

BOARD OF EDUCATION

OXFORD TOWNSHIP SCHOOL DISTRICT

COUNTY OF WARREN

STATE OF NEW JERSEY

REPORT OF ADMINISTRATIVE FINDINGS

FINANCIAL, COMPLIANCE AND PERFORMANCE

JUNE 30, 2009

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

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Education
Oxford Township 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 Oxford Township School District in the County of Warren for the year ended June 30, 2009, and have issued our report thereon dated August 31, 2009.

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 Oxford Township 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 black ink, appearing to read 'Anthony Ardito'.

Date: August 31, 2009

Licensed Public School Accountant No. 2369
ARDITO & CO., LLP

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

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Patricia A. Decibus	Business Administrator/Board Secretary	\$159,000
James A. Miller	Treasurer	\$165,000

There is Public Employees' Faithful Performance Blanket Position Bond with the Selective Insurance Company covering all other employees with coverage of \$2,500.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges from the regional high school receiving district charges was made. The actual costs from prior periods were less than estimated costs.

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.

Salary withholdings were promptly remitted to the proper agencies.

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:23-2.2(g) 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 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 very good 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.), Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001

The E.S.E.A./NCLB 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 VI 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 reimbursement forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Plan. 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 \$25,000. 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, 2005, the bid threshold in accordance with N.J.S.A.40A:11-3(c)(as amended) is increased to \$21,000 and \$29,000 for a Qualified Purchasing Agent.

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. 8A: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 School Supplies/Equipment

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.

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 on file, times the number of operating days, on a school basis. The free and reduced price meal policy is uniformly administered throughout the school system. Sites approved to participate in provisions 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. No exceptions noted.

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.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the Board of Education.

The cash disbursements records reflected expenditures for program related goods and services. The District utilizes a food service management company and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1. 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 exceed three months average expenditures.

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

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

Student Body Activities

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, 2008, 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 2008-2009 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.

Facilities and Capital Assets

Our procedures included a review of the EDA grant agreement for consistency with recording EDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction. Based on our review, the District complied with these procedures.

Follow-up on Prior Years' Findings

In accordance with government auditing standards, our procedures included a review of all prior year recommendations. Action had been taken on all 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.

OXFORD TOWNSHIP SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2008

	<u>2009-2010 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	Verified	Errors		cation	Verified	Errors	cation	Verified	Errors	
Half Day Kindergarten	36		36				19		19														
One	28		28				14		14														
Two	33		33				16		16														
Three	28		28				14		14														
Four	25		25				13		13														
Five	21		21				11		11														
Six	25		25				14		14														
Seven	30		30				16		16														
Eight	26		26				14		14														
Subtotal	252	0	252	0	0	0	131	0	131	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sp. Ed. - Elementary	26		26				14		14														
Sp. Ed. - Middle	16		16				8		8														
Subtotal	42	0	42	0	0	0	22	0	22	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	294	0	294	0	0	0	153	0	153	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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>	

OXFORD TOWNSHIP SCHOOL DISTRICT
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2008

	<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
Half-Day Kindergarten	4	4		4	4		Bilingual Students	0	0	0	0	0
One	3	3		3	3							
Two	1	1		1	1		Percentage Error			0.00%		0.00%
Three	1	1		1	1							
Four	1	1		1	1							
Five	3	3		3	3							
Six	1	1		1	1							
Seven	7	7		7	7							
Eight	3	3		3	3							
Sp. Ed. - Elementary	6	6		6	6							
Sp. Ed. - Middle	2	2		2	2							
Totals	32	32	0	32	32	0						

Percentage Error 0.00% 0.00%

	<u>Transportation</u>					
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg.-Public Schools	209	209		119	119	
Non-Public	6	6		3	3	
Special Needs-Public	10	10		6	6	
Totals	225	225	0	128	128	0

Percentage Error 0.00%

OXFORD TOWNSHIP SCHOOL DISTRICT

Schedule of Expenditures of Federal Awards
for the Fiscal Year ended June 20, 2009

