

GLASSBORO SCHOOL DISTRICT

Glassboro, New Jersey
County of Gloucester

**Auditor's Management Report on Administrative Findings -
Financial, Compliance and Performance
for The Year Ended June 30, 2025**

**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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HOLT MCNALLY & ASSOCIATES

Certified Public Accountants & Advisors

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

Honorable President and Members
of the Board of Education
Glassboro School District
County of Gloucester
Glassboro, New Jersey

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Glassboro School District in the County of Gloucester for the year ended June 30, 2025, and have issued our report thereon dated December 17, 2025.

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 Glassboro School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

HOLT MCNALLY & ASSOCIATES, INC.
Certified Public Accountants & Advisors

David McNally
Certified Public Accountant
Public School Accountant, No. 2616

Medford, New Jersey
December 17, 2025

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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 School 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>
Darren Harris	Treasurer	\$300,000
Michael Sloan	Board Secretary/School Business Administrator	\$300,000

There is a Public Employee's Faithful Performance Blanket Position Bond covering all other employees with coverage of \$25,000.

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 did include all health benefit plans offered by the School District.

The School District project 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 actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil cost in accordance with N.J.A.C.6A:23A-17.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account

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

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

Sampled 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 School Business Administrator/Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Finding No. 2025-001 (ACFR Finding 2025-001)

The District did not follow internal control policies and procedures that ensure that new hires are enrolled in the appropriate pension or deferred compensation plan upon eligibility.

Recommendation:

That the District review its internal controls and policies surrounding the enrollment of new hires in state pension or deferred compensation plan.

Employee Position Control Roster

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

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

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23 A-16.29(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of 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% percent overall 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 were found to be in satisfactory condition.

Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer of School Monies were found to be in satisfactory condition.

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, II, III and VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

The School 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 sample 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 sample test of the biweekly reimbursements forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

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 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-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>.

Current statute is posted on the New Jersey Legislature (<http://www.njleg.state.nj.us/>) website.

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 \$22,400 for 2024-25.

The district board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

Based on the results of our tests on sample basis, we did not note any individual payments, contracts, or agreements 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*.

School Food Service

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

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 Cost Reimbursable Fixed Price or Non-Competitive Emergency Procurement contract/addendum were reviewed and audited. 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 should be 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 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/board of trustees. 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 certified in a timely manner.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications /or to

the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. The required verification procedures for free and reduced price applications were completed and available for review.

USDA 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.

School Food Service (continued)

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.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the ACFR.

Student Body Activities

Our review of the financial and accounting records for student activities indicated they were in satisfactory condition.

Application for State School Aid (ASSA)

Our audit procedures included a sample test of information reported in the October 15, 2024 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School 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

The School District maintained workpapers on the prescribed state forms of their equivalent.

The School District written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a sample test of on roll status reported in the 2024-2025 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 sample of transportation contracts and purchases. Based on our sample, the School 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 sampling of transportation related purchases of goods and services.

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 submitted 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 Year Findings

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. All prior year findings were corrected.

Office of Fiscal Accountability and Compliance (OFAC) Findings

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2025.

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.

Respectfully submitted,

HOLT MCNALLY & ASSOCIATES, INC.
Certified Public Accountants & Advisors

David McNally
Certified Public Accountant
Public School Accountant, No. 2616

Medford, New Jersey
December 17, 2025

ADDITIONAL INFORMATION

SCHEDULE OF AUDITED ENROLLMENTS (1)

**APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2024**

2025-26 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			Selected from Workpapers Full			Registers On Roll			Registers On Roll			Reported on A.S.S.A. as Private			Sample Verified Schools				
Full	Shared	Full	Full	Shared	Full	Full	Shared	Full	Full	Shared	Full	Full	Shared	Full	Full	Full	Full	Sample Verified	Sample Verified	Sample Verified	Errors	
Full Day Preschool - 3 Yrs		44	-	44	-	-	-	-	6	-	6	-	-	-	-	-	-	-	-	-	-	
Full Day Preschool - 4 Yrs		62	-	62	-	-	-	-	9	-	9	-	-	-	-	-	-	-	-	-	-	
Full Day Kindergarten		125	-	125	-	-	-	-	18	-	18	-	-	-	-	-	-	-	-	-	-	
One		105	-	105	-	-	-	-	15	-	15	-	-	-	-	-	-	-	-	-	-	
Two		143	-	143	-	-	-	-	21	-	21	-	-	-	-	-	-	-	-	-	-	
Three		134	-	134	-	-	-	-	19	-	19	-	-	-	-	-	-	-	-	-	-	
Four		117	-	117	-	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	-	
Five		108	-	108	-	-	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	
Six		120	-	120	-	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	-	
Seven		97	-	97	-	-	-	-	14	-	14	-	-	-	-	-	-	-	-	-	-	
Eight		111	-	111	-	-	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	
Nine		121	-	121	-	-	-	-	18	-	18	-	-	-	-	-	-	-	-	-	-	
Ten		117	-	117	-	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	-	
Eleven		106	-	106	-	-	-	-	15	-	15	-	-	-	-	-	-	-	-	-	-	
Twelve		101	-	101	-	-	-	-	15	-	15	-	-	-	-	-	-	-	-	-	-	
Subtotal		1,611	-	1,611	-	-	-	-	233	-	233	-	-	-	-	-	-	-	-	-	-	
Special Ed - Elementary		147	-	147	-	-	-	-	21	-	21	-	-	-	-	-	-	2	2	2	-	
Special Ed - Middle School		88	-	88	-	-	-	-	13	-	13	-	-	-	-	-	-	7	6	6	-	
Special Ed - High School		112	-	112	-	-	-	-	16	-	16	-	-	-	-	-	-	7	6	6	-	
Subtotal		347	-	347	-	-	-	-	50	-	50	-	-	-	-	-	-	16	14	14	-	
Totals		1,958	-	1,958	-	-	-	-	283	-	283	-	-	-	-	-	-	16	14	14	-	
Percentage Error																						

SCHEDULE OF AUDITED ENROLLMENTS (2)

**APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2024**

	Resident Low Income				Reported on A.S.S.A. as Workpapers as Low Income				Reported on A.S.S.A. as Workpapers as LEP Low Income				Reported on A.S.S.A. as Workpapers as LEP Low Income				Resident LEP Low Income				Sample for Verification									
	Reported on Resident Low Income	Reported on A.S.S.A. as Workpapers as Low Income	Errors	Sample Workpapers and Register	Sample Selected from Application	Verified to Workpapers and Register	Errors	Sample Workpapers and Register	Reported on Resident Low Income	Reported on A.S.S.A. as Workpapers as LEP low Income	Errors	Sample Workpapers and Register	Reported on Resident Low Income	Reported on A.S.S.A. as Workpapers as LEP low Income	Errors	Sample Workpapers and Register	Reported on Resident Low Income	Reported on A.S.S.A. as Workpapers as LEP low Income	Errors	Sample Workpapers and Register	Reported on Resident Low Income	Reported on A.S.S.A. as Workpapers as LEP low Income	Errors	Sample Workpapers and Register						
Full Day Kindergarten	22	22	-	7	7	-	-	4	4	-	-	-	3	3	-	-	3	3	-	-	3	3	-	-	3	3	-	-		
One	43	43	-	13	13	-	-	8	8	-	-	-	6	6	-	-	6	6	-	-	8	8	-	-	8	8	-	-		
Two	64	64	-	19	19	-	-	11	11	-	-	-	9	9	-	-	9	9	-	-	9	9	-	-	9	9	-	-		
Three	64	64	-	19	19	-	-	12	12	-	-	-	10	10	-	-	8	8	-	-	6	6	-	-	6	6	-	-		
Four	43	43	-	13	13	-	-	10	10	-	-	-	8	8	-	-	6	6	-	-	5	5	-	-	5	5	-	-		
Five	41	41	-	12	12	-	-	8	8	-	-	-	6	6	-	-	5	5	-	-	4	4	-	-	4	4	-	-		
Six	50	50	-	15	15	-	-	6	6	-	-	-	4	4	-	-	3	3	-	-	5	5	-	-	5	5	-	-		
Seven	37	37	-	11	11	-	-	5	5	-	-	-	4	4	-	-	3	3	-	-	3	3	-	-	3	3	-	-		
Eight	46	46	-	14	14	-	-	7	7	-	-	-	5	5	-	-	3	3	-	-	5	5	-	-	5	5	-	-		
Nine	35	35	-	11	11	-	-	7	7	-	-	-	4	4	-	-	3	3	-	-	3	3	-	-	3	3	-	-		
Ten	44	44	-	13	13	-	-	4	4	-	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-		
Eleven	36	36	-	11	11	-	-	1	1	-	-	-	1	1	-	-	1	1	-	-	1	1	-	-	1	1	-	-		
Twelve	34	34	-	10	10	-	-	1	1	-	-	-	1	1	-	-	1	1	-	-	1	1	-	-	1	1	-	-		
Subtotal	559	559	-	168	168	-	-	82	82	-	-	-	63	63	-	-	63	63	-	-	63	63	-	-	63	63	-	-		
Special Ed - Elementary	83	83	-	25	25	-	-	9	9	-	-	-	7	7	-	-	7	7	-	-	3	3	-	-	3	3	-	-		
Special Ed - Middle School	58	58	-	18	18	-	-	4	4	-	-	-	1	1	-	-	1	1	-	-	1	1	-	-	1	1	-	-		
Special Ed - High School	66	66	-	20	20	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	207	207	-	63	63	-	-	14	14	-	-	-	11	11	-	-	11	11	-	-	11	11	-	-	11	11	-	-		
Totals	766	766	-	231	231	-	-	96	96	-	-	-	74	74	-	-	74	74	-	-	74	74	-	-	74	74	-	-		
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transportation																														
Reg - Public Schools, col. 1	462	462	-	145	145	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Reg - SpEd, col. 4	10	10	-	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Aid-in-Lieu, col. 2	80	80	-	50	50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Special Ed Spec, col. 6	86	86	-	34	34	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Totals	638	638	-	232	232	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Percentage Error	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

