



**PLAINFIELD BOARD OF EDUCATION
COUNTY OF UNION, NEW JERSEY**

**AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS–
FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2024**

**PLAINFIELD BOARD OF EDUCATION
UNION COUNTY, NEW JERSEY**

**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
Plainfield Board of Education
County of Union
Plainfield, 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 financial statements of Plainfield Board of Education, County of Union as of and for the year ended June 30, 2024, and have issued our report thereon dated January 15, 2025.

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 of Plainfield 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.

PKF O'Connor Davies, LLP

Cranford, New Jersey
January 15, 2025

A handwritten signature in black ink that reads "Anthony Branco". The signature is fluid and cursive, with a large, stylized "A" and "B".

Anthony Branco, CPA
Licensed Public School Accountant, No. 2515

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

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

Insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the District's ACFR.

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

The following positions were covered by Surety Bonds:

Position		Amount
Cameron E. Cox	Business Administrator/Board Secretary	\$180,000

Finding 2024-001 – During our test of surety bonds, it was noted that the District did not have the adequate surety bond coverage required for the position of the Board Secretary.

Recommendation – The District should increase the surety bond coverage for the Board Secretary position.

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 District.

The District data certification was completed by the Board Secretary/Business Administrator. The District Chapter 44 data was submitted timely.

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

Administrative Practices and Procedures (Continued)

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.

Payroll Account, Human Resources and 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 tested were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator.

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

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

Our review of the payroll accounts did not reveal any exceptions.

An inquiry and subsequent review of the Position Control Roster did not identify any inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position 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. 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 randomly selecting a test sample, our sample selection 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.

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following exceptions:

Finding 2024-002 – Three General Fund line items were over-expended.

No recommendation is warranted since the over-expenditures were deemed immaterial and unintentional.

Finding 2024-003 – The District transferred funds from an advertised administrative account that on a cumulative basis exceeded 10 percent of the total amount of the original budget without proper Executive County Superintendent approval. Additionally, the District transferred funds that exceeded the amounts approved by the Executive County Superintendent to capital outlay accounts, excluding equipment.

Recommendation – Executive County Superintendent approval should be requested for any transfer from an advertised administrative account that is cumulatively more than 10 percent of that amount. Additionally, the District should not transfer funds exceeding the amounts approved by the Executive County Superintendent to capital outlay accounts.

Cash Reconciliations

The Accounting Coordinator was the designee from July 1, 2023 through June 30, 2024.

Our review of the financial and accounting records maintained by the designees did not disclose any exceptions.

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

Financial Planning, Accounting and Reporting (Continued)

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, II, III and IV of the Elementary and Secondary Education Act as amended and reauthorized.

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

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule A (K-3) and Schedule B (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.

The study of compliance for the special projects indicated no areas of noncompliance that are required to be reported in accordance with the Uniform Guidance or State OMB 15-08.

Extraordinary Aid

Finding 2024-004 – Our testing of Extraordinary Aid revealed instances where the District made clerical errors in the reporting of qualified costs. Although those discrepancies were not material, they highlight the potential for inaccuracies in State Aid determinations, including Extraordinary Aid.

Recommendation – The District establish a secondary review process of the Extraordinary Aid reports to ensure any clerical errors are corrected prior to the submission of the final report.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for District employees who are members of the Teachers' Pension and Annuity Fund. No exceptions were noted.

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

Financial Planning, Accounting and Reporting (Continued)

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 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.

Nonpublic State Aid

Our review of the Nonpublic State Aid completion reports disclosed no exceptions.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *N.J.S.A. 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 transportation contracts under *N.J.S.A. 18A:39-3* is currently \$20,200 for 2023-24.

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.

Based on the results of our examination, no individual payments, contracts, or agreements were 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 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*. No exceptions were identified.

School Food Service

School Food Authorities, (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.

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

School Food Service (Continued)

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.

Cash receipts and bank records were reviewed for timely deposit.

The District has contracted with Maschio's Food Services, Inc. as its 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 contract/addendum were reviewed and audited. The FSMC original contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$537,895. The guarantee was 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.

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 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.

The SFA recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

Net cash resources did not exceed three months average expenditures.

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 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.

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

School Food Service (Continued)

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 Net Position (ACFR Schedule B-5) does separate program and non-program revenue.

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

Student Body Activities

Our audit procedures included a test of items selected from cash receipts and cash disbursements for the student activity funds for various District schools. No exceptions were noted.

