

**SCHOOL DISTRICT  
OF  
STAFFORD TOWNSHIP**

**Auditor's Management Report  
For the Fiscal Year Ended June 30, 2024**

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

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# FORD - SCOTT

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## **REPORT OF INDEPENDENT AUDITORS**

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

We have audited, in accordance with audit 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 Board of Education of the Stafford Township School District in the County of Ocean for the year ended June 30, 2024, and have issued our report thereon dated October 18, 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 management of the Stafford Township School District, and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

*Ford, Scott & Associates, L.L.C.*

FORD, SCOTT & ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

*Michael S. Garcia*

Michael S. Garcia

Certified Public Accountant

Licensed Public School Accountant

No. 2080

October 18, 2024

## **ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING**

### **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, 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, Insurance Schedule contained in the district's ACFR.

#### **Official Bonds**

| <u>Name</u>       | <u>Position</u>                            | <u>Amount</u> |
|-------------------|--|---------------|
| Lourdes LaGuardia | Board Secretary/<br>Business Administrator | 300,000.00    |
| Stephen Brennan   | Treasurer                                  | 300,000.00    |

The Treasurer of School Monies was bonded in a surety bond in accordance with provisions of Title 18A:17-32 within minimum limits of State Board promulgated schedule.

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 school district.

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

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6:20-3.1(f) 3.

### **Financial Planning, Accounting and Reporting**

#### **Examination of Claims**

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 the Board Secretary/School 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.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents, and business administrator) to the NJ Department of Treasury was filed by the March 15 due date.

Reporting of employee compensation for income tax related purposes did comply with federal (or state) regulations regarding the compensation which is required to be reported.

#### Reserve for Encumbrances, Liability for 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 discrepancies were noted.

#### 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 targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

- A. *General Classification Findings - None*
- B. *Administrative Classification Findings - None*

#### Board Secretary's Records

The Board Secretary's Records were in satisfactory condition.

Bids received were summarized in the minutes.

Acknowledgement of the Board's receipt of the Board Secretary's and the Treasurer's monthly financial reports were included in the minutes.

Budget appropriations were not greater than realized revenues and Board authorized use of surplus.

No budgetary line accounts were over-expended during the fiscal year and at June 30.

Purchase orders were charged to the appropriate line accounts in accordance with State prescribed Uniform Minimum Chart of Accounts (2R2), for New Jersey Public Schools.

#### Treasurer's Records

The Board Treasurer's Records were in satisfactory condition.

All required reconciliations were performed.

All cash receipts were promptly deposited.

The Treasurers Records were in agreement with the Board Secretary.

### **Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2023-24 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also include a review of transportation related contracts and purchases. Based on our review, the district complied the 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.

### **Elementary and Secondary Education Act of 1965 (E.S.E.A.) as amended by the Every Student Succeeds Act (ESSA)**

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. revealed 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 the Schedule A and Schedule B 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 Special Federal and/or State Projects revealed no areas of noncompliance and/or questioned costs.

### **T.P.A.F. Reimbursement**

Our audit procedures included a test of the biweekly reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions noted.

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

The amount of the expenditure charged to the current year's Final Report for all federal awards for the Stafford Township 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**

The bid Thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3 is \$44,000 with a Qualified Purchasing Agent. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$20,200 for 2023-2024.

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.

The results of my examination indicated that 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, amended.

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

### **School Food Service**

SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The school food service program was not selected as a major federal and/or State program. However, the program expenditures exceeded \$100,000 in federal and/or State support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were 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 and indirect costs. No exceptions we noted.

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.

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. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

### **Student Body Activities**

During our review of the student activity funds, the records were found to be in satisfactory condition.

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

Our audit procedures included a test of information reported in the October 15, 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 districts procedures related to its completion. The information on the ASSA 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 written procedures for the recording of student enrollment data.

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

### **Facilities and Capital Assets**

Our procedures included a review of the SDA grant agreements for consistency and recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and the awarding of contracts for eligible facilities construction. No exceptions were noted.

### **Follow-Up on Prior Year Findings**

There were no prior audit findings and/or recommendations.