SCHEDULE OF AUDITED ENROLLMENTS (3)

**APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2024**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Kindergarten	13	13	-	10	10	-
One	2	2	-	2	2	-
Two	6	6	-	5	5	-
Three	4	4	-	3	3	-
Four	1	1	-	1	1	-
Five	6	6	-	5	5	-
Six	2	2	-	2	2	-
Seven	-	-	-	-	-	-
Eight	3	3	-	2	2	-
Nine	5	5	-	4	4	-
Ten	4	4	-	3	3	-
Eleven	3	3	-	2	2	-
Twelve	-	-	-	-	-	-
Subtotal	49	49	-	39	39	-
Special Ed - Elementary	2	2	-	2	2	-
Special Ed - Middle	-	-	-	-	-	-
Special Ed - High	-	-	-	-	-	-
Subtotal	2	2	-	2	2	-
Totals	51	51	-	41	41	-
Percentage Error						

SCHEDULE OF MEAL COUNT ACTIVITY - FEDERAL

**GLASSBORO SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL
ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
(MEMORANDUM ONLY)**

PROGRAM	MEAL CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER)/ UNDER CLAIM
National School Lunch (Regular Rate)	Paid	64,493	19,050	19,050	-	0.44	-
	Reduced	8,412	2,377	2,377	-	4.05	-
	Free	118,728	34,584	34,584	-	4.45	-
National School Breakfast (Regular Rate)	Total	191,633	56,011	56,011	-	-	-
	Paid	52,500	16,092	16,092	-	0.39	-
	Reduced	4,488	1,383	1,383	-	2.54	-
	Free	71,277	21,819	21,819	-	2.84	-
	Total	128,265	39,294	39,294	-	-	-

Glassboro School District
Net cash resources did exceed three months of expenditures
Proprietary Funds - Food Service
FYE 2025

**Food
Service
B - 4/5**

Net Cash Resources:

ACFR	*	Current Assets	Food Service B - 4/5
B-4		Cash & Cash Equiv.	36,692
B-4		Due from General Fund	579,257
B-4		Due from Other Gov'ts	62,692
B-4		Accounts Receivable	146,340
B-4		Investments	
 ACFR		 Current Liabilities	
B-4		Less Accounts Payable	-94,389
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	-12,777
		Net Cash Resources	\$ 717,815
			(A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	1,243,268	
B-5	Less Depreciation	(19,721)	
	Adj. Tot. Oper. Exp.	\$ 1,223,547	(B)

Average Monthly Operating Expense:

B / 10	\$ 122,355	(C)
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Three times monthly Average:

3 X C	\$ 367,064	(D)
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TOTAL IN BOX A	\$ 717,815
LESS TOTAL IN BOX D	\$ (367,064)
NET	\$ 350,751

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.