Application for State School Aid (ASSA)

Our audit procedures included a test of information reported in the October 13, 2023 Application for State School Aid (ASSA) 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 with exceptions. The information that was included on the work papers was verified without exceptions. The results of our procedures are presented in the Schedule of Audited Enrollments.

Finding 2024-005 - The audit of the District's ASSA indicated certain amounts reported in the workpapers did not agree with the ASSA.

Recommendation - The Application for State School Aid be in agreement with the District's workpapers.

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

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

Pupil Transportation

Because Transportation Aid was not tested as a major program in the 2024 fiscal year, our audit procedures did not include a test of on-roll status reported in the 2023-2024 District Report of Transported Resident Students (DRTRS). We did agree the information presented on the DRTRS by the County/NJDOE and compared to the information presented by the District without exception.

Our procedures also included a review on a test check basis of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts.

**Plainfield Board of Education
Administrative Findings - Financial,
Compliance and Performance**

The bid specifications for the purchase of buses were in compliance with applicable statutes, where applicable. 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 New Jersey Schools Development Authority ("NJSDA") grant agreements for consistency with recording the NJSDA revenue, transfers of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction. No exceptions were noted.

Capital assets records were maintained for both the governmental and business - type activities. No exceptions were noted.

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 Year's Findings

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations. All prior year findings have been corrected.

Acknowledgment

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.

Respectfully submitted,

PKF O'Connor Davies, LLP

Certified Public Accountants

Anthony Branco

Anthony Branco, CPA
Licensed Public School Accountant, No. 2515

Plainfield Board of Education
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
October 13, 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	Reported on Workpapers Private Schools	Errors	Sample for Verification	Sample Verified	Sample Errors
	On Roll		On Roll				On Roll		On Roll									
	Full	Shared	Full	Shared			Full	Shared	Full	Shared	Full	Shared						
Full Day Preschool (3 years)	6.0		4.0		2.0	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool (4 years)	28.0		8.0		20.0	-	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	619.0		627.0		(8.0)	-	23.0	-	23.0	-	-	-	-	-	-	-	-	-
One	642.0		651.0		(9.0)	-	24.0	-	24.0	-	-	-	-	-	-	-	-	-
Two	651.0		663.0		(12.0)	-	24.0	-	24.0	-	-	-	-	-	-	-	-	-
Three	631.0		643.0		(12.0)	-	23.0	-	23.0	-	-	-	-	-	-	-	-	-
Four	571.0		589.0		(18.0)	-	20.0	-	20.0	-	-	-	-	-	-	-	-	-
Five	592.0		594.0		(2.0)	-	22.0	-	22.0	-	-	-	-	-	-	-	-	-
Six	471.0		483.0		(12.0)	-	17.0	-	17.0	-	-	-	-	-	-	-	-	-
Seven	442.0		452.0		(10.0)	-	16.0	-	16.0	-	-	-	-	-	-	-	-	-
Eight	585.0		591.0		(6.0)	-	22.0	-	22.0	-	-	-	-	-	-	-	-	-
Nine	540.0		542.0		(2.0)	-	20.0	-	20.0	-	-	-	-	-	-	-	-	-
Ten	515.0	8.0	523.0	3.0	(8.0)	5.0	19.0	-	19.0	-	-	-	-	-	-	-	-	-
Eleven	526.0	3.0	525.0	4.0	1.0	(1.0)	20.0	-	20.0	-	-	-	-	-	-	-	-	-
Twelve	432.0	3.0	436.0	2.0	(4.0)	1.0	18.0	-	18.0	-	-	-	-	-	-	-	-	-
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15 + CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14 CR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	7,251.0	14.0	7,331.0	9.0	(80.0)	5.0	268.0	-	268.0	-	-	-	-	-	-	-	-	-
Sp Ed - Elementary	550.0	-	488.0	-	62.0	-	20.0	-	20.0	-	-	-	37.0	34.0	3.0	28.0	28.0	-
Sp Ed - Middle School	273.0	-	260.0	-	13.0	-	10.0	-	10.0	-	-	-	15.0	13.0	2.0	11.0	11.0	-
Sp Ed - High School	324.0	11.0	307.0	7.0	17.0	4.0	14.0	-	14.0	-	-	-	16.0	19.0	(3.0)	13.0	13.0	-
Subtotal	1,147.0	11.0	1,055.0	7.0	92.0	4.0	44.0	-	44.0	-	-	-	68.0	66.0	2.0	52.0	52.0	-
County Vocational - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Vocational - First Post Secondary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	8,398.0	25.0	8,386.0	16.0	12.0	9.0	312.0	-	312.0	-	-	-	68.0	66.0	2.0	52.0	52.0	-
Percentage Error					0.14%	0.00%					0.00%	0.00%			2.94%			0.00%

