

BOARD OF EDUCATION
UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION
COUNTY OF CUMBERLAND
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS-
FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2024

UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION
TABLE OF CONTENTS

	<u>Page</u>
Report of Independent Auditors	1
Scope of Audit	2
Administrative Practices and Procedures:	
Insurance	2
Official Bonds	2
Tuition Charges	2
District Internal Control Policies	3
Financial Planning, Accounting and Reporting:	
Certification of Income Tax Compliance	3
Examination of Claims	3
Payroll Account	3
Position Control Roster	4
Reserve for Encumbrances and Accounts Payable	4
Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grants Awards	4
Classification of Expenditures	
General Classifications	4
Administrative Classifications	4
Board Secretary's Records	4-5
Treasurer's Records	5
Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA)	5
Other Special Federal and/or State Projects	6
T.P.A.F. Reimbursement	6
TPAF Reimbursement to the State for Federal Salary Expenditures	6
School Purchasing Programs:	
Contracts and Agreements Requiring Advertisement for Bids	6 -7
School Food Service	7-8
Student Body Activities	8
Unemployment Trust	8
Extended Day Program	8
Application for State School Aid	9
Pupil Transportation	9
Facilities and Capital Assets	9
Testing for Lead of all Drinking Water in Educational Facilities	9
Follow-up on Prior Year Findings	10
Acknowledgment	10
Net Cash Resource Schedule	11
Schedule of Meal Count Activity	12-13
Schedule of Audited Enrollments	14-16
Excess Surplus Calculation	17-18
Audit Recommendations Summary	19-20

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Township of Upper Deerfield School District
County of Cumberland, New Jersey 08349

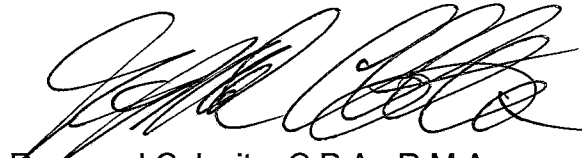
We have audited, in accordance with generally accepted audit standards and **Government Auditing Standards** issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Township of Upper Deerfield District in the County of Cumberland for the year ended June 30, 2024, and have issued our report thereon dated December 30, 2024.

As part of our audit, we performed procedures required by the Division of Administration and Finance, 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 issued in conjunction the Annual Comprehensive Financial Report of the Board of Education of the Township of Upper Deerfield School District for the fiscal year ending June 30, 2024 and is intended for the information of the School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant
No. 915
December 30, 2024

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

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and District personnel entrusted with duties formally under the auspices of the Treasurer of School Monies, the activities of the Board of Education, the records of the Student Activity Fund, Food Service Fund and Special Revenue Fund 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 (N.J.S.A. 18A:17-26, 18A:17-32)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Dr. Frank Badessa	School Bd. Admin./Bd. Secretary	\$ 250,000
Michael S Twardowski	Asst. Bd. Admin/Bd. Secretary	250,000
Kimberly Fleetwood	Treasurer	250,000

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 school district.

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

Tuition Charges

There were no charges representing payments from parents of students not residing in the school district. The board did not have any billings to sending districts for tuition and accordingly, there were no adjustments required arising from actual per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

Administrative Practices and Procedures (Continued)

District Internal Control Policies

District boards of education and administration are responsible for developing internal controls policies and procedures and maintaining a strong internal control environment. NJAC 6A:23A-6.4 requires that the district's internal control policies include specific requirements at NJAC 6A:23A-6.5 through 6.13.

All Internal Control Policies were found in accordance with NJAC 6A:23A-6.5 through 6.13.

Financial Planning, Accounting and Reporting

Certification of Income Tax Compliance

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (Superintendent and Business Administrator) to the N.J. Department of Treasury was filed by the March 15 due date.

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 School Business Administrator/Board Secretary, and the Chief School Administrator.

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

The payroll agency subsidiary record was balanced to the bank account by the business office during the extended audit submission period, which required an adjustment received from the business office for inclusion in the AFRS.

Finding 2024-1

The payroll agency subsidiary ledger was not fully analyzed and contained several inaccurate amounts, which need to be analyzed for proper disposition.

