

**WILLINGBORO TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION  
BURLINGTON COUNTY, NEW JERSEY**

**Auditor's Management Report on Administrative Findings-  
Financial, Compliance and Performance  
for the Fiscal Year Ended June 30, 2024**

# MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS FINANCIAL, COMPLIANCE AND PERFORMANCE

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BRENT W. LEE & CO., LLC  
Certified Public Accounting Firm

**REPORT OF INDEPENDENT AUDITORS  
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE  
FINDINGS, FINANCIAL COMPLIANCE AND PERFORMANCE**

Honorable President and  
Members of the Board of  
Education Willingboro  
Township County of Burlington  
Willingboro, New Jersey 08046

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 Willingboro Township School District in the County of Burlington for the year ended June 30, 2024, and have issued our report thereon dated January 6, 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 Willingboro Township Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

Brent W. Lee  
Certified Public Accountant  
Public School Accountant No. 700  
Brent W. Lee & Co., LLC

Cinnaminson, New Jersey  
January 6, 2025

609-456-8804  
39 Paddock Lane, Cinnaminson, NJ 08077

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**BRENT W. LEE & CO., LLC**  
Certified Public Accounting Firm

To the Honorable President and Members  
of the Willingboro Township  
Board of Education  
Willingboro, New Jersey

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

### **Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Education, the records of the Athletic Fund, 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**

<b>Name</b>	<b>Position</b>	<b>Amount</b>
Dr. Steven Lewis	Business Administrator/Board Secretary	\$500,000
William Tantom	Treasurer	500,000

There is a public employees' faithful performance blanket position bond with the Selective Insurance Company covering all other employees with multiple coverage of \$500,000.

#### **P.L.2020c.44**

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

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

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

## **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with *N.J.A.C.6A:23A-17.1(f)3*.

## **Financial Planning, Accounting and Reporting**

### **Examination of Claims**

A sample 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. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

Sampled 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.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefit premium amounts withheld due to the general fund.

Payrolls were delivered to the treasurer of school moneys with a warrant made to their order for the full amount of each payroll.

### **Employee Position Control Roster**

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

### **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 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. No exceptions noted

### **Travel**

No exceptions were noted in my study of compliance for travel expenses.

## **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 my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my 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 transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

## **Board Secretary's Records**

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following item:

### **Finding 2024-01:**

It was noted while testing the District's medical prescription coverage that the District paid premiums of \$1,801 for one (1) individual that was no longer an employee of the District.

### **Recommendation:**

The district must implement procedures to ensure that correct amounts are being paid for medical prescription premiums for active employees only.

### **Finding No. 2024-02:**

The District did not adhere to its internal control procedures that are designed to reconcile the general ledger with other subsidiary records and did not record all the necessary year-end closing journal entries in order to be in compliance with *N.J.A.C. 6A:23A:6.6*.

### **Recommendation:**

The District should adhere to their internal control procedures that are designed to reconcile the general ledger with other subsidiary records and record all necessary year-end journal entries in order to be in compliance with *N.J.A.C. 6A:23A-6.6*.

## **Treasurer's Records**

The Treasurer's records were reviewed and found to be in satisfactory condition.

## **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 Title I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

## **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 the special projects indicated no areas of noncompliance.

## **T.P.A.F. Reimbursement**

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

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

The amount of the expenditure 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.

## **School Purchasing Program**

### **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 is available on the NJ Local Agency Procurement Laws webpage: <http://www.state.nj.us/dca/divisions/dlgs/programs/1pcl.html>.

Current statute is posted on the New Jersey Legislature (<http://www.njleg.state.nj.us>) website.

The bid thresholds in accordance with *N.J.S.A.18A:18A-2* and *18A:18A-3(a)* are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A.18A:39-3* is \$20,200 for 2022-23.

The district board of education/board of trustees 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.

Based on the results of my examination, I 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 provision of N.J.S.A. 18A:18A-4.



