

PRINCETON PUBLIC SCHOOLS
COUNTY OF MERCER
AUDITORS' MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023

PRINCETON PUBLIC SCHOOLS
COUNTY OF MERCER
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL,
COMPLIANCE AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023
TABLE OF CONTENTS

	<u>Page</u>
Cover Letter	1
General Comments:	2
Scope of Audit	2
Administrative Practices and Procedures:	2
Insurance	2
Officials in Office and Surety Bonds	2
P.L. 2020, Chapter 44	2
Tuition Charges	2
Financial Planning, Accounting and Reporting:	2-4
Examination of Claims	2
Payroll Account and Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Board Secretary's Records	3
Treasurer's Records	3
Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act.	3
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	4
School Purchasing Programs:	4-5
Contracts and Agreements Requiring Advertisement for Bids	4-5
School Food Service Fund	5-6
Student Body Activities	6
Application for State School Aid	7
Facilities and Capital Assets	7
Travel Expense and Reimbursement Policy	7
Public Transportation	7
Testing for Lead of all Drinking Water in Educational Facilities	7
Management Suggestions	8
Status of Prior Year's Findings/Recommendations	8
Schedule of Meal Count Activity	9
Schedule of Net Cash Resources	10
Schedule of Audited Enrollments	11-15
Excess Surplus Calculation	16-17
Summary of Recommendations	18

November 30, 2023

The Honorable President and Members
of the Board of Education
Princeton Public Schools
County of Mercer, NJ

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 financial statements of the Board of Education of Princeton Public Schools in the County of Mercer for the fiscal year ended June 30, 2023, and have issued our report thereon dated November 30, 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 letter does not affect our report dated November 30, 2023, on the financial statements of the Board.

We will review the status of the comments during our next audit engagement. We have already discussed these comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions.

This report is intended for the information of Princeton Public Schools' management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

November 30, 2023
Mount Arlington, New Jersey

Nisivoccia, LLP
NISIVOCCIA LLP

Kathryn L. Mantell

Kathryn L. Mantell
Licensed Public School Accountant #884
Certified Public Accountant

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023

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 various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's ACFR.

Officials in Office and Surety Bonds

<u>Name</u>	<u>Position</u>	<u>Coverage</u>
John Calavano	Treasurer of School Monies	\$ 450,000
Matthew Bouldin	School Business Administrator/Board Secretary	421,000
Jennifer Micale	Comptroller	421,000

P.L. 2020, Chapter 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, and the District's 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 different than estimated costs. The Board made a proper adjustment to the billings to sending districts for the change in per pupil costs in accordance with N.J.A.C. 6A:23A-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid on a test basis, during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Roster

The net salaries of employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls tested were approved by the Chief School Administrator and certified by the President of the Board and the School 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.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Reserve for Encumbrances and Accounts Payable

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

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 transactions of randomly selected expenditure items. In addition to randomly selecting a test sample, we reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. As a result of the procedures performed, no significant transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

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 herein within the Special Revenue Section of the District's ACFR. This section of the ACFR documents the financial position pertaining to projects under Title I, Title II, Title III and Title IV of the Elementary and Secondary Education Act as amended and reauthorized.

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Financial Planning, Accounting and Reporting (Cont'd)

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.

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 noted.

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

The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2023.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations.

If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Commencing in the fifth year after the year in which P.L. 1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made"

N.J.S.A. 18A:18A-4 states, "Every contract for the provision or performance of any goods or services the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law"

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

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 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 violation of the statute, the Attorney's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. General compliance was noted.

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.

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

The system of records did not provide for an accumulation of purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained.

School Food Service

The financial transactions and statistical records of the School Food Service Fund were reviewed. The financial accounts and meal count records were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

The District utilizes a food service management company (FMSC) 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 FMSC Cost Reimbursable Fixed Price contract/addendum were reviewed and audited. The FMSC contract did not include an operating results provision profit guarantee. All vendor discounts, rebates and credits from vendors and/or the FSMC were tracked and credited to the Food Service account and reconciled to supporting documentation at least annually. No exceptions were noted.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified on a test basis. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

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 nonprofit status of the School Food Service Fund. No exceptions were noted.

