

Auditor's Management Report

for the

*Township of Green Brook
School District*

in the

*County of Somerset
New Jersey*

for the

*Fiscal Year Ended
June 30, 2024*

**AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE
FINDINGS-FINANCIAL AND COMPLIANCE**

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
P.L.2020,c.44	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Accounts	3
Position Control Roster	3
Reserve for Encumbrances Liability (Current) and Accounts Payable	3
Unemployment Compensation Insurance Trust Fund	3
Classification of Expenditures	3
Board Secretary's Records	3
Treasurer's Records	4
Elementary and Secondary Education Act (E.S.E.A.) as Amended by Every Student Succeeds Act (ESSA)	4
Other Special Federal and State Projects	4
T.P.A.F. Reimbursement	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	5
School Food Service Fund	6
Student Body Activities	7
Application for State School Aid	7
Pupil Transportation	7
Facilities	8
Testing for Lead of all Drinking Water in Educational Facilities	8
Follow-Up on Prior Year's Findings	8
Schedule of Audited Enrollments	9-11
Schedule of Calculation of Excess Surplus	12
Recommendations	13



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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members
of the Board of Education
Township of Green Brook School District
County of Somerset
Green Brook, New Jersey 08812

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Township of Green Brook School District in the County of Somerset for the year ended June 30, 2024, and have issued our report dated December 3, 2024.

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

This report is intended solely for the information of the Township of Green Brook School District, County of Somerset, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

CERTIFIED PUBLIC ACCOUNTANTS

PUBLIC SCHOOL ACCOUNTANT NO. 948

December 3, 2024

**Independent Auditor's Management Report of Administrative
Findings – Financial**

SCOPE OF AUDIT

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

ADMINISTRATIVE PRACTICES AND PROCEDURES

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

Insurance coverage was carried in the amounts as detailed in the District's ACFR (See Exhibit "J-20").

Official Bonds

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT</u>	<u>AMOUNT OF BONDS</u>
Raymond Murray	Treasurer of School Monies		\$235,000.00
Jason Weber	Board Secretary/Business Administrator		\$235,000.00

Adequacy of insurance coverage is the responsibility of the Board of Education.

Our audit of the districts practices and procedures also included:

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 fiscal 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 and was submitted timely

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.

**Independent Auditor's Management Report of Administrative
Findings – Financial**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (CONTINUED)

Payroll Account

The salaries of all employees of the Board and the Board's required payroll contributions were deposited in the net payroll and payroll agencies account as applicable.

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 amounts withheld due to the general fund.

Payrolls were delivered to the treasurer of school moneys with a warrant made to his order for the full amount of each payroll.

Position Control Roster

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, Liability (Current) for Accounts Payable

A review of outstanding purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(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 specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

Our audit of the financial records, books of account, and minutes of the Board Secretary revealed the records were maintained in a satisfactory condition.

**Independent Auditor's Management Report of Administrative
Findings – Financial**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (CONTINUED)

Treasurer's Records

Our audit included an examination of the Treasurer of School Monies' monthly report and bank reconciliations and revealed the records were maintained in a satisfactory condition.

Elementary and Secondary Education Act (E.S.E.A.) as Amended by 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 projects under Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and State Projects

The District's Special Projects were approved as listed on Schedule A and Schedule B located in the ACFR. Our audit of the federal and state funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue section of the ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

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

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Reports 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 subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Reports for all federal awards.

**Independent Auditor's Management Report of Administrative
Findings – Financial**

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

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

The board of education may, by resolution approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2020 and thereafter, the bid thresholds in accordance with N.J.S.A. 18A:18A-3(a) are \$44,000.00 (with a Qualified Purchasing Agent) and \$32,000.00 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$20,400.00.

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 the furnishing or hiring of any materials or supplies; the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

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.

**Independent Auditor's Management Report of Administrative
Findings – Financial**

FOOD SERVICE FUND

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.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The school food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted. 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 or indirect costs. There were no exceptions noted.

We also 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 Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

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

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

**Independent Auditor's Management Report of Administrative
Findings – Financial**

STUDENT BODY ACTIVITIES

Student Activities and Athletics Accounts

Cash receipts and disbursements records were maintained in satisfactory condition.

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 schools for the handicapped, low-income and bilingual. We also performed a review of the district procedures related to its completion. The information that was included on the workpapers was verified with a minor exception. The results of our procedures are presented in the Schedule of Audited Enrollments. The district has adequate procedures for the recording of student enrollment data.

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 2023-2024 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation-related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. 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.

**Independent Auditor's Management Report of Administrative
Findings – Financial**

FACILITIES AND CAPITAL ASSETS

Our procedures included review of the 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 of contracts for eligible facilities construction. No exceptions were noted.

TESTING FOR LEAD OF ALL DRINKING WATER IN EDUCATIONAL FACILITIES

Our procedures included examination and interviews regarding the district's compliance with N.J.A.C. 26-1.2 and 12.4 relating to the testing for lead in drinking water. No exceptions were noted.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

Corrective action has been taken on all findings.

