



***TOWNSHIP OF WESTFIELD  
SCHOOL DISTRICT  
COUNTY OF UNION, NEW JERSEY***

***AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS –  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
FOR THE FISCAL YEAR ENDED  
June 30, 2024***

**WESTFIELD SCHOOL DISTRICT**  
**UNION COUNTY, NEW JERSEY**

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

**TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
Independent Auditors' Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
<i>P.L.2020,c.44</i>	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	3
Payroll Account and Employee Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Investment of Idle Funds	3
Board Secretary's Records	4
Elementary and Secondary Education Act (E.S.E.A) as amended by the	
Every Student Succeeds Act (ESSA)	4
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	4
T.P.A.F. Reimbursement to the State for Federal Salary Expenditures	4
Non-Public State Aid	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	5
School Food Service Fund	5
Enterprise Fund – WRAP Program/School	5
Student Activity Funds	6
Application for State School Aid	6
Pupil Transportation	6
Capital Assets	6
Testing for Lead of all Drinking Water in Educational Facilities	6
Follow-Up on Prior Years' Findings	7
Office of Fiscal Accountability and Compliance (OFAC) Findings	7
Acknowledgment	7
Schedule of Audited Enrollments	8 - 10
Excess Surplus Calculation	11 - 13
Audit Recommendations Summary	14



## INDEPENDENT AUDITORS' REPORT

**Honorable President and Members  
of the Board of Education  
Westfield School District  
County of Union, New Jersey**

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements as prescribed by the Division of Finance, Department of Education, State of New Jersey, the basic financial statements of the Board of Education of the Township of Westfield School District in the County of Union for the year ended June 30, 2024, and have issued our report thereon dated January 15, 2025.

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

This report is intended for the information of the Town of Westfield Board of Education's management, Board of Education members, others within the entity, and the New Jersey Department of Education and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

*PKF O'Connor Davies, LLP*

Cranford, New Jersey  
January 15, 2025

*Scott A. Clelland*

Scott A. Clelland, CPA  
Licensed Public School Accountant, No. 1049

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

**SCOPE OF AUDIT**

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

**ADMINISTRATIVE PRACTICES AND PROCEDURES**

**Insurance**

Fire insurance coverage was carried in amounts as detailed on Exhibit J-20 of the District's ACFR. The details of the various additional insurance coverages carried by the Board are also presented on this Exhibit. No attempt was made to determine the adequacy of coverage as part of this report. Adequacy of coverage is the responsibility of the Board of Education.

**Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)**

The following position was covered by a Surety Bond at June 30, 2024:

Patricia Ramos, School Business Administrator/Board Secretary      \$ 487,000

The Surety Bond coverage for the School Business Administrator/Board Secretary exceeded the minimum requirement as promulgated by the Department of Education.

**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 under audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

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

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

**Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. Differences in actual costs, as certified by the Department of Education pursuant to the provisions of N.J.A.C. 6A:23-3.1(f)3, from estimated costs billed by the Board during the period were adjusted as required.

## **FINANCIAL PLANNING, ACCOUNTING AND REPORTING**

### **Examination of Claims**

An examination of claims paid during the period under review did not indicate any material 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, the Board Secretary/Business Administrator, and the Chief School Administrator.

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

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

### **Employee Position Control Roster**

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

### **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. No exceptions were identified.

### **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 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, no coding errors were noted.

### **Investment of Idle Funds**

During the period under audit, the Board had all of the idle funds in its governmental fund types invested in interest bearing accounts. For the year ended June 30, 2024, the District reported \$1,758,276 of interest income, net of banking service charges, in accordance with its banking services agreement. This amount represents an increase from the prior period.

## **FINANCIAL PLANNING, ACCOUNTING AND REPORTING (Cont'd.)**

### **Board Secretary's Records**

The minutes maintained by the Board Secretary were in good condition.

During school year 2023-2024, the District performed cash reconciliation and transactional proof procedures to assure the accuracy of District generated records and timely bank reconciliations. These procedures allowed for the timely preparation of the monthly report of the Board Secretary. Cash balances were in agreement with the financial records of the Business Office. Our review of the financial and accounting records maintained by the Board Secretary disclosed no exceptions.

### **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 the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated no instances of noncompliance and/or questionable costs.