Recommendation

Procedures to maintain the payroll agency subsidiary ledger need to be reviewed and revised, in order to provide proper balances for recording in the general ledger and financial statements.

Financial Planning, Accounting and Reporting (Continued)

Employee Position Control Roster

An inquiry and subsequent review of the Position Control Roster did not find any discrepancies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2024 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 reserves 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, 2024.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures Against Those Federal Grants Awards

Various amounts over one year old, requiring adjustment were resolved.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with **N.J.A.C. 6A:23A-16.2(f)** as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with **N.J.A.C. 6A:23A-8.3**. As a result of the procedures performed, a 0% error rate 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 financial records, books of accounts maintained by the Secretary were in satisfactory condition.

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

Monthly financial certificates of the Board Secretary and Board of Education for positive line item account status certifications (**N.J.A.C. 6:2-2.13**) were performed. Budgetary line item account transfers were approved monthly to cover any anticipated deficits.

Considerable improvement was noted during the year regarding the maintenance of the general ledger and budget systems and while some adjustments were made, as part of the audit process, no recommendation is necessary.

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

Financial Planning, Accounting and Reporting (Continued)

Finding 2024-2

Numerous adjustments to the District's General Ledger were required to be recorded during the audit, resulting in the untimely processing of year-end financial reports.

Recommendation

Prior to the year-end close out of the accounting system, various adjustments should be identified and recorded in the General Ledger, in order to ensure accurate and timely financial records are made available for audit.

Treasurer's Records – Board Secretary's Office

Board Secretary personnel prepared cash reconciliations for the general operating account, payroll account and payroll agency account per **N.J.S.A.18A:17-9**.

The Treasury records were in agreement with the records of the Board Secretary. All cash receipts were promptly deposited. (N.J.S.A.18A:17-34, 18A:17-9.1) and Treasury reports were filed in a timely manner.

Finding 2024-3

The Treasurer's reports did not include several bank accounts to support the various records and financial statements.

Recommendation

The Treasurer's reports should include all bank accounts for presentation to the Board on a timely basis, as prescribed.

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

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

Our audit of the E.S.E.A. 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 study of compliance for E.S.E.A. indicated that all E.S.E.A. programs were in compliance.

Other Special Federal and/or State Projects

The District's special projects were approved as listed on Schedule A and Schedule B located in the **ACFR**.

Our audit of the federal and state funds, on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the **ACFR**. This section of the **ACFR** documents the financial position pertaining to the aforementioned special projects. The study of compliance for special projects indicated no areas of noncompliance.

Finding 2024-4

Numerous adjustments were required to be reflected in the financial statements, regarding various grants, in order to agree recorded expenditures with the final EWEG reports. In addition, the Student Activity accounts were not maintained nor recorded at year end in the General Ledger.

Recommendation

Procedures to maintain various Federal Grant and Student Activity Funds should be reviewed and revised, in order to properly provide grant fund information for inclusion in the financial statements.

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 were noted.

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Reports for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 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

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general are available on the website: http://www.state.nj.us/dca/divisions/dlgs/programs/ps_contracts.html.

The current statute is posted on the New Jersey Legislature website at:
http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_pg42

School Purchasing Programs (Continued)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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 \$20,200 for 2023-2024.

The District 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 Solicitor'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.

Based on the results of our examination, we did not note any individual payments, contracts, or agreements 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 provisions of N.J.S.A. 18A:18A-4.

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

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

The review of contracts and agreements did not disclose any areas of statutory noncompliance.

Although a particular contract is exempt from the formal requirements of public advertising and competitive bidding, N.J.S.A. 18A:18A-37 requires that quotations be obtained, whenever practical, for any contract less than the bid threshold but 15% or more of that amount, except for contracts for professional services. All contracts and agreements, which are subject to quotations, shall be awarded on the basis of the lowest responsible quotation received, which is most advantageous to the Board of Education, price and other factors considered.

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.

School Food Service (Continued)

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. Exceptions were not 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. Exceptions were not 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. Exceptions were not noted.

Finding 2024-5 (ACFR Finding 2024-3)

The School District's Food Service Fund Net Cash Resources exceeded its three months average expenditures by \$148,176.