## **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.

### **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.

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, I inquired of school management, or appropriate school food service personnel, as to whether the School Food Authority (SFA) had any Child Nutrition Program reimbursements 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 noted.

The statement of Revenues, Expenses, and Changes in Net Position (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program costs of goods sold.

We inquired of management 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. I also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meals count records were reviewed on a test-check basis. Cash receipts and bank records were reviewed for timely deposit.

The district utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the (FSMC) Cost Reimbursable Fixed Price or Non-Competitive Emergency Procurement Sodexo contract/addendum were reviewed and audited.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

**School Food Service (Continued):**

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service.

The FSA recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

Net cash resources did exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications/or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the School System. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were 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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section B of the ACFR.

**Unemployment Compensation Insurance Trust Fund**

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Expendable Trust Fund.

## **Student Body Activities**

The Board adopted a policy, which effectively established the regulation of all student activity funds. My review of the financial and accounting records for student activities indicated that no exceptions were noted.

## **Application for State School Aid (ASSA)**

My 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. I 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 verified. The results of my procedures are presented in the Schedule of Audited Enrollments and no exceptions were noted.

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

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

## **Finding 2024-03:**

The following issues were noted during the testing of the District's ASSA report:

- It was noted during the test of private school for students with disabilities that there were three (3) instances where students were recorded on the ASSA report and tuition contracts were unavailable for audit review in order to verify the student's eligibility to be enrolled on the ASSA report.
- It was noted during the test of on-roll eligible LEP students that a test score for one (1) LEP student, not low income, was unavailable for audit review in order to verify the student's eligibility to be enrolled on the ASSA report.

## **Recommendation:**

The District must implement procedures to ensure that correct enrollment counts are submitted on the ASSA report.

## **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 my procedures are presented in the Schedule of Audit enrollments.

Our procedures also include a review of transportation related contracts and purchases. Based on my review, the District complied with proper bidding procedures and award of contracts. The bid specification for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in my review of transportation related purchases of goods & services.

## **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 submitted 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 Years' Findings**

In accordance with government auditing standards, my procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings with the exception of the following, which is repeated in this year's recommendations noted as current year finding "2023-01".

It was noted while testing the District's medical prescription coverage that the District paid premiums of \$22,629 for four (4) individuals that were no longer employees of the District.

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

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2024.

### **Acknowledgment**

I received the complete cooperation of all officials of the School District and we greatly appreciate the courtesies extended to the members of the audit team.

Should you have any questions concerning our comments or should you desire any assistance, please do not hesitate to call me.

Respectfully Submitted,



Brent W. Lee  
Certified Public Accountant  
Public School Accountant No. 700  
Brent W. Lee & Co., LLC

Cinnaminson, New Jersey  
January 6, 2025

## **ADDITIONAL INFORMATION**

**SCHEDULE OF MEAL COUNT ACTIVITY**

**WILLINGBORO TOWNSHIP SCHOOL DISTRICT  
FOOD SERVICE FUND  
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL  
ENTERPRISE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER) UNDER CLAIM
National School Lunch (High Rate)	Paid	142,852	48,072	48,072		0.42	
National School Lunch (High Rate)	Reduced	37,362	11,816	11,816		3.87	
National School Lunch (High Rate)	Free	235,623	74,136	74,136		4.27	
	TOTAL	<u>415,837</u>	<u>134,024</u>	<u>134,024</u>			<u></u>
National School Lunch	HHFKA - PB Lunch Only	<u>415,837</u>	<u>134,024</u>	<u>134,024</u>		0.08	<u></u>
School Breakfast *Severe Needs Rate	Paid*	102,793	34,059	34,059		0.38	
	Reduced*	22,613	7,188	7,188		2.43	
	Free*	143,446	45,117	45,117		2.73	
	TOTAL	<u>332,472</u>	<u>107,901</u>	<u>107,901</u>			<u></u>
After School Snacks	Free (Area Eligible)	43,665	12,460	12,460	-	1.17	
<b>Total Net (Over)/under-claim</b>							<u><u></u></u>

**NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM -STATE  
ENTERPRISE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER) UNDER CLAIM
State Reimbursement - National School Lunch (High Rate)	Paid	142,852	48,072	48,072		0.060	
State Reimbursement - National School Lunch (High Rate)	Reduced	37,362	11,816	11,816		0.070	
State Reimbursement - National School Lunch (High Rate)	Free	217,794	74,136	74,136		0.700	
State Reimbursement - National School Breakfast (High Rate)	Free	17,829	5,025	5,025		0.100	
State Reimbursement - National School Lunch (High Rate)	NJEIE	3,266	979	979		3.850	
State Reimbursement - National School Breakfast (High Rate)	NJEIE	1,774	527	527		2.350	
	TOTAL	<u>420,877</u>	<u>140,555</u>	<u>140,555</u>			<u></u>
<b>Total Net (Over)/under-claim</b>							<u><u></u></u>

# WILLINGBORO TOWNSHIP SCHOOL DISTRICT

## NET CASH RESOURCE SCHEDULE

**Net cash resources did not exceed three months of expenditures  
Proprietary Funds - Food Service  
FYE 2024**

<u>Net Cash Resources:</u>		Food Service B - 4/5	
<b>ACFR</b>	<b>Current Assets</b>		
B-4	Cash & Cash Equiv.	\$226,280	
B-4	Interfund Accounts Receivable	68,689	
B-4	Due from Other Gov'ts	386,631	
B-4	Other Accounts Receivable	28,330	
<b>ACFR</b>	<b>Current Liabilities</b>		
B-4	Less Accounts Payable	208,194	
B-4	Less Accruals		
B-4	Less Due to Other Funds	508,895	
B-4	Less Unearned Revenue		
	<b>Net Cash Resources</b>	<b>(\$7,159)</b>	<b>(A)</b>

### Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	2,738,267	
B-5	Less Depreciation	27,960	
	<b>Adj. Tot. Oper. Exp.</b>	<b>\$ 2,710,307</b>	<b>(B)</b>

### Average Monthly Operating Expense:

B / 10	<b>\$ 271,031</b>	<b>(C)</b>
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### Three times monthly Average:

3 X C	<b>\$ 813,092</b>	<b>(D)</b>
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TOTAL IN BOX A	(\$7,159)
LESS TOTAL IN BOX D	\$ 813,092
NET	<b>(\$820,251)</b>

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 AUDITED ENROLLMENTS (1)

WILLINGBORO TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2023

	2024-2025 Application for State School Aid						Sample for Verification						Private Schools for Handicapped					
	Reported on		Workpapers		Errors		Selected From		Registers		Errors Per		Reported on		Workpapers		Sample	
	A.S.S.A.	On Roll	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	A.S.S.A.	Workpapers	Reported on	Sample for Verification	Sample	Errors
Full Day Preschool 3 Yr	116		116				17	17										
	203		203				18	18										
	222		222				14	14										
	247		247				16	16										
One	233		233				18	18										
Two	233		233				14	14										
Three	234		234				14	14										
Four	222		222				19	19										
Five	230		230				19	19										
Six	225		225				16	16										
Seven	245		245				15	15										
Eight	152		152				12	12										
Nine	182		182				14	14										
Ten	187		187				15	15										
Eleven	151		151				17	17										
Twelve																		
Subtotal	3,082		3,082				238	238										
Sp Ed - Elementary	313		313				30	30					13	13		9	8	1
Sp Ed - Middle	146		146				10	10					13	13		13	12	1
Sp Ed - High School	172		172				21	21					22	22		19	18	1
Subtotal	631		631				61	61					48	48		41	38	3
Totals	3,713		3,713				299	299					48	48		41	38	3
Percentage Error																		7.3%



SCHEDULE OF AUDITED ENROLLMENTS (2)