TRUE
FALSE

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

SOURCE - USDA resource management comprehensive review form

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2024-2025 Total General Fund Expenditures per the ACFR, Ex. C-1

Increased by:

Transfer from Capital Outlay to Capital Projects Fund
 Transfer from Capital Reserve to Capital Projects Fund
 Transfer from General Fund to SRF for PreK-Regular
 Transfer from General Fund to SRF for PreK-Inclusion

\$ 51,355,224 (B)

\$ - (B1a)
 \$ - (B1b)
 \$ 408,537 (B1c)
 \$ - (B1d)

Decreased by:

On-Behalf TPAF Pension & Social Security
 Assets Acquired Under Capital Leases

\$ 8,261,743 (B2a)
 \$ 708,868 (B2b)

Adjusted 2024-2025 General Fund Expenditures [(B)+(B1s)-(B2s)]

\$ 42,793,150 (B3)

2% of adjusted 2024-2025 General Fund Expenditures [(B3) times .02]

Enter Greater of (B4) or \$250,000

Increased by: Allowable Adjustment *

\$ 855,863 (B4)
 \$ 855,863 (B5)
 \$ 206,072 (K)

Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)]

\$ 1,061,935 (M)

SECTION 2

Total General Fund - Fund Balances @ 06-30-2025 (Per ACFR Budgetary Comparison Schedule C-1)

Decreased by:

Year-End Encumbrances
 Legally Restricted - Designated for Subsequent Year's
 Expenditures
 Legally Restricted - Excess Surplus - Designated for Subsequent
 Year's Expenditures**
 Other Restricted Fund Balances ***
 Assigned Fund Balance - Unreserved - Designated for Subsequent
 Year's Expenditures

\$ 6,677,429 (C)

\$ 956,051 (C1)
 \$ - (C2)
 \$ 1,215,308 (C3)
 \$ 2,399,485 (C4)
 \$ 235,658 (C5)

Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]

\$ 1,870,927 (U1)

REGULAR DISTRICT (continued):

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-

\$ 808,992 (E)

Recapitulation of Excess Surplus as of June 30, 2025

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures **
 Reserved Excess Surplus *** [(E)]

\$ 1,215,308 (C3)
 \$ 808,992 (E)

Total Excess Surplus [(C3) + (E)]

\$ 2,024,300

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 of 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.
- (J5) Supplemental Stabilization Aid received April 2023 & Maintenance of Equity Aid received July 2023

Detail of Allowable Adjustments

Impact Aid	\$ <u>-</u>	(H)
Sale & Lease-back	\$ <u>-</u>	(I)
Extraordinary Aid	\$ <u>136,022</u>	(J1)
Additional Nonpublic School Transportation Aid	\$ <u>70,050</u>	(J2)
Current Year School Bus Advertising Revenue Recognized	\$ <u>-</u>	(J3)
Family Crisis Transportation Aid	\$ <u>-</u>	(J4)
Supplemental Stabilization Aid rec'd April 2023 & Maintenance of Equity Aid rec'd July 2023	\$ <u>-</u>	(J5)
 Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)+(J5)]	\$ <u>206,072</u>	(K)

** This amount represents the June 30, 2024 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.

*** Amount must agree to the June 30, 2025 ACFR and must agree to Audit Summary Line 90030.

**** Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve 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>1,893,077</u>	
Maintenance Reserve	\$ <u>-</u>	-
Emergency Reserve	\$ <u>500</u>	
Tuition Reserve	\$ <u>-</u>	-
School Bus Advertising 50% Fuel Offset Reserve - current year	\$ <u>650</u>	
School Bus Advertising 50% Fuel Offset Reserve - prior year	\$ <u>1,275</u>	
Impact Aid General Fund Reserve (Sections 8002 and 8003)	\$ <u>-</u>	-
Impact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$ <u>-</u>	-
Other state/government mandated reserve	\$ <u>-</u>	-
Reserve for Unemployment	\$ <u>503,983</u>	
[Other Restricted Fund Balance Not Noted Above] ****	\$ <u>-</u>	-
 Total Other Restricted Fund Balance	\$ <u>2,399,485</u>	(C4)

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2025

Glassboro School District

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

Finding 2025-001 AMR (ACFR Finding 2025-001) - That the District review its internal controls and policies surrounding the enrollment of new hires in state pension or deferred compensation plan.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

Corrective Action has been taken on all prior year audit recommendations.