

**TOWNSHIP OF MIDDLE  
SCHOOL DISTRICT**

**AUDITOR'S MANAGEMENT REPORT  
ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
JUNE 30, 2023**



**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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December 8, 2023

## REPORT OF INDEPENDENT AUDITORS

Honorable President and  
Members of the Board of Education  
Middle Township School District  
County of Cape May, 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 Middle Township School District in the County of Cape May for the year ended June 30, 2023, and have issued our report thereon dated December 8, 2023.

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

This report is intended for the information of the Middle Township Board of Education's management and the New Jersey Department of Education and is not intended and should not be used by anyone other than these parties.

*Ford, Scott & Associates, L.L.C.*  
**FORD, SCOTT & ASSOCIATES, L.L.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

*Leon P. Costello*  
**Leon P. Costello**  
**Certified Public Accountant**  
**Licensed Public School Accountant**  
**No. 767**

## ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

### Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

### Administrative Practices and Procedures

#### Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's 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>
Diane Fox	Board Secretary / Business Administrator	\$ 300,000.00

Surety bond coverage is sufficient pursuant to *N.J.A.C. 6A: 23A-16.4* for fiscal year 2023.

There is Crime Coverage through the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund of \$250,000.00

#### P.L.2020, c.44

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

The data submitted included all health benefit plans offered by the school district.

The school district 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 an adjustment to the billings to sending districts for the change in per pupil costs in accordance with *N.J.A.C. 6A:23A-17.1(f) 3*. We noted no exceptions in regards with the receiving districts tuition contracts.

### Financial Planning, Accounting and Reporting

#### Examination of Claims

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

### Payroll Account

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

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

Salary withholdings were promptly remitted to the proper agencies, including health benefit premium amounts withheld due to the general fund.

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholding.

We noted that several liability accounts have debit balances, and the cash balance is large. We recommend the balances in fund 90 be reviewed and adjusted as necessary.

### Employee Position Control Roster

An inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

### Reserve for Encumbrances, Liability for Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No discrepancies were noted.

### 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 zero was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

### Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed the following items:

- The Board Secretary's records were in satisfactory condition.
- Bids received were summarized in the minutes (*N.J.S.A. 18A:18A-21*).
- Acknowledgement of the Board's receipt of the Board Secretary's and the Treasurer's monthly financial reports were included in the minutes.
- Budget appropriations were not greater than realized revenues and Board authorized use of surplus.
- No budgetary line accounts were over-expended during the fiscal year end at June 30 (*N.J.A.C. 6A:23A-16.10*)
- Payments made to vendors were not made until the receipt of goods.

- Budget transfers were approved by two-thirds affirmative vote of the authorized membership of the school board (*N.J.A.C. 6A:23A-13.3(f)*)
- Purchase orders were charged to the appropriate line accounts in accordance with the State prescribed Uniform Minimum Chart of Accounts (Handbook 2R2), for New Jersey Public Schools.
- We recommend that the district review the year end accounts receivable and adjust the General Ledger accordingly.

#### 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 within the Special Revenue Section of the ACFR. This section of the ACFR documents the financial position pertaining to the projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. did not indicate any areas of noncompliance or questionable costs.

#### Other Special Federal and/or State Projects

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

The study of compliance for Special Federal and/or State Projects revealed no areas of noncompliance and/or questionable costs.

#### TPAF Reimbursement

Our audit procedures included a test of the biweekly reimbursement forms 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 to reimburse the State for the TPAF/FICA payments 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.

#### Nonpublic State Aid

Project completion reports were finalized and transmitted to the department by the due date.

### **School Purchasing Programs**

#### Contracts and Agreements Requiring Advertisement for Bids

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. Middle Township Board of Education has a Qualified Purchasing Agent therefore the bid threshold was \$44,000 for fiscal year 2023.



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.

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

The results of my examination did not note any individual payments, contracts, or agreements made for the performance of work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions of *N.J.S.A. 18A:18A-4*.

#### **Finding 2023-01 AMR:**

Our audit of expenditures noted inconsistencies regarding required documentation on file, payment of contracts and benefits, blanket purchase orders and encumbrances.

#### **Recommendation 2023-01 AMR:**

We recommend that the district review their procedures over expenditures and correct all inconsistencies noted.

