

**BOARD OF EDUCATION  
BELVIDERE SCHOOL DISTRICT  
COUNTY OF WARREN  
STATE OF NEW JERSEY**

**REPORT OF ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE**

**June 30, 2020**

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

**TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>Independent Auditors' Report</b>	1
<b>Scope of Audit</b>	2
<b>Administrative Practices and Procedures</b>	
Insurance	2
Official Bonds	2
Tuition Charges	2
<b>Financial Planning, Accounting and Reporting</b>	
Examination of Claims	2
Payroll Account and Position Control Roster	3
Reserve for Encumbrances and Accounts Payable	3
Obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards	3
Classification of Expenditures	3
Board Secretary's Records	3
Treasurer's Records	3
Elementary and Secondary Education Act (E.S.E.A.) as amended by the Every Student Succeeds Act (ESSA)	3
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	4
DEPA Accounting	N/A
<b>School Purchasing Programs</b>	
Contracts and Agreements Requiring Advertisement for Bids	4-5
<b>School Food Service</b>	6
<b>Student Body Activities</b>	7
<b>Application for State School Aid</b>	7
<b>Pupil Transportation</b>	7
<b>Facilities and Capital Assets</b>	7
<b>Follow-up on Prior Year Findings</b>	7
<b>Recommendations</b>	N/A
<b>Acknowledgment</b>	8
<b>Schedule of Net Cash Resources</b>	N/A
<b>Schedule of Meal Count Activity</b>	N/A
<b>Schedule of Audited Enrollments</b>	9-10
<b>Schedule of Excess Surplus</b>	11-12
<b>Schedule of Summary of Recommendations</b>	13

# ARDITO & COMPANY LLC

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1110 Harrison Street, Suite C  
Frenchtown, New Jersey 08825-1192  
908-996-4711 Fax: 908-996-4688  
e-mail: anthony@arditoandcompany.com

Anthony Ardito, CPA, RMA, CMFO, PSA

## REPORT OF INDEPENDENT AUDITORS

Honorable President and  
Members of the Board of Education  
Town of Belvidere School District  
County of Warren, New Jersey

We have audited, in accordance with generally accepted audit 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 Town of Belvidere School District in the County of Warren for the year ended June 30, 2020, and have issued our report thereon dated December 9, 2020.

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

A handwritten signature in cursive script, appearing to read 'Anthony Ardito'.

Date: December 9, 2020

Licensed Public School Accountant No. 2369  
ARDITO & COMPANY LLC

## **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, 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 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>
Rachelle Tjalma	Business Administrator/Board Secretary	\$25,000
Randy Wilson	Treasurer of School Moneys	\$206,000

There is Public Employees' Faithful Performance Blanket Position Bond with the Selective Insurance Company covering all other employees with coverage of \$5,000.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made for the fiscal year 2017-2018, which became due as of June 30, 2020. The actual costs were \$200,087 more than estimated costs. The Board made a proper adjustment to the 2019-2020 billings to sending districts for the increase 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**

The State purchase order system is fully operational in that purchase orders are issued for the financial transactions of the Board.

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**

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. In addition, the required accrued summer payroll for selective employees was transferred to the payroll agency account by June 30.

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

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

The Board, at present, processes the payroll through an approved off-site computer system.

## **Reserve for Encumbrances Accounts Payable**

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

## **Classification of Expenditures**

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23-16.2f 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-8.3*. As a result of the procedures performed, no transaction error rate was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

## **Board Secretary's/Treasurer's Records**

The financial records, books of accounts and minutes maintained by the Secretary were in excellent condition.

The Treasurer's records were examined and were found to be in agreement with the records of the Secretary.

## **Elementary and Secondary Education Act (E.S.E.A.), as amended by the Every Student Succeeds Act (ESSA)**

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 Title I and IIa of the Elementary and Secondary Education Act, as amended.

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

The district's Special Projects were approved as listed on Schedule A and Schedule B located on pages 11 and 12 of this report.

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

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

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for district school project employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

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 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.

## **School Purchasing Programs**

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

Effective April 17, 2000, *N.J.S.A.* 18A:18A (Public School Contracts Law) was revised by P.L.1999,c.440 (originally known as Assembly Bill No. 3519). Rules and regulations pertaining to the amended law are to be promulgated by the Division of Local Government Services, with consultation from the Commissioner of Education.

N.J.S.A. 18A:18A-3 is amended to read as follows:

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in the contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the board of education without public advertising for bids and bidding therefore, except that the board of education may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L.1971,c.198(C.40A:11-9) the board of education may establish that the bid threshold may be up to \$36,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Commencing in the fifth year after the year in which P.L.1999,c.440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the board of education is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.18A:18A-2(pending before the Legislature as section 50 of this bill), and shall round the adjustment to the nearest \$1,000. The Governor shall notify all local school districts of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made.

Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (1) of subsection a. of N.J.S.18A:18A-5 may be awarded for a period not exceeding 12 consecutive months.

N.J.S.A.18A:18A-4 (as amended) states, "Every contract or agreement for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the Board of Education to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law.

Effective July 1, 2015 and thereafter 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 \$19,000.

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.

Within the state budgeting structure and general ledger accounting system, payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies are not accumulated by category type. As such, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions 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.

Within the state budgeting structure and general ledger accounting system, payments are not accumulated for purchases for which the school board used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977, therefore, the extent of such purchases could not reasonably be ascertained. Our examination did reveal, however, that the following purchases were made through the use of State contracts:

General Teaching/School Supplies  
Copier Equipment Rental  
Computer Hardware and Supplies

## **School Food Service**

The financial transactions and statistical records of the school food services fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test check basis.

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 vouchers were properly computed and filed timely. No exceptions noted.

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 been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually.

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 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.

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 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 Food Services employees authorized by the board of education. No exceptions were noted.

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

Non-Program foods were purchased, prepared, and offered for sale and as such, 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 school district did provide 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.



### **Student Body Activity and Athletic Funds**

A cash receipts and disbursements records were maintained in very good condition.

All receipts appear to be promptly deposited in the bank.

Payment authorizations, invoices and other supporting data were presented and available for audit.

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

Our audit procedures included a test of the information reported in the October 15, 2019, 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 procedures for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a test of on-roll status reported in the 2019-2020 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.

### **Testing for Lead of All Drinking Water in Educational Facilities**

The school district adhered to all the requirements of N.J.A.C. 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

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

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

**Recommendations**

N/A

**Acknowledgement**

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.

TOWN OF BELVIDERE SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2019

	<u>2020-2020 Application for State School Aid</u>						<u>Sample for Verification</u>				<u>On Roll-Related Services</u>			<u>Private Schools for Handicapped</u>				<u>Private Schools-Related Services</u>					
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Sample for Verifi-	Sample Verified	Sample Errors	Reported on A.S.S.A. as Private School	Sample for Verifi-	Sample Verified	Sample Errors	Sample for Verifi-	Sample Verified	Sample Errors	
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	cation										
Full-Day Prek-3yr	8		8					3		3													
Full-Day Prek-4yr	15		15					5		5													
Full-Day Kindergarten	10		10					4		4													
One	25		25					8		8													
Two	16		16					5		5													
Three	27		27					10		10													
Four	18		18					6		6													
Five	20		20					7		7													
Six	19		19					7		7													
Seven	40		40					14		14													
Eight	17		17					7		7													
Nine	78		78					28		28													
Ten	83		83					30		30													
Eleven	80		80					29		29													
Twelve	102		102					36		36													
<b>Subtotal</b>	<b>558</b>	<b>0</b>	<b>558</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>199</b>	<b>0</b>	<b>199</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sp. Ed. - Elementary	35		35					12		12					1		1	1					
Sp. Ed. - Middle	22		22					8		8													
Sp. Ed. - High School	36		36					13		13													
<b>Subtotal</b>	<b>93</b>	<b>0</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>0</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>651</b>	<b>0</b>	<b>651</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>232</b>	<b>0</b>	<b>232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Percentage Error					<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>	<u>0.00%</u>			<u>0.00%</u>				<u>0.00%</u>				<u>0.00%</u>	

TOWN OF BELVIDERE SCHOOL DISTRICT  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2019

	<u>Low Income</u>			<u>Sample for Verification</u>			<u>Bilingual Education</u>			<u>Sample for Verification</u>		
	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 Bilingual Education	Reported on Workpapers as Bilingual Education	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full-Day Kindergarten	3	3		3	3		Bilingual Students	0	0	0	0	0
One	4	4		4	4							
Two	5	5		5	5							
Three	3	3		3	3		Percentage Error					
Four	5	5		5	5							
Five	1	1		1	1							
Six	8	8		8	8							
Seven	13	13		13	13							
Eight	5	5		5	5							
Nine	6	6		6	6							
Ten	2	2		2	2							
Eleven	4	4		4	4							
Twelve	4	4		4	4							
Sp. Ed. - Elementary	16	16		16	16							
Sp. Ed. - Middle	11	11		11	11							
Sp. Ed. - High School	10	10		10	10							
<b>Totals</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>						
Percentage Error			<u>0.00%</u>			<u>0.00%</u>						

