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#### PARSIPPANY-TROY HILLS SCHOOL DISTRICT COUNTY OF MORRIS

MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2016

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# Report of Independent Auditors

Honorable President and Members of the Board of Education Parsippany-Troy Hills School District County of Morris, New Jersey

We have audited, in accordance with generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Parsippany-Troy Hills School District in the County of Morris for the year ended June 30, 2016, and have issued our report thereon dated December 2, 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 of the Parsippany-Troy Hills School District's management and Board members and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Statt G. Clilland

Scott A. Clelland Licensed Public School Accountant No. 1049

Wiss & Company

WISS & COMPANY, LLP

December 2, 2016 Livingston, New Jersey

WISS & COMPANY, LLP

354 Eisenhower Parkway, Suite 1850 Livingston, NJ 07039 973.994.9400

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

## Scope of Audit

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

Insurance coverage was carried in the amounts as detailed on J-20, Insurance Schedule contained in the District's CAFR.

#### Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)

Name	Position	Amount
Robin Tedesco	Business Administrator/Board Secretary	\$ 650,000
Lyanna Rios	Treasurer of School Moneys	650,000

There is a Public Employees' Dishonesty Blanket Bond with the Utica National Insurance Company covering all other employees with coverage of \$100,000. There is also Excess Public Employees' Dishonesty Blanket Bond with the National Union Insurance Company covering all other employees with coverage of \$900,000.

# **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The Board made a proper adjustment ("billing") to sending Districts for the increase (decrease) in per pupil costs in accordance with  $N.J.A.C.\ 6A:23A-17.1$  (f) 3, which is performed as part of the District's annual budget process.

#### Financial Planning, Accounting and Reporting

#### Examination of Claims

An examination of claims paid during the period 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 tested were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator and Chief School Administrator.

# ADMINISTRATIVE FINDINGS-FINANCIAL, COMPLIANCE AND PERFORMANCE

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

Payrolls were delivered to the Treasurer of School Monies with a warrant made to his order for the full amount of each payroll.

No exceptions were identified during our testing of payroll.

A test of the Position Control Roster found it to be consistent with payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports) and the general ledger accounts to where wages are posted (administrative versus instruction).

# 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. Subsequent to the end of the fiscal year, the District performed an analysis of accounts payables and open purchase orders and made entries to properly classify the account balances. Our testing identified the following:

# Finding 2016-001

# Finding:

Several instances were identified where the District did not issue a purchase order prior to goods being received or services being rendered (confirming order). District policy and State regulations require that a properly executed purchase order be issued prior to the purchase of goods or the rendering of services. The majority of the items selected for testing did have contracts in place prior to the date of the invoice.

# Recommendation:

We suggest the District strengthen internal controls and procedures to ensure that all purchase orders issued to vendors for goods or services be approved prior to the vendor providing those goods or services.

#### 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 our test of transactions of randomly and haphazardly 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 targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-16.2(f) as part of our test of transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

# Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary did not disclose any exceptions.

# ADMINISTRATIVE FINDINGS-FINANCIAL, COMPLIANCE AND PERFORMANCE

## Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer did not identify any exceptions.

#### Unemployment Compensation Insurance Trust Fund

The District has adopted the benefit reimbursement method and has established an Unemployment Compensation Insurance Trust Fund. The financial transactions of this fund are reported in the Fiduciary Fund. During our testing, no exceptions were identified.

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 (NCLB) Act of 2001

The E.S.E.A./I.A.S.A./NCLB financial exhibits are contained within the Special Revenue Section of the Comprehensive Annual Financial Report (CAFR). This section of the CAFR documents the financial position pertaining to the projects under the NCLB.

The study of compliance for E.S.E.A./I.A.S.A./N.C.L.B. did not indicate any noncompliance and/or questionable costs.

#### Other Special Federal and/or State Projects

The District's special projects were approved as listed on Schedules A (K-3) and B (K-4) 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 the special projects identified the following:

# Finding 2016-002

#### Finding

In accordance with the June 30, 2016 Department of Education Extraordinary Special Education Aid FAQ, the amount submitted for reimbursement in the extraordinary aid application should be net of any off-setting grants/revenues which are specifically attributable to and received in direct relationship to a specific student listed in the application. Since Medicaid SEMI revenues met that criteria, that revenue should be deducted from the cost for a child for extraordinary aid purposes. The District did not deduct the Medicaid SEMI revenues from the extraordinary aid cost submitted on the extraordinary aid application.

