

**WALLINGTON BOARD OF EDUCATION  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL COMPLIANCE AND PERFORMANCE  
JUNE 30, 2024**

**WALLINGTON BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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Honorable President and Members  
of the Board of Trustees  
Wallington Board of Education  
Wallington, New Jersey

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 Wallington Board of Education as of and for the fiscal year ended June 30, 2024 and have issued our report thereon dated October 31, 2024.

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

This report is intended for the information of 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.

*PKF O'Connor Davies, LLP*

PKF O'Connor Davies, LLP  
Woodcliff Lake, New Jersey  
October 31, 2024

A handwritten signature in black ink, appearing to read "Gary W. Higgins".

Gary W. Higgins, CPA  
Public School Accountant  
PSA Number CS00814

**WALLINGTON 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 Treasurer of School Monies, the activities of the Board of Education and the records of the various funds under the auspices of the Board of Education.

**Administrative Practices and Procedures**

**Insurance**

Fire insurance coverage was carried in the amounts as detailed on the Insurance Schedule contained in the Statistical Section of the district's Annual Comprehensive Financial Report (the "ACFR").

**Official Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Jody Pietrowitz	Board Secretary	\$200,000
Philip H. Nisonoff	Treasurer of School Monies	250,000

There is an employee blanket dishonesty bond, including faithful performance for elected officials with coverage of \$500,000 per loss.

**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) to be submitted for the year of the 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.

**Financial Planning, Accounting and Reporting**

**Examination of Claims**

An examination of claims paid during the period under review revealed no 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 tested were certified by the President of the Board, the Board Secretary/School Business Administrator and Chief School Administrator.

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the New Jersey Department was filed by the March 15 due date.

The Board has implemented and maintains a personnel tracking and accounting (Position Control) system.

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

**Financial Planning, Accounting and Reporting (Continued)**

**Unemployment Compensation Trust Fund**

The Board has adopted the direct reimbursement method. The financial transactions of this fund are reported in the General Fund.

**Reserve for Encumbrances and Accounts Payable**

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

**Travel**

The District has an approved board travel policy as required by N.J.A.C.6A:23A-6.13 and N.J.S.A. 18A:11-12.

Payments made to employees for travel were in accordance with the approved travel policy.

**Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23A-8.3. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

**Board Secretary's Records**

The records of the Board Secretary and Treasurer were in agreement.

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

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

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

**Treasurer's Records**

The Treasurer did perform cash reconciliations for the general operating account and payroll accounts.

The Treasurer's records were in agreement with the records of the Board Secretary.

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

Our examination of the Federal 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.

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

**Financial Planning, Accounting and Reporting (Continued)**

**I.D.E.A Part B**

Separate accounting records were maintained for each approved project.

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 Exhibit K-3 and Exhibit K-4 located in the single audit section of 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 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.

**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.

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

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Report for all federal awards for the school district to reimburse the State for 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 subsequent to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

**School Purchasing Programs**

**Contracts and Agreements Requiring Advertisement for Bids**

The bid thresholds in accordance with *N.J.S.A. 18A:18A-2* and *18A:18A-3(a)* are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The District's Business Administrator is qualified and the bid threshold of \$44,000 has been established by Board resolution. The law regulating bidding for public school student transportation contracts under *N.J.S.A. 18A:39-3* is currently \$20,200.

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 the 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.

Based on the results of our examination, we did not indicate 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 provision of *N.J.S.A. 18A:18A-4*, amended.

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

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

**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 appropriate school food service personnel, as to whether the 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. In addition, non-program foods were not purchased, prepared, sold or offered for sale.

**Student Body Activities**

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

Cash receipts and disbursements records were maintained and bank reconciliations were performed.

All receipts were promptly deposited.

Cash disbursements were supported by proper documentation.

**WALLINGTON 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 the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district workpapers with no exceptions noted. 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**

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

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**

The District had no SDA grant projects during the year. The financial transactions related to the capital reserve account were reviewed without exception.

The District maintained financial records pertaining to its capital assets with a third-party provider.