Schedule A

Federal Grantor/Pass-through Grantor/Program Title	Federal CFDA No.	Grant or State Project Number	Program or Award Amount	Grant Period		Balance At June 30, 2008	Carryover/ Walkover Amount	Cash Received	Budget Expend.	Adjust.	Repayment of Prior Years' Balances	Balance at June 30, 2009		
				From	To							Accounts Receivable	Deferred Revenue	Due to Grantor
U.S. Department of Education Passed- Through State Dept. of Education: Special Revenue Fund:														
Title I	84.010	NCLB389009	\$ 22,168	9/1/08	8/31/09			\$ 4,182	\$ (22,168)			\$ (17,986)		
Title I I A	84.367B	NCLB389009	13,071	9/1/08	8/31/09			6,234	(13,071)			(6,837)		
Title I I D	84.318X	NCLB389009	185	9/1/08	8/31/09				(185)			(185)		
Title IV	84.186A	NCLB389009	701	9/1/08	8/31/09			701	(701)					
Rural Education Achievement Program	84.358A	S358A084957	28,875	7/1/08	9/30/09			28,875	(28,875)					
I.D.E.A. Part B, Basic Regular	84.027	FT389009	75,132	9/1/08	8/31/09			53,904	(75,132)			(21,228)		
I.D.E.A. Part B, Basic Preschool	84.027	FT389009	2,792	9/1/08	8/31/09				(2,792)			(2,792)		
Total Special Revenue Fund								93,896	(142,924)			(49,028)		
U.S. Dept. of Agriculture Passed- Through State Dept. of Education: Enterprise Fund:														
Food Distribution Program	10.550	N/A		7/1/07	6/30/08	\$ 1,202			(1,202)					
Food Distribution Program	10.550	N/A	3,009	7/1/08	6/30/09			3,009	(1,840)				1,169	
National School Lunch Program	10.555	N/A		7/1/07	6/30/08	(1,049)		1,049						
National School Lunch Program	10.555	N/A	16,823	7/1/08	6/30/09			16,019	(16,823)			(804)		
Total Enterprise Fund						153		20,077	(19,865)			(804)	1,169	
TOTAL FEDERAL ASSISTANCE						\$ 153	- \$ 113,973	\$ (162,789)			- \$ (49,832)	\$ 1,169		-

The accompanying Notes to Schedules of Expenditures of Awards and Financial Assistance are an integral part of this schedule.

OXFORD TOWNSHIP SCHOOL DISTRICT

Schedule of Expenditures of State Financial Assistance
for the Fiscal Year ended June 20, 2009

Schedule B

STATE GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	GRANT OR STATE PROJECT NUMBER	GRANT PERIOD	AWARD AMOUNT	BALANCE 6/30/2008	CARRY- OVER AMOUNT	CASH RECEIVED	BUDGET. EXPEND.	ADJUST.	REPAYMENT OF PRIOR YEARS' BALANCES	BALANCE AT JUNE 30, 2009			MEMO			
										(ACCTS. RECEIV.)	INTERFUND PAYABLE/ DEFER. REVENUE	DUE TO GRANTOR	BUDGETARY RECEIVABLE	CUMULATIVE TOTAL EXPEND.		
State Department of Education																
General Fund:																
Equalization Aid	09-495-034-5120-078	7/1/08-6/30/09	\$ 2,135,100			\$ 2,135,100	\$ (2,135,100)							* \$ 206,437	\$ 2,135,100	
Transportation Aid	09-495-034-5120-014	7/1/08-6/30/09	152,310			152,310	(152,310)							* 14,703	152,310	
Special Education Aid	09-495-034-5120-089	7/1/08-6/30/09	211,672			211,672	(211,672)							* 20,433	211,672	
Security Aid	09-495-034-5120-084	7/1/08-6/30/09	31,436			31,436	(31,436)							* 3,035	31,436	
Non-Public Transportation Aid	08-100-034-5120-068	7/1/07-6/30/08		\$ (1,896)		1,896								* *		
Non-Public Transportation Aid	09-100-034-5120-068	7/1/08-6/30/09	3,566				(3,566)			\$ (3,566)				* *	3,566	
Extraordinary Aid	08-495-034-5120-044	7/1/07-6/30/08		(25,841)		25,841								* *		
Extraordinary Aid	09-495-034-5120-044	7/1/08-6/30/09	50,864				(50,864)			(50,864)				* *	50,864	
On-behalf TPAF Pension Contrib.	09-495-034-5095-001	7/1/08-6/30/09	155,604			155,604	(155,604)							* *	155,604	
Reimbursed TPAF Soc.Secur.Contrib.	09-495-034-5095-002	7/1/08-6/30/09	145,522	(7,664)		145,923	(145,522)			(7,263)				* *	145,522	
Total General Fund				(35,401)		2,859,782	(2,886,074)			(61,693)				* *	244,608	2,886,074
State Department of Agriculture:																
Enterprise Fund:																
Nat.School Lunch Prog.(State Share)	08-100-010-3350-023	7/1/07-6/30/08		(75)		75								* *		
Nat.School Lunch Prog.(State Share)	09-100-010-3350-023	7/1/08-6/30/09	1,364			1,297	(1,364)			(67)				* *	1,364	
Total Enterprise Fund				(75)		1,372	(1,364)			(67)				* *	1,364	
Total State Financial Assistance				\$ (35,476)		- \$ 2,861,154	\$ (2,887,438)			- \$ (61,760)				* *	\$ 244,608	\$ 2,887,438

The accompanying Notes to Schedules of Expenditures of Awards and Financial Assistance are an integral part of this schedule.

