

Auditor's Management Report

for the

*Flemington-Raritan Regional
School District*

in the

*County of Hunterdon
New Jersey*

for the

*Fiscal Year Ended
June 30, 2013*

**INDEPENDENT AUDITOR'S MANAGEMENT REPORT OF ADMINISTRATIVE
FINDINGS FINANCIAL AND COMPLIANCE**

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1-2
Scope of Audit	3
Administrative Practices and Procedures	
Insurance	3
Official Bonds	3
Tuition Charges	3
Financial Planning, Accounting and Reporting	
Examination of Claims	4
Payroll Account	4
Reserve for Encumbrances and Accounts Payable	4
Unemployment Compensation Insurance Trust Fund	4
Classification of Expenditures	4
Board Secretary's Records	5
Treasurer's Records	5
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	5
Other Special Federal and/or State Projects	5
T.P.A.F. Reimbursement	5
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	6-7
School Food Service	8
Student Body Activities/Athletic Funds	
Flemington/Raritan School Funds	9
Application for State School Aid	9
Pupil Transportation	9
Follow-Up on Prior Year's Findings	9
Recommendations	10
Schedule of Audited Enrollments	11-13
Schedule of Meal Count Activity	14-15
Excess Surplus Calculation	16-17

Tax ID Number 22-6001805



SUPLEE, CLOONEY & COMPANY

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INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION REQUIRED BY THE NEW JERSEY DEPARTMENT OF EDUCATION

Honorable President and Members
of the Board of Education
Flemington-Raritan Regional School District
County of Hunterdon
Flemington, New Jersey 08822

We have audited, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Flemington-Raritan Regional School District in the County of Hunterdon, New Jersey, as of and for the year ended June 30, 2013, and have issued our report dated October 18, 2013.

In connection with our audit of the 2012-2013 basic financial statements of the Flemington-Raritan Regional School District, County of Hunterdon, New Jersey, we considered the District's internal control structure, its compliance with laws and regulations and other matters required by the New Jersey Department of Education. The results and findings of our procedures are described in the following Auditor's Management Report on Administrative Findings - Financial Compliance and Performance.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The Schedules of Meal Count Activity - School Food Service Fund and the Schedule of Audited Enrollments Application for State School Aid and Calculation of Excess Surplus are not a required part of the basic financial statements of the Flemington-Raritan Regional School District but is supplementary information required by the New Jersey Department of Education. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

SUPLEE, CLOONEY & COMPANY

This report is intended solely for the information of the Flemington-Raritan Regional School District, County of Hunterdon, New Jersey, the New Jersey Department of Education and federal and state audit 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. 93

October 18, 2013

Independent Auditor's Management Report of Administrative Findings Financial and Compliance

SCOPE OF AUDIT

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Flemington-Raritan Regional 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 in the District's CAFR (See Exhibit "J-20").

Official Bonds

<u>NAME</u>	<u>POSITION</u>	<u>AMOUNT OF BONDS</u>
Kay Hayes	Treasurer of School Monies	\$300,000.00
Stephanie Voorhees	Board Secretary/School Business Administrator	150,000.00
All Employees	Blanket Bond	500,000.00

Adequacy of insurance coverage is the responsibility of the Board of Education.

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs differed from the estimated costs.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

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.

Payroll Account

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 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 withholding due to the general fund.

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 without exception.

Unemployment Compensation Insurance Trust Fund

The Board has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Trust Fund.

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 specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-2.4. As a result of the procedures performed, no errors were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

FINANCIAL PLANNING, ACCOUNTING AND REPORTING (CONTINUED)

Board Secretary's Records

The financial records, books of account and minutes of the Board Secretary were maintained in satisfactory condition and an encumbrance system was fully implemented.

Treasurer's Records

The records maintained by the Treasurer of School Monies were in agreement with the records maintained by the Board Secretary/School Business Administrator.

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 projects under Title I, Title II A, and Title III of the Elementary and Secondary Education Act as amended and reauthorized.

Other Special Federal and State Projects

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

Our audit of the federal and state funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

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

T.P.A.F. 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.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

SCHOOL PURCHASING PROGRAMS

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-3 States:

"a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in a contract year the total sum of \$17,500.00, 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. 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 \$36,000.00. 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.A. 18A:18A-2 and shall round the adjustment to the nearest \$1,000.00. 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 every 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.A. 18A:18A-5 may be awarded for a period not exceeding 12 consecutive months."

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 therefore, 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, 2010 the bid thresholds in accordance with N.J.S.A. 18A:18A-3(as amended) and 18A:39-3 is \$26,000.00 and \$17,500.00 respectively.

