

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
SCHOOL DISTRICT OF THE
TOWNSHIP OF MOUNT OLIVE
COUNTY OF MORRIS, NEW JERSEY
JUNE 30, 2022**

SCHOOL DISTRICT OF THE TOWNSHIP OF MOUNT OLIVE
COUNTY OF MORRIS, NEW JERSEY

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

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Township of Mount Olive School District
County of Morris, 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 Board of Education of the Township of Mount Olive School District in the County of Morris for the year ended June 30, 2022, and have issued our report thereon dated March 4, 2023.

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 Township of Mount Olive 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.

Steven D. Wielkocz

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Pompton Lakes, New Jersey

March 4, 2023



**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

Scope of Audit

The audit covered the financial transactions of the Board Secretary, School Business Administrator, and the Treasurer of School Monies, the activities of the Board of Education, 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 district's ACFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Lynn Jones	Board Secretary	\$ 30,000.00
Sherry Kolody	Treasurer of School Monies	400,000.00
Gail Libby	Business Administrator	400,000.00

There is a Blanket Employee Dishonesty Bond with the School Excess Liability Joint Insurance Fund covering all other employees with multiple coverage of \$500,000.00 per occurrence.

P.L. 2020, c.44

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

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

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

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

Administrative Practices and Procedures (continued)

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was not made. The actual costs were less than the estimated costs. The District made proper adjustment to the billings to sending Districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23-3.1 (f)3.

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 and Position Control Roster

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 a motion of the Board.

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

Payrolls were delivered to the Treasurer of School Monies with a warrant made to her order for the full amount of each payroll.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendents, and business administrators) to the NJ Department of Treasury was filed by the March 15 due date.

Reporting of employee compensation for income tax related purposes did comply with federal and state regulations regarding the compensation which is required to be reported.

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

Financial Planning, Accounting and Reporting (continued)

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30th for goods not yet received or services not 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 priority and to determine that goods were received and services were rendered as of June 30, 2022.

Classification of Expenditures - General and Administrative

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23A-16.2(f)* as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.3*. As a result of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

The Board Secretary's records were in satisfactory condition.

Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer disclosed no exceptions.

Elementary and Secondary Education (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, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. indicated that there were no areas of noncompliance and/or questionable costs.

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 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.

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

Financial Planning, Accounting and Reporting (continued)

Other Special Federal and/or State Projects (continued)

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 the following 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 be made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-2 contains definitions for terms used throughout N.J.S.A. 18A:18A-1 et seq. It includes as subsection (p) the term 'competitive contracting', which is defined as "the method described in N.J.S.A. 18A:18A-4.1 through 18A:18A-4.5 and in rules promulgated by DCA at N.J.A.C. 5:34-4 of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or school business administrator; and the board of education awards a contract to a vendor or vendors from among the formal proposals received." Also, subsection (aa) defines the term 'concession' to exclude vending machines.

N.J.S.A. 18A:18A-3(a) sets forth the bid threshold and requires award by board resolution. There is a higher threshold when there is a "Qualified Purchasing Agent" (QPA) in the district as defined at N.J.A.C. 5:34-1.1 and certified upon approval of an application submitted to DCA. Pursuant to N.J.S.A. 18A:18A-3(b), the bid threshold may be adjusted by the Governor, in consultation with the Department of Treasury, every five years.

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

School Purchasing Programs (continued)

Contracts and Agreements Requiring Advertisement for Bids (continued)

N.J.S.A. 18A:18A-4.4 provides boards of education the authority to pass a resolution authorizing the use of competitive contracting. “In order to initiate competitive contracting, the board of education shall pass a resolution authorizing the use of competitive contracting each time specialized goods or services enumerated in sections 45 of L. 1999, c.440 are desired to be contracted.”

Effective July 1, 2020 and thereafter, 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.

The results of our examination indicated that no individual payments, contracts, or agreements were made “for the performance of any work or the furnishing or hiring of any materials or supplies,” 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 contract or agreements for "Professional Services" per *N.J.S.A.* 18A:18A-5.

School Food Service

Public Health Emergency

In accordance with the Governor’s Declaration of Emergency pertaining to the public health emergency, all Public, Charter, Non-Public schools were ordered to close effective as of March 18, 2020 for an undetermined period to limit the spread of the virus. As a result, School Food Authorities (SFA) were required to institute alternative procedures to provide meals to Free and Reduced Price eligible students during the period of school closures.