### **Other Special Federal and/or State Projects**

The District's special projects were approved as listed on Schedules (K-3) and (K-4) 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.

### **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 expenditures charged to the current year's Final report(s) 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 as a result.

### **Non-Public State Aid**

Our review of Nonpublic State Aid completion reports disclosed no exceptions.

## **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 \$20,200 for 2023-2024.

The District 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.

The results of our examination, performed on a test basis, 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*.

## **SCHOOL FOOD SERVICE FUND**

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

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

The District does not participate in food service federal and/or state programs. Accordingly, the school food service fund was not subject to the expanded CNP audit requirements prescribed by the United States or New Jersey Departments of Agriculture.

### **Enterprise Fund – WRAP Program/School**

During the school year ended June 30, 2024, the District maintained the Kindergarten Wrap-Around Program at Lincoln School within the District.

Exhibits reflecting WRAP School/Program operations are included in the section entitled Enterprise Funds, Section B of the ACFR.

### **Student Body Activities**

During our audit of the student activity funds, we did not note any exceptions.

### **Application for State School Aid (A.S.S.A.)**

The General State Aid Cluster was tested as a major program in the 2024 fiscal year. Our audit procedures included a test of information reported in the October 13, 2023 Application for State School Aid (ASSA) for on-roll, private schools for the handicapped, low-income and bilingual. We agreed the ASSA summary report to the underlying District working papers without exception. We also performed a review of the District procedures related to its completion.

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

The District written procedures are adequate 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 Resident Transported Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. We did agree the DRTRS summary report to the underlying District working papers 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.

### **Capital Assets**

For the school year ended June 30, 2024, the District created an internal record of Capital Assets and converted the inventory report provided by an outside firm to a District maintained inventory system. The 2023-2024 acquisitions and deletions were posted based upon District records. Summary totals from this detailed listing have been included in the District's financial statements for the year ended June 30, 2024. The reporting system also provided the depreciation expense recorded for depreciable assets for the school year ended June 30, 2024.

### **Testing for Lead of All Drinking Water in Educational Facilities**

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

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



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

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year's recommendations. There were no prior year findings and therefore no corrective action was required.

### **Office of Fiscal Accountability and Compliance (OFAC) Findings**

There were no Office of Fiscal Accountability and Compliance ("OFAC") audit reports issued during the 2024 fiscal year.

### **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.

**SCHEDULE OF AUDITED ENROLLMENTS**

**WESTFIELD SCHOOL DISTRICT**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 13, 2023**

	2023-2024 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		Sample	Errors
	A.S.S.A.		Workpapers				Selected from		Registers		Registers		Reported on	for			
	On Roll		On Roll				Workpapers		On Roll		On Roll		Private	Verifi-			
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified		
Half Day PreK- 3 yr	13	-	13	-	-	-	1	-	1	-	-	-	-	-	-	-	
Half Day PreK- 4 yr	14	-	14	-	-	-	1	-	1	-	-	-	-	-	-	-	
Full Day PreK- 3yr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Half Day Kindergarten	139	-	139	-	-	-	7	-	7	-	-	-	-	-	-	-	
One	443	-	443	-	-	-	24	-	24	-	-	-	-	-	-	-	
Two	423	-	423	-	-	-	23	-	23	-	-	-	-	-	-	-	
Three	394	-	394	-	-	-	21	-	21	-	-	-	-	-	-	-	
Four	396	-	396	-	-	-	21	-	21	-	-	-	-	-	-	-	
Five	430	-	430	-	-	-	23	-	23	-	-	-	-	-	-	-	
Six	373	-	373	-	-	-	20	-	20	-	-	-	-	-	-	-	
Seven	367	-	367	-	-	-	20	-	20	-	-	-	-	-	-	-	
Eight	420	-	420	-	-	-	23	-	23	-	-	-	-	-	-	-	
Nine	339	-	339	-	-	-	18	-	18	-	-	-	-	-	-	-	
Ten	339	1	339	1	-	-	18	-	18	-	-	-	-	-	-	-	
Eleven	360	5	360	5	-	-	19	-	19	-	-	-	-	-	-	-	
Twelve	363	3	363	3	-	-	19	-	19	-	-	-	-	-	-	-	
Subtotal	4,813	9	4,813	9	-	-	258	-	258	-	-	-	-	-	-	-	
Special Ed - Elementary	389	-	389	-	-	-	21	-	21	-	-	-	7	5	5	-	
Special Ed - Middle School	283	-	283	-	-	-	15	-	15	-	-	-	21	16	16	-	
Special Ed - High School	343	25	343	25	-	-	18	-	18	-	-	-	34	26	26	-	
Subtotal	1,015	25	1,015	25	-	-	54	-	54	-	-	-	62	47	47	-	
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Co. Voc. Ft. Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Totals	5,828	34	5,828	34	-	-	312	-	312	-	-	-	62	47	47	-	
Percentage Error					0.00%	0.00%					0.00%	0.00%				0.00%	