#### **School Food Service**

The school food service program was not selected as a major federal or state program. However, the program expenditures exceeded \$100,000 in federal and State support. Accordingly, we inquired of the School Business Administrator, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

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

We also inquired of management about the public health emergency procedures/practices that the district instituted to provide meals to eligible students, maintenance of all applicable production records; meal counts; noncompetitive procurements' modification of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations. No exceptions noted.

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. No exceptions noted.

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

The District utilizes a food service management company and is depositing and expending program funds in accordance with *N.J.S.A. 18A:17-34*, and 19-1 through 19-4.1. Provisions of the FSMC contract were reviewed and audited. The FSMC contract does not include a guarantee for fiscal year 2023. 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.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. 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 disbursement records reflected expenditures for program related goods and services. Deposits and expenditures of program moneys are in accordance with *N.J.S.A. 18A:17-34* and 19-1 through 19-4.1. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. No exceptions noted.

The district 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. No exceptions noted.

Net cash resources did exceed three months' average expenditures. No finding deemed necessary.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Service employees authorized by the board of education. No exceptions 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 and certified in a timely manner. No exceptions 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 on file, times the number of operating days, on a school by school basis. The free and reduced price meal and free milk policy is uniformly administered throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions noted.

Lunch applications were not organized by application number making it extremely difficult to locate a particular application for testing. We recommend lunch apps be organized by application number and not by category.

USDA Food Distribution Program commodities were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Proprietary Funds, Section B.

### **Performing Arts Center (PAC)**

The Performing Arts Center had an operating deficit in net position at June 30, 2023 of \$385,162.56. We recommend the district establish a plan to mitigate this deficit.

All cash receipts were promptly deposited into the Ticket Account. No exceptions noted.

### **Student Body Activities**

During our review of student activity funds, the following items were noted.

#### **Finding 2023-02 AMR:**

The district does not have supporting documentation that details the date on which receipts were collected for the High School, Elementary #1 and Elementary #2 student activity accounts. We therefore could not determine if student activity receipts are being timely deposited for these funds. The Elementary #1 cash disbursements did not have proper supporting documentation. We therefore could not determine if the disbursements were reasonable and in satisfactory condition.

#### **Recommendation 2023-02 AMR:**

We recommend the district implement controls over depositing student activity funds so that timeliness can be determined. We also recommend that support be maintained for all student activity disbursements so that they are readily available for audit.

## **Application for State School Aid**

Our audit procedures included a test of information reported in the October 15, 2022, 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. The information that was included on the workpapers was verified. The results of our procedures are presented below and in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

While the district has written procedures for the recording of student enrollment data, we do recommend that these procedures be reviewed in fiscal year 2024 so that accurate data may be transmitted to the State.

## **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 include a review of transportation-related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. 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 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. No exceptions were noted as a result of our review.

### **Finding 2023-03 AMR:**

Our audit of the capital asset ledger during the year noted a number of asset additions and improvements that were not added to the ledger and depreciated. We also noted instances in which assets were not properly tagged and a fixed asset disposal that was not approved prior to disposal.

### **Recommendation 2023-03 AMR:**

Capital asset records should be reviewed and updated for the completed capital projects. We also recommend all district assets be fitted with a fixed asset inventory tag, deletions be approved by board motion and that an overall review of the districts fixed asset listing be completed.

## **Miscellaneous**

- The school district has complied with continuing disclosure agreements made in relation to prior year bond issuances. No exceptions noted.
- Testing for Lead of all Drinking Water in Educational Facilities

The school district adhered to all the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The school district did submit the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12(g).

## **Follow-Up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action has been taken on all prior year recommendations.

## **Suggestions to Management**

The District has accumulated Excess Cash Net Resources in the Food Service Fund due to the influx of additional Federal and State Funding related to the COVID-19 Pandemic. The State of New Jersey Department of Agriculture has issued a letter dated October 4, 2023, to all School Districts indicating that these excess funds may be retained by the District and, that the District must develop a plan which projects how excess funds will be expended in support of the program during the upcoming school year. We suggest that the district develop a plan to utilize the excess funds on allowable expenses that support the Federal Child Nutrition Program, such as improving the nutritional quality of food or purchasing equipment for the kitchens and cafeterias as outlined in the Code of Federal Regulations, 7 CFR 210.14(a).