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

School Food Service (Cont'd)

The SFA 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 program requirements.

The FSMC did not apply for and receive a loan in accordance with the Payroll Protection Plan. Time sheets and labor costs provided to the District by the Food Service contractor were reviewed on a test basis without exception. Payroll records were maintained on all School Food Service 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 on a test basis. 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/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 policy was reviewed for uniform administration throughout the school district. 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. No exceptions were noted.

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

Non-program foods were purchased, prepared, or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the ACFR Schedule B-5 separates 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 "Proprietary Funds", Section G of the ACFR.

Net cash resources exceeded three months average expenditures.

Finding 2023-001:

During our review of the food service program, we noted that net cash resources exceeded three months average expenditures by \$129,629. As the District has formal plans in place to resolve the excess net cash resources, no formal recommendation is deemed to be warranted.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Student Activities records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 15, 2022 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, bilingual education and low income. We also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with a few exceptions. The information that was included on the workpapers was verified on a test basis with one exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained workpapers on the prescribed State forms or their equivalent. The District has adequate written procedures for the recording of student enrollment data.

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreements for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account and awarding of contracts for eligible facilities construction. Based on these procedures, we have no comments.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal policy and procedure pertaining to travel and expense reimbursement for its employees and board members. The regulations require the District to establish a maximum travel amount for the year and to account that the maximum is not exceeded. The regulations also require that all travel be approved prior by the Board of Education and that the approval must be itemized by event, event total cost, and individuals attending.

Our review of the travel policies and records revealed that the District is in general compliance with the travel regulations.

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 2022/2023 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 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.

Testing for Lead of All Drinking Water in Educational Facilities

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

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE
AND PERFORMANCE
FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

Management Suggestions

Capital Assets

During our review of the District's capital assets, we noted that not all moveable capital assets are being physically tagged, and their locations are not being tracked in the District's capital asset accounting software. We suggest that all moveable capital assets are physically tagged, and their locations are properly tracked in the District's capital asset accounting software.

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding, if only at a desk review level, by state and/or federal agencies. We strongly suggest that the District ensures these funds are utilized in accordance with the applicable federal requirements (especially with respect to procurement) and recorded in the state account numbers designated by the NJ Department of Education, and that any applicable Board policies are current with respect to federal grant requirements.

Reconciling Food Service Management Contractor's Operating Statement with District Records

We suggest that the District reconciles the revenue and expenses per the Food Service Management Contractor's Operating Statement with the District's records monthly.

Status of Prior Year's Findings/Recommendations

The prior year recommendation regarding the T.P.A.F. reimbursement to the State for Federal Salary Expenditures has been resolved in the current year.

PRINCETON PUBLIC SCHOOLS
SCHEDULE OF MEAL COUNT ACTIVITY
FOOD SERVICE ENTERPRISE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDER CLAIM - FEDERAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

