

CITY OF OCEAN CITY
SCHOOL DISTRICT
AUDITOR'S MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE
JUNE 30, 2016

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

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
City of Ocean City School District
County of Cape May, 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 general purpose financial statements of the Board of Education of the City of Ocean City School District in the County of Cape May for the year ended June 30, 2016, and have issued our report thereon dated November 23, 2016.

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 solely for the information and use of the management of the City of Ocean City Board of Education and the New Jersey State Department of Education. However, this report is a matter of public record and its distribution is not limited.

Ford, Scott & Associates, L.L.C.

FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Leon P. Costello

Leon P. Costello, CPA
Certified Public Accountant
Licensed Public School Accountant
No. 767

November 23, 2016

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Timothy E. Kelley	Board Secretary/ School Business Administrator	\$300,000

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Payroll Account and Position Control Roster

The net salaries of all 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 were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School 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 to the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

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. No discrepancies were found.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-2.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with NJAC 6A:23-8.2. As a results of the procedures performed, a transaction error rate of 0.00% was noted and no additional procedures were deemed necessary.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary disclosed no exceptions.

Treasurer's Records

The review of the Treasurer's records disclosed no discrepancies.

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

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

The study of compliance for E.S.E.A. did not indicate areas of noncompliance and/or questionable costs.

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.

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.

The study of compliance for Other Special Federal and State Projects revealed no areas of noncompliance and/or questionable costs.

TPAF 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 with these filings.

TPAF 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 TPAF/FICA payments made by the State on-behalf of the school

district for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period required by the Office of Grant 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 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>.

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 currently \$18,800 for 2015-2016.

The Board of Education has the responsibility of determining whether the expenditures of any category will exceed the statutory thresholds within the contract year. Where questions arise 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 provisions of N.J.S.A. 18A:18A-4, amended.

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 appropriate school food service personnel, as to whether the SFA had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions noted.

The school food service program was not selected as a major federal and/or state program. However, the program expenditures exceeded \$100,000 in federal and/or state support. Accordingly, we inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions noted.

The financial transactions and statistical records of the school food services fund were maintained and reviewed. 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 (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 includes an operating results provision which guarantees that the food service program will break even. The operating results provision has not been met.

Expenditures should be separately recorded as food, labor, and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food 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.

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 Worksheets were completed. Reimbursement claims were submitted/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 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. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

USDA 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 Proprietary Funds, Section B.

Student Body Activities

Overall, the records of the various student activity funds were in satisfactory condition.

Application for State School Aid

Our 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. 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 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 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 2015-16 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. No exceptions were noted in our review of transportation related purchases of goods and services.

Facilities and Capital Assets

Our audit procedures of facilities and capital assets found no exceptions.

Follow-up on Prior Year Findings

In accordance with governmental auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action has been taken on all prior year finds.

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,

Ford, Scott & Associates, LLC
FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Leon P. Costello
Leon P. Costello
Certified Public Accountant
Licensed Public School Accountant
No. 767

November 23, 2016

NET CASH RESOURCE SCHEDULE

**Net cash resources DID NOT exceed three months of expenditures
Proprietary Funds - Food Service
FYE 2016**

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	659,153.00
B-4		Due from Other Gov'ts	36,916.00
B-4		Accounts Receivable	26,138.00
B-4		Investments	-
CAFR		Current Liabilities	
B-4		Less Accounts Payable	(20,456.00)
B-4		Less Accruals	
B-4		Less Due to Other Funds	(674,725.00)
B-4		Less Deferred Revenue	-
		Net Cash Resources	<u>27,026.00</u> (A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	668,641.00	
B-5	Less Depreciation	<u>(14,442.00)</u>	
	Adj. Tot. Oper. Exp.	<u>654,199.00</u>	(B)

Average Monthly Operating Expense:

B / 10	<u>65,419.90</u>		(C)
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Three times monthly Average:

3 X C	<u>196,259.70</u>		(D)
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TOTAL IN BOX A	\$	<u>27,026.00</u>	
LESS TOTAL IN BOX D	\$	<u>196,259.70</u>	
NET	\$	<u>(169,233.70)</u>	

