

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE
SCHOOL DISTRICT OF THE
TOWNSHIP OF WEST MILFORD
COUNTY OF PASSAIC, NEW JERSEY
JUNE 30, 2021**

SCHOOL DISTRICT OF THE TOWNSHIP OF WEST MILFORD
COUNTY OF PASSAIC, NEW JERSEY

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

	Page <u>No.</u>
Report of Independent Auditors.....	1
Scope of Audit.....	2
Administrative Practices and Procedures.....	2
Insurance.....	2
Official Bonds.....	2
Tuition Charges.....	2
Financial Planning, Accounting and Reporting.....	2
Examination of Claims.....	2
Payroll Account and Position Control Roster.....	2
Reserve for Encumbrances and Accounts Payable.....	3
Classification of Expenditures.....	3
Board Secretary's Records.....	4
Elementary and Secondary Education (E.S.E.A.) as Amended by the Every Student Succeeds Act (ESSA).....	4
Other Special Federal and/or State Projects.....	4
T.P.A.F. Reimbursement.....	4
T.P.A.F. Reimbursement to the State for Federal Salary Expenditures.....	5
School Purchasing Programs.....	5
School Food Service.....	6
Student Body/Athletic Account Activities.....	8
Application for State School Aid.....	9
Pupil Transportation.....	9
Facilities and Capital Assets.....	10
Testing for Lead of All Drinking Water in Educational Facilities.....	10
Follow-up on Prior Years' Finding.....	10
Acknowledgment.....	11
Schedule of Audited Enrollments.....	12
Excess Surplus Calculation.....	15
Net Cash Resource.....	18
Auditing Findings and Recommendations Summary.....	19



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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Township of West Milford School District
County of Passaic, 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 West Milford School District in the County of Passaic for the year ended June 30, 2021, and have issued our report thereon dated February 18, 2022.

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 West Milford 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.

Thomas M. Ferry
Thomas M. Ferry
Licensed Public School Accountant
No. 20CS00209100
Wielkocz, & Company, LLC
WIELKOTZ & COMPANY, LLC
Certified Public Accountants

February 18, 2022



**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, 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 CAFR.

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Barbara Francisco	Board Secretary/School Business Administrator	\$450,000

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

Tuition Charges

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

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

Financial Planning, Accounting and Reporting (continued)

Payroll Account and Position Control Roster (continued)

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

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

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.

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, 2021.

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. 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.

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

Financial Planning, Accounting and Reporting (continued)

Board Secretary's Records

The Board Secretary's records were in satisfactory condition.

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 CAFR. This section of the CAFR documents the financial position pertaining to the projects under Title I, Title II 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 Schedule A and Schedule B located in the CAFR.

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 CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

The study of compliance for special projects indicated no areas of noncompliance.

T.P.A.F. Reimbursement

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

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

Financial Planning, Accounting and Reporting (continued)

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.

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."

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

School Purchasing Programs, (continued)

Contracts and Agreements Requiring Advertisement for Bids, (continued)

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 \$19,600.

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 alternate procedures to provide meals to eligible students during the period of school closures.

During SY 2020-2021 the public health emergency was still applicable. As a result, School Food Authorities (SFAs) were require 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 WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

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.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

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

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 or SFSP program requirements.

The FSMC did not apply for an receive a loan in accordance with the Payroll Protection Plan and did not use the funds to pay for costs applicable to the Food Service Programs. The PPP loan was not subsequently forgiven and the FSMC did not refund or credit the applicable amounts to the SFA.

The Statement of Revenues, Expenses, and Changes in Fund Net Position (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

The financial transactions and statistical records of the school food services were reviewed. 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, there were no major exceptions noted.

The District utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. Provisions of the FSMC contract/addendum were reviewed and audited. The operating results provision has been met.

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

School Food Service (continued)

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. Net cash resources did not exceed three months average expenditures.

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

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy, however, the following errors were found. 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.

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 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 CAFR.

Student Body/Athletic Account Activities

The cash receipts and disbursement records were maintained in good order.

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2020 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. 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 and the information that was included on the workpapers was verified with the following 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.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2020-2021 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. Exceptions were noted in our review of transportation related purchases of goods and services:

Finding 2021-01:

In multiple instances, regular education students were reported on the DRTRS as special education without special needs transported.

Recommendation:

That student classifications on the DRTRS agree with the classification on the student registers as of the October 15 cutoff each year.

Management Response:

When transportation changes are made in a student's IEP, special services must relay the information to the transportation department.

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

YEAR ENDED JUNE 30, 2021

Pupil Transportation, (continued)

Finding 2021-02:

In a few instances, District workpapers for aid-in lieu students did not agree with the District Report of Transported Resident Students.