**WESTFIELD SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)  
ENROLLMENT AS OF OCTOBER 13, 2023**

**SCHEDULE OF AUDITED ENROLLMENTS**

	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 Application and Register	Sample Errors
Half Day Kindergarten	4	4	-	3	3	-	2	2	-	2	2	-
One	4	4	-	3	3	-	-	-	-	-	-	-
Two	2	1	1	2	2	-	2	2	-	2	2	-
Three	2	2	-	2	2	-	-	-	-	-	-	-
Four	5	5	-	4	3	1	-	-	-	-	-	-
Five	4	4	-	3	3	-	-	-	-	-	-	-
Six	3	3	-	2	2	-	1	1	-	1	1	-
Seven	5	5	-	4	4	-	2	2	-	2	2	-
Eight	4	4	-	3	3	-	-	-	-	-	-	-
Nine	3	3	-	3	3	-	-	-	-	-	-	-
Ten	6	6	-	5	5	-	-	-	-	-	-	-
Eleven	4	4	-	4	4	-	-	-	-	-	-	-
Twelve	3	3	-	2	2	-	1	1	-	1	1	-
Subtotal	49	48	1	40	39	1	8	8	-	8	8	-
Sp Ed - Elementary	7	6	1	4	4	-	2	2	-	2	2	-
Sp Ed - Middle School	13	14	(1)	9	9	-	3	3	-	2	2	-
Sp Ed - High School	17.5	17.5	-	12	12	-	3	3	-	2	2	-
Subtotal	37.5	37.5	-	25	25	-	8	8	-	6	6	-
Total	86.5	85.5	1	65	64	1	16	16	-	14	14	-

Percentage Error

0.00%

0.00%

0.00%

0.00%

	Reported on DRTRS by DOE/County	Reported on DRTRS by District	Tested	Verified	Errors
Regular - Public School	281	281	-	-	-
Non-Public Transportation	39	39	-	-	-
AIL Non-Public	328	328	-	-	-
Regular Special Education	22	22	-	-	-
Special Needs	162	162	-	-	-
Courtesy	40	40	-	-	-
Totals	872	872	-	-	-

assa23

Average Mileage - Regular Including Grade PK Students	<u>Reported</u> 6.2	<u>Recalculated</u> 6.2
Average Mileage - Regular Excluding Grade PK Students	6.2	6.2
Average mileage - Special Education	9.7	9.7

Percentage Error

**WESTFIELD SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)  
ENROLLMENT AS OF OCTOBER 13, 2023**

**SCHEDULE OF AUDITED ENROLLMENTS**

	<b>Resident LEP NOT Low Income</b>			<b>Sample for Verification</b>		
	Reported on ASSA as Not Low Income	Reported on Workpapers as Not Low Income	Errors	Sample Selected from Workpapers	Verified to Application & Register	Sample Errors
Half Day Kindergarten	5	5	-	3	3	-
Full Day Kindergarten	-	-	-	-	-	-
One	14	14	-	11	11	-
Two	5	5	-	3	3	-
Three	4	4	-	3	3	-
Four	3	3	-	2	2	-
Five	4	4	-	3	3	-
Six	2	2	-	1	1	-
Seven	3	3	-	2	2	-
Eight	-	-	-	-	-	-
Nine	3	3	-	2	2	-
Ten	2	2	-	2	2	-
Eleven	4	4	-	3	3	-
Twelve	1	1	-	1	1	-
Subtotal	<u>50</u>	<u>50</u>	<u>-</u>	<u>36</u>	<u>36</u>	<u>-</u>
Sp Ed - Elementary	11	11	-	8	8	-
Sp Ed - Middle School	-	-	-	-	-	-
Sp Ed - High School	<u>2.5</u>	<u>2.5</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>-</u>
Subtotal	<u>13.5</u>	<u>13.5</u>	<u>-</u>	<u>10</u>	<u>10</u>	<u>-</u>
Total	<u><u>63.5</u></u>	<u><u>63.5</u></u>	<u><u>-</u></u>	<u><u>46</u></u>	<u><u>46</u></u>	<u><u>-</u></u>
Percentage Error			<u><u>0.00%</u></u>			<u><u>0.00%</u></u>