WILLINGBORO TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2023

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. Income	Reported on Workpapers As Low Income	Errors	Sample Selected From Workpapers	Verified to Application & 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	170	170		29	29		6	6		7	6	
One	160	160		24	24		14	14		10	10	
Two	187	187		24	24		12	12		7	7	
Three	184	184		24	24		9	9		8	8	
Four	181	181		29	29		8	8		2	2	
Five	159	159		28	28		4	4		1	1	
Six	159	159		23	23		3	3		2	2	
Seven	177	177		26	26		4	4		2	2	
Eight	176	176		28	28		3	3		4	4	
Nine	125	125		22	22		2	2		5	5	
Ten	123	123		10	10		5	5		4	4	
Eleven	109	109		17	17		4	4		2	2	
Twelve	80	80		7	7		2	2		2	2	
Subtotal	1,990	1,990		291	291		76	76		50	49	
Sp Ed - Elementary	205	205					6	6		5	5	
Sp Ed - Middle	127	127					1	1		1	1	
Sp Ed - High School	145	145					2	2		2	2	
Subtotal	477	477					9	9		8	8	
Totals	2,467	2,467		291	291		85	85		58	57	
Percentage Error												1.7%

TRANSPORTATION

	Reported on		Reported on		Errors		Tested		Verified		Errors	
	DRTRS by DOE	DRTRS on District	DRTRS by DOE	DRTRS on District	Errors							
Regular - Public Schools Col 1	1,442	1,442							208	208		
Regular - Special Ed Col 4	242	242							39	39		
Transported - Nonpublic Col 2	-	-										
Transported - Nonpublic AIL Col 3	218	218							37	37		
Special Needs - Public Col 6	104	104										
Totals	2,006	2,006							284	284		
Percentage Errors												

**SCHEDULE OF AUDITED ENROLLMENTS (3)**

**WILLINGBORO TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2023**

	<b>Resident LEP NOT Low Income</b>			<b>Sample for Verification</b>		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected From Workpapers	Verified to Application & Register	Sample Errors
Full Day Kindergarten	10	10				
One	6	6		3	3	
Two	4	4		3	3	
Three	12	12		11	11	
Four	11	11		5	5	
Five	7	7		3	3	
Six	8	8		6	6	
Seven	3	3		2	2	
Eight	7	7		6	6	
Nine	6	6				
Ten	5	5		4	4	
Eleven	3	3		3	3	
Twelve	1	1		1	1	
Subtotal	83	83		47	47	
Sp Ed - Elementary	2	2				
Sp Ed - Middle	1	1		1	1	
Sp Ed - High School						
Subtotal	3	3		1	1	
Totals	86	86		48	48	
Percentage Error						

**SCHEDULE OF AUDITED ENROLLMENTS (4)**

**WILLINGBORO TOWNSHIP BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2023**

	<b>Military Connected Students</b>			<b>Sample for Verification</b>		
	Reported on A.S.S.A. as Military Connected Students	Reported on Workpapers as NOT Low Income	Errors	Sample for Verification	Sample Verified	Sample Errors
Special Ed - High School	-	-	-	-	-	-
Subtotal	-		-	-		-
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. - Post Secondary			-	-		-
Subtotal	-	-	-	-	-	-
Totals	-	-	-	-	-	-
Percentage Error			0%			0%

## EXCESS SURPLUS CALCULATION

### REGULAR DISTRICT

#### SECTION 1

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

2023-24 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 99,282,402 (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)
Decrease by:	
On-Behalf TPAF Pension & Social Security	\$ 13,372,970 (B2a)
Assets Acquired Under Capital Leases	\$ (B2b)
Adjusted 2023-24 General Fund Expenditures {(B)+(B1s)-(B2s)}	\$ 85,909,432 (B3)
2% of adjusted 2023-24 General Fund Expenditures {(B3) times .02}	\$ 1,718,189 (B4)
Enter Greater of (B4) or \$250,000	\$ 1,718,189 (B5)
Increased by: Allowable Adjustment *	\$ 1,282,286 (K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ 3,000,475 (M)