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.**

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

SOURCE - USDA resource management comprehensive review form

**OCEAN CITY BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015**

	2016-2017 Application for State School Aid				Sample for Verification				Private Schools for Disabled						
	Full	Shared	Reported on A.S.A. On Roll	Workpapers On Roll	Errors Full	Shared	Sample Selected from Workpapers Full	Shared	Verified per Registers On Roll	Full	Shared	Reported on A.S.A. as Private Schools	Sample Verifi- cation	Sample Verified	Sample Errors
Half Day Preschool															
Full Day Preschool															
Half Day Kindergarten															
Full Day Kindergarten															
One			87		-	-	12		12						
Two			81		-	-	11		11						
Three			95		-	-	13		13						
Four			91		-	-	12		12						
Five			87		-	-	12		12						
Six			96		-	-	13		13						
Seven			94		-	-	13		13						
Eight			95		-	-	13		13						
Nine			83		-	-	11		11						
Ten			273		-	-	37		37						
Eleven			298		-	-	38		38						
Twelve			289		-	-	37		37						
Post-Graduate			264		-	-	33		33						
Adult H.S. (15+CR.)															
Adult H.S. (1-14+CR.)															
Subtotal	1,933	-	1,933		-	-	255		255						
Special Ed - Elementary	49		49		-	-	7		7						
Special Ed - Middle School	34		34		-	-	5		5						
Special Ed - High School	128	2	128	2	-	-	15	2	15	2					
Subtotal	211	2	211	2	-	-	27	2	27	2					
Co. Voc. - Regular															
Co. Voc. - FT Post Sec.															
Totals	2,144	2	2,144	2	-	-	282	2	282	2					
Percentage Error					0.00%										0.00%

**OCEAN CITY BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Half Day Preschool												
Full Day Preschool												
Half Day Kindergarten												
Full Day Kindergarten												
One	28	28	-	13		13	10	10	-	9		9
Two	30	30	-	14		14	7	7	-	6		6
Three	38	38	-	18		18	9	9	-	8		8
Four	28	28	-	13		13	5	5	-	4		4
Five	19	19	-	9		9	1	1	-	1		1
Six	30	30	-	14		14	-	-	-	-		-
Seven	24	24	-	12		12	-	-	-	-		-
Eight	21	21	-	10		10	-	-	-	-		-
Nine	16	16	-	8		8	-	-	-	-		-
Ten	28	28	-	13		13	-	-	-	-		-
Eleven	22	22	-	11		11	-	-	-	-		-
Twelve	25	25	-	12		12	-	-	-	-		-
Post-Graduate	17	17	-	8		8	-	-	-	-		-
Adult H.S. (15+CR.)												
Adult H.S. (1-14+CR.)												
Subtotal	326	326	-	155	-	155	32	32	-	28	-	28
Special Ed - Elementary	22	22	-	11		11	2	2	-	2		2
Special Ed - Middle School	15	15	-	7		7	-	-	-	-		-
Special Ed - High School	22	22	-	10		10	-	-	-	-		-
Subtotal	59	59	-	28	-	28	2	2	-	2	-	2
Co. Voc. - Regular												
Co. Voc. - FT Post Sec.												
Totals	385	385	-	183	-	183	34	34	-	30	-	30
Percentage Error			0.00%			100.00%			0.00%			0.00%

Transportation

	Reported on DRTS by DOE/County			Reported on DRTRS by District			Sample for Verification			Reported Recalculated			
	Reported on	Reported on	Errors	Tested	Verified	Errors	Reported	Recalculated	Reported	Recalculated	Reported	Recalculated	
Reg. - Public Schools, col. 1	252	252	-	121	121	-	121	121	-	121	121	3.9	3.9
Reg. - Sp Ed, col. 4	26	26	-	12	12	-	12	12	-	12	12	3.9	3.9
Transported - Non-Public, col. 3	19	19	-	9	9	-	9	9	-	9	9	7.2	7.2
ALL	1	1	-	1	1	-	1	1	-	1	1	7.2	7.2
Special Ed Spec, col. 6	25	25	-	11	11	-	11	11	-	11	11	7.2	7.2
Totals	323	323	-	154	154	-	154	154	-	154	154	7.2	7.2
Percentage Error			0.00%									0.00%	0.00%

Reg Avg. (Mileage) = Regular Including Grade PK Students (Part A)
Reg Avg. (Mileage) = Regular Excluding Grade PK Students (Part A)
Spec Avg. = Special Ed with Special Needs (Part B)

OCEAN CITY BOARD OF EDUCATION
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2015

