

BOARD OF EDUCATION
MONTAGUE TOWNSHIP SCHOOL DISTRICT
COUNTY OF SUSSEX
STATE OF NEW JERSEY

REPORT OF ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2024

**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS-
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Anthony Ardito, CPA, RMA, CMFO, PSA

REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Montague Township School District
County of Sussex, New Jersey 07827

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 Montague Township School District in the County of Sussex for the year ended June 30, 2024, and have issued our report thereon dated December 10, 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 Montague Township School District 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.

Anthony Ardito

Anthony Ardito
Licensed Public School Accountant No. 2369
ARDITO & COMPANY LLC

Date: December 10, 2024

ADMINISTRATIVE FINDINGS-FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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>
Michael Bussow	School Business Administrator	\$200,000
René Metzgar	Treasurer of School Moneys	\$200,000

There is Public Employees' Faithful Performance Blanket Position Bond with the School Alliance Insurance Fund covering all other employees with coverage of \$100,000.

Financial Planning, Accounting and Reporting

Examination of Claims

The State purchase order system is fully operational in that purchase orders are issued for the financial transactions of the Board.

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

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 and Board Secretary/School Business Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the current fund.

The Board, at present, processes the payroll through an approved off-site computer system.

Reserve for Encumbrances 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:23-16.2f 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*. As a result of the procedures performed, no transaction error rate was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's/Treasurer's Records

The financial records, books of accounts and minutes maintained by the Secretary were in satisfactory condition.

Finding 2024-001 (ACFR finding 2024-001):

Line-item budget transfers were not board approved for the fiscal year and exceeded 10% of the original advertised budget appropriation. Transfers of \$130,139 to General Administration were 83.1% of the amount included in the original budget, transfers of \$64,790 to School Administration were 92.2% of the amount included in the original budget, and transfers of \$57,803 to Central Service were 36.4% of the amount included in the original budget.

Recommendation :

Line-item budget transfers must be approved monthly by the Board of Education and Executive County Superintendent approval should be requested for any transfer to an advertised administrative account [general administration (230), school administration (240), central services (251), or administrative information technology (252)] that is cumulatively more than 10 percent of that amount.

Treasurer's Records

The financial records maintained by the Treasurer were in excellent condition.

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 Title I through VI of the Elementary and Secondary Education Act, as amended.

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 single audit section of the Annual Comprehensive Financial Report (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 reimbursements filed with the Department of Education for district school 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 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 April 17, 2000, *N.J.S.A.* 18A:18A (Public School Contracts Law) was revised by P.L.1999,c.440 (originally known as Assembly Bill No. 3519). Rules and regulations pertaining to the amended law are to be promulgated by the Division of Local Government Services, with consultation from the Commissioner of Education.

N.J.S.A. 18A:18A-3 is amended to read as follows:

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in the contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) 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 \$36,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- 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.18A:18A-2(pending before the Legislature as section 50 of this bill), and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made.

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.18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

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

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 \$22,400.

School Purchasing Programs - (Continued)

Contracts and Agreements Requiring Advertisement for Bids - (Continued)

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.

Within the state budgeting structure and general ledger accounting system, payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies are not accumulated by category type. As such, 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. 8A:18A-4.

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

Within the state budgeting structure and general ledger accounting system, payments are not accumulated for 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 the following purchases were made through the use of State contracts:

General School Supplies
Computers and Related Accessories

School Food Service

The financial transactions and statistical records of the school food services fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test check basis.

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 vouchers were properly computed and filed timely. No exceptions noted.

Cash receipts and bank records were reviewed for timely deposit.

The district utilizes High Point Regional Board of Education as the School Food Authority (SFA) vendor 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 SFA vendor contract were reviewed and audited. The FSA vendor contract includes a fixed unit price per meal for lunch and breakfast. There are no guarantees for operating profit.

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 and/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.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. The district does not carry inventory as the contract with the FSA vendor is a fixed price contract.

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 school food service. Net cash resources did not 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. No exceptions were noted.

Non-Program foods were purchased, prepared, and offered for sale and as such, The 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.

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

No food distribution commodities inventory was maintained as the contract with the FSA vendor is a fixed price contract.

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

Student Body Activities

A cash receipts and disbursements records were maintained in very good condition.

