

**MANCHESTER TOWNSHIP SCHOOL DISTRICT  
MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS –  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2024**

# AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS – FINANCIAL, COMPLIANCE AND PERFORMANCE

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## INDEPENDENT AUDITORS' REPORT

**Honorable President and Members  
of the Board of Education  
Manchester Township School District  
County of Ocean, New Jersey**

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Manchester Township School District, County of Ocean as of and for the year ended June 30, 2024, and have issued our report thereon dated December 20, 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 solely for the information and use of the Manchester Township Board of Education's management, Board of Education members, others within the entity, and the New Jersey Department of Education 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.

*PKF O'Connor Davies, LLP*

Cranford, New Jersey  
December 20, 2024

*Robert E. Provost*

Robert Provost, CPA  
Licensed Public School Accountant, No. 2486

## 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 J-20, Insurance Schedule contained in the District's ACFR.

### Official Bonds N.J.S.A. 18A:17-26, 18A:17-32, & 18A:13-13

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Craig Lorentzen	Board Secretary/School Business Administrator	\$ 287,500

There is a Public Employees' Faithful Performance Blanket Position Bond with the Western Surety Company covering all other employees with multiple coverage of \$1,000,000.

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.

### Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The District made a proper adjustment to the billings to sending Districts for the increase (decrease) in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

## Financial Planning, Accounting and Reporting

### Examination of Claims

An examination of claims paid during the period did not indicate any discrepancies with respect to signatures, certification or supporting documentation and no discrepancies or exceptions were noted.

### Payroll Account and Employee Position Control Roster

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 were approved by the Superintendent and were certified by the President of the Board, the Board Secretary/Business Administrator, and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefit premiums.

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

An inquiry and subsequent review of the position control roster found no inconsistencies between the payroll records, employee benefit records (e.g., pension reports and health benefit coverage reports), and the general ledger accounts to where wages are posted (administrative versus instruction) and the payroll control roster.

### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable and no exceptions were noted.

### Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23A-16.2(f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to our randomly selected test samples, 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, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed no exceptions.

### 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 and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no instances of noncompliance and/or questionable costs.

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

The District's special projects were approved as listed on Schedules (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 biweekly reimbursement forms filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

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

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district 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 and no exceptions were noted.

### **School Purchasing Programs**

#### Contracts and Agreements Requiring Advertisement for Bids

Effective July 1, 2020 and thereafter, the bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:18A-3(a)* are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is currently \$20,200 for 2023-2024.

The District 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 solicitor's opinion should be sought before a commitment is made.

The results of our examination, performed on a test basis, did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, 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*.

### **School Food Service**

SFAs 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 SFAs 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.

SFAs 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 and 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 Procurement contract/addendum was reviewed and audited. 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 should be separately 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 on program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

Net cash resources did exceed three months average expenditures.

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.

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 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 entitled Enterprise Funds, Section B of the ACFR.

### **Student Body Activities**

During our audit of the student activity funds, we did not note any exceptions.

### **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 schools 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 work papers without exception. The information that was included on the work papers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed state forms or their equivalent.

The District has adequate written procedures for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2023-24 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 and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Testing for Lead of All Drinking Water in Educational Facilities**

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

### **Suggestions to Management**

For the year ended June 30, 2024, the food service net cash resources exceeded three times the average food service monthly operating expenses. The District did purchase approximately \$425,000 in equipment during the year ended June 30, 2024. However, with excess federal COVID-19 funds received during the past few years, still resulted in a high cash balance at June 30, 2024. We suggest the District continue to develop a plan for the excess funds to be utilized in the subsequent year's allowable expenses that will further support the operation and enhance the child nutrition program, such as improving the nutritional quality of the food or purchasing equipment for the kitchen as outlined in 7 CFR 210.14(a).

### **Follow-up on Prior Year's Findings**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year's recommendations. There were no prior year findings and therefore no corrective action was required.

### **Acknowledgment**

We received the complete cooperation of all the officials of the District, and we greatly appreciate the courtesies extended to the members of the audit team.