	<u>Transportation</u>					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Regular	3	3		3	3	
Spec Needs-Special Ed.	2	2		2	2	
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>
Percentage Error					<u>0.00%</u>	

**TOWN OF BELVIDERE SCHOOL DISTRICT**  
**ANALYSIS OF EXCESS SURPLUS CALCULATION**  
**June 30, 2020**

**THE CALCULATION OF THE 2% EXCESS AT JUNE 30, 2020 IS AS FOLLOWS :**

<b>SECTION 1</b>			
2019-2020 GENERAL FUND EXPENDITURES(per the CAFR)			
B	TOTAL	\$	13,299,640
<b>INCREASED BY:</b>			
B1A	TRANSFER TO FOOD SERVICE FUND		
B1B	TRANSFER FROM CAPITAL OUTLAY TO CAPITAL PROJECTS FUND		
B1C	TRANSFER FROM CAPITAL RESERVE TO CAPITAL PROJECTS FUND		
<b>DECREASED BY:</b>			
B2a	ON-BEHALF TPAF PENSION/PRM & SOCIAL SECURITY	(2,028,602)	
B2b	ASSETS ACQUIRED UNDER CAPITAL LEASES	<u>-</u>	
B3	ADJUSTED 2019-2020 GENERAL FUND EXPENDITURES	\$	<u>11,271,038</u>
B4	GREATER OF .02 OF EXPENDITURES OR \$250,000	\$	250,000
K	INCREASED BY: ALLOWABLE ADJUSTMENT		<u>-</u>
M	<b>MAXIMUM UNRESERVED/UNDESIGNATED FUND BALANCE</b>	<b>2.22%</b>	<u>\$ 250,000</u>
C	GENERAL FUND FREE BALANCE AT 6-30-2020 (per CAFR Budgetary Comparison Schedule C-1)	\$	1,627,906
<b>DECREASED BY:</b>			
C1	YEAR END ENCUMBRANCES		(565,595)
C2	LEGALLY RESTRICTED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		
C3	LEGALLY RESTRICTED - EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		
C4	OTHER RESERVED FUND BALANCES		(520,482)
C5	ASSIGNED FUND BALANCE - UNRESERVED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		<u>(300,000)</u>
U1	<b>TOTAL UNASSIGNED FUND BALANCE</b>		<b>2.15%</b> 241,829
<b>INCREASED BY:</b>			
C6	ADJUSTMENT FOR DISALLOWED TRANSFERS PER S1701		
U2	<b>TOTAL UNRESERVED/UNDESIGNATED FUND BALANCE FOR EXCESS SURPLUS CALCULATION</b>		<u>241,829</u>
E	<b>EXCESS SURPLUS-RESERVED FUND BALANCE</b>		<u>\$ (8,171)</u>
(IF NEGATIVE, NO ADDITIONAL RESERVED AMOUNT)			

**TOWN OF BELVIDERE SCHOOL DISTRICT**  
**ANALYSIS OF EXCESS SURPLUS CALCULATION**  
**June 30, 2020**

<b>RECAPITULATION OF EXCESS SURPLUS AS OF JUNE 30, 2020</b>		
C3	RESERVED EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES	
E	RESERVED EXCESS SURPLUS	-
	<b>TOTAL</b>	- <hr/> <hr/>
<b>DETAIL OF ALLOWABLE ADJUSTMENTS:</b>		
H	IMPACT AID	
J	SALE & LEASE-BACK	
J-1	EXTRAORDINARY AID	
J-2	ADDITIONAL NONPUBLIC SCHOOL TRANSPORTATION AID	
K	<b>TOTAL ADJUSTMENTS</b>	- <hr/> <hr/>
<b>DETAIL OF OTHER RESTRICTED FUND BALANCE:</b>		
STATUTORY RESTRICTIONS:		
	APPROVED UNSPENT SEPARATE PROSAL	
	CAPITAL OUTLAY FOR A DISTRICT WITH A CAPITAL OUTLAY SGLA	
	SALE/LEASE-BACK RESERVE	
	CAPITAL RESERVE	\$ 65,482
	MAINTENANCE RESERVE	455,000
	TUITION RESERVE	
	OTHER STATE/GOV'T MANDATED RESERVES	
	OTHER RESERVES FUND BALANCE NOT NOTED ABOVE	
C-4	<b>TOTAL OTHER RESTRICTED FUND BALANCE</b>	<hr/> <hr/> \$ 520,482

BELVIDERE SCHOOL DISTRICT  
AUDIT RECOMMENDATIONS SUMMARY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations. There were no prior year recommendations.