October 13, 2023

Percentage Error

Percentage Error

Plainfield Board of Education

**SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)**

October 13, 2023

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
Half Day Preschool	-	-	-	-	-	-
Full Day Preschool	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	63.0	64.0	(1.0)	5.0	5.0	-
One	29.0	30.0	(1.0)	2.0	2.0	-
Two	49.0	48.0	1.0	4.0	4.0	-
Three	24.0	31.0	(7.0)	2.0	2.0	-
Four	33.0	40.0	(7.0)	2.0	2.0	-
Five	40.0	52.0	(12.0)	3.0	3.0	-
Six	20.0	28.0	(8.0)	1.0	1.0	-
Seven	24.0	26.0	(2.0)	2.0	2.0	-
Eight	28.0	30.0	(2.0)	2.0	2.0	-
Nine	58.0	44.0	14.0	4.0	4.0	-
Ten	59.0	40.0	19.0	4.0	4.0	-
Eleven	34.0	37.0	(3.0)	3.0	3.0	-
Twelve	28.0	24.0	4.0	2.0	2.0	-
Post-Graduate	-	-	-	-	0.0	-
Adult H.S. (15 + CR)	-	-	-	-	0.0	-
Adult H.S. (1-14 CR)	-	-	-	-	0.0	-
Subtotal	<u>489.0</u>	<u>494.0</u>	<u>(5.0)</u>	<u>36.0</u>	<u>36.0</u>	<u>-</u>
Sp Ed - Elementary	20.0	20.0	-	1.0	1.0	-
Sp Ed - Middle School	3.0	7.0	(4.0)	-	0.0	-
Sp Ed - High School	3.0	4.0	(1.0)	1.0	1.0	-
Subtotal	<u>26.0</u>	<u>31.0</u>	<u>(5.0)</u>	<u>2.0</u>	<u>2.0</u>	<u>-</u>
County Vocational - Regular	-	-	-	0.0	0.0	-
County Vocational - First Post Secondary	-	-	-	0.0	0.0	-
Total	<u><u>515.0</u></u>	<u><u>525.0</u></u>	<u><u>(10.0)</u></u>	<u><u>38.0</u></u>	<u><u>38.0</u></u>	<u><u>-</u></u>
Percentage Error			<u><u>-1.94%</u></u>			<u><u>0.00%</u></u>

**PLAINFIELD BOARD OF EDUCATION
GENERAL FUND
EXCESS SURPLUS CALCULATION
YEAR ENDED JUNE 30, 2024**

SECTION 1

A. 2% Calculation of Excess Surplus

2023-24 Total General Fund Expenditures Exhibit C-1	\$ 314,625,861	(A)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ -	(A1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ -	(A1a)
Transfer from General Fund to SRF for Pre-K Regular	\$ -	(A1a)
Transfer from General Fund to SRF for Pre-K Inclusion	\$ 917,197	(A1a)
Less: Expenditures Allocated to Restricted Federal Sources as Reported On Exhibit D-2	-	(A1b)
2023-24 Adjusted General Fund and Other State Expenditures [(A)+(A1a)-(A1b)]	\$ 315,543,058	(A2)
Decreased by:		
On-Behalf TPAF Pension and Social Security	34,596,087	(A3)
Assets Acquired Under Capital Leases:		
General Fund 10 Assets Acquired Under Capital Leases reported on Exhibit C-1a	-	(A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases:		
Assets Acquired Under Capital Leases in Fund 15 reported on Exhibit C-1a	-	(A5)
Combined General Fund Contribution & State Resources Percent of Fund 15 Resources Reported on Exhibit D-2	98.95%	(A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)*(A6)]	-	(A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]	-	(A8)
2023-24 General Fund Expenditures [(A2)-(A3)-(A8)]	280,946,971	(A9)
2 percent of Adjusted 2023-24 General Fund Expenditures [(A9) times .02]	5,618,939	(A10)
Enter Greater of (A10) or \$250,000	5,618,939	(A11)
Increased By: Allowable Adjustment*	4,991,071	(K)
Maximum Unassigned Fund Balance [(A11)+(K)]	\$ 10,610,010	(M)

