

SUSSEX TECHNICAL SCHOOL DISTRICT  
COUNTY OF SUSSEX  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

SUSSEX COUNTY TECHNICAL SCHOOL  
COUNTY OF SUSSEX  
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS - FINANCIAL,  
COMPLIANCE AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
TABLE OF CONTENTS

	<u>Page</u>
Cover Letter	1
General Comments:	2
Scope of Audit	2
Administrative Practices and Procedures:	2
Insurance	2
Officials in Office and Surety Bonds	2
P.L. 2020, c.44	2
Tuition Charges	2
Financial Planning, Accounting and Reporting:	2-6
Examination of Claims	2
Payroll Account and Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	4
Board Secretary's Records	4
Treasurer's Records	4
Elementary and Secondary Education Act (E.S.E.A.) as amended by the	
Every Student Succeeds Act	4
Other Special Federal and/or State Projects	5
T.P.A.F. Reimbursement	6
School Purchasing Programs:	6-7
Contracts and Agreements Requiring Advertisement for Bids	6-7
School Food Service Fund	7
Student Body Activities	8
Application for State School Aid	8
Pupil Transportation	8
Travel Expense and Reimbursement Policy	8
Facilities and Capital Assets	9
Testing for Lead of all Drinking Water in Educational Facilities	9
Management Suggestions	9
Status of Prior Year's Findings/Recommendations	9
Schedule of Meal Count Activity (Not Applicable)	
Schedule of Net Cash Resources (Not Applicable)	
Schedule of Audited Enrollments	10-11
Excess Surplus Calculation	12-13
Summary of Recommendations	14-15

November 22, 2024

The Honorable President and Members  
of the Board of Education  
Sussex County Technical School District  
County of Sussex, NJ

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 Board of Education of the Sussex County Technical School in the County of Sussex for the fiscal year ended June 30, 2024, and have issued our report thereon dated November 22, 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 letter does not affect our report dated November 22, 2024, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions and recommendations.

This report is intended for the information of the Sussex County Technical School 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.

*Nisivoccia LLP*  
NISIVOCIA LLP

*Man C Lee*  
\_\_\_\_\_  
Man C. Lee  
Licensed Public School Accountant #2527  
Certified Public Accountant

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024

Scope of Audit

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

Administrative Practices and Procedures

Insurance

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

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
Rene Metzgar	Treasurer of School Monies	\$ 200,000
Jenny Deuel	School Business Administrator	200,000

P.L. 2020, c.44

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

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

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

The data certification date does not reflect a submission date later than 60 days after the end of the enrollment period.

Tuition Charges

A comparison of tuition charges and actual receipts and receivables was made. It appears, from our testing, that tuition charges appear to be valid revenues of the District.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Roster

The net salaries of 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. Salary withholdings were promptly remitted to the proper agencies, including health benefits withholdings due to the General Fund.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Finding 2024-001:

During our review of payroll records, it was noted that the employee health benefit contributions for 2 employees selected for testing were not calculated correctly.

Recommendation:

It is recommended that greater care is taken when calculating employee health benefit contributions.

Management's Response:

The District will take greater care when calculating health benefit contributions.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as reserve for encumbrances and accounts payable.

Finding 2024-002:

During our review of the subsidiary ledgers for open purchase orders at June 30, 2024, it was noted that certain items were not valid. Invalid encumbrances should be cancelled from the open purchase order report.

Recommendation:

It is recommended that the District take greater care to ensure that open purchase orders are valid.

Management's Response:

The District will take greater care when cancelling invalid open purchase orders.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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. Overall compliance was noted.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, no exceptions were noted.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. No exceptions were noted, except as follows.

Finding 2024-003:

The District switched to self-insurance for health benefits as of January 2023 and opened a new bank account for the purpose of payment of medical insurance claims. However, the account was not reconciled on a monthly basis.

Recommendation:

It is recommended that the Medical Insurance bank account be reconciled on a monthly basis.

Management's Response:

The District will ensure that the Medical Insurance account is reconciled on a monthly basis.

Finding 2024-004:

During our review of the net payroll and student activities' June 30 bank reconciliations, we noted a number of outstanding checks that are more than a year old. However, since the total is not material, a formal recommendation is not deemed warranted.

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 herein within the Special Revenue Section of the District's ACFR. This section of the ACFR documents the financial position pertaining to projects under Title I, Title II, and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Other Special Federal and/or State Projects

The District's Special Projects were not approved as listed on Exhibit E-1 located in the ACFR, as noted below.

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.

Finding 2024-005:

The governing body did not formally approve the carryover of prior year federal grant awards. However, as the District subsequently implemented procedures in fiscal year 2025 to address this, a formal recommendation is not deemed necessary.

Finding 2024-006:

The Workforce Innovation Opportunity Act federal grant and several state grants, including School Based Youth Services, Adolescent Pregnancy, Curriculum for Agricultural Science and Apprenticeship Coordinator have older balances due to grantors. Some of these balances date back to the 2014 fiscal year. Although the District returned \$29,219 to grantors during the 2023-24 fiscal year, \$191,211 remains due back to grantors as of June 30, 2024.