<u>Program</u>	<u>Meal Category</u>	<u>Meals Claimed</u>	<u>Meals Tested</u>	<u>Meals Verified</u>	<u>Difference</u>	<u>Rate</u>	<u>(Over)/ Under Claim</u>
National School Lunch (Regular Rate)	Paid	138,964	46,026	46,026	- 0 -	\$ 0.77	\$ - 0 -
	Reduced	8,277	2,714	2,714	- 0 -	3.93	- 0 -
	Free	39,912	13,412	13,412	- 0 -	4.33	- 0 -
Total		<u>187,153</u>	<u>62,152</u>	<u>62,152</u>			<u>- 0 -</u>
National School Lunch (HHFKA)	PB Lunch	<u>187,153</u>	<u>62,152</u>	<u>62,152</u>	- 0 -	0.08	<u>- 0 -</u>
School Breakfast (Regular Rate)	Paid	4,309	1,620	1,620	- 0 -	0.50	- 0 -
	Reduced	782	241	241	- 0 -	1.96	- 0 -
	Free	3,643	1,271	1,271	- 0 -	2.26	- 0 -
Total		<u>8,734</u>	<u>3,132</u>	<u>3,132</u>			<u>- 0 -</u>
School Breakfast (Severe Rate)	Paid	4,732	1,701	1,701	- 0 -	0.50	- 0 -
	Reduced	840	289	289	- 0 -	2.37	- 0 -
	Free	5,144	1,675	1,675	- 0 -	2.67	- 0 -
Total		<u>10,716</u>	<u>3,665</u>	<u>3,665</u>			<u>- 0 -</u>
Total Net (Over)/Under Claim							<u><u>\$ - 0 -</u></u>

PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE FINDINGS – FINANCIAL COMPLIANCE AND PERFORMANCE
SCHEDULE OF NET CASH RESOURCES
FOOD SERVICE FUND
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2023

Current Assets: *	
Cash and Cash Equivalents	\$ 615,898
Interfund Receivable	58,188
Intergovernmental Accounts Receivable	20,668
Other Accounts Receivable	75,827
	770,581
Current Liabilities:	
Unearned Revenue	(183,041)
	(183,041)
Net Cash Resources	\$ 587,540 (A)
<u>Net Adjusted Total Operating Expense:</u>	
Total Operating Expenses	\$ 1,545,464
Less: Depreciation Expense	(19,090)
	(19,090)
Adjusted Total Operating Expenses	\$ 1,526,374 (B)
<u>Average Monthly Operating Expenses:</u>	
(B) / 10	\$ 152,637 (C)
<u>Three Times Monthly Average Operating Expenses:</u>	
3 x (C)	\$ 457,911 (D)
Net Cash Resources	\$ 587,540 (A)
Less: Three Times Monthly Average Operating Expenses	(457,911) (D)
	(457,911) (D)
Exceed / (Does not Exceed)	\$ 129,629 **

* Inventories are not to be included in total current assets.

** Net cash resources does exceed three times monthly average operating expenses.

PRINCETON PUBLIC SCHOOLS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 SCHEDULE OF AUDITED ENROLLMENTS
 ENROLLMENT AS OF OCTOBER 15, 2022

	2023-2024 Application for State School Aid						Sample for Verification						
	Reported on		Reported on		Errors		Sample		Verified per		Errors per		
	A.S.A. On Roll	Shared	Workpapers On Roll	Shared	Full	Shared	Selected from Workpapers	Shared	Full	Shared	Registers On Roll	Full	Shared
Full Day Prek-3YR	28		28				28		28				
Full Day Prek-4YR	187		187				187		187				
Full Day Kindergarten	193		193				193		193				
Grade One	203		203				203		203				
Grade Two	182		182				182		182				
Grade Three	211		211				211		211				
Grade Four	216		216				216		216				
Grade Five	217		217				217		217				
Grade Six	215		214		1		214		214				
Grade Seven	258		258				258		258				
Grade Eight	341		341				341		341				
Grade Nine	363		363				363		363				
Grade Ten	308	4	308	4			308	4	308	4			
Grade Eleven	320	6	319	6	1		319	6	319	6			
Grade Twelve	3,242	10	3,240	10	2		3,240	10	3,240	10			
Subtotal													
Special Ed - Elementary	156		156				9		9				
Special Ed - Middle School	125		126		(1)		7		7				
Special Ed - High School	176	11	177	11	(1)		9		9				
Subtotal	457	11	459	11	(2)		25		25				
Totals	3,699	21	3,699	21	- 0 -	- 0 -	3,265	10	3,265	10	- 0 -	- 0 -	- 0 -
Percentage Error					0.00%	0.00%					0.00%	0.00%	0.00%

