

# **CITY OF NORTHFIELD BOARD OF EDUCATION**

## **AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS FINANCIAL, COMPLIANCE AND PERFORMANCE**

**June 30, 2024**

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

	Page
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	3
Reserve for Encumbrances and Accounts Payable	3
Classification of Expenditures	
General Classifications	3
Administrative Classifications	3
Board Secretary's Records	3
Chief School Administrator's Records	3
Elementary and Secondary Education Act/Improving America's Schools Act as reauthorized by the No Child Left Behind Act of 2001	4
Other Special Federal and/or State Projects	4
T. P. A. F. Reimbursement	4
School Purchasing Programs	
Contracts and Agreements Requiring Advertisement for Bids	4-6
School Food Service	6
Student Body Activities	N/A
Application for State School Aid	7
Pupil Transportation	7
Facilities and Capital Assets	N/A
Miscellaneous	N/A
Follow-up on Prior Year Findings	7
Acknowledgment	7
Schedule of Meal Count Activity	N/A
Net Cash Resource Schedule	N/A
Schedule of Audited Enrollments	8-10
Excess Surplus Calculation	11-12
Recommendations	13



# FORD - SCOTT

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## **REPORT OF INDEPENDENT AUDITORS**

Honorable President and  
Members of the Board of Education  
City of Northfield 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 Northfield School District in the County of Atlantic for the year ended June 30, 2024, and have issued our report thereon dated December 6, 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 solely for the information and use of the City of Northfield 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.

Very truly yours,

*Ford, Scott & Associates, L.L.C.*

**FORD, SCOTT & ASSOCIATES, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS**

*Nancy Sbrolla*

**Nancy Sbrolla  
Certified Public Accountant  
Licensed Public School Accountant  
No. 2426**

**December 6, 2024**

## **ADMINISTRATIVE FINDINGS - FINANCIAL COMPLIANCE AND PERFORMANCE**

### **Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator, 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**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's ACFR.

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

Name	Position	Amount
Linda Albright (through September 30, 2023)	Board Secretary/ School Business Administrator	\$228,000
Jamie Shoemaker (effective October 1, 2023)	Board Secretary/ School Business Administrator	\$228,000

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

The data submitted did include all health benefit plans offered by the District.

The District data certification was completed by the chief school administrator. The District Chapter 44 data was submitted timely.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were different than estimated costs. The board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23A-17.1(f)3.

### **Financial Planning, Accounting and Reporting**

#### **Examination of Claims**

An examination of claims paid during the period under review did not indicate 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 NJAC 6A:23-2.2(g) as part of our test of transactions of randomly selected expenditures 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, a transaction error rate of 0% overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

#### A. General Classification Findings

During our testing of transactions there were no significant exceptions found relating to misclassifications.

#### B. Administrative Classification Findings

During our testing of transactions there were no significant exceptions found relating to administrative classifications.

### Board Secretary's Records

The records of the Board Secretary were in satisfactory condition.

## **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. 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. indicated 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 indicated no areas of noncompliance and/or questionable costs.

### **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.

### **TPAF Reimbursement to the State for Federal Salary Expenditures**

The amount of the expenditure charged to the current year's Final Reports 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**

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 the contract year the total sum of \$32,000, 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 purchase agent is qualified pursuant to subsection b the board of education may establish that the bid threshold may be up to \$44,000. Such authorization may be granted for each contract or by general delegation of the power to negotiate and award such contract pursuant to the 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 the term is defined in NJS 18A:18 A-2, and shall round the adjustment to 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 the period of 24 consecutive months, except that contract for professional services pursuant to paragraph (1) of subsection a. of NJS 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.

The board of education may, by resolution approved by a 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 prior negative experience with the bidder."

The 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.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or goods or services, 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 my examination indicated that no individual payments, contracts, or agreements were 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, as amended.

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.

### **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. Exceptions were not noted.

We also inquired of school management, or appropriate school food service personnel, as to whether the SFA's expenditures of school food service revenues were limited to allowable direct and indirect costs. Exceptions were not noted.

We also 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; modification 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.

The Schedule of Meal Count Activity is not a required presentation where the School Food Service Program has not been audited as a major program.



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

Our audit procedures included a test of information reported in the October 13, 2023, 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 included on the work papers 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's written procedures appear to be adequate for the recording of student enrollment data.

### **Pupil Transportation**

Our audit procedures included a test of on roll status reported in the 2023-2024 District Report of Transported 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 did comply with proper bidding procedures and award of contracts. No exceptions were noted in our review of transportation related purchases of goods and services.

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

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

### **Suggestions to Management**

The District has accumulated Excess Cash Net Resources in the Food Service Fund due to the influx of additional Federal and State Funding related to the COVID-19 Pandemic. The State of New Jersey Department of Agriculture has issued a letter dated October 4, 2023 to all School Districts indicating that these excess funds may be retained by the District and, that the District must develop a plan which projects how excess funds will be expended in support of the program during the upcoming school year. We suggest that the district develop a plan to utilize the excess funds on allowable expenses that support the Federal Child Nutrition Program, such as improving the nutritional quality of food or purchasing equipment for the kitchens and cafeterias as outlined in the Code of Federal Regulations, 7 CFR 210.14(a).