Detail of Allowable Adjustments

Impact Aid	\$ -	(H)
Sale & Lease-back	\$ -	(I)
Extraordinary Aid	\$ 4,548,388	(J1)
Additional Nonpublic School Transportation Aid	\$ 442,683	(J2)
Current Year School Bus Advertising Revenue Recognized	\$ -	(J3)
Family Crisis Transportation Aid	\$ -	(J4)
Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023	\$ -	(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$ 4,991,071	(K)

**PLAINFIELD BOARD OF EDUCATION
GENERAL FUND
EXCESS SURPLUS CALCULATION
YEAR ENDED JUNE 30, 2024**

SECTION 2

Total General Fund - Fund Balances at June 30, 2024	\$ 58,749,892 (C)
Decreased By:	
Assigned - Year-end Encumbrances	\$ 11,311,861 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ - (C2)
Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ - (C3)
Other Restricted/Reserved Fund Balances****	\$ 32,065,459 (C4)
Assigned - Designated for Subsequent Year's Expenditures	\$ 4,762,562 (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 10,610,010 (U)

** The amount represents the June 30, 2023 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet 90031.

**** Amount for Other Restricted/Reserved Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant Commissioner - Field Services prior to September 30.

- (N-1) Capital reserve at June 30, 2024.
- (N-2) Maintenance reserve minimum required under EFCFA.
- (N-3) Tuition reserve at June 30, 2024.
- (N-4) Emergency reserve at June 30, 2024.
- (N-5) School bus fuel offset reserve - current year - June 30, 2024.
- (N-6) School bus fuel offset reserve - prior year - June 30, 2024.
- (N-7) Impact Aid general fund reserve at June 30, 2024.
- (N-8) Impact Aid capital fund reserve at June 30, 2024.
- (N-9) Unemployment Fund reserve at June 30, 2024.

Detail of Other Restricted/Reserved Fund Balance

Statutory restrictions:

Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve (N-1)	\$ 27,240,696
Maintenance reserve (N-2)	\$ 4,000,000
Tuition reserve (N-3)	\$ -
Emergency reserve (N-4)	\$ -
School Bus Advertising 50% Fuel Offset Reserve - current year (N-5)	\$ -
School Bus Advertising 50% Fuel Offset Reserve - prior year (N-6)	\$ -
Impact Aid General Fund Reserve (Sections 8002 and 8003) (N-7)	\$ -
Impact Aid Capital Fund Reserve (Sections 8007 and 8008) (N-8)	\$ -
Reserve for Unemployment Fund (N-9)	\$ 824,763
Other Restricted/Reserved Fund Balance not noted above****	\$ -
Total Other Restricted/Reserved Fund Balance	\$ 32,065,459 (C4)

**PLAINFIELD BOARD OF EDUCATION
GENERAL FUND
EXCESS SURPLUS CALCULATION
YEAR ENDED JUNE 30, 2024**

SECTION 3

Restricted Fund balance - Excess Surplus***[(U)-(M)] IF NEGATIVE ENTER-0	\$	-	(E)
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Summary:

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures**	\$	-	(C3)
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Restricted Excess Surplus ***		-	(E)
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Total [(C3) + (E)]	\$	-	(D)
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**PLAINFIELD BOARD OF EDUCATION
AUDIT RECOMMENDATIONS SUMMARY**

June 30, 2024

I. Administration Practices and Procedures

2024-001 The District should increase the surety bond coverage for the Board Secretary's position.

II. Financial Planning, Accounting and Reporting

2024-003 Executive County Superintendent approval should be requested for any transfer from an advertised administrative account that is cumulatively more than 10 percent of that amount. Additionally, the District should not transfer funds exceeding the amounts approved by the Executive County Superintendent to capital outlay accounts.

2024-004 The District establish a secondary review process of the Extraordinary Aid reports to ensure any clerical errors are corrected prior to the submission of the final report.

III. School Purchasing Program

There are none.

IV. School Food Service

There are none.

V. Student Body Activities

There are none.

VI. Application for State School Aid

2024-005 The Application for State School Aid be in agreement with the District's workpapers.

VII. Pupil Transportation

There are none.

VIII. Facilities and Capital Assets

There are none.

IX. Miscellaneous

There are none.

X. Status of Prior Year Audit Findings/Recommendations

All prior year findings have been corrected.