TOWNSHIP OF GREEN BROOK SCHOOL DISTRICT
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 13, 2023

	2024-2025 Application for State School Aid				Sample for Verification				Private School for Handicapped							
	Reported on A.S.S.A. as 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 Verification	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
Half Day Pre-School	30		30				11									
Full Day Pre-School	66		66				22									
Full Day Kindergarten	72		72				22									
One	78		78				22									
Two	50		50				22									
Three	55		55				22									
Four	60		60				22									
Five	64		64				21									
Six	77		77				21									
Seven	81		81				21									
Eight																
Subtotal	633		633				206									
SpEd Elementary (PK-5)	62		62				16			1				2		2
SpEd Middle School (6-8)	28		28				10									
SpEd High School																
Subtotal	90		90				26			1				2		2
Totals	723		723				232			1				2.0		2
Percentage										0.43%						

TOWNSHIP OF GREEN BROOK SCHOOL DISTRICT
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 13, 2023

	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 Application and Register	Sample Errors
Full Day Pre-School	10	10		8	8		1	1		1	1	
Full Day Kindergarten	6	6		3	3		2	2		2	2	
One	5	5		2	2		2	2		2	2	
Two	5	5		2	2		2	2		2	2	
Three	10	10		8	8		2	2		1	1	
Four	5	5		2	2		1	1		1	1	
Five	11	11		10	10		1	1		1	1	
Six	12	12		10	10		1	1		1	1	
Seven	2	2		2	2		1	1		1	1	
Eight	4	4		3	3		1	1		1	1	
Nine	6	6		4	4		1	1		1	1	
Ten	82	82		57	57		9	9		8	8	
Eleven	17	17		11	11		1	1		1	1	
Twelve	10	10		7	7		1	1		1	1	
Subtotal	34	34		22	22		9	9		8	8	
Totals	116	116		79	79		9	9		8	8	

Percentage Error

Reported on DRTS by DOE	Reported on DRTS by District	Transportation	
		Tested	Verified
582	582	190	190
53	53	12	12
69	69	17	17
30	30	13	13
734	734	232	232

Reg. Public Schools, col.1
 Nonpublic - ALL, col.3
 Reg. - SpEd, col.4
 Special Ed Spec, col.6
 Totals

Percentage Error

TOWNSHIP OF GREEN BROOK SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 13, 2023

	Resident LEP NOT Low Income		Sample for Verification		
	Reported on A.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Pre-School					
Full Day Pre-School					
Full Day Kindergarten					
One	2	2	2	2	2
Two	1	1	1	1	1
Three	1	1	1	1	1
Four					
Five					
Six	1	1	1	1	1
Seven	4	4	3	3	3
Eight					
Nine					
Ten	3	3	3	3	3
Eleven	1	1	1	1	1
Twelve	1	1			
Subtotal	14	14	12	12	
SpEd Elementary	1	1	1	1	1
SpEd Middle School	1	1	1	1	1
SpEd High School	1	1	1	1	1
Subtotal	3	3	3	3	3
Totals	17	17	15	15	15
Percentage Error					

GREEN BROOK SCHOOL DISTRICT
SCHEDULE OF CALCULATION OF EXCESS SURPLUS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

REGULAR DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2023-2024 Total General Fund Expenditures per the ACFR, Ex. C-1	\$ 29,236,914.23	
Increased by:		
Transfer to Food Service Fund	60,110.69	
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ 3,962,684.65	
Adjusted 2023-2024 General Fund Expenditures		\$ 25,334,340.27
2% of Adjusted 2023-2024 General Fund Expenditures		\$ 506,686.81
Greater of Line Above or \$250,000.00		\$ 506,686.81
Increased by: Allowable Adjustment		\$ 138,218.00
Maximum Unreserved/Undesignated Fund Balance		<u>\$ 644,904.81</u>

SECTION 2

Total General Fund - Fund Balances @ 6-30-2024	\$ 10,416,129.91	
Decreased by:		
Year-End Encumbrances	\$ 3,258.80	
Legally Restricted-Excess Surplus-Designated for Subsequent Year's Expenditures	\$ 300,000.00	
Other Restricted Fund Balances	\$ 8,011,267.30	
Assigned Fund Balance - Unreserved-Designated for Subsequent Year's Expenditures	\$ 356,699.00	
Total Unassigned Fund Balance		<u>\$ 1,744,904.81</u>

SECTION 3

Restricted Fund Balance-Excess Surplus	<u>\$ 1,100,000.00</u>
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Recapitulation of Excess Surplus as of June 30, 2024

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 300,000.00
Restricted Excess Surplus	\$ 1,100,000.00
Total Excess Surplus	<u>\$ 1,400,000.00</u>

Detail of Allowable Adjustments

Extraordinary Aid	\$ 138,218.00
Additional Non-Public School Transportation Aid	\$
	<u>\$ 138,218.00</u>

Detail of Other Restricted Fund Balance:

Capital Reserve	\$ 4,961,853.89
Tuition Reserve	1,958,466.00
Maintenance Reserve	1,065,917.28
Unemployment Compensation Reserve	25,030.13
	<u>\$ 8,011,267.30</u>

Independent Auditor's Management Report of Administrative Findings – Financial

Recommendations

Administrative Practices and Procedures

None

Financial Planning, Accounting and Reporting

None

School Purchasing Program

None

School Food Service

None

Student Body Activities

None

Application for State School Aid

None

Pupil Transportation

None

Facilities and Capital Assets

None

Testing for Lead of All Drinking Water in Educational Facilities

None

Prior Year's Findings/Recommendations

Corrective action has been taken on all.

