<u>FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT</u> <u>COUNTY OF HUNTERDON</u> <u>AUDITORS' MANAGEMENT REPORT ON</u> <u>ADMINISTRATIVE FINDINGS - FINANCIAL,</u> <u>COMPLIANCE AND PERFORMANCE</u> <u>FOR THE FISCAL YEAR ENDED JUNE 30, 2024</u>

<u>FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT</u> <u>COUNTY OF HUNTERDON</u> <u>AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE</u> <u>FINDINGS - FINANCIAL,</u> <u>COMPLIANCE AND PERFORMANCE</u> <u>FOR THE FISCAL YEAR ENDED JUNE 30, 2024</u> <u>TABLE OF CONTENTS</u>

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Mount Arlington, NJ Newton, NJ Bridgewater, NJ

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Independent Member BKR International

November 5, 2024

The Honorable President and Members of the Board of Education Flemington-Raritan Regional School District County of Hunterdon, 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 financial statements of the Board of Education of the Flemington-Raritan Regional School District in the County of Hunterdon for the fiscal year ended June 30, 2024, and have issued our report thereon dated November 5, 2024.

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 letter does not affect our report dated November 5, 2024, on the financial statements of the Board.

We will review the status of the comments, if any, during our next audit engagement. We have already discussed any comments and suggestions with various management personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the suggestions.

This report is intended for the information of the Flemington-Raritan Regional 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.

NISIVOCCIA LLP

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Andrew Kucinski Licensed Public School Accountant #2684 Certified Public Accountant

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer, 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

Multi-peril insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the District's ACFR.

Officials in Office and Surety Bonds

Name	Position	Coverage
Tanya Dawson	Business Administrator	\$ 350,000
William J. Hance	Treasurer	\$ 350,000

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 data certification was completed by the chief school administrator. The school district Chapter 44 data was submitted timely.

The data certification date does not reflect a submission date later than 60 days after the end of the enrollment period.

Tuition Charges

A comparison of tuition charges and actual receipts and receivables were made. It appears, from our testing, that tuition charges appear to be valid revenues of the District. The tuition revenue was from other school districts.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Financial Planning, Accounting and Reporting (Cont'd)

Payroll Account and Position Control Roster

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

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

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators (superintendent, assistant superintendent, and business administrator) to the NJ Department of Treasury was filed in a timely manner.

Year-End Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made on a test basis as of June 30, for proper classification of orders as year-end encumbrances and accounts payable.

Classification of General and Administrative 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, we reviewed administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2.

Board Secretary's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Board Secretary's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments.

Treasurer's Records

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Treasurer's records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

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 District's ACFR. This section of the ACFR documents the financial position pertaining to projects under Titles I, II, III and IV of the Elementary and Secondary Education Act as amended and reauthorized.

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 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 reimbursements 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 T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was remitted to the State of New Jersey prior to the required deadline of October 1, 2024. The reimbursement form was reviewed, and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 states:

a. "When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the Board of Education without public advertising for bids and bidding therefore, except that the Board of Education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L.1971, c. 198 the Board of Education may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

School Purchasing Programs (Cont'd)

Contracts and Agreements Requiring Advertisement for Bids (Cont'd)

b. Commencing in the fifth year after the year in which P.L.1999, c. 440 takes effect and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the Board of Education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.A. 18A:18A-2, and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made . . ."

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 therefore, except as is provided otherwise in this chapter or specifically by any other law"

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 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 \$20,200 for 2023-2024.

The 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 Attorney'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. 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.

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 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 the appropriate school food service personnel, as to whether the School Food Authority (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 and indirect costs. No exceptions were noted.

School Food Service (Cont'd)

Non-program foods were purchased, prepared or offered for sale. The Statement of Revenue, Expenses and Changes in Net Position in the ACFR Schedule B-5 does separate program and non-program revenue and program and nonprogram cost of goods sold.