**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.

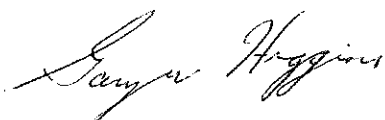
The school district submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

**Acknowledgement**

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

Respectfully submitted,

PKF O'Connor Davies , LLP



Gary W. Higgins  
Certified Public Accountant  
Public School Accountant



**WALLINGTON 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  
CALCULATION OF NET CASH RESOURCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**NOT APPLICABLE**

Wallington Board of Education

APPLICATION FOR STATE SCHOOL AID SUMMARY

SCHEDULE OF AUDITED ENROLLMENTS

October 15, 2023

	2023-2024 Application for State School Aid						Sample for Verification						Errors per Registers On Roll				Private Schools for Disabled			
	Reported on A.S.S.A. On Roll			Reported on Workpapers On Roll			Sample Selected from Workpapers			Verified per Registers On Roll			Full		Shared		Reported on A.S.S.A. as Private Schools		Sample for Verification	
	Full	Shared		Full	Shared		Full	Shared		Full	Shared									
Full Day Kindergarten	84			84			17			17										
One	81			81			15			15										
Two	86			86			12			12										
Three	90			90			17			17										
Four	76			76			13			13										
Five	68			68			8			8										
Six	86			86			14			14										
Seven	78			78			11			11										
Eight	90			90			23			23										
Nine	89			89			21			21										
Ten	78			78			19			19										
Eleven	89			89			20			20										
Twelve	87			87			17			17										
Subtotal	1,082	-		1,082	-		207	-		207	-						-	-	-	-
Special Ed - Elementary	48			48			5			5							3	3	3	-
Special Ed - Middle School	31			31			21			21							1	1	1	-
Special Ed - High School	34	2		34			21			21							4	4	4	-
Subtotal	113	2		113			47	-		47	-						4	4	4	-
Totals	1,195	2		1,195			254	-		254	-						4	4	4	-
Percentage Error													0.00%							0.00%

Wallington Board of Education  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 SCHEDULE OF AUDITED ENROLLMENTS  
 October 15, 2023  
 (Continued)

	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 Kindergarten												
One	29	29	-	13	13	-	9	9	-	7	7	-
Two	27	27	-	13	13	-	10	10	-	9	9	-
Three	32	32	-	14	14	-	5	5	-	3	3	-
Four	42	42	-	18	18	-	14	14	-	10	10	-
Five	28	28	-	13	13	-	11	11	-	6	6	-
Six	26	26	-	11	11	-	3	3	-	2	2	-
Seven	23	23	-	10	10	-	1	1	-	1	1	-
Eight	36	36	-	14	14	-	5	5	-	3	3	-
Nine	32	32	-	12	12	-	5	5	-	2	2	-
Ten	30	30	-	14	14	-	2	2	-	1	1	-
Eleven	28	28	-	15	15	-	2	2	-	1	1	-
Twelve	22	22	-	10	10	-	4	4	-	2	2	-
Subtotal	387.0	387.0	-	11	11	-	2	2	-	1	1	-
				188.0	188.0	-	73	73	-	48	48	-
Special Ed - Elementary	27	27	-	7	7	-	6	6	-	4	4	-
Special Ed - Middle	12	12	-	10	10	-	0	0	-	-	-	-
Special Ed - High	16	16	-	12	12	-	1	1	-	1	1	-
Subtotal	55.0	55.0	-	29	29	-	7	7	-	5	5	-
Totals	442.0	442.0	-	197	197	-	80	80	-	53	53	-
Percentage Error			0.00%			0.00%			0.00%			0.00%
Transportation												
	Reported on DTRTS by DOE/county	Reported on DTRTS by District	Difference	Tested	Verified	Errors						
Reg. - Public Schools	43.0	43.0	-	-	-	-						
Reg - SpEd	11.0	11.0	-	-	-	-						
Transported - Non-Public	-	-	-	-	-	-						
AIL - Non-Public	-	-	-	-	-	-						
Special Ed Spec	35.0	35.0	-	-	-	-						
Totals	89.0	89.0	-	-	-	-						
Percentage Error			-			0.00%						
											Reported	Recalculated
											7.4	7.4
											7.4	7.4
											6.4	6.4

Reg Avg. (Mileage) = Regular Including Grade PK students (Part A)  
 Reg Avg. (Mileage) = Regular Excluding Grade PK students (Part B)  
 Spec Avg. = Special Ed with Special Needs