Recommendation:

That District workpapers for aid-in-lieu students agree with the District Report of Transported Resident Students.

Management Response:

District workpapers pertaining to aid-in-lieu students will be reviewed by the transportation supervisor and reconciled with the District Report of Transported Resident Students to ensure reporting accuracy.

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 standards, our procedures included a review of all prior year recommendations including findings. Corrective action was taken on all prior year findings except those denoted with an asterisk(*).

**TOWNSHIP OF WEST MILFORD BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE
YEAR ENDED JUNE 30, 2021**

Acknowledgment

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

Thomas M. Ferry

Thomas M. Ferry
Licensed Public School Accountant
No. 20CS00209100

Wielkocz, & Company, LLC

WIELKOTZ & COMPANY, LLC
Certified Public Accountants

SCHEDULE OF AUDITED ENROLLMENTS

WEST MILFORD SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	2021-2022 Application for State School Aid										Sample for Verification				Private Schools for Disabled				
	Reported on A.S.A. On Roll		Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registrars On Roll		Errors per Registrars On Roll		Reported on A.S.A. as Private Schools		for Sample Verification		Sample Verified		
	Full	Shared	Full	Shared	Full	Shared	Full	Share	Full	Shared	Full	Shared	Full	Private Schools	Sample Verified	Sample Verified	Sample Errors		
Half Day Preschool-3YR	5		5				5						5						
Half Day Preschool-4YR	7		7				7						7						
Full Day Kindergarten	160		160				160						160						
One	167		167				167						167						
Two	185		185				185						185						
Three	153		153				153						153						
Four	179		179				179						179						
Five	188		188				188						188						
Six	187		187				187						187						
Seven	224		224				224						224						
Eight	197		197				197						197						
Nine	184		184				184						184						
Ten	190		190				190						190						
Eleven	188		188				188						188						
Twelve	194		194				194						194						
Subtotal	2408	0	2408	0	0	0	2408	0	2408	0	0	0	2408	0	0	0	0	0	
Special Ed - Elementary	211		211				74		74				74	7	6	6			
Special Ed - Middle School	153		153				54		54				54	6	5	5			
Special Ed - High School	197		197				69		69				69	13	11	11			
Subtotal	561	0	561	0	0	0	197	0	197	0	0	0	197	26	22	22	22	0	
Total	2969	0	2969	0	0	0	2605	0	2605	0	0	0	2605	26	22	22	22	0	
Percent Error					0.00%									0.00%					0.00%

SCHEDULE OF AUDITED ENROLLMENTS

**WEST MILFORD SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

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
Half Day Preschool	19	19		8	8							
Full Day Kindergarten	29	29		12	12		3	3		2	2	
One	23	23		10	10							
Two	25	25		11	11		1	1		1	1	
Three	23	23		10	10							
Four	28	28		12	12							
Five	34	34		15	15		2	2		2	2	
Six	24	24		10	10							
Seven	31	31		13	13		2	2		2	2	
Eight	21	21		9	9							
Nine	31	31		13	13							
Ten	18	18		8	8							
Eleven	26	26		11	11							
Twelve												
Subtotal	332	332	0	142	142	0	8	8	0	7	7	0
Special Ed - Elementary	52	52		22	22		1	1		1	1	
Special Ed - Middle School	33	33		14	14							
Special Ed - High School	44	44		19	19							
Subtotal	129	129	0	55	55	0	1	1	0	1	1	0
Total	461	461	0	197	197	0	9	9	0	8	8	0
Percent Error			0.00%			0.00%			0.00%			0.00%

SCHEDULE OF AUDITED ENROLLMENTS

WEST MILFORD SCHOOL DISTRICT
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

Enrollment Category	Resident LEP NOT Low Income			Sample for Verification		
	Reported on AS SSA as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Error
Half Day Preschool	2	2		2	2	
Full Day Kindergarten	1	1		1	1	
One	1	1		1	1	
Two						
Three						
Four	2	2		1	1	
Five	1	1		1	1	
Six						
Seven						
Eight	3	3		2	2	
Nine						
Ten						
Eleven	1	1		1	1	
Twelve						
Subtotal	11	11	0	9	9	0
Special Ed - Elementary						
Special Ed - Middle School						
Special Ed - High School						
Subtotal	0	0	0	0	0	0
Total	11	11	0	9	9	0
Percent Error			0.00%			0.00%
Regular - Public Schools, col. 1	Reported on DRTS by DOE/county 1,700	Reported on DRTS by District 1,700	Errors 0	Tested 272	Verified 272	Errors 0
Regular - SpEd, col. 4	375	375		180	174	6
Transported - Non-Public, col. 2						
Special Ed Spec, col. 6	116	116		79	79	
Totals	2,191	2,191	0	531	525	6
Percentage Error			0.00%			1.13%