## **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.

*Ford, Scott & Associates, L.L.C.*  
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**CERTIFIED PUBLIC ACCOUNTANTS**

*Leon P. Costello*

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**No. 767**

**December 8, 2023**

**MIDDLE TOWNSHIP SCHOOL DISTRICT**  
**SCHEDULE OF AUDITED ENROLLMENTS**  
**APPLICATION FOR STATE SCHOOL AID SUMMARY**  
**ENROLLMENT AS OF OCTOBER 15, 2022**

2022-2023 Application for State School Aid												Sample for Verification						Private Schools for Disabled			
	Reported on A.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.A. as Private Schools	Sample Verification	Sample Verified	Sample Errors					
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared									
Half Day Preschool 3-Yr					-		-		-		-										
Half Day Preschool 4-Yr					-		-				-										
Full Day Preschool 3-Yr	25.00		25.00		-		3.00		3.00		-										
Full Day Preschool 4-Yr	116.00		116.00		-		13.00		13.00		-										
Half Day Kindergarten					-		-		-		-										
Full Day Kindergarten	155.00		155.00		-		19.00		19.00		-										
One	151.00		151.00		-		18.00		18.00		-										
Two	143.00		143.00		-		17.00		17.00		-										
Three	150.00		150.00		-		17.00		17.00		-										
Four	139.00		139.00		-		16.00		16.00		-										
Five	154.00		154.00		-		18.00		18.00		-										
Six	164.00		164.00		-		19.00		19.00		-										
Seven	152.00		152.00		-		17.00		17.00		-										
Eight	183.00		183.00		-		21.00		21.00		-										
Nine	154.00		154.00		-		18.00		18.00		-										
Ten	178.00	1.00	178.00	1.00	-		19.00		19.00		-										
Eleven	161.00	2.00	161.00	2.00	-		18.00		18.00	-	-										
Twelve	143.00	1.00	143.00	1.00	-		16.00		16.00	-	-										
Post-Graduate																					
Adult H.S. (15+CR.)																					
Adult H.S. (1-14+CR.)																					
Subtotal	2,168.00	4.00	2,168.00	4.00	-		249.00	-	249.00	-	-	-	-	-	-	-					
Special Ed. - Elementary	146.00		146.00		-		16.00		16.00		-		1.00	1.00	1.00	-					
Special Ed. - Middle School	97.00		97.00		-		11.00		11.00		-		1.00	1.00	1.00	-					
Special Ed. - High School	112.00	24.00	112.00	24.00	-		4.00		4.00	4.00	-		6.00	6.00	6.00	-					
Subtotal	355.00	24.00	355.00	24.00	-		38.00	4.00	38.00	4.00	-		8.00	8.00	8.00	-					
Co. Voc. - Regular					-						-										
Co. Voc. - FT Post Sec.					-						-										
Totals	2,523.00	28.00	2,523.00	28.00	-		287.00	4.00	287.00	4.00	-		8.00	8.00	8.00	-					
Percentage Error					-		(a)	(a)	(a)		-					-					

**MIDDLE TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2022**

	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 LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Preschool 3 Yrs	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Preschool 4 Yrs	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
One	89.00	89.00	-	19.00	19.00	-	11.00	11.00	-	8.00	8.00	-
Two	82.00	82.00	-	18.00	18.00	-	8.00	8.00	-	6.00	6.00	-
Three	81.00	81.00	-	18.00	18.00	-	6.00	6.00	-	4.00	4.00	-
Four	75.00	75.00	-	18.00	18.00	-	5.00	5.00	-	3.00	3.00	-
Five	69.00	69.00	-	15.00	15.00	-	11.00	11.00	-	7.00	7.00	-
Six	67.00	67.00	-	16.00	16.00	-	6.00	6.00	-	4.00	4.00	-
Seven	86.00	86.00	-	19.00	19.00	-	3.00	3.00	-	2.00	2.00	-
Eight	70.00	70.00	-	16.00	16.00	-	5.00	5.00	-	3.00	3.00	-
Nine	74.00	74.00	-	16.00	16.00	-	6.00	6.00	-	4.00	4.00	-
Ten	52.00	52.00	-	12.00	12.00	-	2.00	2.00	-	1.00	1.00	-
Eleven	50.00	50.00	-	11.00	11.00	-	2.00	2.00	-	1.00	1.00	-
Twelve	45.00	45.00	-	10.00	10.00	-	2.00	2.00	-	1.00	1.00	-
Post-Graduate	33.00	33.00	-	9.00	9.00	-	3.00	3.00	-	1.00	1.00	-
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14+CR.)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	873.00	873.00	-	197.00	197.00	-	70.00	70.00	-	45.00	45.00	-
Special Ed - Elementary	116.00	116.00	-	26.00	26.00	-	13.00	13.00	-	10.00	10.00	-
Special Ed - Middle School	77.00	77.00	-	17.00	17.00	-	5.00	5.00	-	4.00	4.00	-
Special Ed - High School	69.50	69.50	-	15.00	15.00	-	6.00	6.00	-	5.00	5.00	-
Subtotal	262.50	262.50	-	58.00	58.00	-	24.00	24.00	-	19.00	19.00	-
Res. Mental Health Ctr	-	-	-	-	-	-	-	-	-	-	-	-
DCF Regional Day Sch	9.00	9.00	-	-	-	-	-	-	-	-	-	-
DYFS Residential Ctrs	-	-	-	-	-	-	-	-	-	-	-	-
Totals	1,144.50	1,144.50	-	255.00	255.00	-	94.00	94.00	-	64.00	64.00	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-