During SY 2021-2022, the public health emergency was still applicable. As a result, School Food Service Activities (SFAs) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP) Option.

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.

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

School Food Service (continued)

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 financial transactions and statistical records of the school food services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

Finding 2022-01: Several deposits were determined to be over 48 hours from receipt dates.

Recommendation: That all receipts be deposited with 48 hours.

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

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.

Finding 2022-02: Net cash resources did exceed three months average expenditures.

Recommendation: That steps be taken to reduce net cash resources.

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. No exceptions were noted.

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 and/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.

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

School Food Service (continued)

U.S.D.A. 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 Position (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

We also inquired of management about the emergency of COVID-19 procedures/practices that the SFA instituted to provide meals to eligible 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.

The School District Food Service Management Company maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

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

Student Body/Athletic Account Activities

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2021 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual students. 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 with the following exception:

Finding 2022-03: There were multiple classification errors between the District workpapers and the A.S.S.A. Report.

Recommendation: That District workpapers agree with the A.S.S.A. Report.

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

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2021-2022 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with the following exceptions:

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.

Facilities and Capital Assets

The general fixed asset records were updated for the additions and disposals of general fixed assets made during the year.

Our procedures included a review of the SDA grant agreements, if any, for consistency with recording SDA revenue, transfer of local funds from the general fund, and awarding of contracts for eligible facilities construction.

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 Years' Findings

In accordance with Government Auditing Standard, our procedures include a review of all prior year recommendations. Corrective action has been taken on all prior year findings.

**TOWNSHIP OF MOUNT OLIVE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2022**

Acknowledgment

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings except those denoted with an asterisk(*).

Steven D. Wielkotz

Steven D. Wielkotz, C.P.A.
Licensed Public School Accountant
No. 816

Wielkotz & Company, LLC

Wielkotz & Company, LLC
Certified Public Accountants

NET CASH RESOURCE SCHEDULE

Mount Olive School District

Proprietary Funds - Food Service FYE 2022

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 547,602
B-4		Due from Other Gov'ts	\$ 371,055
B-4		Accounts Receivable	\$ 579,350
B-4		Prepaid Expenses	\$ 3,133
CAFR		Current Liabilities	
B-4		Less Accounts Payable	\$ (157,821)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	<u>\$ (203,541)</u>
		Net Cash Resources	<u>\$ 1,139,778</u> (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	2,091,687	
B-5	Less Depreciation	<u>(20,167)</u>	
	Adj. Tot. Oper. Exp.	<u>\$ 2,071,520</u>	(B)

Average Monthly Operating Expense:

B / 10	<u>\$ 207,152</u>	
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Three times monthly Average:

3 X C	<u>\$ 621,456</u>	
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TOTAL IN BOX A	\$ 1,139,778	
LESS TOTAL IN BOX D	<u>\$ 621,456</u>	
NET	<u>\$ 518,322</u>	

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

MOUNT OLIVE SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2021

		2022-2023 Application for State School Aid						Sample for Verification						Private Schools for Disabled									
		Reported on A.S.S.A. On Roll		Workpapers On Roll		Errors		Selected from Workpapers		Verified per Registrars On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools		Reported on Workpapers		Sample for Verify-		Sample Errors			
		Full	Shared	Full	Shared	Full	Shared	Full	Share	Full	Shared	Full	Share	Full	Shared	Full	Share	Full	Share	Full	Share	Full	Share
Half Day Preschool		62		42	0	0	0	20		20		0		0		0		0		0		0	
Full Day Preschool		7		7	0	0	0	0		0		0		0		0		0		0		0	
Full Day Kindergarten		268		0	0	0	0	268		268		0		0		0		0		0		0	
One		279		0	0	0	0	279		279		0		0		0		0		0		0	
Two		307		0	0	0	0	307		307		0		0		0		0		0		0	
Three		261		0	0	0	0	261		261		0		0		0		0		0		0	
Four		303		0	0	0	0	303		303		0		0		0		0		0		0	
Five		293		0	0	0	0	293		293		0		0		0		0		0		0	
Six		304		0	0	0	0	304		304		0		0		0		0		0		0	
Seven		315		0	0	0	0	315		315		0		0		0		0		0		0	
Eight		303		0	0	0	0	303		303		0		0		0		0		0		0	
Nine		312		0	0	0	0	312		312		0		0		0		0		0		0	
Ten		296		0	0	0	0	296		296		0		0		0		0		0		0	
Eleven		296		12	0	0	0	296	12	296	12	0	0	0	0	0	0	0	0	0	0	0	0
Twelve		310	10	0	0	0	0	310	10	310	10	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal		3916	22	3,867	22	49	0	3867	22	3867	22	0	0	0	0	0	0	0	0	0	0	0	0
Special Ed - Elementary		287		(1)	0	0	0	97		97		0	0	0	0	0	0	0	0	2	2	0	0
Special Ed - Middle School		177		1	0	0	0	60		60		0	0	0	0	0	0	0	0	3	3	0	0
Special Ed - High School		222	14	221	14	1	0	75	12	75	12	0	0	0	0	0	0	0	0	9	9	0	0
Subtotal		686	14	685	14	1	0	232	12	232	12	0	0	0	0	0	0	0	0	14	14	0	0
Total		4602	36	4552	36	50	0	4099	34	4099	34	0	0	0	0	0	0	0	0	14	14	0	0
Percent Error						1.09%	0.00%					0.00%	0.00%										0.00%

