

**TENAFLY BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2024**

TENAFLY BOARD OF EDUCATION
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE

TABLE OF CONTENTS

	<u>Page No.</u>
Report of Independent Auditor	1
Scope of Audit	2
Administrative Practices and Procedures	2
Financial Planning, Accounting and Reporting	2-5
School Purchasing Programs	5-6
School Food Service	6
Student Body Activity	6
SACC (School Age Childcare) Program	6
Application for State School Aid	7
Pupil Transportation	7
Facilities and Capital Assets	7
Testing for Lead of all Drinking Water in Educational Facilities	7
Suggestions to Management	7
Schedule of Meal Count Activity – Not Applicable	8
Schedule of Net Cash Resources – Not Applicable	8
Schedule of Audited Enrollments	9-11
Calculation of Excess Surplus	12
Recommendations	13-14
Acknowledgement	14



LERCH, VINCI & BLISS, LLP

CERTIFIED PUBLIC ACCOUNTANTS
REGISTERED MUNICIPAL ACCOUNTANTS

DIETER P. LERCH, CPA, RMA, PSA
GARY J. VINCI, CPA, RMA, PSA
JEFFREY C. BLISS, CPA, RMA, PSA
PAUL J. LERCH, CPA, RMA, PSA
JULIUS B. CONSONI, CPA, PSA
ANDREW D. PARENTE, CPA, RMA, PSA
ELIZABETH A. SHICK, CPA, RMA, PSA
ROBERT W. HAAG, CPA, RMA, PSA

DEBRA GOLLE, CPA
MARK SACO, CPA
ROBERT LERCH, CPA, PSA
CHRISTOPHER M. VINCI, CPA, PSA
CHRISTINA CUIFFO, CPA, PSA
JOHN CUIFFO, CPA, PSA

Honorable President and Members
of the Board of Education
Tenafly Board of Education
500 Tenafly Road
Tenafly, New Jersey 07670

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 Tenafly Board of Education as of and for the fiscal year ended June 30, 2024, and have issued our report thereon dated December 4, 2024.

As part of our audit, we performed procedures required by the Office of School Finance, Department of Education, State of New Jersey and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information and use of management, the Board of Education, others within the District, and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

LERCH, VINCI & BLISS, LLP
Certified Public Accountants
Public School Accountants

Gary J. Vinci
Public School Accountant
PSA Number CS00829

Fair Lawn, New Jersey
December 4, 2024

**TENAFLY BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the 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

Fire insurance coverage was carried in the amounts as detailed on the Insurance Schedule in Exhibit J-20 of the District's Annual Comprehensive Financial Report (the "ACFR").

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Stephen Frost	Board Secretary/Business Administrator (May 1, 2024 to June 30, 2024)	\$50,000
Bruce Watson	Interim Board Secretary/Interim Business Administrator (January 1, 2024 to April 30, 2024)	50,000
Dr. Victor Anaya	Board Secretary/School Business Administrator (July 1, 2023 to December 31, 2023)	50,000
Michele Rainere	Assistant School Business Administrator	50,000
Sheryl Leidig	Treasurer of School Monies	370,000

There is a Public Employees' Faithful Performance Blanket Position Bond with Selective Insurance covering all other employees with multiple coverage of \$500,000.

P.L. 2020, c44

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 of 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 and was submitted in a timely manner.

Tuition Charges

The District has entered into a five-year contract with the Alpine Board of Education to receive Alpine's high school students. The tuition charges for the 2023/2024 school year, by contract, are the State certified rates for the 2022/2023 school year. The final tuition rate was calculated as a tuition adjustment in accordance with NJAC 6A:23A-17.1. The tuition rate for all other students are determined annually by the Board, and are not subject to adjustment.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not reveal any discrepancies with respect to each of signature, certifications or supporting documentation.

Payroll Account

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of payroll taxes were deposited in the Payroll Agency Account.

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

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

**TENAFLY BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

Finding 2024-1 – Our audit noted that a payroll agency ledger by deduction was maintained by the District, however, the ending balance was not in agreement with the monthly bank reconciliation.

