

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room Third Floor. 3L14
November 28, 1977 7:30 P.M.

- A. Call to order
- B. Roll call
- C. Written communication from visitors
- D. Recommended actions
 - 1. Approval of minutes as submitted
 - 2. Approval of Treasurer's Report
 - 3. Approval of current bills for payment
 - 4. Approval of current payroll journal
 - 5. Personnel matters
 - 6. Transfer of Student Activity Funds for piano purchase
 - 7. Other items
- E. Old Business
 - 1. Discussion of Rock Falls Adult Training Center and possible Board Action
 - 2. Possible dates for Legislative Appreciation Day to be held at Sauk Valley College
 - 3. Auditors response to Administrative response to Management letter
 - 4. Availability of Insurance Consultant and Insurance Summary from Dean Edison
 - 5. Report on Site and Construction Fund from Dean Edison
 - 6. Report of Collective Bargaining
 - 7. Progress Report on Building Repairs
- F. New Business
 - 1. Remodeling at Community General Hospital and the possibility of equipment acquisition for Sauk Valley College Radiologic Technology Program
- G. President's Report
 - 1. Report from Student Trustee
 - 2. Minutes of Sauk Valley College Committee Meetings
 - 3. Report on 1977-78 Funding
 - 4. Other items

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

November 28, 1977

The Board of Trustees of Sauk Valley College met in regular meeting on November 28, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order:

Chairman Coplan called the meeting to order at 7:30 p.m. and the following members answered roll call:

Kay Fisher	Lorna Keefer
Oscar Koenig	Ann Powers
Juanita Prescott	William Reigle
Ronald Coplan	

Absent:

Barb Pasada,

Audit:

Mr. Coplan noted that since the auditors were present that the Board would now discuss Item E-4 on the agenda in regard to the auditor's management letter. (Please note the attached management letter, administrative response to the management letter, and auditor's response to the administrative response)

The Board then posed questions to Mr. Van Osdol on items in his letter such as overload payments, honorariums, origin of the management letter, federal financial aid requirements, procedures followed to institute an audit, deferred tuition, and other areas suggested to the auditor for consideration. After the discussion, the Board expressed it's appreciation to Mr. Van Osdol for taking the time to attend this meeting and clarify some of the points in question.

Minutes:

It was moved by Member Reigle and seconded by Member Koenig that the Board approve the minutes of the November 14 meeting as presented. Motion voted and carried.

Treasurer's Report:

It was moved by Member Reigle and seconded by Member Powers that the Board approve the Treasurer's Report as presented. Motion voted and carried.

Bills Payable: It was moved by Member Fisher and seconded by Member Koenig that the Board approve the bills in the following amounts:

Educational Fund:	\$294,213.40
Building Fund	14,580.56
Bond and Interest #1	264,518.75

In a roll call vote, all voted aye. Motion carried.

Payroll: It was moved by Member Prescott and seconded by Member Reigle that the Board approve the October 31 payroll in the amount of \$123,734.23 and the November 15 payroll in the amount of \$98,684.09. In a roll call vote, all voted aye. Motion carried.

Piano Purchase: It was moved by Member Reigle and seconded by Member Powers that the Board approve the transfer of up to \$700 from the Restricted Purpose Account (non-budgeted contingency) for the purpose of purchasing, repairing, placing, and tuning of a used baby grand piano to be used in the student activities program. In a roll call vote, all voted aye. Motion carried.

DAVTE Approval: It was moved by Member Koenig and seconded by Member Powers that the Board approve the DAVTE claim for reimbursement for Summer, 1977 in the amount of \$12,419.34 and Fall, 1977 in the amount of \$57,405.93. Motion voted and carried.

Banking Agreement: It was moved by Member Keefer and seconded by Member Koenig that the Board approve the attached letter of understanding between the Sauk Valley Study Group (of the American Institute of Banking) and Sauk Valley College. Motion voted and carried.

Adult Learning Center: It was moved by Member Koenig and seconded by Member Keefer that the Board approve the transfer of \$7,000 from the Contingency Fund for utilization in the Disadvantaged Grant in order to continue the operation of the Rock Falls Adult Learning Center for the balance of the fiscal year. In a roll call vote, all voted aye. Motion carried.

Appreciation Day: Discussion was held on a possible date for a Legislative Appreciation Day to be held at Sauk Valley College.

Audit: Chairman Coplan noted that any Board members that had questions or comments regarding the management letter should submit them in writing to President Cole so that they can be included in the Board packet to be sent out Wednesday, December 14, 1977, for the next Board meeting to be held on December 19, 1977.

Insurance Consultant: A lengthy discussion was held on the matter of hiring an insurance consultant. Various members of the Board reported feed-back which they had received from insurance people in the district. It was the consensus of the Board that Mr. Reed (insurance consultant from Davenport, Iowa) should be invited to a meeting in January, along with representatives from the Sterling-Rock Falls Independent Insurance Agents Association and the Lee County Insurance Agents. The attached informational packet was presented to the Board on this item.

Site and Construction: The attached Site and Construction report was presented to the Board by Dean Edison.

Building Repair: Dean Edison reported that he had talked with Mr. Richard Elstner and Mr. Charles Raths and they are to let him know as soon as possible their plans to appear at a future meeting to discuss their suggestions for needed building repairs.

Board Policy: A discussion was held on updating the Board Policy Manual. Chairman Coplan appointed Juanita Prescott chairperson of a committee to study these policies. Bill Reigle and Lorna Keefer volunteered to serve on this committee.

Unemployment Compensation: Discussion was held on unemployment compensation and the Board requested the administration study the various alternatives of this matter and make some recommendations at the December meeting.

X-Ray Equipment: It was moved by Member Reigle and seconded by Member Fisher that the Board approve the expenditure of \$3,500 (plus the cost of moving and installing the equipment) from the Site and Construction Fund for the dismantling and assembling of an X-ray unit donated by Community General Hospital. In a roll call vote, all voted aye. Motion carried.

President's
Report:

President Cole reported on committee meeting minutes, projected 1978 apportionment funding, ICCB regulations on student attendance, faculty record keeping on student attendance, credit hours generated by the various departments for Fall, 1977, a letter of appreciation from the area adviser of the University of Illinois Cooperative Extension Service, and a suggestion for a budget workshop before the next meeting on December 19, 1977.

Executive
Session:

At 9:45 p.m. it was moved by Member Reigle and seconded by Member Keefer that the Board adjourn to executive session to discuss collective bargaining. In a roll call vote, all voted aye. Motion carried.

Regular
Session:

At 10:28 p.m. it was moved by Member Fisher and seconded by Member Powers that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Adjournment:

Since there was no further business, it was moved by Member Prescott and seconded by Member Reigle that the Board adjourn to 6:30 p.m. December 19, 1977. In a roll call vote all voted aye. Motion carried.

The meeting adjourned at 10:30 p.m.

Respectfully submitted:

Lorna Keefer
Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE November 9, 1977

MEMORANDUM

46-2

O: SVC Board of Trustees

FROM: Dr. George E. Cole
President

RE: AGENDA ITEM #E-2 - REPORT ON AUDIT

The management letter prepared by Lindgren, Callihan, Weaver and Van Osdol dated October 17, 1977, was distributed to the Board along with the annual audit. The Board requested a response from the administration, leaving open the possibility of future discussions with the auditor. The management letter was examined in detail by the administrative council on Thursday, October 27, 1977. After several hours of discussion it became apparent that although some of the comments by the auditor were helpful and constructive, others were vague and open to controversy and some of his comments appeared to be inappropriate, or in the words of the financial aid director, "erroneous".

Where possible, resolution was reached on the auditors' suggestions and it was decided that we would have a second meeting with the auditor being present at which time he could explain the intent of suggestions expressed in the management letter.

In preparing this response to the Board, I have requested each administrator to respond to those areas which are within his realm of responsibility and in my report I am providing these reports as supplemental material.

In essence, the management letter addresses itself to five problem areas: 1) The disbursement of checks for honorariums, 2) The preparation and disbursement of overload compensation payments to faculty, 3) The problem of deferred tuition payment, 4) The problem of cash receipts collected through the various student activities program and the Child Care Center, and 5) Compliance with federal financial aid requirements. I will discuss each of these problem areas in detail.

I. HONORARIUMS

(See Paragraphs 1, 2 & 3, Page 2 of the management letter.) It was the consensus of the administration that at the present time there is some confusion surrounding the proper procedure for the disbursement of checks and to remedy this confusion the following procedure will be implemented.

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The most desirable method of disbursing checks for honorariums is to have them distributed by mail from the Business Office. The check will not be mailed until proper documentation is provided by the individual requesting the payment. If, in the opinion of the Business Office, proper documentation is not in evidence, it is the responsibility of the Business Office to contact the individual who has requested payment and specify what additional documentation is needed before the check will be disbursed.

It is understandable that there will be situations where it would be more convenient and proper to have a check drawn in advance for an individual providing a service, e.g., commencement speakers, guest lecturers, etc. In those situations where it is felt that a check should be drawn in advance, the individual who requested the check will be provided with the check and a form prepared by the Business Office. When the check is given to the individual providing the service, the form will be signed attesting to the fact that he has received the check. The responsibility of the person requesting the check will not be considered fulfilled until he has returned the properly signed form to the Business Office to be filed away with the check request documenting the fact that services were provided and that the individual who provided the service did in fact receive payment for that service.

II. PREPARATION AND DISBURSEMENT OF OVERLOAD COMPENSATION

(See Paragraph 3 & 4, Page 2 and Paragraph 1, Page 3 of the management letter.) There was considerable confusion and controversy on the part of the administration in interpreting this problem area. Both Deans Bunch and Williams have replied in detail to questions which were raised by the auditors. It is apparent that there were several minor arithmetic errors made in Dean Williams' office but that the major area of concern on the part of the auditor was that there is apparently a certain degree of judgemental latitude permitted by the existing labor contract. It is the opinion of the administration that allowing the deans the prerogative of making judgements is both necessary and desirable. We have, for example, carefully avoided making references to class sizes in the labor agreement for obvious reasons. Maximum class sizes are generally counter-balanced by minimum class sizes. If we existed in a world of minimums and maximums at Sauk Valley College, a great amount of the instructional services now provided would not be possible.

Although Sauk Valley College has nearly 400,000 square feet of space in the main campus building, the fact remains that there are only approximately 18,700 square feet of traditional classroom space and approximately 80,000 square feet of laboratory space. The architect designed a very non-traditional instructional facility which goes far beyond the traditional world of maximum class sizes. We have large lectures which allow classes of more than 100 and these large lectures are sometimes subdivided into smaller laboratory sections. It is possible for a teacher to complete his workload assignment with less than five classes. Sometimes two or three are enough.

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At least one-half of the programs in the building deal with self-paced individual learning arrangements which makes class size irrelevant in that open laboratory hours are made available to students and the work is performed according to their own timetable. With these types of learning situations it is imperative that each instructional dean have sufficient freedom to work out class load assignments in such a manner that the individual teacher fulfills the expected number of credit hours per academic year which is agreed to in the master labor agreement. With the fluctuations in enrollment, it is sometimes necessary to provide individuals with overload payment for unusually large class assignments and to occasionally work out tutoring arrangements. The overload payment situation was complicated somewhat for the 1976-77 year in that the labor agreement was not ratified until the end of the fall semester and provisions in that agreement were retroactive to the beginning of the fall semester.

Many individuals in the career program area of the college received large overload compensation because of this retroactive settlement and the revision of the minimum workload schedule expected from each faculty person. The documentation provided by the deans indicates that by working out individual arrangements with individual teachers, the net result was that the college saved several thousand dollars and that the instructional service was provided in a manner which was both acceptable to the students as well as to the instructors.

We do not feel that it is within the prerogative of the auditor to dictate desirable contract language nor has it ever been possible for the administration to unilaterally change the content of the labor agreement without following the collective bargaining procedure. It is the recommendation of the auditor that we have very clear-cut specific language in the contract which limits the possibility of inconsistent acts between deans. It is the opinion of the administration that this is not a desirable recommendation to implement and in our opinion the auditor displayed a lack of understanding of the collective bargaining process and the content of the labor agreement. Although there are examples of inconsistent treatment of individual faculty workloads, most of this can be traced to different types of course content expectations. To avoid errors in the future, a worksheet on each faculty member's total annual load will be submitted with the overload payment request. (A copy of this form is in this package.)

III. DEFERRED TUITION PAYMENT

(See Paragraph 2, 3 & 4 on Page 3 of the management letter.) The attached summary statement from Ron Marlier indicates that in the 1976-77 year, which was covered by this audit, in the fall semester 160 students requested deferred tuition payment. These students were enrolled in a total of 1,734 credit hours. In the spring semester of 1977, 186 students requested deferred tuition payment for a total of 2,076 credit hours. In round terms, the total amount of potential revenue to the college involved in this deferred payment was approximately \$142,000 in tuition and state aid. As Mr. Marlier's report indicates, at the end of the year there were a total of 34 people

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who had failed to honor their obligations (this includes both fall and spring semester). These individuals were enrolled in a total of 109 credit hours and the institution was forced to accept approximately \$4,000 worth of bad debts. From a practical point-of-view, we gained approximately \$136,000 worth of revenue to the college through providing this deferred payment opportunity. On the other hand, the \$4,000 worth of bad debts do provide for auditing problems.

For the fall semester 1977, 358 students were on tuition hold for a total of 4,028 credit hours. At mid-term time all but 177 of these students, enrolled for a total of 184 credit hours, had honored their obligation. I am told by the CETA coordinator that 105 of the 177 students are guaranteed by the federal government. They are, however, required to apply for financial aid at the Financial Aids Office before the federal government will honor the obligation. It is readily apparent that more students were classified as tuition holds this fall than last fall. Most of this can be traced to the unusually long turnaround time required by the Illinois State Scholarship Commission office. The amount of credit hours classified as tuition holds this fall is almost equivalent to the total amount of holds for the entire 1976-77 academic year. The financial aids director is optimistic that most of these students will have honored their obligation by the end of the fall semester.

After considerable discussion, it was the opinion of the administration that deferred payments fall into two general categories.

Category one is by far the largest and is represented by students who, according to all of our best information, qualify for financial aid but have not yet received their financial aid because of the overall inability of the state scholarship office, or the federal government, to respond to these student applications. Many of these students apply late, however, the turnaround time this last year was approximately 60 to 90 days which generally had the students receiving confirmation of their financial aid well past mid-semester time. It is our opinion that it is desirable to continue this process both from an economic point-of-view and also because it does provide service to students, which is the college's primary reason for existence.

The auditors suggested that the Business Office "record all tuition revenue at the time of registration, charging a tuition receivable account for uncollected tuition. Thus, accounting control is established over the tuition receivable." No one could understand completely what was intended by this statement and in cooperation with the auditor we worked out the following procedure which is acceptable to the Business Office and is also acceptable, with reluctance, by the Financial Aids Office because of the workload involved.

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Step 1: At the close of the registration period, all those individuals who have been placed on deferred tuition status will be placed on a listing including their social security number, number of enrolled hours, etc., and a summary of these dollars and hours will be provided to the Business Office. This first summary will not include the names of the students for the Business Office use.

Step 2: At mid-term time when the state aid request form is submitted to Springfield, all those individuals who are still on the deferred tuition list will be identified by name, number and degree of commitment to the Business Office along with a summary. This list will be prepared by the Registrar's Office. At the end of the semester, the list will be revised removing all those individuals who have honored their obligation and the final list (usually a very small list) will be provided to the Business Office and will be tentatively identified as bad debts.

Step 3: At the end of the semester, the Financial Aids Office will inform the student in writing that according to their records they have an unfulfilled obligation to the college and they should make arrangements with the Business Office for the honoring of this obligation. The Business Office will be provided with a copy of this correspondence from the Financial Aids Office to this individual student.

Step 4: Within a reasonable degree of time, probably 30 days, the Business Office will submit a formal billing to the student. If collection efforts are unsuccessful by the end of the fiscal year, individuals who have failed to pay will be classified as bad debts and so identified for auditing purposes.

A second category of deferred tuition, although similar in scope, provides a much larger problem. Although the number of students involved is small, the potential number of students is great and other colleges who have dealt with this group have approached financial disaster. There are students who would like to attend college but who do not qualify for financial aid and who do not have the money to pay tuition. Many of them start classes and intend to pay their tuition when they get the money. Some of them lost interest and withdraw from school before they have paid their tuition. Others of them are sincere and want to honor their obligation over a period of time. This year approximately 40 students in this category were permitted to enroll with the understanding that the tuition obligation would be honored shortly after the end of the registration period. According to state requirements, the individual must be registered officially during the registration period if we are to claim state aid. It was felt that by enrolling these individuals in classes where there were empty seats, that we would at least be able to claim state aid on these individuals if they remained enrolled through mid-term. In terms of past history, most of these individuals do honor their obligation. We also provided the Master Charge service, although not many students responded to this service, perhaps because it was not too well publicized. This may provide a partial solution in future semesters.

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This problem requires more study but the administration generally feels that it is in the best interest of the college to discourage the practice of permitting students who do not qualify for financial aid to register without tuition payment unless the college has provided some type of loan program which permits the student to borrow the money until it is repaid.

IV. CASH RECEIPTS

(See Paragraph 5, Page 3 of the management letter.) This item is concerned with the collection of cash by certain ongoing student activities. The Child Care Center was mentioned specifically. It should first of all be remembered that since its inception, Sauk Valley College has provided a wide variety of student activities which involve the collection of money. Specifically monies are collected in the Child Care Center, at athletic events for a variety of reasons, in the library for library fines and Xeroxing fees, through parking fines, through testing sessions, through the film commission Saturday evening movie, through a variety of clubs who offer bake sales, etc., and through the drama presentations. It should be remembered that all of these activities together do not generally collect more than \$4,000 a year.

Dean Sagmoe is preparing some guidelines for this area. In general, however, since the college started some 12 years ago, these activities have been functioning and to the best of my knowledge any college losses have been either non-existent or very minimal. It is the opinion of the Dean of Students that we conduct the college in a spirit of trust which permits the students the opportunity of collecting and handling money to support the wide variety of student activities. Some of these funds are returned to the Business Office on a daily basis, some on a weekly basis, and some on a monthly basis. The specific practice which caused the auditor to mention this in his management letter involves the fact that many mothers pick up their children after class at 5 p.m. and frequently on Friday pay the Child Care Center for the services provided. The individual who administers the Child Care Center often receives money sometimes unfortunately at 5 p.m. or shortly after 5 p.m. at a time when the Business Office is closed, and for safekeeping has apparently been taking this money home with her and returning it the next day to turn into the Business Office.

It should be remembered that we have had no losses in the Child Care Center area and that her records have always checked-out perfectly. (She keeps a daily ledger.) The alternative to this procedure would be to invest in a safekeeping device such as a small safe or a locked file, etc., but in many of these situations we are faced with the alternative of creating an expensive, cumbersome system to watch over a relatively small amount of money which does not have a history of loss problems. In my opinion, the element of trust is very important in the educational process and I feel it is good training for our students to be given the opportunity of handling money and to be placed in a position where they are responsible to account for collections and keep records of the income, disbursements, etc.

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I feel that Dean Sagmoe should work with the various student activities advisors and student government officers to prepare some general guidelines which clarify these expectations more succinctly.

V. COMPLIANCE WITH FEDERAL FINANCIAL AID REQUIREMENTS

(See Paragraph 1, Page 4 of the management letter.) It is the opinion of the financial aids officer that this section is totally erroneous. In our discussions with the auditor it emerged that he had used an obsolete federal directive which had several months since been made obsolete. The financial aids officer, Ron Marlier, indicated that there are no instances of students being granted assistance in violation of federal guidelines, that the federal guidelines in question were not signed by the President until last fall, and that the earliest date that it would take effect would be in the Fall of 1977. Even after the guidelines are implemented, the Financial Aids Officer has the authority to make judgements on individual students as long as these judgements are documented by anecdotal records. In our desire to comply with the anticipated federal guidelines, the Board approved a policy of compliance several months ago. We have always managed this area in a very careful and correct manner and the records available in the Financial Aids Office amply document this statement.

PERSONAL OBSERVATIONS

In my opinion, the preparation of this management letter by the auditor and the necessary response from the administration was essentially a good experience. There are, however, several observations forthcoming which might be helpful in the future.

During the past year we have been audited by the Department of Vocational & Technical Education, there have been federal auditors in the building regarding the work-study program, veterans' assistance programs, etc. In all of these situations when an auditor enters the building they have always had the courtesy to stop at the President's Office and tell me that they were here and why they were here. At that point, my office makes it a point to be sure that they know who they should be talking with and why. Since my arrival at Sauk I have never had the opportunity to talk with any of the college auditors before they began the audit process. I would suggest in the future that the auditors make it a point to meet briefly with the members of the administrative council so that we know who they are and so that we can make better use of their time and our time in accomplishing the normal audit process.

During this year's audit I received several comments from administrators who expressed concern about the level of understanding displayed by the individuals asking the questions. The administrators offered the opinion that the auditors apparently were unfamiliar with the implications of our collective bargaining agreement, specifically the retroactive nature of the settlement. The financial aids office was concerned that they were asking questions about the 1977-78 year although the audit covered the 1976-77 year. In some instances, data was collected from offices without the administrator of that office being present.

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In my opinion all of these problems could have been avoided if we could have met briefly with the auditor before the audit process began and could have had some understanding of what areas he was investigating. All other auditors from other agencies who visit the college do this routinely.

Thirdly, a meeting was arranged with the administrative council and the auditor at which time we requested that he be willing to discuss with us some of his findings and also discuss any recommendations he would like to make. At that time he said he was not willing to discuss any of this with us until after such time as his report was submitted to the Board. In my opinion, this was unfortunate because a management letter from him would have been more helpful if it could have incorporated accurate facts which he apparently did not possess but could have been provided by us into plausible recommendations.

In other colleges where I have worked, we routinely requested and received management letters. It is my recommendation that this practice be implemented at Sauk Valley College for future audits.

The management letter examined some relatively small items in great detail while at the same time it offered no comment on other larger items of administrative concern. For example, the lack of bidding procedures on our insurance coverage, the need for a centralized purchasing activity, the need for a more coherent management information system which could tie the various operational units of the college together through the use of Data Processing assistance. A unified information collection system would greatly assist the Data Processing Center, the Registrar's Office, the Financial Aids Office, and the instructional deans in making their regular reports to Springfield. To be coherent, this information system must tie into the Business Office's accounting system. It might also be helpful to address the advisability of having a separation of the Comptroller's functions as opposed to the purchasing function of the college. In my opinion, future audits might want to address these more substantial areas of concern in future management letters.

GEC/bg
Enc.

LINDGREN, CALLIHAN, WEAVER and VAN OSDOL

CERTIFIED PUBLIC ACCOUNTANTS

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October 17, 1977

Board of Trustees
Sauk Valley Community
College District 506
Dixon, Illinois

Ladies and Gentlemen:

Our examination of the financial statements of Sauk Valley Community College District 506 for the year ended June 30, 1977, included a review of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards, the purpose of such evaluation is to establish a basis for reliance thereon in determining the nature, timing and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements.

