

CITY OF MILLVILLE

BOARD OF EDUCATION

AUDITORS' MANAGEMENT REPORT

ON ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2017

**MILLVILLE BOARD OF EDUCATION
AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL COMPLIANCE AND PERFORMANCE**

CONTENTS

	Page
General Comments	
Independent Auditors' Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
Tuition Charges	2
Human Resources/Payroll Account	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	3
Board Secretary's Records	3
Pupil Transportation	3
Elementary and Secondary School Improvement Act of 1988 as Amended By	
Improving America's Schools Act of 1994	3
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	4
Latchkey and Wraparound Programs	4
School Food Services	5
Student Body Activities and Scholarship Fund	6
Application for State School Aid	6
Follow-up on Prior Year Findings	6
Suggestions to Management	6
Acknowledgment	6
Number of Meals Served and (Over) Under Claim	n/a
Net Cash Resource Schedule	n/a
Schedule of Audited Enrollments	7-9
Excess Surplus Calculation	10-11



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Honorable President and
Members of the Board of Education
City of Millville School District
County of Cumberland, New Jersey

REPORT OF INDEPENDENT AUDITORS

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 basic financial statements of the Millville Board of Education of the City of Millville, in the County of Cumberland, State of New Jersey, for the year ended June 30, 2017, and have issued our report thereon dated November 27, 2017.

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 Millville Board of Education's management, the New Jersey Department of Education (cognizant audit agency), other state and federal awarding agencies and pass-through entities, and is not intended and should not be used by anyone other than these parties.

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

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

Michael S. Garcia

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Licensed Public School Accountant
No. 2080

November 27, 2017

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, 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 detailed on Exhibit J-20, Insurance Schedule contained in the District's CAFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Bryce Kell, Jr.	Board Secretary/Administrator	\$550,000.00

There is a Public Employees' Faithful Performance blanket bond covering all other employees with multiple coverage in the amount of \$250,000.00.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The Board made proper adjustments to the billings of sending districts for the increase/decrease in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f)3.

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review noted minor 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 the 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 premium amounts withheld due to the general fund.

Employee Position Control Roster

An inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records, the general ledger accounts to where wages are posted, and the Position Control Roster.

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Financial Planning, Accounting and Reporting - Continued

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 were found to be in satisfactory condition.

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 N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. *General Classification Findings*

There were no general classification findings noted during the audit.

B. *Administrative Classification Findings*

There were no administrative classification findings noted during the audit.

Board Secretary's Records

Our review of the financial and accounting records maintained by the Board Secretary found to be in satisfactory condition.

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2016-2017 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report with no exceptions. 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, no exceptions were noted.

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. 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. indicated no instances of noncompliance and questioned costs.

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

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 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 special projects indicated the following areas of noncompliance:

Based upon our testing of the federal and state grants, there were no exceptions noted.

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 reimbursement to the State for the amount of the expenditure charged to the current year's Final Report 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 subsequent to the end of the 90 day grant liquidation period, but prior to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days) and properly recorded as obligated and not expended and as an unliquidated balance in the current year's Final Report for all federal awards.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

The bid thresholds in accordance with N.J.S.A. 18A:18A-3 and 18A:39-3 are \$40,000 and \$29,000, respectively. The Millville Board of Education currently has a Qualified Purchasing Agent. The law regulating bidding for public school transportation contracts under N.J.S.A. 18A:39-3 is \$18,800 for 2016-17.

The board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal 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, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A-5.

Latchkey and Wraparound Programs

Based upon our audit of the financial transactions of the school district's Latchkey and Wraparound Programs no exception were noted.

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

School Food Services

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.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. No exceptions were noted.

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

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.

Expenditures were 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 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 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 and 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 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.

USDA Food Distribution Program commodities were received and a separate inventory was maintained on a first-in, first-out basis. No exceptions were noted.

The school district maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Revenue Tool at least annually.

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

**MILLVILLE BOARD OF EDUCATION
ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND
PERFORMANCE REPORTING
(CONTINUED)**

Student Body Activities, Athletics and Scholarship Funds

Our review of student activity, athletic, and scholarship funds' financial transactions were maintained in satisfactory condition.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2016 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, and low-income students. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to district workpapers without 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.

The District has adequate written procedures for the recording of student enrollment data.

Follow-Up on Prior Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. There were no prior year findings.

Suggestions to Management

There are no suggestions for management.

Acknowledgment

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to us.

