

**BOARD OF EDUCATION
OF THE
CITY OF PLEASANTVILLE
SCHOOL DISTRICT**

**Auditors' Management Report
For the Fiscal Year Ended June 30, 2023**

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

Table of Contents

	<u>Page Number</u>
Independent Auditors' Report	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Official Bonds	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account	2
Reserve for Encumbrances and Accounts Payable	2
Classification of Expenditures	3
Board Secretary's Records	3
Pupil Transportation	N/A
Elementary and Secondary Education Act/Improving America's Schools Act as amended by the Every Student Succeeds Act	3
Other Special Federal and/or State Projects	3
T.P.A.F. Reimbursement	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	4
School Food Service	4-5
Student Body Activities	5
Application for State School Aid	5
Facilities and Capital Assets	5
Miscellaneous	5
Follow up on Prior Year Findings	5
Acknowledgment	6
Schedule of Meal Count Activity	N/A
Schedule of Net Cash Resources	N/A
Schedule of Audited Enrollments	7-9
Excess Surplus Calculation	10-11
Audit Recommendations Summary	12

District Federal Tax ID: 21-6000177

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
City of Pleasantville School District
County of Atlantic, 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 City of Pleasantville School District, in the County of Atlantic, for the year ended June 30, 2023, and have issued our report thereon dated February 19, 2024.

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 management of the City of Pleasantville 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.

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

Harvey C. Coccozza, Jr.
Harvey C. Coccozza, Jr.
Certified Public Accountant
Licensed Public School Accountant
No. 2420

February 19, 2024

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ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the 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 Exhibit J-20, Insurance Schedule contained in the district's ACFR.

Official Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Daile Dixon-White	Board Secretary/Business Administrator	\$ 400,000

P.L. 2020, c.44

Our audit 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 year on audit. The Chapter 44 summary report was reviewed for reasonableness and timeliness.

Tuition Charges

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

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review indicates no 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.

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

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

Payrolls were delivered to the secretary of the board who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable.

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 transaction errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings

B. Administrative Classification Findings

Board Secretary's Records

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

Pupil Transportation

Our audit procedures included a test of on roll status reported in the 2022-2023 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 include 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.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as amended by the Every Student Succeeds Act

The E.S.E.A./NCLB 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 Titles I and VI of the Elementary and Secondary Education Act as amended and reauthorized.

The study of compliance for E.S.E.A. revealed no areas of noncompliance and/or questionable costs.

Other Special Federal and/or State Projects

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the 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.

The study of compliance for Special Federal and/or State Projects revealed no instances of noncompliance.

TPAF Reimbursement

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

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 and no exceptions were noted.

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 \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (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 \$20,200.

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.

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:18A-5*.

School Food Service

Public Health Emergency

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 free and reduced price meal eligible students during the emergency.

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 School Food Authority (SFA) had any Child Nutrition Program reimbursement overclaims or underclaims. No exceptions were noted.

We also inquired of school management, or appropriate 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 (ACFR Schedule B-5) does separate program and non-program revenue and program and non-program costs of goods sold.

We inquired of management about the public health emergency procedures/practices that the SFA instituted to provide meals to all students, maintenance of all applicable production records; meal counts;

noncompetitive procurements; modifications of existing contracts and applicable financial records to document the specific costs applicable to the emergency operations. We also inquired if the FSMC received a loan in accordance with the Payroll Protection Plan and whether the funds were used to pay for costs applicable to the Food Service Programs. We also inquired if the PPP loan was subsequently forgiven and the FSMC refunded or credited the applicable amounts to the SFA.

Student Body Activities

Our review of the student activity funds disclosed no discrepancies.

Application for State School Aid

Our audit procedures included a test of information reported in the October 15, 2022 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 that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The district maintained workpapers on the prescribed state forms or their equivalent.

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

Facilities and Capital Assets

Our procedures included a review of the SDA grant agreement for consistency with recording SDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. There were no exceptions noted.

Miscellaneous

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 Year Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Corrective action was taken on all the prior year findings.

Acknowledgment

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

Respectfully submitted,

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

Harvey C. Cocozza, Jr.
Harvey C. Cocozza, Jr.
Certified Public Accountant
Licensed Public School Accountant
No. 2420

February 19, 2024

**PLEASANTVILLE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022**

	2022-2023 Application for State School Aid						Sample for Verification						Private Schools for Disabled							
	Reported on A.S.S.A. On Roll		Errors		Selected from Sample Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools		Reported on workpapers		Sample for Verification		Sample Errors			
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared		
Half Day Preschool	182	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Preschool	-	-	-	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Half Day Kindergarten	222	-	-	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Full Day Kindergarten	236	-	-	-	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
One	193	-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Two	207	-	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Three	223	-	-	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Four	201	-	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Five	218	-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Six	246	-	-	-	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Seven	256	-	-	-	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Eight	193	-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nine	207	-	-	-	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ten	216	-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Eleven	162	-	-	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Twelve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Post-Graduate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adult H.S. (15+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adult H.S. (1-14+CR.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	2,962	-	-	-	248	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Special Ed - Elementary	296	-	-	-	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Special Ed - Middle School	164	-	-	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Special Ed - High School	146	-	-	-	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	606	-	-	-	51	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Co. Voc. - FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Totals	3,568	-	-	-	299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Percentage Error	0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%	