### **Acknowledgment**

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

SCHEDULE OF AUDITED ENROLLMENTS

NORTHFIELD CITY SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023

	2024-2025 Application for State School Aid						Sample for Verification					
	Reported on A.S.S.A. on Roll			Reported on Workpapers on Roll			Sample Selected from Workpapers			Verified per Registers on Roll		
	Full	Shared		Full	Shared		Full	Shared		Full	Shared	
Full Day Preschool 4 yrs	21			21			6			6		
Full Day Kindergarten	72			72			20			20		
One	69			69		-	19			19		
Two	59			59		-	16			16		
Three	71			71		-	19			19		
Four	73			73		-	20			20		
Five	74			74		-	20			20		
Six	77			77		-	21			21		
Seven	87			87		-	24			24		
Eight	90			90		-	25			25		
Subtotal	683	-		683	-	-	190	-		190	-	-
Special Ed Elementary	99			99		-	27			27		
Special Ed Middle School	53			53		-	15			15		
Subtotal	152	-		152	-	-	42	-		42	-	-
Totals	845	-		845	-	-	232	-		232	-	-
Percentage						0.00%		0.00%			0.00%	0.00%

**SCHEDULE OF AUDITED ENROLLMENTS**

**NORTHFIELD CITY SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023**

	Private School for Disabled				Resident Low Income			Sample for Verification			Resident LEP Low Income		
	Reported on ASSA as Private Schools	Sample for Verification	Sample Verified	Sample Errors	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors
Half Day Preschool 4 yrs													
Full Day Kindergarten													
One					15	15	-	9	9		1	1	
Two					14	14	-	9	9		1	1	
Three					11	11	-	7	7		3	3	
Four					9	9	-	6	6		2	2	
Five					15	15	-	9	9		4	4	
Six					14	14	-	9	9		1	1	
Seven					20	20	-	12	12		2	2	
Eight					15	15	-	9	9		2	2	
Subtotal	-	-	-	-	16	16	-	10	10	-	14	14	-
Special Ed Elementary	1	1	1		129	129	-	80	80	-	3	3	
Special Ed Middle School	1	1	1		38	38	-	24	24		1	1	
Subtotal	2	2	2	-	57	57	-	36	36	-	4	4	-
Totals	2	2	2	-	186	186	-	116	116	-	18	18	-
Percentage Error				0.00%			0.00%			0.00%			0.00%

**SCHEDULE OF AUDITED ENROLLMENTS**

**NORTHFIELD CITY SCHOOL DISTRICT  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 13, 2023**

	Sample for Verification			Resident LEP NOT Low Income			Sample for Verification		
	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors	Reported as NOT Low Income	Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Half Day Preschool 4 yrs									
Full Day Kindergarten									
One	1	1		1	1		1	1	
Two	1	1							
Three	2	2		2	2		2	2	
Four	2	2							
Five	3	3		1	1				
Six	1	1							
Seven									
Eight	2	2							
Subtotal	12	12	-	4	4	-	3	3	-
Special Ed Elementary	2	2							
Special Ed Middle School	1	1							
Subtotal	3	3	-	-	-	-	-	-	-
Totals	15	15	-	4	4	-	3	3	-
Percentage Error			0.00%			0.00%			0.00%

	Transportation			
	Reported on DRTS by DOE/County	Reported on DRTS by District	Tested	Verified
Reg.-Public Schools, col. 1	-	-	-	-
Reg.-Special Ed., col. 4	-	-	-	-
Transported - Non-Public, col. 3	40	40	10	10
Transported - Non-Public, ALL	12	12	29	29
Special Needs - Public, col. 6	5	5	5	5
Totals	57	57	44	44
Percentage Error			0.00%	0.00%

	Reported	Re-Calculated
	5.2	5.2
Avg. Mileage-Regular including Grade PK students	5.2	5.2
Avg. Mileage-Regular excluding Grade PK students	15.6	15.6
Avg. Mileage-Special Ed with Special Needs		

