

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
INDEPENDENT AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2024**

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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AUDITOR'S MANAGEMENT REPORT

Honorable President and Members
of the Board of Education
Montville Township Public Schools
86 River Road
Montville, New Jersey 07045

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 Montville Township Public Schools as of and for the fiscal year ended June 30, 2024, and have issued our report thereon dated December 5, 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
December 5, 2024

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
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 and Superintendent of Schools, 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 presented in the District's Annual Comprehensive Financial Report (the "ACFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Katine M. Slunt	School Business Administrator	\$400,000

There is a Public Employees' Faithful Performance Blanket Position Bond with General Security Property and Casualty Company covering all other employees with multiple coverage of \$250,000.

P.L 2020, c. 44

Our audit procedures included an inquiry and subsequent review of health benefits data required per N.J.S.A. 18A:16-3.3 (Chapter 44) submitted for the year of audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The school district certification was completed by the chief school administrator. The administration submitted the Chapter 44 data in a timely manner.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any discrepancies with respect to signature certification, proper itemization 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 payroll taxes were deposited in the Payroll Agency Account.

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits contribution withholdings due to the General Fund.

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

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.

The District has implemented and maintains a personnel tracking and accounting (Position Control) system.

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 reserve for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and 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:23-8.3.

Travel

The Board has adopted a travel policy that complies with N.J.S.A. 18A:11-12.

Board Secretary's Records

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

The prescribed contractual order system was followed.

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

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

The E.S.E.A./E.S.S.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 Titles I, II, III and IV of the Elementary and Secondary Education Act, as amended.

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 Single Audit Section of 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 contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

T.P.A.F. Reimbursements

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. No exceptions were noted.

The amount of the expenditure charged to the current year's Final Reports 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 and no exceptions were noted.

School Purchasing Programs

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) \$44,000 (with a Qualified Purchasing Agent) on \$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.

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. 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. The Board has designated the School Business Administrator as the Qualified Purchasing Agent.

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.

The results of our examination did not indicate any individual payments, contracts or agreements which were made "for the performance of any work or the furnishing of any materials or supplies," in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

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

The 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; however, our testing revealed that the District utilized State contracts and New Jersey purchasing consortiums during 2023/2024.

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

School Food Service

The District does not participate in the National School Lunch Program and has contracted with Chartwells to operate and manage its food service program.

The financial transactions and statistical records of the school food services were maintained in good condition.

Expenditures were separately recorded as food, labor and other costs. 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 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.

Exhibits reflecting food service operations are included in the section entitled Enterprise Funds.

Student Body Activity

The Board has a policy, which clearly established the regulation of student activity funds.

Cash receipts and disbursements records for all schools were maintained in good 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 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. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district did maintain workpapers on the prescribed state forms or their equivalent.

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 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 referendum and Energy Savings Improvement related transactions and the awarding of contracts related to the projects.

The District maintains a capital assets ledger.

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

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

There were no findings reported in the prior year audit.

Suggestion to Management

Continued efforts be made to confirm amounts due to the State of New Jersey Department of Labor for outstanding unemployment claims and payments be remitted accordingly.

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
FOOD SERVICE ENTERPRISE FUND
NUMBER OF MILK SERVED AND (OVER)/UNDERCLAIM
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

NOT APPLICABLE

**FOOD SERVICE ENTERPRISE FUND
NET CASH RESOURCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

NOT APPLICABLE

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

	2023-2024 Application for State School Aid						Sample for Verification						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		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 Preschool - 3 yrs	10		10				10		10							
Half Day Preschool - 4 yrs	10		10				10		10							
Full Day Kindergarten	204		204				34		34							
GRADE 1	237		237				51		51							
GRADE 2	229		229				42		42							
GRADE 3	225		225				47		47							
GRADE 4	255		255				57		57							
GRADE 5	211		211				37		37							
GRADE 6	235		235				235		235							
GRADE 7	212		212				212		212							
GRADE 8	201		201				201		201							
GRADE 9	202		202				202		202							
GRADE 10	238		238				238		238							
GRADE 11	206	14	206	14			206	14	206	14						
GRADE 12	213	9	213	9	-	-	213	9	213	9	-	-	-	-	-	-
Subtotal	2,888	23	2,888	23	-	-	1,795	23	1,795	23	-	-				
Spec Ed - Elementary	212		212				29		29				5	5	2	
Spec Ed- Middle School	103		103				103		103				8	8	2	
Spec Ed - High School	192	7	192	7	-	-	192	7	192	7	-	-	22	22	7	-
Subtotal	507	7	507	7	-	-	324	7	324	7	-	-	35	35	11	-
Totals	3,395	30	3,395	30	-	-	2,119	30	2,119	30	-	-	35.0	35.0	11.0	-
Percentage Error					0.00%	0.00%					0.00%	0.00%				0.00%