# Recommendation

We suggest the District ensure all costs that are reported on the extraordinary aid application are properly calculated and included.

# ADMINISTRATIVE FINDINGS-FINANCIAL, COMPLIANCE AND PERFORMANCE

## 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.

# 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 applicable federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

# Non-Public State Aid

Our review of the Non-Public State Aid completion reports disclosed no exceptions.

#### **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 for 2015-16.

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

Procedures were performed on a test basis, to indicate if any individual payments, contracts, or agreements were 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, as 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 were noted.

# ADMINISTRATIVE FINDINGS-FINANCIAL, COMPLIANCE AND PERFORMANCE

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 were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Proprietary Funds, Section B of the CAFR.

# **Student Body Activities**

Our review of the student activity funds did not disclose any exceptions.

# 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 working papers with no exceptions as identified in the Schedule of Audited Enrollments. The information that was included on the workpapers was verified with no exceptions. 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.

# **Pupil Transportation**

Our audit 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 with minor exceptions identified, as presented in the Schedule of Audited Enrollments. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review on a test check basis of transportation related contracts and purchases. Based on our review, the District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes, where applicable. No exceptions were noted in our review of transportation related purchases of goods and services.

# ADMINISTRATIVE FINDINGS-FINANCIAL, COMPLIANCE AND PERFORMANCE

#### **Facilities and Capital Assets**

Our procedures included a review of the New Jersey Schools Development Authority ("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. However the following is suggested:

#### Finding 2016-003

#### Finding

During our testing of the capital projects funds, we noted that there are several completed projects that were funded with Schools Development Authority funds that have had no activity during the year ended June 30, 2016 and the account receivable was not collected.

#### Recommendation

We suggest the District prepare the necessary paper work and submit to the Schools Development Authority for reimbursement.

#### Miscellaneous/Other Suggestions to Management

#### Information Technology

During our review of the District's IT general controls, we noted the District does not have a formal written disaster recovery plan in place that documents how the District would continue functioning in the event of a disaster to the IT system.

The District should implement a formal written disaster recovery plan in the event of a real disaster and update it on a routine timely basis. We also suggest that the District implement a formal written process for approving, modifying, terminating and reviewing user access.

#### **Follow-up on Prior Year Findings**

In accordance with *Government Auditing Standards*, our procedures included a review of all prior year recommendations, including findings. Corrective action had been taken on all prior year findings except for the following:

• The District did not issue purchase orders prior to goods being received or services being rendered.

There were no audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC) during the 2016 fiscal year.

#### 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.

#### SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY

#### ENROLLMENT AS OF OCTOBER 15, 2015

	2016	-17 Applicati	on for State Se	chool Aid (10	)/15/15 dat	ta)			Sample for	Verification	1		Priv	ate Schools	for Disabled	
	A.S.	ted on S.A. Roll	Reporte Workp On R	apers	En	rors	Sam Selected Workp	i from	Verifie Regis On F	ters	Error Regi On	sters	Reported on A.S.S.A. as Private	Sample for Verifi-	Sample	Sample
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Schools	cation	Verified	Errors
Half Day Preschool 3 Years Old	53		53				7		7							
Full Day Preschool 3 Years Old																
Half Day Preschool 4 Years Old	59		59				7		7							
Full Day Preschool 4 Years Old																
Half Day Kindegarten																
Full Day Kindergarten	464		464				12		12							
One	516		516				16		16							
Two	472		472				12		12							
Three	463		463				12		12							
Four	465		465				10		10							
Five	479		479				16		16							
Six	494		494				25		25							
Seven	465		465				38		38							
Eight	478		478				33		33							
Nine	399		399				20		20							
Ten	408		408				19		19							
Eleven	424	8	424	8			25		25							
Twelve	434	7	434	7			35		35							
Subtotal	6,073	15	6,073	15	-	-	287	~	287	-	(#);	-	-	-	-	-
Special Ed - Elementary	392		392				7		7				27	16	16	
Special Ed - Middle School	231		231				10		10				22	18	18	
Special Ed - High School	295	16	295	16			8	-	8	-			42	35	35	
Subtotal	918	16	918	16	-	<u> </u>	25		25			-	91	69	69	
Co. Voc Regular Co. Voc. Ft. Post Sec.	· · · · · · · · · · · · · · · · · · ·															
Totals	6,991	31	6,991	31	-		312	· ·	312	·		-	91	69	69	<u> </u>
Percentage Erro	or				0.00%	0.00%					0.00%	0.00%				0.00%