**MANCHESTER TOWNSHIP SCHOOL DISTRICT**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**FOOD SERVICE FUND  
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -Federal  
ENTERPRISE FUND  
YEAR ENDED JUNE 30, 2024**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
National School Lunch (Severe Rate)	Paid	90,504	90,504	90,504	-	\$ 0.42	-
	Reduced	30,644	30,644	30,644	-	3.87	-
	Free	143,429	143,429	143,429	-	4.27	-
	TOTAL	264,577	264,577	264,577			-
National School Lunch	HHFKA - PB Lunch Only	264,577	264,577	264,577	-	0.08	-
School Breakfast (Severe Rate)	Paid	17,802	17,802	17,802	-	0.38	-
	Reduced	14,223	14,223	14,223	-	2.43	-
	Free	72,457	72,457	72,457	-	2.73	-
	TOTAL	104,482	104,482	104,482			-
<b>Total Net Overclaim</b>							-

**Auditor Notation:**

(a) Reimbursement rates are subject to annual change. Rates indicated in this sample schedule are for illustrative purposes only. Refer to the detailed schedule of reimbursement rates presented on page II-60.29 of this Audit Program. (b) Overclaims or underclaims must be reflected by program on the Schedule of Findings and Questioned Costs (where applicable) and in the AMR. (c) If underclaims are identified and total \$100.00 or more by program, please contact the DOA for requirements to request reimbursement from USDA. Underclaim requests may or may not be approved by USDA for reimbursement. (d) Child and Adult Care Food Program-(CACFP)-At-Risk Dinners

**MANCHESTER TOWNSHIP SCHOOL DISTRICT**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**FOOD SERVICE FUND**  
**NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -STATE**  
**ENTERPRISE FUND**  
**YEAR ENDED JUNE 30, 2024**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE (a)	(OVER) UNDER CLAIM (b)
State Reimbursement -National School Lunch (Severe Rate)	Paid	90,504	90,504	90,504	-	\$ 0.060	-
State Reimbursement -National School Lunch (Severe Rate)	Reduced	30,644	30,644	30,644	-	0.47	-
State Reimbursement -National School Lunch (Severe Rate)	Free	143,429	143,429	143,429	-	0.07	-
State Reimbursement -National School Lunch NJEIE (Severe Rate)	Free	1,541	1,541	1,541	-	3.85	-
	TOTAL	266,118	266,118	266,118			
State Reimbursement -National School Breakfast (Severe Rate)	Reduced	264,577	264,577	264,577	-	0.30	-
State Reimbursement -National School Breakfast NJEIE (Severe Rate)	Free	933	933	933	-	2.35	-
	TOTAL	265,510	265,510	265,510			

**Total Net Overclaim** -

**Auditor Notation:**

(a) Reimbursement rates are subject to annual change. Rates indicated in this sample schedule are for illustrative purposes only. Refer to the detailed schedule of reimbursement rates presented on page II-60.29 of this Audit Program. (b) Overclaims or underclaims must be reflected by program on the Schedule of Findings and Questioned Costs (where applicable) and in the AMR. (c) State underclaims identified are not eligible for reimbursement.

# MANCHESTER TOWNSHIP SCHOOL DISTRICT

**Net cash resources did exceed three months of expenditures**

## Proprietary Funds - Food Service

**Year Ended June 30, 2024**

**Food  
Service  
B - 4/5**

### Net Cash Resources:

<b>ACFR Schedule</b>	<b>*</b>	<b>Current Assets</b>		
B-4		Cash & Cash Equiv.	\$	703,022
B-4		Due from Other Gov'ts		81,658
B-4		Accounts Receivable		32,705
B-4		Investments		
<b>ACFR Schedule</b>		<b>Current Liabilities</b>		
B-4		Less Accounts Payable		(48,589)
B-4		Less Accruals		
B-4		Less Due to Other Funds		(4,870)
B-4		Less Unearned Revenue		(13,576)
		<b>Net Cash Resources</b>	<b>\$</b>	<b>750,350 (A)</b>

### Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	1,954,544	
B-5	Less Depreciation	(32,152)	
	<b>Adj. Tot. Oper. Exp.</b>	<b>\$ 1,922,392 (B)</b>	

### Average Monthly Operating Expense:

B / 10	<b>\$ 192,239 (C)</b>
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### Three Times Monthly Average:

3 X C	<b>\$ 576,718 (D)</b>
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TOTAL IN BOX A	\$ 750,350
LESS TOTAL IN BOX D	\$ 576,718
NET	<b>\$ 173,632</b>

From above:

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

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

SOURCE - USDA resource management comprehensive review form

**MANCHESTER TOWNSHIP SCHOOL DISTRICT**

**SCHEDULE OF AUDITED ENROLLMENTS**

**APPLICATION FOR STATE SCHOOL AID SUMMARY**

**ENROLLMENT AS OF OCTOBER 15, 2023**

	2023-2024 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A.		Reported on Workpapers		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Veri- fication	Sample Verified	Sample Errors
	On Roll		On Roll													
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool	59.0	-	59.0	-	-	-	6.0	-	6.0	-	-	-	-	-	-	-
Full Day Preschool	96.0	-	96.0	-	-	-	10.0	-	10.0	-	-	-	-	-	-	-
Full Day Kindergarten	153.0	-	153.0	-	-	-	15.0	-	15.0	-	-	-	-	-	-	-
One	149.0	-	149.0	-	-	-	13.0	-	13.0	-	-	-	-	-	-	-
Two	162.0	-	162.0	-	-	-	15.0	-	15.0	-	-	-	-	-	-	-
Three	138.0	-	138.0	-	-	-	13.0	-	13.0	-	-	-	-	-	-	-
Four	167.0	-	167.0	-	-	-	15.0	-	15.0	-	-	-	-	-	-	-
Five	136.0	-	136.0	-	-	-	13.0	-	13.0	-	-	-	-	-	-	-
Six	174.0	-	174.0	-	-	-	17.0	-	17.0	-	-	-	-	-	-	-
Seven	147.0	-	147.0	-	-	-	14.0	-	14.0	-	-	-	-	-	-	-
Eight	156.0	-	156.0	-	-	-	15.0	-	15.0	-	-	-	-	-	-	-
Nine	157.0	-	157.0	-	-	-	15.0	-	15.0	-	-	-	-	-	-	-
Ten	195.0	-	195.0	-	-	-	19.0	-	19.0	-	-	-	-	-	-	-
Eleven	177.0	20.0	177.0	20.0	-	-	17.0	10.0	17.0	10.0	-	-	-	-	-	-
Twelve	172.0	19.0	172.0	19.0	-	-	17.0	10.0	17.0	10.0	-	-	-	-	-	-
Subtotal	2,238.0	39.0	2,238.0	39.0	-	-	214.0	20.0	214.0	20.0	-	-	-	-	-	-
Special Ed - Elementary	255.0	-	255.0	-	-	-	12.0	-	12.0	-	-	-	7.0	6.0	6.0	-
Special Ed - Middle School	136.0	-	136.0	-	-	-	12.0	-	12.0	-	-	-	4.0	3.0	3.0	-
Special Ed - High School	168.0	47.0	168.0	47.0	-	-	13.0	20.0	13.0	20.0	-	-	20.0	18.0	18.0	-
Subtotal	559.0	47.0	559.0	47.0	-	-	37.0	20.0	37.0	20.0	-	-	31.0	27.0	27.0	-
Totals	2,797.0	86.0	2,797.0	86.0	-	-	251.0	40.0	251.0	40.0	-	-	31.0	27.0	27.0	-
Percentage Error					-	-					-	-				-

