

**SADDLE BROOK BOARD OF EDUCATION  
AUDITORS' MANAGEMENT REPORT ON  
ADMINISTRATIVE FINDINGS -  
FINANCIAL COMPLIANCE AND PERFORMANCE  
JUNE 30, 2024**

**SADDLE BROOK BOARD OF EDUCATION  
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- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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## INDEPENDENT AUDITOR'S MANAGEMENT REPORT

Honorable President and Members  
of the Board of Trustees  
Saddle Brook Board of Education  
Saddle Brook, 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 Saddle Brook Board of Education as of and for the fiscal year ended June 30, 2024, and have issued our report thereon dated January 29, 2025.

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

This report is intended solely for the information and use of management, the Board of Trustees, others within the District and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

LERCH, VINCI & BLISS, LLP  
Certified Public Accountants  
Public School Accountants

Paul J. Lerch  
Certified Public Accountant  
Public School Accountant  
PSA Number CS01118

Fair Lawn, New Jersey  
January 29, 2025

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Moneys, 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 the Insurance Schedule contained in the district's Annual Comprehensive Financial Report ("ACFR").

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Raymond Karaty, CPA, PSA	Board Secretary/School Business Administrator	\$ 275,000
Peter Bellani, CPA	Treasurer of School Monies	\$ 275,000

There is an Employees' Dishonesty Faithful Performance coverage with Selective Insurance Company of America, covering all other employees with multiple coverage of \$400,000.

**P.L. 2020, c44**

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 of 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 Board made a proper adjustment to the billings to sending districts for the adjustment in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f)3.

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**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, certifications or supporting documentation.

Payroll Account

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

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

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

The School Business Administrator completed and filed the required Certification of Compliance with Federal and State Law respecting the reporting of compensation for certain employees.

The District maintained an employee position control roster.

Travel

The District has adopted a policy regulating district travel.

Payments made to employees for a travel event were in accordance with the approved travel policy.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6:20-2A.2(m) 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:23-8.2. As a result of the procedures performed no material exceptions were noted, therefore no additional procedures were deemed necessary to test the propriety of expenditure classification.

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 reserve 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.

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**Financial Planning, Accounting and Reporting (Continued)**

Board Secretary's Records

The financial records, books of account and minutes maintained by the Board Secretary were in very good condition.

Our audit revealed excess expenditures over appropriations in the General Fund in the amount of \$199,732 which was caused by an audit adjustment therefore no recommendation is warranted.

Acknowledgment of the Board's receipt of the Board Secretary and Treasurer's monthly financial reports was included in the minutes.

The Board Secretary's reports were presented monthly to the Board on a timely basis and were submitted to the executive county superintendent as prescribed by (N.J.S.A. 18A:17-9 and 18A:17-36).

Bids received were summarized in the minutes (N.J.S.A. 18A:18A-21).

The prescribed contractual order system was followed.

Treasurer's Records

The following items were noted during our review of the records of the Treasurer.

The Treasurer performed cash reconciliations for all District accounts in accordance with N.J.S.A. 18A:17-36.

The Treasurer's bank reconciliations were in agreement with the cash balances of the Board Secretary.

The Treasurer's cash balances were in agreement with the reconciled cash balances as determined during the audit.

Acknowledgement of the Board's receipt of the Treasurer's monthly reports was included in the minutes.

Unemployment Compensation Insurance

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the General Fund as per GASB No. 84.

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**Financial Planning, Accounting and Reporting (Continued)**

Elementary and Secondary Education Act (E.S.E.A.)/as amended by the Every Student Succeeds Act (ESSA)

The E.S.E.A./IASA financial exhibits are contained within the Special Revenue Fund of the ACFR. This section of the ACFR documents the financial position pertaining to projects under Title I, Title IIA, Title III and Title IV of the Elementary and Secondary Education Act.

I.D.E.A. Part B and Preschool

Separate accounting was maintained for each approved project. Grant applications, approvals and acceptance of grant funds were made by Board resolution.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Exhibit K-3 and K-4 located in the ACFR.

Our examination 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. Reimbursements

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

TPAF Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report for all federal awards for the school district (or charter school or renaissance school project) to reimburse the State for the TPAF/FICA payments made by the State on behalf of the school district (or charter school or renaissance school project) for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidations period, but prior to 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.

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**Financial Planning, Accounting and Reporting (Continued)**

**School Purchasing Programs**

**Contracts and Agreements Requiring Advertisement for Bids**

N.J.S.A. 18A:18-4 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".