#### Notes to Auditor:

(a) Sample size obtained from table in Section I, Chapter 3 of the Audit Program. Amount tested for each category

obtained from workpapers provided by district.

(b) Sample size based on total contracts using the table in Section I, Chapter 3 of the Audit Program.

#### SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY (continued)

#### ENROLLMENT AS OF OCTOBER 15, 2015

	R	esident Low Income		Samp	le for Verification		Resid	ent LEP Low Incor	ne	Samp	le 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 as LEP 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 Three Four Five Six Seven Eight Nine	50 73 56 60 64 53 56 44 61 53	50 73 56 60 64 53 56 44 61 53	-	3 6 4 9 7 24 15 30 26	3 6 4 9 7 24 15 30 26	-	23 29 16 7 5 4 9 1 3 7	23 29 16 7 5 4 9 1 3 7		14 11 5 3 2 6 - 1 2	14 11 5 3 3 2 6 - 1 2		
Ten Eleven Twelve Subtotal	56 60 50 736	56 60 50 736	<u> </u>	29 30 17 204	29 30 <u>17</u> 204		10 6 <u>3</u> 123	10 6 3 123	- - -	5 2 1 55	5 2 1 55		
Special Ed - Elementary Special Ed - Middle Special Ed - High Subtotal	88 54 81 223	88 54 <u>81</u> 223	: 	4 14 32 50	4 14 <u>32</u> 50		8 2 	8 2 		3 3	3		
Co. Voc Regular Co. Voc. Ft. Post Sec. Totals Percentage Error	959.0	959.0	0.00%	254	254	0.00%	133	133	0.00%	58	58	0.00%	
Reg Public Schools Reg -SpEd Transported - Non-Public AIL-Non-Public Special Ed- Sp. Needs- Private Totals Percentage Error	Reported on DRTRS by DOE/County 1,427 222 66 308 286 2,309	Reported on DRTRS by District 1,427 222 66 308 286 2,309	<u>Transpo</u>	rtation 	Verified 176 27 7 38 35 283	Errors (1) (1) -0.35%	Reg Avg.(Milea	age) = Regular Inclu age) = Regular Exclu ecial Ed with Specia	iding Grade P			Reported 3.7 3.7 3.4	Recalculated 3.7 3.7 3.4

# 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 NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors		
	Income	income	Lifers	Workpupers	and register	Enois		
Half Day Preschool								
Full Day Preschool								
Half Day Kindegarten								
Full Day Kindergarten	88	88	-	40	40	-		
One	81	81	-	36	36	-		
Two	52	52	-	20	20	-		
Three	27	27	-	14	14	-		
Four	14	14	-	5	5	-		
Five	10	10	-	4	4	-		
Six	6	6	-	3	3	-		
Seven	5	5	-	2	2	-		
Eight	4	4	-	3	3	-		
Nine	5	5	-	2	2	-		
Ten	2	2	-	1	1	-		
Eleven	5	5	-	3	3	-		
Twelve	4	4	-	1	1	-		
Subtotal	303	303	-	134	134	-		
Special Ed - Elementary	10	10		5	5	-		
Special Ed - Middle	-	-	-	-	-	-		
Special Ed - High			-	-	-	-		
Subtotal	10	10	<u> </u>	5	5	-		
Co. Voc Regular								
Co. Voc. Ft. Post Sec. Totals	313	313	-	139	139	<u> </u>		
Percentage Error			0.00%			0.00%		