Recommendation – The payroll agency ledger be reconciled and in agreement with the monthly bank reconciliation.

The District filed the required certificate (E-CERTI) of compliance with requirements for income tax compensation of certain administrators with the NJ Department of Treasury.

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

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserve for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition, a separate test was made to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3 as it relates to administrative coding classification.

Finding 2024-2 – Our audit noted that certain Special Revenue Fund grant budgets did not include a function and/or object budget account code.

Recommendation – The District utilize the Department of Education's Minimum Chart of Accounts and approved grant budgets for assistance with the reporting of Special Revenue Fund budget expenditures.

Travel

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

Board Secretary's Records

The financial records, books of account and minutes were maintained by the School Business Administrator/Board Secretary.

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

The Board Secretary's and Treasurer's monthly financial reports were presented to the Board on a timely basis and were submitted to the Executive County Superintendent as prescribed by N.J.S.A. 18A:17-9 and 18A:17-36.

**TENAFLY BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

Board Secretary's Records (Continued)

Finding 2024-3 – Our audit of the District's budget reports noted the following:

- The District's General Fund modified budget did not include the approved transfer from the Emergency Reserve to the Capital Projects Fund. In addition, there was a \$40,000 withdrawal from the Capital Reserve that was recorded twice.
- Certain Special Revenue grant budgets were not in agreement with the grant awards and/or available funds.
- The Capital Projects Fund modified budget was not in agreement with the prior year audit balances.

Recommendation – The District review the various budget reports to ensure budgetary line items and project balances are accurately reported.

Finding 2024-4 - Our audit of the District's Energy Savings Improvement Project ("ESIP") expenditures noted that all purchase orders used the Tenaflly Board of Education as the vendor name rather than the name of the vendor who the contract was awarded and/or subcontracted to.

Recommendation – The District utilize the contracted vendors name when recording transactions for the ESIP program.

Finding 2024-5 – Transfers from certain advertised appropriation accounts cumulatively exceeded ten percent of the amount included in the original budget. Approval for these budget transfers were not requested from the Executive County Superintendent.

Recommendation – Line item transfers from advertised appropriation accounts that exceed ten percent be submitted to the County Executive Superintendent for approval.

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 projects under Titles I, II, III and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our examination 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.

IDEA Part B

Grant application approvals and acceptance of grant funds were made by Board resolution.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibits K-3 and K-4 located in the ACFR.

Our examination of the Federal and State funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits contained herein represent a true statement of the financial position pertaining to the aforementioned special projects.

**TENAFLY BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Financial Planning, Accounting and Reporting (Continued)

T.P.A.F. Reimbursements

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

Salaries and wages charged to Special Revenue Fund federal grants were not subject to the calculation for the TPAF/FICA reimbursement and therefore no reimbursement was due to the State.

Non Public State Aid

Project completion report were finalized and transmitted to the State by the due date.

Finding 2024-6 – Our audit of the Special Revenue Fund grants noted the following:

- Fiscal year 2023 final reports for Title II, Title III, Title IV, IDEA Basic were not in agreement with the amounts charged to the District's budgetary accounting reports.
- The state debit credit memo for the refund of non-public grant funds was incorrectly recorded as a reduction of current year revenue.
- The non-public completion report was not in agreement with the audited project balances.
- Federal grant monies due back to the State from the June 30, 2023 audit were charged to the Other Employee Benefit budget account in the General Fund.
- Grant drawdowns for certain ESEA and IDEA programs were in excess of the amount the District expended during the school year.

Recommendation – It is recommended that greater care be taken in the accounting for and reporting of special revenue fund transactions.

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(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$22,400.

If the purchasing agent is qualified pursuant to subsection b of section 9 of P.L. 1971, c.198 (c.40A:11-9), the Board of Education may establish that the bid threshold may be up to \$44,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section. The Board has designated the Business Administrator/Board Secretary as the qualified purchasing agent.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Board Attorney's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination indicated that no 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. 18A:18A-4.