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 are \$44,000 (with a qualified purchasing agent) and \$32,000 (without a qualified purchasing agent), respectively. The District has appointed Raymond Karaty as a qualifying purchasing agent. The law regulating bidding for public school student transportation contracts under NJSA 18A:39-3 is \$22,400 for 2023-24.

The board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or goods or service, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of my examination indicated that certain individual payments, contracts, or agreements were 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.

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.

**Food Service Fund**

SFA's 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 SFA's 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 ages 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 student during the emergency.

The school food service program was not selected as a major Federal or State program. However, the program expenditures exceeded \$100,000 in federal support. Accordingly, we 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.

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**Food Service Fund (Continued)**

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. Exceptions were not 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.

We inquired of management about 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 Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and noted the FSMC refunded or credited the applicable amounts to the SFA.

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.

Net cash resources did not exceed three months average expenditures.

The district utilized 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 contract were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will breakeven. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account.

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.

Applications for free and reduced price meals were reviewed for completeness and accuracy as part of our audit of the Application for State School Aid ("ASSA").

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Fund Financial Statements Exhibits B-4 to B-6 of the ACFR.

**Student Activity Fund and Athletic Account**

The District had a policy and procedures in place for regulating the student activity funds.

Cash receipts and cash disbursements were maintained in good condition.

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**Application for State School Aid**

Our audit procedures included a test of information reported in the October 13, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private school for the handicapped, low-income, related services and bilingual education. 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 without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

**Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2023-24 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without 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**

Our procedures included a review of SDA grant agreement for consistency with recording SDA revenue, transfer of Local Funds from the General Fund or from the Capital Reserve Account, and awarding contracts for eligible facilities construction.

The District had an SDA ROD grant funded project during the current year.

**Miscellaneous**

**Testing for Lead of all Drinking Water in Educational Facilities**

The school district adhered to all 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, our procedures included a review of all prior year recommendations.

**Suggestions for Management**

- The Payroll Agency account balance should be reviewed along with old outstanding reconciling items and any excess balance should be reviewed.
- Old reconciling items on the districts bank reconciliations be reviewed and cleared of record.

**SADDLE BROOK BOARD OF EDUCATION  
FOOD SERVICE FUND  
SCHEDULE OF MEAL COUNT ACTIVITY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

NOT APPLICABLE

**SADDLE BROOK BOARD OF EDUCATION  
FOOD SERVICE FUND  
SCHEDULE OF NET CASH RESOURCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**Current Assets**

Cash & Cash Equiv.	\$ 205,786
Due from Other Gov'ts	45,390
Accounts Receivable	24,503

**Current Liabilities**

Less Accounts Payable	38,920
Less Deferred Revenue	<u>23,658</u>

<b>Net Cash Resources</b>	<b><u>\$ 213,101</u></b>	<b>(A)</b>
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**Net Adj. Total Operating Expense:**

Tot. Operating Exp.	\$ 931,802	
Less Depreciation	<u>(28,899)</u>	
 Adj. Tot. Oper. Exp.	 <b><u>\$ 902,903</u></b>	 <b>(B)</b>

**Average Monthly Operating Expense:**

B / 10	<b><u>\$ 90,290</u></b>	<b>(C)</b>
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**Three times monthly Average:**

3 X C	<b><u>\$ 270,871</u></b>	<b>(D)</b>
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TOTAL IN BOX A	\$ 213,101
LESS TOTAL IN BOX D	\$ 270,871
NET	\$ (57,770)