The objective of internal accounting control is to provide reasonable, but not absolute assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

Our study and evaluation of the College's system of internal accounting control for the year ended June 30, 1977, which was made for the purpose set forth in the first paragraph, was not designed for the purpose of expressing an opinion on internal accounting control and would not necessarily disclose all weaknesses in the system. However, such study and evaluation did disclose some conditions which we would like to submit for your consideration.

Supporting Documentation for Certain Disbursements:

During our review of documentation supporting disbursements, we noted instances of checks to individuals based on check requests signed by various College officials. These checks represented payment for honorariums, presentations, performances, etc., and were usually in amounts ranging from \$10-\$50. Other supporting documents generally were not available to substantiate these payments.

In reviewing these disbursements, we discovered that one payment was for a purpose other than that which was described on the check request. This fact was verified to us by the payee of the check. While it appears this disbursement was nevertheless for a business purpose, a serious potential weakness of the present system exists whereby checks could be written for one purpose when, in fact they might be for some other related, or unrelated purpose.

To minimize this possibility, we recommend that such check requests have attached a signed statement by the speaker, contributor, etc., stating that he participated in a seminar or performed a service on a specific date and for a specific purpose. In addition, a copy of the published program, a news article, and/or any other available documentation should be attached to verify propriety of the disbursements. Finally, checks in payment for these services should be mailed directly to the payees by the business office, with an advice going to the person who requested the check indicating that payment has been made.

Documentation for overload compensation was also reviewed during our audit. We noted that such documentation was not attached as a part of the overload contract and accordingly was not readily available in the business office. Upon review of documentation, once it was made available to us, we noted mathematical errors and inconsistencies in the calculations of overload pay which, in total resulted in overpayments to teachers of \$439. We believe this documentation should be made a part of this contract, should be on file in the business office, and should be subjected to a mathematical review by the business office to limit the possibility of these errors in the future.

We also noted judgmental allocations of overload credit based on class sizes, special non-teaching assignments, and changes in schedules subsequent to issuance of the teacher's contract. The making of these judgmental decisions illustrate, in our opinion areas in which the master contract language should be clarified and/ or expanded as to limit judgmental differences which may result in inconsistent treatment on a teacher-by-teacher basis.

Finally, with respect to overload compensation, we noted that current accounting results in grouping overload pay in the same account with part-time compensation. We believe more effective control and analysis of overload pay (as well as part-time pay) could be achieved by splitting this account into two separate accounts. Even further control may result by the division of these two accounts into sub-accounts based upon areas of instruction.

Unrecorded Receivables:

In conducting our tests of tuition revenue, we learned that certain students have been permitted to register for courses on credit, with the expectation that they will be receiving financial aid, or, in some cases based upon their promise to pay at a later date. Such registrations are held in the registrars office until payment is received, at which time the business office records the tuition revenue. If the tuition is never collected, the loss is recognized merely by the absence of revenue ever being recognized. The business office thus has no knowledge of or control over uncollected tuition.

We believe better control over this practice would be accomplished if the business office would record all tuition revenue at the time of registration, charging a tuition receivable account for uncollected tuition. Thus, accounting control is established over the tuition receivable. Then if it becomes apparent at a later date that the tuition will not be collected, it would be charged off to a "bad debt" expense which would appear on the financial statements. It would then be possible to assess the credit practice of the College by reviewing the bad debt expense account and the remaining tuition receivable account.

We believe caution should be exercised in allowing tuition on credit, for there is little collateral to be used as security, particularly with the student who drops out prior to the end of the semester. Furthermore, the practice of registering on credit could become widespread, resulting in a serious cash flow problem for the College.

Cash Receipts:

We noted that certain receipts collected at offices other than the business office (for example, child care), are not turned in promptly to the business office. Furthermore, safekeeping facilities for these activities are not provided. We accordingly recommend that all cash collected for any purposes be turned in to the business office on a regular and frequent basis.

Financial Aids Office Compliance:

We noted several instances within the Financial Aids Office of non-compliance with academic guidelines for the granting of financial assistance. Several students were granted assistance despite grade-point averages below the minimums established by the Department of Health, Education and Welfare. We recommend that this practice be discontinued to minimize the problems which could develop should the Department of Health, Education and Welfare object to these violations.

* * * * *

Our comments are based upon conditions noted during our audit and are not intended to be all-inclusive. They are submitted as constructive suggestions to assist you in strengthening controls and procedures and are not intended to reflect on the honesty or integrity of any employee.

We appreciate the opportunity to present these comments and recommendations for your consideration, and are prepared to discuss them further at your convenience.

Very truly yours,

LINDGREN, CALLIHAN, WEAVER & VAN OSDOL



John A. Van Osdol

JAV/ba

LINDGREN, CALLIHAN, WEAVER and VAN OSDOL

CERTIFIED PUBLIC ACCOUNTANTS

Central National Bank Building
402 First Avenue
Sterling, Illinois 61081
Phone (815) 626-1277

OFFICES IN OTHER CITIES:

Rockford, Illinois
(815) 962-8033
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(815) 232-1156
Dixon, Illinois
(815) 284-3331

November 23, 1977

Mr. George Cole, President
Sauk Valley College
Dixon, Ill. 61021

Dear Mr. Cole:

We were not able to complete the enclosed letter in time for it to be included in the packet of materials sent by the College, and accordingly are mailing it directly to you.

We will attend the meeting of November 28, 1977, to answer any questions you may have regarding this letter or other reports generated by our audit.

Very truly yours,

LINDGREN, CALLIHAN, WEAVER & VAN OSDOL



John A. Van Osdol

LINDGREN, CALLIHAN, WEAVER and VAN OSDOL

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November 23, 1977

Board of Trustees
Sauk Valley Community College
District 506
Dixon, Illinois

Ladies and Gentlemen:

On November 14, 1977, we received a copy of a memorandum dated November 9, 1977, addressed to you and sent from Dr. George Cole. The memorandum contained responses to our audit, specifically our management letter dated October 17, 1977. We would like to respond to the comments presented in the memorandum and the supplementary material which accompanied the memorandum.

Honorariums:

The memorandum indicated confusion exists surrounding the proper procedure for the disbursement of checks. While we have no basis on which to assess this general statement, we do not believe confusion over the proper procedure created the serious problem discussed in our management letter. We instead believe the situation described in the management letter was a mis-representation of the facts.

We believe the procedures outlined in the November 9, 1977, memo to the Board will be adequate to greatly minimize the possibility of disbursements being made for purposes other than that noted on the check request. We would like to emphasize that our comment related not only to honorariums, but also to any other non-payroll disbursements to individuals. Accordingly, we believe this procedure should be applied to all such expenditures.

Overload Compensation:

We were pleased to see that overload will in the future include worksheets outlining the calculation of the overload hours. Provided these worksheets are analytically reviewed by the business office before disbursements are made, we would not anticipate problems such as the eleven

clerical errors (one of which required a completely revised overload worksheet to be prepared) noted on the 1976-1977 overload calculations.

While we do not consider the judgmental latitude in preparing overload contracts to be any more of a major problem than the previously mentioned clerical error problem, it has apparently been given this "major problem" status. Our comment was intended to alert the Board that judgmental decisions are made currently and that, in our opinion, the resultant potential of inconsistencies could give rise to problems, such as the filing of a grievance. The following inconsistencies, for example, are evident in the supplementary material:

*fall
19. students
5.8
Spring
53*

*? Different
Assignment*

- (1) Mr. Happach received 6.4 hours of overload credit for the current teaching of 51 students in the 4 credit hour IND 110 and 111 sequence in the fall, 1976. He taught the same two classes to 53 students in the spring, 1977, and received 6.2 hours of overload credit, 0.2 hours less for teaching two more students.
- (2) Norman Spencer received 3.5 hours of credit for a special non-teaching assignment, while Ron Happach received 3.0 hours for a special, non-teaching assignment.
- (3) Janet Kime had 28 equated credit hours based on her course schedule, but was awarded 7.5 overload hours for a "change in the teaching assignment", making her equivalent equated credit hours (those hours for which she was paid) 40.5 hours.

We do not believe the element of judgment can be entirely eliminated from the overload determination process. We do believe, however, that conditions which require the exercise of judgment (which in turn might create inconsistencies) should be kept to a minimum. Obviously, an existing master contract cannot be retroactively changed, nor can we, as auditors, dictate contract language. We have not made either such recommendations. We do believe that the Board and the Administration should attempt to be aware of and limit the weaknesses in the wording of any proposed contract, so as to avoid inconsistent treatment of overload contracts for various teachers working under the same or different Deans. The examples cited above are examples of which you should be aware and for which you may wish to develop alternative proposed contract language. As a further comment, we suggest that in the future, where judgmental decisions have to be made in overload contracts, that a committee made up of Board members have the final authority in awarding the overload.

Deferred Tuition:

The procedure outlined on page 5 of the memorandum is acceptable, in our opinion, as a means of recording and reporting upon uncollected tuition. There appears to be some administrative reluctance to the procedure, however, over a concern that an extra work load might be placed on the Financial Aids Office. This procedure will create absolutely no extra work for the Financial Aids Office. Specifically, step 3 is the only instance in the procedural outline where the Financial Aids Office is even mentioned. It states that the Financial Aids Office will inform students in writing that they still owe the College, and send a copy of the notice to the Business Office. This procedure should already be in effect. Extra procedures will be required, but only of the Registrar's Office and the Business Office. We would not anticipate an overwhelming amount of extra work and believe the end result is essential to responsible fiscal management of the potentially serious problem.

We concur with the administration's philosophy that the practice of registration without tuition payment (unless there is a strong possibility of a loan or scholarship program forthcoming) should be discouraged.

Cash Receipts:

We believe that all monies collected by offices other than the Business Office should be deposited with the Business Office as soon as possible. In many instances, a daily deposit could be made; where this is not possible, a next day deposit seems practical. We see no reason why page six of the memo must state, "Some of these funds are returned to the Business Office on a daily basis, some on a weekly basis, and some on a monthly basis". Where are these funds during the interim between collection and deposit? What security exists over them? Why might they be held for a month? We believe procedures should be implemented to safeguard monies which, for practical reasons, cannot be deposited daily. We do recognize, however, as we pointed out on page one of our management letter, that "the cost of a system of internal control should not exceed the benefits derived".

The memorandum also states that this discussion involves "a small amount of money which does not have a history of loss problems". Procedures for certain receipts are such that it is impossible to know if we have a loss problem or not. Furthermore, assuming no losses have been incurred, what is to prevent a loss in the future? Our management letter comment is intended to point out a potential problem so that corrective action might be taken before a problem develops.

Page 4

Page 7 of the memorandum indicates that Dean Sagmoe will be working on this problem to prepare some general guidelines. We would be most willing to review these guidelines upon their completion and offer our comments as to their adequacy from an accounting internal control viewpoint.

Compliance with Federal Financial Aid Requirements:

In conducting our audit of the Work-Study and Educational Opportunity Grants Programs, we followed instructions contained in an Audit Guide sent to us in March, 1977, by the regional audit director of the Department of Health, Education and Welfare. This Guide is dated May, 1976, and includes specific instructions from the regional director's office that it be followed for audits for fiscal year 1976 and thereafter. We also talked to Mr. William Andrews of the DHEW audit staff. He indicated that in audits his office conducts on Work Study and EOG Programs, he follows the same Audit Guide. Accordingly, we believe this Guide to be a reliable reference in conducting our audit. We would be most interested in receiving a copy of the forthcoming letter from a Mr. Schmidt of the DHEW to see if it presents a position contrary to ours or that of the Audit Guide.

Included as a step in the Guide is the verification by the auditor that students receiving aid are in good standing at the College and are capable of maintaining good standing. We selected 24 students for testing; four students had grade point averages of 1.00 or lower, and one had an average of 1.54 for 34 semester hours. These averages fall below those considered by the College as evidence of satisfactory progress towards a degree, as evidenced by the policy appearing on page 22 of the 1976-1978 catalog.

General Comments:

As we commented on the first page of our management letter, we study internal accounting control as a part of our audit process. Our audit is not made specifically to study internal accounting control, nor are we contracted as management consultants to review and assess systems or procedures of any kind. Our firm, however, has taken the position that should we note deficiencies in the system during the conduct of our financial audit, we will bring them to the attention of the responsible officials for their consideration. Accordingly, as a result of our financial audit of the College for the year ended June 30, 1977, we noted certain deficiencies which we believed should be presented to the Board, and accordingly made our decision to issue a management letter. Facts presented in the letter were gathered during the audit and were discussed not only with the parties involved, but also, at the conclusion of the

*Did not tell us
letter was written*

the 20th, 1970, at 10:00 a.m. at the office of the W. H. Fogg,
the various were to be read out at the meeting, and the grounds of mis-
debt, which the Plaintiff had claimed, and in passing over already-
known arrangements, left a certificate, dated October 17, 1970,
which the Plaintiff was to file, and to include presenting
facts which might have been observed and experienced as a result of this
meeting.

The Association invited me to speak at the meeting of the National Council prior to the Annual Meeting, and I am going to do this in the future to introduce our society and its aims, limited scope, our work, and answer questions. We do not, however, assume yet, at that time, that we have yet functioned as a society, or as our first adult course. To give me a full account of the course and its perturbing influence in our community.

Concerning the expressed desire of the Board of Trustees, and the
Administrative Committee at the University, that the Board take this
position, since it is our responsibility to make arrangements to the
Board of Trustees, not to the Board of Governors. The position is in con-
pliance with the Illinois Revised Statutes, Section 102, Section 109,
paragraph 2, 1, which is described in the following letter, in which the action
which to be made.

In accordance to the law passed, the Board of Education, after reviewing and discussing policies, will review the existing curriculum policy of the College, and make compliance with the new requirements. The Board will accept the recommendations. It is our opinion, according to the reading of laws, and, we urge, that annual budget is the proper one for most policies, particularly group medical coverage.

Page 6

Finally, we believe that the purchasing function is a business function of the College and could not be practically separated from the Office of the Dean of Business Services.

We regret that our management letter had to be described as erroneous, inaccurate, vague, etc. in the November memorandum. While we do not believe it to possess these deficiencies, we must assume we have been deficient in conveying it to the Administration. We sincerely hope that our forthcoming meeting with the Board and the Administration will result in a better understanding of its content.

As we stated in our management letter's concluding remarks, our comments were submitted as constructive suggestions and were not intended to reflect on the honesty or integrity of any employee. Furthermore, we must emphasize that the management letter is a supplemental by-product of the primary purpose of our engagement, that of issuing a report on the fairness of the June 30, 1977, financial statements. The supplemental nature of this report, and the disclosure therein, should alert the readers that it is not intended to be all-inclusive, nor is it intended that the comments or suggestions are a mandate for action. They are submitted for your consideration alone, for you to deal with as your best judgment dictates.

We will be looking forward to meeting with you to explain our audit and answer your questions.

LINDGREN, CALLIHAN, WEAVER & VAN OSDOL



John A. Van Osdol

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

#D-6

DATE November 22, 1977

MEMORANDUM

TO: Sauk Valley College
Board of Trustees

FROM: Dr. George Cole *G. E. C.*

The attached recommendation from the Student Services Staff requests the expenditure of \$700.00, from the Restricted Purposes - Reserved Carry-Over Account for the purchase and servicing of a used baby grand piano. This purchase would reduce the time and cost involved in piano-moving for our student activity events.

RECOMMENDATION

It is recommended that the Board authorize the expenditure of up to \$700.00, from the Restricted Purpose - Reserved Carry-Over Account for the purpose of purchasing, repairing, placing, and tuning a used baby grand piano.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 21, 1977

MEMORANDUM

#Q-6

TO: Dr. George E. Cole

FROM: John E. Sagmoe

E: RECOMMENDED STUDENT ACTIVITIES EXPENDITURE

Attached is a recommendation from the Student Activities Director and the Associated Students' Board that an Emerson baby grand piano be purchased for utilization by the student activities program.

The piano has been inspected by members of our music department, and they have also recommended its purchase. At the present time, the student activities program utilizes the piano in the music department for various productions. This necessitates costs of moving and tuning the piano each time it is relocated, in addition to increasing the possibility of damage to one of the pianos that are utilized in our instructional program. The purchase of this piano should facilitate more effective use of musical equipment in both our student activities program and our music instructional program.

RECOMMENDATION:

It is recommended that funds up to \$700 be utilized from the Restricted Purposes - Reserved Carry-Over Account for the purpose of purchasing a used baby grand piano.

These expenditures would be made in the following manner:

\$500 - Purchase of the baby grand piano

\$200 - (Approximately) for moving, tuning, and minor repairs

\$700 - TOTAL

JES/vld

Enclosure

cc Dean Robert Edison
Claire Buschmann

SAUK-VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 17, 1977

MEMORANDUM

TO: John Sagmoe

FROM: Claire Buschmann

RE: PIANO PURCHASE

Max Guinnup and I have been approached by the Wesley United Methodist Church of Sterling regarding the possible purchase of a baby grand piano. The Church has received another piano and is desirous of selling their Emerson baby grand to Sauk Valley College for \$500.

Max, Ruth Hedstrom, and myself inspected the piano and found it to be in generally good condition. The piano will need to be cleaned and tuned, perhaps twice, and I would suggest that locks be installed before moving it to the cafeteria. Additional costs are thus estimated at approximately \$170.

The need for a baby grand piano for visiting artists has become more evident than ever before:

1. Four separate contractual requests that such a piano be available for visiting artists have been fulfilled this semester. Such requests will continue in the future, as well as requests for a piano for informal student programs.
2. Two baby grand pianos are currently in use in the music department. One has a cracked soundboard and can only be used for practice. The other grand has been moved frequently, resulting in the need for additional tuning and repair. Most recently the sostenuto pedal was replaced after it collapsed during a move.
3. The two-three day period when the piano is located elsewhere inconveniences the music department due to the resultant loss in scheduled use for teaching and rehearsals.
4. The cost to student activities for moving and tuning a piano is \$100. The permanent placement of a piano in the cafeteria will drastically cut these expenditures.

For these reasons, Max, Ruth, and I recommend the purchase of the Emerson piano from the Wesley United Methodist Church. Further, I recommend that the cost of the purchase (\$500), moving (approximately \$100), and repair (approximately \$70) of the piano be borne by the Student Activities Reserve Fund.

This recommendation has also been unanimously recommended by the Sauk Valley College Associated Students' Board at their Tuesday, November 15, 1977, meeting.

vld

SPECIAL ADMINISTRATIVE COUNCIL MEETING

October 27, 1977

Dr. Cole called a special meeting of the administrative council for the purpose of reviewing and analyzing the management letter submitted by college auditors in conjunction with the 1976-77 audit. A special purpose of the meeting was to review the auditors' recommendations and to determine whether the administration concurs with these recommendations. It will also be necessary to develop recommended changes in college policies or procedures needed to implement the auditor's proposals.

In addition to the administrative council, guests attending the meeting were Ron Marlier and Wally Clevenger.

The following items were reviewed:

I. "SUPPORTING DOCUMENTATION FOR CERTAIN DISBURSEMENTS"

A. HONORARIUMS

It was decided that the college's practice with regard to distributing honorariums would normally involve distribution of checks by mail from the Business Office, which is the preferred method. However, it was recognized that exceptions could occur and in the event that an individual wished to hand-deliver an honorarium check personally, that administrator should obtain the signature of the speaker or presenter on a form to be developed by the Business Office. The purpose of this would be to document the fact that the person to whom the check is written has delivered services to the college for that payment.

B. COMPENSATION OF OVERLOAD

It was decided that a work sheet showing the instructional deans' method of computing overload compensation be submitted to the Business Office along with the contract letter calling for the payment of that compensation. A copy of that work sheet is attached to these minutes and has been provided by the auditing firm.

C. JUDGEMENTAL ALLOCATIONS OF OVERLOAD CREDIT

There was considerable discussion on this topic. It was decided to ask the auditor to clarify his intentions regarding this statement in the management letter before a firm administrative stance is taken.

However, there were strong objections voiced to the auditors' recommendation that we change our master contract with the faculty to limit judgemental differences. These objections were based on the fact that: 1) These kinds of contractual changes are not considered desirable because we want to maintain the flexibility of having deans make judgements; and 2) we cannot in any event unilaterally make that change in the contract as proposed since any change must be bargained with the faculty.

SPECIAL ADMINISTRATIVE COUNCIL MEETING
October 27, 1977
Page #2

There was also considerable discussion revealing the fact the different instructional deans deal with the question of class size maximums in different manners. It was decided that this issue needs to be resolved and will be the subject of a separate meeting dealing with contract administration.

D. OVERLOAD PAY CATEGORIES

It was decided that our change in this year's budget separating part-time and overload pay from a single category to individual accounts administered by each dean was sufficient improvement here. It was decided not to follow the auditors' suggestions that we might further divide these individual accounts under each dean into separate part-time and overload budget categories.

II. UNRECORDED RECEIVABLES

A. DEFERRED TUITION

It was decided to have Ron Marlier write a report summarizing our practice on deferred tuition as practiced last year. Marlier noted that tuition was deferred for two main categories of students: 1) Those who qualified for financial aid but had not yet received that aid; and 2) Those who do not qualify for financial aid programs but still need time to acquire the money to pay their tuition.

Dean Edison noted that the auditors' recommendation simply suggested that we recommend bad debt tuition accounting rather than alter other parts of the system.

It was decided to close the loop with the Business Office by identifying bad debts at the end of each semester and providing this information to Dean Edison. It was also decided to legitimate the entire deferred payment system by making a policy recommendation for its implementation.

B. MANDATORY ATTENDANCE

There was considerable discussion on problems of complying with federal class attendance requirements regarding financial aid in the future. The discussion centered on developing a system to monitor this attendance and to gain feedback from individual faculty members. It was decided that an attendance policy should be developed.

III. CASH RECEIPTS

A number of offices or college functions were identified as agencies that collect cash. These include the Child Care Center, the testing function through counseling, parking, student activities, including movies, plays, etc., athletics and the library. The discussion produced suggestions that cash be turned into the Business Office at the close of an event or on some sort of regular basis, such as a weekly or bi-weekly basis. Dean Sagmoe will be developing a procedure for approval regarding this.

SPECIAL ADMINISTRATIVE COUNCIL MEETING
October 27, 1977
Page #3

IV. FINANCIAL AID OFFICE COMPLIANCE

Ron Marlier said he felt the criticism of the financial aid office failing to meet HEW grade point average minimums was erroneous. He said first that HEW regulations do not establish grade point minimums and secondly noted that any standard of progress for students that has come from HEW is applicable only with the beginning of the 1977-78 academic year. For this reason, he said it should not be a valid criticism as part of an audit of the 1976-77 year.

V. CONCLUSIONS

It was decided before completing the administrative response to the management letter to ask the auditor to return to a meeting on Thursday, November 3, at 9 a.m. to clarify the following:

- A. His specific intention on his criticism regarding the judgemental allocation of overload credit.
- B. His intention regarding the content of a deferred payment policy.
- C. His statement regarding financial aid compliance with HEW standards.

bg
10-28-77

structor's Name _____ Hours Overload _____

FALL Semester Years

PRINC Semester _____ Years _____

VENTIC YEAR

SPECIAL ADMINISTRATIVE COUNCIL MEETING

November 3, 1977

A special meeting of the administrative council was held so that auditor John Van Osdol could respond to questions raised by members of the council at an earlier meeting. At that time the council reviewed the auditors' recommendations as they appeared in the management letter to the Board of Trustees. The purpose of that review and this meeting was to evaluate the auditors' report and develop policies and procedure recommendations for the Board that affect items listed in the management letter.