Recommendation:

It is recommended that older unexpended grant funds be returned to the respective grantor.

Management's Response:

The District will make every effort to return unexpended grant funds to the respective grantor.

Finding 2024-007:

The District did not formally approve the staff members and their respective salary/stipend funded with federal grant programs.

Recommendation:

It is recommended that all staff members and related salary/stipends that are funded with federal grants be formally approved by the governing body.

Management's Response:

The District will ensure that all federally funded salaries/stipends are formally approved in the minutes.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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.

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2024. The reimbursement form was reviewed and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A18A-3 states:

a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Commencing in the fifth year after the year in which P.L. 1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made . . . ."

N.J.S.A. 18A18A-4 states, "Every contract for the provision or performance of any goods or services the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law . . . ."

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$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 contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Attorney's opinion should be sought before a commitment is made.



SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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. No exceptions were noted.

The results of our examination indicated that no individual payments, contracts, or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A18A-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.

School Food Service

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 the 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 were noted.

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the ACFR Schedule B-5 does separate program and non-program revenue and program and nonprogram 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.

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

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Student Activities records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on our procedures, we have the following comment.

Finding 2024-008:

During our review of student activities records, it was noted that not all receipts were deposited within a timely manner.

Recommendation:

It is recommended that the District make every effort to deposit student activities receipts in a timely manner.

Management's Response:

The District will make every effort to deposit receipts in a timely manner.

Application for State School Aid

Our audit procedures included a test of information reported in the October 16, 2023 Application for State School Aid (A.S.S.A.) for on-roll and low income students. 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 with no exceptions. The information that was included on the workpapers was verified on a test basis with a few exceptions.

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

The District's written procedures for the recording of student enrollment data appear to be adequate.

Pupil Transportation

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel for the year and to ensure that the maximum is not exceeded. The regulations also require that all travel be preapproved by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

SUSSEX COUNTY TECHNICAL SCHOOL  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE  
AND PERFORMANCE  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency with recording of the revenue and awarding of contracts for eligible facilities construction.

Our procedures included a review of the SDA grant agreements for consistency with recording of the revenue and awarding of contracts for eligible facilities construction.

Testing for Lead of All Drinking Water in Educational Facilities

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

Management Suggestions

Deficit Transportation Unrestricted Net Position

As of June 30, 2024, the Transportation Enterprise Fund has a deficit unrestricted net position of \$2,966. As an enterprise fund, the Transportation program should be self-sustaining. It is suggested that the District reviews the fee/rate structure for the Transportation program in fiscal year 2025.

Federal Grant Receivables

It is suggested that federal grant requests for reimbursements are submitted on a regular basis to ensure timely collection, to lessen the impact on cash flows and to ensure full compliance with federal and state cash management requirements.

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding if only at a desk review level by state and/or federal agencies. We strongly suggest that the District ensures that these funds are utilized in accordance with the applicable federal requirements, especially with respect to procurement. Additionally, we strongly suggest that the District ensures that these funds are accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Status of Prior Year's Findings/Recommendations

The prior year recommendations regarding proper classification of open purchase orders, accounts receivables and revenue, self-insurance benefits plan, submission of the Board Secretary's and Treasurer's reports, board approvals of grant carryovers, grant budget transfers/amendments, approval of travel, and capital assets inventory records have been resolved. The prior year recommendations regarding proper validity of open purchase orders, medical account bank reconciliations, the return of unexpended grant funds to the respective grantors and approval of federally funded salaries were not resolved and remain as current year recommendations.

SUSSEX COUNTY TECHNICAL SCHOOL  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS  
ENROLLMENT AS OF OCTOBER 16, 2023

2024-2025 Application for State School Aid						Sample for Verification						
	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	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
County Vo Tech- Regular Subtotal	543	55	541	54	2	1	543	55	543	55		
	543	55	541	54	2	1	543	55	543	55		
Special Ed - High School Subtotal	141	7	141	7			14		14			
	141	7	141	7			14		14			
Totals	684	62	682	61	2	1	557	55	557	55	-0-	-0-
Percentage Error					0.29%	1.61%					0.00%	0.00%

SUSSEX COUNTY TECHNICAL SCHOOL  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
SCHEDULE OF AUDITED ENROLLMENTS  
ENROLLMENT AS OF OCTOBER 16, 2023

		Resident Low Income				
	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
County Vo Tech - Regular	67.0	70.0	(3.0)	8	8	
Subtotal	67.0	70.0	(3.0)	8	8	
Special Ed - High School	15.5	16.0	(0.5)	3	3	
Subtotal	15.5	16.0	(0.5)	3	3	
Totals	82.5	86.0	(3.5)	11	11	-0-
Percentage Error			-4.24%			0.00%

SUSSEX COUNTY TECHNICAL SCHOOL  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2024