**TENAFLY BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal that purchases were made through the use of state contracts.

School Food Service

The District does not participate in the Child Nutrition Program.

The financial transactions and statistical records of the school food services were maintained in good condition. The financial accounts were reviewed on a test-check basis.

Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursement records reflected expenditures for program related goods and services. The food service management company is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34 and 19-1 through 19-4.1. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

The District contracted with Pomptonian, Inc. to manage the school food services operations. Provisions of the FSMC contract/addendum were reviewed. The Food Service management company contract did not include an operating result provision for the 2023-2024 school year. All vendor discounts, rebates and credits from vendors and/or FSMC were tracked and credited to the Food Service account and reconciled to supporting documentation at least annually.

Student Body Activity

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

SACC (School Age Childcare) and Tiger Tots Programs

Separate cash receipt and disbursement journals and billing records were maintained for the SACC program.

Finding 2024-7 – The District does not have a written cost allocation plan to charge indirect expenses to the programs. The District did not charge direct expenses including payroll taxes, pension and health benefits to its Tiger Tots programs during the 2023-2024 school year. Charges to the SACC program for employee benefits and overhead costs appear to have been charged based on budgeted amounts and not actual expenses.

Recommendation - The District prepare a written cost allocation plan to charge indirect costs to the SACC and Tiger Tot programs. In addition, any direct expenses for payroll taxes, pension and health benefits be charged in agreement with the actual costs incurred by the District.

The financial records of the Tiger Tots program were maintained in good condition.

**TENAFLY BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for handicapped, low-income and bilingual 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 immaterial exceptions noted. The information that was included on the workpapers was verified with immaterial exceptions. 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.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2023-2024 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

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

Facilities and Capital Assets

Our procedures included a review of the transfer of local funds from the General Fund or from the Capital Reserve Account, and awarding of contracts for eligible facilities construction.

Finding 2024-8 - Our audit revealed that balances per the district's capital asset inventory report are not in agreement with the audit balances. In addition, certain current year additions were not included in the report.

Recommendation – The capital asset report be reviewed, accurately reported and reconciled to the audit balances.

Testing for Lead of all Drinking Water in Educational Facilities

The school district adhered to all 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).

Suggestions to Management

- Reconciling items on the Athletic, Middle School and Net Payroll bank reconciliations be reviewed and cleared of record.
- Efforts be made to collect the prior year receivable balance of the Non Public Digital Divide grant.
- Prior year SAMSHA unexpended funds be returned to the grantor.

**TENAFLY BOARD OF EDUCATION
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

NOT APPLICABLE

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

NOT APPLICABLE

**DISTRICT DOES NOT PARTICIPATE IN
NATIONAL SCHOOL LUNCH PROGRAM**

**TENAFLY BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2023**

	2024-2025 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on		Reported on		Errors		Sample		Verified per		Errors per		Reported on	Sample		
	A.S.S.A.		Workpapers				Selected from		Register		Registers		A.S.S.A. as	from		
	On Roll		On Roll				Workpapers		On Roll		On Roll		Private	Work-		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	Work-	Sample	Sample
														papers	Verfied	Errors
Full Day PreK - 3 Yr.	1.0		1.0													
Full Day Kindergarten	152.0		152.0				40.0		40.0							
Grade 1	176.0		175.0		1.0		40.0		40.0							
Grade 2	204.0		204.0				56.0		56.0							
Grade 3	206.0		206.0				54.0		54.0							
Grade 4	190.0		190.0				47.0		47.0		-					
Grade 5	230.0		230.0				58.0		58.0							
Grade 6	250.0		250.0				250.0		250.0							
Grade 7	266.0		266.0				266.0		266.0							
Grade 8	257.0		257.0				257.0		257.0							
Grade 9	221.0		221.0				221.0		221.0							
Grade 10	219.0		219.0				219.0		219.0							
Grade 11	238.0		238.0				238.0		238.0							
Grade 12	237.0		233.0		4.0		233.0		233.0		-					
Subtotal	2,847.0	-	2,842.0	-	5.0	-	1,979.0	-	1,979.0	-	-	-	-	-	-	-
Special Ed - Elementary	173.0		173.0				31.0		31.0				14.0	5.0	4.0	1.0
Special Ed - Middle	151.0		151.0				151.0		151.0				10.0	3.0	2.0	1.0
Special Ed - High	201.0	1.0	203.0	1.0	(2.0)		203.0		203.0		-		39.0	13.0	10.0	3.0
Subtotal	525.0	1.0	527.0	1.0	(2.0)	-	385.0	-	385.0	-	-	-	63.0	21.0	16.0	5.0
Totals	3,372.0	1.0	3,369.0	1.0	3.0	-	- 2,364.0	-	2,364.0	-	-	-	63.0	21.0	16.0	5.0
Percentage Error					0.09%						0.00%		23.81%			