At its annual reorganization meeting, the Board appointed Stephanie Voorhees as the Qualified Purchasing Agent. In addition, at the July 19, 2010 meeting, the Board increased the bid threshold to \$36,000.00.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

SCHOOL PURCHASING PROGRAMS (CONTINUED)

Contracts and Agreements Requiring Advertisement for Bids (Continued)

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. My examination did reveal however, that the district did purchase goods through the use of state contracts.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

SCHOOL FOOD SERVICE

The financial transactions and statistical records of the School Food Services were maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were review for timely deposit without exception.

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 that the food service program will generate a profit. The operating results provision has been met.

Expenditures were 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. No exceptions were noted.

The cash disbursements records reflected expenditures for program related goods and services. The appropriated 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.

The number of meals claimed for reimbursement was verified against sales and meal count records. As part of the claims review process the edit check worksheet was completed. Reimbursement claims were submitted in a timely manner. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served did not exceed the number of valid applications on file, times the number of operating days, on a school by school basis. The free and reduced priced meal policy is uniformly administered throughout the School system. The required verification procedure for free and reduced price applications was completed and available for review. No exceptions were noted.

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

Exhibits reflecting Child Nutrition Program operations are included in Section G of the CAFR.

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

STUDENT BODY ACTIVITIES/ATHLETIC FUNDS

FLEMINGTON-RARITAN SCHOOL FUNDS

A cash receipts and disbursement record were maintained in satisfactory condition.

All receipts were promptly deposited in the bank.

APPLICATION FOR STATE SCHOOL AID

Our audit procedures included a test of information reported in the October 15, 2012 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 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.

PUPIL TRANSPORTATION

Our audit procedures included a test of on roll status reported in the 2012-2013 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.

FOLLOW-UP ON PRIOR YEAR'S FINDINGS

Not applicable

**Independent Auditor's Management Report of Administrative
Findings Financial and Compliance**

RECOMMENDATIONS

None

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2012

	2013-2014 Application for State School Aid						Sample for Verification						Private Schools for Disabled			
	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		Reported on A.S.S.A. as Private Schools	Sample for Veri- fication	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Half Day Preschool	7		7					1		1						
Full Day Preschool																
Half Day Kindergarten	271		271					23		23						
Full Day Kindergarten	27		27					2		2						
One	341		341					29		29						
Two	339		339					29		29						
Three	314		314					27		27						
Four	353		353					30		30						
Five	343		343					29		29						
Six	372		372					32		32						
Seven	345		345					29		29						
Eight	362		362					31		31						
Nine																
Ten																
Eleven																
Twelve																
Post-Graduate																
Adult H.S. (15+CR.)																
Adult H.S. (1-14 CR.)																
Subtotal	3,074		3,074					262		262						
Special Ed - Elementary	254		254					21		21			5	4	4	
Special Ed - Middle School	183		183					15		15			4	3	3	
Special Ed - High School	2		2					1		1						
Special Ed - CSSD																
Subtotal	439		439					37		37			9	7	7	
Co. Voc. - Regular																
Co. Voc. Ft. Post Sec.																
Totals	3,513		3,513					299		299			9	7	7	
Percentage Error					0%	0%							0%	0%		0%

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2012

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	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											
Full Day Preschool												
Half Day Kindergarten	14	14		7	7		9	9		7	7	
Full Day Kindergarten	18	18		9	9		12	12		9	9	
One	60	60		29	29		31	31		24	24	
Two	44	44		21	21		17	17		13	13	
Three	48	48		23	23		10	10		8	8	
Four	32	32		15	15		1	1		1	1	
Five	28	28		13	13		2	2		2	2	
Six	39	39		14	14		6	6		5	5	
Seven	27	27		13	13		1	1		1	1	
Eight	35	35		17	17		3	3		2	2	
Nine												
Ten												
Eleven												
Twelve												
Post-Graduate												
Adult H.S. (15+CR.)												
Adult H.S. (1-14 CR.)												
Subtotal	<u>345</u>	<u>345</u>		<u>161</u>	<u>161</u>		<u>92</u>	<u>92</u>		<u>72</u>	<u>72</u>	
Special Ed - Elementary	51	51		24	24		4	4		3	3	
Special Ed - Middle	29	29		14	14		1	1		1	1	
Special Ed - High												
Subtotal	<u>80</u>	<u>80</u>		<u>38</u>	<u>38</u>		<u>5</u>	<u>5</u>		<u>4</u>	<u>4</u>	
Co. Voc. - Regular												
Co. Voc. Ft. Post Sec.												
Totals	<u>425</u>	<u>425</u>		<u>199</u>	<u>199</u>		<u>97</u>	<u>97</u>		<u>76</u>	<u>76</u>	
Percentage Error			<u>0%</u>			<u>0%</u>			<u>0%</u>			<u>0%</u>