SCHEDULE OF AUDITED ENROLLMENTS

MOUNT OLIVE SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2021

Enrollment Category	Resident Low Income				Sample for Verification				Resident LEP Low Income				Sample for Verification					
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Error	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Error	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Error
Half Day Kindergarten	21	21	0	7	7	0	6	6	0	4	4	0	6	6	0	4	4	0
One	21	21	0	7	7	0	6	4	2	2	0	6	4	2	2	2	2	0
Two	45	45	0	15	15	0	5	5	0	4	4	0	5	4	0	4	4	0
Three	31	31	0	10	10	0	2	2	0	2	2	0	2	2	0	2	2	0
Four	40	39	(1)	13	13	0	2	2	0	2	2	0	2	2	0	2	2	0
Five	47	47	0	16	16	0	1	1	0	1	1	0	1	1	0	1	1	0
Six	35	35	0	12	12	0	2	2	0	1	1	0	2	1	0	1	1	0
Seven	35	35	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0
Eight	40	40	0	13	13	0	1	1	0	0	0	0	1	0	0	0	0	0
Nine	42	42	0	14	14	0	1	1	0	1	1	0	1	1	0	1	1	0
Ten	37	37	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0
Eleven	24	24	0	8	8	0	1	1	0	1	1	0	1	1	0	1	1	0
Twelve	35	35	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	453	452	(1)	151	151	0	27	25	2	18	18	0	27	25	2	18	18	0
Special Ed - Elementary	55	55	0	18	18	0	4	6	(2)	6	6	0	4	6	(2)	6	6	0
Special Ed - Middle School	31	31	0	10	10	0	1	1	0	1	1	0	1	1	0	1	1	0
Special Ed - High School	50	50	0	17	17	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	136	136	0	45	45	0	5	7	(2)	7	7	0	5	7	(2)	7	7	0
Total	589	588	(1)	196	196	0	32	32	0	25	25	0	32	32	0	25	25	0
Percent Error			-0.17%			0.00%			0.00%			0.00%			0.00%			0.00%

SCHEDULE OF AUDITED ENROLLMENTS

MOUNT OLIVE SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2021

Enrollment Category	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 Application and Register	Errors
Half Day Kindergarten	31	31	0	21	21	0
One	16	16	0	12	12	0
Two	18	18	0	12	12	0
Three	15	15	0	10	10	0
Four	12	12	0	8	8	0
Five	2	2	0	1	1	0
Six	5	5	0	4	4	0
Seven	2	2	0	1	1	0
Eight	2	2	0	2	2	0
Nine	4	4	0	3	3	0
Ten	1	1	0	1	1	0
Eleven	2	2	0	1	1	0
Twelve	0	0	0	0	0	0
Subtotal	110	110	0	76	76	0
Special Ed - Elementary	7	7	0	6	6	0
Special Ed - Middle School	2	2	0	1	1	0
Special Ed - High School	1	1	0	1	1	0
Subtotal	10	10	-	8	8	0
Total	120	120	0	84	84	0
Percent Error			0.00%			0%
Regular - Public Schools, col. 1	2,455	2,455	0	291	291	0
Transported - Non-Public, col. 2	25	25	0	22	22	0
Regular - SpEd, col. 4	239	239	0	136	136	0
Special Ed Spec, col. 6	275	275	0	143	143	0
Totals	2,994	2,994	0	592	592	0
Percentage Error			0.00%			0.00%