All receipts appear to be promptly deposited in the bank.

Payment authorizations, invoices and other supporting data were presented and available for audit.

Application for State School Aid

Our audit procedures included a test of the 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 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 procedures for the recording of student enrollment data.

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. 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 the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. Based on our review, the District complied with these procedures.

Testing for Lead of All Drinking Water in Educational Facilities

The school 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 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 Years' Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. All prior year findings have been corrected except for 2023-004, which is repeated in the current year as 2024-001.

Recommendations

1. Line-item budget transfers must be approved monthly by the Board of Education and Executive County Superintendent approval should be requested for any transfer to an advertised administrative account [general administration (230), school administration (240), central services (251), or administrative information technology (252)] that is cumulatively more than 10 percent of that amount.

Acknowledgement

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

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

	<u>2024-2025 Application for State School Aid</u>						<u>Sample for Verification</u>						<u>On Roll-Related Services</u>			<u>Private Schools for Handicapped</u>				<u>Private Schools-Related Services</u>			
	Reported on A.S.S.A.		Reported on Workpapers		<u>Errors</u>		Sample Selected from Workpapers		Verified per Registers		Errors per Registers		Sample for			Reported on A.S.S.A. as	Sample for				Sample for		
	<u>On Roll</u>		<u>On Roll</u>		<u>Errors</u>		<u>Workpapers</u>		<u>On Roll</u>		<u>On Roll</u>		Verifi- cation	Sample Verified	Sample Errors	Private School	Verifi- cation	Sample Verified	Sample Errors	Verifi- cation	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared											
Full Day Prek-3Yr	16		16				8		8														
Full Day Prek-4Yr	30		30				14		14														
Full Day Kindergarten	31		31				15		15														
One	35		35				17		17														
Two	28		28				13		13														
Three	18		18				9		9														
Four	22		22				11		11														
Five	32		32				15		15														
Six	19		19				9		9														
Seven	22		22				11		11														
Eight	11		11				5		5														
Subtotal	264	0	264	0	0	0	127	0	127	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sp. Ed. - Elementary	31		31				15		15														
Sp. Ed. - Middle	9		9				4		4														
Sp. Ed. - High	0		0				0		0							2	2	2					
Subtotal	40	0	40	0	0	0	19	0	19	0	0	0	0	0	0	0	2	2	2	0	0	0	
Totals	304	0	304	0	0	0	146	0	146	0	0	0	0	0	0	0	2	2	2	0	0	0	
Percentage Error					0.00%	0.00%					0.00%	0.00%			0.00%				0.00%			0.00%	

MONTAGUE TOWNSHIP SCHOOL DISTRICT

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

	<u>Low Income</u>			<u>Sample for Verification</u>			<u>Bilingual Education</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 Bilingual Education	Reported on Workpapers as Bilingual Education	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Kindergarten	9	9		9	9		Bilingual Students	0	0	0	0	0
One	10	10		10	10							
Two	10	10		10	10		Percentage Error		0.00%			0.00%
Three	6	6		6	6							
Four	5	5		5	5							
Five	6	6		6	6							
Six	8	8		8	8							
Seven	7	7		7	7							
Eight	4	4		4	4							
SP Ed Elem	11	11		11	11							
SP Ed Middle	5	5		5	5							
Totals	81	81	0	81	81	0						
Percentage Error			0.00%			0.00%						

	<u>Transportation</u>					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg.-Public Schools	296	296		142	142	
Transported-Non-Public	0	0		0	0	
Special Needs-Public	11	11		5	5	
Totals	307	307	0	147	147	0
Percentage Error						0.00%

MONTAGUE TOWNSHIP SCHOOL DISTRICT

ANALYSIS OF EXCESS SURPLUS CALCULATION

June 30, 2024

THE CALCULATION OF THE 2% EXCESS AT JUNE 30, 2024 IS AS FOLLOWS :