EXCESS SURPLUS CALCULATION -

REGULAR DISTRICTS/CHARTER SCHOOL/RENAISSANCE SCHOOL PROJECT

SECTION 1

A. 4% Calculation of Excess Surplus

2020-21 Total General Fund Expenditures per the CAFR, Ex.C-1	\$	<u>82,664,305</u>	(B)
Increased by:			
Transfer from Capital Outlay to Capital Projects Fund	\$	<u>354,551</u>	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$	<u>504,551</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>13,268,094</u>	(B2a)
Assets Acquired Under Capital Leases	\$	<u>1,042,024</u>	(B2b)
Adjusted 2020-21 General Fund Expenditures [(B)+(B1s)-(B2s)]	\$	<u>69,213,289</u>	(B3)
4% of Adjusted 2020-21 General Fund Expenditures [(B3) times .04]	\$	<u>2,768,532</u>	(B4)
Enter Greater of (B4) or \$250,000	\$	<u>2,768,532</u>	(B5)
Increased by: Allowable Adjustment *	\$	<u>1,038,528</u>	(K)
Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]	\$	<u><u>3,807,060</u></u>	(M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-21 (Per CAFR Budgetary Comparison Schedule C-1)	\$	<u>13,012,002</u>	(C)
Decreased by:			
Year-end Encumbrances	\$	<u>543,609</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$	<u> </u>	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures **	\$	<u>2,971,897</u>	(C3)
Other Restricted Fund Balances****	\$	<u>3,597,371</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$	<u> </u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$	<u><u>5,899,125</u></u>	(U1)

SECTION 3

Restricted Fund Balance - Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$	<u><u>2,092,065</u></u>	(E)
------------------------------------------------------------------------------	----	-------------------------	-----

Recapitulation of Excess Surplus as of June 30, 2021

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ 2,971,897 (C3)
Reserved Excess Surplus ***[(E)]	\$ 2,092,065 (E)
Total Excess Surplus [(C3) + (E)]	\$ <u>5,063,962 (D)</u>

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.

Detail of Allowable Adjustments

Impact Aid		\$ - (H)
Sale & Lease-back		\$ - (I)
Extraordinary Aid		\$ 1,013,878 (J1)
Additional Nonpublic School Transportation Aid		\$ 24,650 (J2)
Current Year School Bus Advertising Revenue Recognized		\$ - (J3)
Family Crises Transportation Aid		\$ - (J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]		\$ 1,038,528 (K)

- ** This amount represents the June 30, 2021 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.
- *** Amount must agree to the June 30, 2021 CAFR 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>2,038,702</u>
Maintenance reserve	\$	<u>600,000</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>958,669</u>
[Other Restricted Fund Balance not noted above]****	\$	<u> </u>
 Total Other Restricted Fund Balance	\$	<u>3,597,371 (C4)</u>

NET CASH RESOURCE SCHEDULE WEST MILFORD TOWNSHIP SCHOOL DISTRICT

Net cash resources did exceed three months of expenditures Proprietary Funds - Food Service FYE 2021

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	9,971.94
B-4		Due from Other Gov'ts	185,474.76
B-4		Accounts Receivable	-
B-4		Investments	-
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(9,525.55)
B-4		Less Accruals	-
B-4		Less Due to Other Funds	(170,838.02)
B-4		Less Deferred Revenue	<u>(36,304.96)</u>
		Net Cash Resources	<u><u>(21,221.83)</u></u> (A)

Net Adj. Total Operating Expense:

B-5		Tot. Operating Exp.	944,800.32	
B-5		Less Depreciation	<u>(6,692.82)</u>	
		Adj. Tot. Oper. Exp.	<u><u>938,107.50</u></u>	(B)

Average Monthly Operating Expense:

		B / 10	<u><u>93,810.75</u></u>	(C)
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Three times monthly Average:

		3 X C	<u><u>281,432.25</u></u>	(D)
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TOTAL IN BOX A		\$ (21,221.83)	
LESS TOTAL IN BOX D		<u>\$ 281,432.25</u>	
NET		<u><u>\$ (302,654.08)</u></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

**TOWNSHIP OF WEST MILFORD
BOARD OF EDUCATION**

**AUDIT FINDINGS & RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

RECOMMENDATIONS:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Activity Fund

None

6. Application for State School Aid

None

7. Pupil Transportation

*(1) That student classifications on the DRTRS agree with the classification on the student registers as of the October 15 cutoff each year.

(2) That District workpapers for aid-in-lieu students agree with the District Report of Transported Residents Students.

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(*).