4	
	23	23		7	7	
	14	14		4	4	
	12	12		4	4	
	-	-		-	-	
	8	8		2	2	
	10	10		3	3	
	7	7		2	2	
	11	11		3	3	
	168	168	-	50	49	
	5	5	-	2	2	-
	-	-	-	-	-	-
	1	1	-	-	-	-
	6	6	-	2	2	
	174	174	-	52	51	1
			<u>0.00%</u>			<u>1.92%</u>

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools	195	195	-	28	28	-
Regular - Special Ed	45	45	-	6	6	-
Special Needs	193	193	-	28	28	-
	433	433	-	62	62	-
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

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

	Resident LEP Not Low Income			Sample for Verification		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT low Income	Errors	Sample Selected From Workpapers	Verified to Application	Sample Errors
Half Day Preschool						
Full Day Kindergarten	5	5	-	1	1	-
Grade 1	9	9	-	3	3	-
Grade 2	8	8	-	2	2	-
Grade 3	13	13	-	4	4	-
Grade 4	7	7	-	2	2	-
Grade 5	16	16	-	5	5	-
Grade 6	8	8	-	2	2	-
Grade 7	10	10	-	3	3	-
Grade 8	-	-	-	-	-	-
Grade 9	10	10	-	3	3	-
Grade 10	4	4	-	1	1	-
Grade 11	7	7	-	2	2	-
Grade 12	9	9	-	3	3	-
Subtotal	106	106	-	31	31	-
Sp Ed - Elementary	2	2	-	1	1	-
Sp Ed - Middle School	-	-	-	-	-	-
Sp Ed - High School	-	-	-	-	-	-
Subtotal	2	2	-	1	1	-
Totals	108	108	-	32	32	-
Percentage Error			0.00%			0.00%

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

2023-2024 Total General Fund Budgetary Expenditures		\$ 83,224,319
Increased by:		
Transfers from Capital Outlay to Capital Projects Fund	\$ 1,500,000	
Transfers from Capital Reserve to Capital Projects Fund	<u>500,000</u>	
		<u>2,000,000</u>
		85,224,319
Decreased by:		
On-Behalf TPAF Pension and Social Security		<u>(12,005,911)</u>
Adjusted 2023-2024 General Fund Expenditures		<u>\$ 73,218,408</u>
2% of Adjusted 2023-2024 General Fund Expenditures	\$ 1,464,368	
Increased by Allowable Adjustments - Extraordinary Aid	<u>300,475</u>	
Maximum Unassigned Fund Balance		<u>\$ 1,764,843</u>
Total General Fund - Fund Balance at June 30, 2024		\$ 29,403,070
Decreased by:		
Encumbrances	\$ 1,918,509	
Capital Reserve	18,430,415	
Maintenance Reserve	1,000,000	
Excess Surplus Designated for Subsequent Years (2024/25) Budget	<u>3,689,303</u>	
		<u>25,038,227</u>
Total Unreserved, Undesignated Fund Balance		<u>4,364,843</u>
Restricted Fund Balance - Excess Surplus		<u>\$ 2,600,000</u>
Excess Surplus as of June 30, 2024		
Excess Surplus Designated for Subsequent Year's Budget	\$ 3,689,303	
Excess Surplus	<u>2,600,000</u>	
Total		<u>\$ 6,289,303</u>

## **LODI BOARD OF EDUCATION RECOMMENDATIONS**

### **I. Administrative Practices and Procedures**

There are none.

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

- \* 1. It is recommended that all transactions included in the energy savings lease escrow account be charged in accordance with the Uniform Minimum Chart of Accounts.

### **III. School Purchasing Program**

There are none.

### **IV. School Food Services**

There are none.

### **V. Student Activity and Athletic Association Accounts**

- \* 2. It is recommended that Athletic account receipts be deposited in a timely manner.

### **VI. Application for State School Aid**

There are none.

### **VII. Pupil Transportation**

There are none.

### **VIII. Facilities and Capital Assets**

There are none.

### **IX. Miscellaneous**

There are none.

### **X. Status of Prior Years' Audit Findings/Recommendations**

Corrective action was taken on all prior year recommendations except those denoted with an asterisk (\*).

## **ACKNOWLEDGEMENT**

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