**CITY OF NORTHFIELD SCHOOL DISTRICT  
EXCESS SURPLUS CALCULATION  
FOR THE YEAR ENDED JUNE 30, 2024**

**SECTION 1 - School Based Budgeting Districts**

2023-2024 Total General Fund Expenditures reported on Exh.(C-1)	\$ 20,464,497.21 (A)
Increased by Applicable Operating Transfers	
Transfer from Capital Outlay to Capital Projects	\$ - (A1a)
Transfer from Capital Reserve to Capital Projects	\$ - (A1a)
Transfer from G/F to SRF for Preschool - Regular	\$ 210,624.00 (A1a)
Transfer from G/F to SRF for Preschool - Inclusion	\$ - (A1a)
Less: Expenditures allocated to restricted federal resources as reported on Exhibit D-2	\$ - (A1b)
2023-2024 Adjusted General Fund & Other State Expenditures {(A)-(A1)}	\$ 20,675,121.21 (A2)
Decreased by:	
On-Behalf TPAF Pension & Social Security	\$ 4,183,615.66 (A3)
General Fund 10 Assets Acquired Under Capital Leases (C-1a)	\$ - (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	\$ - (A5)
Combined General Fund Contribution & State Resource % of Fund 15 Resources Reported on Exhibit D-2	(A6)
General Fund & State Resources Portion of Fund 15 Assets Acquired Under Capital Leases [(A5)*(A6)]	\$ - (A7)
Total Assets Acquired Under Capital Leases [(A4)+(A7)]	\$ - (A8)
2023-2024 General Fund Expenditures [(A2)-(A3)-(A8)]	\$ 16,491,505.55 (A9)
2% of Adjusted 2023-2024 General Fund Expenditures [(A9) times .04]	\$ 329,830.11 (A11)
Enter Greater of (A11) or \$250,000	\$ 329,830.11 (A12)
Increased by: Allowable Adjustment*	\$ 109,469.00 (K)
Maximum Unassigned Fund Balance [(A12)+(K)]	\$ 439,299.11 (M)

**SECTION 2 - All Districts**

Total General Fund - Fund Balances @ 6-30-24	\$ 3,721,303.51 (C)
Decreased by:	
Year End Encumbrances	\$ 62,779.45 (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ - (C2)
Legally Restricted -Excess Surplus - Designated for Subsequent Year's Expenditures**	\$ 817,977.98 (C3)
Other Restricted/Reserved Fund Balances ****	\$ 1,747,330.11 (C4)
Assigned - Designated for Subsequent Year's Expenditures	\$ 67,678.02 (C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	1,025,537.95 (U)

**SECTION 3 - All Districts**

Restricted Fund Balance - Excess Surplus***[(U)-(M)] IF NEGATIVE ENTER -0-	\$ 586,238.84 (E)
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**Recapitulation of Excess Surplus as of June 30, 2024**

Restricted Excess Surplus - Designated for Subsequent Year's

Expenditures**	\$	<u>817,977.98</u>	(C3)
Restricted Excess Surplus***[(E)]	\$	<u>586,238.84</u>	(E)
Total [(C3)+(E)+(F)]	\$	<u>1,404,216.82</u>	(D)

- \* This adjustment line (line (K) as detailed below) is to be utilized for Impact Aid, Sale and Lease-back (Refer to the Audit Program page II-11.7), and Extraordinary Aid, if applicable (Refer to the Audit Program page II-11.3 for restrictions on the inclusion of extraordinary aid), and Additional Nonpublic Transportation Aid for 2023-24 received in July 2024 only to the extent not appropriated.

**Detail of Allowable Adjustments**

Impact Aid	\$	<u>-</u>	(H)
Sale & Lease-back	\$	<u>-</u>	(I)
Extraordinary Aid	\$	<u>89,169.00</u>	(J1)
Additional Nonpublic Transportation Aid	\$	<u>20,300.00</u>	(J2)
	\$	<u></u>	(J3)
Total Adjustments[(H)+(I)+(J1)+(J2)]	\$	<u>109,469.00</u>	(K)

- \*\* This amount represents the June 30, 2024 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 11025.

- \*\*\* Amount must agree to the June 30, 2024 ACFR and Audit Summary Worksheet Line 11024.

- \*\*\*\* Amount for Other Restricted/Reserved Fund Balance must be detailed for each source and request for approval to use amounts other than state imposed legal restrictions in the excess surplus calculation must be submitted to the Assistant Commissioner of Finance prior to September 30.

**Detail of Other Restricted/Reserved Fund Balance****Statutory restrictions:**

Approved unspent separate proposal	\$	<u></u>
Capital outlay for a school district with a capital outlay SGLA	\$	<u></u>
Sale/lease-back reserve	\$	<u></u>
Capital reserve (N-1)	\$	<u>1,249,229.00</u>
Maintenance reserve (N-2)	\$	<u>400,400.00</u>
Tuition reserve (N-3)	\$	<u>-</u>
Emergency reserve (N-4)	\$	<u>-</u>
Payroll Reserve	\$	<u>97,701.11</u>
Unemployment Fund reserve (N-9)	\$	<u></u>

**Other Restricted/Reserved Fund Balances not noted above \*\*\*\* (Inventory)** \$

**Total Other Restricted/Reserved Fund Balance** \$ 1,747,330.11 **(C4)**

## RECOMMENDATIONS

### Administrative Practices and Procedures

None

### Financial Planning, Accounting and Reporting

None

### 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

None

### Other Special Federal and/or State Projects

None

### School Purchasing Program

None

### School Food Service Program

None.

### Application for State School Aid

None

### Transportation

None

### Miscellaneous

None