We inquired of management about the public health emergency procedures/practices that the SFA instituted to provide meals to 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 if the FSMC received a PPP loan.

Finding 2024-001:

The net cash resources of the Food Service Fund exceeded three months average expenditures as of June 30, 2024 by \$267,154. It is suggested that the District review and continue to implement their plan to reduce the net cash resources of the Food Service Fund to not exceed three months average expenditures.

Student Body Activities

In planning and performing our audit of the financial statements of the Board, we considered the condition of the Student Activities records for the purpose of expressing our opinion on the financial statements and not to provide specific assurance on the condition of the records. Based on these procedures, we have no comments except as noted herein.

Application for State School Aid

Our audit procedures included a test of enrollments and related services reported in the October 16, 2023 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the disabled, bilingual and low income. 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 with two exceptions. The information that was included on the workpapers was verified on a test basis without 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. The District has adequate written procedures for the recording of student enrollment data.

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.

Facilities and Capital Assets

Our procedures included a review of the NJSDA grant agreements for consistency with recording NJSDA 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.

Travel Expense and Reimbursement Policy

Travel regulations require each District to adopt a formal travel policy and procedure pertaining to travel expenses and reimbursements for its employees and board members. The regulations require the District to establish a maximum travel amount for the year and to account for these expenses within a separate account in the budget to ensure that the maximum is not exceeded. The regulations also require that all travel be approved by the Board prior to the event and that the approval list the event, total event cost and the individuals attending. Employees and board members attending an event are then required to complete a post event report to be submitted to a designated person within the District. Overall compliance was noted.

Testing for Lead of All Drinking Water in Educational Facilities

The District did submit the annual Statement of Assurance to the NJ Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Management Suggestions:

Federal Grant Receivables

It is suggested that federal grant requests for reimbursements are submitted on a regular basis to ensure timely collection, to lessen the impact on cash flows and to ensure full compliance with federal and state cash management requirements.

COVID-19 Federal Funding

It is likely that the District will undergo some review of its COVID-19 federal funding if only at a desk review level by state and/or federal agencies. We strongly suggest that the District ensures that these funds are utilized in accordance with the applicable federal requirements especially with respect to procurement. Additionally, we strongly suggest that the District ensures that these funds are accounted for in the state account numbers designated by the NJ Department of Education and that any applicable Board policies are current with respect to federal grant requirements.

Status of Prior Year's Findings/Recommendations

The prior year recommendations regarding payroll agency and budget expenditures were resolved in the current year.

202 Renorted on	2027-2020 Application for School Au	PPIIVUU	or Jul Juliu			Sam	alue	Verifi	Verified ner		re her
eported c A.S.S.A. On Roll	I - I	Keported on Workpapers On Roll	ed on apers oll	E	Errors	Sample Selected from Worknaners	sampie ected from orknaners	Reg	v erniea per Registers On Roll	Errc Reg On	Errors per Registers On Roll
	hared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared
I											
		17				12		17			
		14				40		404			
		274				274		274			
		299				299		299			
		284				284		284			
		285				285		285			
		314				314		314			
		280				280		280			
		298				298		298			
		299				299		299			
		270				270		270			
		2,655				2,655		2,655			
		329				17		17			
		170				8		8			
		499				25		25			
3,154		3,154				2,680		2,680			
			"	0.00%	0.00%					0.00%	0.00%

ELEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY SCHEDULE OF AUDITED ENROLLMENTS ENROLLMENT AS OF OCTOBER 16, 2023