Ford, Scott & Associates, L.L.C.
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November 27, 2017

**MILLVILLE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2016**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification				
	Reported on A.S.S.A as Low Income	Shared	Reported on Workpapers as Low Income	Full Errors	Shared Errors	Sample Selected from Workpapers	Verified to Application and Register	Shared Errors	Sample Shared Errors	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Preschool - 3 Years														
Full Day Preschool - 4 Years														
Half Day Kindergarten														
Full Day Kindergarten														
One	222		222	-	-	21	21	-	-	7	7	5	5	-
Two	213		205	-	-	20	20	-	-	5	5	4	4	-
Three	205		203	-	-	19	19	-	-	7	7	5	5	-
Four	200		200	-	-	19	19	-	-	4	4	3	3	-
Five	182		182	-	-	17	17	-	-	2	2	2	2	-
Six	165		165	-	-	15	15	-	-	-	-	-	-	-
Seven	161		161	-	-	15	15	-	-	5	5	4	4	-
Eight	167		167	-	-	16	16	-	-	2	2	2	2	-
Nine	171		171	-	-	16	16	-	-	2	2	2	2	-
Ten	180		180	-	-	17	17	-	-	1	1	1	1	-
Eleven	162	5	162	-	-	15	15	-	-	3	3	2	2	-
Twelve	133	15	133	-	-	12	12	-	-	4	4	3	3	-
Post-Graduate				-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (15+CR.)				-	-	-	-	-	-	-	-	-	-	-
Adult H.S. (1-14+CR.)				-	-	-	-	-	-	-	-	-	-	-
Subtotal	2,364	20	2,364	20	-	221	221	1	1	45	45	35	35	-
Special Ed - Elementary	296		296	-	-	28	28	-	-	8	8	6	6	-
Special Ed - Middle School	215		215	-	-	20	20	-	-	6	6	5	5	-
Special Ed - High School	282	12	282	12	-	26	26	1	-	3	3	2	2	-
Subtotal	793	12	793	12	-	74	74	1	2	17	17	13	13	-
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	3,157	32	3,157	32	-	295	295	2	3	62	62	48	48	-
Percentage Error				0.00%						0.00%				0.00%

Transportation

DOE/Country	Reported on DRTS by District		Tested		Verified		Errors	
	Reported	District	Errors	Tested	Verified	Errors	Tested	Errors
Reg. - Public Schools, col. 1	1,537	1,537	-	193	193	-	-	-
Reg - Sp Ed, col. 4	403	403	-	51	51	-	-	-
AIL NONPUBLIC	78	78	-	10	10	-	-	-
Transported - Non-Public, col. 3	77	77	-	10	10	-	-	-
Special Ed Spec, col. 6	159	159	-	21	21	-	-	-
Totals	2,254	2,254	-	285	285	-	-	-
Percentage Error				0.00%				

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

Reported **Recalculated**
 4.3 4.3
 10.2 10.2

**MILLVILLE SCHOOL DISTRICT
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2016**

	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
Full Day Preschool - 3 Years	-	-	-	-	-	-
Full Day Preschool - 4 Years	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-
One	-	-	-	-	-	-
Two	1	1	-	1	1	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	1	1	-	1	1	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	1	1	-	1	1	-
Twelve	1	1	-	1	1	-
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-
Adult H.S. (1-14+CR.)	-	-	-	-	-	-
Subtotal	4	4	-	4	4	-
Special Ed - Elementary	-	-	-	-	-	-
Special Ed - Middle School	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-	-	-
Totals	4	4	-	4	4	-
Percentage Error			0.00%			0.00%

**CITY OF MILLVILLE SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2017**

SECTION 1B - School Based Budgeting Districts

2016-2017 Total General Fund Expenditures reported on Exh.(C-1)	\$	<u>101,136,512.81</u>	(A)
Increased by Applicable Operating Transfers			
Transfer from Capital Outlay to Capital Projects	\$	<u> </u>	(A1a)
Transfer from Capital Reserve to Capital Projects	\$	<u> </u>	(A1a)
Transfer from G/F to SRF for Preschool-Regular	\$	<u> </u>	(A1a)
Transfer from G/F to SRF for Preschool-Inclusion	\$	<u> </u>	(A1a)
Less: Expenditures allocated to restricted federal resources as reported on Exhibit D-2			
	\$	<u>1,124,904.00</u>	(A1b)
2016-2017 Adjusted General Fund & Other State Expenditures {(A)-(A1)}	\$	<u>100,011,608.81</u>	(A2)
Decreased by:			
On-Behalf TPAF Pension & Social Security	\$	<u>11,216,194.28</u>	(A3)
General Fund 10 Assets Acquired Under Capital Leases (C-1a)	\$	<u>-</u>	(A4)
Add: General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases :			
Assets Acquired Under Capital Leases in Fund 15 Reported on Exhibit C-1a	\$	<u> </u>	(A5)
Combined General Fund Contribution & State Resource % of Fund 15 Resources Reported on Exhibit D-2			
		<u> </u>	(A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)+(A6)]			
	\$	<u> </u>	(A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]	\$	<u>-</u>	(A8)
2016-2017 General Fund Expenditures [(A2)-(A3)-(A8)]	\$	<u>88,795,414.53</u>	(A9)
2% of Adjusted 2015-2016 General Fund Expenditures [(A9) times .02]	\$	<u>1,775,908.29</u>	(A10)
Enter Greater of (A11) or \$250,000	\$	<u>1,775,908.29</u>	(A11)
Increased by: Allowable Adjustment*	\$	<u>184,764.00</u>	(K)
Maximum Unassigned Fund Balance [(A12)+(K)]	\$	<u>1,960,672.29</u>	(M)