I. DEFERRED TUITION

Dr. Cole asked Mr. Van Osdol to clarify his intention with regard to deferred tuition in the management letter. Mr. Van Osdol said the problem as he sees it is the fact that deferred tuition is not recorded in any of the financial books of the institution. Currently it appears only in the Registrar's Office and therefore according to Mr. Van Osdol may be unknown to the Board.

After some discussion, it was decided that the following system would current this deficiency: At the close of the 10-day period for each semester the Registrar would submit a total dollar figure summary of all deferred tuition. By the mid-term date of that semester, she would provide the Business Office with a list of the names and the credit hours for each student remaining in a deferred tuition status, and at the close of the semester a financial listing of those who had not paid their tuition would be provided to the Business Office.

II. JUDGEMENTAL ALLOCATIONS OF OVERLOAD CREDIT

Mr. Van Osdol repeated his recommendation that the college alter its master contract with the Faculty Association in a manner that limits judgemental differences made by individual deans. Dr. Cole responded that the college has deliberately avoided such limits as class size minimums and maximums in an effort to maintain flexibility for scheduling.

Dr. Williams pointed out as well that the college would not want to limit this flexibility which has in his judgement enabled the Deans to save the college money. He did suggest that we could improve our administration in this area by developed consistent practices which all individual deans would apply when dealing with these issues.

III. CASH RECEIPTS

On his recommendation regarding cash receipts, Mr. Van Osdol suggested that money collected by offices or groups outside the Business Office be turned into the Business Office on the same day that it is collected, if possible. In any event, such collected cash should be turned into the Business Office no later than the morning of the next business day.

ADMINISTRATIVE COUNCIL MINUTES

November 3, 1977

Page #2

IV. ADDITIONAL DISCUSSION OF DEFERRED TUITION

Mr. Marlier asked that we return to the consideration of deferred tuition and asked if it was a good practice to defer tuition for students who did not qualify for some kind of financial aid. After some discussion Mr. Marlier said he would personally recommend that we do not defer tuition for these students and that feeling seemed to be a consensus of the group. A comprehensive deferred tuition policy for Board approval will be developed in the future.

V. FINANCIAL AID OFFICE COMPLIANCE

Mr. Marlier said that the management letter was in error when it criticized the financial aids office for failing to meet HEW Department grade point minimums for some students who were awarded federal financial aid. He repeated his contention that HEW regulations do not establish grade point minimums and further repeated his belief that any standards of progress forthcoming from HEW would be applicable with the beginning of the 1977-78 academic year and for that reason should not be a part of the audit for the 1976-77 year.

Mr. Van Osdol said that he included this as part of the audit because standards of progress were incorporated in preparation guidelines distributed by the auditing agency of HEW. These guidelines showed that they were applicable for the audit of 1976 and later and would therefore include the audit he just completed at Sauk Valley College. He further said he had no way of knowing that the actual enabling legislation relative to these guidelines had not been signed.

Mr. Marlier again stressed the fact that they were not applicable to the current year since the law was not in effect. He also noted that by law, he would have the right to exempt students from the standards of progress if he could document a reason.

VI. INQUIRY ON PAST AUDITS

Dr. Cole noted that some of the practices criticized in this management letter (i.e., failure to promptly turn in cash receipts to the Business Office) have apparently been consistent practice for a number of years. He asked Mr. Van Osdol why previous auditors had not seen fit to object to them. Mr. Van Osdol responded that in his professional judgement the magnitude of the college's financial activities had so increased the past years to justify noting it at this time. He also offered the observation that previous auditing companies did not necessarily maintain a policy of issuing written statements in as great a detail as did his current firm.

bg
11-4-77

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 28, 1977

#D-1a

MEMORANDUM

TO: Dr. Cole

FROM: Dr. Williams *BSW*

Attached you will find an Analysis of our DAVTE Claim for Reimbursement for the Summer 1977, and, Fall 1977. These reimbursement claims must be approved at this evening's Board Meeting.

I would appreciate your placing this on the Agenda as an action item.

I have several comments I would like to make regarding this report to the Board, at the time it is considered. I will, of course, be present.

Thanks for your consideration.

lm
enc

DAVTE CLAIM FOR REIMBURSEMENT

SUMMER 1977

<u>PT</u>	<u>RATE</u>	<u>CR HRS</u>	<u>DIS.CR.HRS.</u> ÷ 2	<u>TOTAL HRS.</u>	<u>AMOUNT</u>
<u>Agriculture</u>					
Busn					
<u>Horticulture</u>					
Prod					
Cooperative Ed	7.50	12	2	14	\$ 105.00
<u>Business</u>					
Accounting	4.50	30		30	135.00
Data Proc	7.50	34	3	37	277.50
Id Mgmt	2.25	54	1.5	55.5	124.88
Real Estate	2.25				
Sci. Science	4.50	62	1.5	63.5	285.75
Cooperative Ed	7.50	83		83	622.50
<u>Health</u>					
Nursing	7.50				
Nursing	7.50	441		441	3307.50
Med Tech	7.50	74	4	78	585.00
Med Lab Tech	7.50	214		214	1605.00
<u>Ind & Tech</u>					
Automotive	7.50				
Machine Design	4.50	184	2	186	837.00
Electronics	4.50	48	1.5	49.5	222.75
Welding	4.50	59	1.5	60.5	272.25
Refrigeration	7.50				
Construction	2.25	24	3	27	60.75
Cooperative Ed	7.50	9		9	67.50
<u>Public Service</u>					
Human Services	2.25	36		36	81.00
Food Service	4.50				
Cosmetology	7.50	52		52	390.00
Library Tech	2.25				
Cooperative Ed	7.50	11		11	82.50
<u>Public Safety</u>					
Criminal Just	7.50	45		45	337.50
Fire Control	4.50				
TOTALS-----		1472	20	1492	\$9399.38

\$9399.38

2819.96 (.30 ability to pay factor)

\$12,219.34 Total Claim

(85% spending level indicator)

\$10,386.43 Total Expected Reimbursement

Cooperative Ed Programs are now funded at maximum 7.50 rate

* Previous years expectation was at .80

DAVTE CLAIM FOR REIMBURSEMENT

EPT	RATE	CR HRS	FALL 1977		TOTAL HRS	AMOUNT
			DIS	CR HRS		
* 2						
<u>Agriculture</u>						
Ag-Busn	4.50	30	1		31	\$ 139.50
Agriculture	4.50	81	1.5		82.5	371.25
Ag Prod	2.25	36	1.5		37.5	84.38
Coop Ed	7.50					
<u>Business</u>						
Accounting	4.50	315	25.5		340.5	1532.25
Data Proc	7.50	453	33		486	3645.00
Fin Mgmt	2.25	300	10.5		310.5	698.63
Fin Sc	4.50	483	21.5		504.5	2270.25
Real Estate	2.25	467	3.5		470.5	1058.63
Banking	2.25	171			171	384.75
Coop Ed	7.50	84	2		86	645.00
<u>Health</u>						
RD Nursing	7.50	383	10.5		393.5	2951.25
LP Nursing	7.50	734	1		735	5512.50
Nurs Tech	7.50	156	8		164	1230.00
Med Lab Tech	7.50	328	1		329	2467.50
IO 109	7.50	384	34		418	3135.00
Nursing Aid	2.25	138			138	310.50
<u>Industrial</u>						
Automotive	7.50	402	51		453	3397.50
Mach Design	4.50	230	15.5		245.5	1104.75
Electronics	4.50	277	19.5		296.5	1334.25
Welding	4.50	345	2.5		347.5	1563.75
Refrigeration	7.50					
Construction	2.25	383	12.5		395.5	889.88
Coop Ed	7.50					
<u>Public Service</u>						
Human Serv	2.25	324	54		378	850.50
Food Serv	4.50	176	3.5		179.5	807.75
Cosmetology	7.50	452			452	3390.00
Library Tech	2.25	12			12	27.00
Coop Ed	7.50	83	8		91	682.50
<u>Public Safety</u>						
Criminal Just	7.50	429	25.5		454.5	3408.75
Fire Control	4.50	58	1		59	265.50
TOTALS-----		7714	347.5		8061.50	\$44,158.52

\$44,158.52

13,247.41 (.30 ability to pay factor)

\$57,405.93 Total Claim

(.85 spending level indicator)

\$48,795.04 Total Expected Reimbursement

* Cooperative Ed Programs are now funded at maximum 7.50 rate

#D-7b

LETTER OF UNDERSTANDING

Between

SAUK VALLEY STUDY GROUP

CHAPTER

OF THE AMERICAN INSTITUTE OF BANKING

AND

SAUK VALLEY COLLEGE

(Name of College)

To Whom It May Concern:

The Sauk Valley Study Group Chapter of the American Institute of Banking (hereinafter referred to as "the Chapter") and Sauk Valley College (hereinafter referred to as "the College") do hereby declare our intention to fully comply with the terms set forth herein for the period of one year from the effective date of this Letter. This Letter of Understanding is subject to the written approval of the Director of Education of the American Institute of Banking.

This Letter of Understanding is not a contract and therefore not legally binding in any of its conditions. The Understanding may be rescinded by either party at any time upon giving written notice to this effect. However, that party should endeavor to give notice at least equal to the remaining time of any courses in progress. Otherwise reasonable notice shall be given to protect the students' interests in the program.

There shall be no change or amendment to this understanding without the mutual consent of both parties hereto and the written approval of the Director of Education of AIB.

Upon termination of this understanding, there shall be no obligation or liability on the part of either party hereto as against the other.

The terms are as follows.

I. Course Standards

Courses offered through the College for AIB credit must meet all of the following requirements.

1. Be included in the AIB national curriculum offerings as listed in the AIB Catalog or be banking related subjects which can apply toward AIB credit under present AIB regulations.
2. For each AIB credit earned, consist of at least 15 instructional hours or the equivalent; or, in the case of required courses in the AIB certificate programs, consist of at least the number of instructional hours necessary to meet the certificate requirements. AIB credit is determined as follows:

One Credit	15 - 29 instructional hours
Two Credits	30 - 44 instructional hours
Three Credits	45 - 59 instructional hours
Four Credits	60 - 74 instructional hours

(One instructional hour = 50 minutes.)

3. Be taught by instructors who meet AIB qualifications.
4. Employ texts and/or other instructional materials recommended by AIB; or, where AIB makes no such recommendations, employ texts and/or instructional materials deemed satisfactory by both parties.
5. Demand attendance standards consistent with Chapter and College regulations.
6. Require a comprehensive final examination of all students without exception.
7. Provide a final letter grade for each AIB student according to the grading system described in the current AIB Catalog. It is understood that where the College's grading system is different from the AIB grading system, the instructor will prepare two sets of grades, one for the College and one for AIB.

II. Degree Status

In accordance with items checked below, AIB students will be apprised of the fact that credits taken through this cooperative program may apply to:

1. the bachelor's degree
 2. the associate degree and may be transferred toward
 the bachelor's degree
 3. the associate degree and may not be transferred
 toward the bachelor's degree
X 4. no degree program.

III. Courses of Instruction

We understand that the following courses meet all the requirements stated in Section I and will be accorded credit by the College and/or AIB.

<u>Course Number and Title</u>	<u>Semester Credits</u>		
<u>From the College's Curriculum</u>	<u>AIB credit</u>	<u>College credit</u>	<u>Both</u>
BUS 115 Principles of Bank Operations	3	3	x
BUS 116 Negotiable Instruments and the Payments Mechanism	3	3	x
BUS 217 Money and Banking	3	3	x
BUS 218 Supervision and Personnel Administration	3	3	x
BUS 219 Credit Administration	3	3	x
ECO 211 Principles of Economics	3	3	x
AGR 218 Agricultural Credit and Financing	3	3	x
SPE 131 General Principles of Speech	3	3	x
PSY 103 Introduction to Psychology	3	3	x
BUS 112 Human Relations	3	3	x

XX XX XX XX XX XX XX XX XX XX

We understand that other courses not listed which students take at the College and which they wish to apply for AIB credit must meet the transfer credit criteria specified in the "Educational Regulations" section of the current AIB Catalog.

IV. Class Size and Location

We will arrange that classroom facilities shall meet the specific requirements of both parties.

We further understand that the size of each class shall fall within limits acceptable to both the College and the Chapter in terms of their respective standards and requirements, bearing in mind the convenience and needs of faculty and students.

V. Students

AIB courses are designed for members of the American Institute of Banking and normally all students who attend these courses must be members of the Chapter. There is provision, however, for limited attendance by students who are not members of AIB under the following special conditions:

1. They must be matriculated students of the College.
2. They will receive credit for the course at the College, but will not receive credit toward AIB certificates.
3. Tuition for non-AIB students shall be the same as for any other course they may take at the College and for which they receive the same number of credits.
4. Any tuition payable to the Chapter for non-AIB students shall be the same as the tuition set by the Chapter for its members.
5. Retroactive credit will be granted by AIB to any non-AIB student who successfully completes a course under this association, should he eventually enter the banking industry.
6. Every effort will be made by the College and the Chapter to sustain the essential banking character of the courses so that AIB students may derive maximum benefit.

AIB students are entitled to the ordinary services and facilities usually accorded students of the College except as there may be specific limitations and restrictions as follows:

VI. Faculty

We understand that all faculty who teach AIB courses listed in Section III must satisfy AIB qualifications.

We fully intend to take all reasonable measures to obtain as faculty members those deemed qualified to teach the respective courses and to cooperate with each other to insure that standards of performance are maintained.

The evaluation, continuance, transfer or termination of any member of the regular faculty of the College can be accomplished by the College without consultation with the Chapter.

The evaluation, continuance, transfer or termination of any member of the Chapter's faculty can be accomplished by the Chapter without consultation with the College.

Each of the parties hereto shall be separately responsible for compensation of its own regular faculty. The Chapter will arrange to reimburse the College for its accepted share of faculty costs.

VII. Tuition

It is understood that tuition fees for AIB students shall be determined and collected by the Chapter.

VIII. Administrative and Other Costs

Any other administrative and supplemental costs that apply to this understanding, together with details of payment, are listed below:

The AIB Executive Council has ruled that chapters may derive benefit of subsidy awarded the Institution in those cases where AIB students are enrolled in the Institution's courses leading to AIB certificates, provided this Letter of Understanding be on file with the National Office. The Chapter may not receive remuneration derived from public funds.

IX. Review and Evaluation of this Affiliation

The Chapter and the College shall form a review team consisting of representatives of both parties for purposes of establishing effective communications between the Chapter and the College. The cooperative effect of this review team is necessary to maintain the terms and conditions of this Understanding.

This review team is of central importance in assessing the efficacy of this affiliation and developing recommendations to the Chapter and the College regarding any aspect of this or future arrangements that may be contemplated.

The review shall include an attempt to assess student reactions to the cooperative program. If it is feasible, a report will be prepared by this review team with comments and recommendations for both institutions with a copy sent to the AIB Director of Education.

X. Closing

This Letter of Understanding has been prepared by the Sauk Valley Study Group Chapter of the American Institute of Banking and Sauk Valley College as written indication of our mutual intention to work effectively toward the achievement of quality education for the banking industry under terms and conditions of affiliation compatible with both parties and designed to enhance our respective educational programs and the essential integrity of both the Chapter and the College. Moreover, it is expressly understood that the termination of this association is without obligation or penalty to the Chapter or the College.

Therefore, we understand that commencing November 28, 19 77 and for a period of one year thereafter, this understanding shall be in effect. Recognizing the importance of our endeavor and in a spirit of cooperative effort and mutual benefit, we are pleased to enter into this association.

XXXXXXXXX Chairman

Arlen Higgs

Sauk Valley Study Group

Chapter

American Institute of Banking

Secretary,

Board of Trustees
(title)

Sauk Valley College

(name of College)

Approved:

Director of Education

American Institute of Banking

Date:

SAUK VALLEY COLLEGE

E-4

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE November 22, 1977

MEMORANDUM

TO: Sauk Valley College
Board of Trustees

FROM: Dr. George Cole

G. E. C.

In accordance with previous Board discussion, Mr. Charles J. Reed is willing to attend our December 19th Board Meeting, (assuming we only meet once in December), for a fee of \$100.00, to discuss the services which could be provided to Sauk Valley College by an insurance consultant.

In preparation for that meeting, Dean Edison has provided a detailed summary of our present insurance program along with a recommendation from one of our insurance vendors. The Board may want to take action on the recommendation from Dave Lowe, or may want to wait until we have examined our total insurance package more completely.



SAUK VALLEY COLLEGE

R. R. 1 Dixon, Illinois / 61021 Area 815 288-5511

OFFICE OF BUSINESS SERVICES

#E-4

November 17, 1977

MEMORANDUM

TO: BOARD OF TRUSTEES and PRESIDENT COLE

FROM: ROBERT EDISON

Bob

RE: Board Meeting, November 28, 1977.

I am enclosing herein the annual insurance summary which gives brief descriptions and costs of the insurance carried by Sauk Valley College. Should there be any questions relative to this insurance I would be pleased to answer whatever is possible and/or to inquire as to the answers to any questions which I might be unable to satisfy in my response.

In addition to the insurance report Mr. Lowe has obviously been reading the newspapers with reference to the employment of an insurance consultant, and has submitted this letter with his report as additional information provided to me and/or the Board of Trustees.

The third submission represents a recommendation that the Board of Trustees consider increasing the Umbrella Liability Policy held by the college from an amount of \$1,000,000 to an amount of \$2,000,000 at an additional annual cost of \$354. The advisability of this increase should be considered by the Board of Trustees with a resolution approving the increase, if such be the case, or with no action being necessary should the increase be deemed unwarranted.

RE:fsb

Attachments.

WENTSEL WILKINS LOWE & WHEELER, INC.



315 FIRST AVENUE • P. O. BOX 655 • STERLING, ILLINOIS 61081

JAMES R. WILKINS
DAVID B. LOWE, CPCU
RONALD J. HARTZ
JAMES R. SCHWALBACH
LIFE DEPARTMENT

815-825-0027

November 15, 1977

Mr. Robert Edison
Dean of Business Services
Sauk Valley College
RR 1
Dixon, Illinois 61021

Re: Insurance Recommendations

Dear Bob:

In accordance with our conversation of several weeks ago, our agency would like to go on record as recommending that the Sauk Valley College Board consider the purchase of a \$2,000,000 Umbrella Liability policy in lieu of the \$1,000,000 Liability policy that we now have in effect.

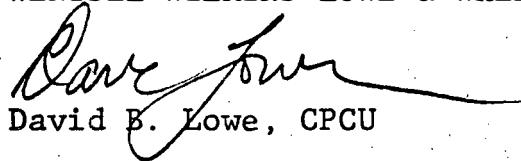
The premium for the \$1,000,000 renewal policy is \$982. It would be possible to purchase a \$2,000,000 policy for an additional \$354 or a total of \$1,336. We feel that this is a good buy and under today's circumstances of high court cases and awards that it should be written.

In addition to this, we are requesting the company to give us the premium savings for higher Comprehensive and Collision deductibles in view of this year's increases in these categories. Up until this year, it was practical to continue with Full Coverage Comprehensive and even \$50 or \$100 Deductible Collision on the vehicles since the premiums were so small. We shall be back to you shortly with these premium differentials.

Thank you very much.

Sincerely,

WENTSEL WILKINS LOWE & WHEELER, INC.


David B. Lowe, CPCU

DBL:jsw



WENTSEL WILKINS LOWE & WHEELER, INC.



318 FIRST AVENUE • P. O. BOX 655 • STERLING, ILLINOIS 61081

JAMES R. WILKINS
DAVID B. LOWE, CPCU
RONALD J. HARTZ
JAMES R. SCHWALBACH
LIFE DEPARTMENT

• 815-825-0027

November 15, 1977

Mr. Robert Edison
Dean of Business Services
Sauk Valley College
RR 1
Dixon, Illinois 61021

Re: Sauk Valley College Insurance Program

Dear Bob:

As you know, from its earliest beginning, the insurance on Sauk Valley College was placed with our agency to act on behalf of the Sterling-Rock Falls Independent Insurance Agents Association as insurance consultant to the college. After a building was built and there was property to insure it was agreed that half of the property insurance would be placed through the Lee County Insurance Agents Association with the Benoy Insurance Agency acting as its representative. Both of our Associations have what we call "Public Fund Accounts" which are made up of 60% of the commission dollars received from public business written through our Associations. Since the Sterling-Rock Falls Association wrote all of the liability insurance it was agreed that half of the commission received on this business would be paid by our Association to the Lee County Association. This has always been the case.

From time to time monetary donations have been made to the college by the Sterling-Rock Falls Association and donations have been made by the Lee County Association in the form of scholarships to Sauk Valley College.

A list of the specific donations from the Sterling-Rock Falls Association is attached. Please bear in mind that in addition to the specific donations made directly to the school, other donations made to our community indirectly help the college since they are a benefit to the populace as a whole.

I understand that the Sauk Valley College Board has now hired an insurance consultant who may very well recommend that the entire insurance program be put out for bid. Though we would have no quarrel with this situation per se, we would like to





Mr. Robert Edison

Page 2

November 15, 1977

point out that there is no way that the insurance could be continued to be written through the Sterling-Rock Falls and Lee County Independent Insurance Agents Associations since the writing agents are only retaining enough of the commission dollars to pay for the servicing of the account. Half of the commission dollars already are given away to the Public Funds of both Associations.

There are several other considerations that should be given thought when it comes to the bidding of insurance. It is a fact that many good companies are refusing to bid on public business, be it schools, municipalities or any other public segments. This is because insurance should be purchased for the long-run in order for the buyer to enjoy the lowest possible premiums and the underwriting company to be able to write the business at a fair and equitable profit. By obtaining longevity with an insurance company, the latter has an opportunity to share in the good years of a risk as well as in the bad. In the final analysis, a risk of your size pays a premium based on its own loss experience. Stability in an account is more important than short term premium savings that might result from a company that desires to "buy the business". Many municipal risks are learning this fact the hard way today as municipality after municipality has lost its market and can find no takers at any price.

Let's remember the fact that when school business in general deteriorated in the late sixties to the point that no company cared to write it, Sauk Valley College never even realized there was a problem. This is because the underwriting carrier realized its obligation of continuing on the risk in the bad times since the school had demonstrated its good faith in the good times.

I am also enclosing a copy of an excerpt from a book entitled "Municipal Risk Management" which was written by the Georgia Chapter of the Society of CPCU. It gives a very good short dissertation on the pros and cons of bidding insurance business.

One final point on this subject, and that is that it has been my experience which goes back more than twenty years, that as much insurance should be written through one company as is feasible rather than, for example, placing automobile insurance with one company, Workmen's Compensation with another company etc.

WENTSEL WILKINS LOWE & WHEELER, INC.



Mr. Robert Edison
Page 3
November 15, 1977

This is where many municipalities have gotten themselves into trouble and have lost their markets. Though one company might provide an automobile policy a little cheaper than another, in the long-run these premiums seem to equal themselves out, and again, it is the long pull that you are interested in, not the short term.

Bob, we feel that we have provided the very best of service to the Sauk Valley College over the many years. We also feel that we have a very good company writing the risk at a proper price.