Transportation

	Reported on DRTRS by DOE/county	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public Schools, col. 1	1,872	1,872		228	228	
Reg -SpEd, col. 4	318	318		34	34	
Transported - Non-Public, col. 3	61	61		7	7	
Special Ed Spec, col. 6	100	100		9	9	
Totals	<u>2,351</u>	<u>2,351</u>		<u>278</u>	<u>278</u>	
Percentage Error						<u>0%</u>

**FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT
 SCHEDULE OF AUDITED ENROLLMENTS
 APPLICATION FOR STATE SCHOOL AID SUMMARY
 ENROLLMENT AS OF OCTOBER 15, 2012**

13

	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on A.S.S.A. as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Half Day Preschool						
Full Day Preschool						
Half Day Kindergarten	18	18		15	15	
Full Day Kindergarten	3	3		3	3	
One	9	9		8	8	
Two	6	6		5	5	
Three	3	3		3	3	
Four						
Five						
Six	1	1		1	1	
Seven	1	1		1	1	
Eight						
Nine						
Ten						
Eleven						
Twelve						
Post-Graduate						
Adult H.S. (15+CR.)						
Adult H.S. (1-14 CR.)						
Subtotal	<u>41</u>	<u>41</u>		<u>36</u>	<u>36</u>	
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High						
Subtotal						
Co. Voc. - Regular						
Co. Voc. Ft. Post Sec.						
Totals	<u>41</u>	<u>41</u>		<u>36</u>	<u>36</u>	
Percentage Error			<u>0%</u>			<u>0%</u>

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT

SCHEDULE OF MEAL COUNT ACTIVITY

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - FEDERAL

ENTERPRISE FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2013

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>
National School Lunch	Paid	179,953	179,953
	Reduced	8,361	8,361
	Free	<u>53,754</u>	<u>53,754</u>
	<u>TOTAL</u>	<u>242,068</u>	<u>242,068</u>
National School Breakfast	Paid	345	345
	Reduced	310	310
	Free	<u>13,554</u>	<u>13,554</u>
	<u>TOTAL</u>	<u>14,209</u>	<u>14,209</u>

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT

SCHEDULE OF MEAL COUNT ACTIVITY

FOOD SERVICE FUND

NUMBER OF MEALS SERVED AND (OVER)/UNDERCLAIM - STATE

ENTERPRISE FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2013

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>
State School Lunch	Paid	179,953	179,953
	Reduced	8,361	8,361
	Free	<u>53,754</u>	<u>53,754</u>
	<u>TOTAL</u>	<u><u>242,068</u></u>	<u><u>242,068</u></u>

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT

SCHEDULE OF CALCULATION OF EXCESS SURPLUS

FOR THE FISCAL YEAR ENDED JUNE 30, 2013

REGULAR DISTRICT

SECTION 1

2% Calculation of Excess Surplus

2012 - 2013 Total General Fund Expenditures per CAFR Ex. C-1	\$ 57,629,584.83	
Decreased by:		
On-Behalf TPAF Pension & Social Security	<u>5,057,273.36</u>	
Assets acquired under Capital Leases	<u>1,065,958.89</u>	
Adjusted 2012 - 2013 General Fund Expenditures		\$ <u>51,506,352.58</u>
2% of Adjusted 2012 - 2013 General Fund Expenditures		<u>1,030,127.05</u>
Greater of line above or \$250,000.00		<u>1,030,127.05</u>
Increased by: Allowable Adjustment		<u>377,170.80</u>
Maximum Unreserved/Undesignated Fund Balance		\$ <u><u>1,407,297.85</u></u>

SECTION 2

Total General Fund Balances @ 6-30-13	\$ <u>6,864,887.32</u>	
Decreased by:		
Year-end Encumbrances	<u>1,286,071.43</u>	
Legally Restricted - Designated for Subsequent Year's Expenditures	<u> </u>	
Legally Restricted - Excess Surplus-Designated for Subsequent Year's Expenditures	<u>1,916,335.00</u>	
Other Restricted Fund Balances	<u>75,837.66</u>	
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	<u> </u>	
Total Unassigned Fund Balance		\$ <u>3,586,643.23</u>

SECTION 3

Restricted Fund Balance-Excess Surplus \$ 2,179,345.38

Recapitulation of excess surplus as of June 30, 2013

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \$ 1,916,335.00

Reserved Excess Surplus 2,179,345.38

Total \$ 4,095,680.38

Detail of Allowable Adjustments

Extraordinary Aid \$ 357,012.00

Additional Non-Public School Transportation Aid 20,158.80

\$ 377,170.80

Detail of Other Restricted Fund Balance

Statutory restrictions:

Capital reserve \$ 75,837.66

Total Other Restricted Fund Balance \$ 75,837.66