**Transportation**

	Reported on DTRTS by DOE/County			Reported on DTRTS by District			Errors			Errors		
	Reported on DOE/County	Reported on District	Errors	Reported on District	Reported on District	Errors	Tested	Verified	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	1,644.00	1,644.00	-	1,644.00	1,644.00	-	214.00	214.00	-	214.00	214.00	-
Reg - Sp Ed, col. 4	330.00	330.00	-	330.00	330.00	-	43.00	43.00	-	43.00	43.00	-
Transported - Non-Public, col. 3	105.00	105.00	-	105.00	105.00	-	14.00	14.00	-	14.00	14.00	-
ALL - Non Public	1.00	1.00	-	1.00	1.00	-	-	-	-	-	-	-
Special Ed Spec, col. 6	105.00	105.00	-	105.00	105.00	-	13.00	13.00	-	13.00	13.00	-
Totals	2,185.00	2,185.00	-	2,185.00	2,185.00	-	284.00	284.00	-	284.00	284.00	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-

Reg Avg. (Mileage) = Regular Including Grade PK Students  
Reg Avg. (Mileage) = Regular Excluding Grade PK Students  
Spec Avg. = Special Ed with Special Needs

Reported	Recalc.
5.4	5.4
5.4	5.4
5.5	5.5

**MIDDLE TOWNSHIP SCHOOL DISTRICT  
SCHEDULE OF AUDITED ENROLLMENTS  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2022**

	<b>Resident LEP NOT Low Income</b>			<b>Sample for Verification</b>		
	Reported on A.S.S.A as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool 4 Yrs			-			-
Full Day Preschool 4 Yrs			-			-
Half Day Kindergarten			-			-
Full Day Kindergarten	4.00	4.00	-	4.00	4.00	-
One	2.00	2.00	-	2.00	2.00	-
Two	1.00	1.00	-	1.00	1.00	-
Three			-	-		-
Four			-	-		-
Five			-	-		-
Six	1.00	1.00	-	1.00	1.00	-
Seven			-	-		-
Eight	2.00	2.00	-	1.00	1.00	-
Nine	2.00	2.00	-	1.00	1.00	-
Ten	1.00	1.00	-	1.00	1.00	-
Eleven	1.00	1.00	-	1.00	1.00	-
Twelve	1.00	1.00	-	1.00	1.00	-
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14+CR.)						
Subtotal	15.00	15.00	-	13.00	13.00	-
Special Ed - Elementary	-		-	-		-
Special Ed - Middle School	1.00	1.00	-	1.00	1.00	-
Special Ed - High School	1.00	1.00	-	1.00	1.00	-
Subtotal	2.00	2.00	-	2.00	2.00	-
Co. Voc. - Regular			-			-
Co. Voc. - FT Post Sec.			-			-
Totals	17.00	17.00	-	15.00	15.00	-
-1			-			-
Percentage Error			-			-

**TOWNSHIP OF MIDDLE SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2023**

**REGULAR DISTRICT**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

2022-23 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 55,284,485.26	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ -	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ -	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ 131,270.00	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ -	(B1d)
Decreased By:		
On-Behalf TPAF Pension & Social Security	\$ 9,690,551.25	(B2a)
Assets Acquired Under Capital Leases	238,370.00	(B2b)
Adjusted 2022-23 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 45,486,834.01</u>	(B3)
2% of Adjusted 2022-23 General Fund Expenditures [(B3) times .02]	\$ 909,736.68	(B4)
Enter Greater of (B4) or \$250,000	\$ 909,736.68	(B5)
Increased by: Allowable Adjustment*	<u>\$ 356,457.00</u>	(K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	<u>\$ 1,266,193.68</u>	(M)