**Wallington Board of Education**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**October 15, 2023**  
**(Continued)**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool	16	16	-	11	11	-
Full Day Preschool	13	13	-	10	10	-
Half Day Kindergarten	5	5	-	3	3	-
Full Day Kindergarten	6	6	-	4	4	-
One	4	4	-	3	3	-
Two	3	3	-	2	2	-
Three	2	2	-	1	1	-
Four	2	2	-	1	1	-
Five	8	8	-	6	6	-
Six	8	8	-	5	5	-
Seven	3	3	-	3	3	-
Eight	-	-	-	-	-	-
Nine	4	4	-	3	3	-
Ten	74	74	-	52	52	-
Eleven						
Twelve						
Subtotal						
Special Ed - Elementary	2	1		1	1	-
Special Ed - Middle	-	1		-	-	-
Special Ed - High	-	-		-	-	-
Subtotal	2	2	-	1	1	-
Totals	76	76	-	53	53	-
Percentage Error			0.00%			-

## WALLINGTON BOARD OF EDUCATION

### EXCESS SURPLUS CALCULATION

June 30, 2024

#### **SECTION 1 - Regular District**

##### **B. 2% Calculation of Excess Surplus**

2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 28,917,354	(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	\$ -	(B1d)
Decreased by:		
On-Behalf TPAF Pension, Medical, Long-Term Disability & Social Security	\$ 4,766,286	(B2a)
Assets Acquired Under Capital Leases	\$ -	(B2b)
Adjusted 2023-24 General Fund Expenditures [(B) + (B1s) - (B2s)]	\$ 24,151,068	(B3)
2% of Adjusted 2023-24 General Fund Expenditures [(B3) times .02]	\$ 483,021	(B4)
Enter Greater of (B4) or \$250,000	\$ 483,021	(B5)
Increased by: Allowable Adjustment*	\$ 280,317	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5) + (K)]	\$ 763,338	(M)

#### **SECTION 2**

Total General Fund - Fund Balances at 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 10,640,600	(C)
Decreased by:		
Year-end Encumbrances	\$ 19,850	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ -	(C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 3,643,694	(C3)
Other Restricted Fund Balances****	\$ 1,850,717	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ 177,380	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$ 4,948,959	(U1)

# WALLINGTON BOARD OF EDUCATION

## EXCESS SURPLUS CALCULATION

June 30, 2024

### SECTION 3

Restricted Fund Balance - Excess Surplus \*\*\*

[(U1)-(M)] IF NEGATIVE ENTER -0-

\$ 4,185,621 (E)

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

Reserved Excess Surplus - Designated for Subsequent Year's  
Expenditures \*\*

\$ 3,643,694 (C3)

Reserved Excess Surplus \*\*\* [(E)]

\$ 4,185,621 (E)

Total Excess Surplus [(C3)+(E)]

\$ 7,829,315 (D)

### 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 and 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) Maintenance of Equity Aid and State Military Impact Aid

### Detail of Allowable Adjustments

Impact Aid

\$ - (H)

Sales & Lease-back

\$ - (I)

Extraordinary Aid

\$ 280,317 (J1)

Additional Nonpublic School Transportation Aid

\$ - (J2)

Current Year School Bus Advertising Revenue Recognized

\$ - (J3)

Family Crisis Transportation Aid

\$ - (J4)

Maintenance of Equity Aid received

\$ - (J5)

Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]

\$ 280,317 (K)

## WALLINGTON BOARD OF EDUCATION

### EXCESS SURPLUS CALCULATION

June 30, 2024

- \*\* This amount represents the June 30, 2024 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.
- \*\*\* Amount must agree to the June 30, 2024 ACFR and the sum of the two lines must agree to Audit Summary 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 any other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Office of School Finance prior to September 30.

#### **Detail of Other Restricted Fund Balance**

Statutory restrictions:

Approved unspent separate proposal	\$ -
Sale/lease-back reserve	\$ -
Capital reserve	\$ 1,679,400
Maintenance reserve	\$ -
Emergency reserve	\$ -
Waiver offset reserve - Designated for subsequent year	\$ -
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	\$ -
Impact Aid Capital Fund Reserve	\$ -
Other state/government mandated reserve	\$ 171,317
[Other Restricted Fund Balance not noted above]****	\$ -
Total Other Restricted Fund Balance	\$ 1,850,717 (C4)

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

**RECOMMENDATIONS**

**I. Administrative Practices and Procedures**

There are none.

**II. Financial Planning, Accounting and Reporting**

There are none.

**III. School Purchasing Program**

There are none.

**IV. School Food Services**

There are none.

**V. Student Body Activities**

There are none.

**VI. Scholarships**

There are none.

**VII. Application for State School Aid**

There are none.

**VIII. Pupil Transportation**

There are none.

**IX. Facilities and Capital Assets**

There are none.

**X. Status of Prior Year Findings/Recommendations**

There were no prior year recommendations.