Recommendation

That the School District develop a plan to reduce the Food Service Fund's Net Cash Resources below its three-month average expenditures.

Student Body Activities

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

All receipts were promptly deposited.

A monthly report of student activity funds is being submitted to the Board.

Vouchers and supporting invoices were maintained for the student activity fund purchases. All disbursements appeared to be supported by appropriate documentation.

Unemployment Trust

The Board has adopted the benefit reimbursement plan and has established an Unemployment Trust Fund.

Extended Day Program

Extended Day Program activity representing childcare program fees and payments for operating expenditures and is reported as an enterprise fund.

Application for State School Aid

Our audit procedures included a test of information reported in the October 13, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped and low-income. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District Workpapers. The information that was included on the workpapers was also verified to the school registers. 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 the 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 County Summary was also compared to the DRTRS Eligibility Summary Report and these two reports were in agreement. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. 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.

Facilities and Capital Assets

Our review of facilities and capital assets did not disclose any exceptions, with the exception of the following:

Finding 2024-6 (ACFR 2024-4)

The District's Fixed Asset Record did not appear properly prepared and was not fully updated as of the audit date. As a result, reasonable estimates were calculated and applied, as part of the audit.

Recommendation

Procedures to update the fixed asset records need to be reviewed and revised, in order to assure that all appropriate additions and deletions are reflected in a report supporting the financial statements.

Testing for Lead of all Drinking Water in Educational Facilities

The school district adhered to all the requirements of NJAC 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

The test results were put on the district's website as well as being available at the school facility.

Follow-up on Prior Years' Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. There were no findings in the prior year.

Finding 2023-3

Net cash resources in the Food Service Fund exceeded three months average expenditures

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,

NIGHTLINGER, COLAVITA & VOLPA, P.A.

A handwritten signature in black ink, appearing to read 'Raymond Colavita', is written over the printed name.

Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant #915

UPPER DEERFIELD TOWNSHIP NET CASH RESOURCE SCHEDULE

Net cash resources did exceed three months of expenditures
Proprietary Funds - Food Service
FYE 2024

UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION

<u>Net Cash Resources:</u>		Food Service G - 1/2	
ACFR	*	Current Assets	
G-1		Cash & Cash Equiv.	\$ 339,848
G-1		Due from Other Gov'ts	13,096
G-1		Accounts Receivable	34,455
G-2		Interfund Receivable	34,967
G-1		Investments	
ACFR		Current Liabilities	
G-1		Less Accounts Payable	(78,628)
G-1		Less Accruals	
G-1		Less Due to Other Funds	
G-1		Less Deferred Revenue	(4,711)
		Net Cash Resources	\$ 339,027 (A)

Net Adj. Total Operating Expense:

G-2	Tot. Operating Exp.	636,169	
G-2	Less Depreciation	0	
		Adj. Tot. Oper. Exp.	\$ 636,169 (B)

Average Monthly Operating Expense:

B / 10	\$ 63,617 (C)
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Three times monthly Average:

3 X C	\$ 190,851 (D)
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TOTAL IN BOX A	\$ 339,027
LESS TOTAL IN BOX D	\$ 190,851
NET	\$ 148,176

From above:

A is greater than D, cash exceeds 3 X average monthly operating expenses.
D is greater than A, cash does not exceed 3 X average monthly operating expenses.

* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

SCHEDULE OF MEAL COUNT ACTIVITY

UPPER DEERFIELD SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS/MILKS SERVED AND OVER/UNDERCLAIM-FEDERAL
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>(Over)/Under Difference</u>	<u>Rate</u>	<u>(Over)/Under Claim</u>
National School Lunch	Paid	17,026	17,026	17,026	\$	0.42	
	Reduced	5,846	5,846	5,846		3.87	
	Free	53,018	53,018	53,018		4.27	
	Total	75,890	75,890	75,890			\$
National School Lunch	HHFKA - PB Lunch Only	75,890	75,890	75,890	\$	0.08	\$
School Breakfast	Paid	6,488	6,488	6,488	\$	0.38	
	Reduced	2,082	2,082	2,082		2.43	
	Free	25,519	25,519	25,519		2.73	
	Total	34,089	34,089	34,089			\$
TOTAL NET OVERCLAIM							\$

