

Certified Public Accountants

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

Report to the Board of Trustees
April 14, 2021



Certified Public Accountants

April 14, 2021

Board of Trustees
Topeka and Shawnee County Public Library
Topeka, Kansas

We are pleased to present this report related to our audit of the financial statements and compliance of the Topeka and Shawnee County Public Library (the Library) for the year ended December 31, 2020. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Library's financial and compliance reporting process.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the Library.

BT & Co., P.A.

4301 SW Huntoon St. Topeka, KS 66604 | t: 785.234.3427 | toll-free: 800.530.5526 | f: 785.233.1768 | w: btandco.com

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TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY
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Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities with Regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America; <i>Government Auditing Standards</i> issued by the Comptroller General of the United States; and the Kansas Municipal Audit and Accounting Guide have been described to you in our arrangement letter dated November 16, 2020.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.
Accounting Policies and Practices	<p>Preferability of Accounting Policies and Practices</p> <p>Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit period.</p> <p>Adoption of, or Change in, Accounting Policies</p> <p>Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Library. The Library did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period.</p> <p>Significant or Unusual Transactions</p> <p>We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p>
	<p>Management's Judgments and Accounting Estimates</p> <p>Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to</p>

Area	Comments
	<p>monitor throughout the year the process used to determine and record these accounting estimates. Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached "Summary of Significant Accounting Estimates."</p>
Audit Adjustments	<p>Audit adjustments proposed by us and recorded by the Library are summarized in the attached representation letter.</p>
Disagreements with Management	<p>We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.</p>
Consultations with Other Accountants	<p>We are not aware of any consultations management had with other accountants about accounting or auditing matters.</p>
Significant Issues Discussed with Management	<p>No significant issues arising from the audit were discussed with or the subject of correspondence with management.</p>
Significant Difficulties Encountered in Performing the Audit	<p>We did not encounter any significant difficulties in dealing with management during the audit.</p>
Certain Written Communications Between Management and Our Firm	<p>Copies of certain written communications between our firm and the management of the Library, including the representation letter provided to us by management, are attached.</p>

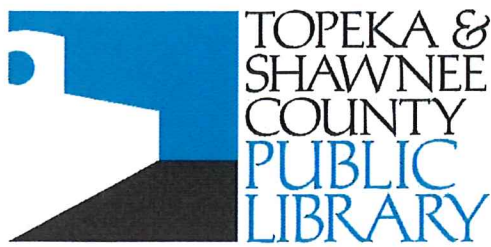
Topeka and Shawnee County Public Library

Summary of Significant Accounting Estimates

Year Ended December 31, 2020

The following describes the significant accounting estimates reflected in the Library's December 31, 2020 financial statements:

Estimate	Accounting Policy	Management's Estimation Process	Basis for Our Conclusions on Reasonableness of Estimate
Capital Assets	The Library records the value of books and collections as determined by the Library's Technical Services department.	An analysis of current quantities of books and collections, along with other factors, is used to determine the value of books and collections.	Review of management's analysis resulted in our conclusion that the estimate appears reasonable.
Total OPEB Liability	Total OPEB liability is computed by independent actuarial firms. The disclosures are based upon numerous assumptions and estimates, including the expected rate of investment return, the interest rate used to determine present value and medical care cost trend rates.	The rate of return is based on historical and general market data.	Review of actuarial valuation and related assumptions resulted in our conclusion that the estimate appears reasonable.
Net Pension Liability	The net pension liability is computed by an independent actuarial firm hired by KPERS.	Management of the Library obtained and reviewed the Schedules of Employer and Nonemployer Allocations and Schedules of Pension Amounts by Employer and Nonemployer as of June 30, 2020 that were audited by other auditors. Management compared their employer contributions as shown on these schedules to the Library's actual contributions and recalculated its allocated percentage and its share of the collective net pension liability.	Review of management's analysis resulted in our conclusion that the estimate appears reasonable.
Fair Value of Investments	The fair value of investments is computed by the custodians of the Library's investments.	Management of the Library obtained and reviewed the year-end valuations prepared by the custodians.	Review of the investment information prepared by the custodians resulted in our conclusion that the estimates appear reasonable.