We would be more than happy to meet with you or your Board at any time to discuss this situation. In the meantime, thank you very much for the opportunity of serving you.

Sincerely,

WENTSEL WILKINS LOWE & WHEELER, INC.

A handwritten signature in cursive ink that reads "Dave Lowe". Below the signature, the name "David B. Lowe, CPCU" is printed in a smaller, more formal font.

DBL:jsw

STERLING-ROCK FALLS INDEPENDENT INSURANCE AGENTS ASSOCIATION
Contributions to Sauk Valley College

12/27/66	Fire Extinguishers	71.00
3/4/67	Incinerator	125.00
5/29/67	Safety Lights	114.81
7/3/67	Safety Equipment	125.04
12/1/67	Fire Extinguishers	490.00
4/22/68	Fire Extinguishers	138.00
12/19/68	Fire Extinguishers	129.56
12/29/71	Fire Extinguishers, dry hydrant, fire alarm to Dixon Rural Fire Dept.	2791.85
1/26/72	Annual line rental to Dixon Rural Fire Dept.	252.00
2/8/73	Fire Extinguishers	625.36
1/4/74	Annual line rental to Dixon Rural Fire Dept.	252.00
5/22/74	Fire Extinguishers	418.50
5/3/75	Annual line rental to Dixon Rural Fire Dept.	252.00
3/17/76	Annual line rental to Dixon Rural Fire Dept.	252.00
3/2/77	Annual line rental to Dixon Rural Fire Dept.	<u>252.00</u>
	TOTAL	<u>\$6,289.12</u>

Placement of Insurance Through Bidding

The desirability of placing insurance through competitive bids has been debated by public officials for many years. A list of some of the arguments for and against bidding follows to help officials make a decision as to its use.

Reasons for Bidding

First, insurance costs will be reduced to the lowest possible level through competitive bidding. There are many reports of substantial reductions in insurance costs resulting from a regular practice of buying municipal insurance through competitive bids.

Second, competitive bids eliminate pressure on municipal officers to spread insurance business among agents or brokers. The potency of this type of political pressure is well known to all who are involved in municipal insurance.

Third, all agents have an equal opportunity to bid. This is a more democratic method of placing the business.

Fourth, public officials are forced to take an active interest in insurance through the preparation of the detailed bid specifications. Because of their active interest in preparing the specifications, the entire insurance program is likely to be improved.

Reasons Against Bidding

First, a conscientious agent or broker can shop among the various insurance carriers. If the shopping is done selectively, many pitfalls of bidding can be avoided.

Second, a municipality does not advertise for bids for services provided by lawyers, accountants and other professional services. Why should they advertise for bids for insurance services?

Third, the periodic changes of agents and companies resulting from the bidding procedure destroys mutual loyalties. Since a carrier obtained the business by submitting the lowest possible bid, any unexpected deterioration of loss experience could well result in cancellation. An insurer is less likely to continue to provide coverage during a period of poor loss experience, if it knows that it may lose the business to a lower bidder on the next anniversary date.

Fourth, the policy with the lowest price may not be the most economical protection. The ability of the insurer to provide necessary claims

adjustment or loss prevention services may be more important than the small reduction in cost.

Fifth, many insurers may refuse to bid because the preparation of bids is a costly process. The insurer may be unwilling to undertake this cost in view of the limited chance of winning the bid.

Sixth, competitive bidding may lead to division of responsibility for the overall insurance program. Each department head may conduct his own bidding and placement of insurance. This fragments the overall approach to the municipality's insurance program. When an insurance program is fragmented, overinsurance and underinsurance often result.

Seventh, public officials often do not have the expertise to draw specifications or to evaluate bids to see if they meet specifications.

Eighth, rigid specifications inhibit suggestions for better solutions to the insurance problem. A bidding company must comply with the specifications and may not be creative in its approach to the risk management program of the municipality.

Ninth, the cost of preparing specifications and the administrative costs of conducting the bids may exceed the premium savings.

Studies conducted in Michigan, Oregon, Pennsylvania, Maryland and Illinois, and a study of 79 cities conducted by the Municipal Finance Officers Association show approximately the same results. Between 10% and 30% of municipalities use the bidding technique. It is, however, unusual for a city to request bids on its entire insurance program; automobile and liability coverages appear to be the most frequently bid coverages. Illustrative bid specifications can be found in *Management Information Service*, Volume 2, Number LS-6, June, 1970, published by the International City Management Association, 1140 Connecticut Avenue, N.W., Washington, D.C. 20036. Bid specifications also are included in *Insurance Programs for Small and Medium-Sized Cities*, Report No. 173, published by the same organization in June, 1958.

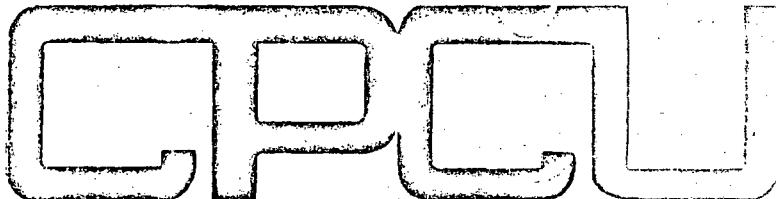
Selection of Insurance Companies

An insurance company should be judged on the basis of the five "C's": claims services, control services, counseling services, competitiveness, and capacity.

Claim Services. A record of prompt and fair payment of claims is an essential qualification of a good insurer. The insurer should have claims offices and adjusters in close proximity to the municipality.



The Society Of Chartered Property & Casualty Underwriters



The initials CPCU after an insurance agent's or broker's name stand for Chartered Property Casualty Underwriter. Like CPA in accounting, CPCU is a professional designation, a sign that the holder of the designation is dedicated to insurance professionalism.

A CPCU earns the right to use these letters after passing a series of college level examinations. These exams test understanding of major property and liability insurance principles, concepts and practices.

In addition, they measure the individual's capacity to operate in a changing business environment through the study of law, economics, finance and accounting.

Preparation for these examinations enhances the individual's professional attitudes and the communications skills needed to channel his knowledge and energy to best serve the public.

Therefore, those men and women who have attained the CPCU designation have reached a high plateau of educational and professional development in insurance. In addition, they are dedicated to conducting their business affairs in an ethical manner.

CPCU's are constantly aware of the rapid changes

in insurance brought about by political, economic and social forces. The awareness is a learning process and a continuing one, fostered by the Society of Chartered Property and Casualty Underwriters, which strives to keep its members informed through educational programs and professional services.

The annual meetings, local and national seminars, clinics and workshops bring CPCU's together, giving members the opportunity to learn about insurance matters and to exchange ideas and information with other members of the worldwide insurance community.

Research is promoted and the results made available through the Society's varied publications programs. The Society publishes a noted journal of insurance scholarship, the CPCU ANNALS. Additionally, timely articles and news items are disseminated monthly in the CPCU NEWS.

The words of the CPCU oath . . . "I shall strive at all times to ascertain and understand the needs of those whom I serve and act as if their interests were my own . . ." identifies the CPCU as one dedicated to insurance professionalism—one who wears The Professional Mark of Distinction.

SUMMARY OF INSURANCE COVERAGESSAUK VALLEY COLLEGE

Type	Agent Company & Policy Number	Amount of Insurance	Summary	Policy Period	Annual Cost
I. Package Policy					
A. Fire Ins.	<i>W. W. L. & W. International 500 054469 3</i>	\$ 982,500	<i>Blanket "All Risk" Replacement Cost Buildings & Personal Property Agreed amount clause applies \$500 Disappearing deductible</i>	<i>8-15-77 to 8-15-80 A</i>	\$1,179.
50% Sec. I	<i>Vearl Benoy U. S. F. & G. SMP 556615</i>	\$ 982,500		<i>8-15-77 to 8-15-80 A</i>	\$1,215.
TOTAL BUILDING	CONTENTS	\$1,965,000			
Extra Expense	<i>W. W. L. & W.</i>	<i>25,000</i>	<i>To cover any extra expenses necessary to continue school subsequent to insured loss 40-80 + 100 Recovery Period No Deductible</i>		\$ 74.
	<i>Vearl Benoy</i>	<i>25,000</i>			<i>Incl.</i>
TOTAL EXTRA EXPENSE		\$ 50,000			
B. Open Stock Burglary	<i>W. W. L. & W. International</i>	<i>55,000</i>	<i>Covers loss of property resulting from forcible entry. (exterior door only) Blanket Basis \$50 Deductible</i>		\$1,004.
C. Comprehensive General	<i>W. W. L. & W. International</i>	<i>500/500,000 B.I. 100,000 P.D.</i>	<i>Covers all sums insured shall be obligated to pay due to bodily injury or property damage. Includes personal injury, corporal punishment, board members named insureds, product liability, incidental malpractice, lab & work experience public schools endorsement.</i>		\$5,107.

D. Money Coverage	W. W. L. & W. International	2,500 Year Round 7,500 Cash 55,000 Checks (Stipulated Enrollment Periods)	Covers loss of money inside and outside premises.	\$ 192.
E. Fidelity	W. W. L. & W.	\$150,000	Covers dishonesty of all employees on blanket basis.	\$ 383.
F. Inland Marine	W. W. L. & W. International	\$ 30,000	"All Risks" coverage on Taylor 16" telescope \$250 Deductible	\$ 225.
1. Scientific Instrument	ML208690			
2. Camera Equipment		\$ 11,808	"All Risks" on items owned by SVC at Blackhawk F T C	\$ 35.
II. Comprehensive General Automobile	W. W. L. & W. International 5400179649	\$250/500,000 B.I. 100,000 P.D. 5,000 Med. Pay.	Covers all owned Vehicles \$50 Ded. comprehensive on 71 IHC Dump only	8-1-77 to 8-1-78
1. Owned Autos		Comprehensive \$50 & \$100 Ded. Collision 10/20,000 U.M.		
2. Non-Owned Autos		\$100/300,000 B.I. \$25,000 P.D.	Covers insured for vicarious liability of employees use of own automobiles on school business.	\$ 204.
III. Workmen's Compensation	W. W. L. & W. International 408-02-10-08	\$100,000	Statutory coverage on employees injured in course of employment	8-15-77 to 8-15-78
IV. Comprehensive Catastrophe	W. W. L. & W. Westchester 5202777177	\$1,000,000	Umbrella Liability insurance over and above basic liability coverages \$10,000 retention on losses not insured under basic coverage First dollar defense.	\$ 982.

V. Travel Accident Insurance					
A. Board & Prof. Employees	W. W. L. & W. Federal	\$ 25,000 Prin.Sum 150,000 Aggregate	Covers board members & Prof. employees while traveling away from school premises on school business	8-15-77 to 8-15-78	\$ 426.75
VI. Board of Education Liability	W. W. L. & W. Continental Casualty Co. 1169408	\$1,000,000	Covers alleged "wrongful acts" on part of members of the board & all other employees of school district \$1,000 retention	2-19-76 to 8-1-78	\$2,111.
VII. Fire Insurance			LOCATION #2 <u>203½ First Avenue, Rock Falls, Illinois</u>		
	W. W. L. & W. Pol.#2402920953	\$2,000	Contents of Special Grant Classroom	1-15-77 to 1-15-78	\$ 35.
III. Liability	W. W. L. & W. International	\$500 /500/100,000	Covers Bodily Injury and Property Damage Claims arising from occupancy by insured. Rock Falls.	6-30-77 to 6-30-78	\$ 49

OTHER INSURANCE POLICIES

I. Nursery School	W. W. L. & W. Continental Casualty Co. 59524763	\$ 1,000 Death 10,000 Dismember- ment 10,000 Blanket Med.	Covers all nursery school children as named on policy No deductible	9-1-77 to 9-1-78	\$ 180.
II. Public Official Bond	Peterson-Detweiler Kemper 7S287277	\$1,200,000	Treasurer's Bond	7-1-77 to 6-30-80	\$ 545
III. Public Official Bond	400EW8908	\$ 550,000	Site & Construction Fund	7-1-77 to 6-30-80 A	\$ 191.
IV. Sports Accidents	Peterson-Detweiler Western Cas. TSM28119	\$ 5,000 Death & Dismemberment 5,000 Blanket Medical Expense	Covers athletic team while traveling to & from, and engaging in athletic contests including practice. Includes coaches and managers.	9-1-77 to 9-1-78	\$1,501.50
V. GROUP LIFE, Hospital, Surgical & Major Medical	Prudential Ins. Co. 42675	**	Covers all full time employees	9-1-74	Variable
		** Life equal to one times basic annual earnings Hospital - \$45 daily limit Surgical - \$2,000 modified schedule Major Medical - \$100 Deductible; 80/20 contribution only on first \$2,500. Maternity - \$300 Accident Benefit			

SAUK VALLEY COLLEGE

#E-5

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE November 22, 1977

MEMORANDUM

TO: Sauk Valley College
Board of Trustees

FROM: Dr. George Cole

G. E. C.

Following previous Board discussions, Dean Edison has prepared a detailed report of the Site and Construction Fund to be used for information and reference in future building repair deliberations.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

MORANDUM

DATE October 26, 1977

#E-5

Board of Trustees and President Cole

Bob

M: Robert D. Edison
Treasurer

SITE AND CONSTRUCTION REPORT FROM DATE OF FUND INCEPTION.

enclosing herein a copy of the fiscal year 1977 Site and Construction Fund annual report
which has been made to the Board of Trustees of Sauk Valley College since 1967. This report
icates the total activity which as taken place in this fund since its origin with the
activity having been broken down by the source of funds being deposited within the fund as
well as the expenditure classification which will have expended this fund.

think it goes without saying that the origin of the Site and Construction Fund was
represented by the bond issue totaling \$3,975,000 for the construction and the equipping
of the buildings for the Sauk Valley College community. At the time of this bond issue,
it was indicated that these funds were felt to be sufficient for the construction and equip-
ment of a facility valued at approximately \$16,000,000.

If there be any question relative to this report, I would be happy to respond as
competently as possible.

cl

June 30, 1977

SITE AND CONSTRUCTION FUND FROM INCEPTION

Proceeds from Sale of Bonds	\$ 3,975,000.00
Bond Premium	1,244.18
Investment Income	470,537.49
Contributions (Landscaping, Child Care, Library, Misc.)	65,548.33
Library - Title VI Reimbursement	28,163.00
Vocational Education Equipment Reimbursement	750,000.00
Rental Income	239,055.25
Other Income	4,804.80
 Total Amount Available Through June 30, 1977	 \$ 5,534,353.05

LESS EXPENDITURES:

Site Acquisition and Improvements - June 30, 1966	\$ 91,203.47
Site Acquisition and Improvements - June 30, 1967	439,170.05
Site Acquisition and Improvements - June 30, 1968	132,595.86
Site Acquisition and Improvements - June 30, 1969	4,210.80
Site Acquisition and Improvements - June 30, 1970	10,862.80
Site Acquisition and Improvements - June 30, 1971	1,909.69
Site Acquisition and Improvements - June 30, 1972	(8,300.00)
Site Acquisition and Improvements - June 30, 1973	10,284.62
Site Acquisition and Improvements - June 30, 1974	43,804.58
Site Acquisition and Improvements - June 30, 1976	<u>17,579.25</u>
	743,321.12
 New Buildings and Improvements - June 30, 1966	\$ 99,047.47
New Buildings and Improvements - June 30, 1967	622,593.74
New Buildings and Improvements - June 30, 1968	1,856,677.11
New Buildings and Improvements - June 30, 1969	46,689.51
New Buildings and Improvements - June 30, 1970	(12,433.38)
New Buildings and Improvements - June 30, 1971	44,068.07
New Buildings and Improvements - June 30, 1972	15,807.05
New Buildings and Improvements - June 30, 1973	780.42
New Buildings and Improvements - June 30, 1974	1,935.00
New Buildings and Improvements - June 30, 1975	73,595.53
New Buildings and Improvements - June 30, 1976	112,775.23
New Buildings and Improvements - June 30, 1977	<u>7,579.94</u>
	2,869,115.69
 Title VI - Library - June 30, 1967	\$ 4,172.91
Title VI - Library - June 30, 1968	32,162.20
Equipment - Regular - June 30, 1967	168,142.84
Equipment - Regular - June 30, 1968	4,465.11
Equipment - Regular - June 30, 1970	235,846.43
Equipment - Regular - June 30, 1971	51,624.13
Equipment - Regular - June 30, 1972	889.25
Equipment - Regular - June 30, 1974	<u>2,541.01</u>
	\$ 499,843.88
 Vocational Education Equipment - June 30, 1968	\$457,419.46
Vocational Education Equipment - June 30, 1969	35,902.12
Vocational Education Equipment - June 30, 1970	47,033.78
Vocational Education Equipment - June 30, 1971	17,452.22
Vocational Education Equipment - June 30, 1972	24,793.95
Vocational Education Equipment - June 30, 1973	56,272.47
Vocational Education Equipment - June 30, 1974	87,373.34
Vocational Education Equipment - June 30, 1975	<u>23,890.02</u>
	\$ 750,137.36
	<u>1,249,981.24</u>

Total Expenditures through June 30, 1977 \$4,862,418.05

Balance June 30, 1977. \$ 671,935.00

Fund Balance Consists Of:

Cash in Dixon National Bank	\$ 64,838.21
Cash in Harris Trust	6,811.09
Time Deposits	<u>600,285.70</u>
	\$ 671,935.00

SITE AND CONSTRUCTION FUND through June 30, 1977

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Albrecht Well Drillers	Water well	\$ 5,332.00	\$ ---	\$ ---
Art Drapery Studios	Theatre draperies	---	1,831.00	---
Baartol Co., Inc.	Flag pole	---	681.12	---
Joe J. Beeler	Appraisal	---	485.00	---
Benoy Ins. Co.	Builders' Risk	947.00	---	---
Big Rock Nursery	Shrubs and trees	679.00	---	---
Bond Buyer	Advertising for bond issue	---	98.00	---
Brauer Family	Land and Right-of-way	8,650.00	---	---
Butcher Bros.	Moving expenses	---	9,786.00	---
Byron Material Co.	Field tile	---	6,862.80	---
Cal Caldwell	Appraisal	---	440.00	---
Chapman-Cutler	Bond opinion	---	4,000.00	---
Child Care Building	All costs	59,599.27	---	---
Claiborne, Duain	Supervisor, Temp. bldg.	1,280.00	---	---
Commonwealth Edison Co.	Power Line (Temp.)	---	3,969.30	---
Crescent Electric Co.	Cafeteria Lighting revision	---	12.42	---
Curtis Industries	Fasteners for curtain track	---	170.86	---
Daily Gazette	Adv. for Surety Bond	---	2.85	---
Dixon Commercial Electric	Lecture room lights	---	2,500.00	---
Dixon National Bank	Check charges	---	21.18	---
Deady Chemical Co.	Pumps-Water Treatment	---	3,884.71	---
Donovan Constr. Co.	Athletic Field	---	4,000.00	---
DuBois Chemical Co.	Water Treatment	---	1,434.00	---
Dunlop & Dunlop	Abstractors	---	39.00	---
Durrant, Deininger, etc.	Architect and Phase II	12,212.50	3,433.15	362,740.98
Durrant, Deininger, etc.	Interior Design-New Bldg.	---	20,921.35	---
Elcen Metal Products	Little Theatre Curtains	---	820.52	---
Engel Electric	Transformer & Misc.	---	5,300.98	---
Engel Electric	Roadway & Parking Lights	---	---	119,961.04
Engel Electric	Data Proc. Elec. (1873.00); Corridor Lights (407.02); Voc. Dept. (1904.04); A.V. (1896.10); Fire Alarm (1762.00)	---	7,842.16	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Farm Supply Service	Fertilizer	\$ ---	\$ ---	\$ 236.04
Franke & Miller; also Schippers, Betar, Lamendella & Obrien	Legal Services	---	37,037.45	---
Franke & Miller (Norman & Billeck)	Legal Services	---	1,660.00	---
Fraza Materials	Concrete for fence	---	---	47.68
Haskells	Moving expense	---	154.00	---
Holding Pond	All costs 1971-72	1,749.35	---	---
" "	" 1972-73	148.00	---	---
" "	" 1973-74	242.06	---	---
" "	" 1974-75	3,341.23	---	---
" "	" 1975-76	83,937.00	---	---
" "	" 1976-77	(1,460.91)	1.00	---
Humphrey Agency	Treas. Bond	---	2,799.00	---
Ill. Building Authority	College Portion	---	---	1,746,145.33
Kewanee Laboratories	Science Labs	20,580.40	---	---
Klein & Heckman	Plumbing & Sewage Plant	34,675.19	---	32,541.55
Kra-Kraft Displays	Bldg. Directories	---	1,668.00	--
Ladd Construction	Parking & Roadways	---	---	80,342.27
J.S. Latta	Little Theatre seating (27,386.60);			
V.H. Lawrence	Bulletin Board (238.25)	---	27,624.85	---
Lee Co. Title & Abstract Co.	Earth Moving and clearance	---	---	1,850.00
Lee Co. Treasurer	Title search and insurance	---	250.00	---
Lohse Nursery	1966 and 1967 taxes	---	718.87	---
Midwest Fence	Landscaping	---	1,026.80	9,425.84
Municipal Research Assoc.	Flag pole and sewage fence	---	---	1,016.00
Northern Banknote Co.	Financial Serv. Bonds	---	2,032.87	---
Nusbaum Transfer & Storage	Printing of bonds	---	350.44	---
Osterburg	Moving expenses	---	4,527.40	---
Paintcraft	Foundation recommendations	---	---	330.80
Permanent Bldg. Bid Adv.	Sealing of lots	---	2,475.00	---
Richard J. Prescott	Adv. Bidgs	---	316.31	---
Propheter Constr. Co.	Flag Pole installation	---	340.00	---
Propheter Constr. Co.	Building T-1	181,440.74	---	---
Propheter Constr. Co.	Grading & Parking	---	---	195,782.30
Raths, Raths & Johnson	Storm Drainage	---	---	37,329.44
Floyd Reed	Building repairs	---	15,000.00	---
Reitzel Electric	Fence erector	---	---	400.00
Cliff John, Peterson, Flock	Electrical	60,179.46	---	---
	Treas. Bond	---	191.00	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Simple Space Rite Signs	Door letters	\$ ---	\$ 1,295.40	\$ ---
Roadway Repairs & Sealing	All costs 1973-74	\$ ---	32,398.58	---
" "	" 1975-76	---	17,579.25	---
Schmitt Plumbing & Heating	Voc. Tech. Plumbing	---	1,651.48	---
Schuler, Goldie, Chas., Nancy	Land and Interest	59,933.33	4,376.00	102,666.67
Schuler, Charles	Roadway repairs	---	---	161.82
Scott Eng. Sciences	Moving Language Lab	---	8,887.00	---
Sears, Roebuck & Co.	Shades for offices	---	529.12	---
B.F. Shaw Printing Co.	Bids for Surety Bond	---	32.00	---
Stone Ins. Agency	Treasurer's Bond	---	302.00	---
Stutzke Excavating	Site preparation	---	---	4,210.80
Testing Engineers	Soil-foundation investigation	---	---	2,553.60
Thomeway Lines	Moving expenses	---	106.00	---
Town & Country Home Improv.	Moving seating	---	527.47	---
Ward & Ward	Services on Bond Issue	---	6,000.00	---
Ward & Ward	Legal Services	---	9,555.64	---
Warzyn Engr. Service	Sub-soil investigation	---	(162.28)	1,825.56
Wayne Feed Supply	Grass seed & fence (568.80)	---	---	2,304.80
Weaver Sheet Metal	Heating	40,532.84	---	---
Weaver Sheet Metal	Ventilating/Kitchen duct work*	6,275.00	635.00*	---
Welding Lab	All costs 1973-74	1,692.94	---	---
" "	" 1974-75	58,647.78	---	---
" "	" 1975-76	6,373.02	---	---
" "	" 1976-77	950.00	---	---
Karl Wentzel Co.	Treas. Bond	---	733.00	---
C.K. Willett	Survey-Topographic	---	---	1,445.91
Willet, Hoffman	Revision Topographic Map	---	---	820.31
Wooden, Floyd	Lab remodeling	---	620.00	---
Part-time Movers	Moving expenses	---	18.90	---
Moving expense	June 1970	---	(5,045.00)	---
Misc. Vendors 1971-72	Sound proofing, canteen wiring, cafeteria lights	---	3,151.92	---
Willets Realty	Appraisal	---	460.00	---
		<u>\$647,937.20</u>	<u>\$260,360.87</u>	<u>\$2,704,138.74</u>
Total (Columns 1 - 2 - 3)				\$3,612,436.81
Add: Equipment Category				<u>1,249,981.24</u>
GRAND TOTAL OF EXPENDITURES				<u>\$4,862,418.05</u>

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-16-77

MEMORANDUM

E-7

President Cole

Robert Edison

Bob

I have this date talked to Mr. Richard Elstner and Mr. Charles Rathns in reference to building repairs at the college site. Both of these gentlemen are to contact each other within the next two (2) days in reference to the various problems and to discuss any differences which might prevail in reference to the repair of the building problems at Sauk Valley College.

