Auditor's Management Report

for the

Borough of Hawthorne School District

in the

County of Passaic New Jersey

for the

Fiscal Year Ended June 30, 2022

AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS – FINANCIAL AND COMPLIANCE

TABLE OF CONTENTS

	Page
Independent Auditor's Report Scope of Audit	1 2
Administrative Practices and Procedures Insurance Official Bonds P.L. 2020, c-44	2 2 2
Financial Planning, Accounting and Reporting Examination of Claims Payroll Accounts Position Control Roster Reserve for Encumbrances and Accounts Payable Classification of Expenditures Board Secretary's Records Treasurer's Records Elementary and Secondary Education Act as Amended by the Every Student Succeeds Act (ESSA) Other Special Federal and/or State Projects T.P.A.F. Reimbursement T.P.A.F. Reimbursement to the State for Federal Salary Expenditures	2 3 3 3 3 4 4 4 4 4
School Purchasing Programs Contracts and Agreements Requiring Advertisement for Bids School Food Service Student Body Activities Application for State School Aid Pupil Transportation Capital Assets and Facilities Miscellaneous Follow-Up on Prior Year's Findings	5 6-7 7-8 8 8 8 8
Recommendations Schedule of Audited Enrollments Excess Surplus Calculation	9 10-12 13

Tax ID Number <u>22-6001974</u>



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INDEPENDENT AUDITOR'S REPORT

Honorable President and Members of the Board of Trustees Hawthorne Board of Education Hawthorne, New Jersey 07506

We have audited, in accordance with U.S. generally accepted auditing standards and <u>Government Auditing Standards</u> issued by the Comptroller General of the United States, the basic financial statements of the Borough of Hawthorne School District in the County of Passaic for the year ended June 30, 2022, and have issued our report dated February 27, 2023.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended solely for the information of the Borough of Hawthorne School District, County of Passaic, New Jersey, the New Jersey Department of Education and federal and state audit awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

CERTIFIED PUBLIC ACCOUNTANTS

PUBLIC SCHOOL ACCOUNTANT NO. 948

February 27, 2023

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the activities of the Borough of Hawthorne - Board of Education, 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 the Insurance Schedule (Exhibit J-20) contained in the District's Annual Comprehensive Financial Report (ACFR).

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

Amount

Name Position of Bonds

Cheryl Ambrose Business Administrator/Board Secretary \$300,000.00

There is a Public Employees' Blanket Position Bond with Selective Insurance Company covering all other employees with multiple coverage of \$100,000.

P.L. 2020, c.44

Our audit procedures included an inquiry and subsequent review of health benefit data required per N.J.S.A 18A:16-13.3 (Chapter 44) submitted for the fiscal year of audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

The data submitted did include all health benefit plans offered by the school district. The school district data certification was completed by the chief school administrator and was submitted timely.

Financial Planning, Accounting and Reporting

Examination of Claims

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

Financial Planning, Accounting and Reporting (Continued)

Payroll Accounts

The net salaries of all employees of the Board were deposited in the Net 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, the Board Secretary/Business Administrator and the Chief School Administrator.

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

Payrolls were delivered to the secretary of the board with a warrant made to her order for the full amount of each payroll.

Position Control Roster

The Position Control Roster was reviewed and compared to payroll records, employee benefit records and charges made to the general ledger to ensure proper and consistent financial reporting and that employee benefits are only offered to current employees.

Reserve for Encumbrances and 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 reserve 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:23A-16.2(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-8.3. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to the test the propriety of expenditure classification.

Board Secretary's Records

The records maintained by the Board Secretary were in agreement with the records maintained by the Treasurer.

Treasurer's Records

The records maintained by the Treasurer were in satisfactory condition and were in agreement with the records maintained by the Board Secretary/Business Administrator.

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 ACFR. This section of the ACFR documents the financial position pertaining to the projects under Title I and Title VI of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Exhibits K-3 and K-4 located in the ACFR.

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 ACFR. This section of the ACFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

Our audit procedures included a test of the semi-monthly reimbursement filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund.

T.P.A.F. 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 the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement. No exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-4 states, "Every contract 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 therefor, except as is provided otherwise in this chapter or specifically by any other law.

The Board of Education may, by resolution, approve by the majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that it has had negative prior experience with the bidder."