1515 SW 10th Avenue | Topeka, Kansas | 66604-1374 | PHONE
785 580-4400 | FAX 785 580-4496 | www.tscpl.org

BT&Co., P.A.
4301 SW Huntoon Street
Topeka, Kansas 66604-1659

This representation letter is provided in connection with your audit of the basic financial statements of the Topeka and Shawnee County Public Library (the Library) as of and for the year ended December 31, 2020 for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of the date of the auditors' report, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated November 16, 2020, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We have identified for you all organizations that are a part of this reporting entity or with which we have a relationship, as these organizations are defined in Section 2100 of the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, that are:
 - a. Component units.
 - b. Other organizations for which the nature and significance of their relationship with the Library are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.
3. We have identified for you all of our funds and governmental functions.
4. We have properly classified all funds and activities.
5. We have properly determined and reported the major governmental and enterprise funds based on the required quantitative criteria. We have determined the debt service fund to be major for public interest reasons. We believe that all judgmentally determined major funds are particularly important to the financial statement users.
6. We are responsible for compliance with laws and regulations applicable to the Library including adopting, approving, and amending budgets.
7. We have identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts including legal and contractual provisions for reporting specific activities in separate funds.

8. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
9. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
10. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
11. Related-party transactions, including those with component units for which the Library is accountable and other organizations for which the nature and significance of their relationship with the Library are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete, and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements, and guarantees, have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
12. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
13. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
14. The following have been properly recorded and/or disclosed in the financial statements:
 - a. Net positions and fund balance classifications.
 - b. The fair value of investments.
 - c. All leases and material amounts of rental obligations under long-term leases.
 - d. All significant estimates and material concentrations known to management which are required to be disclosed.
 - e. Risk financing activities.
 - f. Deposits and investment securities categories of risk.
 - g. The effect on the financial statements of the GASB pronouncement which has been issued, but which we have not yet adopted.
15. We have no plans or intentions that may materially affect the carrying value or classification of assets or liabilities. In that regard:
 - a. The Library has no significant amounts of idle property and equipment.
 - b. The Library has no plans or intentions to discontinue the operations of any activities or programs or to discontinue any significant operations.
16. We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made:
 - a. To reduce receivables to their estimated net collectable amounts.

- b. For pension obligations, post-retirement benefits other than pensions, and deferred compensation agreements attributable to employee services rendered through December 31, 2020.
 - c. To value books and collections at estimated historical costs.
 - d. To estimate the fair value of investments.
17. There are no:
- a. Material transactions that have not been properly recorded in the accounting records underlying the financial statements.
 - b. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency. In that regard, we specifically represent that we have not been designated as, or alleged to be, a "potentially responsible party" by the Environmental Protection Agency in connection with any environmental contamination.
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed.
 - d. Guarantees, whether written or oral, under which the Library is contingently liable.
 - e. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.
 - f. Lines of credit or similar arrangements.
 - g. Agreements to repurchase assets previously sold.
 - h. Security agreements in effect under the Uniform Commercial Code.
 - i. Liens or encumbrances on assets or revenues or any assets or revenues which were pledged as collateral for any liability or which were subordinated in any way.
 - j. Contractual obligations for construction and purchase of real property or equipment not included in the liabilities or encumbrances recorded on the books.
 - k. Liabilities which are subordinated in any way to any other actual or possible liabilities.
 - l. Debt issue repurchase options or agreements, or sinking fund debt repurchase ordinance requirements.
 - m. Debt issue provisions.
 - n. Authorized but unissued bonds and/or notes.
 - o. Derivative financial instruments.
 - p. Special and extraordinary items.
 - q. Arbitrage rebate liabilities.
 - r. Impairments of capital assets.
18. We have no direct or indirect, legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statements.
19. The Library has satisfactory title to all owned assets.
20. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act and Uniform Guidance, because we have not received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
21. Net positions (net investment in capital assets; restricted; and unrestricted) and fund balances are properly classified and, when applicable, approved.

22. Expenses or expenditures have been appropriately classified in or allocated to functions and programs in the statement of activities and allocations have been made on a reasonable basis.
23. Revenues have been appropriately classified in the statement of activities within program revenues and general revenues.
24. Capital assets, including infrastructure assets, are properly capitalized, reported and depreciated.
25. We agree with the findings of specialists in evaluating the total OPEB liability and the net pension liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
26. We have no knowledge of any uncorrected misstatements in the financial statements.

Information Provided

27. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit;
 - c. Unrestricted access to persons within the Library from whom you determined it necessary to obtain audit evidence; and
 - d. Minutes of the meetings of governing board and committees of board members, or summaries of actions of recent meetings for which minutes have not yet been prepared.
28. All transactions have been recorded in the accounting records and are reflected in the financial statements.
29. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
30. We have no knowledge of allegations of fraud or suspected fraud, affecting the Library's financial statements involving:
 - a. Management.
 - b. Employees who have significant roles in the internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
31. We have no knowledge of any allegations of fraud or suspected fraud affecting the Library's financial statements received in communications from employees, former employees, analysts, regulators, or others.
32. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.

33. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
34. We have disclosed to you the identity of the Library's related parties and all the related-party relationships and transactions of which we are aware.
35. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the Library's ability to record, process, summarize, and report financial data.
36. We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
37. With respect to supplementary information presented in relation to the financial statements as a whole:
 - a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
38. With respect to the required supplementary information presented as required by the GASB to supplement the basic financial statements:
 - a. We acknowledge our responsibility for the presentation of such required supplementary information.
 - b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
39. During the course of your audit, you may have accumulated records containing data which should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.
40. With respect to financial statement preparation services performed in the course of the audit:
 - a. We have made all management decisions and performed all management functions;
 - b. We assigned an appropriate individual to oversee the services;
 - c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;
 - d. We have accepted responsibility for the results of the services; and
 - e. We have accepted responsibility for all significant judgments and decisions that were made.

Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

1. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
2. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the auditee.
3. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
4. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts.
5. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements.
6. Is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
7. Acknowledges its responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.
8. Has a process to track the status of audit findings and recommendations.
9. Has identified for the auditor previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

10. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including a statement that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

Very truly yours,

TOPEKA AND SHAWNEE COUNTY
PUBLIC LIBRARY



Thad Hartman, Interim Chief Executive Officer

Date Signed 4/14/2021



Kimberly Strube, Chief Financial Officer

Date Signed 4/14/2021

Topeka & Shawnee County Public Library

Year End: December 31, 2020

Number	Date	Name	Account Number	Debit	Credit
1	12/31/2020	Due from Component Unit	31.1030	7,764.00	
		Due from Component Unit	33.1030	17,810.00	
		Due from Component Unit	34.1030	16,090.00	
		Due from Component Unit	36.1030	12,312.00	
		Due from Component Unit	44.1030	12,754.00	
		Due from Component Unit	45.1030	10,438.00	
		Due from Component Unit	53.1030		-904.00
		FUND BALANCE	10.27100	778.00	
		FUND BALANCE	10.27100	97,123.00	
		FUND BALANCE	10.27100		-8,138.00
		MISCELLANEOUS REVENUE	10.32100		-778.00
		OVERDUE FEES	10.33120	8,138.00	
		FUND BALANCE	31.27100		-7,764.00
		FUND BALANCE	33.27100		-17,810.00
		FUND BALANCE	34.27100		-16,090.00
		FUND BALANCE	35.27100	33,146.00	
		FUND BALANCE	36.27100		-12,312.00
		FUND BALANCE	44.27100		-12,754.00
		FUND BALANCE	45.27100		-10,438.00
		FUND BALANCE	53.27100	904.00	
		CONTRACTED-FACILITIES	10.41000.311		-5,200.00
		CONTRACTED-PROFESSIONAL	10.41000.313		-1,875.00
		DIGITAL SERVICES SUPPORT	10.41000.320		-63,578.00
		PROGRAMMING	10.41000.330		-7.00
		UTILITIES-ELECTRIC	10.41000.351		-26,100.00
		VEHICLE-GAS	10.41000.360		-327.00
		MATERIALS-PRINT/NON-PRINT	10.41000.540		-36.00
		SPECIAL PROJECTS	35.41000.736		-33,146.00

To properly roll forward net position by recording prior year adjusting journal entries that were not recorded in the Library's financial system

2	12/31/2020	CASH-COREFIRST BANK-RESTRICTED	31.10200		-636.00
		FUND BALANCE	31.27100	636.00	
		CASH-COREFIRST BANK-RESTRICTED	50.10200	34.00	
		FUND BALANCE	50.27100		-34.00
		CASH-COREFIRST BANK-RESTRICTED	59.10200	602.00	
		FUND BALANCE	59.27100		-602.00