As soon as possible they are to let me know in reference to their agreement and/or disagreement and will thereafter definitely make plans to appear at a future Board meeting in order to discuss their suggestions.

Mr. Elstner did indicate that he is tremendously busy through January but would assist in all ways possible both now and in the future.

RE:fsb

cc: R. Gelander

FALL MID-TERM
STUDENT CREDIT HOURS BY DEPARTMENT

	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>
AGRICULTURE	337	472	330	298
BUSINESS	2842	4418	3687	4382
HUMANITIES	4121	4654	4170	3227
NATURAL SCIENCE	3001	3475	3427	3159
PHYSICAL EDUCATION	357	461	405	433
SOCIAL SCIENCE	3394	4413	4032	3194
ACADEMIC SKILLS	390	872	928	1278
PUBLIC SERVICE	1087	1404	1391	1271
PUBLIC SAFETY	687	896	604	640
HEALTH	1740	2116	2032	2168
INDUSTRIAL/TECHNICAL	1136	3045	3136	2566
COMMUNITY SERVICES	346		1237	2248
TOTAL	19,438	26,226	25,379	24,864

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BILLS PAYABLENOVEMBER 28, 1977EDUCATIONAL FUND

10-813-530	DAVID KLAUSEN	Tuition reimb.	960	\$ 50.00
10-800-514-03	SELF HELP ENTERPRISES	Instructor services	961	288.00
	SVC PAYROLL FUND			
31-000-550	GEORGE COLE	10-31-77 Payroll	962	120,714.05
32-000-544	POSTMASTER	Travel expenses	963	183.90
		Postage meter	964	5,130.00
		void check	965	
10-712-550	PAMELA CUNNINGHAM	Travel expenses	966	23.50
	SVC PAYROLL FUND	11-15-77 Payroll	967	95,790.59
10-813-530	ROBERT CICCIARELLI	Clerical services	968	40.00
10-813-530	WILLIAM GENGEMBACH	" "	969	40.00
10-813-530	MEL SWANLUND	" "	970	40.00
10-813-530	LYNN BECHTOLD	" "	971	40.00
10-813-530	RUTH REMDELMAN	" "	972	40.00
10-813-530	BELLE ROSENBERY	" "	973	40.00
10-813-530	MYRON HEFMEISTER	" "	974	40.00
				222,460.04

4000547.00	THE AMBOY NEWS	PUB RELA	975	5.50
000530.00	ALLENS	SERVICE	976	20.00
000544.01	AMERICAN INSTITUTE OF CPAS	SUPPLIES	977	24.00
4712543.00	AMERICAN JOURN OF NURSING	SUPPLIES	20.00	
4713543.00	X X X X	— 20.00	978	40.00
4512543.00	AMERICAN LIB COLOR SLIDE CO	SUPPLIES	979	122.00
4000541.00	AMERICAN PERSONNEL & QUID ASSN	SUPPLIES	980	10.00
4300543.00	AMERICAN WELDING SOC	SUPPLIES	981	24.00
4511543.00	A R T STUDIO	SUPPLIES	982	175.0
4000545.00	ASSN OF COMM COLL TRUSTEES	BOOKS	983	5.50
4400543.00	ASSN STERLING FILMS	SUPPLIES	984	25.55
4100550.00	GLENN BAILEY	TRAVEL	985	64.34
4000545.00	BAKER & TAYLOR CO	BOOKS	986	153.84
4000545.00	BAKER & TAYLOR CO	BOOKS	987	2,730.60
313550.00	JAMES BARBER	TRAVEL	988	176.32
000544.02	DICK BLICK	SUPPLIES	989	119.98
418543.00	BOBBS MERRILL CO	SUPPLIES	990	8.60
300543.00	BOGOTT INDUS SUPPLY	SUPPLIES	107.58	
600543.00	X X X	1.00	991	108.58
512543.00	BOOSEY & HAWKS INC	SUPPLIES	992	75.85
000544.01	BOWLING GREEN STATE UNIV	SUPPLIES	993	36.95
000544.02	B S C INC	SUPPLIES	994	303.90
811550.01	NOAH BUNCH	TRAVEL	995	15.15
418550.00	JUDI BURNHAM	TRAVEL	996	117.17
000550.00	CLAIRE BUSCHMANN	TRAVEL	17.70	
000550.00	X X	58.55	997	76.25
000544.01	CAROLINA BIOL SUPPLY	SUPPLIES	998	13.64
4000543.00	CENTRAL SCIENTIFIC CO	SUPPLIES	999	6.85
4000543.00	CENTRAL TELEPHONE CO	SERVICE	1,000	1,710.84

13,543.00	CHRONICLE OF HIGHER EDUC	SUPPLIES	1,001	21.00
000,556.00	CLAYTONS FLORAL & GARDEN SHOP	FLOWERS	1,002	13.65
512543.00	COLUMBIA RECORDS	SUPPLIES	1,003	94.27
000,541.00	COMDATA CORP	SUPPLIES	1,004	266.75
712543.00	COMMUNITY GEN HOSP	SUPPLIES	1,005	14.70
000,545.00	CONCEPT MEDIA	BOOKS	1,006	8.00
418,550.00	ROBERT CROUSE	TRAVEL	1,007	127.65
000,544.01	CURRICULUM INNOVATIONS	SUPPLIES	1,008	9.00
000,547.00	THE DAILY GAZETTE	ADS	1,009	45.22
300,530.00	L A DAVIS	SERVICE	1,010	154.12
100,530.00	THOMAS O DAVIS	SERVICE	1,011	80.00
800,530.02	A B DICK CO	SERVICE	1,012	308.83
500,550.00	ROSS DILL	TRAVEL	1,013	53.55
813,543.00	DIXON EVENING TELEGRAPH	SUPPLIES 18.76		
000,554.00	X X X	ADS 14.40	1,014	33.16
200,543.00	DOANE AGRIC SERV	SUPPLIES	1,015	29.50
400,550.00	DON DOYLE	TRAVEL	1,016	6.40
000,550.00	VICKI DYSART	TRAVEL	1,017	3.99
000,530.00	EASTMAN KODAK CO	SERVICE 81.90		
000,541.00	X X X	165.00	1,018	246.90
800,520.00	ROBERT EDISON	TRAVEL	1,019	71.65
000,545.00	EDUC DIMENSIONS GROUP	BOOKS	1,020	49.50
100,543.00	EDUCATION RESEARCH	SUPPLIES	1,021	7.95
000,545.00	EDUCATIONAL TESTING SERV	BOOKS	1,022	7.00
600,543.00	FISHER SCIENTIFIC	SUPPLIES 122.50		
711,543.00	X X	69.67	1,023	192.17
000,545.00	FRENCH & EUROPEAN PUBL	BOOKS	1,024	68.58
000,544.01	GAYLORD BROS INC	SUPPLIES	1,025	36.90
000,544.01	GAYLORDBROS INC	SUPPLIES	1,026	26.75
000,550.00	RALPH GELANDER	TRAVEL	1,027	9.60
000,545.00	GENEALOGICAL PUBL CO	BOOKS	1,028	36.52
316,550.00	GIBBONS BUS SERV	BUS TRIP HUMAN SERV	1,029	230.00
711,543.00	GIBCO DIAGNOSTICS	SUPPLIES	1,030	20.04
512530.00	VINCENT E GILBERT	PIANO SERV	1,031	5.00
000,550.00	BARBARA GRAFF	TRAVEL	1,032	21.61
712550.00	CAROL HAIN	TRAVEL	1,033	56.02
000,550.00	AL HARDERSON	TRAVEL	1,034	111.75
300,543.00	HASKELLS	SUPPLIES 64.60		
000,539.00	X X	97.25	1,035	161.85
200,544.01	THE HECKMAN BINDERY	SUPPLIES	1,036	42.11
715,543.00	HENRY HEITT	SUPPLIES	1,037	30.00
1300,543.00	ROBERT A HELINSKI	SUPPLIES	1,038	10.00
1,600,550.00	DALE HEUCK	TRAVEL 42.21		
1,800,544.00	X X	REIMB 3 HRS 150.00	1,039	192.21
1,000,544.01	THE HIGHSMITH CO	SUPPLIES	1,040	209.00
1,000,550.00	HOLIDAY INN OF CARBONDALE	TRAVEL	1,041	39.90
1,117,550.00	DICK HOLTAM	TRAVEL 14.25		
1,310,550.00	X X	7.50		
1,316,550.00	X X	33.00	1,042	54.75
1,600,543.00	HUBBARD SCIENTIFIC CO	SUPPLIES	1,043	140.97
1,00,543.00	I B M	SUPPLIES 16.20		
800,530.02	X X	63.07		
000,539.00	I B M CORP	168.46		
000,562.00	I B M CORP	EQUIP RENTAL	1,044	247.73
			1,045	401.00

000,545.00	IASB PUBLICATIONS	BOOKS	1,046	950
000,575.00	ILL BELL TELEPHONE	SERVICE	1,047	160.70
000,593.00	ILL CENTRAL COMM COLLEGE	TUITION	1,048	1,077.12
316,543.00	INDIANA UNIVERSITY	SUPPLIES	1,049	12.50
000,545.00	INSTITUTE FOR CONTEMP STUDIES	BOOKS	1,050	5.95
815,543.00	JODOR PUBL CO	SUPPLIES	1,051	22.20
000,549.00	JOSTENS	DIPLOMAS	1,052	38.52
712,550.00	JAN KIME	TRAVEL 30.57		
713,550.00	X X	23.50	1,053	54.07
000,593.00	KISHWAUKEE COLLEGE	TUITION	1,054	2,474.06
712,543.00	KSB HOSPITAL	SUPPLIES 140.75		
713,543.00	X X	122.33		
714,543.00	X X	7.38	1,055	270.46
300,543.00	LAPINE SCIENTIFIC CO	SUPPLIES	1,056	28.90
000,550.00	CYNTHIA LAWRENCE	TRAVEL	1,057	85.37
815,543.00	LEARN INC	SUPPLIES	1,058	43.78
000,545.00	LEARNING TODAY	BOOKS	1,059	5.40
000,545.00	LIBERTY FUND IND	BOOKS	1,060	24.27
000,544.01	LIBRARY OF CONGRESS	SUPPLIES	1,061	1.80
500,550.00	KATHRYN LILLYMAN	TRAVEL	1,062	90.00
712,550.00	ESTHER LONGANECKER	TRAVEL	1,063	47.40
000,545.00	LOG CITY BOOKS	BOOKS	1,064	15.80
300,550.00	ROBERT LOGEMANN	TRAVEL	1,065	40.60
400,550.00	DAVID LOVEKIN	TRAVEL	1,066	14.40
511,543.00	LUXOR CORP	SUPPLIES	1,067	5.52
300,543.00	MCMASTER CARR SUPPLY	SUPPLIES	1,068	39.04
000,530.00	3M BUSINESS PRODUCTS	SERVICE 18.45		
000,544.02	X X X	SUPPLIES 77.79	1,069	96.24
000,545.00	MAD RIVER PRESS	BOOK	1,070	3.85
000,550.00	RON MARLIER	TRAVEL	1,071	5.25
316,543.00	MASS MEDIA ASSOC	SUPPLIES	1,072	108.20
712,543.00	MEANS SERVICE CENTER	SUPPLIES 47.64		
713,543.00	X X X	47.64		
000,542.00	X X X	15.70	1,073	110.98
000,530.00	MIDWEST VISUAL EQUIP	SERVICE 192.38		
000,544.02	X X X	SUPPLIES 137.91	1,074	330.29
000,541.00	MINICOMP CORP	SUPPLIES	1,075	18.10
000,545.00	MITCHELL MANUALS	BOOKS	1,076	26.95
300,543.00	MODERN FILM RENTALS	SUPPLIES	1,077	27.15
000,530.00	ED MUELLER A V	SERVICE	1,078	102.45
715,543.00	MUELLER CHEMICAL CO	SUPPLIES	1,079	11.61
000,542.00	MULTIGRAPHICS DIV	SUPPLIES	1,080	162.88
000,530.00	N C R CORP	SERVICE 139.00		
000,542.00	X X	EQUIP RENTAL 2025.10	1,081	2,164.10
711,543.00	NATL ACCREDITING AGCY FOR CLIN LAB SCI	SUPPLIES	1,082	150.00
000,531.00	N A C U A	MEMBERSHIP	1,083	100.00
000,541.00	NATL COMPUTER SYSTEMS	SUPPLIES 141.10		
000,530.00	X X X	SERVICE 115.00	1,084	256.10
420,543.00	NATL FIRE PROT ASSN	SUPPLIES	1,085	12.00
712,543.00	NATL LEAGUE FOR NURSING	SUPPLIES 171.00		
713,543.00	X X X	265.00	1,086	456.00

400,550.00	FRED NESBIT	TRAVEL	1,087	106.44
000,545.00	NEW SOUTH CO	BOOKS	1,088	5.50
316,543.00	NORTHERN ILL UNIV	SUPPLIES 23.00		
400,543.00	X X X	40.85		
418,543.00	X X X	10.70		
600,543.00	X X X	70.55		
813,543.00	X X X	9.45		
000,541.00	X X X	18.35	1,089	172.90
000,550.00	BETTY ORLOWSKI	TRAVEL	1,090	50.72
711,543.00	ORTHO DIAGNOSTICS	SUPPLIES	1,091	67.00
300,543.00	P & W SUPPLY	SUPPLIES	1,092	39.57
000,550.00	BARB PASADA	TRAVEL 7.95		
000,550.00	X X	2.55	1,093	10.50
000,550.00	DUANE PAULSEN	TRAVEL	1,094	15.15
000,550.00	CAROLINA PENA	TRAVEL	1,095	13.50
000,545.00	PERFECTION FORM CO	BOOK	1,096	24.11
400,550.00	MAXINE PETERSEN	TRAVEL	1,097	93.50
000,547.00	PINNEY PRINTING CO	SUPPLIES	1,098	92.00
000,550.00	FRANK PINTOZZI	TRAVEL 34.00		
815,550.00	X X	5.11	1,099	39.11
316,543.00	POLYMORPH FILMS INC	SUPPLIES	1,100	60.00
418,543.00	PORTERS CAMERA STORE	SUPPLIES 555.28		
000,544.02	X X X	73.66	1,101	628.94
000,593.00	RAIRIE STATE COLLEGE	TUITION	1,102	441.06
812,541.01	PRAKKEN PUBLICATIONS	SUPPLIES	1,103	15.95
000,547.00	THE PRINT SHOP	PUB RELA	1,104	54.90
200,543.00	PROFESSIONAL FARMERS	SUPPLIES	1,105	66.00
813,543.00	PSYCHOLOGICAL CORP	SUPPLIES	1,106	103.05
512,543.00	RED CARPET STEREO	SUPPLIES	1,107	5.98
000,545.00	REFERENCE BOOK BOURSE	BOOKS	1,108	60.75
000,545.00	RMI MEDIA PRODUCTIONS	BOOK	1,109	140.00
200,543.00	ROBERTS FLOWERS & GIFTS	SUPPLIES	1,110	199.80
117,543.00	ROCK VALLEY COLLEGE	SUPPLIES	1,111	61.10
000,541.00	ROCKWELL BARNES	SUPPLIES	1,112	1,030.59
512,543.00	ROSE DISCOUNT RECORDS	SUPPLIES 6.83		
000,545.00	X X X	4.69	1,113	11.52
000,550.00	JOHN SAGMOE	TRAVEL	1,114	108.74
000,541.00	SARAND INC	SUPPLIES	1,115	69.61
418,543.00	SVC BOOKSTORE	SUPPLIES .70		
500,543.00	X X X	11.90		
511,543.00	X X	5.44		
512,543.00	X X	6.61		
500,543.00	X X	36.02		
800,543.01	X X	.39		
811,541.01	X X	.98		
313,543.00	X X	150.20		
515,543.00	X X	45.00		
000,544.01	X X	.59		
000,544.02	X X	15.30		
000,541.00	X X	.58		
000,541.00	X X	23.70		
000,541.00	X X	11.45	1,116	308.86

2,300,543.00	SVC BUILDING FUND	SUPPLIES	1,79	
2,000,544.02	X X	1.36	1,117	3.15
2,711,543.00	SCIENTIFIC PRODUCTS	SUPPLIES	1,118	78.38
2,000,550.00	RONALD SCHILLING	TRAVEL	1,119	227.72
2,000,545.00	SCHOLARS BOOKSHELF	BOOK	1,120	35.25
2,715,543.00	SCHOLASTIC MAGAZINES	SUPPLIES	1,121	6.00
2,000,541.00	SCHOLASTIC TESTING SERV	SUPPLIES	1,122	6.30
2,000,550.00	CATHERINE SEAGREN	TRAVEL	1,123	21.00
2,000,550.00	MICHAEL SEGUIN	TRAVEL	1,124	58.45
2,813,543.00	SERVOMATION CORP	SUPPLIES	21.34	
2,000,550.00	X X	102.24		
2,000,556.00	X X	74.80	1,125	198.38
2,000,547.00	B F SHAW PRINTING CO	ADS.	1,126	72.00
2,815,543.00	SITLERS SUPPLIES	SUPPLIES	69.55	
2,000,544.02	X X	SUPPLIES	383.95	453.50
2,888,543.00	SPRING RIVER COLLEGE	TUITION	1,127	1,164.46
2,888,545.00	SPRING CHURCH BOOK CO	BOOKS	1,128	87.65
2,800,542.00	GLENN SPUTER	SUPPLIES	1,129	107.00
2,600,543.00	STARK RESEARCH CORP	SUPPLIES	1,130	17.90
2,713,550.00	ANN STARZYK	TRAVEL	1,131	26.95
2,800,530.01	STERLING BUS MACHINES	SERVICE	5.50	
2,800,542.00	X X X	SUPPLIES	120.00	
2,000,541.00	X X X	3.60		
3,000,541.00	X X X	24.00		
2,000,541.00	X X X	159.12		
2,000,539.00	X X	98.70	1,133	410.92
2,000,544.02	STERLING CAMERA CENTER	SUPPLIES	1,134	112.23
2,310,538.00	STERLING SCHOOL OF BEAUTY	COSMETOLOGY	1,135	5,805.80
2,100,543.00	C F STOCKER EQUIP	SUPPLIES	1,136	34.80
2,117,550.00	STRONGHOLD	TRAVEL	1,137	100.75
2,000,550.00	SUNNY TRAVEL CENTER	TRAVEL-SCHILLING	1,138	242.00
2,000,556.00	SWARTLEYS GREENHOUSE	FLOWERS	1,139	225.0
2,000,550.00	ROBERT THOMAS	TRAVEL	1,140	53.30
2,200,543.00	TIME LIFE BOOKS/RECORDS	SUPPLIES	1,141	7.93
2,000,545.00	TRAINEX CORP	BOOKS	1,142	10.00
2,600,543.00	TRIARCH INC	SUPPLIES	1,143	5.80
2,600,543.00	TURTOX MACMILLAN SCI CO	SUPPLIES	1,144	7.38
2,000,541.00	UARCO INC	SUPPLIES	1,145	857.00
2,000,545.00	VOID CHECK		1,146	.00
2,000,543.00	UNIVERSITY BOOK SERV	BOOKS	1,147	8.08
2,000,556.00	UNIV OF ILLINOIS	SUPPLIES	1,148	25.65
2,000,545.00	VENTER JEWELERS	TROPHIES	1,149	5.30
2,600,543.00	VISUAL ED CORP	BOOKS	1,150	31.20
2,000,531.00	WARDS NATURAL SCI EST	SUPPLIES	1,151	13.44
2,000,550.00	WARD WARD CASTENDYCK---	SERVICES	1,152	419.80
2,712,543.00	MACK WARREN	TRAVEL	1,153	105.20
2,000,545.00	WELDERS SUPPLY CO	SUPPLIES	1,154	18.58
2,000,565.00	WEST PUBL CO	BOOKS	1,155	73.00
2,812,550.01	WENTSEL WILKINS LOWE--	INS PREMIUMS	1,156	25.5 12.00
2,000,544.01	RONALD WILLIAMS	TRAVEL	1,157	30.30
2,000,541.00	H W WILSON CO	SUPPLIES	1,158	95.00
2,000,541.00	WRITING SALES INC	SUPPLIES	1,159	254.93

0,400.543.00	WORLD RESEARCH INC	SUPPLIES	1,160	28.28
0,000.544.01	WWW INFORMATION SERV	SUPPLIES	1,161	25.00
0,000.544.03	XEROX CORP	SUPPLIES	1,162	1,082.48
2,000.521.00	PRUDENTIAL INS CO	DEC PREMIUM	1,163	9,609.31
2,300.543.00	SVC IMPREST FUND	MISC EXPENSES	1,164	1,388.57
2,800.542.00	SVC PETTY CASH	SUPPLIES 8.43		
4,000.550.00	X X	2.50		
2,000.544.00	X X	4.91		
	X X	1.56	1,165	17.40

TOTAL BILLS	71,753.36
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Cks. #960 - 974	<u>222,460.04</u>
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TOTAL EDUCATIONAL FUND FOR NOVEMBER	\$294,213.40
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BUILDING FUND

