

CITY OF WOODBURY BOARD OF EDUCATION

Woodbury, New Jersey
County of Gloucester

**Auditor's Management Report on Administrative Findings -
Financial, Compliance and Performance
for The Year Ended June 30, 2015**

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

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**REPORT OF INDEPENDENT AUDITORS -
AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS, FINANCIAL COMPLIANCE AND PERFORMANCE**

Honorable President and Members
of the City of Woodbury
Board of Education
County of Gloucester
Woodbury, New Jersey 08096

We have audited, in accordance with generally accepted audit standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the general purpose financial statements of the City of Woodbury Board of Education in the County of Gloucester for the year ended June 30, 2015, and have issued our report thereon dated December 1, 2015.

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

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Michael Holt
Certified Public Accountant
Public School Accountant, No. 1148

Medford, New Jersey
December 1, 2015

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Honorable President and Members
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Board of Education
County of Gloucester
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**ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

Scope of Audit

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

Official Bonds

| Name | Position | Amount |
|---------------|--|---------------|
| Kara L. Huber | Business Administrator/Board Secretary | \$250,000 |

There is a Public Employee's Faithful Performance Blanket Position Bond with the Selective Insurance Company covering all other employees with multiple coverage of \$10,000.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review indicated that the vouchers were in satisfactory condition.

Payroll Account

The net salaries of all 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.

Payroll Account (continued):

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

Salary withholdings were promptly remitted to the proper agencies.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, for goods not yet received or services not yet rendered and it was determined that no blanket purchase orders were included in the balance of the reserves for encumbrances. Also, unpaid purchase orders included in the balance of accounts payable were reviewed for propriety and to determine that goods were received and services were rendered, as of June 30.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C.6A:23-1.2* 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. As a result of the procedures performed, no transaction errors were 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 were found to be in satisfactory condition.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.) as Reauthorized by the No Child Left Behind Act of 2001.

The E.S.E.A./N.C.L.B. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Title I, Title II, title III, Title IV and Title V of the Elementary and Secondary Education Act 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 CAFR.

Other Special Federal and/or State Projects (continued):

Our audit of the Federal and State funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

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

T.P.A.F. 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.

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/njded/pscl/index.html>.

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 receipts of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L. 1971, c.198 (C.40A:119) 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.
- 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.18A:18A-2 (pending before the Legislature as section 50 of this bill), 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,

School Purchasing Programs (continued):

except as is provided otherwise in this chapter or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or calculated by the Governor pursuant to *N.J.S.A.18A:18A-3* except by contract or agreement.”

Effective July 1, 2010 and thereafter the bid thresholds in accordance with *N.J.S.A.18A:18A-2* and *18A:18A-3(a)* are \$36,000 (with a Qualified Purchasing Agent) and \$26,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under *N.J.S.A.18A:39-3* is currently \$18,300. The City of Woodbury Board of Education currently has a Qualified Purchasing Agent.

The Board of Education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year (contract year for July 1, 2010 and thereafter). 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.

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*.

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.

School Food Service

The financial transactions and statistical records of the School Food Services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

The District utilizes a food service management company and is depositing and expending program monies in accordance with *N.J.S.A.18A:17-34* and *19-1* through *19-4.1*.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the nonprofit status

School Food Service (continued):

of the school food service. Net cash resources did not exceed three months average expenditures. No exceptions were noted.

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

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed 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.

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 Enterprise Funds, Section G.

Student Body Activities

The financial transactions of student body activities were maintained in satisfactory condition.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2014 Application for State School Aid (A.S.S.A.) for On-Roll, private schools for the handicapped 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. 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 2014-2015 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 contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. The bid specifications for

Pupil Transportation (continued):

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.

Follow-up on Prior Years' Findings

There were no prior year findings.

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.