	Resident LEP NOT Low Income		Sample for Verification			
	Reported on A.S.S.A as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten						
Full Day Kindergarten						
One			-	-	-	-
Two	1	1	-	1	-	1
Three			-	-	-	-
Four			-	-	-	-
Five			-	-	-	-
Six	1	1	-	1	-	1
Seven			-	-	-	-
Eight			-	-	-	-
Nine			-	-	-	-
Ten	1	1	-	1	-	1
Eleven			-	-	-	-
Twelve			-	-	-	-
Post-Graduate			-	-	-	-
Adult H.S. (15+CR.)			-	-	-	-
Adult H.S. (1-14+CR.)			-	-	-	-
Subtotal	3	3	-	3	-	3
Special Ed - Elementary						
Special Ed - Middle School						
Special Ed - High School						
Subtotal	-	-	-	-	-	-
Co. Voc. - Regular						
Co. Voc. - FT Post Sec.						
Totals	3	3	-	3	-	3
Percentage Error			0.00%			100.00%

**OCEAN CITY SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2016**

REGULAR DISTRICT

SECTION 1

A. 2% Calculation of Excess Surplus

2015-16 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 40,496,377.00 (a)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	\$ 400,000.00 (b)
Transfer from Capital Reserve to Capital Projects Fund	\$ (b)
Decreased By:	
On-Behalf TPAF Pension & Social Security	\$ 4,661,396.00
Assets Acquired Under Capital Leases	_____
Adjusted 2015-16 General Fund Expenditures	\$ 36,234,981.00
2% of Adjusted 2015-16 General Fund Expenditures [(B3) times .02]	\$ 724,699.62 (a)
Enter Greater of (A) or \$250,000	\$ 724,699.62
Increased by: Allowable Adjustment*	\$ 78,028.00 (c)
Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]	\$ 802,727.62

SECTION 2

Total General Fund - Fund Balances @ 06/30/16 (Per CAFR Budgetary Comparison schedule/statement C-1)	\$ 11,291,067.00
Decreased by:	
Year-end Encumbrances	\$ 203,125.00
Legally Restricted-Designated for Subsequent Year's Expenditures	\$ - (d)
Legally Restricted-Excess Surplus - Designated for Subsequent Year's Expenditures ***	\$ 1,498,895.00 (d)
Other Restricted Fund Balances ***	\$ 6,633,502.00
Assigned Fund Balance-Unreserved Designated for Subsequent Year's Expenditures	\$ (d)
Total Unassigned Fund Balance	\$ 2,955,545.00

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER - 0 - \$ 2,152,817.38 (e)

Recapitulation of Excess Surplus as of June 30, 2016:

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** (Audsum line 90031)	\$ 1,498,895.00 (f)
Reserved Excess Surplus (Audsum line 90030)	\$ 2,152,817.38 (g)
Total Excess Surplus	\$ 3,651,712.38

* This adjustment line (as detailed below) is to be utilized for Impact Aid (when applicable), Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10), and Extraordinary Aid, Additional Nonpublic School Transportation Aid and Unbudgeted TPAF Wage Freeze Grant Funding. (Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion Extraordinary Aid and Additional Nonpublic School Transportation Aid.)

**OCEAN CITY SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2016**

Detail of Allowable Adjustment

Impact Aid	\$ _____
Sale & Lease-back	\$ _____
Extraordinary Aid	\$ <u>74,548.00</u>
Additional Nonpublic School Transportation Aid	\$ <u>3,480.00</u>
 Total Adjustments [(H)+(I)+(J1) + (J2)]	 \$ <u>78,028.00</u>

** This amount represents the June 30, 2016 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.

*** Amounts must agree to the June 30, 2016 CAFR and the sum of the two lines must agree to Audit Summary Worksheet Line 90030.

**** Amount for Other Reserved 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 an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Finance prior to September 30.

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Capital outlay for a district with a capital outlay cap waiver	\$ _____
Sale/lease-back reserve	\$ _____
Capital reserve	\$ <u>3,660,818.00</u>
Maintenance reserve	\$ <u>2,116,684.00</u>
Emergency reserve	\$ <u>356,000.00</u>
Waiver offset reserve	\$ _____
Tuition reserve	\$ <u>500,000.00</u>
Other state/government mandated reserve	\$ _____
[Other Restricted Fund Balance not noted above]****	\$ _____
 Total Other Restricted Fund Balance	 \$ <u>6,633,502.00</u>