#### BOARD OF EDUCATION BOROUGH OF AUDUBON COUNTY OF CAMDEN

AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2016

INVERSO & STEWART
Mariton, New Jersey

## AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

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Tax ID Number 21-6000119

#### INVERSO & STEWART, LLC

**Certified Public Accountants** 

651 Route 73 North, Suite 402 Mariton, New Jersey 08053 (856) 983-2244 Fax (856) 983-6674 E-Mail: <u>Iscnas@concentric.net</u> -Member of-American Institute of CPAs New Jersey Society of CPAs

## AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

The Honorable President and Members of the Board of Education Audubon School District Audubon, New Jersey

I have audited, in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Audubon School District, in the County of Camden, for the fiscal year ended June 30, 2016, and have issued my report thereon dated September 23, 2016.

As part of my audit, I performed procedures required by the Office of School Finance, Department of Education, State of New Jersey, 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 Audubon School District and the New Jersey Department of Education for the fiscal year ended June 30, 2016. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants

Robert P. Inverso

**Public School Accountant** 

September 23, 2016

#### ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

#### Scope of Audit

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

#### **Officials Bonds**

<u>Name</u>	<u>Position</u>	<u>Amount</u>		
Robert Delengowski	Board Secretary/School Business Administrator	\$	75,000	
Mary Lynam	Treasurer		250,000	

There is a Public Employees' Faithful Performance Blanket Position Bond covering all other employees with multiple coverage of \$500,000.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The School District made the proper adjustment to the billings to sending districts in accordance with N.J.A.C. 6:23A-3.1(f)3.

#### Financial Planning, Accounting and Reporting

#### **Examination of Claims**

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

#### **Payroll Account**

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

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

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

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

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the NJ Dept. of Treasury was filed by the March 15 due date.

The Payroll Account records were maintained in satisfactory condition.

#### Financial Planning, Accounting and Reporting (Continued)

#### **Employee Position Control Roster**

No exceptions were noted during my examination of the Employee Position Control Roster.

#### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material discrepancies with respect to classification of orders.

### Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

No exceptions were noted during my examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

#### Travel

No exceptions were noted in my study of compliance for travel expenses.

#### **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C.* 6A:23A-16.2(f) as part of my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.2. My review did not indicate any material discrepancies with respect to classification of expenditures.

#### Board Secretary/Business Administrator's Record

The financial and accounting records of the Board Secretary/Business Administrator's office were maintained in satisfactory condition.

#### Finding 2016-001:

The financial records reflect errors in accounts receivable, accounts payable, revenues, and expenditures which required audit adjustments.

#### Recommendation:

The financial records including all assets, liabilities, revenues, and expenditures should be reviewed on a monthly basis for accuracy.

#### Treasurer's Records

The financial and accounting records of the Treasurer were maintained in good condition.

Elementary and Secondary Education Act of 1965 (E.S.E.A.)/ Improving America's Schools Act (I.A.S.A.) as reauthorized by the No Child Left Behind Act of 2001 (N.C.L.B.)

The E.S.E.A./NCLB 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 Titles I and II of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act.

#### Financial Planning, Accounting and Reporting (Continued)

#### 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 CAFR.

My 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.

The study of compliance for the special projects indicated no exceptions.

#### T.P.A.F. Reimbursement

My audit procedures included a test of the biweekly reimbursements filed with the Department of Education for School 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 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 prior to the end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

#### Nonpublic State Aid

Not applicable.

#### School Purchasing Programs

#### **Contracts and Agreements Requiring Advertisement for Bids**

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (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 \$18,800.

The School District 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 my examination, I 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 and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit.

#### School Food Service (Continued)

The School 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 contract/addendum were reviewed and audited. The FSMC contract does not include a guarantee.

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 non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School District food service employees authorized by the Board of Education. 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 submitted/certified in a timely manner. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and/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 District. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

USDA Food Distribution Program commodities were received and a separate 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 of the CAFR.

#### **Student Body Activities**

The financial records for the Student Activity Fund were maintained in satisfactory condition.

#### **Community Education Program**

The financial records for the Community Education Program Fund were maintained in satisfactory condition.

#### After School Program

The financial records for the After School Program Fund were maintained in satisfactory condition.

#### Application for State School Aid

My audit procedures included a test of information reported in the October 15, 2015 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I 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 exceptions noted. The results of my procedures are presented in the Schedule of Audited Enrollments.

#### Finding 2016-002:

The student counts for on roll did not agree to supporting documents.

#### Recommendation:

That care is exercised in preparing the Application for State School Aid.