**TOWNSHIP OF MIDDLE SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2023**

**SECTION 2**

Total General Fund - Fund Balances @ 06/30/23 (Per ACFR Budgetary Comparison schedule/statement C-1)	\$ <u>7,941,247.15</u> (C)
Decreased by:	
Year-end Encumbrances	\$ <u>811,166.97</u> (C1)
Legally Restricted-Designated for Subsequent Year's Expenditures	\$ <u>                    </u> (C2)
Legally Restricted-Excess Surplus - Designated for Subsequent Year's Expenditures ***	\$ <u>901,152.00</u> (C3)
Other Restricted Fund Balances ***	\$ <u>2,998,820.99</u> (C4)
Assigned Fund Balance-Unreserved Designated for Subsequent Year's Expenditures	\$ <u>1,160,989.00</u> (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	\$ <u>2,069,118.19</u> (U1)

**SECTION 3**

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER - 0 -	\$ <u>802,924.51</u> (E)
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**Recapitulation of Excess Surplus as of June 30, 2022:**

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **	\$ <u>901,152.00</u> (C3)
Reserved Excess Surplus ***	\$ <u>802,924.51</u> (E)
Total [(C3) + (E)]	\$ <u>1,704,076.51</u> (D)

- \* This adjustment line (as detailed below) is to be utilized for Impact Aid (when applicable), Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), and Extraordinary Aid, Additional Nonpublic School Transportation Aid and Unbudgeted TPAF Wage Freeze Grant Funding. (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion Extraordinary Aid and Additional Nonpublic School Transportation Aid.)

**Detail of Allowable Adjustment**

Impact Aid	\$ <u>-</u> (H)
Sale & Lease-back	\$ <u>-</u> (I)
Extraordinary Aid	\$ <u>323,385.00</u> (J1)
Additional Nonpublic School Transportation Aid	\$ <u>33,072.00</u> (J2)
Current Year School Bus Advertising Revenue Recognized	\$ <u>-</u> (J3)
Family Crisis Transportation Aid	\$ <u>-</u> (J4)
Supplemental Stabilization Aid & Maintenance of Equity Aid	\$ <u>-</u> (J5)
Total Adjustments [(H)+(I)+(J1) + (J2)]	\$ <u>356,457.00</u> (K)

- \*\* This amount represents the June 30, 2022 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

- \*\*\* Amounts must agree to the June 30, 2022 ACFR and the sum of the two lines 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

**TOWNSHIP OF MIDDLE SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2023**

**Detail of Other Restricted Fund Balance**

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Capital outlay for a district with a capital outlay cap waiver	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ 117,763.19
Maintenance reserve	\$ 2,694,260.36
Emergency reserve	\$ _____
Waiver offset reserve	\$ _____
Tuition reserve	\$ _____
Reserve for Unemployment Fund	\$ 186,797.44
Other state/government mandated reserve	\$ _____
[Other Restricted Fund Balance not noted above]****	\$ _____
Total Other Restricted Fund Balance	\$ 2,998,820.99 (C4)

**AUDIT RECOMMENDATIONS SUMMARY**  
**For the Fiscal Year Ended June 30, 2023**  
**TOWNSHIP OF MIDDLE SCHOOL DISTRICT**

**RECOMMENDATIONS**

1. Administrative Practices and Procedures  
None
2. Financial Planning, Accounting and Reporting  
None
3. School Purchasing Program

**Recommendation 2023-01 AMR:**

We recommend that the district review their procedures over expenditures and correct all inconsistencies noted.

4. School Food Service  
None
5. After School Program  
None
6. Student Body Activities

**Recommendation 2023-02 AMR:**

We recommend the district implement controls over depositing student activity funds so that timeliness can be determined. We also recommend that support be maintained for all student activity disbursements so that they are readily available for audit.

7. Application for State School Aid  
None
8. Pupil Transportation  
None
9. Facilities and Capital Assets

**Recommendation 2023-03 AMR:**

Capital asset records should be reviewed and updated for the completed capital projects. We also recommend all district assets be fitted with a fixed asset inventory tag, deletions be approved by board motion and that an overall review of the districts fixed asset listing be completed.

10. Miscellaneous  
None
11. Status of Prior Year Audit Findings/Recommendations

Corrective action has been taken on all prior year recommendations.

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