Should you have any questions concerning our report or should you desire any assistance, please call us.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

Michael Holt
Certified Public Accountant
Public School Accountant, No. 1148

Medford, New Jersey
December 1, 2015

ADDITIONAL INFORMATION

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SCHEDULE OF AUDITED ENROLLMENTS (1)

**CITY OF WOODBURY BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014**

| | 2014-2015 Application for State School Aid | | | | | | Sample for Verification | | | | | | Private Schools for Disabled | | | | | | | | |
|----------------------------|--|--------|--------------------|--------|--------|--------|---------------------------------|--------|--------------------------------|--------|------------------------------|--------|---------------------------------------|--------|-------------------------|--------|-----------------|--------|------|--------|---|
| | Reported on A.S.A. On Roll | | Workpapers On Roll | | Errors | | Sample Selected from Workpapers | | Verified per Registers On Roll | | Errors per Registers On Roll | | Reported on A.S.A. as Private Schools | | Sample for Verification | | Sample Verified | | | | |
| | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | Full | Shared | |
| Half Day Preschool | 32 | - | 32 | - | - | - | 14 | - | 14 | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Preschool | 53 | - | 53 | - | - | - | 5 | - | 5 | - | - | - | - | - | - | - | - | - | - | - | - |
| Full Day Kindergarten | 124 | - | 124 | - | - | - | 22 | - | 22 | - | - | - | - | - | - | - | - | - | - | - | - |
| One | 117 | - | 117 | - | - | - | 21 | - | 21 | - | - | - | - | - | - | - | - | - | - | - | - |
| Two | 110 | - | 110 | - | - | - | 17 | - | 17 | - | - | - | - | - | - | - | - | - | - | - | - |
| Three | 89 | - | 89 | - | - | - | 15 | - | 15 | - | - | - | - | - | - | - | - | - | - | - | - |
| Four | 75 | - | 75 | - | - | - | 16 | - | 16 | - | - | - | - | - | - | - | - | - | - | - | - |
| Five | 85 | - | 85 | - | - | - | 18 | - | 18 | - | - | - | - | - | - | - | - | - | - | - | - |
| Six | 95 | - | 95 | - | - | - | 18 | - | 18 | - | - | - | - | - | - | - | - | - | - | - | - |
| Seven | 93 | - | 93 | - | - | - | 14 | - | 14 | - | - | - | - | - | - | - | - | - | - | - | - |
| Eight | 82 | - | 82 | - | - | - | 16 | - | 16 | - | - | - | - | - | - | - | - | - | - | - | - |
| Nine | 91 | - | 91 | - | - | - | 18 | - | 18 | - | - | - | - | - | - | - | - | - | - | - | - |
| Ten | 90 | - | 90 | - | - | - | 16 | - | 16 | - | - | - | - | - | - | - | - | - | - | - | - |
| Eleven | 86 | - | 86 | - | - | - | 16 | - | 16 | - | - | - | - | - | - | - | - | - | - | - | - |
| Twelve | 66 | - | 66 | - | - | - | 16 | - | 16 | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 1,288 | - | 1,288 | - | - | - | 242 | - | 242 | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - Elementary | 89 | - | 89 | - | - | - | 10 | - | 10 | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - Middle School | 62 | - | 62 | - | - | - | 10 | - | 10 | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Ed - High School | 75 | - | 75 | - | - | - | 10 | - | 10 | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 226 | - | 226 | - | - | - | 30 | - | 30 | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 1,514 | - | 1,514 | - | - | - | 272 | - | 272 | - | - | - | - | - | - | - | - | - | - | - | - |

Percentage Error

SCHEDULE OF AUDITED ENROLLMENTS (2)