## EXCESS SURPLUS CALCULATION

### SECTION 1 - REGULAR DISTRICT

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

2023-24 Total General Fund Expenditures per the ACFR "C-1"	\$ 150,571,851 (B)
Increased by Applicable Transfers:	
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 Pre-K Regular	\$ (B1c)
Transfer from General Fund to SRF for Pre-K Inclusion	\$ (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ 28,097,559 (B2a)
Assets Acquired Under Leases	\$ (B2b)
Adjusted 2023-24 General Fund Expenditures [(B)+(B1s)-B2s]	122,474,292 (B3)
2% of Adjusted 2023-24 General Fund Expenditures [(B3) times .02]	\$ 2,449,486 (B4)
Enter Greater of (B4) or \$250,000	\$ 2,449,486 (B5)
Increased by: Allowable Adjustment*	\$ 1,883,275 (K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$ 4,332,761 (M)

### SECTION 2

Total General Fund - Fund Balances @ 6/30/24 (Per ACFR Budgetary Comparison schedule/statement)	\$ 24,057,866 (C )
Decreased by:	
Reserve for Encumbrances	\$ 4,514,313 (C1)
Legally Restricted -Designated for Subsequent Year's Expenditures	\$ (C2)
Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ 1,500,000 (C3)
Other Reserved Fund Balances****	\$ 13,197,809 (C4)
Assigned Unreserved Fund Balance - Designated for Subsequent Year's Expenditures	\$ (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$ 4,845,744 (U1)

### **SECTION 3**

Restricted Fund Balance-Excess Surplus ***((U1-(M)) If negative enter -0-	\$	<u>512,983</u>	(E)
<b><u>Recapitulation of Excess Surplus as of June 30, 2024</u></b>			
Reserved Excess Surplus-Designated for Subsequent Year's Expenditures**	\$	<u>1,500,000</u>	(C3)
Reserved Excess Surplus*** (E)	\$	<u>512,983</u>	(E)
Total Excess Surplus [(C3) +(E)]	\$	<u><u>2,012,983</u></u>	(D)

#### **Footnotes:**

\*Allowable adjustment to expenditures on line K must be 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 NJSA 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 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 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4).
  - (I) Sale and Leaseback (Refer to 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 received April 2024 & Maintenance of Equity Aid received July 2024
- Notes to auditor: Refer to audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Non public School Transportation Aid

**Detail of Allowable Adjustments**

Impact Aid	\$		(H)
Sale & Lease-back	\$		(I)
Extraordinary Aid	\$	1,730,416	(J1)
Additional Nonpublic School Transportation Aid	\$	152,859	(J2)
Current year School Bus Advertising Rev. Recognized	\$		(J3)
Family Crisis Transportation Aid	\$		(J4)
Supplemental Stabilization Aid received April 2024 & Maintenance of Equity Aid Received July 2024	\$		(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$	1,883,275	(K)

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

\*\*\* Amount must agree to the June 30, 2023 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 any other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**Detail of Other Reserved Fund Balance**

Statutory restrictions:

Approved unspent separate proposal (see below)	\$	
Sale/lease-back reserve	\$	
Capital Reserve	\$	9,709,814
Maintenance Reserve	\$	2,047,156
Emergency Reserve	\$	1,000,000
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 (Sec. 8002 & 8003)	\$	
Impact Aid Capital Fund Reserve (Sec. 8007 & 8008)	\$	
Reserve for Unemployment	\$	440,839
Other state/government mandated reserve	\$	
(Other Restricted Fund Balance not noted above)****	\$	
Total Other Reserved Fund Balance	\$	13,197,809 (C4)

WESTFIELD SCHOOL DISTRICT  
AUDIT RECOMMENDATIONS SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

There were no prior year recommendations. No correction action was required.