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.**

**SADDLE BROOK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023  
SCHEDULE OF AUDITED ENROLLMENTS**

	2024-25 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool - 3yr	4.0		4.0		-	-	4.0		4.0		-	-				
Half Day Preschool - 4yr	12.0		12.0		-	-	12.0		12.0		-	-				
Full Day Preschool - 3yr	3.0		3.0		-	-	3.0		3.0		-	-				
Full Day Preschool - 4yr	4.0		4.0				4.0		4.0							
Half Day Kindergarten					-	-					-	-				
Full Day Kindergarten	128.0		128.0		-	-	42.0		42.0		-	-				
One	111.0		111.0		-	-	32.0		32.0		-	-				
Two	110.0		110.0		-	-	28.0		28.0		-	-				
Three	118.0		118.0		-	-	40.0		40.0		-	-				
Four	109.0		109.0		-	-	43.0		43.0		-	-				
Five	117.0		117.0		-	-	32.0		32.0		-	-				
Six	112.0		112.0		-	-	36.0		36.0		-	-				
Seven	114.0		114.0		-	-	114.0		114.0		-	-				
Eight	98.0		98.0		-	-	98.0		98.0		-	-				
Nine	91.0	3.0	91.0	3.0	-	-	91.0	3.0	91.0	3.0	-	-				
Ten	111.0	2.0	111.0	2.0	-	-	111.0	2.0	111.0	2.0	-	-				
Eleven	111.0	3.0	111.0	3.0	-	-	111.0	3.0	111.0	3.0	-	-				
Twelve	96.0	3.0	96.0	3.0	-	-	96.0	3.0	96.0	3.0	-	-				
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	<u>1,449.0</u>	<u>11.0</u>	<u>1,449.0</u>	<u>11.0</u>	<u>-</u>	<u>-</u>	<u>897.0</u>	<u>11.0</u>	<u>897.0</u>	<u>11.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Ed - Elementary	159.0		159.0		-	-	54.0		54.0		-	-	5.0			-
Special Ed - Middle School	87.0		87.0		-	-	19.0		19.0		-	-	5.0			-
Special Ed - High School	103.0	6.0	103.0	6.0	-	-	103.0	6.0	103.0	6.0	-	-	17.0	1.0	1.0	-
Subtotal	<u>349.0</u>	<u>6.0</u>	<u>349.0</u>	<u>6.0</u>	<u>-</u>	<u>-</u>	<u>176.0</u>	<u>6.0</u>	<u>176.0</u>	<u>6.0</u>	<u>-</u>	<u>-</u>	<u>27.0</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	<u>1,798.0</u>	<u>17.0</u>	<u>1,798.0</u>	<u>17.0</u>	<u>-</u>	<u>-</u>	<u>1,073.0</u>	<u>17.0</u>	<u>1,073.0</u>	<u>17.0</u>	<u>-</u>	<u>-</u>	<u>27.0</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>
Percentage Error					<u>0.00%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>

**SADDLE BROOK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023  
SCHEDULE OF AUDITED ENROLLMENTS**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP low Income	Reported on Workpapers as LEP low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool	2	2										
Full Day Preschool	-	-										
Half Day Kindergarten												
Full Day Kindergarten	28.0	28.0	-	1.0	1.0	-	5.0	5.0	-			-
One	20.0	20.0	-	1.0	1.0	-	3.0	3.0	-			-
Two	36.0	36.0	-	2.0	2.0	-	1.0	1.0	-			-
Three	39.0	39.0	-	2.0	2.0	-	6.0	6.0	-	1.0	1.0	-
Four	35.0	35.0	-	2.0	2.0	-	2.0	2.0	-			-
Five	27.0	27.0	-	1.0	1.0	-	1.0	1.0	-			-
Six	35.0	35.0	-	2.0	2.0	-	1.0	1.0	-			-
Seven	27.0	27.0	-	1.0	1.0	-	4.0	4.0	-			-
Eight	27.0	27.0	-	1.0	1.0	-	1.0	1.0	-			-
Nine	24.0	24.0	-	1.0	1.0	-	3.0	3.0	-			-
Ten	33.0	33.0	-	2.0	2.0	-	3.0	3.0	-			-
Eleven	26.0	26.0	-	1.0	1.0	-	1.0	1.0	-			-
Twelve	22.0	22.0	-	1.0	1.0	-	3.0	3.0	-			-
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	<u>381.0</u>	<u>381.0</u>	<u>-</u>	<u>18.0</u>	<u>18.0</u>	<u>-</u>	<u>34.0</u>	<u>34.0</u>	<u>-</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>
Special Ed - Elementary	35.0	35.0	-	2.0	2.0	-	-	-	-	-	-	-
Special Ed - Middle	27.0	27.0	-	1.0	1.0	-	1.0	1.0	-	-	-	-
Special Ed - High	30.0	30.0	-	1.0	1.0	-	-	-	-	-	-	-
Subtotal	<u>92.0</u>	<u>92.0</u>	<u>-</u>	<u>4.0</u>	<u>4.0</u>	<u>-</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	<u>473.0</u>	<u>473.0</u>	<u>-</u>	<u>22.0</u>	<u>22.0</u>	<u>-</u>	<u>35.0</u>	<u>35.0</u>	<u>-</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>			<u>0.00%</u>