CITY OF WOODBURY BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2014

| | Resident Low Income | | | Sample for Verification | | | Resident LEP Low Income | | | Sample for Verification | | |
|----------------------------|------------------------------------|--------------------------|--------|---------------------------------|--------------------------------------|---------------|--|------------------------------|--------|---------------------------------|-------------------------------------|---------------|
| | Reported on A.S.S.A. as Low Income | 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 | Workpapers as LEP low Income | Errors | Sample Selected from Workpapers | Verified to Test Score and Register | Sample Errors |
| Full Day Kindergarten | 87 | 87 | - | 15 | 15 | - | 3 | 3 | - | 3 | 3 | - |
| One | 83 | 83 | - | 15 | 15 | - | 1 | 1 | - | 1 | 1 | - |
| Two | 78 | 78 | - | 15 | 15 | - | 10 | 10 | - | 10 | 10 | - |
| Three | 57 | 57 | - | 15 | 15 | - | - | - | - | - | - | - |
| Four | 53 | 53 | - | 15 | 15 | - | 1 | 1 | - | 1 | 1 | - |
| Five | 56 | 56 | - | 15 | 15 | - | - | - | - | - | - | - |
| Six | 61 | 61 | - | 15 | 15 | - | - | - | - | - | - | - |
| Seven | 58 | 58 | - | 17 | 17 | - | - | - | - | - | - | - |
| Eight | 51 | 51 | - | 15 | 15 | - | 2 | 2 | - | 2 | 2 | - |
| Nine | 57 | 57 | - | 18 | 18 | - | 3 | 3 | - | 3 | 3 | - |
| Ten | 52 | 52 | - | 16 | 16 | - | 1 | 1 | - | 1 | 1 | - |
| Eleven | 48 | 48 | - | 16 | 16 | - | - | - | - | - | - | - |
| Twelve | 36 | 36 | - | 16 | 16 | - | 2 | 2 | - | 2 | 2 | - |
| Subtotal | 777 | 777 | - | 203 | 203 | - | 23 | 23 | - | 23 | 23 | - |
| Special Ed - Elementary | 61 | 61 | - | 17 | 17 | - | 2 | 2 | - | 2 | 2 | - |
| Special Ed - Middle School | 48 | 48 | - | 17 | 17 | - | - | - | - | - | - | - |
| Special Ed - High School | 53 | 53 | - | 17 | 17 | - | 1 | 1 | - | 1 | 1 | - |
| Subtotal | 162 | 162 | - | 51 | 51 | - | 3 | 3 | - | 3 | 3 | - |
| Totals | 939 | 939 | - | 254 | 254 | - | 26 | 26 | - | 26 | 26 | - |

Percentage Error

| | Transportation | | | | | |
|----------------------------------|--------------------------------|------------------------------|--------|--------|----------|--------|
| | Reported on DRTS by DOE/county | Reported on DRTS by District | Errors | Tested | Verified | Errors |
| Reg. - Public Schools, col. 1 | 46 | 46 | - | 27 | 27 | - |
| Reg -SpEd, col. 4 | 1 | 1 | - | 1 | 1 | - |
| Transported - Non-Public, col. 2 | 15 | 15 | - | 15 | 15 | - |
| Special Ed Spec, col. 6 | 52 | 52 | - | 47 | 47 | - |
| Totals | 114 | 114 | - | 90 | 90 | - |

Percentage Error

| | | | | | | |
|------------------|---|---|---|---|---|---|
| Percentage Error | - | - | - | - | - | - |
|------------------|---|---|---|---|---|---|