### **Suggestions to Management**

The District has accumulated Excess Cash Net Resources in the Food Service Fund due to the influx of additional Federal and State Funding related to the COVID-19 Pandemic. The State of New Jersey Department of Agriculture has issued a letter dated October 4, 2023 to all School Districts indicating that these excess funds may be retained by the District and, that the District must develop a plan which projects how excess funds will be expended in support of the program during the upcoming school year. We suggest that the district develop a plan to utilize the excess funds on allowable expenses that support the Federal Child Nutrition Program, such as improving the nutritional quality of food or purchasing equipment for the kitchens and cafeterias as outlined in the Code of Federal Regulations, 7 CFR 210.14(a).

### **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,

*Ford, Scott & Associates, L.L.C.*  
**FORD, SCOTT & ASSOCIATES, L.L.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

*Michael S. Garcia*  
**Michael S. Garcia**  
**Certified Public Accountant**  
**Licensed Public School Accountant**  
**No. 2080**

**October 18, 2024**



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

|                            | 2024-2025 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 Registers On Roll |        | Errors per Registers On Roll |        | Reported on A.S.S.A. as Private Schools |        | Reported on workpapers |        | Sample for Verification      |        | Sample Verified |        | Sample Errors |        |
|                            | Full                                       | Shared | Full                           | Shared | Full   | Shared | Full                            | Shared | Full                           | Shared | Full                         | Shared | Full                                    | Shared | Full                   | Shared | Full                         | Shared | Full            | Shared | Full          | Shared |
|                            |  |        |                                |        |        |        |                                 |        |                                |        |                              |        |   |        |                        |        |                              |        |                 |        |               |        |
| Full Day Preschool - 3     | 142  | -      | 142                            | -      | -      | -      | 15                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Full Day Preschool - 4     | 158  | -      | 158                            | -      | -      | -      | 18                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Full Day Kindergarten      | 297  | -      | 297                            | -      | -      | -      | 34                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| One                        | 266  | -      | 266                            | -      | -      | -      | 31                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Two                        | 271  | -      | 271                            | -      | -      | -      | 31                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Three                      | 257  | -      | 257                            | -      | -      | -      | 30                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Four                       | 259  | -      | 259                            | -      | -      | -      | 30                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Five                       | 274  | -      | 274                            | -      | -      | -      | 32                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Six                        | 237  | -      | 237                            | -      | -      | -      | 27                              | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Seven                      | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Eight                      | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Nine                       | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Ten                        | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Eleven                     | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Twelve                     | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Post-Graduate              | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Adult H.S. (15+CR.)        | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Adult H.S. (1-14+CR.)      | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Subtotal                   | 2,161                                      | -      | 2,161                          | -      | -      | -      | 248                             | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Special Ed - Elementary    | 299  | -      | 299                            | -      | -      | -      | 35                              | -      | -                              | -      | -                            | -      | 5                                       | 5      | 4                      | 4      | -                            | -      | -               | -      | -             | -      |
| Special Ed - Middle School | 65   | 1      | 65                             | 1      | -      | -      | 8                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Special Ed - High School   | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Subtotal                   | 364  | 1      | 364                            | 1      | -      | -      | 43                              | -      | -                              | -      | -                            | -      | 5                                       | 5      | 4                      | 4      | -                            | -      | -               | -      | -             | -      |
| Co. Voc. - Regular         | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Co. Voc. - FT Post Sec.    | -  | -      | -                              | -      | -      | -      | -                               | -      | -                              | -      | -                            | -      | -                                       | -      | -                      | -      | -                            | -      | -               | -      | -             | -      |
| Totals                     | 2,525                                      | 1      | 2,525                          | 1      | -      | -      | 291                             | -      | -                              | -      | -                            | -      | 5                                       | 5      | 4                      | 4      | -                            | -      | -               | -      | -             | -      |
| Percentage Error           | 0.00%                                      |        | 0.00%                          |        | 0.00%  |        | 0.00%                           |        | 0.00%                          |        | 0.00%                        |        | 0.00%                                   |        | 0.00%                  |        | 0.00%                        |        | 0.00%           |        | 0.00%         |        |