**TENAFLY BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2023**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on	Reported on	Errors	Sample	Verified to	Sample	Reported on	Reported on	Errors	Sample	Verified to	Errors
	A.S.S.A as	Workpapers as		Selected from	Application		A.S.S.A as	Workpapers as		Selected from	Test Score	
	Low	Low		Workpapers	and Register		Low Income	Income		Workpapers	and Register	
Full Day Kindergarten	4.0	4.0		1.0	1.0							
Grade 1	3.0	3.0		1.0	1.0		1.0	1.0				
Grade 2	2.0	2.0		1.0	1.0							
Grade 3	2.0	2.0		1.0	1.0		1.0	1.0		1.0	-	1
Grade 4	2.0	2.0		1.0	1.0		1.0	1.0		1.0	1.0	-
Grade 5	6.0	6.0		2.0	2.0							
Grade 6	10.0	10.0		4.0	4.0		3.0	4.0	(1)	1.0	-	1
Grade 7	10.0	10.0		4.0	4.0		1.0	1.0				
Grade 8	4.0	4.0		1.0	1.0							
Grade 9	13.0	13.0		5.0	5.0		1.0	1.0		1.0	-	1
Grade 10	7.0	7.0		2.0	2.0							
Grade 11	2.0	3.0	(1)	1.0	1.0							
Grade 12	7.0	6.0	1	2.0	2.0							
Subtotal	72.0	72.0	-	26.0	26.0	-	8.0	9.0	(1.0)	4.0	1.0	3.0
Special Ed - Elementary	16.0	16.0		6.0	6.0		2.0	2.0		1.0	1.0	
Special Ed - Middle	13.0	13.0		5.0	5.0							
Special Ed - High	15.0	15.0		6.0	6.0							
Subtotal	44.0	44.0	-	17.0	17.0	-	2.0	2.0	-	1.0	1.0	-
Totals	116.0	116.0	-	43.0	43.0	-	10.0	11.0	(1.0)	5.0	2.0	3.0
Percentage Error			0.00%			0.00%			-10.00%			60.00%

	Transportation					
	Reported on	Reported on	Errors	Tested	Verified	Errors
	DRTRS by	DRTRS by				
	DOE/County	District				
Regular - Public	98.0	98.0		28.0	28.0	
Transported Non-Public	7.0	7.0		2.0	2.0	
Regular - Special Ed	8.0	8.0		2.0	2.0	
Special Ed - Special Needs	59.0	59.0		17.0	17.0	
	172.0	172.0	-	49.0	49.0	-
Percentage Error			0.00%			0.00%