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>(Over)/Under Difference</u>	<u>Rate</u>	<u>(Over)/Under Claim</u>
State Reimb. - National School Lunch	Paid	17,026	17,026	17,026		\$ 0.06	\$
	Reduced	5,846	5,846	5,846		0.47	
	Free	53,018	53,018	53,018		0.07	
	NJEIE	532	532	532		3.85	
	TOTAL	76,422	76,422	76,422			\$
State Reimb. - National School Breakfast	Reduced	2,082	2,082	2,082		\$ 0.30	\$
	NJEIE	150	150	150		2.35	
	TOTAL	2,232	2,232	2,232			\$
TOTAL NET OVERCLAIM							\$

SCHEDULE OF AUDITED ENROLLMENTS

**UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2023**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported On A.S.S.A. as Low Income	Reported On Workpapers as Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected From Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Pre K 3 Yr Olds												
Full Day Pre K 4 Yr Olds												
Full Day Kindergarten	41	41		17	17		4	4		3	3	
One	44	44		19	19		7	7		5	5	
Two	48	48		20	20		13	13		11	11	
Three	43	43		18	18		4	4		3	3	
Four	33	33		14	14		2	2				
Five	37	37		16	16		1	1				
Six	28	28		12	12		4	4		3	3	
Seven	36	36		15	15		3	3		1	1	
Eight	25	25		11	11		2	2				
Subtotal	335	335	0	142	142	0	40	40	0	26	26	0
Special Ed - Elementary	84	84		35	35		13	13		10	10	
Special Ed - Middle	48	48		20	20		4	4		3	3	
Special Ed - High												
Subtotal	132	132	0	55	55	0	17	17	0	13	13	0
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	467	467	0	197	197	0	57	57	0	39	39	0
Percentage Error			0.00%			0.00%			0.00%			

TRANSPORTATION							
	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Errors	Tested	Verified	Errors	
Reg. - Public Schools	513	513		180	180		
Reg. - Special Ed.	54	54		19	19		
Transported - Non-Public							
Aid in Lieu - Non-Public	39	39		14	14		
Special Needs - Public	55	55		19	19		
Totals	661	661	0	232	232	0	
Percentage Error						0.00%	

	Reported	Re-Calculated
Avg. Mileage - Regular Including Grade PK students	4.6	
Avg. Mileage - Regular Excluding Grade PK students	4.7	
Avg. Mileage - Special Ed with Special Needs	5.2	

SCHEDULE OF AUDITED ENROLLMENTS

UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT
APPLICATION OR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2023

	Resident LEP NOT Low Income			Sample for Verification		
	Report On A.S.S.A. as NOT Low Income	Report On Workpapers as NOT Low Income	Errors	Sample Selected From Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	1	1				
One						
Two	2	2		1	1	
Three						
Four						
Five						
Six						
Seven						
Eight						
Subtotal	3	3	0	1	1	0
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Subtotal	0	0	0	0	0	0
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	3	3	0	1	1	0

Percentage Error

0.00%

0.00%

**UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION - REGULAR DISTRICTS**

SECTION 1

A. 2% Calculation of Excess Surplus

2023-2024 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 20,477,863 (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	_____ (B1a)
Transfer from Capital Reserve to Capital Projects Fund	_____ (B1b)
Transfer from General Fund to SRF for PreK-Regular	_____ (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	210,675 (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	3,979,848 (B2a)
Assets Acquired Under Capital Leases	_____ (B2b)
 Adjusted 2023-2024 General Fund Expenditures [(B)+(B1s)-(B2s)]	 16,708,690 (B3)
 2% of Adjusted 2023-2024 General Fund Expenditures [(B3) times .02]	 334,174 (B4)
Enter Greater of (B4) or \$250,000	334,174 (B5)
Increased by: Allowable Adjustment*	137,258 (K)
 Maximum Unassigned/Undesignated-Unreserved Fund Balance[(B5)+(K)]	 \$ 471,432 (M)