**6% Calculation of Excess Surplus (2023-2024 Expenditures of \$100 million or less)**

2023-2024 Total General Fund Expenditures per the ACFR	<u>\$ 17,005,955</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	<u>\$ 824</u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u>\$ -0-</u> (B1b)
Transfer from General Fund to SRF for PreK-Regular	<u>\$ -0-</u> (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u>\$ -0-</u> (B1d)
Decreased by:	
On-Behalf TPAF Pension and Social Security	<u>\$ 3,203,765</u> (B2a)
Assets Acquired Under Capital Leases	<u>\$ -0-</u> (B2b)
Adjusted 2023-2024 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u><u>\$ 13,803,014</u></u> (B3)
6% of Adjusted 2023-2024 General Fund Expenditures [(B5) times .06]	<u>\$ 828,181</u> (B4)
Enter Greater of (B4) or \$250,000	<u>\$ 828,181</u> (B5)
Increased by: Allowable Adjustment	<u>\$ -0-</u> (K)
Maximum Unassigned Fund Balance [(B5)+(K)]	<u><u>\$ 828,181</u></u> (M)

**Section 2 - All Districts**

Total General Fund - Fund Balances @ 6/30/2024	<u>\$ 689,082</u> (C )
(Per ACFR Budgetary Comparison Schedule/Statement)	
Decreased by:	
Year End Encumbrances	<u>\$ 95,627</u> (C1)
Restricted - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u> (C2)
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u> (C3)
Other Restricted Fund Balances	<u>\$ 422,146</u> (C4)
Assigned - Designated for Subsequent Year's Expenditures	<u>\$ -0-</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u><u>\$ 171,309</u></u> (U)

SUSSEX COUNTY TECHNICAL SCHOOL  
EXCESS SURPLUS CALCULATION  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

**Section 3 - All Districts**

Restricted Fund Balance-Excess Surplus [(U)-(M)] IF NEGATIVE, ENTER -0-	\$ <u>-0-</u> (E)
---	-------------------

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

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ <u>-0-</u> (C3)
---	--------------------

Restricted Excess Surplus [(E)]	\$ <u>-0-</u> (E)
---------------------------------	-------------------

Total [(C3)+(E)]	\$ <u>-0-</u> (D)
------------------	-------------------

**Detail of Allowable Adjustments**

Impact Aid	\$ <u>-0-</u> (H)
------------	-------------------

Sale and Lease Back	\$ <u>-0-</u> (I)
---------------------	-------------------

Extraordinary Aid	\$ <u>-0-</u> (J1)
-------------------	--------------------

Additional Nonpublic School Transportation Aid	\$ <u>-0-</u> (J2)
--	--------------------

Current Year School Bus Advertising Revenue Recognized	\$ <u>-0-</u> (J3)
--	--------------------

Family Crisis Transportation Aid	\$ <u>-0-</u> (J4)
----------------------------------	--------------------

Total Adjustments ((H)+(I)+(J1)+(J2)+(J3)+(J4))	\$ <u>-0-</u> (K)
---	-------------------

**Detail of Other Restricted Fund Balance**

Statutory restrictions:

Approved unspent separate proposal	\$ <u>-0-</u>
------------------------------------	---------------

Sale/lease-back reserve	\$ <u>-0-</u>
-------------------------	---------------

Capital reserve	\$ <u>242,302</u>
-----------------	-------------------

Maintenance reserve	\$ <u>155,000</u>
---------------------	-------------------

Tuition reserve	\$ <u>-0-</u>
-----------------	---------------

Unemployment Compensation	\$ <u>24,844</u>
---------------------------	------------------

School Bus Advertising 50% Fuel Offset Reserve - current year	\$ <u>-0-</u>
---	---------------

School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ <u>-0-</u>
---	---------------

Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ <u>-0-</u>
--	---------------

Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ <u>-0-</u>
--	---------------

Other state/governmental mandated reserve	\$ <u>-0-</u>
---	---------------

Other Restricted Fund Balance not noted above	\$ <u>-0-</u>
---	---------------

Total Other Restricted Fund Balance	\$ <u>422,146</u> (C4)
-------------------------------------	------------------------

SUSSEX COUNTY TECHNICAL SCHOOL  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2024

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2024-001: Greater care is taken when calculating employee health benefit contributions.

2024-002: The District take greater care to ensure that open purchase orders are valid.

2024-003: The Medical Insurance bank account be reconciled on a monthly basis.

2024-006: Older unexpended grant funds be returned to the respective grantor.

2024-007: All staff members and related salary/stipends that are funded with federal grants be formally approved by the governing body.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

2024-008: The District make every effort to deposit student activities receipts in a timely manner.

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Travel Expense and Reimbursement Policy

None

9. Facilities and Capital Assets

None



SUSSEX COUNTY TECHNICAL SCHOOL  
SUMMARY OF RECOMMENDATIONS  
FISCAL YEAR ENDED JUNE 30, 2024  
(Continued)

10. Status of Prior Year's Findings/Recommendations

The prior year recommendations regarding proper classification of open purchase orders, accounts receivables and revenue, self-insurance benefits plan, submission of the Board Secretary's and Treasurer's reports, board approvals of grant carryovers, grant budget transfers/amendments, approval of travel, and capital assets inventory records have been resolved. The prior year recommendations regarding proper validity of open purchase orders, medical account bank reconciliations, the return of unexpended grant funds to the respective grantors and approval of federally funded salaries were not resolved and remain as current year recommendations.