# EXCESS SURPLUS CALCULATION

# JUNE 30, 2016

# <u>SECTION 1</u> A. 2% Calculation of Excess Surplus

2015-16 Total General Fund Expenditures per the CAFR, Ex. C-1	<u>\$ 153,383,664</u> (B)
Increased by:	
Transfer from Capital Reserve to Capital Projects	<u>\$</u> - (B1a)
Transfer from Capital Outlay to Capital Projects	<u>\$</u> - (B1b)
Transfer from General Fund to SRF for PreK-Regular	<u>\$</u> - (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u>\$</u> - (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>\$ 14,063,047</u> (B2a)
Assets Acquired Under Capital Leases	<u>\$ 2,370,893</u> (B2b)
Adjusted 2015-16 General Fund Expenditures [(B) + (B1s) - (B2s)]	<u>\$ 136,949,724</u> (B3)
2% of Adjusted 2015-16 General Fund Expenditures	
[(B3) times .02]	<u>\$ 2,738,994</u> (B4)
Enter Greater of (B4) or \$250,000	<u>\$ 2,738,994</u> (B5)
Increased by: Allowable Adjustment*	<u>\$ 811,599</u> (K)
Maximum UnassignedUndesignated - Unreserved Fund Balance [(B5) + (K)]	<u>\$ 3,550,593</u> (M)
<u>SECTION 2</u>	
Total General Fund - Fund Balances at 6-30-16	
(Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 11,533,763</u> (C)
Decreased by:	
Assigned-Year End Encumbrances	<u>\$ 189,641</u> (C1)
Legally Restricted - Excess Surplus - Designated for Subsequent	
Year's Expenditures**	<u>\$ 2,974,649</u> (C3)
Other Restricted Fund Balances****	<u>\$ 1,853,479</u> (C4)
Assigned Fund Balance-Unreserved- Designated for Subsequent	
Year's Expenditures	<u>\$ 3,612,751</u> (C5)
Total Unassigned Fund Balance	
[(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 2,903,243</u> (U1)

#### EXCESS SURPLUS CALCULATION

#### JUNE 30, 2016

#### SECTION 3

Restricted Fund Balance - Excess Surplus ***	
[(U1)-(M)] IF NEGATIVE ENTER -0-	<u>\$</u> (E)
Recapitulation of Excess Surplus as of June 30, 2015	
Reserved Excess Surplus - Designated for Subsequent Year's	
Expenditures **	<u>\$ 2,974,649</u> (C3)
Reserved Excess Surplus *** [(E)]	<u>\$</u> (E)
Total Excess Surplus [(C3)+(E)]	<u>\$ 2,974,649</u> (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 and 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.

Detail of Allowable Adjustments		
Impact Aid	\$ -	(H)
Sales & Lease-back	\$ -	(I)
Extraordinary Aid	\$ 754,238	(J1)
Additional Nonpublic School Transportation Aid	\$ 57,361	(J2)
Current Year School Bus Advertising Revenue Recognized	\$ -	(J3)
Family Crisis Transportation Aid	\$ -	(J4)
Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)]	\$ 811,599	(K)

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

\*\*\* Amount must agree to the June 30, 2016 CAFR and must agree to Audit Summary 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 another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to Santamber 20.

\*\*\*\* should be submitted to the Division of Administration and Finance prior to September 30.

## EXCESS SURPLUS CALCULATION

# JUNE 30, 2016

#### Detail of Other Restricted Fund Balance

Approved unspent separate proposal	\$	-
Sale/lease-back reserve	\$	-
Capital reserve	\$	1,590,271
Emergency reserve	<u>\$</u>	263,208
Maintenance reserve	\$	-
Fuition reserve	\$	-
School Bus Advertising 50% Fuel Offset Reserve-current year	\$	-
School Bus Advertising 50% Fuel Offset Reserve-prior year	<u>\$</u>	-
mpact Aid General Fund Reserve (Sections 8002 and 8003)	\$	-
mpact Aid Capital Fund Reserve (Sections 8007 and 8008)	\$	-
Other State / government mandated reserve	S	-
Other Restricted Fund Balance not noted above]****	<u>\$</u>	-
Fotal Other Restricted Fund Balance	\$	1.853.479