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

|                            | Resident Low Income              |                                      |        | Sample for Verification         |                                     |               | Resident LEP Low Income              |                                       |        | Sample for Verification         |   |               |
|----------------------------|----------------------------------|--------------------------------------|--------|---------------------------------|-------------------------------------|---------------|--------------------------------------|---------------------------------------|--------|---------------------------------|---|---------------|
|                            | Reported on A.S.A. as Low Income | Reported on Workpapers as Low Income | Errors | Sample Selected from Workpapers | Verified to Lunch App. and Register | Sample Errors | Reported on A.S.A. as LEP Low Income | Reported on Workpapers LEP Low Income | Errors | Sample Selected from Workpapers | Verified to Test Score, Lunch App. and Register | Sample Errors |
| Full Day Preschool - 3     | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Full Day Preschool - 4     | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Full Day Kindergarten      | 76                               | 76                                   | -      | 26                              | 26                                  | -             | 16                                   | 16                                    | -      | 12                              | 12  | -             |
| One                        | 60                               | 60                                   | -      | 21                              | 21                                  | -             | 19                                   | 19                                    | -      | 15                              | 15  | -             |
| Two                        | 69                               | 69                                   | -      | 23                              | 23                                  | -             | 12                                   | 12                                    | -      | 9                               | 9   | -             |
| Three                      | 65                               | 65                                   | -      | 24                              | 24                                  | -             | 8                                    | 8                                     | -      | 6                               | 6   | -             |
| Four                       | 71                               | 71                                   | -      | 25                              | 25                                  | -             | 5                                    | 5                                     | -      | 4                               | 4   | -             |
| Five                       | 53                               | 53                                   | -      | 18                              | 18                                  | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Six                        | 45                               | 45                                   | -      | 16                              | 16                                  | -             | 2                                    | 2                                     | -      | 2                               | 2   | -             |
| Seven                      | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Eight                      | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Nine                       | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Ten                        | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Eleven                     | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Twelve                     | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Post-Graduate              | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Adult H.S. (15+CR.)        | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Adult H.S. (1-14+CR.)      | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Subtotal                   | 439                              | 439                                  | -      | 153                             | 153                                 | -             | 62                                   | 62                                    | -      | 48                              | 48  | -             |
| Special Ed - Elementary    | 107                              | 107                                  | -      | 37                              | 37                                  | -             | 11                                   | 11                                    | -      | 8                               | 8   | -             |
| Special Ed - Middle School | 21                               | 21                                   | -      | 7                               | 7                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Special Ed - High School   | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Subtotal                   | 128                              | 128                                  | -      | 44                              | 44                                  | -             | 11                                   | 11                                    | -      | 8                               | 8   | -             |
| Co. Voc. - Regular         | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Co. Voc. - FT Post Sec.    | -                                | -                                    | -      | -                               | -                                   | -             | -                                    | -                                     | -      | -                               | -   | -             |
| Totals                     | 567                              | 567                                  | -      | 197                             | 197                                 | -             | 73                                   | 73                                    | -      | 56                              | 56  | -             |
| Percentage Error           |                                  |                                      | 0.00%  |                                 |                                     | 0.00%         |                                      |                                       | 0.00%  |                                 |   | 0.00%         |

| Transportation                  |                               |               |                      |        |   | (from dtrrs) |              |
|---------------------------------|-------------------------------|---------------|----------------------|--------|---|--------------|--------------|
| Reported on DTRRS by DOE/County | Reported on DTRRS by District | Sample Tested | Verified to Register | Errors |   | Reported     | Recalculated |
| 1,403                           | 1,403                         | 207           | 207                  | -      | Reg Avg. (Mileage) = Regular Including Grade PK Students (Part A) | 3.5          | 3.5          |
| 311                             | 311                           | 46            | 46                   | -      | Reg Avg. (Mileage) = Regular Excluding Grade PK Students (Part A) | 3.4          | 3.4          |
| -                               | -                             | -             | -                    | -      | Spec Avg. = Special Ed with Special Needs (Part B)                | 4.8          | 4.8          |
| 78                              | 78                            | 12            | 12                   | -      |   |              |              |
| 99                              | 99                            | 14            | 14                   | -      |   |              |              |
| 1,891                           | 1,891                         | 279           | 279                  | -      |   |              |              |
| Percentage Error                |                               |               |                      |        |   |              |              |
|                                 |                               |               |                      | 0.00%  |   |              |              |