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**

My procedures included a test of on roll status reported in the 2015-2016 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 my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the School District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

#### Follow-up on Prior Years' Findings

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

#### **Acknowledgment**

I received the complete cooperation of all the officials of the Audubon School District and I greatly appreciate the courtesies extended to me.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants

Robert P. Inverso

**Public School Accountant** 

September 23, 2016

#### SCHEDULE OF MEAL COUNT ACTIVITY

# AUDUBON SCHOOL DISTRICT FOOD SERVICE FUND NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM ENTERPRISE FUND FOR THE FISCAL YEAR ENDED JUNE 30, 2016

PROGRAM	MEALS CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFERENCE	RATE	(OVER) UNDER CLAIM
					_		
National School Lunch (Regular rate)	Paid	35,963	35,963	35,963	0	3.07	
(regular rate)	Reduced	7,405	7,405	7,405	0	2.67	
	Free	34,368	34,368	34,368	0	0.29	
	Total	77,736	77,736	77,736	0		0
National School Lunch	HHFKA-PB Lunch Only	77,736	77,736	77,736		0.06	0
School Breakfast	Paid	1,530	1,530	1,530	0	1.66	
	Reduced	1,388	1,388	1,388	0	1.36	
	Free	5,899	5,899	5,899	0	0.29	
	Total	8,817	8.817	8,817	0		0
TOTAL NET OVERCLAI	M - FEDERAL  MEALS CATEGORY	MEALS CLAIMED	MEALS TESTED	MEALS VERIFIED	DIFFEDENCE	0475	(OVER) UNDER
PROGRAM	CATEGORT	CLAIMED	IESTED	VERIFIED	DIFFERENCE	RATE	CLAIM
State Reimbursement - National School Lunch (Regular rate)	Paid	35,963	35,963	35,963	0	0.055	
(Negolal Fate)	Reduced	7,405	7,405	7,405	0	0.055	
	Free	34,368	34,368	34,368	0_	0.040	
	Total	77,736	77,736	77,736	0		0
TOTAL NET OVERCLAI	M - STATE						<b>\$</b> -

## AUDUBON SCHOOL DISTRICT NET CASH RESOURCE SCHEDULE

## Net cash resources did not exceed three months of expenditures Proprietary Funds - Food Service For the fiscal year ended June 30, 2016

Net Cash I	Resources:	Food Service B - 4/5	
CAFR	* Current Assets		
B-4	Cash & Cash Equivalents	\$ (28,779)	
B-4	Intergovernmental Accounts Receivable	-	
B-4	Other Accounts Receivable	9,635	
B-4	Interfund Accounts Receivable	8,000	
CAFR	Current Liabilities		
B-4	Less: Accounts Payable		
B-4	Less: Compensated Absences Payable		
B-4	Less: Interfund Accounts Payable		
B-4	Less: Unearned revenue	(2,347)	
	Net Cash Resources	\$ (13,491)	(A)
Net Adjus	tment To Total Operating Expense:		
B-5	Total Operating Expense	501,262	
B-5	Less: Depreciation	(2,820)	
	Adjusted Total Operating Expense	\$ 498,442	(B)
Average l	Monthly Operating Expense:		
- TVCTORGI	B / 10	\$ 49,844	(C)
	5, 15	43,011	(-/
Three tim	nes monthly Avereage:		
	зхс	\$ 149,533	(D)
	TOTAL IN BOX A	\$ (13,491)	
	LESS TOTAL IN BOX D	(149,533)	
	NET	(163,024)	
From abo	ve:		
_	er than D, cash exceeds 3 X average monthly ope		
D is great	ter than A, cash does not exceed 3 X average mon	thly operating expenses	<b>.</b>

<sup>\*</sup>Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form.

#### SCHEDULE OF AUDITED ENROLLMENTS

#### **Audubon Borough School District**

#### **Application for State School Aid Summary**

#### **Enrollment as of October 15, 2015**

		2	2016-2017 Application for State School Ald					Sample for Verification					Private Schools for Disabled				
		Reported on ASSA On Roll		Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on ASSA as Private	Sample for Verifi-	Sample	
		<u>Full</u>	Shared	Fult	Shared	Fult	Shared	Full	Shared	Fuli	Shared	Full	Shared	Schools	cation	Varified	Errors
	Half Day Pre K 3	3		3		0		3		3							
9	Half Day Pre K 4	9		9		ō		9		9							
	Full Day K	99		104		-5		104		104							
	One	71		68		3		68		68							
	Two	86		87		-1		87		87							
	Three	91		92		-1		92		92							
	Four	74		74		0		74		74							
	Five	62		62		0		62		62							
	Six	73		73		0		73		73							
	Seven	89		88		1		88		88							
	Eight	68		67		1		67		67							
	Nine	118		118		0		118		118							
	Ten	132		132		0		132		132							
	Eleven	155		155		0		155		155							
	Twelve	143		143		0		143		143							
	Subtotal	1,273	0	1,275	0	(2)	0	1,275	0	1,275			0	0	0	0	0
	SpEd Elementary	75		77		-2		77		77				3	3	3	
	SpEd Middle School	64		66		-2		66		66				3	3	3	
	SpEd High School	119		118		1		118		118				8	8	8	
	Subtotal	258	0	261	0	-3	0	261		261	0	0	0	14	14	14	0
	Totals	1,531	0	1,536	0	-5	0	1,536	0	1,536	0	0	0	14	14	14	0
	Percentage Error				-0-		0.32%					0-	0-			-0-	-0-