PRINCETON PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2022

	Private Schools for Disabled				Resident Low Income					
	Reported on A.S.A. as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on A.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten					25	24	1	1	1	1
Grade One					27	26	1	2	2	2
Grade Two					20	19	1	1	1	1
Grade Three					12	10.5	2	1	1	1
Grade Four					20	20		1	1	1
Grade Five					19	18	1	1	1	1
Grade Six					24	24		2	2	2
Grade Seven					25	25		2	2	2
Grade Eight					17	16	1	2	1	1
Grade Nine					32	34	(2)	2	2	2
Grade Ten					30	32	(2)	1	1	1
Grade Eleven					13	13		1	1	1
Grade Twelve					18	21	(3)	2	2	2
Subtotal					282	282.5	(1)	19	18	1
Special Ed - Elementary	5	2	2		58	52	6	2	2	2
Special Ed - Middle School	2	1	1		49	48	1	2	2	2
Special Ed - High School	14	1	1		50	55	(5)	2	2	2
Subtotal	21	4	4		157	155	2	6	6	
Totals	21	4	4	- 0 -	439	437.5	1.5	25	24	1
Percentage Error				0.00%			0.34%			4.00%

PRINCETON PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2022

	Resident LEP Low Income					Sample Errors
	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores, Application and Register	
Full Day Kindergarten	5	4	1	1	1	
Grade One	5	5		1	1	
Grade Two	3	4	(1)			
Grade Three	5	3	2			
Grade Four	3	2	1			
Grade Five	4	4		1	1	
Grade Six	7	5	2	1	1	
Grade Seven	3	3				
Grade Eight	3	3				
Grade Nine	8	11	(3)	1	1	
Grade Ten	8	12	(4)	1	1	
Grade Eleven	2	3	(1)			
Grade Twelve		3	(3)			
Subtotal	<u>56</u>	<u>61</u>	<u>(5)</u>	<u>6</u>	<u>6</u>	
Special Ed - Elementary	7.0	7.0		1	1	
Special Ed - Middle School	2.0	2.0		1	1	
Special Ed - High School	1.0	1.0				
Subtotal	<u>10</u>	<u>10</u>		<u>2</u>	<u>2</u>	
Totals	<u>66</u>	<u>71</u>	<u>(5)</u>	<u>8</u>	<u>8</u>	<u>- 0 -</u>
Percentage Error			<u>-7.58%</u>			<u>0.00%</u>

PRINCETON PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID SUMMARY
SCHEDULE OF AUDITED ENROLLMENTS
ENROLLMENT AS OF OCTOBER 15, 2022

	Resident LEP Not Low Income					
	Reported on A.S.S.A. as LEP Not Low Income	Reported on Workpapers as LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores and Register	Sample Errors
Full Day Kindergarten	19	18	1	2	2	
Grade One	19	18	1	2	2	
Grade Two	12	10	2	1	1	
Grade Three	16	14	2	2	2	
Grade Four	17	16	1	1	1	
Grade Five	11	10	1	1	1	
Grade Six	8	8		1	1	
Grade Seven	5	5				
Grade Eight	14	14		1	1	
Grade Nine	17	17		1	1	
Grade Ten	9	10	(1)	1	1	
Grade Eleven	1	1				
Grade Twelve	6	7	(1)	1	1	
Subtotal	154	148	6	14	14	
Special Ed - Elementary	4	4		1	1	
Special Ed - Middle						
Special Ed - High School						
Subtotal	4	4		1	1	
Totals	158	152	6	15	15	- 0 -
Percentage Error			3.80%			0.00%

PRINCETON PUBLIC SCHOOLS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022

	Transportation					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	
Regular - Public Schools	1,019	1,019		18	18	
Regular - Special Education	26	26		1	1	
AIL - Non Public	203	203		2	2	
Transported - Non Public	109	109		4	4	
Special Needs Public	17	17				
Special Needs Private	20	20				
Totals	<u>1,394</u>	<u>1,394</u>	<u>- 0 -</u>	<u>25</u>	<u>25</u>	<u>- 0 -</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