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

	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 ASSA	Reported on Workpapers	Errors	Sample Selected	Sample Verified	Errors
Full Day Preschool - 3 years												
Full Day Preschool - 4 years												
Full Day Kindergarten	5	5		2	2		4	4		1.0	1.0	
GRADE 1	4	4		1	1		1	1				
GRADE 2	8	8		2	2		6.0	6		1.0	1.0	
GRADE 3	8	8		2	2		3	3		1.0	1.0	
GRADE 4	2	2		1	1							
GRADE 5	4	4		1	1		2.0	2.0		1.0	1.0	
GRADE 6	8	8		2	2							
GRADE 7	9	9		3	3							
GRADE 8	7	7		2	2							
GRADE 9	7	7		2	2		1	1				
GRADE 10	7	7		2	2		1	1		1.0	1.0	
GRADE 11	4	4		1	1		1	1				
GRADE 12	7	7	-	2	2	-	-	-	-	-	-	-
Subtotal	80.0	80	-	23	23	-	19	19	-	5	5	-
Spec Ed - Elementary	12	12		4	4		1.0	1.0		1.0	1.0	
Spec Ed- Middle School	8	8		2	2		3.0	3.0		1	1.0	
Spec Ed - High School	15	15	-	5	5	-	4.0	4.0	-	1.0	1.0	-
	35	35	-	11	11	-	8	8	-	3	3	-
Totals	115.0	115.0	-	34.0	34.0	-	27.0	27.0	-	8.0	8.0	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular- Public Schools	1,082	1,082		53	53	
Transported- Non- Public	23	23		2	2	
Regular - Sped.	162	162		8	8	
Special Needs- Public	97	97	-	6	1	5
Totals	1,364.0	1,364.0	-	69.0	64.0	5.0
Percentage Error			0.00%			7.25%

**MONTVILLE 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 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 Preschool - 3 years						
Full Day Preschool - 4 years						
Full Day Kindergarten	14.0	14.0		4.0	4.0	
GRADE 1	16.0	16.0		5.0	5.0	
GRADE 2	13.0	13.0		4.0	4.0	
GRADE 3	11.0	11.0		3.0	3.0	
GRADE 4	2.0	2.0		1.0	1.0	
GRADE 5	4.0	4.0		1.0	1.0	
GRADE 6	2.0	2.0		1.0	1.0	
GRADE 7	1.0	1.0				
GRADE 8						
GRADE 9	2.0	2.0		1.0	1.0	
GRADE 10	2.0	2.0		1.0	1.0	
GRADE 11	1.0	1.0				
GRADE 12	2.0	2.0	-	1.0	1.0	-
Subtotal	70	70	-	22	22	-
Spec Ed - Elementary	3.0	3.0		1	1	
Spec Ed- Middle School	1.0	1.0				
Spec Ed - High School	1.0	1.0	-	-	-	-
	5	5	-	1	1	-
Totals	75	75	-	23	23	-
Percentage Error			0.00%			0.00%

**MONTVILLE TOWNSHIP PUBLIC SCHOOLS
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

2023-2024 Total General Fund Budgetary Expenditures		\$ 109,365,563
Decreased by:		
Acquisitions Under Capital Lease	\$ (335,350)	
On-Behalf TPAF Pension & Social Security	(20,487,997)	
		<u>(20,823,347)</u>
Adjusted 2023-2024 General Fund Expenditures		<u>\$ 88,542,216</u>
2% of Adjustment 2023-2024 General Fund Expenditures	\$ 1,770,844	
Increased by Allowable Adjustments		
Extraordinary Aid	517,505	
Non Public Transportation	95,450	
		<u>612,955</u>
Maximum Unassigned Fund Balance		<u>\$ 2,383,799</u>
Total General Fund - Fund Balance at June 30, 2024 (Per ACFR Budgetary Comparison Schedule C-1)		\$ 16,403,517
Decreased by:		
Encumbrances	\$ 1,138,088	
Restricted Fund Balance		
Capital Reserve	8,227,368	
Maintenance Reserve	2,262,856	
Unemployment Compensation Reserve	375,350	
Escrow	9,038	
Assigned - Designated for Subsequent Year's Budget	2,064,079	
		<u>14,076,779</u>
Total Unassigned Fund Balance		<u>2,326,738</u>
Fund Balance - Excess Surplus		<u>\$ -</u>

MONTVILLE TOWNSHIP PUBLIC SCHOOLS RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

There are none.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activity

There are none.

VI. Application for State School Aid

There are none.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Status of Prior Years' Audit Findings/Recommendations

There were no prior year recommendations.

ACKNOWLEDGEMENT

We received the complete cooperation of all the officials of the school district and would like to thank the Business Office, Superintendent's Office and their staff for the courtesies extended to us.