EXCESS SURPLUS CALCULATION

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

| | |
|---|----------------------------------|
| 2014-2015 Total General Fund Expenditures per the CAFR, Ex. C-1 | \$ <u>25,436,808</u> (B) |
| Increased by: | |
| Transfer from Capital Outlay to Capital Projects Fund | \$ <u>229,363</u> (B1a) |
| Transfer from Capital Reserve to Capital Projects Fund | \$ <u>950,000</u> (B1b) |
| Transfer from General Fund to SRF for PreK-Regular | \$ _____ (B1c) |
| Transfer from General Fund to SRF for PreK-Inclusion | \$ _____ (B1d) |
| Decrease by: | |
| On-Behalf TPAF Pension & Social Security | \$ <u>2,265,013</u> (B2a) |
| Assets Acquired Under Capital Leases | \$ _____ (B2b) |
| Adjusted 2014-2015 General Fund Expenditures [(B)+(B1s)-(B2s)] | \$ <u><u>24,351,158</u></u> (B3) |
| 2% of adjusted 2014-2015 General Fund Expenditures [(B3) times .02] | \$ <u>487,023</u> (B4) |
| Enter Greater of (B4) or \$250,000 | \$ <u>487,023</u> (B5) |
| Increased by: Allowable Adjustment * | \$ <u>70,714</u> (K) |
| Maximum Unassigned/Undesignated-Unreserved Fund Balance [(B5)+(K)] | \$ <u><u>557,737</u></u> (M) |

SECTION 2

| | |
|---|---------------------------------|
| Total General Fund - Fund Balance @6-30-2015 (Per CAFR Budgetary Comparison Schedule C-1) | \$ <u>4,540,601</u> (C) |
| Decreased by: | |
| Year-End Encumbrances | \$ <u>347,998</u> (C1) |
| Legally Restricted - Designated for Subsequent Year's Expenditures | \$ _____ (C2) |
| Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures** | \$ <u>632,448</u> (C3) |
| Other Restricted Fund Balances **** | \$ <u>1,946,450</u> (C4) |
| Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures | \$ <u>505,968</u> (C5) |
| Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)] | \$ <u><u>1,107,737</u></u> (U1) |

REGULAR DISTRICT (continued):

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U2)-(M)] IF NEGATIVE ENTER -0- \$ 550,000 (E)

Recapitulation of excess surplus as of June 30, 2015

gdar

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures ** \$ 632,448 (C3)

Restricted Excess Surplus *** [(E)] \$ 550,000 (E)

Total Excess Surplus [(C3)+(E)] \$ 1,182,448 (D)

Footnotes:

* This adjustment line (as detailed below) is to be utilized when applicable for: Impact Aid, Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), Extraordinary Aid, Additional Nonpublic School Transportation Aid and recognized current year School Bus Advertising Revenue. Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid and Additional Nonpublic School Transportation Aid.

Adjusted 2014-2015 General Fund Expenditures [(B)+(B1s)-(B2s)]

Impact Aid \$ _____ (H)

Sale & Lease-back \$ _____ (I)

Extraordinary Aid \$ 70,714 (J1)

Additional Nonpublic School Transportation Aid \$ _____ (J2)

Current Year School Bus Advertising Revenue Recognized \$ _____ (J3)

Family Crisis Transportation Aid \$ _____ (J4)

Total Adjustments [(H)+(I)+J1)+(J2)+(J3)+(J4)] \$ 70,714 (K)

** This amount represents the June 30, 2015 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2015 CAFR and must agree to Audit Summary Worksheet 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 state mandated or that is not legally imposed by another type of government such as the judicial branch of government must have Departmental approval. District requests should be submitted to the Division of Finance and Regulatory Compliance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory Restrictions:

Approved Unspent Separate Proposal \$ _____

Sale/Lease-Back Reserve \$ _____

Capital Reserve \$ 1,946,450

Maintenance Reserve \$ _____

Emergency Reserve \$ _____

Tuition Reserve \$ _____

School Bus Advertising 50% Fuel Offset Reserve - current year \$ _____

School Bus Advertising 50% Fuel Offset Reserve - prior year \$ _____

School Bus Advertising 50% Fuel Offset Reserve - prior year \$ _____

Impact Aid General Fund Reserve (Sections 8002 and 8003) \$ _____

Impact Aid Capital Fund Reserve (Sections 8007 and 8008) \$ _____

Other Restricted Fund Balance Not Noted Above **** \$ _____

Total Other Restricted Fund Balance \$ 1,946,450 (C4)