**TENAFLY BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2023**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Worpapers	Verified to Application and Register	Errors
Full Day Kindergarten	20.0	20.0		5.0	5.0	
Grade 1	18.0	18.0		5.0	5.0	
Grade 2	20.0	21.0	(1.0)	5.0	5.0	
Grade 3	25.0	25.0		7.0	7.0	
Grade 4	16.0	16.0		4.0	4.0	
Grade 5	17.0	17.0		5.0	5.0	
Grade 6	16.0	16.0		4.0	4.0	
Grade 7	13.0	13.0		4.0	4.0	
Grade 8	16.0	16.0		4.0	4.0	
Grade 9	9.0	9.0		2.0	2.0	
Grade 10	8.0	8.0		2.0	2.0	
Grade 11	2.0	2.0		1.0	1.0	
Grade 12	4.0	4.0		1.0	1.0	
Subtotal	184.0	185.0	(1.0)	49.0	49.0	-
Special Ed - Elementary	7.0	5.0	2.0	2.0	2.0	
Special Ed - Middle	4.0	4.0		1.0	1.0	
Special Ed - High	4.0	4.0		1.0	1.0	
Subtotal	15.0	13.0	2.0	4.0	4.0	-
Totals	199.0	198.0	1.0	53.0	53.0	-
Percentage Error			0.50%			0.00%

**TENAFLY BOARD OF EDUCATION
CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Total General Fund Budgetary Expenditures		\$ 99,750,245
Increased by:		
Transfer from Capital Reserve to Capital Projects Fund	\$ 372,520	
Transfer to Special Revenue Fund	<u>104,925</u>	
		<u>477,445</u>
		100,227,690
Decreased by:		
On-Behalf TPAF Pension & Social Security	18,344,139	
Other Financing Agreements	<u>810,027</u>	
		<u>19,154,166</u>
Adjusted General Fund Expenditures		<u>\$ 81,073,524</u>
2% of Adjusted General Fund Expenditures		\$ 1,621,470
Increased by:		
Allowable Adjustments - Excess Revenues		
Extraordinary Aid	1,940,656	
Non Public Transportation	<u>71,887</u>	
		<u>2,012,543</u>
Maximum Unassigned Fund Balance		<u>\$ 3,634,013</u>
Total General Fund - Fund Balance, June 30, 2024 (Budgetary Basis)	\$ 10,895,760	
Decreased by:		
Encumbrances	\$ 110,111	
Other Restricted Fund Balances		
Capital Reserve	2,040,559	
Maintenance Reserve	614,850	
Emergency Reserve	258,900	
Unemployment Compensation Reserve	485,157	
Assigned - Designated for Subsequent Year's Budget	<u>2,371,956</u>	
		<u>5,881,533</u>
Total Unassigned Fund Balance		<u>\$ 5,014,227</u>
Fund Balance - Excess Surplus		<u>\$ 1,380,214</u>

TENAFLY BOARD OF EDUCATION RECOMMENDATIONS

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

- * 1. The payroll agency ledger be reconciled and in agreement with the monthly bank reconciliation.
- * 2. The District utilize the Department of Education's Minimum Chart of Accounts and approved grant budgets for assistance with the reporting of Special Revenue Fund budget expenditures.
- 3. The District review the various budget reports to ensure budgetary line items and project balances are accurately reported.
- 4. The District utilize the contracted vendors name when recording transactions for the ESIP program.
- 5. Line item transfers from advertised appropriation accounts that exceed ten percent be submitted to the County Executive Superintendent for approval.
- 6. It is recommended that greater care be taken in the accounting for and reporting of special revenue fund transactions.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Student Body Activities

There are none.

VI. SACC / Tiger Tots Programs

- * 7. It is recommended the District prepare a written cost allocation plan to charge indirect costs to the SACC and Tiger Tot programs. In addition, any direct expenses for payroll taxes, pension and health benefits be charged in agreement with actual costs incurred by the District.

VII. Application for State School Aid

There are none.

VIII. Pupil Transportation

There are none.

**TENAFLY BOARD OF EDUCATION
RECOMMENDATIONS**

IX. Facilities and Capital Assets

- * 8. It is recommended that the capital asset report be reviewed, accurately reported and reconciled to the audit balances.

X. Miscellaneous

There are none.

X. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations. Corrective action was taken on the prior year recommendations, except those denoted with an asterisk (*).

ACKNOWLEDGEMENT

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