**SCHEDULE OF AUDITED ENROLLMENTS**

**MANCHESTER TOWNSHIP SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2023**

	Resident Low Income			Sample for Verification			Resident LEP 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 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
Full Day Preschool	74.0	74.0	-	13.0	13.0	-	-	-	-	-	-	-
Full Day Kindergarten	75.0	75.0	-	14.0	14.0	-	16.0	16.0	-	9.0	9.0	-
One	70.0	70.0	-	12.0	12.0	-	17.0	17.0	-	11.0	11.0	-
Two	78.0	78.0	-	16.0	16.0	-	16.0	16.0	-	8.0	8.0	-
Three	60.0	60.0	-	12.0	12.0	-	12.0	12.0	-	6.0	6.0	-
Four	79.0	79.0	-	15.0	15.0	-	20.0	20.0	-	12.0	12.0	-
Five	54.0	54.0	-	11.0	11.0	-	9.0	9.0	-	5.0	5.0	-
Six	77.0	77.0	-	16.0	16.0	-	13.0	13.0	-	7.0	7.0	-
Seven	64.0	64.0	-	12.0	12.0	-	7.0	7.0	-	6.0	6.0	-
Eight	62.0	62.0	-	13.0	13.0	-	7.0	7.0	-	4.0	4.0	-
Nine	76.0	76.0	-	15.0	15.0	-	7.0	7.0	-	-	-	-
Ten	89.0	89.0	-	18.0	18.0	-	3.0	3.0	-	2.0	2.0	-
Eleven	76.0	76.0	-	16.0	16.0	-	10.0	10.0	-	8.0	8.0	-
Twelve	75.0	75.0	-	14.0	14.0	-	2.0	2.0	-	2.0	2.0	-
Subtotal	1,009.0	1,009.0	-	197.0	197.0	-	139.0	139.0	-	80.0	80.0	-
Special Ed - Elementary	160.0	160.0	-	29.0	29.0	-	13.0	13.0	-	3.0	3.0	-
Special Ed - Middle	79.0	79.0	-	14.0	14.0	-	11.0	11.0	-	6.0	6.0	-
Special Ed - High	118.0	118.0	-	24.0	24.0	-	5.0	5.0	-	4.0	4.0	-
Subtotal	357.0	357.0	-	67.0	67.0	-	29.0	29.0	-	13.0	13.0	-
Totals	1,366.0	1,366.0	-	264.0	264.0	-	168.0	168.0	-	93.0	93.0	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation					
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Difference	Tested	Verified	Errors
Reg. - Public Schools	1,605	1,605	-	179	179	-
Reg -SpEd	386	386	-	43	43	-
Transported - Non-Public	66	66	-	7	7	-
ALL - Non-Public	375	375	-	42	42	-
Special Ed Spec	175	175	-	20	20	-
Totals	2,607	2,607	-	291	291	-
Percentage Error					0.00%	

	Reported	Recalculated
Reg Avg.(Mileage) = Regular Including Grade PK students (Part A)	5.1	5.1
Reg Avg.(Mileage) = Regular Excluding Grade PK students (Part B)	5.1	5.1
Spec Avg. = Special Ed with Special Needs	6.9	6.9

**SCHEDULE OF AUDITED ENROLLMENTS****MANCHESTER TOWNSHIP SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2023**

	<b>Resident LEP NOT Low Income</b>			<b>Sample for Verification</b>		
	Reported on A.S.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
Full Day Kindergarten	5.0	5.0	-	3.0	3.0	-
One	6.0	6.0	-	4.0	4.0	-
Two	1.0	1.0	-	-	-	-
Three	4.0	4.0	-	4.0	4.0	-
Five	2.0	2.0	-	1.0	1.0	-
Six	4.0	4.0	-	2.0	2.0	-
Seven	2.0	2.0	-	2.0	2.0	-
Eight	1.0	1.0	-	1.0	1.0	-
Nine	1.0	1.0	-	-	-	-
Ten	2.0	2.0	-	1.0	1.0	-
Eleven	2.0	2.0	-	1.0	1.0	-
Twelve	2.0	2.0	-	2.0	2.0	-
Subtotal	32.0	32.0	-	21.0	21.0	-
Special Ed - Elementary	2.0	2.0	-	1.0	1.0	-
Special Ed - Middle	1.0	1.0	-	1.0	1.0	-
Special Ed - High	1.0	1.0	-	-	-	-
Subtotal	4.0	4.0	-	2.0	2.0	-
Totals	36.0	36.0	-	23.0	23.0	-
Percentage Error			-			-

**MANCHESTER TOWNSHIP SCHOOL DISTRICT  
COUNTY OF OCEAN  
EXCESS SURPLUS CALCULATION**

**JUNE 30, 2024**

**SECTION 1 - Regular District**

**B. 2% Calculation of Excess Surplus**

2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 77,444,096	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ -	(B1a)
Transfer from Capital Reserve to Capital Projects Fund		(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ -	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ 427,890	(B1d)
Decreased by:		
On-Behalf TPAF Pension, Post-Retirement Contributions, Long-Term Disability Insurance, Social Security and Federal Reimbursed Unemployment Benefits	\$ 14,086,328	(B2a)
Financed Purchased Liability	\$ 1,083,922	(B2b)
Adjusted 2023-24 General Fund Expenditures [(B) + (B1s) - (B2s)]	\$ 62,701,736	(B3)
2% of Adjusted 2023-24 General Fund Expenditures [(B3) times .02]	\$ 1,254,035	(B4)
Enter Greater of (B4) or \$250,000	\$ 1,254,035	(B5)
Increased by: Allowable Adjustment*	\$ -	(K)
Maximum Unassigned/Undesignated - Unreserved Fund Balance [(B5) + (K)]	\$ 1,254,035	(M)