Effective July 1, 2021, the bid threshold in accordance with N.J.S.A. 18A:18A-3(a) and (c) is \$32,000.00. In accordance with N.J.S.A. 40A:11-9 (b) the bid threshold for all purchases made by the District's qualified purchasing agent is \$44,000.00. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18:39-3 is currently \$20,200.00.

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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, 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.

The system of records did not provide for an accumulation of 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 district made purchases through the use of state contracts.

School Food Service

PUBLIC HEALTH EMERGENCY

In accordance with the Governor's Declaration of Emergency pertaining to the public health emergency, all Public, Charter and Non-Public schools were ordered to close effective as of March 18, 2021 for an undetermined period to limit the spread of the virus. As a result, School Food Authorities (SFAs) were required to institute alternate procedures to provide meals to eligible students during the period of school closures. Governor Murphy's emergency declaration ended June 4, 2021; however, the United States Department of Agriculture's federal waiver continued through June 30, 2022. Food Service Agencies operated under this federal waiver.

As a result, School Food Authorities (SFAs) were required to provide meals in accordance with the regulations governing the National School Nutrition Seamless Summer Option (SSO). SFAs could also choose to participate in the National School Lunch Program utilizing standard counting and claiming practices.

SFAs were authorized to solicit and award emergency noncompetitive procurements and contracts with Food Service Management Companies in accordance with 2 CFR 200.320 and N.J.S.A.18A:18A-7. The SFAs were also authorized to submit contract modifications to their existing Cost Reimbursable or Fixed Price contracts as necessary to ensure the feeding of all children throughout the age of 18, as well as persons over 18 with disabilities as defined in the regulations.

SFAs were notified of the requirement to maintain and report separate meal count records and financial records of all applicable costs incurred in providing meals to all students during the emergency.

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records 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 Cost Reimbursable Fixed Price or Non- Competitive Emergency Procurement 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.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed, and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

School Food Service (Continued)

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.

The SFA recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

The FSMC did apply for and receive a loan in accordance with the Payroll Protection Plan and did use the funds to pay for costs applicable to the Food Service Programs. The FSMC has told the District that the PPP loan has not been subsequently forgiven as of the date of this report.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were/were not 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 /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.

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

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

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

Student Body Activities

The records for the Student Body Activities were maintained in satisfactory condition.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2021 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 with minor 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 had written procedures for the recording of student enrollment.

Pupil Transportation

Our audit procedures included a test of on-roll status reported in the 2021-2022 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. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

Capital Assets and Facilities

Our procedures included a review of the SDA grant agreements for consistency with recording of SDA revenue, transfer of local funds from the general or capital reserve account, and awarding of contracts for eligible facilities construction.

<u>Miscellaneous</u>

The school district adhered to 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. The District submitted the annual Statement of Assurance to the Department of Education, pursuant to N.J.A.C. 6A:26-12.4(g).

Follow-Up Prior Year's Audit Findings

Corrective action has been taken on all prior year findings.

Recommendations

	None
2.	Financial Planning, Accounting and Reporting
	None
3.	School Purchasing Program
	None
4.	School Food Service
	None
5.	Student Body Activities
	None
6.	Application for State School Aid
	None
7.	Pupil Transportation
	None
8.	Capital Assets and Facilities
	None
9.	Miscellaneous
	None
10.	Status of Prior Year's Findings/Recommendations
	None

1. Administrative Practices and Procedures

HAWTHORNE BOARD OF EDUCATION SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY Enrollments of 10/15/2021

