

*Auditor's Management Report*

*for the*

*Borough of Manville  
School District*

*in the*

*County of Somerset  
New Jersey*

*for the*

*Fiscal Year Ended  
June 30, 2024*



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

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## INDEPENDENT AUDITOR'S REPORT

Honorable President and Members  
of the Board of Education  
Borough of Manville  
County of Somerset  
Manville, New Jersey 08835

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Borough of Manville School District in the County of Somerset for the year ended June 30, 2024, and have issued our report dated December 5, 2024.

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

This report is intended solely for the information of the Borough of Manville School District, County of Somerset, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

  
CERTIFIED PUBLIC ACCOUNTANTS

  
PUBLIC SCHOOL ACCOUNTANT NO. 948

December 5, 2024

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

**Scope of Audit**

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

**Administrative Practices and Procedures**

**Insurance**

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

**Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount of Bonds</u>
Andrew Italiano	Business Administrator/Board Secretary	\$250,000.00
All Employees	All Employee Faithful Position Bond	500,000.00

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

**P.L. 2020,c.44**

Our audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A. 18A:16-13.3 (Chapter 44) submitted for the year on audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did include all health benefit plans offered by the school district project.

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

**Tuition Charges**

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

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

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

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

**Payroll Accounts**

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

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

Salary withholdings were properly remitted to the proper agencies, including health benefits withholdings due to the general fund.

**Position Control Roster**

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

**Reserve for Encumbrances and Accounts Payable**

A review of outstanding issued purchase orders was made as of June 30 for 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:23-2.2(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 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.

**Finding 2024-01:** During our test of transactions, it was noted that the District misclassified numerous expenditures between the general and special revenue funds.

**Recommendation 2024-01:** That the District properly allocate and classify expenditures at the time of encumbrance.

**Board Secretary's Records**

The records maintained by the Board Secretary were in agreement with the Business Administrator's and Superintendent's cash report.

**Treasurer's Records**

The position of the Treasurer of School Monies was abolished on June 30, 2017. The responsibility was transferred to the Business Administrator's office with approval by the Superintendent. The Superintendent's cash report was in agreement with the records maintained by the Board Secretary/Business Administrator.

## **AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS – FINANCIAL AND COMPLIANCE**

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

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.

### **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.

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 filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

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 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement. No exceptions were noted.

### **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 \$29,000.00, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefor, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971 c. 198 (C.40A:11-9) the board of education may establish that the bid threshold may be up to \$44,000.00. Such authorization may be granted on each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.



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

**School Purchasing Programs (Continued)**

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

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

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

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

Effective July 1, 2020, the bid threshold in accordance with N.J.S.A. 18A:18A-3(a) and (c) is \$32,000.00. In accordance with N.J.S.A. 40A:11-9 (b) the bid threshold for all purchases made by the District's qualified purchasing agent is \$44,000.00. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$20,400.00.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

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

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies," in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4, amended.

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

**School Purchasing Programs (Continued)**

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

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 audit did reveal however, that the District did make purchases under State contracts and cooperative purchasing agreements.

**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, meal count records were reviewed on a test-check basis. There were no exceptions noted.

Cash receipts and bank records were reviewed for timely deposits. There were no exceptions 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 or indirect costs. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used. There were no exceptions noted.

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. The FSMC did not receive a loan.

## **AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS – FINANCIAL AND COMPLIANCE**

### **School Food Service (Continued)**

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the food service fund.

The SFA recorded and maintained separate supporting documentation for additional costs applicable to the implementation of the COVID-19 meal service under SSO or SFSL program requirements.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34 and 19-1 through 19-4.1. Provisions of the FSMC cost reimbursable fixed price or non-competitive emergency procurement contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return an operating profit of at least \$47,278.00. The operating provision has been met. All vendor discounts, rebates and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

The school district maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

Statement of Revenues, Expenses and Changes in Fund Net Assets (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

**Finding 2024-02:** Net cash resources exceeded three months average expenditures.

### **Student Body Activities**

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

### **Application for State School Aid**

Our audit procedures included a test of information reported in the October 13, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, and low-income. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers without exception. The information that was included on the workpapers was verified 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 had written procedures for the recording of student enrollment.

## **AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS – FINANCIAL AND COMPLIANCE**

### **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 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.

### **Facilities and Capital Assets**

Our procedures included a review of transfers of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction.

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

The school district adhered to the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

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

**Follow-Up Prior Year's Audit Findings**

In accordance with Government Auditing Standards, our procedures included a review of the prior year audit recommendations.

**Payroll Accounts:**

**Finding 2023-01:** Various quarterly filings for taxes, unemployment and pension were filed late with penalties charged.