**SECTION 2**

Total General Fund - Fund Balances at 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 5,122,303	(C)
Decreased by:		
Year-end Encumbrances	\$ 55,526	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ -	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 430,962	(C3)
Other Restricted Fund Balances****	\$ 3,249,080	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures		(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$ 1,386,735	(U1)



**MANCHESTER TOWNSHIP SCHOOL DISTRICT  
COUNTY OF OCEAN  
EXCESS SURPLUS CALCULATION**

**JUNE 30, 2024**

**SECTION 3**

Restricted Fund Balance - Excess Surplus \*\*\*

[(U1)-(M)] IF NEGATIVE ENTER -0-

\$ 132,700 (E)

**Recapitulation of Excess Surplus as of June 30, 2024**

Reserved Excess Surplus - Designated for Subsequent Year's

Expenditures \*\*

\$ 430,962 (C3)

Reserved Excess Surplus \*\*\* [(E)]

\$ 132,700 (E)

Total Excess Surplus [(C3)+(E)]

\$ 563,662 (D)

- \* Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
- (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly the federal impact aid adjustment to expenditures is limited to the portion of federal impact aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the general fund budgetary comparison schedule, but not transferred to the federal impact aid reserve - general (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized current year School Bus Advertising Revenue; and
- (J4) Family Crisis Transportation Aid.
- (J5) Supplemental Stabilization Aid received April 2024 and Maintenance of Equity Aid received July 2024

**Detail of Allowable Adjustments**

Impact Aid

\$ - (H)

Sales and Lease-back

\$ - (I)

Extraordinary Aid

(J1)

Additional Nonpublic School Transportation Aid

\$ - (J2)

Current Year School Bus Advertising Revenue Recognized

\$ - (J3)

Family Crisis Transportation Aid

\$ - (J4)

Supplemental Stabilization Aid Received April 2023 and

Maintenance of Equity Aid and State Military Impact Aid Received July 2023

\$ - (J5)

Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]

\$ - (K)

- \*\* This amount represents the June 30, 2024 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

- \*\*\* Amount must agree to the June 30, 2024 ACFR and must agree to Audit Summary Worksheet Line 90030.

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

**MANCHESTER TOWNSHIP SCHOOL DISTRICT  
COUNTY OF OCEAN  
EXCESS SURPLUS CALCULATION**

**JUNE 30, 2024**

**Detail of Other Restricted Fund Balance**

Statutory Restrictions:	
Approved Unspent Separate Proposal	\$ -
Sale/Lease-Back Reserve	\$ -
Capital Reserve	\$ 2,365,800
Maintenance Reserve	\$ 588,033
Emergency Reserve	\$ -
Tuition Reserve	\$ -
School Bus Advertising 50% Fuel Offset Reserve - Current Year	\$ -
School Bus Advertising 50% Fuel Offset Reserve - Prior Year	\$ -
Impact Aid General Fund Reserve	\$ -
Impact Aid Capital Fund Reserve	\$ -
Other State/Government Mandated Reserve	\$ -
Reserve for Unemployment	\$ 295,247
Other Restricted Fund Balance not noted above	\$ -
Total Other Restricted Fund Balance	\$ 3,249,080 (C4)

MANCHESTER TOWNSHIP SCHOOL DISTRICT  
COUNTY OF OCEAN

RECOMMENDATIONS

JUNE 30, 2024

**I. Administrative Practices and Procedures**

There are none.

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

There are none.

**III. Elementary and Secondary Education Act as Amended by the Every Student Succeeds Act (ESSA)**

There are none.

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

There are none.

**V. T.P.A.F. Reimbursement**

There are none.

**VI. School Purchasing Program**

There are none.

**VII. School Food Service**

There are none.

**VIII. Student Body Activities**

There are none.

**IX. Application for State School Aid**

There are none.

**X. Pupil Transportation**

There are none.

**XI. Testing for Lead of All Drinking Water in Educational Facilities**

There are none.

**IX. Miscellaneous**

There are none.

**XII. Status of Prior Year Audit Findings/Recommendations**

There were no prior year recommendations.