	2022-20	23 Applicat	ion for State	2022-2023 Application for State School Aid (10/15/2021 data)	(10/15/2021	data)			Sample for	Sample for Verification			Pri	vate Schoo	Private School for Disabled	P
			Reported on	ted on			Sar	Sample	Verified per	ad ber	Errors per	s per	Reported on	Sample		
	Reported as	das	Workpapers	apers			Select	Selected from	Regi	Registers	Registers	sters	A.S.S.A. as	for		
	on Roll	oll Shared	on Roll Full	Roll Shared	E Era	Errors Shared	Work	Workpapers	on Roll Full	Roll Shared	on Roll	Roll Shared	Private Schools	Verification	Sample	Sample
Half Day Preschool - 3 Yr	2	0	2	0	٠	•	_	0	_	0	٠	•	0	0	0	
Half Day Preschool - 4 Yr	∞	0	80	0	•	٠	_	0	_	0	•	•	0	0	0	•
Full Day Kindergarten	145	0	145	0	•	•	19	0	19	0	•	•	0	0	0	•
One	132	0	132	0	•	٠	17	0	17	0	٠	•	0	0	0	•
Two	139	0	139	0	٠	٠	18	0	18	0	٠	•	0	0	0	•
Three	155	0	155	0	•	•	20	0	20	0	•	•	0	0	0	
Four	141	0	141	0	•	•	18	0	18	0	•	•	0	0	0	•
Five	132	0	132	0	•	•	17	0	17	0	•	•	0	0	0	
Six	148	0	148	0	•	•	19	0	19	0	•	•	0	0	0	
Seven	165	0	165	0	•	•	21	0	21	0	•	•	0	0	0	
Eight	156	0	156	0	•	•	20	0	20	0	•	•	0	0	0	•
Nine	109	0	109	0	•	•	14	0	14	0	•	•	0	0	0	
Ten	141	0	141	0	•	•	18	0	18	0	•	•	0	0	0	
Eleven	110	0	110	0	•	•	14	0	14	0		•	0	0	0	
Twelve	142	0	142	0	•	•	18	0	18	0	٠	•	0	0	0	
Subtotal	1,828	0	1,828	0	0	0	235	0	235	0	0	0	0	0	0	0
Sp. Ed - Elementary	169	0	169	0	٠	,	22	0	22	0	•		2	7	8	1
Sp. Ed - Middle School	88	0	88	0	•	•	11	0	1	0	•	•	2	2	2	
Sp. Ed - High School	112	0	112	0	•	•	14	0	14	0	•		18	15	15	
Subtotal	370	0	370	0	0	0	47	0	47	0	0	0	22.0	19	19	0
Co. Voc Regular	0	0	0	0	٠		0	0	0	0	٠	٠	0	0.0	0	٠
Co. Voc. Ft. Post Sec.	0	0	0	0	٠	٠	0	0	0	0	٠	•	0	0.0	0	•
Totals	2,198	0	2,198	0	0	0	282	0	282	0	0	0	22.0	19	19	0
Percentage Error					0.00%	0.00%					0.00%	0.00%				%00.0

HAWTHORNE BOARD OF EDUCATION SCHEDULE OF AUDITED ENROLLMENTS APPLICATION FOR STATE SCHOOL AID SUMMARY Enrollments of 10/15/2021

	Resi	Resident Low Income	Ф	Samp	Sample for Verification	ion	Resid	Resident LEP Low Income	me	Sam	Sample for Verification	tion
	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 - 3 Yr						,			,			
Half Day Preschool - 4 Yr			,			•						
Full Day Kindergarten	40	40	•	13	13	•	_	_	•	_	_	•
One	35	35	•	1	11	•	ဇ	3	•	က	က	
Two	44	44		14	14	•	က	က	•	က	က	•
Three	47	47		15	15	•	က	3		က	က	
Four	48	48		15	15	•	_	_	•	_	_	
Five	38	38		12	12	,			•			,
Six	22	22	1	17	17	ı	_	~	•	_	_	,
Seven	53	23		17	17	ı	4	4		က	3	
Eight	52	52	•	16	16	•			•			
Nine	43	43	•	14	14	٠	_	_	•	_	_	
Ten	40	40	•	13	13	,	_	~	•	_	_	
L Eleven	28	28	•	6	6	•			•			•
	48	48	,	15	15	1	_	~	,	_	_	,
Subtotal	571.0	571.0	Î	181	181		19	19		18	18	
Sp. Ed - Elementary	82	82	•	26	26	İ			•			•
Sp. Ed - Middle School	40	40	•	13	13	•			•			•
Sp. Ed - High School	42	42	•	13	13	•			•			•
Subtotal	164.0	164.0		52	52							
rotaco Leitachico B 2570												
DITS Residential Center												
				\$!	;		ţ	\$	
Totals	735.0	735.0		233	233		19.0	19		18.0	18	
Percentage Error			%00.0			%00.0			0.00%	(g)		%00.0
			Transportation	rtation								
	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors						
Reg Public Schools, col. 1 Reg - SpEd, col. 4		223 27		128 24	128 24							
Transported - Non-Public, col. 3	161	161		100	100							
Totals		503	1	322	322	•					Reported	Recalculated
Percentage Error			0.00%			0.00%	Reg Avg.(Milea Reg Avg.(Milea	Reg Avg. (Mileage) = Regular Including Grade PK students (Part A) Reg Avg. (Mileage) = Regular Excluding Grade PK students (Part B)	ing Grade PK s ling Grade PK	tudents (Part A) students (Part B)	4 4 8.3	4 4 8 8
,							Spec Avg. = Sp	Spec Avg. = Special Ed with Special Needs	l Needs		5.4	5.4