	Transportation					
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	56.0	56.0	-	3.0	3.0	-
Reg -SpEd, col. 4	63.0	63.0	-	3.0	3.0	-
Transported - Non-Public, col. 3	103.0	103.0	-	5.0	5.0	-
Special Ed Spec, col. 6	35.0	35.0	-	2.0	2.0	-
Totals	<u>257.0</u>	<u>257.0</u>	<u>-</u>	<u>13.0</u>	<u>13.0</u>	<u>-</u>
Percentage Error					<u>0.00%</u>	

**SADDLE BROOK BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023  
SCHEDULE OF AUDITED ENROLLMENTS**

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindegarten						
Full Day Kindergarten	5.0	5.0	-			-
One	7.0	7.0	-	1.0	1.0	-
Two	3.0	3.0	-			-
Three			-			-
Four			-			-
Five	3.0	3.0	-			-
Six			-			-
Seven	3.0	3.0	-			-
Eight			-			-
Nine			-			-
Ten	5.0	5.0	-			-
Eleven	1.0	1.0	-			-
Twelve	3.0	3.0	-			-
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	<u>30.0</u>	<u>30.0</u>	<u>-</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>
Special Ed - Elementary	4.0	4.0	-			-
Special Ed - Middle	1.0	1.0	-			-
Special Ed - High			-			-
Subtotal	<u>5.0</u>	<u>5.0</u>	<u>-</u>	<u>0.0</u>	<u>0.0</u>	<u>-</u>
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>35.0</u>	<u>35.0</u>	<u>-</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

**SADDLE BROOK BOARD OF EDUCATION  
CALCULATION OF EXCESS SURPLUS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**SECTION 1 - Regular District**

2023-2024 Total General Fund Expenditures per the ACFR	\$	48,926,675
Increased by:		
Capital Reserve Transfer to Capital Projects Fund		2,480,100
Decreased by:		
Assets Acquired by Capital Financing Agreements		(369,631)
On-Behalf TPAF Pension & Social Security		<u>(8,471,583)</u>
Adjusted 2023-2024 General Fund Expenditures	\$	<u>42,565,561</u>
2% of Adjusted 2023-2024 General Fund Expenditures	\$	851,311
Increased by: Allowable Adjustments - Extraordinary Aid & Nonpublic Transportation Aid		<u>398,222</u>

**SECTION 2**

Maximum Unreserved/Undesignated Fund Balance		\$ <u>1,249,533</u>
Total General Fund - Fund Balance at June 30, 2024 (Per ACFR Budgetary Comparison Schedule/Statement)	\$	3,687,414
Decreased by:		
Year End Encumbrances	\$	376,282
Maintenance Reserve		772,083
Capital Reserve		938,140
Unemployment Compensation		<u>351,376</u>
		<u>2,437,881</u>
Total Unassigned Fund Balance	\$	<u>1,249,533</u>
<b>Reserved Fund Balance - Excess Surplus</b>	<b>\$</b>	<b><u>-</u></b>

**SECTION 3**

***Recapitulation of Excess Surplus as of June 30, 2024***

Reserved Excess Surplus- Designated for Subsequent Year's Expenditures		-
Reserved Excess Surplus		<u>-</u>
Total Excess Surplus	\$	<u><u>-</u></u>

**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**RECOMMENDATIONS**

**I. Administration Practices and Procedures**

There are none.

**II. Financial Planning, Accounting and Reporting**

There are none.

**III. School Purchasing Program**

There are none.

**IV. Food Service Fund**

There are none.

**V. Student Activity Fund and Athletic Account**

There are none.

**VI. Application for State School Aid**

There are none.

**VIII. Pupil Transportation**

There are none.

**IX. Facilities and Capital Assets**

There are none.

**X. Miscellaneous**

There are none.

**XI. Status of Prior Year Audit Findings/Recommendations**

A review was performed on all prior years' recommendations and corrective action was taken on all.

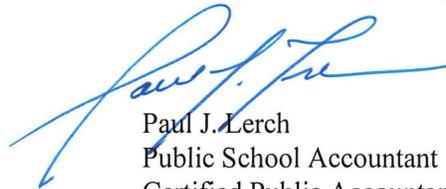
**SADDLE BROOK BOARD OF EDUCATION  
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE REPORTING  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**ACKNOWLEDGEMENT**

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

Respectfully submitted,

LERCH, VINCI & BLISS, LLP



Paul J. Lerch  
Public School Accountant  
Certified Public Accountant