		Sample	Errors																0.00%
	Verified to	Application	and Kegister	2	3	2	2	2	2	2	2	2	19		ŝ	ŝ	9	25	
w Income	Sample Selected	from	Workpapers	2	ю	2	2	2	2	2	2	2	19		ŝ	ю	9	25	
Resident Low Income		F	Errors																0.00%
	Reported on Workpapers	as Low	Income	46	74	58	67	58	60	47	37	37	484		134	75	209	693	
	Reported on A.S.S.A.	as Low	Income	46	74	58	67	58	60	47	37	37	484		134	75	209	693	
		Sample	Errors																0.00%
for Disabled		Sample	V erified												7	2	4	4	
Private Schools for Disabled	Sample	for	Verification												7	2	4	4	
Р	Reported on A.S.S.A. as	Private	Schools												9	8	14	14	
				Full Day Kindergarten	Grade One	Grade Two	Grade Three	Grade Four	Grade Five	Grade Six	Grade Seven	Grade Eight	Subtotal	Special Education:	Elementary	Middle School	Subtotal	Totals	Percentage Error

ELEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT APPLICATION FOR STATE SCHOOL AID SUMMARY SCHEDULE OF AUDITED ENROLLMENTS ENROLLMENT AS OF OCTOBER 16, 2023

				Resident LEP	Resident LEP Low Income		
		Reported on	Reported on		Sample	Verified to	
		A.S.S.A. as	Workpapers		Selected	Test Scores,	
		LEP Low	as LEP Low		from	Application	Sample
	I	Income	Income	Errors	Workpapers	and Register	Errors
Full Day Kindergarten		19	21	2	2	2	
Grade One		41	41		4	4	
Grade Two		28	28		2	2	
Grade Three		39	39		1	1	
Grade Four		22	22		2	2	
Grade Five		12	12		1	1	
Grade Six		L	L		1	1	
Grade Seven		6	6		1	1	
Grade Eight		14	14		2	2	
Subtotal	ſ	191	193	2	16	16	
Snecial Ed - Elementary		35	35		(*	ſſ	
Special Ed - Middle School		5	5		. –		
Subtotal		37	37		4	4	
Totals	U	228	230	2	20	20	
	Percentage Error			0.88%			0.00%

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICTAPPLICATION FOR STATE SCHOOL AID SUMMARYSCHEDULE OF AUDITED ENROLLMENTSENROLLMENT AS OF OCTOBER 16, 2023

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT	APPLICATION FOR STATE SCHOOL AID SUMMARY	SCHEDULE OF AUDITED ENROLLMENTS	ENROLLMENT AS OF OCTOBER 16, 2023
FLEMING	APPLIC,	SC	Ē

			Transp	Transportation		
	Reported on DRTRS	Reported on DRTRS				
	by DOE	by District	Errors	Tested	Verified	Errors
Regular - Public Schools	1,502	1,502		16	16	
Regular - Special Education	399	399		4	4	
AIL - Non Public	64	64		2	2	
Special Needs - Public	182.0	182.0		2	2	
Special Needs - Private	15.0	15.0		1		
Totals	2,162	2,162		25	25	
Percentage Error			0.00%			0.00%
				Reported	Recalculated	
Average Mileage - Regular Including Grade PK Students Average Mileage - Regular Excluding Grade PK Students Average Mileage - Special Education with Special Needs				3.6 3.6 4.8	3.6 3.6 4.8	

<u>FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT</u> <u>EXCESS SURPLUS CALCULATION</u> <u>FOR THE FISCAL YEAR ENDED JUNE 30, 2024</u>