000,544.00	ACE HARDWARE	SUPPLIES	4,805	2.66
000,544.00	CARDINAL AUTO PARTS	SUPPLIES	4,806	159.91
000,573.00	COMMONWEALTH EDISON CO	SERVICE	4,807	9,026.86
000,544.00	FAIRFAX HARDWARE	SUPPLIES	4,808	3.45
000,544.00	FISHER SCIENTIFIC CO	SUPPLIES	4,809	9.75
000,530.00	WAYNE FRIEDRICH'S	RAKING GRASS	4,810	204.00
000,544.00	W W GRAINGER INC	SUPPLIES	4,811	64.18
000,530.00	DAVID MAYES	SEWAGE TESTING	4,812	150.00
000,530.00	MONTGOMERY ELEVATOR CO	SERVICE CONTR	4,813	381.19
000,544.00	MORGAN LINEN SERV	SUPPLIES	4,814	108.24
000,544.00	MOTT BROS CO	SUPPLIES	4,815	10.64
000,571.00	NORTHERN ILL GAS CO	SERVICE	4,816	3,726.82
000,544.00	P & W SUPPLY	SUPPLIES	4,817	10.00
000,530.00	ROCK RIVER GLASS	SERVICE	4,818	220.79
000,530.00	ROCK VALLEY DISPOSAL	SERVICE	4,819	20.00
000,530.00	SAUNDERS LEASING SYS	TRUCK TEST	4,820	4.85
000,544.00	SVC EDUC FUND	SUPPLIES	4,821	85.35
000,544.00	SERV A LITE PRODUCTS	SUPPLIES	4,822	27.05
000,561.00	STERLING PARK DIST	POOL RENTAL	4,823	32.00
000,544.00	TACO PARTS DISTR CO	SUPPLIES	4,824	161.36
000,550.00	NORMAN WELCH	TRAVEL EXP	4,825	52.80
000,544.00	WILSON ELECTRIC CO	SUPPLIES	4,826	108.34
000,544.00	SVC PETTY CASH	MISC SUPPLIES	4,827	6.32
000,544.00	SVC IMPREST FUND	MISC EXP	4,828	4.00

TOTAL BUILDING FUND BILLS FOR NOVEMBER

14,580.55 ,

BOND AND INTEREST #1

00-563	AMERICAN NATIONAL BANK & TRUST OF CHICAGO	Principal - 225,000.00
00-564	X X X X X	Interest - 39,375.00
00-569	X X X X X	Fees - 143.75
		115 <u>264,518.75</u>

TOTAL BOND AND INTEREST #1 FOR NOVEMBER

\$ 264,518.75

92-000-544	United Parcel Service	Service	3984	2.00
10-117-550	University of Illinois	Conference Fee	3985	30.00
10-117-550	Robert Bates	Meeting Expenses	3986	50.00
38-000-550	Lori Biogioni	Meeting Expenses	3987	18.90
10-117-550	University of Illinois	Conference Fee	3988	30.00
97-000-550	UCEA	Conference Fee	3989	30.00
83-000-547	Chronicle of Higher Education	Subscription	3990	20.00
10-512-543	Broude Brothers Ltd.	Supplies	3991	5.00
81-000-541	Change Magazine	Supplies	3992	12.00
92-000-544	United Parcel Service	Service	3993	2.00
20-000-545	Arena Magazine Company	Books	3994	10.85
10-117-543	Robert Bates	Supplies	3995	27.05
10-316-530	Edna Aplegate	Honorarium	3996	65.00
38-000-550	Racada Inn of Rockford	Travel	3997	14.68
81-000-550	" " " "	"	14.67	29.35
10-316-530	Penny Murphy	Honorarium	3998	15.00
10-316-530	Dan Fullerton	Honorarium	3999	15.00
10-316-530	Julian Burn	Honorarium	4000	15.00
10-316-530	Gloria Johnson	Honorarium	4001	15.00
38-000-541	AAHE-NXUS	Subscription	4002	7.50
10-300-543	Irv Parke	Supplies	4003	17.76
91-000-550	Barb Pesada	Meeting Expenses	4004	100.00
10-418-550	UW-Extension	Parking Fee	4005	6.00
10-117-550	Robert Bates	Meeting Expenses	4006	58.52
10-512-543	Rose Discount Records	Supplies	4007	14.36
92-000-544	United Parcel Service	Service	4008	2.00
VOID			4009	
38-000-541	College Placement Council	Subscription	4010	3.00
83-000-547	Sterling Daily Gazette	Subscription	4011	26.00
71-000-530	Divison of Boilers & Press.	Inspection	4012	4.00
VOID			4013	
10-812-550-01	Ill Council of Comm College	Conference Fee	4014	22.00
10-812-550-02	Ill Council of Comm College	Conference Fee	4015	22.00
10-316-550	Ill Council of Comm College	Conference Fee	4016	22.00
95-000-550	NCR Educational Group	Conference Fee	4017	95.00
10-713-543	Springer Publishing Company	Supplies	4018	15.75
10-316-550	Ogle County Youth Service	Registration Fee	4019	3.00
92-000-544	Postmaster	Postage	4020	124.15
10-712-543	Teachers College Press	Supplies	4021	3.75
82-000-541	Sterling Camera Center	Supplies	4022	8.74
92-000-544	United Parcel Service	Service	4023	2.00
97-000-543	United States Department/Comm	Supplies	4024	2.55
10-811-550-01	Ill Council of Comm College	Conference Fee	4025	22.00
10-811-550-02	" " " " "	"	22.00	44.00
20-000-545	Book Dept. All7	Books	4026	29.50
10-200-543	U.S. Govt Printing Office	Supplies	4027	6.50
38-000-550	Joliet Junior College	Registration Fee	4028	3.75
97-000-550	Executive Enterprises, Inc.	Registration Fee	4029	150.00
10-813-543	The Woodworks, Inc.	Supplies	4030	11.45
38-000-550	Ill Council of Comm College	Conference Fee	4031	66.00
20-000-550	Ill Council of Comm College	Conference Fee	4032	22.00
92-000-544	United Parcel Service	Service	4033	2.98
20-000-545	ERIC Document Reproduction	Books	4034	11.18
92-000-544	Postmaster	Postage	4035	92.72

\$1392.57

EDUCATIONAL FUND -	1388.57
BUILDING FUND -	4.00

Balance on Hand	1631.45
Disbursements	1392.57
Total in fund	3024.00

SAUK VALLEY COLLEGE

APPROVED BY

Donald F. Coplan

PRESIDENT

Lorna Deafer

SECRETARY

DATE

TREASURER'S REPORT

October 31, 1977

NATIONAL FUND

Balance on Hand September 30, 1977 \$ 137,426.92

Receipts:

Taxes	95,800.39
Charge-Back Revenue	501.57
Voc. Ed. Reg. Reimb.	41,869.00
Voc. Ed. Equip. Reimb.	8,330.00
State Work Study	4,866.00
Federal Work Study	11,094.22
Fall Tuition	200,000.00
Transcript Fees	97.50
Other Revenue	33.85
Expenditure Credits	1,119.33
Loan from Bldg. Fund	<u>125,000.00</u>
	<u>488,711.86</u>

Amount Available \$ 626,138.78

Disbursements:

Expenses for October	<u>252,380.32</u>
Balance on Hand October 31, 1977	<u>\$ 373,758.46</u>

EDUCATIONAL FUND

Balance on Hand September 30, 1977 \$ 90,658.41

Receipts:

Investments	100,000.00
Taxes	23,958.90
Interest on Investments	1,249.31
Misc. Revenue	121.00
Expenditure Credits	<u>38.55</u>
	<u>\$ 125,367.76</u>

Amount Available \$ 216,026.17

Disbursements:

Expenses for October	12,259.60
Loan to Educ. Fund	<u>125,000.00</u>
Balance on Hand October 31, 1977	<u>\$ 78,766.57</u>

DE AND CONSTRUCTION FUND - Dixon National Bank

Balance on Hand September 30, 1977 \$ 82,173.91

Receipts:Facilities Revenue 5,555.50

Total Available

\$ 87,729.41

Disbursements:-0-

Balance on Hand October 31, 1977

\$ 87,729.41

DE AND CONSTRUCTION FUND - Harris Trust

Balance on Hand September 30, 1977 \$ 6,811.09

Receipts:-0-Disbursements:-0-

Balance on Hand October 31, 1977

\$ 6,811.09

DE AND INTEREST FUND #1

Balance on Hand September 30, 1977 \$ 6,488.15

Receipts:Taxes 40,514.42
Interest on Investments 226.66 40,741.08

Total Available

\$ 47,229.23

Disbursements:-0-

Balance on Hand October 31, 1977

\$ 47,229.23

DE AND INTEREST FUND #2

Balance on Hand September 30, 1977 \$ 2,240.71

Receipts:Taxes 16,161.28

Total Available

\$ 18,401.99

Disbursements:-0-

Balance on Hand October 31, 1977

\$ 18,401.99

WORKING CASH FUND

Balance on Hand September 30, 1977	\$ 36,000.54
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Receipts:

Interest on Investments	<u>545.62</u>
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Total Available	\$ 36,546.16
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Disbursements:

Investments	<u>545.62</u>
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Balance on Hand October 31, 1977	\$ <u>36,500.54</u>
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FUNDS INVESTED

Time-Open Deposits	B & I #2	\$ 84,784.28
Time-Open Deposit	S & C	100,000.00
Time-Open Deposit	B & I #1	288,167.42
Certificate of Deposit	S & C	50,000.00
Certificate of Deposit	B & I #1	45,000.00
Certificate of Deposit	S & C	360,881.84
Time-Open Deposit	S & C	100,000.00
Certificate of Deposit	Working Cash	248,765.66
Certificate of Deposit	Working Cash	104,272.11
Certificate of Deposit	Working Cash	210,800.95
		<u>\$1,592,672.26</u>

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 10/31/77

B A L A N C E S H E E T

ASSET:

Cash in Bank #1.....	\$ 8.67
Cash in Bank #2.....	409.32
Notes Receivable #1.....	1,847.00
Notes Receivable #2.....	1,975.00
	<u>\$4,239.99</u>

LIABILITIES & NET WORTH:

Fund Equity #1.....	\$1,730.64
Net Profit #1.....	<u>125.03</u>
	\$1,855.67
Fund Equity #2.....	\$2,314.92
Net Profit #2.....	69.40
	<u>2,384.32</u>
	<u>\$4,239.99</u>

P R O F I T A N D L O S S

INCOME

Interest Income #1.....	25.03.....
Bad Debts Repaid #1.....	<u>100.00.....</u>
	\$125.03
Interest Income #2.....	9.40
Bad Debts Repaid #2.....	<u>60.00.....</u>
	\$69.40

EXPENSES:

NONE

Net Profit #1.....	<u>\$125.03</u>
Net Profit #2.....	<u>\$69.40</u>

SAUK VALLEY COLLEGE

E.O.G. WORK STUDY FUNDS

Period Ending 10/31/77

B A L A N C E S H E E T

Cash on Hand	\$ 76,884.31
Workstudy Awards Available form Fed. Gov. 1977-78.	94,877.00
Workstudy Awards Capital 1977-78	\$141,377.00
Workstudy Awards Paid 1977-78.	32,359.26
E.O.G. Funds Receivable from Fed. Gov. 1977-78	46,018.00
Initial E.O.G. Awards Capital 1977-78.	25,903.00
Initial E.O.G. Awards Paid 1977-78	-0-
Renewal E.O.G. Awards Capital 1977-78.	33,615.00
Renewal E.O.G. Awards Paid 1977-78	-0-
Basic E.O.G. Program Awards Rec. from Fed. Gov. 1977-78. .	117,720.00
Basic E.O.G. Program Awards Capital 1977-78.	172,970.00
Basic E.O.G. Program Awards Paid 1977-78	-0-
Inactive Federal Grants.	6,006.43
	<u>\$373,865.00</u>
	<u>\$373,865.00</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 10/31/77

BALANCE SHEET

ASSETS:

Cash in Bank	\$ 28,093.61
Petty Cash	300.00
Investments	32,116.75
Inventory 6/30/77	45,208.24
Accounts Receivable - Educational Fund	30.72
	<u>\$105,749.32</u>

LIABILITIES AND NET WORTH:

Accounts Payable - Student Activities Fund	\$ 96.00
Fund Equity	\$125,982.78
Net Loss	<u>(-20,329.46)</u>
	<u>105,653.32</u>
	<u>\$105,749.32</u>

PROFIT AND LOSS

INCOME:

Textbook Sales	\$74,117.93
Supplies Sales	6,407.06
Miscellaneous Sales	2,749.40
Paperback Sales	1,022.31
Used Books Sales	3,233.37
Sales Tax Collected	4,308.74
Other Income	24.49
Investments Income	474.64
Over & Under	<u>10.95</u>
	\$ 92,348.89

EXPENSES:

Textbook Purchases	\$91,249.75
Supplies Purchases	3,422.01
Miscellaneous Purchases	2,573.78
Paperback Purchases	1,003.31
Used Book Purchases	2,494.70
Sales Tax Paid	4,036.85
Salaries & Wages	4,206.07
Transportation Charges	1,972.56
Supplies Expense	1,001.57
Travel	248.57
Telephone	22.15
Dues & Subscriptions	10.00
Other Expense	<u>437.03</u>
	<u>\$112,678.35</u>

NET LOSS on a cash basis without regard to inventory
or Account Payable (-\$20,329.46)

RESTRICTED PURPOSES FUND

STATEMENT OF INCOME & EXPENSE

October 31, 1977

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Comprehensive Fee Income	\$ 4,423.49
Athletic Income	
Drama Income	201.00
Student Activity Income	972.19
Student Newspaper Income	
Film Income	105.50
Cash Over & Under	15.50
Other Income-Student Activity Fund Only	
 TOTAL INCOME	 \$ 5,717.68

	<u>BUDGET</u>	<u>EXPENSE</u>
Athletic Expense	\$18,012.00	\$ 3,941.77
Cheerleaders & Pom Pom Expense	650.00	28.20
Speech Activities/Readers Theatre	4,400.00	1,338.35
Drama Expense	2,700.00	859.59
Music Expense	3,000.00	349.87
Student Activity Expense	16,700.00	6,379.17
Student Newspaper Expense	3,000.00	1,503.51
Associated Student Board	2,500.00	523.17
Women's Intercoll. Activities	10,430.00	2,798.47
Intramurals-Coed	300.00	87.75
SVC Clubs	2,200.00	95.00
Contingency Expense/Equipment	500.00	
Contingencies/Non-Budgeted	1,708.00	
 TOTAL EXPENSE	 \$66,100.00	 \$17,904.85

Excess of Expenditures

over Revenue, as of

October 31, 1977

(\$12,187.17)

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

October 31, 1977

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash In Bank \$ 53,956.99	Student Tuition \$209,815.00	
Petty Cash 435.00	Out-of-District Fees 128.31	
Accts. Rec. 195,873.16	Due Educational Fund 1,585.05	
	Due Building Fund 192.88	
	Due Student Loan Fund 362.38	
	Due Bookstore 964.46	
	Tuition Refunds (13,607.00)	\$199,441.08
<u>RESTRICTED AGENCY FUND LIABILITIES</u>		
	Child Care Operations \$(1,031.81)	
	Parking 11,474.23	
	Recreation Room Fund 3,398.53	
	Student Locker Fund 161.70	
	Land Lab 1,484.63	
	Community Services 13,174.09	
	Child Care Center 193.32	
	Photography Supplies 1,539.31	
	LPN Supplies 6,353.07	
	Law Enforcement Grant 3,600.00	
	HEW Nurses Grant (555.31)	
	Nursing Capitation 121.05	
	1977-78 Disadvantaged Gt. (7,709.85)	
	1975-76 ICCB Pub. Serv. 309.42	
	CETA Public Services (2,052.08)	
	ILL Humanities Grant 2,528.05	
	Miscellaneous Account 220.02	
	Student Clubs 544.08	33,692.45
<u>FUND EQUITY</u>		
	July 1, 1977	\$29,318.79
	Excess of Expenditures over Revenue, as of October 31, 1977	(12,187.17)
		17,131.62
<u>TOTAL ASSETS</u>	<u>\$250,265.15</u>	<u>TOTAL LIABILITIES & FUND EQUITY</u>
		<u>\$250,265.15</u>

STUDENT ACTIVITY

Balance On Hand, September 30, 1977	\$243,974.06
October Receipts	<u>40,993.37</u>
	284,967.43
October Disbursements	<u>231,010.44</u>
Balance On Hand, October 31, 1977	<u>\$ 53,956.99</u>

CHECK #	NAME	AMOUNT
#2925	Warco - #260 Student Activity - Balance owed for ID cards	\$ 10.53
#2926	Claire Holmberg - #266 Women's Intercollegiate - Tennis team meals, 9/28-9/29/77	34.29
#2927	Sears Roebuck & Co. - #103 Accts. Rec. - Fall 1977	419.74
#2928	Cambridge Book Co. - #103 Adult Rec. - Adult Basic Ed. Gt. Gt. fd-15	1,268.25
#2929	Bonnie Jean Pyron - #360 Misc. - IGLP 1,500.00, Less Tuition 192.00	1,308.00
#2930	Shirley Watt - #346 HEW Nurses Gt. - Balance of Award Due	555.31
#2931	Bun Austin Chevrolet Co. - #263 Athletic Exp/Hartje - Station wagon rental, 9/22-9/29/77	173.64
#2932	Emerald Hill - #253 Athletic Exp/Hartje - Green fees for Arrowhead Conference, 10-3-77	112.00
#2933	Wolohan Lumber Co. - #258 Drama Exp. - Supplies	176.71
#2934	Jerry Mathis - #102 Petty Cash - 1977-78	250.00
#2935	Kai Line of Sterling - #335 Comm. Services - Historical Club, Wisconsin, 9-24-77	120.00
#2936	Carolina Pena - #260 Student Activity - Misc. expenses for parade float	51.32
#2937	Muller Pinehurst Dairy, Inc. - #264 A.S.B. - Supplies of Pow Wow Day	117.60
#2938	Rock River Provision Co. - #264 A.S.B. - Supplies for Pow Wow Day	268.60
#2939	Sandy Druin - #264 A.S.B. - Supplies for Pow Wow Day	17.15
#2940	Bev Ohda - #330 Child Care - Misc. Supplies	29.43
#2941	Frito-Lay, Inc. - #264 A.S.B. - Supplies for Pow Wow Day	110.87
#2942	Urbain Becker - #334 Land Lab - Equipment, Service for Agronomy Day	180.00
#2943	Tim Gaumer - #335 Comm. Services - Energy Fair	23.50
#2944	Jim Egan - #335 Comm. Services - Energy Fair	23.50
#2945	Energy Plus - #335 Comm. Services - Exhibitor's fee refund, Energy Fair	25.00
#2946	James Barber - #360 Misc. - Tax paid for books/Amboy Comm. Unit	2.50
#2947	Rae Wright - #103 Accts. Rec. ISSC Grant, Fall 77	224.00
#2948	Stephen Johnson - #103 Accts. Rec. - Foundation, Fall 77	96.00
#2949	Robert Ager - #320 Tuition Refund - Dropped 3 sem. hrs. Fall 77	9.60
#2950	Robert Habben - #320 Tuition Refund - Dropped 3 sem. hrs. Fall 77	9.60
#2951	Roxilyn Smith - #320 Tuition Refund - Dropped 3 sem. hrs. Fall 77	9.60

CHECK #	NAME	AMOUNT
#2952	Norman Sandell - #320 Tuition Refund - Total refund due, 0 Sandell	\$ 12.00
#2953	Clarence Revzan - #320 Tuition Refund - Dropped 1 sem hr. Fall 77 (Senior Citizen)	.20
#2954	Lori Jacobs - #260 Student Activity - Performance, 10-5-77	500.00
#2955	David Lovekine - #359 IL Humanities Gt. - Travel to Chicago	37.50
#2956	Claire Holmberg - #266 Women's Intercollegiate - Meals for volleyball team, Elgin, 10-4-77	20.85
#2957	Ida Nitz - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	55.00
#2958	Iris Crane - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	65.00
#2959	Pat McBride - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	55.00
#2960	Genelle Samuelson - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	35.00
#2961	Beth Unrath - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	55.00
#2962	Karen Didier - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	45.00
#2963	Kay Boschulte - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	50.00
#2964	Pat Warren - #266 Women's Intercollegiate - Officiating volleyball, 10-1-77	45.00
#2965	Shawer Press - #262 Student Newspaper - Sauk Talk Papers, 8/22-9/23/77	1,298.75
#2966	SVC Educational Fund - #315 Due Educ. Fund - Trial Bal. 9/30/77	1,166.16
#2967	SVC Building Fund - #316 Due Building Fund - Trial Bal. 9/30/77	159.55
#2968	SVC Bookstore - #319 Due Bookstore - Trial Bal. 9/30/77	84.83
#2969	SVC Educational Fund - #302 Out-of-District- Trial Bal. 9/30/77	506.58
#2970	Jack Garrison - #320 Tuition Refund - Dropped 2 sem. hrs. Fall 77	32.00
#2971	Nancy Dennison - #335 Comm. Services - Dropped C/S Course, Fall 77	16.00
#2972	Arthur Mana - #320 Tuition Refund - Dropped 15 sem. hrs. Fall 77	48.00
#2973	Patsy Smith - #103 Accts. Rec. - Additional ISSC Grant, Fall 77	74.00
#2974	Carl Sandburg Community College - #266 Women's Intercollegiate, Entry fee for tournament, 10/8/77	25.00
#2975	Treasurer - State of Illinois - #103 Accts. Rec. - Overpayment of Adult Educational Program - #B-762	355.50
#2976	Illinois Bell Telephone Co. - #352D Disadvantaged Gt. - Phone service, 9/25-10/24/77	40.56
#2977	Phyllis Putman - #103 Accts. Rec. - DVR, Fall 77	48.00
#2978	Virginia Wilson - #320 Tuition Refund - Dropped 1 sem. hr. Fall 77	16.00
#2979	Virginia Humphreys - #320 Tuition Refund - Dropped 2 sem hrs., Fall 77	19.20
#2980	Sterling School of Beauty Culture - #360 Misc. - Double payment for Jacqueline Wilson	64.00
#2981	SVC Payroll Fund - #330 Child Care, 539.42; #352D Disadv. Gt., 547.00; #354 CETA, 752.50	1,838.92
#2982	SVC Educational Fund - #260 Student Act. 7.25; #352D Disadv. Gt. 2820	35.45