	Reported	Recalculated
Average Mileage - Regular Including Grade PK Students	3.6	3.6
Average Mileage - Regular Excluding Grade PK Students	3.6	3.6
Average Mileage - Special Education with Special Needs	12.9	12.9

PRINCETON PUBLIC SCHOOLS
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2023

REGULAR DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2022-23 Total General Fund Expenditures per the ACFR, Exhibit C-1	\$ 118,841,011	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ - 0 -	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ - 0 -	(B1b)
Transfer from General Fund to SRF for PreK - Regular	\$ - 0 -	(B1c)
Transfer from General Fund to SRF for PreK - Inclusion	\$ 70,215	(B1d)
Decreased by:		
On-Behalf TPAF Pension and Social Security	\$ 20,022,246	(B2a)
Assets Acquired Under Financed Purchases, Leases & SBITAs	\$ 1,375,000	(B2b)
Adjusted 2022-23 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 97,513,980</u>	(B3)
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	<u>\$ 1,950,280</u>	(B4)
Enter Greater of (B4) or \$250,000	<u>\$ 1,950,280</u>	(B5)
Increased by: Allowable Adjustments	<u>\$ 930,553</u>	(K)
Maximum Unassigned Fund Balance [(B5)+(K)]		<u>\$ 2,880,833</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6/30/2023 (Per ACFR Budgetary Comparison Schedule C-1)	\$ 12,852,799	(C)
Decreased by:		
Year-End Encumbrances	\$ 315,910	(C1)
Legally Restricted:		
Designated for Subsequent Year's Expenditures	\$ - 0 -	(C2)
Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 524,824	(C3)
Other Restricted Fund Balance	\$ 3,114,169	(C4)
Assigned Fund Balance:		
Designated for Subsequent Year's Expenditures	\$ 2,750,936	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		<u>\$ 6,146,960</u> (U1)

PRINCETON PUBLIC SCHOOLS
EXCESS SURPLUS CALCULATION
FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

SECTION 3

Restricted Fund Balance - Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0- \$ 3,266,127 (E)

Recapitulation of Excess Surplus as of June 30, 2023

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures \$ 524,824 (C3)

Restricted Excess Surplus [(E)] \$ 3,266,127 (E)

Total [(C3)+(E)] \$ 3,790,951 (D)

Detail of Allowable Adjustments

Impact Aid \$ - 0 - (H)

Sale & Lease-back \$ - 0 - (I)

Extraordinary Aid \$ 863,835 (J1)

Additional Nonpublic School Transportation Aid \$ 66,718 (J2)

Current Year School Bus Advertising Revenue Recognized \$ - 0 - (J3)

Family Crisis Transportation Aid \$ - 0 - (J4)

Supplemental Stabilization Aid received April 2023
& Maintenance of Equity Aid received July 2023 \$ - 0 - (J5)

Total Adjustments ((H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)) \$ 930,553 (K)

Detail of Other Restricted Fund Balances

Statutory Restrictions:

Approved Unspent Separate Proposal \$ - 0 -

Sale/Lease-back Reserve \$ - 0 -

Capital Reserve \$ 1,727,409

Maintenance Reserve \$ 729,586

Emergency Reserve \$ - 0 -

Tuition Reserve \$ - 0 -

Unemployment Compensation \$ 657,174

Other State/Government Mandated Reserve \$ - 0 -

Other Restricted Fund Balance Not Noted Above \$ - 0 -

Total Other Restricted Fund Balances \$ 3,114,169 (C4)

PRINCETON PUBLIC SCHOOLS
SUMMARY OF RECOMMENDATIONS
FISCAL YEAR ENDED JUNE 30, 2023

It is recommended that:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
None
3. School Purchasing Program
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's Findings/Recommendations
The prior year recommendation regarding the T.P.A.F. reimbursement to the State for Federal Salary Expenditures has been resolved in the current year.