REGULAR DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2023-2024 Total General Fund Expenditures per the ACFR 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 Decreased by:	\$ 84,586,795 (B) \$ -0- (B1a) \$ -0- (B1b) \$ -0- (B1c) \$ 943,482 (B1d)
On-Behalf TPAF Pension and Social Security	\$ 16,037,213 (B2a)
Assets Acquired Under Financed Purchases, Leases & SBITAs	<u>\$ -0-</u> (B2b)
Adjusted 2023-2024 General Fund Expenditures [(B)+(B1's)-(B2's)]	<u>\$ 68,549,582</u> (B3)
2% of Adjusted 2023-2024 General Fund Expenditures [(B5) times .02]	<u>\$ 1,370,992 (B4)</u>
Enter Greater of (B4) or \$250,000	<u>\$ 1,370,992</u> (B5)
Increased by: Allowable Adjustment	<u>\$ 29,120 (K)</u>
Maximum Unassigned Fund Balance [(B5)+(K)]	<u>\$ 1,400,112</u> (M)
Maximum Unassigned Fund Balance [(B5)+(K)] <u>Section 2</u>	<u>\$ 1,400,112</u> (M)
	<u>\$ 1,400,112</u> (M) <u>\$ 4,573,155</u> (C)
Section 2 Total General Fund - Fund Balances @ 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1)	<u>\$ 4,573,155</u> (C) <u>\$ -0- (C1)</u>
Section 2 Total General Fund - Fund Balances @ 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures	<u>\$ 4,573,155</u> (C) <u>\$ -0-</u> (C1) \$ -0- (C2)
Section 2 Total General Fund - Fund Balances @ 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 4,573,155 (C) \$ -0- (C1) \$ -0- (C2) \$ 2,267,884 (C3)
Section 2 Total General Fund - Fund Balances @ 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Excess Surplus - Designated for Subsequent Year's Expenditures Other Restricted Fund Balances	\$ 4,573,155 (C) \$ -0- (C1) \$ -0- (C2) \$ 2,267,884 (C3) \$ 1,299,303 (C4)
Section 2 Total General Fund - Fund Balances @ 6/30/2024 (Per ACFR Budgetary Comparison Schedule C-1) Decreased by: Year-End Encumbrances Legally Restricted - Designated for Subsequent Year's Expenditures Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 4,573,155 (C) \$ -0- (C1) \$ -0- (C2) \$ 2,267,884 (C3)

<u>FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT</u> <u>EXCESS SURPLUS CALCULATION</u> <u>FOR THE FISCAL YEAR ENDED JUNE 30, 2024</u> (Continued)

Section 3

Restricted Fund Balance-Excess Surplus [(U1)-(M)] IF NEGATIVE, ENTER -0-	\$	-0-	(E)
<u>Recapitulation of Excess Surplus as of June 30, 2024</u>			
Excess Surplus - Designated for Subsequent Year's Expenditures Excess Surplus [(E)]	\$ \$	2,267,884	· · ·
Total [(C3)+(E)]	\$ 2	2,267,884	(D)
<u>Detail of Allowable Adjustments</u>			
Impact Aid Sale and Lease Back Extraordinary Aid Additional Nonpublic School Transportation Aid Supplemental Stabilization Aid	\$ \$ \$ \$	-0- -0- -0- 29,120 -0-	(I) (J1) (J2)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)]	\$	29,120	(K)
Detail of Other Restricted Fund Balance			
Statutory Restrictions:			
Approved Unspent Separate Proposal	\$	-0-	
Capital Outlay for a District with a Capital Outlay SGLA	\$	-0-	
Sale/Lease-Back Reserve	\$	-0-	
Capital Reserve	\$	592,379	
Maintenance Reserve	\$	158,277	
Tuition Reserve	\$	-0-	
Unemployment Compensation	\$	548,647	
Other State/Governmental Mandated Reserve	\$	-0-	
Emergency Reserve	\$	-0-	
Total Other Restricted Fund Balance	\$	1,299,303	

<u>FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT</u> <u>SUMMARY OF RECOMMENDATIONS</u> <u>FOR THE FISCAL YEAR ENDED JUNE 30, 2024</u>

It is recommended that:

1. <u>Administrative Practices and Procedures</u>

None

2. <u>Financial Planning, Accounting and Reporting</u>

None

3. <u>School Purchasing Program</u>

None

4. <u>School Food Service</u>

None

5. <u>Student Body Activities</u>

None

- 6. <u>Application for State School Aid</u> None
- 7. <u>Pupil Transportation</u>

None

8. <u>Facilities and Capital Assets</u>

None

9. <u>Miscellaneous</u>

None

10. <u>Status of Prior Year's Findings/Recommendations</u>

The prior year recommendations regarding payroll agency and budget expenditures were resolved in the current year.