#### Schedule of Audited Enrollments

#### **Audubon Borough School District**

#### Application for State School Aid Summary

#### Enrollment as of October 15, 2015

		Reside	nt LEP NOT Low Inc	come	Sar	Sample for Verification					
		Reported on ASSA 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 K One Two										
10	Three Four Five Six Seven Eight Nine Ten Eleven	1	1		1	1					
	Twelve Subtotal	1	1	0	1	1					
	SpEd Elementary SpEd Middle School SpEd High School Subtotal	0	0		0	0	0				
	Totals	1	1	0	1	1	0				
	Percentage Error			-0-			-0-				

#### -

#### Schedule of Audited Enrollments

#### Audubon Borough School District

#### Application for State School Aid Summary

#### Enrollment as of October 15, 2015

	R	esident Low Incom	0	San	nple for Verification	<u> </u>	<u>R</u>	esident LEP Low Inc	ome	San	nple for Verificat	<u>lion</u>
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported or ASSA as LEP Low Income	n Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day K	22	22		7	7							
One	11	11		4	4			1 1		1	1	
Two	19	19		6	6			2 2		2	2	
Three	22	22		7	7			1 1		1	1	
Four	16	16		5	5							
Five	18	18		6	6			1 1		1	1	
Six	21	21		7	7							
Seven	17	17		6	6			1 1		1	1	
	12	12		4	4							
Nine	11	11		4	4							
Ten	31	31		10	10							
Eleven	19	19		6	6							
Twelve	26	26		9	9							
	245	245	0	82	82	0		6 6	0	6	6	0
SpEd Elementary	33	33		11	11							
SpEd Middle School	18	18		6	6							
SpEd High School	33	<u>33</u>		11	11_							
Subtotal	84	84	0	28	28	0		0 0	0	0	0	0
Totals	329	329	0	110	110	0		6 6	0	6	6	0
Percentage Error			<u>-</u>			-0-			-0-			-0-
			Transpo	ortation								
	Reported on	Reported on										
	DRTRS by	DRTRS by District	Errors	Tested	Verified	Errors			Reported	Recalculated		
Reg. Public School , col. 1	4	4		4	4				110001100	1,00010010100		
Reg. Special Education, col. 4 Transported-Non-Public, col. 3	6	6		6	6		Avg Mileage - Regular Including ( Avg Mileage - Regular Excluding		5.1 5.1	5.1 5.1		
Special Needs, Col. 6	20	20		20	20		Avg Mileage - Rogular Excluding Avg Mileage - Special Ed. with Sp		12.4	12.4		
	30	30	. 0	30	30	0						
Percentage Error			-0-			-0-						

#### **AUDUBON SCHOOL DISTRICT**

#### **EXCESS SURPLUS CALCULATION**

#### **SECTION 1 - Regular Districts**

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

2015-16 Total General Fund Expenditures per the CAFR, 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 Decreased by:  On-Behalf TPAF Pension & Social Security Assets Acquired Under Capital Leases	\$(B1a) \$(B1b) \$(B1c) \$(B1d)  \$(2,673,177) (B2a) \$(176,587) (B2b)
Adjusted 2015-16 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>22,333,254</u> (B3)
2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02] Enter Greater of (B4) or \$250,000 Increased by: Allowable Adjustment	\$ 446,665 (B4) \$ 446,665 (B5) \$ (K)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ <u>446,665</u> (M)
SECTION 2	
Total General Fund - Fund Balances @ 6-30-16 (Per CAFR 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	\$ 893,778 (C)  \$ (C1)  \$ (C2)  \$ 85,637 (C3)  \$ 115,614 (C4)  \$ 199,937 (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	\$(U1)

#### **AUDUBON SCHOOL DISTRICT**

#### **EXCESS SURPLUS CALCULATION**

#### **SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIV	\$45,925_ (E)	
Recapitulation of Excess Surplus as of June 30, 2016		
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures Reserved Excess Surplus [(E)]		\$ 85,637 (C3) \$ 45,925 (E)
Total [(C3) + (E)]		\$131,562_ (D)
Detail of Allowable Adjustments		
Impact Aid Sale & Lease-back Extraordinary Aid Additional Nonpuplic School Transportation Aid Current Year School Bus Advertising Revenue Family Crisis Transportation Aid  Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]  Detail of Other Restricted Fund Balance	\$ \$ \$ \$ \$	(H) (I) (J1) (J2) (J3) (J4)
Statutory restrictions: Approved unspent separate proposal Sale/lease-back reserve Capital reserve Maintenance reserve Emergency reserve Tuition reserve School Bus Advertising 50% Fuel Offset Reserve - current year School Bus Advertising 50% Fuel Offset Reserve - prior year Impact Aid General Fund Reserve (Sections 8002 and 8003) Impact Aid Capitial Fund Reserve (Sections 8007 and 8008) Other state/government mandated reserves	\$ \$	
Other Restricted Fund Balance not noted above	\$	
Total Other Restricted Fund Balance	\$ 115,614	(C4)