SECTION 2

Total General Fund - Fund Balances @ 6/30/24 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 6,913,664 (C)
Decreased by:	
Year-end Encumbrances	126,240 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	_____ (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	951,196 (C3)
Other Restricted Fund Balances****	2,908,183 (C4)
Assigned Fund balance Unreserved - Designated for Subsequent Year's Expenditures	107,529 (C5)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	 \$ 2,820,516 (U1)

SECTION 3

Restricted Fund Balance- Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0- \$ 2,349,084 (E)

Recapitulation of Excess Surplus as of June 30, 2024

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	951,196 (C3)
Reserved Excess Surplus ***[(E)]	2,349,084 (E)
 Total Excess Surplus [(C3) + (E)]	 \$ 3,300,280 (D)

**UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION - REGULAR DISTRICTS**

SECTION 3 (CONTINUED)

Footnotes:

- * Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
- (H) Federal Impact Aid. The passage of P.L. 2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve-General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
 - (I) Sale & Lease-Back (Refer to the Audit Program Section II, Chapter 10);
 - (J1) Extraordinary Aid;
 - (J2) Additional Nonpublic School Transportation Aid;
 - (J3) Recognized current year School Bus Advertising Revenue; and
 - (J4) Family Crisis Transportation Aid.
 - (J5) Supplemental Stabilization Aid & Maintenance of Equity Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ _____	(H)
Sale & Lease-Back	_____	(I)
Extraordinary Aid	119,513	(J1)
Additional Nonpublic School Transportation Aid	17,745	(J2)
Current Year School Bus Advertising Revenue Recognized	_____	(J3)
Family Crisis Transportation Aid	_____	(J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid.	_____	
Total Adjustments [(H) + (I) + (J1) + (J2) + (J3) + (J4) + (J5)]	\$ 137,258	(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 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 another type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	
Capital reserve	1,780,262
Maintenance reserve	1,049,963
Emergency Reserve	
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 General Fund Reserve (Sections 8007 and 8008)	
Other state/government mandated reserve	
Reserve for Unemployment Fund	77,958
[Other Restricted Fund Balance not noted above] ****	
Total Other Restricted Fund Balance	\$ 2,908,183 (C4)

SIGNATURE OF PUBLIC SCHOOL ACCOUNTANT - No. 915

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2024

Township of Hopewell School District

Recommendations:

1. Administrative Practices and Procedures - None
2. Financial Planning, Accounting and Reporting

Finding 2024-1

Recommendation

Procedures to maintain the payroll agency subsidiary ledger need to be reviewed and revised in order to provide proper balances for recording in the general ledger and financial statements.

Finding 2024-2

Recommendation

Prior to the year-end close out of the accounting system, various adjustments should be identified and recorded in the General Ledger, in order to ensure accurate and timely financial records are made available for audit.

Finding 2024-3

The Treasurer's reports should include all bank accounts for presentation to the Board on a timely basis, as prescribed.

3. Other Special Federal and/or State Projects –

Finding 2024-4

Recommendation

Procedures to maintain various Federal Grant and Student Activity Funds should be reviewed and revised, in order to properly provide grant fund information for inclusion in the financial statements.

4. School Purchasing Programs – None

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2024

Township of Hopewell School District

5. School Food Service –

Finding 2024-5 (ACFR Finding 2024-3)

Recommendation

That the School District develop a plan to reduce the Food Service Fund's Net Cash Resources below its three-month average expenditures.

6. Student Body Activities - None

7. Application for State School Aid - None

8. Charter School Enrollment System(CHE) (Applicable to audits of charter schools)

N/A

9. Pupil Transportation

10. Facilities and Capital Assets - None

Finding 2024-6 (ACFR Finding 2024-4)

Recommendation

Procedures to update the fixed asset records need to be reviewed and revised, in order to assure that all appropriate additions and deletions are reflected in a report supporting the financial statements.

11. Miscellaneous - None

12. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and there were no recommendations in the prior year, except for the following:

Finding 2023-002 (ACFR Finding 2023-002)

Recommendation

That the School District develop a plan to reduce the Food Service Fund's Net Cash Resources below its three-month average expenditures.