BOARD OF EDUCATION
BOROUGH OF BERLIN
COUNTY OF CAMDEN

AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE FOR THE FISCAL YEAR ENDED JUNE 30, 2025

INVERSO & STEWART LLC
Marlton, New Jersey

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

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

The Honorable President and
Members of the Board of Education
Berlin Borough School District
Berlin, New Jersey

I 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 Berlin Borough School District, in the County of Camden for the year ended June 30, 2025, and have issued my report thereon dated October 27, 2025.

As part of my audit, I 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 Berlin Borough Board of Education and the New Jersey Department of Education. However, this report is a matter of public record, and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Certified Public Accountant
Public School Accountant No. CS001095

October 27, 2025

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

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 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 School District's ACFR.

Officials Bonds

Name	Position	Amount
Kristen Mari	Board Secretary/School Business Administrator	$ 210,000

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

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 included 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

The District was not required to make any tuition adjustments.

Financial Planning, Accounting and Reporting

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 School District 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 Board Secretary/Business Administrator.

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

Financial Planning, Accounting and Reporting (Continued)

Payroll Account (Continued)

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

The Payroll Account records were maintained in satisfactory condition.

Employee Position Control Roster

An 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 proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material discrepancies with respect to classification of orders.

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. My review did not indicate any material discrepancies with respect to the classification of expenditures.

Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/School Business Administrator's office were maintained 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./ESSA 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./ESSA did not indicate any exceptions.

Financial Planning, Accounting and Reporting (Continued)

Other Special Federal and/or State Projects

The School District's Special Projects were approved as listed on Schedule A and Schedule B located in the ACFR.

My 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 did not indicate any exceptions.

T.P.A.F. Reimbursement

My audit procedures included a test of the biweekly reimbursements filed with the Department of Education for School 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

There were no TPAF employee salaries charged to federal award expenditures that would require reimbursement to the State of New Jersey for TPAF Pension or FICA paid on-behalf of the district.

Nonpublic State Aid

The study of compliance for nonpublic state aid indicated no areas of noncompliance and/or questionable costs.

School Purchasing Programs

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 2024-25.

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 a violation of the statue, 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 of bids in accordance with the provision of N.J.S.A.18A:18A-4.

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

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, I 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. No exceptions were noted.

School Food Service (Continued)

I 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.

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.

Net cash resources did not exceed three months average expenditures.

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

Student Body Activities

The financial records for the Student Activity Fund were maintained in satisfactory condition.

Community Education and Recreation

The financial records for the Community Education and Recreation Fund were maintained in satisfactory condition.

Application for State School Aid

My audit procedures included a test of information reported in the October 15, 2024 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 with no exceptions noted. The results of my procedures are presented in the Schedule of Audited Enrollments.

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.

Pupil Transportation

My procedures included a test of on roll status reported in the 2024-2025 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 Audited Enrollments.

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

Facilities and Capital Assets

Not Applicable.

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.

Follow-up on Prior Year Findings

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

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, 2025.

Acknowledgment

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

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Certified Public Accountant
Public School Accountant No. CS001095

October 27, 2025

SCHEDULE OF AUDITED ENROLLMENTS

Berlin Borough School District
Application for State School Aid Summary
Enrollment as of October 15, 2024

	2025-2026 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private Schools	Sample for Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day PreK-3yr	1		1		-		1		1		-					
Full Day PreK-4yr	30		30		-		10		10		-					
Full Day K	75		75		-		21		21		-					
One	73		73		-		20		20		-					
Two	80		80		-		21		21		-					
Three	85		85		-		23		23		-					
Four	73		73		-		20		20		-					
Five	93		93		-		25		25		-					
Six	85		85		-		23		23		-					
Seven	70		70		-		18		18		-					
Eight	75		75		-		21		21		-					
Subtotal	740	-	740	-	-	-	202	-	202	-	-	-	-	-	-	-
SpEd Elementary	73		73		-		20		20		-		7	7	7	-
SpEd Middle School	40		40		-		10		10		-		-			-
Subtotal	113	-	113	-	-	-	30	-	30	-	-	-	7	7	7	-
Totals	853	-	853	-	-	-	232	-	232	-	-	-	7	7	7	-
Percentage Error					0.00%	-					0.00%	-				0.00%

SCHEDULE OF AUDITED ENROLLMENTS

Berlin Borough School District
Application for State School Aid Summary
Enrollment as of October 15, 2024