EXCESS SURPLUS CALCULATION -

REGULAR DISTRICTS/CHARTER SCHOOL/RENAISSANCE SCHOOL PROJECT

SECTION 1

A. 4% Calculation of Excess Surplus

2021-22 Total General Fund Expenditures per the ACFR, Ex.C-1	\$	<u>116,842,545</u>	(B)
Increased by:			
Transfer from Capital Outlay to Capital Projects Fund	\$	<u> </u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$	<u> </u>	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$	<u> </u>	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$	<u> </u>	(B1d)
Decreased by:			
On-Behalf TPAF Pension & Social Security	\$	<u>19,173,984</u>	(B2a)
Assets Acquired Under Capital Leases	\$	<u>2,226,828</u>	(B2b)
Adjusted 2021-22 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$	<u>95,441,733</u>	(B3)
4% of Adjusted 2021-22 General Fund Expenditures [(B3) times .04]	\$	<u>3,817,669</u>	(B4)
Enter Greater of (B4) or \$250,000	\$	<u>3,817,669</u>	(B5)
Increased by: Allowable Adjustment *	\$	<u>2,266,097</u>	(K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$	<u><u>6,083,766</u></u>	(M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-22 (Per ACFR Budgetary Comparison Schedule C-1)	\$	<u>16,670,693</u>	(C)
Decreased by:			
Year-end Encumbrances	\$	<u>1,618,914</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$	<u> </u>	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures **	\$	<u> </u>	(C3)
Other Restricted Fund Balances****	\$	<u>5,772,454</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$	<u>3,269,549</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$	<u><u>6,009,776</u></u>	(U1)

SECTION 3

Restricted Fund Balance - Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$	<u><u>-</u></u>	(E)
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Recapitulation of Excess Surplus as of June 30, 2022

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$	-	(C3)
Reserved Excess Surplus ***[(E)]	\$	-	(E)
Total Excess Surplus [(C3) + (E)]	\$	-	(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 received July 2022

Detail of Allowable Adjustments

Impact Aid		\$	-	(H)
Sale & Lease-back		\$	-	(I)
Extraordinary Aid		\$	2,239,425	(J1)
Additional Nonpublic School Transportation Aid		\$	26,672	(J2)
Current Year School Bus Advertising Revenue Recognized		\$	-	(J3)
Family Crises Transportation Aid		\$	-	(J4)
Maintenance of Equity Aid and State Military Impact Aid received July 2022		\$	-	(J5)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]		\$	2,266,097	(K)

- ** This amount represents the June 30, 2022 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.
- *** Amount must agree to the June 30, 2022 ACFR and must agree to Audit Summary Worksheet Line 90030.
- **** Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal	\$	<u> </u>
Sale/Lease-back reserve	\$	<u> </u>
Capital reserve	\$	<u>4,199,787</u>
Maintenance reserve	\$	<u>1,200,000</u>
Emergency reserve	\$	<u> </u>
Tuition reserve	\$	<u> </u>
School Bus Advertising 50% Fuel Offset Reserve-Current Year	\$	<u> </u>
School Bus Advertising 50% Fuel Offset Reserve-Prior Year	\$	<u> </u>
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$	<u> </u>
Impact Aid General Fund Reserve (Sections 8007 and 8008)	\$	<u> </u>
Other state/government mandated reserve	\$	<u> </u>
Reserve for Unemployment Fund	\$	<u>372,667</u>
[Other Restricted Fund Balance not noted above]****	\$	<u> </u>
 Total Other Restricted Fund Balance	\$	<u>5,772,454 (C4)</u>

**TOWNSHIP OF MOUNT OLIVE
BOARD OF EDUCATION**

**AUDIT FINDINGS & RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

RECOMMENDATIONS:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

The District should take steps to reduce net cash resources.
That all food service receipts be deposited within 48 hours.

5. Student Activity Fund

None

6. Application for State School Aid

*That District workpapers agree with the A.S.S.A. Report.

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Follow-up on Prior Year Findings

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings except those denoted with an asterisk(*).