#### SECTION 2

Total General Fund - Fund Balance @6-30-24 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 22,841,081 (C)
Decreased by:	
Reserved for Encumbrances	\$ 6,883,988 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ 639,229 (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 2,965,955 (C3)
Other Reserved Fund Balances ****	\$ 2,909,591 (C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ 4,210,113 (C5)
Total Unassigned Fund Balance {(C)-(C1)-(C2)-(C3)-(C4)-(C5)}	\$ 5,232,205 (U1)

#### SECTION 3

Reserved Fund Balance - Excess Surplus *** {(U1)-(M)} IF NEGATIVE ENTER -0-	\$ 2,231,730 (E)
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##### Recapitulation of excess surplus as of June 30, 2024

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ 2,965,955 (C3)
Reserved Excess Surplus *** {(E)}	\$ 2,231,730 (E)
Total Excess Surplus {(C3) + (E)}	\$ 5,197,685 (D)

**REGULAR DISTRICT (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 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) Supplemental Stabilization Aid & Maintenance of Equity Aid

**Detail of Allowable Adjustments**

Impact Aid	\$ _____ (H)
Sale & Lease-back	\$ _____ (I)
Extraordinary Aid	\$ <u>1,183,096</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>99,190</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ _____ (J3)
Family Crisis Transportation Aid	\$ _____ (J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid	\$ _____ (J5)
Total Adjustments {(H)+(I)+J1)+(J2)+(J3)+(J4)+(J5)}	\$ <u>1,282,286</u> (K)

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

\*\*\* Amounts 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 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 Reserved Fund Balance**

Statutory Restrictions:

Approved Unspent Separate Proposal	\$ _____
Sale/Lease-Back Reserve	\$ _____
Capital Reserve	\$ <u>1,687,261</u>
Maintenance Reserve	\$ <u>511,673</u>
Emergency Reserve	\$ _____
Tuition Reserve	\$ _____
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ _____
Other State/Government Mandated Reserve	\$ _____
Reserve for Unemployment	\$ <u>710,657</u>
{Other Reserved Fund Balance Not Noted Above} ****	\$ _____
Total Other Reserved Fund Balance	\$ <u>2,909,591</u> (C4)

**AUDIT RECOMMENDATIONS SUMMARY**  
For the Fiscal Year Ended June 30, 2024  
**WILLINGBORO TOWNSHIP SCHOOL DISTRICT**

**RECOMMENDATIONS:**

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2024-01:

The District must implement procedures to ensure that correct amounts are being paid for medical prescription premiums for active employees only.

Finding 2024-02:

The District should adhere to its internal control procedures that are designed to reconcile the general ledger with other subsidiary records and record all necessary year-end closing journal entries in order to be in compliance with N.J.A.C. 6A:23A:6.6.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

Finding 2024-03:

The District must implement procedures to ensure that correct enrollment counts are submitted on the ASSA report.

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

**AUDIT RECOMMENDATIONS SUMMARY**  
For the Fiscal Year Ended June 30, 2024  
**WILLINGBORO TOWNSHIP SCHOOL DISTRICT**

RECOMMENDATIONS (continued):

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

Finding 2023-01:

The District must implement procedures to ensure that correct amounts are paid for health benefit premiums and participating employees pay their applicable share of such benefits.

Current Status:

This condition has not been corrected.

Finding 2022-02:

Approved budgetary line accounts should not be over-expended. All year-to-date expenditures must be posted timely along with executing approved budget transfers in order to cover such costs in order to be in compliance with N.J.A.C. 6A:23A-16.10.

Current Status:

This condition has been corrected.

Finding 2023-03:

All cash receipts should be promptly deposited into the bank in order to be in compliance with N.J.A.C. 5:31-3.1(b).

Current Status:

This condition has been corrected.