OXFORD TOWNSHIP SCHOOL DISTRICT

ANALYSIS OF EXCESS GENERAL FUND FREE BALANCE
June 30, 2009

THE CALCULATION OF THE 2% EXCESS AT JUNE 30, 2009 IS AS FOLLOWS:

B	2008-2009 GENERAL FUND EXPENDITURES (per the CAFR, Exhibit C-1)		
	TOTAL	\$5,896,642	
	INCREASED BY:		
B1a	TRANSFER TO FOOD SERVICE FUND		
B1b	TRANSFER FROM CAPITAL OUTLAY TO CAPITAL PROJECTS FUND		
B1c	TRANSFER FROM CAPITAL RESERVE TO CAPITAL PROJECTS FUND		
	DECREASED BY:		
B2a	ON-BEHALF TPAF PENSION & SOCIAL SECURITY	(301,126)	
B2b	ASSETS ACQUIRED UNDER CAPITAL LEASES		
B2c	ADJUSTMENT FOR DISALLOWED EXPENDITURES PER S1701	<u>-</u>	
B3	ADJUSTED 2008-2009 GENERAL FUND EXPENDITURES	<u>\$ 5,595,516</u>	
B4	GREATER OF .02 OF EXPENDITURES OR \$250,000	\$ 250,000	
K	INCREASED BY: ALLOWABLE ADJUSTMENT	<u>27,700</u>	
M	MAXIMUM UNRESERVED/UNDESIGNATED FUND BALANCE	4.96%	<u>\$ 277,700</u>
C	GENERAL FUND FUND BALANCE AT 6-30-2009 (per CAFR Budgetary Schedule C-1)	\$ 686,277	
	DECREASED BY:		
C1	RESERVE FOR ENCUMBRANCES	(49,768)	
C2	LEGALLY RESTRICTED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		
C3	EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES		
C4	OTHER RESERVED FUND BALANCES	(417,050)	
C5	UNRESERVED - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES	<u>-</u>	
U1	TOTAL UNRESERVED/UNDESIGNATED FUND BALANCE	3.92%	<u>\$ 219,459</u>
C6	INCREASED BY: ADJUSTMENT FOR DISALLOWED EXPENDITURES PER S1701		-
U2	TOTAL UNRESERVED/UNDESIGNATED FUND BALANCE FOR EXCESS SURPLUS CALCULATION		<u>219,459</u>
E	EXCESS SURPLUS-RESERVED FUND BALANCE		<u>\$ (58,241)</u>
	(IF NEGATIVE, NO ADDITIONAL RESERVED AMOUNT)		

OXFORD TOWNSHIP SCHOOL DISTRICT

ANALYSIS OF EXCESS GENERAL FUND FREE BALANCE
June 30, 2009

RECAPITULATION OF EXCESS SURPLUS AS OF JUNE 30, 2009

C3	RESERVED EXCESS SURPLUS - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES	-
E	RESERVED EXCESS SURPLUS	-

TOTAL

-

DETAIL OF ALLOWABLE ADJUSTMENTS:

H	IMPACT AID	
I	SALE & LEASE-BACK	
J1	EXTRAORDINARY AID	\$ 24,134
J2	ADDITIONAL NON-PUBLIC SCHOOL TRANSPORTATION AID	3,566
K	TOTAL ADJUSTMENTS	\$ 27,700

DETAIL OF OTHER RESERVED FUND BALANCE:

STATUTORY RESTRICTIONS:

APPROVED UNSPENT SEPARATE PROSAL		
CAPITAL OUTLAY FOR A DISTRICT WITH A CAPITAL OUTLAY SGLA		
SALE/LEASE-BACK RESERVE		
CAPITAL RESERVE	\$	20,250
EMERGENCY RESERVE		75,000
MAINTENANCE RESERVE		50,000
TUITION RESERVE		271,800
OTHER STATE/GOV'T MANDATED RESERVES		
OTHER RESERVES FUND BALANCE NOT NOTED ABOVE		-

C-4	TOTAL OTHER RESERVED FUND BALANCE	\$ 417,050
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