**PLEASANTVILLE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.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.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	122	122	-	13	13	-	-	-	-	-	-	-
Full Day Preschool												
Half Day Kindergarten	143	143	-	15	15	-	52	52	-	21	21	-
Full Day Kindergarten	197	197	-	22	22	-	69	69	-	22	22	-
One	175	175	-	18	18	-	39	39	-	13	13	-
Two	171	171	-	18	18	-	44	44	-	14	14	-
Three	191	191	-	20	20	-	42	42	-	14	14	-
Four	168	168	-	18	18	-	20	20	-	9	9	-
Five	190	190	-	19	19	-	23	23	-	8	8	-
Six	202	202	-	20	20	-	26	26	-	10	10	-
Seven	216	216	-	22	22	-	15	15	-	5	5	-
Eight	150	150	-	15	15	-	18	18	-	8	8	-
Nine	157	157	-	16	16	-	25	25	-	9	9	-
Ten	174	174	-	18	18	-	19	19	-	8	8	-
Eleven	128	128	-	13	13	-	24	24	-	9	9	-
Twelve												
Post-Graduate												
Adult H.S. (15+CR)												
Adult H.S. (1-14+CR)												
Subtotal	2,384	2,384.0	-	247	247	-	416	416	-	150	150	-
Special Ed - Elementary	242	242	-	20	20	-	57	57	-	17	17	-
Special Ed - Middle School	144	144	-	13	13	-	34	34	-	11	11	-
Special Ed - High School	123	123	-	11	11	-	6	6	-	2	2	-
Subtotal	509	509	-	44	44	-	97	97	-	30	30	-
Co. Voc. - Regular	-	-	-	-	-	-	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-	-	-	-	-	-	-	-	-
Totals	2,893	2,893	-	291	291	-	513	513	-	180	180	-
Percentage Error			0.00%			0.00%			0.00%			0.00%

Transportation

DOE/County	Reported on DRTS by District		Sample Tested	Verified to Register		Errors
	Reported on District	Errors		Sample Tested	Verified to Register	
703	703	-	177	177	-	-
1	1	-	-	-	-	-
19	19	-	5	5	-	-
40	40	-	10	10	-	-
244	244	-	62	62	-	-
Totals	1,007	1,007	254	254	-	-
Percentage Error						0.00%

	Reported	Recalculated
Reg. - Public Schools, col. 1	6.0	6.0
Reg - Sp Ed, col. 4	6.0	6.0
Transported - Non-Public, col. 3	3.4	3.4
Transported - Non-Public, AIL		
Special Ed Special Needs, col. 6		
Totals	6.0	6.0

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

**PLEASANTVILLE SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2022**

	Resident LEP NOT Low Income			Sample for Verification		
	Reported on A.S.S.A as LEP Not Low Income	Workpapers	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	30	30	-	7	7	7
One	14	14	-	7	7	7
Two	10	10	-	4	4	4
Three	9	9	-	4	4	4
Four	14	14	-	5	5	5
Five	14	14	-	3	3	3
Six	7	7	-	2	2	2
Seven	11	11	-	3	3	3
Eight	4	4	-	2	2	2
Nine	11	11	-	2	2	2
Ten	9	9	-	3	3	3
Eleven	11	11	-	2	2	2
Twelve	10	10	-	3	3	3
Post-Graduate	-	-	-	-	-	-
Adult H.S. (15+CR.)	-	-	-	-	-	-
Adult H.S. (1-14+CR.)	-	-	-	-	-	-
Subtotal	154	154	-	47	47	-
Special Ed - Elementary	4	4	-	4	4	-
Special Ed - Middle School	1	1	-	1	1	-
Special Ed - High School	2	2	-	1	1	-
Subtotal	7	7	-	6	6	-
Co. Voc. - Regular	-	-	-	-	-	-
Co. Voc. - FT Post Sec.	-	-	-	-	-	-
Totals	161	161	-	53	53	-
Percentage Error			0.00%			0.00%

**CITY OF PLEASANTVILLE SCHOOL DISTRICT
EXCESS SURPLUS CALCULATION
FOR THE YEAR ENDED JUNE 30, 2023**

SECTION 1B - School Based Budgeting Districts

2022-2023 Total General Fund Expenditures reported on Exh.(C-1)		\$	<u>96,618,489</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>184,733</u>	(A1b)
2022-2023 Adjusted General Fund & Other State Expenditures {(A)-(A1)}		\$	<u>96,433,756</u>	(A2)
Decreased by:				
On-Behalf TPAF Pension & Social Security		\$	<u>16,979,083</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)
2022-2023 General Fund Expenditures [(A2)-(A3)-(A8)]		\$	<u>79,454,673</u>	(A9)
2% of Adjusted 2022-2023 General Fund Expenditures [(A9) times .02]		\$	<u>1,589,093</u>	(A11)
Enter Greater of (A11) or \$250,000		\$	<u>1,589,093</u>	(A12)
Increased by: Allowable Adjustment*		\$	<u>763,814</u>	(K)
Maximum Unassigned Fund Balance [(A12)+(K)]		\$	<u>2,352,907</u>	(M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-23		\$	<u>25,016,069</u>	(C)
Decreased by:				
Year End Encumbrances		\$	<u>6,277,865</u>	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures		\$	<u>-</u>	(C2)
Legally Restricted -Excess Surplus - Designated for Subsequent Year's Expenditures**		\$	<u>7,690,330</u>	(C3)
Other Restricted/Reserved Fund Balances ****		\$	<u>210,207</u>	(C4)
Assigned - Designated for Subsequent Year's Expenditures		\$	<u>-</u>	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]			<u>10,837,667</u>	(U)

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus***[(U)-(M)] IF NEGATIVE ENTER -0-		\$	<u>8,484,760</u>	(E)
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AUDIT RECOMMENDATIONS SUMMARY
For the Fiscal Year Ended June 30, 2023
CITY OF PLEASANTVILLE SCHOOL DISTRICT

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

Corrective action has been taken on the prior year findings.