**Current Status:** All quarterly payroll reports are being filed in a timely manner.

**School Food Service:**

**Finding 2023-02:** Net cash resources exceeded three months average expenditures.

**Current Status:** Appropriate action was taken.

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

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>OVER/ (UNDER) CLAIM</u>
National School Lunch Program	Paid	43,796	43,796	43,796		\$0.420	
	Reduced	23,568	23,568	23,568		3.870	
	Free	94,276	94,276	94,276		4.270	
	<u>Sub-total</u>	<u>161,640</u>	<u>161,640</u>	<u>161,640</u>	<u>-0-</u>		<u>-0-</u>
National School Lunch Program	HHFKA	<u>161,640</u>	<u>161,640</u>	<u>161,640</u>	<u>-0-</u>	0.080	<u>-0-</u>
School Breakfast Program- Severe -Severe	Paid	9,756	9,756	9,756		0.380	
	Reduced	7,286	7,286	7,286		2.430	
	Free	35,933	35,933	35,933		2.730	
	<u>Sub-total</u>	<u>52,975</u>	<u>52,976</u>	<u>52,975</u>	<u>-0-</u>		<u>-0-</u>
<u>Grand Total</u>		<u>376,255</u>	<u>376,256</u>	<u>376,255</u>	<u>-0-</u>		<u>-0-</u>

BOROUGH OF MANVILLE SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023

2024-25 Application for State School Aid										Sample for Verification						Private School for Handicapped																	
Reported on A.S.S.A. as on Roll			Reported on Workpapers on Roll			Errors			Sample Selected from Workpapers			Registers on Roll			Errors per Registers on Roll			Reported as Private Schools for Veri-			Sample Verified			Sample Errors									
Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared		Full	Shared					
34			34			0			8			8			0																		
126			126			0			7			7			0																		
128			128			0			12			12			0																		
98			98			0			16			16			0																		
88			88			0			13			13			0																		
111			111			0			18			18			0																		
98			98			0			16			16			0																		
114			114			0			17			17			0																		
102			102			0			15			15			0																		
98			98			0			17			17			0																		
107	12		107	12		0	0		18	3		18	3		0	0																	
102	5		102	5		0	0		10	3		10	3		0	0																	
106	1		106	1		0	0		17	1		17	1		0	0																	
108	5		108	5		0	0		18	1		18	1		0	0																	
1,420	23		1,420	23		0	0		202	8		202	8		0	0																	
103			103			0			22			22			0																		
57			57			0			21			21			0																		
89	2		89	2		0	0		17	2		17	2		0	0																	
249	2		249	2		0	0		60	2		60	2		0	0																	
1,669	25		1,669	25		0	0		262	10		262	10		0	0																	
Percentage																														0.00%	0.00%	0.00%	0.00%

**BOROUGH OF MANVILLE SCHOOL DISTRICT  
NET CASH RESOURCE SCHEDULE - FOOD SERVICE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

<u>Net Cash Resources:</u>		Food Service B - 4/5
<b>ACRF</b>	<b>*</b>	<b>Current Assets</b>
B-4		Cash & Cash Equiv. \$525,177.63
B-4		Due from Other Gov'ts 39,379
B-4		Accounts Receivable 40,532.52
B-4		Prepaid Expenses
<b>ACRF</b>		<b>Current Liabilities</b>
B-4		Less Accounts Payable (103,721.69)
B-4		Less Accruals
B-4		Less Due to Other Funds
B-4		Less Unearned Revenue (7,507.23)
		\$493,860.40
Less: Supply Chain Assistance Funds		(41,357.74)
	<b>Net Cash Resources</b>	<b>\$452,502.66 (A)</b>

**Net Adj. Total Operating Expense:**

B-5	Tot. Operating Exp.	\$1,116,452.35
B-5	Less Depreciation	(18,371.63)
	<b>Adj. Tot. Oper. Exp.</b>	<b>\$1,098,080.72 (B)</b>

**Average Monthly Operating Expense:**

B / 10	<b>\$109,808.07 (C)</b>
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**Three times monthly Average:**

3 X C	<b>\$329,424.22 (D)</b>
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TOTAL IN BOX A	\$452,502.66	
LESS TOTAL IN BOX D	(\$329,424.22)	
NET	<b>\$123,078.44</b>	<EXCESS

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.