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

|                            | Resident LEP NOT Low Income                        |  |        | Sample for Verification               |   |                  |
|----------------------------|--|--|--------|---------------------------------------|---|------------------|
|                            | Reported on<br>A.S.S.A as<br>LEP Not Low<br>Income | Reported on<br>Workpapers<br>LEP Not Low<br>Income | Errors | Sample<br>Selected from<br>Workpapers | Verified to<br>Test Score<br>and Register | Sample<br>Errors |
| Half Day Preschool - 3     | -  | -  | -      | -                                     | -   | -                |
| Full Day Preschool - 3     | -  | -  | -      | -                                     | -   | -                |
| Half Day Preschool - 4     | -  | -  | -      | -                                     | -   | -                |
| Full Day Preschool - 4     | -  | -  | -      | -                                     | -   | -                |
| Half Day Kindergarten      | -  | -  | -      | -                                     | -   | -                |
| Full Day Kindergarten      | 2  | 2  | -      | 2                                     | 2   | -                |
| One                        | 6  | 6  | -      | 6                                     | 6   | -                |
| Two                        | 5  | 5  | -      | 4                                     | 4   | -                |
| Three                      | 1  | 1  | -      | 1                                     | 1   | -                |
| Four                       | 4  | 4  | -      | 3                                     | 3   | -                |
| Five                       | 2  | 2  | -      | 2                                     | 2   | -                |
| Six                        | 1  | 1  | -      | 1                                     | 1   | -                |
| Seven                      | -  | -  | -      | -                                     | -   | -                |
| Eight                      | -  | -  | -      | -                                     | -   | -                |
| Nine                       | -  | -  | -      | -                                     | -   | -                |
| Ten                        | -  | -  | -      | -                                     | -   | -                |
| Eleven                     | -  | -  | -      | -                                     | -   | -                |
| Twelve                     | -  | -  | -      | -                                     | -   | -                |
| Post-Graduate              | -  | -  | -      | -                                     | -   | -                |
| Adult H.S. (15+CR.)        | -  | -  | -      | -                                     | -   | -                |
| Adult H.S. (1-14+CR.)      | -  | -  | -      | -                                     | -   | -                |
| Subtotal                   | 21   | 21   | -      | 19                                    | 19  | -                |
| Special Ed - Elementary    | 3  | 3  | -      | 2                                     | 2   | -                |
| Special Ed - Middle School | -  | -  | -      | -                                     | -   | -                |
| Special Ed - High School   | -  | -  | -      | -                                     | -   | -                |
| Subtotal                   | 3  | 3  | -      | 2                                     | 2   | -                |
| Co. Voc. - Regular         | -  | -  | -      | -                                     | -   | -                |
| Co. Voc. - FT Post Sec.    | -  | -  | -      | -                                     | -   | -                |
| Totals                     | 24   | 24   | -      | 21                                    | 21  | -                |
| Percentage Error           |  |  | 0.00%  |                                       |   | 0.00%            |

**STAFFORD TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2024**

**REGULAR DISTRICT**

**SECTION 1**

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

|   |                  |       |
|---|------------------|-------|
| 2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1     | \$ 48,185,796.14 | (B)   |
| Increased by:   |                  |       |
| Transfer from Capital Outlay to Capital Projects Fund             | \$               | (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund            | \$ 3,000,000.00  | (B1b) |
| Transfer from General Fund to SRF for PreK-Regular                | \$               | (B1c) |
| Transfer from General Fund to SRF for PreK-Inclusion              | \$ 199,682.00    | (B1d) |
| Decreased By:   |                  |       |
| On-Behalf TPAF Pension & Social Security                          | \$ 8,544,870.04  | (B2a) |
| Assets Acquired Under Capital Leases                              | -                | (B2b) |
| Adjusted 2023-24 General Fund Expenditures [(B)+(B1's)-(B2's)]    | \$ 42,840,608.10 | (B3)  |
| 2% of Adjusted 2023-24 General Fund Expenditures [(B3) times .04] | \$ 856,812.16    | (B4)  |
| Enter Greater of (B4) or \$250,000                                | \$ 856,812.16    | (B5)  |
| Increased by: Allowable Adjustment*                               | \$ 35,490.00     | (K)   |
| Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]           | \$ 892,302.16    | (M)   |