To reverse combined funds made in the Library's system

3	12/31/2020	CASH-COREFIRST BANK-RESTRICTED	31.10200	636.00	
		Interfund Transfer In	31.38300		-636.00
		CASH-COREFIRST BANK-RESTRICTED	50.10200		-34.00
		CASH-COREFIRST BANK-RESTRICTED	59.10200		-602.00
		Interfund transfer out	50.52100.705	34.00	
		Interfund transfer out	59.52100.705	602.00	
To close out funds 50 and 59 and transfer the cash into fund 31					
4	12/31/2020	Due from Component Unit	35.1030	2,973.00	
		Due from Component Unit	36.1030	4,924.00	
		Due from Component Unit	38.1030	26,535.00	
		Due from Component Unit	53.1030	5,506.00	
		FOUNDATION DISTRIBUTION	35.3130		-2,973.00
		FOUNDATION DISTRIBUTION	36.34100		-4,924.00
		FOUNDATION DISTRIBUTION	38.38000		-26,535.00
		FOUNDATION DISTRIBUTION	53.34100		-5,506.00
To record amounts due from the Library Foundation					
5	12/31/2020	Due from Component Unit	35.1030		-16,090.00
		Due from Component Unit	38.1030		-26,535.00
		Due from Component Unit	53.1030		-4,602.00
		FOUNDATION DISTRIBUTION	35.34100	16,090.00	
		FOUNDATION DISTRIBUTION	38.38000	26,535.00	
		FOUNDATION DISTRIBUTION	53.34100	4,602.00	
To true-up amounts due from the Library Foundation to actual					
6	12/31/2020	ACCOUNTS PAYABLE	10.20200		-30,796.99
		ACCOUNTS PAYABLE	10.20200		-9,490.00
		ENCUMBRANCE CONTROL	10.23600		-30,796.99
		ENCUMBRANCE CONTROL	10.23600		-9,490.00
		PURCHASE ORDER RESERVE	10.23700	30,796.99	
		PURCHASE ORDER RESERVE	10.23700	9,490.00	
		CONTRACTED-PROFESSIONAL	10.41000.313	9,490.00	
		DIGITAL SERVICES SUPPORT	10.41000.320	30,796.99	
To properly record accounts payable at year end					
7	12/31/2020	ACCOUNTS PAYABLE	10.20200		-7,920.00
		ENCUMBRANCE CONTROL	10.23600		-7,920.00
		PURCHASE ORDER RESERVE	10.23700	7,920.00	
		CONTRACTED-PROFESSIONAL	10.41000.313	7,920.00	
To properly accrue actual December professional expense and reverse the related encumbrance at year end					

8	12/31/2020	ACCOUNTS PAYABLE	10.20200		-4,125.00
		ENCUMBRANCE CONTROL	10.23600		-4,125.00
		PURCHASE ORDER RESERVE	10.23700	4,125.00	
		CONTRACTED-DIGITAL SERVICES	10.41000.310	4,125.00	

To properly accrue actual December digital services expense and reverse the related encumbrance at year end

9	12/31/2020	ACCOUNTS PAYABLE	10.20200		-30.75
		ENCUMBRANCE CONTROL	10.23600		-30.75
		PURCHASE ORDER RESERVE	10.23700	30.75	
		ART PURCHASES	10.41000.911	30.75	

To properly accrue actual December expense and reverse the related encumbrance at year end

10	12/31/2020	ACCOUNTS PAYABLE	10.20200		-1,682.80
		ENCUMBRANCE CONTROL	10.23600		-1,682.80
		PURCHASE ORDER RESERVE	10.23700	1,682.80	
		TELECOMMUNICATIONS	10.41000.350	1,682.80	

To properly accrue actual December expense and reverse the related encumbrance at year end

11	12/31/2020	ACCOUNTS PAYABLE	35.20200		-250.00
		ENCUMBRANCE CONTROL	35.23600		-250.00
		PURCHASE ORDER RESERVE	35.23700	250.00	
		SPECIAL EVENTS	35.41000.735	250.00	

To properly accrue actual December expense and reverse the related encumbrance at year end

12	12/31/2020	Due from Component Unit	31.1030		-7,764.00
		Due from Component Unit	33.1030		-17,810.00
		Due from Component Unit	34.1030		-16,090.00
		Due from Component Unit	35.1030	64,856.00	
		Due from Component Unit	44.1030		-12,754.00
		Due from Component Unit	45.1030		-10,438.00
		INTERFUND TRANSFER IN	35.38300		-64,856.00
		INTERFUND TRANSFER OUT	31.52100.705	7,764.00	
		INTERFUND TRANSFER OUT	33.52100.705	17,810.00	
		INTERFUND TRANSFER OUT	34.52100.705	16,090.00	
		INTERFUND TRANSFER OUT	44.52100.705	12,754.00	
		INTERFUND TRANSFER OUT	45.52100.705	10,438.00	

To true-up due from component unit amounts to actual