CHECK #	NAME	AMOUNT
#2983	SVC Student Loan Fund - #318 Due Student Loan - Loans paid during Sept. 1977, Trial Bal. 9/30/77	\$ 681.22
#2984	SVC Bookstore - #252 Athletic/Mabee 5.22; #257 Speech Act. 5.70; #260 Student Act. .49; #331 Parking 1.59; #352D Disadv. Grant 5.85 - Bookstore purchases in Sept. 77	18.85
#2985	Films Incorporated - #260 Student Act. - Rental Film, "Small Change", shown on 10/8/77	256.00
#2986	Cindy Lovell - #32Q Tuition Refund - Dropped 1 sem. hr. Fall 77	14.40
#2987	Shannon Green - #320 Tuition Refund - Dropped 1 sem. Hr. Fall 77	16.00
#2988	Void	
#2989	Paul Little - #320 Tuition Refund - Dropped 2 sem hrs. Fall 77	25.60
#2990	Timothy Zigler - #320 Tuition Refund - Dropped 2 sem. Hrs. Fall 77	28.80
#2991	Vincent E. Gilbert - #260 Student Act. - Tuning for L. Jacobs Concert	20.00
#2992	The Daily Gazette - #260 Student Act, - Ad for "A Boy and His Dog"	22.20
#2993	Claire Holmberg - #266 Women's Intercollegiate - Meals for volleyball team, 10/8-10/10/77	49.60
#2994	Westgor Music Center - #260 Student Act. - Rental	15.00
#2995	Diana Carlson - #341 LPN- Insurance refund, withdrawn from program	8.50
#2996	Glenn Spuze - #262 Student Newspaper - Service for Sauk Talk	30.00
#2997	So-Fro Fabrics - #258 Drama Exp. - Fabric for play	13.95
#2998	Void	
#2999	Wally Anstead - #253 Athletic Exp/Hartje - Golf Balls & Bags	245.70
#3000	Pat McBride - #266 Women's Intercollegiate - Officiating, volleyball	60.00
#3001	Iris Crane - #266 Women's Intercollegiate - Officiating volleyball	60.00
#3002	Claire Holmberg - #266 Women's Intercollegiate - Meals, court time for tennis team	30.15
#3003	Stewart Beverage Corporation - #256 Cheerleading & Pom Poms, Refreshments-visiting tennis & volleyball teams at half time	28.20
#3004	Linda Witzleb - #320 Tuition Refund	14.40
#3005	SVC Educational Fund - #301 Student Tuition - Fall Tuition 100-000-441B	200,000.00
#3006	Woolworth - #257 Speech Act. - Supplies -P.O. 5402	14.21
#3007	K-Mart - #257 Speech Act. - Supplies, P.O. #5404	17.08
#3008	J. C. Penney Co., Inc. - #257 Speech Act. - Supplies, P.O. #5403	8.00
#3009	Kankakee Community College - #251 Athletic Exp/Palumbo - Entry fee for basketball tournament, 11/25-11/26/77	50.00
#3010	Rile and McDade, Inc. - #260 Student Act. - Concert, Janet Ketchum & Peter Segal, 10/13/77	900.00
#3011	Void	
#3012F	Patricia Shambarger - #320 Tuition Refund - Dropped 1 sem. hr. Fall 77	14.40
#3013	Cynthia Etnyre - #320 Tuition Refund - Dropped 2 sem. hrs., Fall 77	32.00

CHECK #	NAME	AMOUNT
3014	Timothy Vcs-#320 Tuition Refund, Dropped 3 sem. hrs. Fall	48.00
3015	Diane Logan-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3016	Rosalie Barbaras-#360 Misc., Check for change	2.00
3017	SVC Educational Fund-#352D Disadvantaged Gt., Storeroom charges	3.50
3018	Perry Memorial Hospital-#360 Misc., Check for change	5.00
3019	Patricia Martin-#103 Accts. Rec., ISSC, Spring 77 Grant	30.00
3020	Tressurer-State of Illinois-#103 Accts. Rec. Overpayment for M. Holldorf for Fall 1976	15.00
3021	Gregg Wilhelm-#253 Athletic Exp/Hartje, Travel for conference golf match, Galesburg, IL, 10/13/77	33.45
3022	David Wolford-#360 Misc., Check for change	949.50
3023	Kymberly R. Mason-#360 Misc., Check for change	872.04
3024	Farm & Fleet-#258 Drama Exp., Supplies	26.23
3025	Dan Mabee-#252 Athletic Exp/Mabee, Travel and meals, DuPage Invitational Cross Country, 10/15/77	55.35
3026	Mike Levan-#320 Tuition Refund, Dropped 9 sem. hrs. Fall	86.40
3027	Tami Whetstone-#103 Accts. Rec., ISSC Grant, Fall	240.00
3028	Patricia Koehn-#103 Accts. Rec., ISSC Grant, Fall	272.00
3029	Helen Drozd-#103 Accts. Rec., ISSC Grant, Fall	96.00
3030	Nelson Kari-#320 Tuition Refund, Dropped 4 sem. hrs. Fall	25.60
3031	The Sport Shop-#266 Women's Intercoll., Supplies	68.60
3032	Mueller Chemical Co., Inc.-#266 Women's Intercoll., Supplies	14.87
3033	Mr. Charles Schuler-#334 Land Lab., Rent	585.00
3034	Ron Hartje-#253 Athletic Exp/Hartje, Meals, Galesburg conference golf match, 10/13/77	18.00
3035	The Kroger Co.,-#336 Child Care Operations, Supplies	33.75
3036	Kerry Stoudt-#103 Accts. Rec., Foundation Grant, Fall	150.00
3037	Maginnis and Associates, Inc.-#341 LPN Supplies, Insurance	1,147.50
3038	Sam Ruma-#341 LPN Supplies, Nursing Pins	122.00
3039	Frank Johnson-#320 Tuition Refund, Dropped 3 sem. hrs. Fall	48.00
3040	Lidia Hernandez-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3041	Dave Bingaman-#260 Student Activity, Program on NORML, 10/18/77	300.00
3042	Kenlake State Resort Park-#257 Speech Act., Deposit on reservations	56.72
3043	Jerry Mathis-#257 Speech Act., Expenses, Interpretation Workshop, Eau Claire, WI, 10/13-10/15/77	455.36
3044	Bob Jones-#257 Speech Act., Travel for Workshop/Mathis	96.00
3045	Park Hills Country Club-#253 Athletic Exp/Hartje, Greens fees	18.25
3046	Claire Holmberg-#266 Women's Intercoll., Mileage, meals for volleyball and tennis teams	43.33
3047	Dan Mabee-#252 Athletic Exp/Mabee, Expenses for cross country, IVCC, 10/17/77	51.60
3048	Mary Trainor-#103 Accts. Rec., Law Enforcement Grant, Fall	48.00
3049	Denise Schauff-#103 Accts. Rec., ISSC Grant, Fall	256.00
3050	Betty Grindey-#266 Women's Intercoll., Officiating volleyball	45.00
3051	LaVonne Morgan-#266 Women's Intercoll., Officiating volleyball	45.00
3052	Claire Holmberg-#266 Women's Intercoll., Fees at Westcod for tennis sectional, 10/15/77	18.66
3053	Bun Austin Chevrolet Co.-#257 Speech Act., Rental for Workshop	113.28

CHECK #	NAME	AMOUNT
3054	Ron Hartje-#253 Athletic Exp/Hartje, Expenses for Sectional golf tournament, Freeport, 10/18/77	56.75
3055	Doris Cox-#103 Accts. Rec., Adult Basic Educ. Gt., #859	39.49
3056	Walt Lillymen, Jr.-#103 Accts. Rec., Adult Basic Educ. Gt. #859	18.29
3057	The Dramatic Publishing Co.-#258 Drama Exp., Playscript	1.30
3058	K-Mart-#258 Drama Exp., Paint supplies	20.25
3059	Samuel French, Inc.-#258 Drama Exp., Royalties, "Moon Children"	155.00
3060	Letty O'Neil-#360 Misc., Check for change	1.00
3061	Ron Hartje-#253 Athletic Exp/Hartje, Conference golf match, Black Hawk, Moline, 10/10/77	26.92
3062	Ned Shapiro-#253 Athletic Exp/Hartje, Travel expense for conference golf match, Black Hawk, Moline, 10/19/77	18.90
3063	Frank Palumbo-#102 Petty Cash, Petty cash for 1977-78 season	75.00
3064	Debora Knutsen-#320 Tuition Refund, Dropped 1 sem. hr. Fall	14.40
3065	Christine Vest-#320 Tuition Refund, Dropped 1 sem. hr. Fall	14.40
3066	Claire Holmberg-#266 Women's Intercoll, Meals, travel for tennis	45.06
3067	Dan Mabee-#252 Athletic Exp/Mabee, Meals, travel for x-country	61.55
3068	Parkland College-#252 Athletic Exp/Mabee, Entry for NJCAA Track and Field Meet, 5/16-5/20/78	150.00
3069	Sandra Burbach-#320 Tuition Refund, Dropped 1 sem. hr. Fall	14.40
3070	Norma Heureur-#335 Comm. Services, Honorarium for Fall Workshop Educators of Young Children, 10/22/77	25.00
3071	Lois Schultz-#335 Comm. Services, Workshop honorarium	25.00
3072	Margo Quick-#335 Comm. Services, Workshop honorarium	25.00
3073	Donna Obrecht-#335 Comm. Services, Workshop honorarium	25.00
3074	Patricia Thomas-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3075	William Stoudt-#320 Tuition Refund, Dropped 3 sem. hrs. Fall	9.50
3076	The Independent Eye, Ltd.-#260 Student Activity, Performance of Bishops, 10/25/77	500.00
3077	Servomation Corp.-#335 Comm. Services, Communications Workshop	163.62
3078	Elkhorn Corp.-#352D Disadvantaged Gt., Nov. rent	300.00
3079	Jerry Mathis-#257 Speech Act., Materials	57.23
3080	Jill O'Brien, Murray State University-#257 Speech Act. Registration fee for Commonwealth Interpretation Workshop, 10/27-10/29/77	132.00
3081	Dr. Charles O. Tucker-#335 Comm. Services, Presentation for the Communication Workshop	300.00
3082	International Materials, Inc.-#266 Women's Intercoll. Tennis dresses	109.50
3083	Claire Holmberg-#266 Women's Intercoll, Meals, travel for volleyball and tennis teams	71.07
3084	KAL Lines of Sterling-#266 Women's Intercoll., Bus and van rental	314.75
3085	Micro Gear, Inc.-#360 Misc., Check for change	32.00
3086	SVC Payroll Fund-#330 Child Care \$499.42, #352D Disadvantaged Gt. \$1,279.00, #354 CETA \$779.58, Payroll for 10/31/77	2,558.00
3087	So-Fro Fabrics-#258 Drama Exp., Supplies	3.58
3088	Dan Mabee-#252 Athletic Exp/Mabee, Meals travel for x-country	38.08
3089	Gary Wolfe-#320 Tuition Refund, Dropped 3 sem. hrs. Fall	43.20
3090	Crown Printing Co.-#258 Drama Exp., Posters	54.00
3091	Frank Palumbo-#268 Intramurals, Officiating	4.50

CHECK #	NAME	AMOUNT
3092	Lynn Schipper-#268 Intramurals, Officiating	11.25
3093	Ron Happach-#268 Intramurals, Officiating	15.75
3094	Stan Cornelius-#268 Intramurals, Officiating	4.50
3095	John Hammelman-#268 Intramurals, Officiating	6.75
3096	Guy Price-#268 Intramurals, Officiating	22.50
3097	Mark Hoildorf-#268 Intramurals, Officiating	13.50
3098	Jeff John-#268 Intramurals, Officiating	9.00
3099	Paul Colson-#335 Comm. Services, Supplies for Young Childrens Workshop	14.91
3100	Gary Clardie-#103 Accts. Rec., Military Grant, Fall	16.00
3101	Elkhorn Corp.-#352D Disadvantaged Grant, Utilities \$267.85, Rent for August \$300.00	567.85
3102	Harper College-#259 Music Exp., IMRA Choral Festival Registration	50.00
3103	Earl F. Slagle & Son, Inc.-#260 Student Activity, Posters	16.00
3104	Ramada Inn-Elgin-#260 Student Activity, Student Activity Workshop, Elgin, IL, 9/16-9/17/77	85.82
3105	Assn. of College Unions-International-#260 Student Activity, Dues	100.00
3106	Tim Lawrence-#335 Comm. Services, Class cancellation, Fall	16.00
3107	Kevin Grell-#335 Comm. Services, class cancellation, Fall	16.00
3108	John Hill-#335 Comm. Services, Class cancellation, Fall	16.00
3109	Joan Rhodes-#335 Comm. Services, Class cancellation, Fall	16.00
3110	Nancy Dunphy-#335 Comm. Services, Class cancellation, Fall	16.00
3111	William Smith-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3112	Arnie Schroeder-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3113	Vernard Gillman-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3114	William Haas-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3115	Elizabeth Horton-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3116	Richard Kuecker-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3117	Carletta Snell-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3118	Maxine L. Biller-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00
3119	Beverly Ohda-#320 Tuition Refund, Dropped 1 sem. hr. Fall	1.00
3120	Cynthia Lawrence-#335 Comm. Services, Class cancelled, Fall	1.00
3121	Maria Marquez-#103 Accts. Rec., Foundation Grant, Fall	125.00
3122	Lynn Camery-#103 Accts. Rec., ISSC Grant, Fall	256.00
3123	Randi Schwartz-#264 A.S.B., Supplies for elections	7.18
3124	Ken McLean-#258 Drama Exp., Reimbursement for cleaning of uniforms for play	6.00
3125	The Dramatic Publishing Co.-#258 Drama Exp., Scripts	6.84
3126	John E. Devine, Jr.-#262 Student Newspaper Exp., Travel, meals, lodging fees for Press Day Workshop, Ullin, IL, 10/6-10/7/77	160.91
3127	Dan Mabee-#252 Athletic Exp/Mabee, Meals, travel for x-country at U. of Ill., 10/29/77	75.69
3128	Beverly Ohda-#330 Child Care Operations, Supplies	9.89
3129	Kline's-#103 Accts. Rec., CETA, Fall, Supplies	171.00
3130	Peterson-Detweiler & Co.-#251 Athletic Exp/Palumbo \$968.90, #266 Women's Intercoll. \$532.60, Sports Insurance for 1977-78	1,501.50
3131	The Print Shop-#262 Student Newspaper, Card and Setup	11.95
3132	Jerry Mathis-#257 Speech Act., Expenses for Commonwealth Interpretation Workshop, Kenlake, KY, 10/26-10/30/77	382.77

DAUK VALLEY COLLEGE

APPROVED BY

Donald F. Coplan

PRESIDENT

Lorna Keefer

SECRETARY

DATE

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	27,030.55	27,030.55	16,218.33	10,812.22	123,755.00	96,724.45	96,724.45
DIV OF BUS CONTR SERV	2,660.00	2,660.00	2,580.00	80.00	3,600.00	940.00	940.00
DIV OF BUS SUPPLIES	1,242.85	1,242.85	1,005.38	237.47	4,700.00	3,457.15	3,457.15
DIV OF BUS CONF & MEETINGS	506.13	506.13	441.79	64.34	1,500.00	993.87	993.87
FOOD SERV CONTR SERV	.00	.00	.00	.00	350.00	350.00	350.00
FOOD SERV SUPPLIES	156.10	156.10	67.25	93.85	825.00	668.90	668.90
FOOD SERV CONF & MEETINGS	283.52	283.52	.00	283.52	250.00	33.52 CR	33.52 CR
DIV OF AGRIC SALARIES	3,619.80	3,619.80	2,171.88	1,447.92	17,375.00	13,755.20	13,755.20
DIV OF AGRIC CONTR SERV	.00	.00	.00	.00	200.00	200.00	200.00
DIV OF AGRIC SUPPLIES	482.89	482.89	155.21	327.68	1,570.00	1,087.11	1,087.11
DIV OF AGRIC CONF & MEETINGS	.00	.00	.00	.00	700.00	700.00	700.00
DIV OF INDUS ED SALARIES	24,425.40	24,425.40	14,655.24	9,770.16	106,025.00	80,599.60	80,599.60
INDUS ED CONTR SERV	154.12	154.12	.00	154.12	1,750.00	1,095.88	1,095.88
INDUS ED SUPPLIES	2,060.76	2,060.76	1,626.28	434.48	15,193.00	13,132.24	13,132.24
INDUS ED CONF & MEETINGS	40.60	40.60	.00	40.60	1,465.00	1,424.40	1,424.40
COSMETOLOGY CONTR SERV	15,922.88	15,922.88	10,117.08	5,805.80	31,008.00	15,085.12	15,085.12
COSMETOLOGY SUPPLIES	.00	.00	.00	.00	100.00	100.00	100.00
COSMETOLOGY CONF & MEETINGS	7.50	7.50	.00	7.50	50.00	42.50	42.50
HUMAN SERV ADMIN SALARIES	6,904.53	6,904.53	5,370.19	1,534.34	18,412.00	11,507.47	11,507.47
HUMAN SERV CONTR SERV	125.00	125.00	.00	125.00	350.00	225.00	225.00
HUMAN SERV SUPPLIES	370.86	370.86	146.01	224.85	1,200.00	829.14	829.14
HUMAN SERV CONF & MEETINGS	448.00	448.00	35.00	413.00	550.00	102.00	102.00
DIV OF SOC SCI SALARIES	22,788.15	22,788.15	13,672.89	9,115.26	93,075.00	76,286.85	76,286.85
DIV OF SOC SCI SUPPLIES	600.94	600.94	424.02	176.92	2,172.00	1,571.06	1,571.06
DIV OF SOC SCI CONF & MEETINGS	282.34	282.34	225.60	56.74	1,320.00	1,037.66	1,037.66
CRIMINAL JUS ADMIN SALARIES	7,336.89	7,336.89	5,706.47	1,630.42	19,565.00	12,228.11	12,228.11
CRIM JUS INSTR SALARIES	2,968.75	2,968.75	1,781.25	1,187.50	14,250.00	11,281.25	11,281.25
CRIM JUS CONTR SERV	378.49	378.49	378.49	.00	300.00	78.49 CR	78.49 CR
CRIM JUS SUPPLIES	992.90	992.90	382.56	610.34	2,750.00	1,757.10	1,757.10
CRIM JUS CONF & MEETINGS	566.24	566.24	315.42	250.82	940.00	373.76	373.76
LIBRARY TECH SUPPLIES	.00	.00	.00	.00	250.00	250.00	250.00
FIRE SCI CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
FIRE SCI SUPPLIES	1,286.10	1,286.10	1,261.98	24.12	1,625.00	338.90	338.90
FIRE SCI CONF & MEETINGS	189.00	189.00	189.00	.00	400.00	211.00	211.00
DIV OF HUMANITIES SALARIES	37,408.05	37,408.05	22,444.83	14,963.22	155,900.00	118,491.95	118,491.95
HUMANITIES CONTR SERV	296.06	296.06	191.51	104.55	500.00	500.00	500.00
HUMAN SUPPLIES	.00	.00	.00	.00	2,274.00	1,977.94	1,977.94

Account	Total	Prev. Mo.		Budget	Unexpended	Unencumbered	
	Expenditures	To Date	To Date				This Mo.
DIV OF HUMAN CONF & MEETINGS	283.35	283.35	139.80	143.55	1,266.00	982.65	982.65
ART DEPT SALARIES	3,166.65	3,166.65	1,899.99	1,266.66	15,200.00	12,033.35	12,033.35
ART DEPT CONTR SERV		.00		.00	330.00	330.00	330.00
ART DEPT SUPPLIES	88.56	88.56	47.55	41.01 CR	1,602.00	1,690.56	1,690.56
ART DEPT CONF & MEETINGS		.00		.00	109.00	109.00	109.00
MUSIC DEPT SALARIES	6,385.40	6,385.40	3,831.24	2,554.16	30,650.00	24,264.60	24,264.60
MUSIC DEPT CONTR SERV	157.50	157.50	152.50	5.00	700.00	542.50	542.50
MUSIC DEPT SUPPLIES	826.63	826.63	450.68	375.95	1,584.00	757.37	757.37
MUSIC DEPT CONF & MEETINGS		.00		.00	228.00	228.00	228.00
DIV OF MATH SCI SALARIES	33,376.70	33,376.70	20,026.02	13,350.63	137,600.00	104,223.30	104,223.30
DIV OF MATH SCI CONTR SERV		.00		.00	700.00	700.00	700.00
DIV OF MATH SCI SUPPLIES	3,700.58	3,700.58	3,154.22	546.36	8,801.00	5,100.42	5,100.42
DIV OF MATH SCI CONF & MEETINGS	42.21	42.21		42.21	1,166.00	1,123.79	1,123.79
MED LAB TECH SALARIES	7,560.00	7,560.00	5,880.00	1,680.00	20,160.00	12,600.00	12,600.00
MED LAB TECH CONTR SERV	204.25	204.25	204.25	.00	400.00	195.75	195.75
MED LAB TECH SUPPLIES	4,074.05	4,074.05	3,683.59	390.46	4,691.00	616.95	616.95
MED LAB TECH CONF & MEETINGS	129.40	129.40	129.40	.00	410.00	280.60	280.60
ADN ADMIN SALARIES	4,371.23	4,371.23	2,787.94	1,583.34	14,000.00	14,628.72	14,628.72
ADN INSTR SALARIES	15,903.77	15,908.77	9,719.17	6,189.60	66,185.00	50,276.23	50,276.23
ADN OFC SALARIES	2,421.00	2,421.00	1,883.00	538.00	6,456.00	4,035.00	4,035.00
ADN CONTR SERV		.00		.00	25.00	25.00	25.00
ADN SUPPLIES	820.00	820.00	311.15	508.85	1,480.00	660.00	660.00
ADN CONF & MEETINGS	312.49	312.49	131.50	180.99	1,495.00	1,182.51	1,182.51
LPN SALARIES	14,161.78	14,161.78	15,274.28	3,887.50	48,865.00	29,703.22	29,703.22
LPN CONTR SERV		.00		.00	75.00	75.00	75.00
LPN SUPPLIES	739.03	739.03	216.42	522.61	1,590.00	850.97	850.97
LPN CONF & MEETINGS	58.15	58.15	31.20	26.95	740.00	681.85	681.85
RAD TECH SALARIES	6,300.00	6,300.00	4,920.00	1,380.00	16,560.00	10,260.00	10,260.00
RAD TECH CONTR SERV		.00		.00	700.00	700.00	700.00
RAD TECH SUPPLIES	225.55	225.55	206.05	19.50	2,785.00	2,559.45	2,559.45
RAD TECH CONF & MEETINGS	328.50	328.50	328.50	.00	1,000.00	671.50	671.50
DIV OF PHYS ED SALARIES	12,279.55	12,279.55	7,367.73	4,911.82	53,700.00	41,420.45	41,420.45
PHYS ED SUPPLIES	790.93	790.93	727.29	63.64	2,172.00	1,381.07	1,381.07
PHYS ED CONF & MEETINGS	40.00	40.00	40.00	.00	602.00	562.00	562.00
PART TIME OVERLOAD BUNCH	1,487.50	1,487.50		1,487.50	17,150.00	15,662.50	15,662.50
PART TIME OVERLOAD SAGMCE	2,100.00	2,100.00		2,100.00	10,600.00	8,500.00	8,500.00
PART TIME OVERLOAD WILLIAMS	22,830.65	22,830.65	1,545.09	2,128.56	110,000.00	87,169.35	87,169.35
SUMMER SESSION SALARIES	6,670.32	6,670.32	6,685.62	153.00 CR	67,000.00	296.98	296.98