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA 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 K	12	12	-	7	7	-	2	2	-	2	2	-
One	18	18	-	11	11	-	-	-	-	-	-	-
Two	21	21	-	13	13	-	1	1	-	1	1	-
Three	20	20	-	12	12	-	1	1	-	1	1	-
Four	17	17	-	11	11	-	-	-	-	-	-	-
Five	19	19	-	12	12	-	-	-	-	-	-	-
Six	21	21	-	13	13	-	-	-	-	-	-	-
Seven	14	14	-	9	9	-	-	-	-	-	-	-
Eight	18	18	-	11	11	-	-	-	-	-	-	-
	160	160	-	98	98	-	4	4	-	4	4	-
SpEd Elementary	25	25	-	16	16	-	-	-	-	-	-	-
SpEd Middle School	11	11	-	8	8	-	-	-	-	-	-	-
Subtotal	36	36	-	24	24	-	-	-	-	-	-	-
Totals	196	196	-	122	122	-	4	4	-	4	4	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. Public School , col. 1	285	285	-	137	137	-
Reg. Special Education, col. 4	20	20	-	10	10	-
Transported-Non-Public, col. 3	11	11	-	5	5	-
Special Needs, Col. 6	31	31	-	15	15	-
	347	347	-	166	166	-
Percentage Error			0.00%			0.00%

	Reported	Recalculated
Avg. Mileage - Regular Including Grade PK students	2.8	2.8
Avg. Mileage - Regular Excluding Grade PK students	2.8	2.8
Avg. Mileage - Special Ed. with Special Needs	3.4	6.4

SCHEDULE OF AUDITED ENROLLMENTS

Berlin Borough School District
Application for State School Aid Summary
Enrollment as of October 15, 2024

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on ASSA as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day K 4Yr	-	-	-	-	-	-
Full Day K	1	1	-	1	1	-
One	-	-	-	-	-	-
Two	1	1	-	1	1	-
Three	1	1	-	1	1	-
Four	-	-	-	-	-	-
Five	1	1	-	1	1	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Subtotal	4	4	-	4	4	-
SpEd Elementary	-	-	-	-	-	-
SpEd Middle School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Totals	4	4	-	4	4	-
Percentage Error			0.00%			0.00%

BERLIN BOROUGH SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 2% Calculation of Excess Surplus

2024-25 Total General Fund Expenditures per the ACFR, Ex C-1	$ 18,378,739	(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	$ 167,541	(B1d)	
Decreased by:			
On-Behalf TPAF Pension & Social Security	$ (3,269,782)	(B2a)	
Assets Acquired Under Capital Leases	$	(B2b)	
Adjusted 2024-25 General Fund Expenditures [(B)+(B1s)+(B2s)]	$ 15,276,498	(B3)	
2% of Adjusted 2024-25 General Fund Expenditures [(B3) times .02]	$ 305,530	(B4)	
Enter Greater of (B4) or $250,000	$ 305,530	(B5)	
Increased by: Allowable Adjustment	$ 67,669	(K)	
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]			$ 373,199 (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-25 (Per ACFR Budgetary Comparison Schedule C-1)	$ 3,395,199	(C)	
Decreased by:			
Year-end Encumbrances	$ 48,621	(C1)	
Legally Restricted - Designated for Subsequent Year's Expenditures	$	(C2)	
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	$ 393,644	(C3)	
Other Restricted Fund Balances	$ 2,084,008	(C4)	
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	$ 55,652	(C5)	
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			$ 813,274 (U1)

BERLIN BOROUGH SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0-	$ 440,075	(E)

Recapitulation of Excess Surplus as of June 30, 2025

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	$ 393,644	(C3)
Reserved Excess Surplus [(E)]	$ 440,075	(E)
Total [(C3) + (E)]	$ 833,719	(D)

Detail of Allowable Adjustments

Impact Aid	$	(H)
Sale & Lease-back	$	(I)
Extraordinary Aid	$ 61,795	(J1)
Additional Nonpuplic School Transportation Aid	$ 5,874	(J2)
Current Year School Bus Advertising Revenue	$	(J3)
Family Crisis Transportation Aid	$	(J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid	$	(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	$ 67,669	(K)

Detail of Other Restricted Fund Balance

Statutory restrictions:		
Approved unspent separate proposal	$	
Sale/lease-back reserve	$	
Capital reserve	$ 1,503,066	
Maintenance reserve	$ 580,942	
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 Capitial Fund Reserve (Sections 8007 and 8008)	$	
Other state/government mandated reserves	$	
Reserve for Unemployment Fund	$	
Other Restricted Fund Balance not noted above	$	
Total Other Restricted Fund Balance	$ 2,084,008	(C4)

AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2025

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. Community Education and Recreation

   None

7. Application for State School Aid

   None

8. Pupil Transportation

   None

9. Facilities and Capital Assets

   None

10. Miscellaneous

    None

11. Status of Prior Year Audit Findings/Recommendations

    There were no recommendations in the prior year audit.