HAWTHORNE BOARD OF EDUCATION
APPLICATION FOR STATE SCHOOL AID SUMMARY
Enrollments of 10/15/2021

	Reside	Resident LEP NOT Low Income	come	Sa	Sample for Verification	<u> </u>
	Reported on A.S.S.A. as	Reported on Workpapers as		Sample	Verified to	-
	NOT Low Income	NOT Low Income	Errors	Selected from Workpapers	Application and Register	Sample Errors
Half Day Preschool - 3 Yr	0	0	•	0	0	•
Half Day Preschool - 4 Yr	0	0	•	0	0	•
Full Day Kindergarten	က	က	1	3	8	1
One	2	2	•	2	2	•
Two	5	5	•	4	4	•
Three	~	_	•	_	_	•
Four	2	2	•	2	2	•
Five	~	_	•	_	_	•
Six	2	2	•	2	2	•
Seven	_	_	•	_	_	•
Eight	2	2	•	2	2	•
Nine	_	_	•	_	_	•
Ten	9	9	•	2	2	•
Eleven	2	2	•	2	2	•
Twelve	_	_	•	_	_	•
Subtotal	29	29	0	27	27	0
Special Ed - Elementary	0	0	ı	0	0	ı
Special Ed - Middle	0	0	•	0	0	•
Special Ed - High	3	3	•	3	3	1
Subtotal	3		0	3		0
Co. Voc Regular	0.0	0	1	0	0	•
Co. Voc. Ft. Post Sec.	0	0	•	0	0	•
Totals	32.0	32	0	30.0	30	0
Percentage Error			0.00%			0.00%

HAWTHORNE SCHOOL DISTRICT

SCHEDULE OF CALCULATION OF EXCESS SURPLUS

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

REGULAR DISTRICT

SECTION 1

4% Calculation of Excess Surplus				
2021 - 2022 Total General Fund Expenditures per the ACFR, Ex. C-1 Decreased by: On-Behalf TPAF Pension & Social Security Assets Acquired Under Leases/Installment Purchases	\$ \$	53,105,238.54 8,988,542.14 338,982.85		
Adjusted 2021 - 2022 General Fund Expenditures	_	330,302.03	\$	43,777,713.55
4% of Adjusted 2021 - 2022 General Fund Expenditures			\$_	1,751,108.54
Greater of Line Above or \$250,000.00			\$_	1,751,108.54
Increased by: Allowable Adjustment			\$_	804,282.00
Maximum Unreserved/Undesignated Fund Balance			\$_	2,555,390.54
SECTION 2				
Total General Fund - Fund Balances @ 6-30-2022 Decreased by:	\$_	10,384,613.06		
Year-End Encumbrances	\$_	865,152.15		
Legally Restricted-Excess Surplus-Designated for Subsequent Year's Expenditures	\$_	87,449.68		
Other Restricted Fund Balances Assigned Fund Balance - Unreserved-Designated for	\$_	5,552,795.73		
Subsequent Year's Expenditures	\$_	848,592.51		
Total Unassigned Fund Balance			\$_	3,030,622.99
SECTION 3				
Restricted Fund Balance-Excess Surplus			\$_	475,232.45
Recapitulation of Excess Surplus as of June 30, 2022				
Restricted Excess Surplus - Designated for Subsequent Year's Expend	itures		\$_	87,449.68
Restricted Excess Surplus			\$_	475,232.45
Total Excess Surplus			\$_	562,682.13
Detail of Allowable Adjustments				
Extraordinary Aid Additional Non-Public School Transportation Aid			\$_	757,592.00 46,690.00
			\$_	804,282.00
<u>Detail of Other Restricted Fund Balance:</u> Capital Reserve Reserve for Unemployment Fund Maintenance Reserve			\$	2,703,425.00 244,795.64 2,604,575.09
			\$_	5,552,795.73