**SECTION 2**

|   |                  |      |
|---|------------------|------|
| Total General Fund - Fund Balances @ 06/30/24<br>(Per ACFR Budgetary Comparison Schedule C-1) | \$ 19,944,553.08 | (C)  |
| Decreased by:   |                  |      |
| Year-end Encumbrances   | \$ 599,961.25    | (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures                            | \$ -             | (C2) |
| Legally Restricted - Excess Surplus - Designated for<br>Subsequent Year's Expenditures **     | \$ 5,847,408.85  | (C3) |
| Other Restricted Fund Balances ****   | \$ 5,741,795.47  | (C4) |
| Assigned Fund Balance - Unreserved - Designated<br>for Subsequent Year's Expenditures         | \$ 614,230.15    | (C5) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]                             | \$ 7,141,157.36  | (U1) |

**SECTION 3**

|   |                 |     |
|---|-----------------|-----|
| Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER - 0 - | \$ 6,248,855.20 | (E) |
|---|-----------------|-----|

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

|  |                  |      |
|--|------------------|------|
| Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** | \$ 5,847,408.85  | (C3) |
| Reserved Excess Surplus ***  | \$ 6,248,855.20  | (E)  |
| Total [(C3) + (E)]   | \$ 12,096,264.05 | (D)  |

**STAFFORD TOWNSHIP SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2024**

- \* This adjustment line (as detailed below) is to be utilized for Impact Aid (when applicable), Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), and Extraordinary Aid, and Additional Nonpublic School Transportation Aid if applicable (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid).

**Detail of Allowable Adjustments**

|  |              |      |
|--|--------------|------|
| Impact Aid   | \$ _____     | (H)  |
| Sale & Lease-back  | \$ _____     | (I)  |
| Extraordinary Aid  | \$ _____     | (J1) |
| Additional Nonpublic School Transportation Aid   | \$ 35,490.00 | (J2) |
| Current Year School Bus Advertising Revenue Recognized   | \$ _____     | (J3) |
| Family Crisis Transportation Aid   | \$ _____     | (J4) |
| Supplemental Stabilization Aid Received April 2023 &<br>Maintenance of Equity Aid Received July 2023 | \$ _____     | (J5) |
| Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]  | \$ 35,490.00 | (K)  |

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

- \*\*\* Amounts must agree to the June 30, 2024 ACFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

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

**Detail of Other Restricted Fund Balance**

Statutory restrictions:

|   |                 |      |
|---|-----------------|------|
| Approved unspent separate proposal                            | \$ -            |      |
| Sale/lease-back reserve                                       | \$ -            |      |
| Capital reserve   | \$ 2,124,188.95 |      |
| Maintenance reserve   | \$ 2,470,955.68 |      |
| Emergency reserve   | \$ 250,100.00   |      |
| Tuition reserve   | \$ -            |      |
| School Bus Advertising 50% Fuel Offset Reserve – current year | \$ -            |      |
| School Bus Advertising 50% Fuel Offset Reserve –prior year    | \$ -            |      |
| Impact Aid General Fund Reserve (Sections 8002 and 8003)      | \$ -            |      |
| Impact Aid Capital Fund Reserve (Sections 8007 and 8008)      | \$ -            |      |
| Other state/government mandated reserve                       | \$ -            |      |
| Reserve for Unemployment Fund                                 | \$ 896,550.84   |      |
| [Other Restricted Fund Balance not noted above] ****          | \$ _____        |      |
| Total Other Restricted Fund Balance                           | \$ 5,741,795.47 | (C4) |

**AUDIT RECOMMENDATIONS SUMMARY**  
**For the Fiscal Year Ended June 30, 2024**  
**STAFFORD TOWNSHIP SCHOOL DISTRICT**

Recommendations:

1. Administrative Practices and Procedures

None.

2. Financial Planning, Accounting and Reporting

None.

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

None.