BOROUGH OF MANVILLE SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023

	Low Income			Sample for Verification			Resident ELL Low Income			Sample for Verification		
	Reported on A.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.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	69	69	0	14	14	0	18	18	0	12	12	0
One	75	75	0	15	15	0	20	20	0	15	15	0
Two	60	60	0	13	13	0	18	18	0	13	13	0
Three	58	58	0	14	14	0	14	14	0	9	9	0
Four	77	77	0	15	15	0	10	10	0	6	6	0
Five	70	70	0	15	15	0	11	11	0	6	6	0
Six	69	69	0	15	15	0	10	10	0	6	6	0
Seven	64	64	0	14	14	0	5	5	0	1	1	0
Eight	57	57	0	12	12	0	5	5	0	1	1	0
Nine	69	69	0	15	15	0	11	11	0	6	6	0
Ten	55.5	55.5	0	13	13	0	11	11	0	6	6	0
Eleven	64.5	64.5	0	15	15	0	16	16	0	13	13	0
Twelve	59.5	59.5	0	14	14	0	7	7	0	3	3	0
Subtotal	847.5	847.5	0	184	184	0	156	156	0	97	97	0
SpEd Elementary	65	65	0	35	35	0	12	12	0	7	7	0
SpEd Middle School	38	38	0	15	15	0	4	4	0	2	2	0
SpEd High School	53.5	53.5	0	20	20	0	1	1	0	1	1	0
Subtotal	156.5	156.5	0.0	70	70	0	17	17	0	10	10	0
Totals	1004	1004	0.0	254	254	0	173	173	0	107	107	0
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation				Percentage Error			
	Reported on DTRS by DOE	Reported on DTRS by District	Tested	Verified	Errors	Tested	Verified	Errors
Reg Public Schools col.1	48	48	0	36	0			
Transported - Non-Public, col.3	22	22	0	17	0			
Reg. - SpEd, Col.4	0	0	0	0	0			
Special Ed Spec, col.6	16	16	0	12	0			
Totals	86	86	0	65	0			
Percentage Error			0.00%		0.00%			

BOROUGH OF MANVILLE SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023

	Resident ELL NOT Low Income			Sample for Verification		
	Reported on A.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	12	12	0	9	9	0
One	5	5	0	4	4	0
Two	3	3	0	3	3	0
Three	2	2	0	1	1	0
Four	0	0	0	0	0	0
Five	2	2	0	2	2	0
Six	0	0	0	0	0	0
Seven	1	1	0	2	2	0
Eight	0	0	0	0	0	0
Nine	1	1	0	1	1	0
Ten	2	2	0	2	2	0
Eleven	2	2	0	2	2	0
Twelve	2	2	0	2	2	0
Subtotal	32	32	0	28	28	0
SpEd Elementary	7	7	0	6	6	0
SpEd Middle School	0	0	0	0	0	0
SpEd High School	0	0	0	0	0	0
Subtotal	7	7	0	6	6	0
Totals	39	39	0	34	34	0
Percentage Error			0.00%			0.00%

BOROUGH OF MANVILLE SCHOOL DISTRICT  
SCHEDULE OF CALCULATION OF EXCESS SURPLUS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

REGULAR DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2023 - 2024 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 39,412,169.86	
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	117,000.00	
Transfer from Capital Reserve to Debt Service Fund	2,175,315.00	
Transfer from General Fund to SRF for PreK- Regular		
Transfer from General Fund to SRF for PreK- Inclusion	388,968.00	
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ 7,274,640.63	
Assets acquired under Installment Purchase Contracts		
Adjusted 2023 - 2024 General Fund Expenditures		\$ 34,818,812.23
2% of Adjusted 2023 - 2024 General Fund Expenditures		\$ 696,376.24
Greater of line above or \$250,000.00		\$ 696,376.24
Increased by: Allowable Adjustment		\$ 313,224.00
Maximum Unreserved/Undesignated Fund Balance		\$ 1,009,600.24

SECTION 2

Total General Fund - Fund Balances @ 6-30-24	\$ 13,662,658.93	
Decreased by:		
Year-end Encumbrances	\$ 687,350.54	
Legally Restricted-Designated for		
Subsequent Year's Expenditures	\$	
Semi Supplemental FFCRA- Designated for		
Subsequent Year's Expenditures	\$ 12,534.03	
Legally Restricted-Excess Surplus-Designated for		
Subsequent Year's Expenditures	\$ 2,076,610.12	
Other Restricted Fund Balances:		
Unemployment Compensation	\$ 7,515.87	
Maintenance Reserve	\$ 600,519.25	
Capital Reserve	\$ 6,922,350.03	
Assigned Fund Balance - Unreserved-Designated for		
Subsequent Year's Expenditures	\$ 46,178.85	
Total Unassigned Fund Balance		\$ 3,309,600.24

SECTION 3

Restricted Fund Balance-Excess Surplus	\$ <u>2,300,000.00</u>
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Recapitulation of excess surplus as of June 30, 2024

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>2,076,610.12</u>
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Reserved Excess Surplus	\$ <u>2,300,000.00</u>
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Total Excess Surplus	\$ <u>4,376,610.12</u>
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Detail of Allowable Adjustments

Extraordinary Aid	\$ 303,214.00
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Non Public Transportation	<u>10,010.00</u>
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\$ <u>313,224.00</u>
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**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS – FINANCIAL AND COMPLIANCE**

**Recommendations**

**Administrative Practices and Procedures**

None

**Financial Planning, Accounting and Reporting**

**Recommendation 2024-01:** That the District properly allocate and classify expenditures at the time of encumbrance.

**School Purchasing Program**

None

**School Food Service**

None

**Student Body Activities**

None

**Application for State School Aid**

None

**Pupil Transportation**

None

**Facilities and Capital Assets**

None

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

None