SECTION 2 - All Districts

Total General Fund - Fund Balances @ 6-30-17	\$	<u>7,990,560.71</u>	(C)
Decreased by:			
Year End Encumbrances	\$	<u>129,221.86</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$	<u> </u>	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures**	\$	<u>10,860.06</u>	(C3)
Other Restricted/Reserved Fund Balances **** Assigned - Designated for Subsequent Year's Expenditures	\$	<u>2,829,595.44</u>	(C4)
	\$	<u>2,777,499.94</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		<u>2,243,383.41</u>	(U)

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus***[(U)-(M)] IF NEGATIVE ENTER -0- \$ 282,711.12 (E)

Recapitulation of Excess Surplus as of June 30, 2017

Restricted Excess Surplus - Designated for Subsequent Year's Expenditures**	\$	<u>10,860.06</u>	(C3)
Restricted Excess Surplus***[(E)]	\$	<u>282,711.12</u>	(E)
Total [(C3)+(E)+(F)]	\$	<u>293,571.18</u>	(D)

* This adjustment line (line (K) as detailed below) is to be utilized when applicable for: Impact Aid, Sale and Lease-back, Extraordinary Aid, Additional Nonpublic School Transportation Aid, and recognized current year School Bus Advertising Revenue. Extraordinary Aid and Additional Nonpublic Transportation Aid for 2015-16 received after June 30 is limited to the amount of revenue recognized in the audit year that was not appropriated.

Detail of Allowable Adjustments

Impact Aid	\$	<u> </u>	(H)
Sale & Lease-back	\$	<u> </u>	(I)
Extraordinary Aid	\$	<u>160,866.00</u>	(J1)
Additional Nonpublic Transportation Aid	\$	<u>23,898.00</u>	(J2)
Current Year School Bus Advertising Revenue Recognized	\$	<u> </u>	(J3)
Family Crisis Transportation Aid	\$	<u> </u>	(J4)
Total Adjustments[(H)+(I)+(J1)+(J2)]	\$	<u>184,764.00</u>	(K)

** This amount represents the June 30, 2017 Excess Surplus (C3 above) and must be included in the 2017-18 Audit Summary Worksheet Line 90031. This amount was to be appropriated in the 2016-17 general fund budget.

*** Amount (E) must agree to the June 30, 2016 CAFR and Audit Summary Worksheet Line 90030.

**** Amount for Other Restricted Fund Balances must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant Commissioner of Finance prior to September 30.

Detail of Other Restricted/Reserved Fund Balance

Statutory restrictions:

Approved unspent separate proposal	\$	<u> </u>	
Sale/lease-back reserve	\$	<u> </u>	
Capital reserve (N-1)	\$	<u>520,101.00</u>	
Maintenance reserve (N-2)	\$	<u>2,309,494.44</u>	
Tuition reserve (N-3)	\$	<u> </u>	
Emergency reserve (N-4)	\$	<u> </u>	
School Bus Advertising 50% Fuel Offset Reserve-current year (N-5)	\$	<u> </u>	
School Bus Advertising 50% Fuel Offset Reserve-prior year (N-6)	\$	<u> </u>	
Impact Aid General Revenue Fund Reserve (Sections 8002 and 8003) (N-7)	\$	<u> </u>	
Impact Aid General Revenue Fund Reserve (Sections 8007 and 8008) (N-8)	\$	<u> </u>	
Other state/government mandated reserve	\$	<u> </u>	
Other Restricted/Reserved Fund Balances not noted above ****	\$	<u> </u>	
Total Other Restricted/Reserved Fund Balance	\$	<u>2,829,595.44</u>	(C4)