SECTION 1				
2023-2024 GENERAL FUND EXPENDITURES(per the ACFR)				
B	TOTAL	\$	11,525,627	
INCREASED BY:				
B1A	TRANSFER TO FOOD SERVICE FUND			
B1B	TRANSFER FROM CAPITAL OUTLAY TO CAPITAL PROJECTS FUND			
B1C	TRANSFER FROM CAPITAL RESERVE TO CAPITAL PROJECTS FUND			
DECREASED BY:				
B2a	ON-BEHALF TPAF PENSION/PRM & SOCIAL SECURITY		(1,465,726)	
B2b	ASSETS ACQUIRED UNDER CAPITAL LEASES			
B2C	ADJUSTMENT FOR DISALLOWED EXPENDITURES PER S1701		<u>-</u>	
B3	ADJUSTED 2023-2024 GENERAL FUND EXPENDITURES	\$	<u>10,059,901</u>	
B4	GREATER OF .02 OF EXPENDITURES OR \$250,000	\$	250,000	
K	INCREASED BY: ALLOWABLE ADJUSTMENT		<u>112,052</u>	
M	MAXIMUM UNRESERVED/UNDESIGNATED FUND BALANCE		3.60%	\$ <u>362,052</u>
C	GENERAL FUND FREE BALANCE AT 6-30-2024 (per ACFR Budgetary Comparison Schedule C-1)	\$	4,026,859	
DECREASED BY:				
C1	YEAR END ENCUMBRANCES		(700,715)	
C2	LEGALLY RESTRICTED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES			
C3	LEGALLY RESTRICTED - EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		(345,832)	
C4	OTHER RESERVED FUND BALANCES		(2,185,903)	
C5	ASSIGNED FUND BALANCE - UNRESERVED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		<u>(87,404)</u>	
U1	TOTAL UNASSIGNED FUND BALANCE		7.03%	\$ 707,005
INCREASED BY:				
C6	ADJUSTMENT FOR DISALLOWED TRANSFERS PER S1701		<u>-</u>	
U2	TOTAL UNRESERVED/UNDESIGNATED FUND BALANCE FOR EXCESS SURPLUS CALCULATION			\$ <u>707,005</u>
E	EXCESS SURPLUS-RESERVED FUND BALANCE			\$ <u>344,953</u>
(IF NEGATIVE, NO ADDITIONAL RESERVED AMOUNT)				

MONTAGUE TOWNSHIP SCHOOL DISTRICT

ANALYSIS OF EXCESS SURPLUS CALCULATION

June 30, 2024

RECAPITULATION OF EXCESS SURPLUS AS OF JUNE 30, 2024

C3	RESERVED EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES	\$	345,832
E	RESERVED EXCESS SURPLUS		<u>344,953</u>
	TOTAL	\$	<u><u>690,785</u></u>

DETAIL OF ALLOWABLE ADJUSTMENTS:

H	IMPACT AID		
J	SALE & LEASE-BACK		
J-1	EXTRAORDINARY AID	\$	107,247
J-2	ADDITIONAL NONPUBLIC SCHOOL TRANSPORTATION AID		4,805
J-3	MAINTENANCE OF EQUITY AID		<u>-</u>
K	TOTAL ADJUSTMENTS	\$	<u><u>112,052</u></u>

DETAIL OF OTHER RESTRICTED FUND BALANCE:

STATUTORY RESTRICTIONS:

	APPROVED UNSPENT SEPARATE PROSAL		
	CAPITAL OUTLAY FOR A DISTRICT WITH A CAPITAL OUTLAY SGLA		
	RESERVE FOR UNEMPLOYMENT CLAIMS		-
	CAPITAL RESERVE	\$	1,601,897
	MAINTENANCE RESERVE		222,212
	IMPACT AID GENERAL FUND RESERVE (Sections 8002 and 8003)		361,794
	EMERGENCY RESERVE		
	OTHER STATE/GOV'T MANDATED RESERVES		
	OTHER RESERVES FUND BALANCE NOT NOTED ABOVE		<u>-</u>
C-4	TOTAL OTHER RESTRICTED FUND BALANCE	\$	<u><u>2,185,903</u></u>

MONTAGUE TOWNSHIP 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

Finding 2024-001: Line-item budget transfers must be approved monthly by the Board of Education and Executive County Superintendent approval should be requested for any transfer to an advertised administrative account [general administration (230), school administration (240), central services (251), or administrative information technology (252)] that is cumulatively more than 10 percent of that amount.

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. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations. All prior year findings have been corrected except for 2023-004, which is repeated in the current year as 2024-001.