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INSTR SECR SALARIES	9,851.73	9,851.73	7,605.07	2,246.66	27,086.00	17,234.27	17,234.27
WORKROOM CONTR SERV	1,013.20	1,013.20	1,007.70	5.50	1,100.00	86.80	86.80
INSTR UNALLOCATED CONTR SERV	501.33	501.33	129.43	371.90	2,000.00	1,498.67	1,498.67
FACULTY IN SERVICE TRAINING	558.32	558.32	558.32	.00	5,000.00	4,441.68	4,441.68
WORKROOM SUPPLIES	403.42	403.42	338.69	64.73	1,000.00	596.58	596.58
FACULTY OFFICE SUPPLIES	264.52	264.52	213.77	50.75	800.00	535.48	535.48
INSTITUTIONAL COMMITTEES SUPPLIES	133.94	133.94	70.53	63.41	200.00	66.06	66.06
TUITION REIMBURSEMENT	1,559.75	1,559.75	1,409.75	150.00	5,500.00	3,940.25	3,940.25
ARTS & SCI DEAN SALARY	9,749.97	9,749.97	7,583.31	2,166.66	26,000.00	16,250.03	16,250.03
ARTS & SCI ASST DEAN	6,081.39	6,081.39	4,343.85	1,737.54	14,113.00	13,031.61	13,031.61
ARTS & SCI SECR SALARY	3,161.84	3,161.84	2,594.60	567.24	8,056.00	4,894.16	4,894.16
ARTS & SCI FED WORK STUDY	4,722.38	4,722.38	2,855.30	1,867.08	18,745.00	14,022.62	14,022.62
ARTS & SCI STATE WORK STUDY	847.18	847.18	732.03	115.15		847.18 CR	847.18 CR
STUDENT TUTORS	877.50	877.50	336.00	541.50	2,500.00	1,622.50	1,622.50
ARTS & SCI SUPPLIES -DEAN	190.74	190.74	167.43	23.31	900.00	709.26	709.26
ASST DEAN SUPPLIES	88.83	88.83	80.58	8.25	400.00	311.17	311.17
ARTS & SCI CONF & MEETINGS-DEAN	37.15	37.15		37.15	720.00	682.85	682.85
ASST DEAN CONF & MEETINGS	22.00	22.00		22.00	360.00	338.00	338.00
CAREER ED DEAN SALARY	9,562.50	9,562.50	7,437.50	2,125.00	25,500.00	15,937.50	15,937.50
ASST DEAN SALARY	7,125.03	7,125.03	5,541.69	1,583.34	14,000.00	11,874.97	11,874.97
CAREER ED SECR SALARY	3,163.50	3,163.50	2,460.50	703.00	8,436.00	5,272.50	5,272.50
CAREER ED FED WORK STUDY	1,776.04	1,776.04	972.92	803.12	14,380.00	12,603.96	12,603.96
CAREER ED STATE WORK STUDY	1,329.54	1,329.54	1,065.75	263.79		1,329.54 CR	1,329.54 CR
SVC EMPLOYEES	2,229.64	2,229.64	1,697.29	532.35	6,000.00	3,770.36	3,770.36
CAREER ED DEAN SUPPLIES	440.12	440.12	335.58	104.54	1,500.00	1,059.88	1,059.88
CAREER ED ASST DEAN SUPPLIES	158.80	158.80	132.13	26.67	750.00	591.20	591.20
CAREER ED CONF & MEETINGS-DEAN	52.30	52.30		52.30	1,500.00	1,447.70	1,447.70
ASST DEAN CONF & MEETINGS	44.00	44.00	22.00	22.00	500.00	456.00	456.00
COMMUNITY ED ADMIN SALARY	7,814.97	7,814.97	6,078.31	1,736.66	20,840.00	13,025.03	13,025.03
COMM ED INSTR SALARIES	13,916.00	13,916.00	9,362.50	4,553.50	63,000.00	49,084.00	49,084.00
COMM SERV COORDINATORS	287.50	287.50	287.50	.00	4,500.00	4,212.50	4,212.50
COMM ED SECR SALARIES	3,434.58	3,434.58	2,671.34	763.24	9,159.00	5,724.42	5,724.42
COMM ED CONTR SERV	570.00	570.00	240.00	330.00	3,000.00	2,430.00	2,430.00
COMM ED SUPPLIES	760.73	760.73	391.50	369.23	2,400.00	1,639.27	1,639.27
COMM ED CONF & MEETINGS	320.20	320.20	143.88	176.32	1,800.00	1,479.80	1,479.80
ACADEM SKILLS SALARIES	6,119.80	6,119.80	3,671.88	2,447.92	36,500.00	30,380.20	30,380.20
ACADEM SKILLS FED WORK STUDY	713.84	713.84	355.45	358.39	2,700.00	1,986.16	1,986.16

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ACADEM SKILLS CONTR SERV		.00		.00	500.00	500.00	500.00
ACADEM SKILLS SUPPLIES	621.36	621.36	274.48	346.88	3,000.00	2,378.64	2,378.64
ACADEM SKILLS CONF & MEETINGS	88.71	88.71	83.60	5.11	300.00	211.29	211.29
LRC ADMIN SALARIES	7,125.03	7,125.03	5,541.69	1,583.34	19,000.00	11,874.97	11,874.97
LRC PROF SALARIES	9,041.65	9,041.65	5,424.99	3,616.66	43,400.00	34,358.35	34,358.35
LRC SECR SALARIES	7,930.53	7,930.53	6,168.19	1,762.34	21,148.00	13,217.47	13,217.47
LRC FED WORK STUDY	2,690.37	2,690.37	1,891.33	799.04	9,000.00	6,309.63	6,309.63
LRC STATE WORK STUDY	199.75	199.75	84.60	115.15		199.75 CR	199.75 CR
LRC CONTR SERV	953.22	953.22	538.04	415.18	3,500.00	2,546.78	2,546.78
LIBRARY SUPPLIES	3,662.13	3,662.13	4,161.82	499.69 CR	8,300.00	4,637.87	4,637.87
A V SUPPLIES	3,090.36	3,090.36	2,139.38	950.98	6,400.00	3,309.64	3,309.64
XEROX SUPPLIES	1,348.09	1,348.09	507.92	840.17	2,000.00	651.91	651.91
LIBRARY BOOKS	7,315.19	7,315.19	3,639.64	3,675.55	25,000.00	17,684.81	17,684.81
LRC CONF & MEETINGS	185.17	185.17	10.00	175.17	600.00	414.83	414.83
ADM & RECORDS PROF SALARIES	13,950.00	13,950.00	10,850.00	3,100.00	37,200.00	23,250.00	23,250.00
ADM & REC SECR SALARIES	12,184.51	12,184.51	9,571.15	2,613.36	26,678.00	14,493.49	14,493.49
ADM & REC FED WORK STUDY	1,744.91	1,744.91	1,232.59	512.32	3,500.00	1,755.09	1,755.09
ADM & REC CONTR SERV	415.00	415.00	415.00	.00	390.00	25.00 CR	25.00 CR
ADM & REC SUPPLIES	1,442.41	1,442.41	340.32	1,102.09	4,800.00	3,357.59	3,357.59
ADM & REC CONF & MEETINGS		.00		.00	500.00	500.00	500.00
COUNSELING PROF SALARIES	28,995.85	28,995.85	22,403.43	6,592.42	79,110.00	50,114.15	50,114.15
COUNSELING SECR SALARIES	2,470.86	2,470.86	1,921.78	549.08	6,589.00	4,118.14	4,118.14
HEALTH SERV SUPPLIES		.00		.00	300.00	300.00	300.00
FIN AIDS PROF SALARIES	7,593.75	7,593.75	5,906.25	1,687.50	20,250.00	12,656.25	12,656.25
FIN AIDS SECR SALARIES	2,351.25	2,351.25	1,828.75	522.50	6,270.00	3,918.75	3,918.75
STUDENT SERV ADMIN SALARIES	4,299.97	4,299.97	7,233.31	2,066.66	24,800.00	15,500.03	15,500.03
STUDENT SERV SECR SALARIES	2,587.50	2,587.50	2,012.50	575.00	6,900.00	4,312.50	4,312.50
STUDENT SERV FED WORK STUDY	9,493.36	9,493.36	6,565.09	2,928.27	37,100.00	27,606.64	27,606.64
STUDENT SERV STATE WORK STUDY	3,581.22	3,581.22	2,735.52	845.70		3,581.22 CR	3,581.22 CR
STUDENT SERV CONTR SERV	136.00	136.00	136.00	.00	300.00	164.00	164.00
COACHING SALARIES	2,300.00	2,300.00	325.00	1,975.00	9,300.00	7,000.00	7,000.00
STUDENT SERV SUPPLIES	3,086.23	3,086.23	2,435.92	650.31	9,000.00	5,913.77	5,913.77
STUDENT RECRUITMENT	546.21	546.21	546.21	.00	2,000.00	1,453.79	1,453.79
COMMENCEMENT	506.68	506.68	468.16	38.52	4,000.00	3,493.32	3,493.32
STUDENT SERV CONF & MEETINGS	1,283.06	1,283.06	520.44	762.62	4,300.00	3,016.94	3,016.94
VETERANS GRANT SALARIES	5,175.00	5,175.00	4,025.00	1,150.00	13,800.00	8,625.00	8,625.00
VETERANS GRANT SECR SALARIES	2,136.78	2,136.78	1,661.94	1,474.84	5,698.00	3,561.22	3,561.22

Account	Total	Prev. Mo.		Budget	Unexpended	Unencumbered
	Expenditures	To Date	To Date			
VETERANS GRANT SUPPLIES	607.58	607.58	591.88	15.70	2,500.00	1,892.42
VETERANS GRANT CONF & MEETINGS	69.40	69.40	69.40	.00	1,200.00	1,130.60
PUB SERV SALARIES		.00		.00	3,500.00	3,500.00
PUB SERV CONTR SERV		.00		.00	500.00	500.00
PUB SERV SUPPLIES		.00		.00	500.00	500.00
SERVICE STAFF SALARIES	95,305.63	95,305.63	74,294.56	21,011.07	274,150.00	183,844.37
MAINT FED WORK STUDY BOYS	16,674.89	16,674.89	12,883.24	3,791.65	64,160.00	52,485.11
MATRONS FED WORK STUDY	4,494.09	4,494.09	3,094.05	1,400.04		4,494.09 CR
MAINT STATE WORK STUDY BOYS	844.29	844.29	1,181.16	336.87 CR		844.29 CR
MATRONS STATE WORK STUDY	504.46	504.46	468.39	36.07		504.46 CR
TELEPHONE	7,065.77	7,065.77	5,275.86	1,789.91	22,800.00	15,734.23
PRES SALARY	13,124.97	13,124.97	10,208.31	2,916.66	35,000.00	21,875.03
PRES SECR SALARY	3,769.27	3,769.27	2,762.77	1,006.50	10,250.00	6,480.73
PRES OFC FED WORK STUDY	681.51	681.51	504.08	177.43	2,465.00	1,783.49
PRES OFC CONTR SERV		.00		.00	100.00	100.00
PRES OFC SUPPLIES	908.54	908.54	779.93	128.61	3,000.00	2,091.46
PRES OFC CONF & MEETINGS	610.98	610.98	390.80	220.18	2,500.00	1,889.02
SPECIAL AFFAIRS	606.80	606.80	606.05	.75	1,500.00	893.20
BUS OFC ADMIN SALARIES	11,700.00	11,700.00	9,100.00	2,600.00	31,200.00	19,500.00
BUS OFC PROF SALARIES	7,687.53	7,687.53	5,979.19	1,708.34	20,500.00	12,812.47
BUS OFC SECR SALARIES	15,136.13	15,136.13	11,514.57	3,621.56	47,525.00	32,388.87
BUS OFC FED WORK STUDY	2,036.34	2,036.34	1,491.12	545.22	9,200.00	7,163.66
BUS OFC STATE WORK STUDY	258.50	258.50	258.50	.00		258.50 CR
BUS OFC CONTR SERV	2,367.76	2,367.76	2,367.76	.00	2,200.00	1,677.76 CR
BUS OFC SUPPLIES	1,567.46 ◊	1,567.46 CR	2,351.02 ◊	783.56	8,000.00	9,567.46
BUS OFC CONF & MEETINGS	987.15	987.15	424.78	562.37	2,000.00	1,012.85
PUB RELA SALARIES	7,425.00	7,425.00	5,775.00	1,650.00	14,800.00	12,375.00
PUB RELA SECR SALARIES	820.47	820.47	599.34	221.13	6,250.00	5,429.53
PUB RELA SUPPLIES	11,698.62	11,698.62	11,385.67	312.95	43,000.00	31,301.38
PUB RELA CONF & MEETINGS	43.20	43.20	33.60	9.60	750.00	706.80
AUDITING & LEGAL	2,190.74	2,190.74	1,670.94	519.80	13,000.00	10,809.26
OTHER BOARD EXP	205.47	205.47	111.15	94.32	2,750.00	2,544.53
BOARD CONF & MEETINGS	148.06	148.06	40.60	107.46	2,000.00	1,851.94
INSTITUTIONAL SECR SALARY	2,493.72	2,493.72	1,939.56	554.16	6,650.00	4,156.28
GROUP HEALTH & LIFE INS	55,900.71	55,900.71	46,597.03	9,303.68	113,200.00	57,299.29
UNALLOCATED INSTITUTIONAL CONTR SERV	857.06	857.06	492.65	364.41	2,100.00	1,242.94
FACULTY ASSN SUPPLIES	1.80	1.80	.06	1.74	200.00	198.20

Account	Total	Prev. Mo.		Budget	Unexpended	Unencumbered	
	Expenditures	To Date	To Date				This Mo.
POSTAGE	10.914.68	10.914.68	5,554.72	5,359.96	25,080.00	14,165.32	14,165.32
PUBLICATIONS & DUES	1,040.00	1,040.00	1,040.00	.00	6,200.00	5,160.00	5,160.00
ADVERTISING	131.16	131.16	13.94	117.22	500.00	368.84	368.84
RECRUITMENT	1,686.57	1,686.57	1,672.17	14.40	2,000.00	313.43	313.43
GENERAL INSURANCE	284,355.6	284,355.6	2924.56	25,511.00	32,000.00	3,564.44	3,564.44
CAPITAL OUTLAY	.00			.00	23,691.00	23,691.00	23,691.00
STATE VOC EQUIPMENT	2,393.89	2,393.89	2,393.89	.00	2,393.89	2,393.89 CR	2,393.89 CR
TUITION CHARGE BACK	8,669.49	8,669.49	3,512.77	5,156.72	20,000.00	11,330.51	11,330.51
INSTITUTIONAL RES SUPPLIES	87.09	87.09	87.09	.00	1,000.00	912.91	912.91
INSTITU RES CONF & MEETINGS	.00			.00	500.00	500.00	500.00
DATA PROC PROF SALARIES	18,299.97	18,299.97	14,233.31	4,066.66	48,800.00	30,500.03	30,500.03
DATA PROC NON ACADEM SALARIES	2,236.26	2,236.26	1,821.75	414.51	6,400.00	4,163.74	4,163.74
DATA PROC FED WORK STUDY	1,073.97	1,073.97	849.54	224.43	3,800.00	2,726.03	2,726.03
DATA PROC STATE WORK STUDY	172.73	172.73	92.83	79.90	172.73	172.73 CR	172.73 CR
DATA PROC CONTR SERV	7,571.60	7,571.60	7,317.60	254.00	9,216.00	1,644.40	1,644.40
DATA PROC SUPPLIES	2,508.74	2,508.74	2,239.56	269.18	3,600.00	1,091.26	1,091.26
DATA PROC CONF & MEETINGS	95.00	95.00		95.00	1,000.00	905.00	905.00
DATA PROC EQUIP RENTAL	12,085.95	12,085.95	9,659.85	2,426.10	45,012.00	32,926.05	32,926.05
AFFIRMATIVE ACTION CONTR SERV	.00			.00	250.00	250.00	250.00
AFFIRM ACTION SUPPLIES	2.55	2.55		2.55	400.00	397.45	397.45
AFFIRM ACTION CONF & MEETINGS	831.64	831.64	593.09	238.55	1,000.00	168.36	168.36
CONTINGENCIES	.00			.00	25,000.00	25,000.00	25,000.00

997,543.98 T 997,543.98 T 704,449.91 T 293,094.07 T 3,091,403.00 T 2,099,859.02 T 2,099,859.02 T

BUILDING FUND

BLDG & MAINT SUPPLIES	3,945.69	3,945.69	3,202.84	742.85	55,000.00	51,054.31	51,054.31
MAINT CONF & MEETINGS	121.70	121.70	68.90	52.80	1,000.00	878.30	878.30
SERVICE EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
MAINT CONTR SERV	2,746.20	2,746.20	1,761.37	984.83	26,600.00	23,853.80	23,853.80
GAS	14,507.81	14,507.81	15,805.14	3,702.67	94,800.00	80,292.19	80,292.19
ELECTRICITY	22,541.26	22,541.26	13,514.40	4,026.86	116,000.00	93,458.74	93,458.74
RENTAL	64.00	64.00	32.00	32.00	1,000.00	936.00	936.00
CONTINGENCIES	.00			.00	15,000.00	15,000.00	15,000.00

48,926.66 T 48,926.66 T 34,384.65 T 14,542.01 T 324,400.00 T 275,473.34 T 275,473.34 T

SITE AND CONSTRUCTION FUND

Account	Total Expenditures	Prev. Mo.		Budget	Unexpended	Unencumbered
		To Date	To Date			
SITE IMPROVEMENT		.00		.00	50,000.00	50,000.00
NEW BLDG & ADDITIONS		.00		.00	45,000.00	45,000.00
BUILDING IMPROVEMENTS		.00		.00	5,000.00	5,000.00
OFFICE EQUIPMENT		.00		.00	10,000.00	10,000.00
INSTR EQUIPMENT		.00		.00	10,000.00	10,000.00
SERVICE EQUIPMENT		.00		.00	10,000.00	10,000.00
OTHER CAPITAL OUTLAY	38.44	38.44	38.44	.00	20,000.00	19,961.56
		38.44	38.44	.00	150,000.00	149,961.56
<u>BOND & INTEREST #1</u>						
DEBT PRINCIPAL RETIREMENT	225,000.00	225,000.00		225,000.00	225,000.00	.00
INTEREST	39,375.00	39,375.00		39,375.00	74,700.00	35,325.00
OTHER FIXED CHARGES	143.75	143.75		143.75	500.00	356.25
<u>BOND & INTEREST #2</u>						
DEBT PRINCIPAL RETIREMENT		.00		.00	115,000.00	115,000.00
INTEREST	2,300.00	2,300.00	2,300.00	.00	4,600.00	2,300.00
OTHER CHARGES		.00		.00	500.00	500.00
<u>WORKING CASH</u>						
MISC EXPENSES	201.23	201.23	201.23	.00	250.00	48.77
	201.23	201.23	201.23	.00	250.00	48.77

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	Receipts To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1976 TAXES	527,439.65	527,439.65	431,744.59	95,695.06	710,373.00	182,933.35	182,933.35
BACK TAXES	105.33	105.33		105.33		105.33 CR	105.33 CR
CHARGE BACK REVENUE	3,616.76	3,616.76	3,115.19	501.57	10,000.00	6,383.24	6,383.24
SUMMER STATE APPORT		.00		.00	105,364.00	105,364.00	105,364.00
FALL STATE APPORT		.00		.00	56,758.60	56,758.60	56,758.60
SPRING STATE APPORT		.00		.00	575,229.00	575,229.00	575,229.00
ICCB EQUALIZATION GRANT		.00		.00	19,450.00	19,450.00	19,450.00
REG VOC ED REIMB	21,422.00	21,422.00	20,447.00 □	4,186.90	115,000.00	93,578.00	93,578.00
VOC ED EQUIP REIMB	697.00	697.00	7,633.00 □	8,330.00	3,161.00	2,464.00	2,464.00
STATE WORK STUDY	6,329.20 □	6,329.20 CR	5,498.92 □	4,866.00	17,000.00	17,632.92	17,632.92
OTHER ILL REV	10,437.00	10,437.00	10,437.00	.00	20,000.00	9,563.00	9,563.00
HEW TITLE 2		.00		.00	3,500.00	3,500.00	3,500.00
VETERANS COST OF INSTR		.00		.00	17,972.00	17,972.00	17,972.00
FEDERAL WORK STUDY	27,877.06	27,877.06	16,782.84	11,094.22	124,000.00	96,122.94	96,122.94
VETERANS REPORTING FEE		.00		.00	8,500.00	8,500.00	8,500.00
SUMMER TUITION	66,352.41	66,352.41	66,352.41	.00	66,352.00	.41 CR	.41 CR
FALL TUITION	200,000.00	200,000.00		200,000.00	386,478.00	186,478.00	186,478.00
SPRING TUITION		.00		.00	391,682.00	391,682.00	391,682.00
GRADUATION FEES		.00		.00	400.00	400.00	400.00
TRANSCRIPT FEES	397.50	397.50	300.00	97.50	700.00	302.50	302.50
PUB SERV TUITION		.00		.00	4,500.00	4,500.00	4,500.00
INTEREST ON INVESTMENTS		.00		.00	100.00	100.00	100.00
OTHER REVENUE	54.90	54.90	21.05	33.85	100.00	45.10	45.10

857,766.69 T 857,766.69 T 495,174.16 T 362,592.53 T 3,147.447.00 T 2,284.680.31 T 2,284.680.31 T

BUILDING FUND

1976 TAXES	131,908.47	131,908.47	107,975.90	23,932.57	177,592.00	45,683.53	45,683.53
BACK TAXES	26.33	26.33		26.33		26.33 CR	26.33 CR
INTEREST ON INVESTMENTS	1,249.31	1,249.31		1,249.31	200.00	1,049.31 CR	1,049.31 CR
MISC REVENUE	513.00	513.00	392.00	121.00	1,000.00	487.00	487.00

133,697.11 T 133,697.11 T 108,367.90 T 25,329.21 T 178,792.00 T 45,094.89 T 45,094.89 T

SITE AND CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ANNUXTER REVENUE	18,222.00	18,222.00	13,666.50	4,555.50	48,000.00	29,778.00	29,778.00
UNIT 5 REVENUE	4,000.00	4,000.00	3,000.00	1,000.00	12,000.00	8,000.00	8,000.00
INTEREST ON INVESTMENTS	11,303.78	11,303.78	11,303.78	.00	25,000.00	13,696.22	13,696.22
	33,525.78	33,525.78	27,970.28	5,555.50	85,000.00	51,474.22	51,474.22
<u>BOND & INTEREST #1</u>							
1976 TAXES	223,020.53	223,020.53	182,557.21	40,463.32	300,430.00	77,409.47	77,409.47
BACK TAXES	51.10	51.10		51.10		51.10 CR	51.10 CR
INTEREST ON INVESTMENTS	3,157.41	3,157.41	2,930.75	226.66	6,000.00	2,842.59	2,842.59
	226,229.04	226,229.04	185,487.96	40,741.08	306,430.00	80,200.96	80,200.96
<u>BOND & INTEREST #2</u>							
CURRENT TAXES 1976	88,975.09	88,975.09	72,732.06	16,243.03	114,875.00	30,899.91	30,899.91
BACK TAXES	18.25	18.25		18.25		18.25 CR	18.25 CR
INTEREST ON INVESTMENTS	521.21	521.21	521.21	.00	1,200.00	678.79	678.79
	89,514.55	89,514.55	73,253.27	16,261.23	121,075.00	31,560.45	31,560.45
<u>WORKING CASH</u>							
SALE OF BONDS	90,000.00	90,000.00	90,000.00	.00	90,000.00	.00	.00
INTEREST ON INVESTMENTS	7,375.24	7,375.24	6,829.62	545.62	10,000.00	2,624.76	2,624.76
	97,375.24	97,375.24	96,829.62	545.62	100,000.00	2,624.76	2,624.76

DAUK VALLEY COLLEGE

APPROVED BY

Donald F. Copley

PRESIDENT

Lorna Keefer

SECRETARY

DATE